



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 – MAY 21, 2025 AT 5:30 P.M.

1. CALL TO ORDER
2. AGENDA
 - A) Items added or deleted
 - B) Adoption of the Agenda
3. MINUTES
 - A) Approval of Minutes
4. DELEGATIONS
 - A) C. Dies
 - B) P. Geddes
 - C) C. McKenzie
 - D) Public Hearing
5. ITEMS ARISING FROM THE MINUTES
6. FINANCIAL REPORT
 - A) Financial Report (quarterly)
7. ADMINISTRATIVE REPORTS
 - A) Municipal Enforcement Report
 - B) Chief Administrative Officer Report
 - C) Solar Report (quarterly)
8. COUNCIL REPORTS
9. CORRESPONDENCE
 - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
 - A) Land Use Amendment Bylaw 639-25:
Rezone from Commercial to Residential
 - B) Borrowing Bylaw 641-25
 - C) Line of Credit Borrowing Bylaw 642-25
 - D) Procedural Bylaw 643-25
 - E) 2025 Tax Rate Bylaw 640-25
 - F) Draft Fire Hall Use Agreement
11. NEW BUSINESS
 - A) Seniors' Week Proclamation
 - B) Municipal Accountability Program Report
 - C) Chief Administrative Officer Evaluation

- D) Viability Review Action Plan
- E) 10 Year Capital Plan

12. CLOSED SESSION

13. NEXT REGULAR COUNCIL MEETING DATE
Wednesday – June 18, 2025, at 5:30 p.m.

14. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the April 16, 2025 regular council meeting be accepted as presented.

That the minutes from the Special Meeting held on April 30, 2025 be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Bylaw 631-24 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: April 16, 2025 regular council meeting minutes
2. Prior to Adoption: April 30, 2025 special council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, April 16, 2025, 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. AGENDA

A) Items added or deleted

Deleted: 4B and 4C) C. McKenzie and C. Dies Delegation
Add: 11C) Bike Roadeo

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the April 16, 2025, regular council meeting agenda be accepted as amended."

Motion Carried 2025-62

3. MINUTES

A) Approval of Minutes

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the minutes for the March 26, 2025, be approved as presented."

Motion Carried 2025-63

4. DELEGATIONS

A) MWG Chartered Professional Accountants

Hayden Wilde, MWG Chartered Professional Accountants, reviewed the draft 2024 financial statements as distributed to Council. Clark Holt, Finance Manager for the Town of Raymond, also spoke to the statements.

Moved by Deputy Marty Kirby, seconded by Councillor Koehn, "that the 2024 Audited Financial Statements be approved as presented."
Motion Carried 2025-64

5. ITEMS ARISING FROM THE MINUTES

6. FINANCIAL REPORT

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the financial report for the period ending March 31, 2025."
Motion Carried 2025-65

7. ADMINISTRATIVE REPORTS

A) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending March 31, 2025, be accepted as information."
Motion Carried 2025-66

B) Chief Administrative Officer Report

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending March 31, 2025, be accepted as information."
Motion Carried 2025-67

C) Solar Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the solar report for the period ending March 31, 2025."
Motion Carried 2025-71

8. COUNCIL REPORTS

Councillor Koehn attended the FCSS All Council evening, Council Conversation and the Revitalization Committee meeting.

Councillor Toovey reported on the Community Bus.

Mayor Lindsay reported on the Council Conversation evening.

Deputy Mayor Kirby reported on the FCSS All Council evening and the Mayors and Reeves meeting.

Councillor Baron reported on the Milk River Health Professionals Attraction and Retention Committee, attended the Chinook Regional Library meeting, the Chief Mountain Regional Solid Waste Services Commission meeting and the MPC meeting.

Moved by Councillor Baron, seconded by Councillor Koehn, "that the committee reports for the period ending April 16, 2025, be accepted as information."

Motion Carried 2025-68

9. CORRESPONDENCE

A) Correspondence

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council accept the correspondence as information."

Motion Carried 2025-69

10. BYLAW/AGREEMENT/POLICY REVIEW

A) Circular Materials Master Services Agreement

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council authorize administration to enter into an agreement with Circular Materials for the collection and management of recycled materials as a result of the new Extended Producer Responsibility."

Motion Carried 2025-70

B) Joint Election Services Agreement with Horizon School Division

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election."

Motion Carried 2025-72

The Mayor recessed the meeting at 6:56 p.m.

The Mayor reconvened the meeting at 7:03 p.m.

11. NEW BUSINESS

A) 2025 Draft Operating Budget

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council write a letter to the provincial government regarding the education tax."

Motion Carried 2025-73

Moved by Councillor Koehn, seconded by Mayor Lindsay, "that Council hold a Special Meeting on April 30, 2025, at 9:00 a.m. for the 2025 draft operating budget."

Motion Carried 2025-74

B) 2025 Capital Plan Adjustment

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council table the 2025 capital plan adjustment to the May Council meeting."

Motion Carried 2025-75

C) Bike Roadeo

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council postpone participation in the Bike Roadeo event for one year."

Motion Carried 2025-76

12. CLOSED SESSION

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 8:23 p.m., to discuss one matter exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with only Council remaining in attendance."

Motion Carried 2025-77

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council reconvene to the regular meeting at 9:06 p.m."

Motion Carried 2025-78

Moved by Councillor Baron, seconded by Councillor Koehn, "that the Mayor prepare and finalize the CAO's evaluation."

Motion Carried 2025-79

13. NEXT REGULAR COUNCIL MEETING DATE

Wednesday – May 21, 2025, at 5:30 p.m.

14. ADJOURNMENT

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the regular council meeting for April 16, 2025, adjourn at 9:07 p.m."

Motion Carried 2025-80

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the day of 2025.

Prior to Adoption

Minutes of the Village of Warner Special Council meeting held on Wednesday, April 30, 2025, at 2:00 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, Finance Clerk

1. CALL TO ORDER

Mayor Lindsay called the meeting to order at 2:00 p.m.

2. AGENDA

A) Adoption of the Agenda

Moved by Councillor Baron, seconded by Councillor Koehn, “that the April 30, 2025, special council meeting agenda be accepted as presented.”

Motion Carried 2025-81

3. BUSINESS

A) 2025 Operating Budget

Moved by Councillor Baron, seconded by Councillor Koehn, “that Council direct administration to begin the ICF conversation with County of Warner administration, schedule meetings with appointed elected officials and to further begin gathering data as it relates to the list of mandatory services for the ICF as per the Municipal Affairs Statutes Amendment Act.”

Motion Carried 2025-82

Moved by Councillor Toovey, seconded by Councillor Koehn, “that Council approve the 2025 operating budget in the amount of \$1,343,530.”

Motion Carried 2025-83

B) 2025 Capital Budget Adjustment

The Mayor recessed the meeting at 3:39 p.m.

The Mayor reconvened the meeting at 3:52 p.m.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve the 2025 capital budget adjustment in the amount of \$1,515,500."
Motion Carried 2025-84

4. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the special council meeting for April 30, 2025, adjourn at 3:53 p.m."
Motion Carried 2025-85

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Delegation: C. Dies

RECOMMENDATION

That Council thank Mr. Dies for his presentation and to accept it as information.

LEGISLATIVE AUTHORITY

Procedural Bylaw

BACKGROUND

Mr. Craig Dies has requested time to address Council as a delegation.

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

None



Request for Decision Delegation: P. Geddes

RECOMMENDATION

That Council thank Ms. Geddes for her presentation and to accept it as information.

LEGISLATIVE AUTHORITY

Procedural Bylaw

BACKGROUND

Ms. Pat Geddes has requested to speak to Council regarding the possible sale of lots 34 and 35.

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

None



Request for Decision Delegation: C. McKenzie

RECOMMENDATION

That Council thank Ms. McKenzie for her presentation to Council and accept it as information.

LEGISLATIVE AUTHORITY

Procedural Bylaw

BACKGROUND

As Council is aware, administration has been working on a plan to rectify invalid meter readings for water.

Ms. McKenzie would like to discuss this utility with council as it pertains to her property.

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

None



Request for Decision Public Hearing for Land Use Bylaw Amendment 639-25

RECOMMENDATION

That Council hold a public hearing for the Land Use Bylaw Amendment 639-25.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The proposed Bylaw No. 639-25 is to redesignate the lands Lots 14 to 17 inclusive, Block 15, Plan 4068N to accommodate residential use of the existing building and land, rezoning from Commercial - C" to "Residential – R" as shown on the map in Schedule 'A'.

Council gave first reading to the Land Use Bylaw Amendment 639-25 at the March 26th Council meeting and public notice was circulated to the adjacent landowners, as well as advertisement in the Prairie Post of the public hearing.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Land Use Bylaw Amendment 639-25

**VILLAGE OF WARNER
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 639-25

BEING a bylaw of the Village of Warner in the Province of Alberta, to amend Bylaw No. 538-12 being the municipal Land Use Bylaw.

WHEREAS the Village of Warner Council is in receipt of a request to redesignate lands described as:

Lots 14 to 17 Inclusive, Block 15, Plan 4068N

from "Commercial - C" to "Residential – R" as shown on the map in Schedule 'A' attached hereto.

AND WHEREAS THE PURPOSE of proposed Bylaw No. 639-25 is to redesignate the lands to accommodate residential use of the existing building and land.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Village of Warner in the Province of Alberta duly assembled does hereby enact the following:

1. The land described as Lots 14 to 17 Inclusive, Block 15, Plan 4068N is designated "Residential – R".
2. The Land Use District Map is amended to reflect this designation.
3. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw, is hereby amended.
4. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw shall be consolidated to reflect this amendment.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **second** time this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **third** time and finally PASSED this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



**FROM: COMMERCIAL - C
TO: RESIDENTIAL - R**

**LOTS 14-17, BLOCK 15, PLAN 4068N
WITHIN NE 1/4 SEC 10, TWP 4, RGE 17, W 4 M
MUNICIPALITY: VILLAGE OF WARNER
DATE: FEBRUARY 18, 2025**

Bylaw #: 639-25



OLDMAN RIVER REGIONAL SERVICES COMMISSION
February 18, 2025 N:\Warning\County\Warning\Warner\LD & Land Use Redesignations\Warner-Village-ld 18-17\Block 15, Plan 4068N - Bylaw 639-25.docx

**MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 10th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E9
TEL. 403-325-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"**

Memo

To: Village of Warner Council
Kelly Lloyd, CAO

File: 8E-85

From: Bonnie Brunner, Senior Planner

Date: May 15, 2025

Re: Redesignation of land from Commercial – C to Residential - R
Lots 14-17, Block 15, Plan 4068N (203 4 Ave)
Comments on proposed Bylaw No. 639-25; public hearing – May 21, 2025

The landowner is proposing to redesignate Lots 14-17, Block 15, Plan 4068N (subject parcel) from Commercial - C to Residential - R to accommodate residential use. The 100'WX125'L (12,500 ft²) subject parcel incorporates an 870 ft² building, which was formerly used as a beauty salon and, most recently, a surveillance suite accessory to an approved commercial operation. The current Commercial zoning designation allows for discretionary secondary residential uses. However, the landowner desires to use the property and building for exclusive residential use, which requires redesignation to the Residential District.

Redesignation of the subject property to Residential may be considered spot zoning (i.e., arbitrary and inconsistent with surrounding uses and municipal plans). The subject property (excluding Lot 14) was rezoned in 2022 from Public and Institutional to Commercial to accommodate the historic commercial use of the property consistent with the surrounding land use districts and the policies of the Municipal Development Plan. The surrounding land use districts include Public and Institutional to the west, Commercial to the east and south, and Residential Manufactured Home to the north (see attached). There is no Residential zoning on 4 Avenue east of 3rd Street. One non-conforming single-detached dwelling from the 1940s is located on the corner of 4th and 5th Avenue.

The proposed redesignation does not appear to be consistent with the Village of Warner's Municipal Development Plan policies. The Future Land Use Concept (see attached) within the Village of Warner Municipal Development Plan identifies the area as the Village Centre and recommends that the "Village Centre along 2nd, 3rd, and 4th Avenues should continue to serve as the centre for business and civic activities" (policy 4.1). The Future Land Use Concept recommends exclusive residential uses outside of the Village Centre. Further, the Commercial Growth Objectives of the Municipal Development Plan include quality, readily available supply of commercial lots.

Council recently amended the Land Use Bylaw to allow for additional opportunities for residential use within the Commercial District while still maintaining the integrity of the Commercial District and the Village Centre Future Land Use Concept. There are now several opportunities for residential accommodation within the Commercial District, including Surveillance Suites, Mixed-Use Commercial/Residential Buildings, and Residential Accessory to an Approved Commercial Use.

Summary

Upon consideration of the surrounding land use designations, opportunities for residential accommodation within the existing zoning designation, and the recommendations of the Municipal Development Plan, redesignation of the subject parcel to Residential is not recommended.

Location Map

Lots 14-17, Block 15, Plan 4068N
203 4 Avenue



Zoning Map Excerpt



VILLAGE OF WARNER
Municipal Development Plan
Bylaw No. 601-20

Map 2
Future Land Use Concept
and Growth Directions

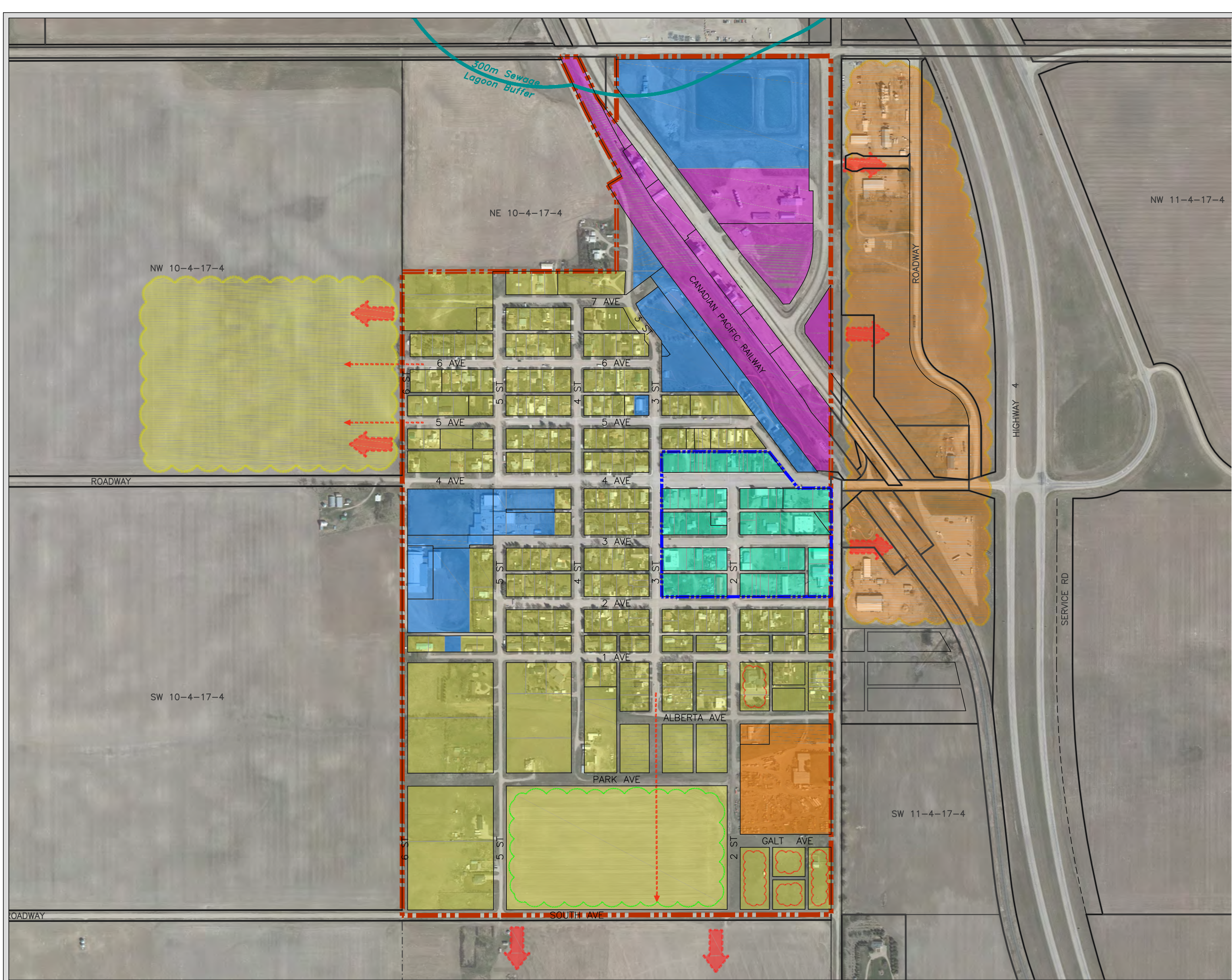
Future Land Use / Growth Directions

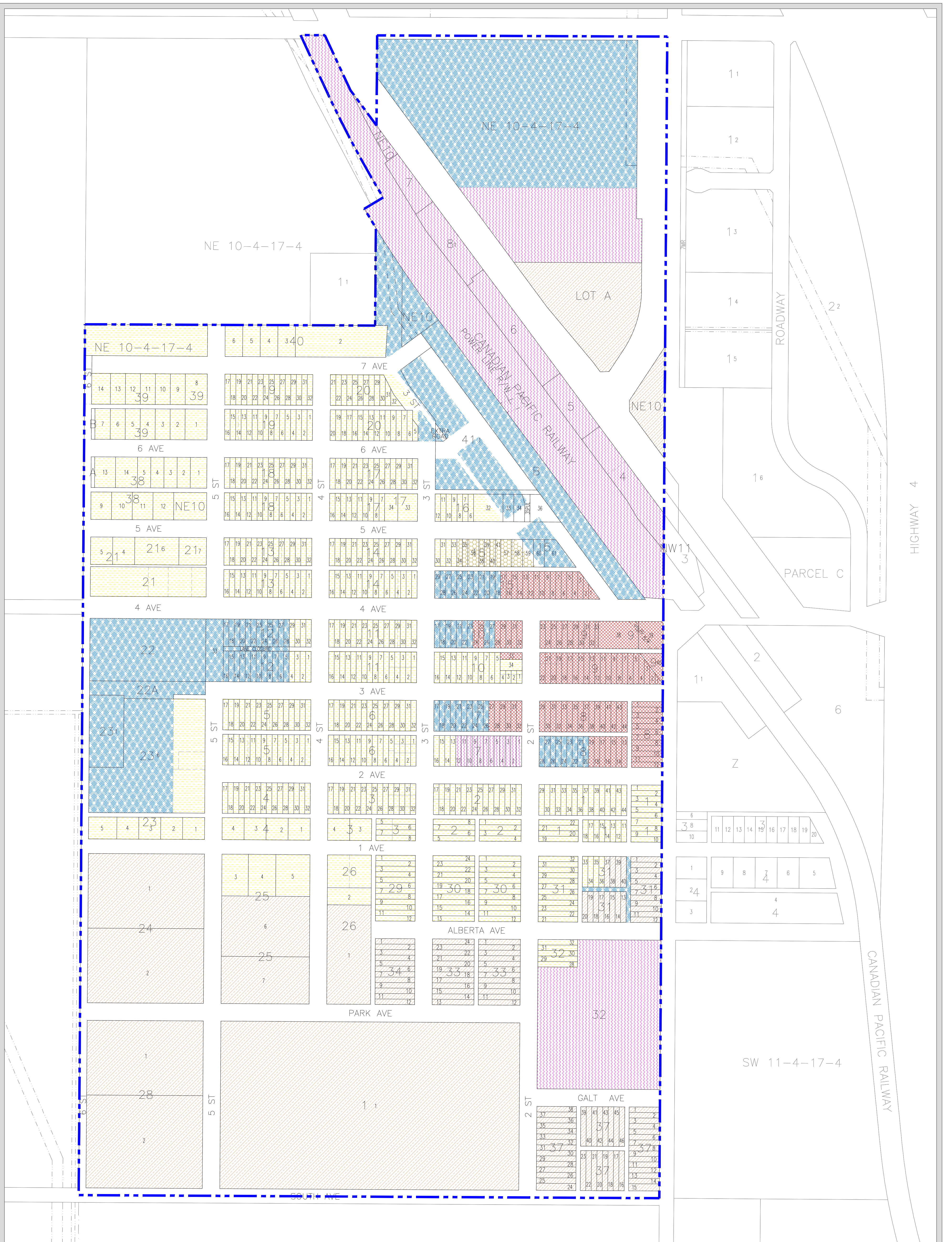
- Residential
- Non-Residential
- Commercial
- Industrial
- Public & Institutional
- Village Centre
- Potential Flexible Development Area
Residential and/or potential compatible
non-residential uses
- Potential Neighbourhood Unit
Residential development including
potential parkland, schools, compatible
neighbourhood commercial uses and
other public and institutional uses
- Growth Direction
- Future Road Network/Linkages
- Future Residential Expansion Area
- Future Non-Residential Expansion Area
- Village Boundary
- 300m Sewage Lagoon Buffer



AERIAL PHOTO DATE: 2017

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"





LAND USE DISTRICTS
Bylaw No. 538-12; September 18, 2013
(With Amendments To And Including Bylaw 634-24)

- Residential - R
- Residential Manufactured Home - RMH
- Commercial - C
- Industrial - I
- Public and Institutional - PI
- Transitional Agricultural - TA
- 300m Sewage Lagoon Buffer

VILLAGE OF WARNER
IN SE 1/4 SEC 10, AND PORTION OF NE 1/4 SEC 10,
TWP 4, RGE 17, W 4 M



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



PLOT SCALE 1:2500

March 13, 2025 N:Warner-County\Warner\Warner LUD & Land Use Redesignations\ Warner LUB 538-12 - September 18 2013 (Map amended to bylaw 634-24).dwg



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending April 30, 2025, 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

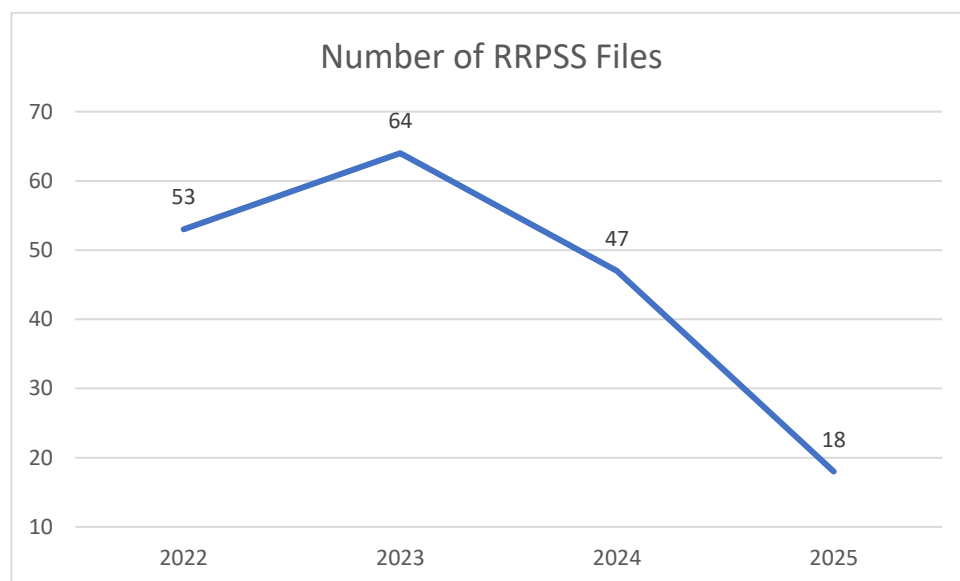
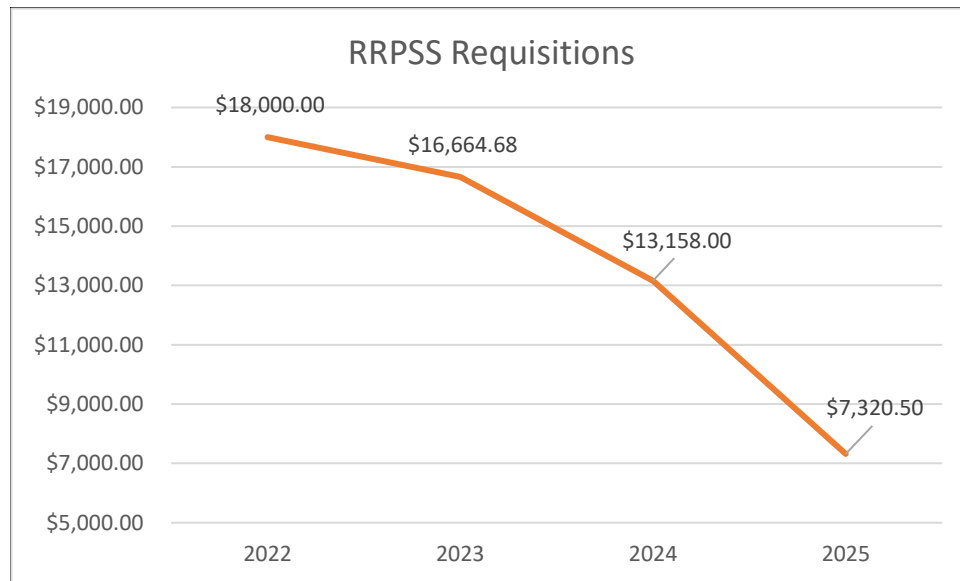
None

ATTACHMENTS

1. Municipal Enforcement Report



Request for Decision Municipal Enforcement Report





Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending April 30, 2025, 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 April 2025

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
- Development inquiries
- Follow up correspondence regarding development permits
- Updates from CPO's (when applicable)
- 2025 operating budget completion
- 2025 capital plan adjustment completion
- Updating account list for zero water metre reads
- Attend AHS monthly meeting
- Preparation, attendance and minutes for the April 30th Special Meeting
- Summer staff interviews
- Assistance to fire department for grant application
- Finalize agreement with Circular Materials for EPR Program
- Real Estate questions
- WCAP first meeting
- Carpet completed in Council Chambers
- Revise solar report for Council
- Funding avenue research
- Discussions with local beekeeper
- Election training
- Digital Data Dashboard training
- Meeting with Fortis – Franchise Fee renewal

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
<u>Motion Carried 2024-179</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council reallocate \$10,000 in the budget for grant writing services and approve the purchase of the air-cooled chiller from Trane Technologies for the Civic Centre in the amount of \$680,187.00. to be in place by fall 2025."	On hold
<u>Motion Carried 2024-259</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to explore the cost of relocating the old fire hall siren."	WIP
<u>Motion Carried 2025-19</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that administration research residential sub-class tax rates and prepare scenarios."	WIP
<u>Motion Carried 2025-60</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to research and formulate a draft lease agreement for the airport."	WIP
<u>Motion Carried 2025-70</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council authorize administration to enter into an agreement with Circular Materials for the collection and management of recycled materials as a result of the new Extended Producer Responsibility."	Complete
<u>Motion Carried 2025-72</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election."	WIP
<u>Motion Carried 2025-73</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council write a letter to the provincial government regarding the education tax."	WIP
<u>Motion Carried 2025-74</u>	Moved by Councillor Koehn, seconded by Mayor Lindsay, "that Council hold a Special Meeting on April 30, 2025, at 9:00 a.m. for the 2025 draft operating budget."	Complete
<u>Motion Carried 2025-75</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council table the 2025 capital plan adjustment to the May Council meeting."	Complete
<u>Motion Carried 2025-76</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council postpone participation in the Bike Rodeo event for one year."	Complete

<u>Motion Carried 2025-79</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that the Mayor prepare and finalize the CAO's evaluation."	Complete
<u>Motion Carried 2025-82</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to begin the ICF conversation with County of Warner administration, schedule meetings with appointed elected officials and to further begin gathering data as it relates to the list of mandatory services for the ICF as per the Municipal Affairs Statutes Amendment Act."	WIP



LOGIN NOTICE CONFIRMATION (Work Order 25D1409)

THIS IS NOT A REPORT

Need help reading your Login Notice? Check out this handy article:

<https://www.caro.ca/quick-guide-to-your-login-notice-how-to-review-your-sample-submission/>

CLIENT Warner, Village of (Alberta)
 PO NUMBER
 PROJECT Warner - THM/HAA/Lead
 PROJECT INFO Warner THM HAA LEAD
 QUOTATION ID Warner, Village of - Master bid
 SUBMITTED BY
 COC NO. eCOC#00022231
 By engaging our services, you are agreeing to CARO's Standard Terms and Conditions outlined here: <https://www.caro.ca/terms-conditions>

Receipt Details:

RECEIVED 2025-04-10 08:40
 LOCATION Edmonton Lab
 DISPOSAL DATE 5/10/2025
 SAMPLES LOGGED IN 1
 LOGGED IN 2025-04-10 09:05
 ACCOUNT MGR Team CARO

Sample Condition Summary:

Quantity of Transport Vessels Received: 1

Receipt Temperature = 15.1°C

Broken Container(s)	No	Sampling Date(s) Missing	No	Incorrect Cont./Pres.	No	Custody Seals Intact	
Cooling Initiated	Yes	Sample(s) Frozen	No	Missing/Extra Samples	No	Documentation Issue	No
Environmental Sample(s) >10°C	Yes	Microbiological Sample(s) >8°C	No				

Note: Sample transport temperatures of less than 8°C for microbiological parameters and less than or equal to 10°C for environmental parameters is recommended. Samples that exceed these values will still be processed. However, please note that the analytical results may be affected, especially for samples collected prior to the day of receipt.

REPORT TO Rick Lowry
 Warner, Village of (Alberta)
 Warner, AB T0K 2L0
 Tel: (403) 642-3877

INCLUDE QC
 INCLUDE COC
 EXTRAS
 Yes
 No
 Guidelines

INVOICE TO Kim Owen
 Warner, Village of (Alberta)
 Warner, AB T0K 2L0
 Tel: (403) 642-3877

FREQUENCY
 GST EXEMPT
 PAYMENT TERMS
 MIN AMOUNT
 With Report
 No
 Net30
 N/A

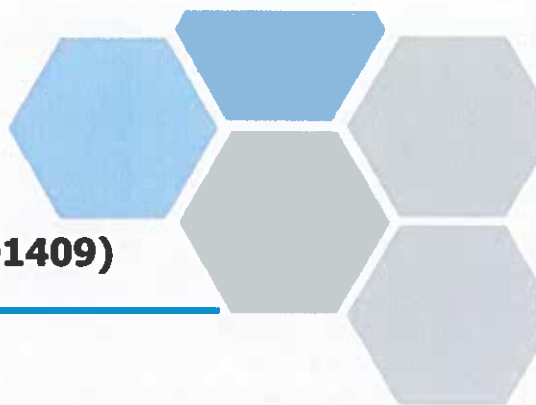
Delivery Plan:

REPORT DUE 2025-04-23 17:00 (7 TAT)

Contact Name	Email / Fax / Cellular	Login Notice	Report	Invoice	EDD	EDD Format	CC to	Fax	Text	Mail
Rick Lowry	ricklowry@rWSC.ca	✓	✓		✓	CARO Excel	derekhacke@rWSC.ca publicworks@warner.ca admin@warner.ca			
Kim Owen	admin@warner.ca			✓						

Analysis Schedule:

Analysis / Version	Due	Expires ¹	Status ²	Comments
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LOGIN NOTICE CONFIRMATION (Work Order 25D1409)

THIS IS NOT A REPORT

Need help reading your Login Notice? Check out this handy article:

<https://www.caro.ca/quick-guide-to-your-login-notice-how-to-review-your-sample-submission/>

Analysis Schedule, Continued:

Analysis / Version	Due	Expires ¹	Status ²	Comments
Warner (25D1409-01) Matrix: Water Sampled: 2025-04-08 10:30 				
Container(s) Submitted: A = C15_40 mL Vial (THM) B = C15_40 mL Vial (THM) C = C17_40 mL Vial (HAA) D = C17_40 mL Vial (HAA) E = C05_125 mL Plastic (Metals)				
Haloacetic Acids (HAA5) Package	2025-04-23	2025-04-22	Available	
Lead, total	2025-04-17	2025-10-05	Available	
Trihalomethanes + Total Pkg	2025-04-17	2025-04-22	Available	

¹ Red font indicates that the analysis has already or is about to expire. Note that all pH in water / Chlorine / Temperature / Dissolved Oxygen results will be automatically be qualified as they should be analyzed in the field for greatest accuracy.

² Subcontracted samples will be sent to a CARO-approved subcontract laboratory for testing, in accordance with our Terms and Conditions. For further information, please contact your account manager or teamcaro@caro.ca

Packages and their respective Analyses included in this Work Order:

Haloacetic Acids (HAA5) Package

Haloacetic Acids Total Haloacetic Acids (HAA5) (Calc)

Trihalomethanes + Total Pkg

Total Trihalomethanes (Calc) Trihalomethanes

Each Analysis includes the following Analytes and their respective Reporting Limits [RLs]:

Haloacetic Acids in Water		Reference Method: EPA 552.3*		Units: mg/L
Monochloroacetic Acid [0.002] Dibromoacetic Acid [0.002]	Monobromoacetic Acid [0.002]	Dichloroacetic Acid [0.002]	Trichloroacetic Acid [0.002]	
Total Metals by ICPMS in Water		Reference Method: EPA 200.2 / EPA 6020B		Units: mg/L
Lead, total [0.0002]				
Trihalomethanes in Water		Reference Method: EPA 5030B / EPA 8260D		Units: mg/L
Bromodichloromethane [0.001]	Bromoform [0.001]	Chloroform [0.001]	Dibromochloromethane [0.001]	

Note: RLs on Final Report may be higher than expected due to: 1) limited sample volume, 2) high moisture, 3) analytical interferences

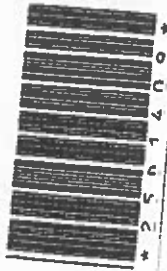
Please verify that all of the information included in this Login Notice is correct. If there are any errors, omissions, or concerns, please contact us at 1-888-311-8846.

You can expect to receive the analytical report via email on or after the due date shown above.

Thank you for using CARO!

Time: 10-06 MDT

☒ Agreement to CARO's Standard Terms and Conditions as outlined at: <https://www.caro.ca/terms-conditions>



IN OF CUSTODY RECORD

CLIENT: Name: Warner, Village of (Alberta) Address: 210 3 Ave City, Province, Postal Code: Warner, AB, T0K 2L0 Phone: (403) 642-3877		WORK ORDER: WO#: 2501409 Project name: Warner - THM/HAA/Lead Project info: WARNER THM HAA LEAD PO#: Turnaround Time (TAT) Requested: 5 Days	
SAMPLES: Sampled by: DEREK HACKE		Analyses and TAT	
#	Matrix	Sample ID	Lead, total
1	Water	WARNER	
2	Water	WARNER	
3	Water	WARNER	
			Halocetic Acids (HAA5) Package
			Trihalomethanes + Total Pkg
			5
			7
			5

SUBMITTED BY:
Name: Derek Hacke
Date: 2025-04-08 MDT

RECEIVED BY:
Name: Joan Blahic
Date: 2025-04-10 MDT
Time: 10:06 MDT

CERTIFICATE OF ANALYSIS

REPORTED TO Warner, Village of (Alberta)

Warner, AB T0K 2L0

ATTENTION Rick Lowry

PO NUMBER

PROJECT Warner - THM/HAA/Lead

PROJECT INFO Warner THM HAA LEAD

WORK ORDER 25D1409

RECEIVED / TEMP 2025-04-10 08:40 / 15.1°C

REPORTED 2025-04-23 15:26

COC NUMBER eCOC#00022231

Introduction:

CARO Analytical Services is a testing laboratory full of smart, engaged scientists driven to make the world a safer and healthier place. Through our clients' projects we become an essential element for a better world. We employ methods conducted in accordance with recognized professional standards using accepted testing methodologies and quality control efforts. CARO is accredited by the Canadian Association for Laboratories Accreditation (CALA) to ISO/IEC 17025:2017 for specific tests listed in the scope of accreditation approved by CALA.

Big Picture Sidekicks



You know that the sample you collected after snowshoeing to site, digging 5 meters, and racing to get it on a plane so you can submit it to the lab for time sensitive results needed to make important and expensive decisions (whew) is VERY important. We know that too.

We've Got Chemistry



It's simple. We figure the more you enjoy working with our fun and engaged team members; the more likely you are to give us continued opportunities to support you.

Ahead of the Curve



Through research, regulation knowledge, and instrumentation, we are your analytical centre for the technical knowledge you need, BEFORE you need it, so you can stay up to date and in the know.

By engaging our services, you are agreeing to CARO Analytical Service's Standard Terms and Conditions outlined here:
<https://www.caro.ca/terms-conditions>

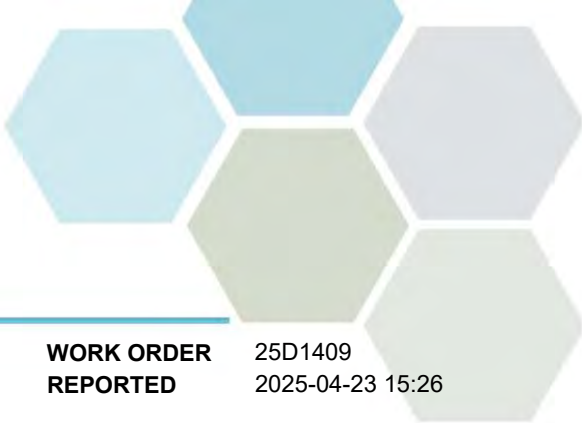
If you have any questions or concerns, please contact me at TeamCaro@caro.ca

Authorized By:

Team CARO
Client Service Representative

1-888-311-8846 | www.caro.ca

#110 4011 Viking Way Richmond, BC V6V 2K9 | #102 3677 Highway 97N Kelowna, BC V1X 5C3 | 17225 109 Avenue Edmonton, AB T5S 1H7 |
#108 4475 Wayburne Drive Burnaby, BC V5G 4X4



TEST RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - THM/HAA/Lead	WORK ORDER REPORTED	25D1409 2025-04-23 15:26
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Analyte	Result	Guideline	RL	Units	Analyzed	Qualifier
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Warner (25D1409-01) | Matrix: Water | Sampled: 2025-04-08 10:30

Calculated Parameters

Total Trihalomethanes	0.0483	MAC = 0.1	0.00400	mg/L	N/A	
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Haloacetic Acids

Monochloroacetic Acid	0.0024	N/A	0.0020	mg/L	2025-04-17	
Monobromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-04-17	
Dichloroacetic Acid	0.0291	N/A	0.0020	mg/L	2025-04-17	
Trichloroacetic Acid	0.0207	N/A	0.0020	mg/L	2025-04-17	
Dibromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-04-17	
Total Haloacetic Acids (HAA5)	0.0523	MAC = 0.08	0.00200	mg/L	N/A	
Surrogate: 2-Bromopropionic Acid	114		70-130	%	2025-04-17	

Total Metals

Lead, total	0.00033	MAC = 0.005	0.00020	mg/L	2025-04-12	
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Volatile Organic Compounds (VOC)

Bromodichloromethane	0.0023	N/A	0.0010	mg/L	2025-04-12	
Bromoform	< 0.0010	N/A	0.0010	mg/L	2025-04-12	
Chloroform	0.0460	N/A	0.0010	mg/L	2025-04-12	
Dibromochloromethane	< 0.0010	N/A	0.0010	mg/L	2025-04-12	
Surrogate: Toluene-d8	113		70-130	%	2025-04-12	
Surrogate: 4-Bromofluorobenzene	98		70-130	%	2025-04-12	

APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25D1409
2025-04-23 15:26

Analysis Description	Method Ref.	Technique	Accredited	Location
Haloacetic Acids in Water	EPA 552.3*	Liquid-Liquid Microextraction, Derivatization and GC-ECD	✓	Richmond
Total Metals in Water	EPA 200.2 / EPA 6020B	HNO ₃ +HCl Hot Block Digestion / Inductively Coupled Plasma-Mass Spectroscopy (ICP-MS)	✓	Richmond
Trihalomethanes in Water	EPA 5030B / EPA 8260D	Purge&Trap / GC-MSD (SIM)	✓	Edmonton

Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method

Glossary of Terms:

RL	Reporting Limit (default)
<	Less than the specified Reporting Limit (RL) - the actual RL may be higher than the default RL due to various factors
MAC	Maximum Acceptable Concentration (health based)
mg/L	Milligrams per litre
EPA	United States Environmental Protection Agency Test Methods

Guidelines Referenced in this Report:

[Guidelines for Canadian Drinking Water Quality \(Health Canada, September 2022\)](#)

Note: In some cases, the values displayed on the report represent the lowest guideline and are to be verified by the end user

General Comments:

The results in this report apply to the received samples analyzed in accordance with the Chain of Custody document. This analytical report must be reproduced in its entirety. CARO is not responsible for any loss or damage resulting directly or indirectly from error or omission in the conduct of testing. Liability is limited to the cost of analysis. Caro will dispose of all samples within 30 days of sample receipt, unless otherwise agreed.

Results in **Bold** indicate values that are above CARO's method reporting limits. Any results that are above regulatory limits are highlighted **red**. Please note that results will only be highlighted red if the regulatory limits are included on the CARO report. Any Bold and/or highlighted results do not take into account method uncertainty. If you would like method uncertainty or regulatory limits to be included on your report, please contact your Account Manager: TeamCaro@caro.ca

Please note any regulatory guidelines applied to this report are added as a convenience to the client, at their request, to help provide some initial context to analytical results obtained. Although CARO makes every effort to ensure accuracy of the associated regulatory guideline(s) applied, the guidelines applied cannot be assumed to be correct due to a variety of factors and as such CARO Analytical Services assumes no liability or responsibility for the use of those guidelines to make any decisions. The original source of the regulation should be verified and a review of the guideline(s) should be validated as correct in order to make any decisions arising from the comparison of the analytical data obtained to the relevant regulatory guideline for one's particular circumstances. Further, CARO Analytical Services assumes no liability or responsibility for any loss attributed from the use of these guidelines in any way.

APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25D1409
2025-04-23 15:26

The following section displays the quality control (QC) data that is associated with your sample data. Groups of samples are prepared in "batches" and analyzed in conjunction with QC samples that ensure your data is of the highest quality. Common QC types include:

- **Method Blank (BLK):** A blank sample that undergoes sample processing identical to that carried out for the test samples. Method blank results are used to assess contamination from the laboratory environment and reagents.
- **Duplicate (Dup):** An additional or second portion of a randomly selected sample in the analytical run carried through the entire analytical process. Duplicates provide a measure of the analytical method's precision (reproducibility).
- **Blank Spike (BS):** A sample of known concentration which undergoes processing identical to that carried out for test samples, also referred to as a laboratory control sample (LCS). Blank spikes provide a measure of the analytical method's accuracy.
- **Matrix Spike (MS):** A second aliquot of sample is fortified with a known concentration of target analytes and carried through the entire analytical process. Matrix spikes evaluate potential matrix effects that may affect the analyte recovery.
- **Reference Material (SRM):** A homogenous material of similar matrix to the samples, certified for the parameter(s) listed. Reference Materials ensure that the analytical process is adequate to achieve acceptable recoveries of the parameter(s) tested.

Each QC type is analyzed at a 5-10% frequency, i.e. one blank/duplicate/spike for every 10-20 samples. For all types of QC, the specified recovery (% Rec) and relative percent difference (RPD) limits are derived from long-term method performance averages and/or prescribed by the reference method.

Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Haloacetic Acids, Batch B5D3277									
Blank (B5D3277-BLK1)					Prepared: 2025-04-16, Analyzed: 2025-04-17				
Monochloroacetic Acid	< 0.0020	0.0020 mg/L							
Monobromoacetic Acid	< 0.0020	0.0020 mg/L							
Dichloroacetic Acid	< 0.0020	0.0020 mg/L							
Trichloroacetic Acid	< 0.0020	0.0020 mg/L							
Dibromoacetic Acid	< 0.0020	0.0020 mg/L							
Surrogate: 2-Bromopropionic Acid	0.00954	mg/L	0.0116		82	70-130			
LCS (B5D3277-BS1)					Prepared: 2025-04-16, Analyzed: 2025-04-17				
Monochloroacetic Acid	0.0566	0.0020 mg/L	0.0558		101	75-117			
Monobromoacetic Acid	0.0383	0.0020 mg/L	0.0374		102	83-113			
Dichloroacetic Acid	0.0605	0.0020 mg/L	0.0563		108	78-112			
Trichloroacetic Acid	0.0194	0.0020 mg/L	0.0186		104	81-110			
Dibromoacetic Acid	0.0199	0.0020 mg/L	0.0188		106	89-112			
Surrogate: 2-Bromopropionic Acid	0.0123	mg/L	0.0116		106	70-130			
LCS Dup (B5D3277-BSD1)					Prepared: 2025-04-16, Analyzed: 2025-04-17				
Monochloroacetic Acid	0.0559	0.0020 mg/L	0.0558		100	75-117	1	30	
Monobromoacetic Acid	0.0369	0.0020 mg/L	0.0374		99	83-113	4	30	
Dichloroacetic Acid	0.0569	0.0020 mg/L	0.0563		101	78-112	6	30	
Trichloroacetic Acid	0.0180	0.0020 mg/L	0.0186		97	81-110	7	30	
Dibromoacetic Acid	0.0177	0.0020 mg/L	0.0188		94	89-112	12	30	
Surrogate: 2-Bromopropionic Acid	0.0110	mg/L	0.0116		94	70-130			
Matrix Spike (B5D3277-MS1)					Source: 25D1409-01 Prepared: 2025-04-16, Analyzed: 2025-04-17				
Monochloroacetic Acid	0.0547	0.0020 mg/L	0.0558	0.0024	94	60-140			
Monobromoacetic Acid	0.0360	0.0020 mg/L	0.0374	< 0.0020	96	60-140			
Dichloroacetic Acid	0.0823	0.0020 mg/L	0.0563	0.0291	94	60-140			
Trichloroacetic Acid	0.0468	0.0020 mg/L	0.0186	0.0207	140	60-140			
Dibromoacetic Acid	0.0174	0.0020 mg/L	0.0188	< 0.0020	92	60-140			
Surrogate: 2-Bromopropionic Acid	0.0102	mg/L	0.0116		88	70-130			

Total Metals, Batch B5D2789

Blank (B5D2789-BLK1)					Prepared: 2025-04-11, Analyzed: 2025-04-12				
Lead, total	< 0.00020	0.00020 mg/L							

APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - THM/HAA/Lead	WORK ORDER REPORTED	25D1409 2025-04-23 15:26
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Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Total Metals, Batch B5D2789, Continued									
Blank (B5D2789-BLK2)				Prepared: 2025-04-11, Analyzed: 2025-04-12					
Lead, total	< 0.00020	0.00020 mg/L							
LCS (B5D2789-BS1)				Prepared: 2025-04-11, Analyzed: 2025-04-12					
Lead, total	0.0412	0.00020 mg/L	0.0400		103	80-120			
LCS (B5D2789-BS2)				Prepared: 2025-04-11, Analyzed: 2025-04-12					
Lead, total	0.0410	0.00020 mg/L	0.0400		103	80-120			

Volatile Organic Compounds (VOC), Batch B5D2649

Blank (B5D2649-BLK1)				Prepared: 2025-04-10, Analyzed: 2025-04-12					
Bromodichloromethane	< 0.0010	0.0010 mg/L							
Bromoform	< 0.0010	0.0010 mg/L							
Chloroform	< 0.0010	0.0010 mg/L							
Dibromochloromethane	< 0.0010	0.0010 mg/L							
Surrogate: Toluene-d8	0.0224	mg/L	0.0188		119	70-130			
Surrogate: 4-Bromofluorobenzene	0.0200	mg/L	0.0199		101	70-130			
LCS (B5D2649-BS1)				Prepared: 2025-04-10, Analyzed: 2025-04-12					
Bromodichloromethane	0.0183	0.0010 mg/L	0.0201		91	70-130			
Bromoform	0.0188	0.0010 mg/L	0.0201		93	70-130			
Chloroform	0.0188	0.0010 mg/L	0.0201		93	70-130			
Dibromochloromethane	0.0192	0.0010 mg/L	0.0201		96	70-130			
Surrogate: Toluene-d8	0.0215	mg/L	0.0188		114	70-130			
Surrogate: 4-Bromofluorobenzene	0.0198	mg/L	0.0199		99	70-130			



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending May 21, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 361-24 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. FCSS Minutes
2. Chinook Arch Regional Library Board Report

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, March 5, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Chapman, Bill – Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Doell, Daniel – Village of Barons
Kindt, Kate – Town of Raymond (Alternate)
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Deleeuw, Shelley – Town of Vauxhall
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County

Attendance (online)

Caldwell, Heather – Town of Coalhurst
Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent – Board Members

Feist, Teresa – Town of Picture Butte
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber

Staff (in-person):

Morrison, Zakk – Executive Director
DeBow, Petra – Manager
Florence-Greene, Evelyn – Finance and Human Resources Coordinator

Call to Order

D. Degenstein called the meeting to order at 4:00 p.m.

Approval of Agenda

L. Nilsson moved the Board approve the agenda as presented.
Carried

Minutes

J. Heggie moved the minutes of February 5, 2025, FCSS Board meeting be approved as presented.
Carried

Delegation

Joint Health and Safety Committee Delegation

Stacey Maynes, Family Support Worker & Co-Chair of the Joint Health and Safety Committee reported to the Board on the Activities of the Joint Health and Safety Committee for 2024.

The Board discussed the Joint Health and Safety Committee Report.

L. Hickey moved the Board to accept the Joint Health and Safety Committee Report for 2024 for information.

Carried

Stacey Maynes left the meeting at 4:15 p.m.

Report to Municipalities – Family Services

Petra DeBow, Manager presented the Draft Report to Municipalities – Family Services 2024.

The Board discussed the information provided.

The Board thanked P. DeBow for her presentation.

G. Bekkering moved the Board approve the Report to Municipalities – Family Services 2024 as presented, and request Administration distribute the report to our Municipalities and Alberta Government funders.

Carried

Business Arising from the Minutes

All Councils Update

Z. Morrison provided an update and a brief overview.

The Board discussed the All-Councils Agenda.

The Board directed Z. Morrison is to send an invitation to former BEW FCSS Chair's and Executive Director's.

The Board directed Z. Morrison to send an official letter to the Mayor of Coaldale to provide greetings.

Correspondence

The following correspondence was presented for information:

- Board Highlights – January 2025.
- FCSSAA Annual Conference Save the Date – November 26-28, 2025.
- FCSS Impact Site Launching – February 1, 2025.
- FCSSAA Spring Regional Meetings Format (South Region – May 28th, 2025).
- SAKA AGM Meeting Minutes - January 17, 2024.



M. Kirby moved the Board to receive the correspondence as presented for information.

Carried

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- FCSSAA Reginal Meetings – Dotmocracy results (attached).
- FCSS Director's Network Conference – May 2025.
- FCSSAA Annual Conference Planning Committee – South Region.
- Monthly Message – Community Volunteer Income Tax Program.

K. Kindt left the meeting at 5:20

G. Bekkering moved the Board to approve the Executive Director's Report as presented.

Carried

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

B. Chapman moved the Board to approve the January 2025 Financial Report including:

- Financial statement for January 31, 2025;
- Monthly accounts for January 1-31, 2025; and
- ATB Mastercard Statement January 14, 2025, to February 12, 2025.

Carried

Governance Policy update 2.56

The Board discussed updating the Board Governance Policy Section, 2.5 Board Meetings.

Update bullet 2.5.6 the resolutions and proceedings at all meetings of the Board, and whether resolutions were carried, defeated, or for information.

L. Nilsson moved the Board to amend the Governance Policy 2.5 Board Minutes.

Carried

New Business

Signing Authority

L. Hickey moved the Board to authorize the removal Kaitlynn Weaver, Outreach Services Supervisor from signing authority effective March 5th, 2025.

Carried

Round Table

The Board shared municipal updates.

Date of Next Meeting

The date of the next regular Board meeting will be April 2, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

Adjournment

J. Heggie moved the meeting to adjourn at 5.46 p.m.


Carried



Chairperson

10 APR 2025

Date



Executive Director

April 10 / 2025

Date



Memo

Date: April 14, 2025

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2024 Impact Report and Audited Financial Statements

Dear Sir/Madam:

Southern Alberta residents in communities both large and small rely on public libraries as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings in response to changing community needs.

Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other municipal members. It supports and enhances the services offered by your local library board or that of a neighbouring community. As a result of your membership in Chinook Arch, residents of your municipality have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

Attached to this memo are the Chinook Arch Library Board's 2024 Impact Report and 2024 Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or email rhepher@chinookarch.ca to schedule a presentation.

The Impact Report and Audited Statements are always available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

A handwritten signature in black ink, reading "Darryl Christensen".

Darryl Christensen, Chair

Chinook Arch Library Board

2024 IMPACT REPORT

“ Look for quotes from
Chinook Arch member
libraries in this report. ”

Chinook Arch Snapshot



35 member library
locations



40 municipalities
served



35,168 library
cardholders



29 staff members

Highlights from the Year

“We are a small library and would not be able to function well without the support we receive from Chinook Arch.”

In-Library Programming

Chinook Arch's Digital Literacy Clinics concluded in March. Funded by a \$170,000 grant from the Government of Alberta Civil Society Fund the program saw much success in 2023/2024.

32 clinics offered with
58 participants



75 Wi-Fi Hotspots
borrowed **3,508** times

7 Foot Traffic Promotions

ran in participating
libraries to help boost
in-library visits.



Over **2,700** people participated!

A successful Summer Reading Program



5,600 km
travelled in 2
short months!



22%
more
program
participants

17% increase in
Book BINGO
participants
(33% more teens and
83% more adults!)

Library Collections

**A Teen Rotating Block was
created and over 120 items
were borrowed from it!**



A block is a collection
of materials that
Chinook Arch loans
on request to libraries
to supplement their
own collections on a
temporary basis.

11 new regional
programming kits
were added to the
collection, which now
boasts over 50 kits.



Updated Technology

Upgraded **3** servers



2 storage
servers

2 storage
switches

This new hardware hosts
the virtual servers needed to
support and operate Chinook Arch
and each of the member libraries.

Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



Direct Library Support

“Chinook Arch staff is great across the board. They are always available and always helpful.”

1,947

support consultations
(in-person and virtual)

84

Library programs in
member libraries with

4,140 participants



364

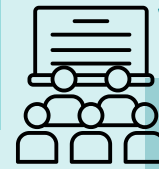
direct patron
interactions



Connection and Learning Opportunities

“Chinook Arch does a good job of connecting us with what is happening with the organization and other member libraries.”

In May, a Regional Programming Collection Petting Zoo allowed library staff to learn about the programming kits available and test them out for themselves!



18 training
events held

330
attendees



160

people connected at the 15th Annual
Southern Alberta Library Conference



Sharing Resources

“I am so amazed that over 90 of our books went out of province last year. Libraries rule!”



11%

increase in
Interlibrary
Loan lending

Interlibrary Loans allows library cardholders to borrow materials from other library systems - both in Alberta and beyond!

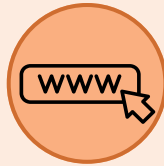
48,567

items added to
shared library
catalogue

573,200
items moved
between libraries

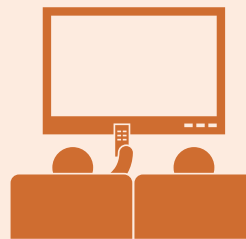


Our vans make
334 delivery
stops per month.
That's 4,008
stops a year!



Online Services Management

“I have several patrons who love these resources!”



22%

increase of
library material
checkouts on
OverDrive

39%

increase in Kanopy views
Kanopy is a video-streaming platform
with 30,000+ shows for all ages.



audiobook
borrowing up

23%

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2024

CHINOOK ARCH LIBRARY BOARD

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Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 3, 2025

INSIGHT LLP

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

December 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash (Note 3)	14,740	56,721
Accounts receivable	13,173	15,411
Goods and services tax recoverable	15,150	29,327
Technology purchase employee receivable (Note 4)	3,861	2,569
Prepaid expenses	249,721	240,820
	1,437,245	1,737,038
CAPITAL ASSETS (Note 5)	2,449,949	2,381,613
	\$ 3,887,194	\$ 4,118,651
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 62,904	\$ 59,137
Receiver General payroll liabilities	-	17,263
Employee benefit obligations (Note 6)	169,231	178,500
Deferred revenue (Note 7)	14,740	56,721
	246,875	311,621
DEFERRED CAPITAL CONTRIBUTIONS (Note 8)	1,855,985	1,877,724
	2,102,860	2,189,345
NET ASSETS	1,784,334	1,929,306
	\$ 3,887,194	\$ 4,118,651

ON BEHALF OF THE BOARD

 Director

 Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2024

	Unrestricted Fund 2024	Internally Restricted Fund 2024 (Note 9)	Capital Fund 2024	Total 2024	Total 2023
BALANCE - BEGINNING OF YEAR	\$ -	\$ 1,425,551	\$ 503,755	\$ 1,929,306	\$ 2,090,622
Deficiency of revenues over expenses	(144,972)	-	-	(144,972)	(160,275)
Capital asset additions	(231,367)	-	231,367	-	-
Capital grants received	75,000	-	(75,000)	-	-
Amortization of capital assets	163,030	-	(163,030)	-	-
Amortization of deferred capital contributions	(96,739)	-	96,739	-	-
Book allotment purchase, net of additions (Note 9)	55,925	(55,925)	-	-	-
Use of Technology Fund reserves (Note 9)	91,732	(91,732)	-	-	-
Use of Vehicle Fund reserves (Note 9)	64,635	(64,635)	-	-	-
Use of Operating Fund reserves (Note 9)	5,446	(5,446)	-	-	-
Transfer from Operating Fund reserves (Note 9)	17,310	(17,310)	-	-	-
Externally restricted funds returned to funder	-	-	-	-	(1,041)
BALANCE - END OF YEAR	\$ -	\$ 1,190,503	\$ 593,831	\$ 1,784,334	\$ 1,929,306

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
Municipal levies	\$ 1,620,459	\$ 1,620,459	\$ 1,590,280
Provincial operating grant	1,075,006	1,069,220	1,038,499
Library board membership fees	654,731	655,537	642,471
Other income (Schedule 1)	431,500	453,659	416,578
Contract services (Schedule 1)	141,000	207,967	144,613
Provincial rural library services grant	134,125	134,126	134,125
Other grants (Schedule 1)	85,000	87,500	91,740
Municipal rural services fees	62,543	58,848	58,504
Amortization of deferred capital contributions (Note 8)	85,000	96,739	81,072
	4,289,364	4,384,055	4,197,882
EXPENSES			
Salaries and benefits	2,217,500	2,283,595	2,150,956
Library materials and collections	825,600	959,602	879,119
Programs and services (Schedule 2)	456,600	414,980	413,923
Contract and other services (Schedule 2)	140,000	224,795	147,732
Network services (Schedule 2)	160,000	185,753	198,556
Bibliographic services (Schedule 2)	85,500	82,654	89,328
Training and development (Schedule 2)	58,000	66,219	48,835
Shipping and delivery (Schedule 3)	64,000	55,081	59,237
Building and maintenance	53,400	45,159	53,732
Administration (Schedule 3)	39,000	28,250	34,457
Board expenses	9,300	14,463	11,205
Amortization of capital assets	180,000	163,030	105,240
	4,288,900	4,523,581	4,192,320
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	464	(139,526)	5,562
BOARD APPROVED PROJECTS FUNDED BY RESERVES			
Projects funded by Operating Fund reserves (Note 9)	-	5,446	-
Projects funded by Technology Fund reserves	-	-	143,037
Projects funded by Building Fund reserves	-	-	22,800
	-	5,446	165,837
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 464	\$ (144,972)	\$ (160,275)

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Revenue Schedule (Schedule 1)****Year Ended December 31, 2024**

	Budget	2024	2023
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 311,779	\$ 294,417
Interest and investment income	90,000	94,645	102,576
Southern Alberta Library Conference	15,000	15,685	14,002
Fundraising and donations	15,000	15,650	-
Employment programs	4,500	8,400	3,735
Gain on disposal of property and equipment	5,000	7,500	1,848
Miscellaneous	2,000	-	-
	\$ 431,500	\$ 453,659	\$ 416,578
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 165,956	\$ 106,478
Contracts	39,000	41,650	37,244
Staff book purchases	2,000	361	891
	\$ 141,000	\$ 207,967	\$ 144,613
OTHER GRANTS			
Civil Society Fund grant	\$ 85,000	\$ 87,500	\$ 87,500
CFLSA grant	-	-	4,240
	\$ 85,000	\$ 87,500	\$ 91,740

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2024

	Budget	2024	2023
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 171,600	\$ 161,835	\$ 148,115
Support subscriptions	160,000	116,256	143,300
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	18,240	14,989
Membership programs	9,500	9,905	9,337
Special projects	1,000	9,019	7,107
Library membership cards	3,000	8,739	-
Summer programs	1,500	986	1,075
	\$ 456,600	\$ 414,980	\$ 413,923
NETWORK SERVICES			
Network support and maintenance	\$ 90,000	\$ 117,059	\$ 94,070
Telecommunications	50,000	51,303	51,189
Equipment and software	20,000	17,391	53,297
	\$ 160,000	\$ 185,753	\$ 198,556
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 182,799	\$ 109,614
ILS maintenance and service contract	38,000	41,650	37,244
Staff purchases	2,000	346	874
	\$ 140,000	\$ 224,795	\$ 147,732
BIBLIOGRAPHIC SERVICES			
Support services	\$ 70,000	\$ 72,064	\$ 74,313
Supplies for library materials	13,000	5,811	11,136
Cataloguing subscriptions	2,500	4,779	3,879
	\$ 85,500	\$ 82,654	\$ 89,328
TRAINING AND DEVELOPMENT			
Conferences, courses and staff travel	\$ 20,000	\$ 26,932	\$ 14,262
Southern Alberta Library Conference	25,000	26,554	19,578
Librarian meetings and training	12,000	11,687	14,017
Programs and training for libraries	1,000	1,046	978
	\$ 58,000	\$ 66,219	\$ 48,835

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2024**

	Budget	2024	2023
SHIPPING AND DELIVERY			
Vehicle expense	\$ 50,000	\$ 43,439	\$ 47,672
Postage and shipping	5,500	5,018	5,367
Vehicle insurance	3,500	3,358	2,901
Freight	5,000	3,266	3,297
	\$ 64,000	\$ 55,081	\$ 59,237
ADMINISTRATION			
Professional fees	\$ 10,000	\$ 11,541	\$ 9,499
Office equipment maintenance	7,500	7,823	8,375
Office supplies and equipment	8,000	5,384	7,554
Coffee services	2,500	2,015	2,603
Bank charges	1,800	1,366	1,677
Subscriptions	2,400	940	2,037
Printing	500	357	139
Recruitment	800	241	763
Memberships	500	60	400
Advertising	500	-	298
Miscellaneous	500	-	25
Foreign currency exchange	4,000	(1,477)	1,087
	\$ 39,000	\$ 28,250	\$ 34,457

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 4,219,136	\$ 4,064,918
Cash paid to suppliers and employees	(4,383,485)	(4,339,190)
Interest received	94,645	102,576
Cash flow used by operating activities	(69,704)	(171,696)
INVESTING ACTIVITIES		
Purchase of capital assets	(231,367)	-
Proceeds on disposal of capital assets	7,500	-
Cash flow from (used by) investing activities	(223,867)	-
DECREASE IN CASH FLOW	(293,571)	(171,696)
Cash - beginning of year	1,448,911	1,620,607
CASH - END OF YEAR	\$ 1,155,340	\$ 1,448,911
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash	14,740	56,721
	\$ 1,155,340	\$ 1,448,911

See notes to financial statements

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates and treasury bills. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

As at December 31, 2024, the Board held no temporary investments.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4% declining balance method
Automotive (passenger)	50% declining balance method
Automotive (delivery vehicles)	33% straight-line method
Computer equipment	25% straight-line method
Office furniture and equipment	10% straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 8).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 7).

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2024****4. EMPLOYEE TECHNOLOGY PURCHASE PLAN**

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,367,706	2,196,303	2,287,894
Equipment	116,136	71,437	44,699	53,113
Automotive	219,021	175,702	43,319	26
Computer equipment	289,861	164,813	125,048	-
	\$ 4,229,607	\$ 1,779,658	\$ 2,449,949	\$ 2,381,613

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2024

6. EMPLOYEE BENEFIT OBLIGATIONS

	2024	2023
Vacation accrual	\$ 163,011	\$ 170,685
Health spending account	6,220	7,815
	\$ 169,231	\$ 178,500

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

7. DEFERRED REVENUE

	2024	2023
<u>Indigenous grant</u>		
Opening balance	\$ 54,956	\$ 18,430
Funds received	-	75,331
Amounts recognized	(43,296)	(38,805)
	11,660	54,956
<u>CFLSA grant</u>		
Opening balance	-	4,240
Funds received	-	-
Amounts recognized	-	(4,240)
	-	-
<u>Other</u>		
Opening balance	1,765	2,541
Funds received	3,080	1,765
Amounts recognized	(1,765)	(2,541)
	3,080	1,765
Total	\$ 14,740	\$ 56,721

8. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2024	2023
Opening balance	\$ 1,877,724	\$ 1,958,796
Additions during the year	75,000	-
Amortization	(96,739)	(81,072)
	\$ 1,855,985	\$ 1,877,724

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2024****9. INTERNALLY RESTRICTED FUNDS**

	2023	Additions	Uses	2024
<u>Internally restricted funds</u>				
Technology Fund	\$ 168,642	\$ 5,595	\$ 91,732	\$ 82,505
Vehicle Fund	246,360	-	64,635	181,725
Building Fund	336,554	-	-	336,554
Operating Fund	454,408	-	22,756	431,652
Book Allotment Fund	219,587	651,562	713,082	158,067
	\$ 1,425,551	\$ 657,157	\$ 892,205	\$ 1,190,503

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

During the year, a transfer of \$5,595 from the Book Allotment Fund to the Technology Fund was approved for a member library to purchase technology items.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the datacenter refresh project. The total cost net of GST was \$166,732 (budget - \$175,000). This project was funded in part by a Community Initiatives Program grant of \$75,000. The remaining cost of \$91,732 was funded by the Technology Fund.

The Board of Directors approved the use of internally restricted Vehicle Fund reserves to purchase a new cargo van (budget - \$54,000). This vehicle was approved in the 2022 capital budget but delivery issues delayed the purchase until the 2024 year.

The Board of Directors approved the use of internally restricted Operating Fund reserves for the following:

- The pop-up library kits project had a total cost of \$5,446 (budget - \$7,500).
- \$17,310 was transferred from the Operating Fund to offset the Unrestricted Fund deficit for 2024.

10. SIGNIFICANT REVENUE SOURCES

In 2024, 82% (2023 - 82%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2024, the Lethbridge population represented 50% (2023 - 49%) of the total membership population and generated 41% (2023 - 41%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

11. PURCHASE COMMITMENTS

As at December 31, 2024, the Board has entered into various purchase commitments for materials ordered for member libraries in the normal course of business. These commitments, totalling \$125,364, are expected to be fulfilled in the next year. The board anticipates receiving discounts on some materials of up to 40% of the price, to be determined at the time of delivery.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. Per the 2023 Annual Report, the LAPP services 304,451 (2022 - 291,259) members and retirees and 444 (2022 - 437) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion). As at the financial statement date, the LAPP's 2024 statement of financial position had not yet been released.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2023 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 11.65% (2023 - 12.23%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2023 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 10.65% (2023 - 11.23%) on pensionable salary above this amount. The maximum pensionable salary is \$71,300 (2023 - \$66,600).

Total current service contributions by the Board to LAPP in 2024 were \$137,453 (2023 - \$133,378). The current service contributions by the employees of the Board to the LAPP in 2024 were \$122,228 (2023 - \$118,748).

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2024.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2024 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2024 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 3, 2025

Chinook Arch Library Board Receives Clean Audit Report

Chinook Arch has received a clean audit report for the 2024 fiscal year from auditors Insight LLP. While the Board was unable to bolster its reserve funds in 2024, it did make some significant capital investment in its IT infrastructure (\$160,000) and delivery fleet (\$65,000). The cost of the IT upgrade was defrayed by a \$75,000 grant from the Government of Alberta's CIP program. Chinook Arch continues to find efficiencies in order to address flat revenues. Provincial operating grants continue to be paid based on the 2019 population lists, which is causing increased budgetary pressures.

Annual Reports Approved

The Board approved the 2024 Annual Reports for Chinook Arch and the Sylvia Hirsche Memorial Library (Wrentham). The report shows a slow but steady increase in most indicators, though libraries purchased fewer books and other library materials in 2024, despite spending a higher than average amount. This suggests that the high inflation of the past few years is placing stress on the book purchasing budgets of Chinook Arch member libraries.

Chinook Arch Board Recognizes Longtime Trustee Vic Mensch

Long-time library supporter and trustee Vic Mensch was recognized at the April meeting of the Chinook Arch Library Board. Vic was one of the first people in this area to see the importance

of regional library service. Starting in the mid-1980s, he served on the Steering Committee and has been on the Board and Executive Committee since that time, serving as Chair on several occasions. Vic's contribution to public library services in southwestern Alberta cannot be overstated. Thank you, Vic, for everything!



Board Members Present

Corry Walk – Village of Arrowwood
LeGrande Bevans – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Lyndsay Montana – Town of Coalhurst
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Jim Monteith (Treasurer) – Town of Fort Macleod
Linda Allred – Village of Glenwood
Jenn Schmidt-Rempel – City of Lethbridge
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Darryl Christensen (Chair) – Town of Magrath
Anne Michaelis – Town of Milk River
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Crystal Neels – Town of Picture Butte
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Kelly Jensen – Town of Raymond
Chelsey Hurt – Town of Stavely
Justin Davis – Village of Stirling
Merrill Harris – Taber MD
Marilyn Forchuk – Town of Vauxhall
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Maryanne Sandberg – Willow Creek MD
Allan Quinton – LPL Resource Centre

Regrets

Marsha Jensen – Town of Cardston
Monica McLean – Town of Taber
Lorraine Kirk – Town of Vulcan

Not Present

Jane Johnson – Village of Barnwell
Ron Gorzitza – Village of Barons
Brad Schlossberger – Town of Claresholm
Vacant – Town of Coaldale
Sue French – Village of Hill Spring
Christopher Northcott – Village of Milo
Vacant – ID #4 Waterton

Policies Approved

The Board reviewed and approved the following policies. All of the Board’s policies and by-laws are reviewed on a three-year cycle. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>

- Capital Assets Policy
- Accounting Policy
- Value Statement
- Committees and Committee Mandates Policy

Member Satisfaction Survey

Chinook Arch conducts a regular satisfaction survey of its member libraries, with the goal of ensuring that the needs of the members are being met in an effective way. The survey touches on all aspects of the System’s service: cataloguing support, online resources, delivery, marketing, training and professional development, consulting, technology, and more. An aggregate score of 4.36/5 shows that members are overall very happy with the service they receive from Chinook Arch.

Contact Us

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chinook.arch7](https://facebook.com/chinook.arch7)



@chinooklibs



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending May 21, 2025 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. Public Agency News: Electoral Boundaries Commission Consultation
2. Alberta Municipalities: Bill 50 Analysis
3. SouthGrow: Economic Development Program
4. Alberta Recreation Parks Association: 2025 Awards
5. Alberta Environment and Protected Areas: Water Engagement
6. Electoral Boundaries Commission: Letter from the Chair
7. Alberta Public Safety and Emergency Services: Emergency Social Services
8. RCMP Quarter 4

From: [Alberta News](#)
To: [CPE-Communications Directors](#)
Subject: Public Agency News: Electoral Boundaries Commission to soon begin consultations
Date: Friday, March 28, 2025 2:00:53 PM

Electoral Boundaries Commission to soon begin consultations

March 28, 2025 [Media inquiries](#)

Consultations with Albertans will be starting this spring as the newly named Electoral Boundaries Commission begins its review of the province's current electoral divisions.

"Periodic review of constituency boundaries is key to fair and effective representation for all Albertans," said the Honourable Nathan Cooper, Speaker of the Legislative Assembly of Alberta. "The independent Commission will consider legal requirements, including population changes to existing constituencies, relative population densities and common community interests. It is important that Albertans give the Commission input and feedback to ensure its success, and I encourage them to do so."

The Honourable Justice Dallas K. Miller was appointed on March 19, 2025, by the Lieutenant Governor in Council to chair the Commission. Working with Justice Miller are the following four individuals, appointed by Speaker Cooper.

Dr. Julian Martin (Sherwood Park)	Nominated by the President of Executive Council
John D. Evans, KC (City of Lethbridge)	Nominated by the President of Executive Council
Greg Clark (City of Calgary)	Nominated by the Leader of His Majesty's Loyal Opposition
Susan Samson (Sylvan Lake)	Nominated by the Leader of His Majesty's Loyal Opposition

The Commission will submit its first report within seven months of its appointment and its final report within five months of the date of its first report. The Commission will hold a series of public hearings prior to these reports being submitted to the Speaker.

As required by the *Electoral Boundaries Commission Act*, the Commission will make proposals to the Legislative Assembly as to the area, boundaries and names of electoral divisions following its review.

BACKGROUNDER

Appointed by O/C - Chair - Honourable Justice Dallas K. Miller

The Honourable Dallas K. Miller received his JD degree from the University of Saskatchewan in 1984. After his admission to the Law Society of Alberta in 1985 he remained in private practice focusing on litigation for 21 years, five years as agent for the Attorney General of Canada. In 1998 he was appointed Queen's Counsel (QC now KC). As a lawyer he was active in the Alberta Civil Trial Lawyers Association. He was appointed as a Justice of the Court of Queen's Bench in 2006 (now Court of King's Bench). He has served as a trial judge for 18 years and has recently chosen supernumerary status.

Nominations from Honourable Danielle Smith, ECA, Premier

Dr. Julian Martin of Sherwood Park is a Professor Emeritus from the University of Alberta. He was previously the Director for the Federal Cabinet Ministers' Regional Office and has served on many boards and committees, including the Surface Rights Board, Land Compensation Board and MindFuel. He holds a Bachelor of Arts degree from the University of Victoria, a Master of Arts degree from the University of Texas and Master of Philosophy and Doctor of Philosophy degrees from the University of Cambridge.

John D. Evans, KC, of Lethbridge was born and raised in Brooks, Alberta, and attended the University of Lethbridge before embarking on an LLB from the University of Calgary, which he completed in 1995. John has worked at Stringam LLP as both a Managing Partner and Chair of the Board. In addition, he was awarded a King's Counsel designation in March of 2020, and in that same year John was appointed by the Premier to the Provincial Court Nominating Committee (now the Alberta Judicial Nominating Committee).

Nominations from Honourable Christina Gray, ECA, MLA, Leader of the Opposition

Greg Clark is a former Member of the Legislative Assembly of Alberta. Earlier in his career Greg co-founded a technology consulting firm focused on information and knowledge management. He is now focused on board governance, serving as Chair of the Balancing Pool, the Calgary Metropolitan Region Board and Calvert Home Mortgage. He is also Chair of the not-for-profit arts hub cSPACE Projects.

Greg holds his MBA and ICD.D designations and was awarded the Queen Elizabeth II Platinum Jubilee Medal.

Susan Samson has been a resident of Sylvan Lake for 44 years. She served as a Municipal Councillor from 1986 to 1989 and as Mayor from 2007 to 2013. Susan was named Citizen of the Year in 1984 and was a recipient of the Queen Elizabeth II Diamond Jubilee Medal in 2012. Susan was recognized as a community builder by Women of Excellence in 2017. She was the chair of the Urgent Care Committee that celebrated the opening of the Advanced Ambulatory Care Service in 2018. She is a dedicated volunteer within her community.

Electoral Boundaries Commission Contact Information: info@abebc.ca

Media inquiries

Christina Steenbergen

Supervisor, Communications Services Legislative Assembly of Alberta

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Preliminary Analysis of Bill 50: Municipal Affairs Statutes Amendment Act, 2025



 **Alberta
Municipalities**
Strength
In Members

April 17, 2025

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Background

On April 8, 2025, the Government of Alberta released Bill 50: the [Municipal Affairs Statutes Amendment Act, 2025](#), which proposes amendments to the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), the *New Home Buyer Protection Act* (NHBPA) and the *Safety Codes Act*.

Prior Consultation

Some of the proposed legislative changes are informed based on the province's consultation of municipalities in spring 2024 on how to improve the current rules for intermunicipal collaboration frameworks (ICFs). That consultation involved written submissions and in-person and virtual sessions with municipal administrators. Alberta Municipalities (ABmunis) provided input based on our [Recommendations on the Future of Intermunicipal Collaboration](#), which we had released in August 2023.

In December 2024 and early 2025, ABmunis and RMA were engaged by Municipal Affairs to explore opportunities to overcome implementation challenges with the government's planned changes with ICFs. The Government of Alberta also had a working group which reviewed aspects of the *New Home Buyer Protection Act*, which ABmunis participated in.

ABmunis' Perspective

We appreciate that Municipal Affairs engaged municipalities in 2024 to inform changes to ICFs and that Municipal Affairs proactively engaged ABmunis and the Rural Municipalities of Alberta in late 2024 on the government's vision for ICF rules so that implementation challenges could be addressed before the legislation was drafted.

ABmunis is supportive of some of the proposed changes in Bill 50, but it also falls short in many ways from what ABmunis had recommended to the province such as:

- Stormwater is excluded from the proposed list of mandatory services in ICF agreements.
- Libraries appear to be excluded from cost-sharing through an ICF.
- Non-mandatory services that benefit all residents of a region will be excluded from the arbitration of an ICF.
- Council code of conduct bylaws will be repealed instead of ABmunis recommendation that the province create an independent integrity commissioner to investigate code of conduct complaints and recommend sanctions when justified.

ABmunis also notes that we were **not consulted** on many aspects of Bill 50 including:

- The elimination of council code of conduct bylaws.
- Specific changes designed to alter the arbitration of ICFs.
- Requirement for the CAO to report when a municipality exercises natural person powers.
- A simple majority to appoint or revoke a CAO's appointment.
- Timelines for the CAO to share information with all of council.
- All proposed changes to the *Local Authorities Election Act*.

Next Steps and Change Management

ABmunis is raising our questions and concerns with Municipal Affairs so they are fully informed about what these proposed changes would mean for municipalities. If passed, Bill 50 will require significant work by ABmunis, the Rural Municipalities of Alberta, the Government of Alberta and municipalities including:

- Further engagement will be needed to inform the development of new regulations on provincial standards for meeting procedures and treatment of capital costs for new facilities.
- Updates will be required to the existing ICF Workbook to support municipalities.
- Tools need to be developed to support municipalities with cost calculation models and data collection.
- The inclusion of data to drive ICF decisions and the varying sophistication of municipal asset inventories will require a greater focus on asset management for municipalities.

Changes to the Municipal Government Act

The proposed changes to the *Municipal Government Act* will come into force upon Royal Assent.

Intermunicipal Collaboration Frameworks (ICFs)

Proposed Change	ABmunis analysis
Definition of ICF Costs Add a definition of “costs for intermunicipal services” meaning “operating, capital, and other non-operating costs required to deliver the services.” (section 708.29(0.1)(a))	Support ABmunis is supportive of this addition to the MGA to bring clarity for municipalities and that it includes capital costs, which has been a source of disagreement for some municipalities.
List of Mandatory Services for ICFs Add provision that all ICFs must address the following services: <ul style="list-style-type: none"> • Transportation • Water and wastewater • Solid waste • Emergency services • Recreation (section 708.29(1.1))	Support in principle In August 2023, ABmunis published our Recommendations on the Future of Intermunicipal Collaboration where we called for the MGA to include a clear list of services that are mandatory for each ICF. Bill 50 follows ABmunis’ recommendations of the mandatory services except that stormwater is excluded. This is disappointing as there is a clear case to include stormwater as a mandatory service and when its not applicable to a community, the ICF can just acknowledge this. Municipalities can still include stormwater in an ICF if all parties agree but ABmunis will advocate for the inclusion of stormwater in any amendments made to Bill 50. Section 708.27 confirms that ICFs are about stewarding scarce resources to efficiently and fairly serve all residents that benefit from a local service no matter which boundary they live within. While some services such as cemeteries, school sites, and social services are not included on the mandatory list, councils that act in good faith will understand that these services benefit residents of both municipalities and can still include them in an ICF.
Option for Non-Mandatory Services If all municipalities party to an ICF agree, then additional (non-mandatory) services may be included in an ICF, except for third-party services. (section 708.29(1.2))	Support and Oppose ABmunis supports that municipalities will have the option to include other services in an ICF as this aligns with our recommendations to enable broader collaboration between municipalities. We oppose the proposed rule that third-party services may not be included in an ICF. Fortunately, Bill 50 adds a definition of “third-party services” to the MGA as outlined below so that municipalities will have more clarity. Unfortunately, the definition of a third-party service appears to target libraries as a service that may not be included in an ICF. Under natural person powers, municipalities can still agree to cost-share a third-party service, but it would be outside the legislative parameters that apply to ICFs.

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis analysis
<p>Third-Party Services Add a definition of “third party services” meaning a service provided by:</p> <ul style="list-style-type: none"> (i) a corporation independent from the municipalities to whom the services are provided, and (ii) the only services provider authorized under an enactment to provide the services it provides in or to the municipalities that are parties to a framework. <p>(section 708.29(0.1)(b))</p>	<p>Concerns, but further details required The proposed definition appears to be targeted at libraries because library boards are often the “only service provider authorized under an enactment” to provide library services. This is concerning because it goes against ABmunis 2023 resolution that libraries should be within scope of ICFs.</p> <p>In Woodlands (County) v Whitecourt (Town), 2024 ABKB 388, the Court of King’s Bench ruled that operational library costs should not be included in their ICF, but it found that capital and maintenance costs of the building that is borne by the municipality should be considered as part of the ICF process. The Court made a similar ruling that operational costs under a Municipal Police Service Agreement or Provincial Police Service Agreement should not be included in ICFs but that capital costs borne by municipalities related to building detachments should be included. It is unclear how such costs would be treated under the proposed definition of “third-party services”.</p> <p>Despite third-party services being excluded from ICFs, ABmunis is supportive that Bill 50 adds a definition of a third-party service to offer clarity to municipalities. At minimum, the definition clarifies that municipalities can include third-party services in an ICF when the third-party corporation is not the only service provider authorized under an enactment. This suggests that ICFs could be used to help fund third-party organizations to operate a cemetery, a recreation service, or other local service.</p> <p>Outstanding Questions</p> <ol style="list-style-type: none"> 1. Does the proposed definition prevent municipalities from including capital costs in ICFs for facilities that are used for third-party services? 2. Does the proposed definition prevent ICF cost-sharing of other types of services that benefit the region when delivered by a separate corporation under an enactment (e.g. seniors housing)?
<p>Capital Costs for a New Facility Capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility. This requires a prior agreement detailing the nature of participation by each municipality. (section 708.29(1.7))</p> <p>This provision only applies to ICFs entered into after Bill 50 comes into force.</p>	<p>Member feedback required Infrastructure and capital costs are an essential pre-requisite for providing services and we support that the MGA will clarify that ICFs include capital costs. It is reasonable to expect that municipalities should discuss and agree about the vision for a new facility and each municipality’s cost-sharing portion prior to construction proceeding. This proposed requirement will encourage municipalities to come to the table to share their respective visions and have frank conversations about the needs of all residents from the region.</p> <p>Differing Visions for Capital Needs This proposed change doesn’t overcome the potential scenario where two or more councils have different visions about what facilities are needed for the region or different expectations about what financial contribution should be made by each municipality. If the municipalities cannot come to an agreement and a municipality opts to proceed with construction, it could opt to charge different user</p>

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis analysis
	<p>fees depending on where a user lives as long as this practice isn't restricted under their ICF. We acknowledge that this option is much more challenging to implement and may limit access to those that would benefit from the service. As user fees rarely offset new facilities, it is more likely that facilities that do not have the support of all councils will not be constructed, to the detriment of the broader region.</p> <p>Control Over Design ABmunis also foresees potential conflicts where one municipality has a small minority stake in the costs of a new capital project but expects equal control over the design of the facility. ABmunis had recommended that if one municipality is only responsible for a small percentage of the project costs, the MGA could prescribe a threshold for when a municipality does not have design authority but maintains the right to be consulted.</p> <p>Definition of a New Facility Bill 50 does not include a definition of what qualifies as a "new facility", which may be a source of confusion, but the Minister will gain authority to make regulations related to the treatment of capital costs under ICFs which could bring further clarity for municipalities.</p> <p>Outstanding Questions</p> <ol style="list-style-type: none"> 1. If municipalities cannot reach agreement on the capital costs for a new facility that is a mandatory service, do the legislative requirements for arbitration apply or can one municipality decline to cost-share a new facility without an independent review? 2. Will the planned regulations provide guidance, such as thresholds, on what level of control a municipality has over the design phase when they have a small minority interest in the cost of the capital build?
<p>Regulations Related to Capital Costs Adds a provision that the Minister may make regulations relating to the treatment of capital costs in ICFs. (section 708.29(1.91))</p>	<p>Support in principle We expect that municipalities may need further guidance on the treatment of capital costs in ICFs so it is positive that the Minister will have the ability to create regulations as needed.</p>
<p>Cost Calculation Model Municipalities may establish a cost calculation model within their ICF. (section 708.29(1.4))</p>	<p>Support ABmunis is supportive of this enabling feature for transparency purposes. ABmunis has advocated for the development of potential models and tools to support municipalities with determining a fair cost-sharing model.</p>
<p>Sharing of Data</p>	<p>Support In the spirit of collaboration, it is reasonable to expect that municipalities are transparent in sharing all information and assumptions when proposing cost sharing models. This is critical to building trust.</p>

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Proposed Change	ABmunis analysis
<p>Municipalities must disclose all information, data, or assumptions used for its proposal for cost calculation. (section 708.29(1.5))</p>	<p>That said, ABmunis understands that each municipality has different capacity and functionality in data collection and financial tracking systems and that the expectations of municipalities may differ when it comes to the quantity and/or quality of available data.</p> <p>To support effective intermunicipal collaboration, municipalities may want to consider shared systems (e.g. financial, IT, asset management) for cost efficiency and collaboration on data management for ICFs. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. As the province is requiring more data driven decision making for ICFs, it is our hope that there will be additional support and funding for the practice of asset management made available to municipalities so they are able to collect and manage data related to their infrastructure with a standardized approach.</p>
<p>Definition of “Act in Good Faith” Add a definition of “act in good faith” as it relates to ICFs meaning to:</p> <ul style="list-style-type: none"> (a) act honestly, respectfully and reasonably, (b) communicate appropriately, (c) share necessary information, (d) meet through authorized representatives, and (e) be willing and prepared to discuss all issues and explain all rationale. <p>(section 708.33(0.1))</p>	<p>Support ABmunis supports this addition to the MGA and municipalities may find value adding these principles to any intermunicipal agreement or using it as a framework to support effective discussions.</p>
<p>Exceptions for Municipal Districts and Counties Municipal districts and counties that share a common boundary may opt out of an ICF by mutual agreement. (section 708.28(1.1))</p>	<p>Support Currently, every municipality including municipal districts must create an ICF if they share a common boundary. The proposed changes will allow municipal districts that share a boundary to opt out of an ICF if they follow these requirements:</p> <ul style="list-style-type: none"> • The municipal districts must review the existing agreements between them prior to agreeing that an ICF is not required. • Both municipalities must send the council resolution to the Minister. • Both municipalities must publish the reasons for not having an ICF on their website. • A municipal district may revoke its decision at any time and must enter into an ICF with the other municipal district within one year.

Arbitration of Intermunicipal Collaboration Frameworks

Proposed Change	ABmunis Analysis
Services Out of Scope of Arbitration Services that are not in the mandatory list of ICF services will not be subject to arbitration. (section 708.34 and 708.35(1))	<p>Opposed</p> <p>ABmunis is opposed to the proposed restriction that arbitrators must limit their scope only to mandatory ICF services as there may be situations where municipalities would benefit from arbitration on other services. For example, municipalities may have historically collaborated on the provision of a service not considered mandatory and now find themselves in a dispute with regards to that service.</p> <p>For many municipalities, there will be municipal services that are not in the mandatory list but still benefit residents of two or more municipalities and therefore, those municipalities should jointly contribute funding (section 708.27(c)).</p> <p>Outstanding Questions</p> <ol style="list-style-type: none"> 1. ABmunis is seeking clarity from Municipal Affairs on whether municipalities will be able to go to arbitration under the MGA rules in situations when disagreement has arisen after the parties already have had an existing cost-share agreement for a non-mandatory service. For example, if a council changes its willingness to cost-share a non-mandatory service, can they ignore any previous agreement on the cost-sharing of a non-mandatory service without consequence? 2. What is the justification that arbitration under the MGA provisions will not be available to municipalities to resolve disputes on non-mandatory services that clearly benefit residents from both municipalities? 3. If the absence of legislative parameters to deal with these types of situations, should municipalities take action to have their own arbitration process outlined in their ICF for non-mandatory services?
Responsibility and Timeline for an Arbitrated ICF If an arbitrator makes an award, the arbitrator must prepare the ICF within 30 days and the municipalities are bound by the award and have 60 days to adopt the ICF. (section 708.4(1))	<p>Support</p> <p>Currently, municipalities are required to develop an ICF that is in accordance with the arbitrator's award. ABmunis supports the proposed change, which removes the burden for the municipalities to develop the ICF and instead place that responsibility on the arbitrator. This removes the potential for further disagreements between the municipalities in forming an ICF that accurately reflects the arbitrator's award.</p>
Payment of the Arbitrator's Costs If a municipality fails to pay its proportion of the arbitrator's costs, the Minister may order the municipality to pay its proportion. (section 708.41(3))	<p>Support</p> <p>This issue is currently not addressed in the MGA. ABmunis supports the proposed addition to provide the Minister with authority to force payment by a municipality, which may include suspending council's bylaw-making authority, withholding of money, or requiring other actions as defined in section 708.43.</p>

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

<p>Force Compliance with an Arbitrator's Award Update section 708.43(2) to clarify that the Minister may take necessary action if a municipality does not comply with an arbitrator's award or does not adopt an ICF that reflects the arbitrator's award.</p>	<p>Support Currently, the MGA only prescribes the Minister's authority when a municipality has not complied with a framework and so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of King's Bench. The proposed change adds clarity of the Minister's power when a municipality does not comply with the decision of an arbitrator. We are supportive of the change as it aligns with ABmunis recommendations to Municipal Affairs.</p>
<p>Limitations of an Arbitrator An arbitrator may not make an award that:</p> <ul style="list-style-type: none"> negates a matter that the municipalities have agreed to, unless that matter is beyond the municipalities' jurisdiction. (section 708.36(7)(d.1)) addresses a matter not previously discussed by the municipalities. (section 708.36(7)(d.2)) 	<p>Further review required ABmunis is supportive that arbitrators will not be able to undo a matter that has already been agreed to by the municipalities. This will provide comfort to municipalities of what is in scope when going into arbitration.</p> <p>ABmunis understands the intent of preventing an arbitrator from addressing a matter not previously discussed by the municipalities as it will encourage municipalities to take the time to work out all issues before going to arbitration. However, ABmunis is concerned about how this provision could be weaponized during an arbitration. Whether a matter was previously discussed before arbitration is highly subjective. There is no guidance on what level of discussion is required on a matter prior to arbitration and there is a risk of information loss leading up to arbitration due to turnover of municipal staff or council and how it could be argued that specific matters were not previously discussed between the current representatives of the municipality.</p>

Councillor Code of Conduct and Council Meeting Procedures

Proposed Change	ABmunis Analysis
<p>Elimination of Code of Conduct Bylaws and Resolutions Related to Behaviours</p> <p>Any municipal bylaw or portion of a bylaw or previous resolution that provides for a code of conduct or addresses the behaviour or conduct of a councillor(s) or members of council committees who are not elected officials are repealed. (section 145(10))</p>	<p>Concerned and further details are required</p> <p>ABmunis did not advocate for the elimination of code of conduct bylaws. We recognize there have been challenges with the implementation of codes, but in most cases, municipalities have used them appropriately. Both ABmunis and RMA had advocated for enhancements to the codes and that municipalities be supported by an independent integrity commissioner to investigate code of conduct complaints, which would prevent weaponization and support procedural fairness.</p> <p>The removal of codes of conduct for councils undercuts the autonomy of municipal governments to manage internal challenges with damaging behaviour by elected officials. ABmunis is concerned about the transition period after the repeal of codes of conduct bylaws where municipalities will have no mechanism to encourage accountability of council members in their behaviour towards other members of council, municipal staff, or the public, particularly outside of council meetings.</p> <p>We understand the province is committing to replacing code of conduct bylaws with a provincial standard for council meeting procedures and the possible creation of a municipal ethics commissioner. However, we foresee a few challenges:</p> <ul style="list-style-type: none"> • Experience has shown that when a councillor is unruly towards staff or other council members, it often takes place outside of council meetings, which we understand won't be captured by a new provincial standard for council meeting procedures. • The timeline for creation of a municipal ethics commissioner could be several years away, and in the meantime, councils will have no mechanism to hold councillors or unelected committee members accountable for damaging behaviour. <p>The Minister of Municipal Affairs stated during his April 16, 2025, town hall that the government wants to repeal codes of conduct now because all court cases related to codes are now resolved and if a new case were to come before the courts it would prevent the province from proceeding to make changes or engaging on potential changes. The Minister stated that he is committed to creating the municipal ethics commissioner as soon as possible.</p> <p>Unelected Members of Council Committees</p> <p>Council committees often rely on the participation of residents who volunteer to be appointed to committees and local boards. Municipalities often have respectful workplace policies that apply to these council committees to support the safety of municipal staff and all committee members. The proposed amendment appears to force the repeal of these types of policies when they apply to members of council or unelected members of a board or committee that are established by council. ABmunis is concerned that councils will not have a tool to deal with unruly behaviour by unelected committee members as per the proposed amendment.</p>

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis Analysis
	<p>Outstanding Questions</p> <ol style="list-style-type: none"> 1. How does the province plan to support municipalities during this transition if there is serious misconduct by a councillor or an unelected member of a council committee? 2. Despite the proposed addition of section 145(9) that prevents a council from making a bylaw or resolution that addresses the behaviour of a councillor, is there an opportunity to remove council from the decision process and allow the municipality to hire an independent investigator? <p>Overall, we are hearing from ABmunis members that there could be a wide range of unintended consequences with the full repeal of bylaws related to codes of conduct and any prior resolutions that relate to the behaviour or conduct of individuals.</p> <p>As part of our Fostering a Culture of Respect initiative, ABmunis intends to create new tools to support councils to build constructive relationships and proactively address issues before it turns into a larger problem.</p>
<p>Termination of Current Complaints or Sanctions Any existing complaint or imposed sanctions related to a code of conduct bylaw are terminated.</p>	<p>Further details are required</p> <p>Although code of conduct bylaws are proposed to be repealed, this does not mean that current complaints that are under investigation do not have merit or that sanctions that were properly imposed by councils for past transgressions be universally set aside. This may create an environment where a councillor who was previously sanctioned believes that there was no harm in their past behaviour and may feel comfortable repeating it.</p> <p>Councils should be able to document damaging behaviours by council to ensure the safety of both elected officials and municipal staff.</p>
<p>Behaviour of Councillors or Committee Members A council may not make a bylaw or a resolution that addresses the behaviour of a councillor(s) or members of council committees. (section 145(9))</p>	<p>Further details are required</p> <p>By removing the process in which councils are able to deal with inappropriate behaviours made by council members, and enforceable sanctions, there will be a lack of accountability both inside and outside of council chambers. ABmunis recognizes that there are concerns with how sanctions have been used, but taking away the option for municipalities to use codes of conduct is an affront to municipal autonomy and removes any mechanism for council to handle complex, repetitive, and damaging behaviours and leaves room for additional conflict and strain on municipal staff.</p> <p>Municipal Affairs has alluded to the fact that Alberta's occupational health and safety (OHS) legislation will be able to deal with instances of harassment, however there are currently gaps in this legislation which do not allow for councillors to be covered under the legislation as they are not employees of the municipality. ABmunis had recommended that code of conduct provisions be amended to specifically address OHS violations but now that is no longer possible with the</p>

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis Analysis
	<p>elimination of codes of conduct. In recent months, ABmunis has raised concerns with the gaps in OHS legislation regarding councillor actions but the province has not yet taken action to address these gaps.</p> <p>Protection of the Well-Being of CAOs and Municipal Staff As an employer, the municipality has a duty under occupational health and safety legislation to protect the physical and mental well-being of all employees including the CAO. If a councillor harasses an employee, ABmunis is concerned that the municipality will not have any tools at its disposal.</p> <p>ABmunis is committed to developing a toolkit for councils to self-assess their conduct and performance. As well, ABmunis will be hosting training for mayors and councillors to develop skills related to how to run meetings and developing leadership skills. We hope to collaborate with Municipal Affairs and other stakeholders as appropriate.</p>
<p>Meeting Standards Add provisions for the Minister to set standard meeting procedures for council meetings and council committee meetings. <i>(section 145)</i></p>	<p>Further details are required Councils will still have the ability to have a procedural bylaw so long as the provisions in the procedural bylaw do not conflict with the standard meeting procedures that are set out by the Minister. Our understanding is that Municipal Affairs plans to engage municipalities on the creation of the meeting standards this spring. It is not clear when the meeting standards will be ready but once the Minister has made a Ministerial Order on this matter, municipalities will have six months to update their bylaws to align with the meeting procedures. <i>(section 145(11))</i></p> <p>A Ministerial Order on meeting procedures related to section 145 will not apply to a board.</p>

Creation of a Municipal Ethics Commissioner

While not addressed in Bill 50, the Minister of Municipal Affairs has indicated that the ministry will engage municipalities in 2025 on the potential creation of a municipal ethics commissioner. Both ABmunis and RMA have long-called for the province to create an independent office to advise and investigate council code of conduct complaints including a [resolution passed by ABmunis members in 2024](#).

Depending on the scope of authority that the municipal ethics commissioner has, this may meet the expectations of municipalities. However, initial statements by the Minister of Municipal Affairs at his April 16, 2025, town hall suggest the province’s initial vision for a municipal ethics commissioner may not include authority over activities that take place outside of council chambers. This would be highly concerning based on past experiences where councillors have bullied or inappropriately directed municipal staff or displayed unruly behaviour towards other members of council outside of council meetings resulting in an unsafe environment for staff and council members.

ABmunis understands that the creation of a municipal ethics commissioner will require new legislation in 2026, meaning the ethics commissioner may not be in operation for at least a year. This is problematic unless the province is willing to delay the removal of codes of conduct until the officer of the ethics commissioner is operational.

Municipalities may also reserve concerns about how the municipal ethics commissioner will be funded, particularly if municipalities are required to cost-share the expense.

At this time, ABmunis is supportive of the overall intent to have a municipal ethics commissioner, but more details are needed and ABmunis looks forward to being engaged on how the commissioner’s office is structured.

Accountability of the Chief Administrative Officer (CAO)

Proposed Change	ABmunis Analysis
Number of CAOs A municipality may only appoint one CAO. (section 205(2))	Support Currently, councils may appoint one or more persons to carry out the duties of the CAO. ABmunis supports the proposed change of only one appointed CAO for setting clear parameters for the relationship between council and administration through one appointed administrator.
Appointment of a CAO Council decisions to appoint, suspend, or revoke the appointment of a CAO must be by simple majority of the whole council. (section 206(1))	Member Input Required The proposed amendments suggest that some municipalities may have a bylaw that sets a different requirement for what is considered a majority vote for a decision regarding the appointment or termination of a CAO. The proposed amendments will force the repeal of related provisions in a municipal bylaw and set the standard requirement at a simple majority of the whole council. Section 1(1)(cc) defines that “whole council” means all of the councillors that comprise the council, regardless of whether they are present at the meeting when the vote takes place.

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Proposed Change	ABmunis Analysis
<p>Use of Natural Person Powers Add provision that when the municipality exercises its natural person powers, the CAO must notify council in writing within 72 hours. (<i>section 208(3)</i>)</p>	<p>Opposed Per section 6 of the MGA, municipal governments have the rights, powers, and privileges of a natural person and can exercise powers that are not explicitly set out in legislation. These powers address daily operational matters such as:</p> <ul style="list-style-type: none"> entering contracts, using a credit card, acquiring property, hiring, disciplining, or terminating staff, legal matters, and the general exercising of management rights like any other employer. <p>Adding a provision which requires every use of natural person powers to be reported to council will add a significant burden to municipal administrations. This provision also blurs the lines of council's role as a governing body versus administration's role in the management of operations. ABmunis and many municipalities have raised this concern with Municipal Affairs, and they are exploring a possible amendment to narrow the scope of circumstances when this requirement would apply.</p>
<p>Duty to Provide Information to a Councillor Add provision that a CAO will be responsible for providing information as soon as practicable when requested by a councillor (when the request is specific to the operation or administration of the municipality). (<i>section 208.1(1)</i>)</p>	<p>Support in principle Section 153(d) states that councillors have the duty "to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer" but there is no current provision that indicates when the CAO must provide the information to the councillor. The proposed addition of section 208.1(1) will make it clear that the CAO must respond "as soon as is practicable." This still enables the CAO to have sufficient time to research the issue without unreasonable time parameters, but it is possible that the interpretation of what is considered "practicable" may result in potential conflicts between the CAO and councillors.</p> <p>Onerous Requests for Information Some municipalities have experienced challenges when an individual councillor feels entitled to continually request information based on personal interests to the point that it ties up significant time and costs for staff to research and respond to each request. Some municipalities have addressed this by implementing procedures so that an individual councillor does not have the authority to consume municipal resources for items that are outside of the authority prescribed by council.</p> <p>Outstanding Question 1. Does the combination of section 153(d) and proposed section 208.1(1) create a potential environment where a councillor could be a strain on the municipality's administrative resources through frequent and frivolous requests for information and council have no power to curtail the</p>

Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis Analysis
	<p>behaviour? Or do councils have the authority to pass a procedure that provides parameters for information requests by individual councillors while still remaining compliant with the MGA?</p> <p>NOTE: The proposed requirement to provide information to council within 72 hours does not apply to the original request for information. Only once the CAO has completed the original request for information, then the CAO will have 72 hours to share that same information with the rest of council.</p>
<p>Refusal to Share Information with Council The CAO may decline to provide information in specific circumstances (e.g. personal information) but the CAO must provide the reason for the refusal to all councillors. (section 208.1(4))</p>	<p>Support in principle For transparency purposes, it is reasonable for the CAO to be required to explain why specific information cannot be shared with council. We still foresee situations where there will be disagreement on when there is justification to withhold information from council for privacy or legal matters.</p>
<p>Sharing Information with all of Council When the CAO, or designate, provides information about the operation or administration of the municipality to one councillor, the information must be shared with all other councillors within 72 hours. (section 208.1(3))</p>	<p>Concerns Currently, section 153.1 states that when a CAO provides information to a councillor about the administration or operation of the municipality (section 153(d)), then the CAO must provide the information to the rest of council “as soon as is practicable”. Bill 50 proposes to repeal section 153.1 and add section 208.1(3) that changes the timeframe that the CAO provide the information to council from “as soon as practicable” to “within 72 hours”.</p> <p>The reality is its common for the CAO to have more regular contact with the mayor/reeve and it may be challenging for the CAO to communicate every detail that is shared with one councillor with all of council within 72 hours. Often times, the information is a low priority and there is efficiency in sharing low priority information through a briefing or CAO report in the next council agenda instead of being forced to share all details within 72 hours.</p> <p>ABmunis is also concerned that 72 hours may not be an adequate period to share information with all of council after it has been provided to one councillor. This is particularly relevant in small municipalities where the CAO works part-time and is only in the office two or three days a week. Or there are municipalities where the CAO works full-time but there are no other staff to designate this responsibility to when the CAO is ill, takes vacation, or is tied up with higher priority business.</p> <p>A timeline of 72 hours can also be problematic where information has been shared with a councillor late on a Friday, which means the CAO or designated staff would have less than one business day to provide the information to council. Some members have questioned how the proposed rule would apply when the deadline lands on a weekend or holiday and in that case, then section 22 of the <i>Interpretation Act</i> should apply to give administration until the next business day to complete the requirement, but few municipal leaders may be aware of that legislation.</p>

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Proposed Change	ABmunis Analysis
	<p>Setting a 72-hour timeframe adds red tape for administration and in some cases, may be an annoyance for council members who prefer to receive information through regular agenda packages instead of ongoing emails or texts that are necessary to meet the 72-hour timeline.</p> <p>Recommendation Regarding the Timeline Each council will have a different expectation for when and how information should be shared by their CAO depending on their local environment. ABmunis recommends that the proposed addition of section 208.1(3) be amended to change the timeline from “within 72 hours” to require that municipalities pass a bylaw that prescribes the timelines in which their CAO, or designate, must share information with council after the information has been provided to a councillor under section 153(d).</p> <p>The Realities of Section 208.1(3) Regardless of the timelines that are set, the review of this section highlights the overall challenges with expecting the CAO to provide information to the rest of council based on one councillor’s request for information. The provision impedes on a CAO’s expertise and judgement to determine when information provided to one councillor must be shared with the remaining members of council depending on the importance and relevance of the information. It may be that a councillor is seeking information that is specific only to their ward, or the information being requested by one councillor is already known to be understood by the rest of council.</p>

We note the general focus of giving council higher expectations to receive information about the operation or administration of the municipality may create an environment that draws council into the weeds of focusing on administration rather than on council’s role in governing. This has the potential to create greater conflict between the roles of council and administration and could potentially make CAOs more vulnerable to abuse or termination.

Some members have questioned why Bill 50 doesn’t define the consequences if a CAO is not compliant with the requirements for information sharing. Councils may consider addressing those concerns through their regular performance management process.

Authority of Official Administrators

The Minister of Municipal Affairs may appoint an individual to serve as an [official administrator](#) of a municipality in extraordinary circumstances wherein the official administrator has the power to act as council. The most common situations are when:

- Members of council have been dismissed or resigned resulting in the loss of quorum of council.
- A municipality is restructuring through amalgamation or dissolution.
- An official administrator is appointed to supervise a municipality and its council where there are concerns about the governance of the municipality. In these circumstances, councils still make all decisions, and the official administrator is responsible to review.

Proposed Change	ABmunis Analysis
Notification of Meetings An Official Administrator must be notified of any council meeting and may be present for any meeting of council that is closed to the public except in cases of legal privilege. (section 575(2(c)(i)) and 575(2)(c)(ii))	Support The proposed change is in alignment with the role of an Official Administrator to ensure they are able to perform their duties effectively with full knowledge of all decisions being made by a council that is under supervision by an Official Administrator.
Request for Information Provide authority for the Official Administrator to direct the municipality to provide a copy of any records, except records that are subject to legal privilege. (section 575(2(c)(iii))	Support The proposed change is in alignment with the role of an Official Administrator and allows them to perform their duties effectively.
Approval An Official Administrator must sign or authorize agreements, cheques, and other negotiable instruments of the municipality in addition to the person authorizing. (section 575(2(c)(iv))	More details required The proposed change is in alignment with the role of an Official Administrator to ensure they are able to perform their duties effectively with full knowledge and final authorization on all municipal business. ABmunis notes that the Official Administrator rarely resides in or near the municipality that it is temporarily serving so this new rule may create delays if a physical signature is required.

Defining “Public Interest” and “Policy of Government”

In Spring 2024, the Government of Alberta passed Bill 20, the *Municipal Affairs Statutes Amendment Act*, which amended the MGA to provide power to the Lieutenant Governor (via provincial Cabinet) to:

- order the CAO to conduct a vote of the electors to determine if a councillor should be removed from council. One of the possible criteria to make that order is based on the determination that a vote of the electors is in the “public interest” (section 179.1(2)).
- order a municipality to amend or repeal a bylaw if the Lieutenant Governor is in the opinion that the bylaw is contrary to a “policy of the Government” (section 603.01(e)).

Since the passing of Bill 20, ABmunis has noted the terms “public interest” and “policy of the government” need to be defined to provide clarity for the public and all stakeholders.

Proposed Change	ABmunis Analysis
Public Interest Add authority for the Lieutenant Governor in Council to make regulations that define the term “public interest”. (section 179.2)	Concerns remain ABmunis still reserves concerns with the passing of Bill 20, the <i>Municipal Affairs Statutes Amendment Act, 2024</i> , that provincial Cabinet may order the CAO to conduct a vote of the electorate to remove a councillor from office without requirement of an independent investigation into the matter so that all facts are available to residents before the recall vote. ABmunis understands that the province does not plan to create a regulation to define “public interest” in the near future. Therefore, if Cabinet orders a CAO to conduct a vote of electors on the removal of a councillor on the basis of “public interest”, it will likely raise a legal challenge until the term is defined.
Policy of the Government Add authority for the Lieutenant Governor in Council to make a regulation that defines the term “policy of the government.” (section 603.02)	Concerns remain and more details required Municipal Affairs has communicated that the Minister intends to create a regulation this year that defines “policy of the government” to mean publicly available legislative instruments such as acts, regulations, Orders in Council, and Ministerial Orders that have been formally approved by the Premier, a Minister, or Cabinet. This aligns with the recommendations made by ABmunis in 2024, but ABmunis will wait to review the actual regulation when it comes forward. ABmunis still reserves concerns with the passing of Bill 20, the <i>Municipal Affairs Statutes Amendment Act, 2024</i> , where section 603.01 was added to provide the province authority to amend or appeal or municipal bylaw. This impedes on municipal autonomy and the independent vision of council to best serve their community.

Changes to the Local Authorities Election Act

The proposed changes to the *Local Authorities Election Act* will come into force upon Royal Assent.

Election Voting, Recounts, and Withdrawal by Candidates

Proposed Change	ABmunis Analysis
Candidate Withdrawal A candidate may withdraw their name during the nomination period or within 24 hours after the close of nominations, regardless of whether there is a sufficient number of nominations for council. (section 32)	<p>Support in principle but further details are required</p> <p>Currently, a candidate may only withdraw their nomination after the nomination period if there is more than the required number of nominations for the particular office. ABmunis supports the proposed change recognizing that a candidate's personal circumstances or commitment may change.</p> <p>Outstanding Questions</p> <ol style="list-style-type: none"> 1. If there were sufficient nominations received on nomination day and the returning officer has closed nominations and then a candidate withdraws their nomination within the next 24 hours, what process is the returning officer to follow? Is the returning officer enabled to reopen nominations for 6-days as per section 31(1)? Is a further amendment required to clarify the process to be followed as it relates to the proposed amendment to section 32?
Displaced Residents of Jasper Add provisions to allow residents of Jasper who remain temporarily displaced to vote and run in the upcoming local election, provided they intend to return to the community. (section 48.1 and 53.03)	<p>Support</p> <p>These proposed provisions are necessary to support residents of the Municipality of Jasper who are temporarily displaced from their home community due to the 2024 wildfire. The new provisions require a candidate or elector to sign a written statement that confirms they were a resident prior to July 22, 2024, and that they intend to resume residence in Jasper as soon as reasonably practicable. A person who wishes to vote in the Jasper election will need to produce a government issued ID that contains their photograph. ABmunis is reaching out to Jasper to confirm that the rules adequately meet the needs of their displaced residents.</p>
Permanent Electors Register Add and amend provisions for how a permanent elector register may be used. (section 49(7.1) and 49(8))	<p>Support</p> <p>The proposed amendments make it clear that a permanent electors register may only be used by the returning officer and only for the purposes in performing requirements under the LAEA.</p>
Voter Assistance Terminals Allow municipalities to use elector assistance terminals so voters with visual or physical impairment can mark their election ballot independently. (section 78.1 and 84.1)	<p>Support</p> <p>In 2024, the province made legislative changes to prohibit municipalities from using electronic tabulators, voting machines or similar equipment for local elections. This change clarifies that elector assistance terminals may be used as long as it creates a paper ballot which can then be counted by hand with all other ballots. Elector assistance terminals do not count ballots and must not be connected to the internet or other network.</p>

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Proposed Change	ABmunis Analysis
	<p>Municipalities who wish to offer an elector assistance terminal in the 2025 election will need to pass a bylaw by June 30, 2025.</p> <p>While ABmunis would prefer that municipalities still have the option to use electronic vote counting systems, we support this change to ensure all Albertans can participate in the local election process.</p>
Recount Process Split up the provisions of the current recount processes into separate sections. (section 98)	Support in Principle The proposed change is intended to allow different requirements and timelines to be more easily understood.
School Board Use of Electors Register Provide authority for a school board to request a permanent electors register from the relevant municipality. (section 49.1)	Support Some school boards run their own election for school trustees, so the proposed change supports those school boards to have adequate tools for managing their election.

Campaign Finances *(the amendments are only applicable to Calgary and Edmonton)*

ABmunis will seek clarity from Municipal Affairs to ensure that the Election Commissioner is engaged in the proposed changes as the Election Commissioner will be accountable for enforcement. The proposed changes are also being brought forward during the current election period so ABmunis will request that Municipal Affairs immediately update their information guides for candidates to reflect these changes if Bill 50 passes.

In addition to the following amendments under Bill 50, the Government of Alberta plans to amend the Local Political Parties and Slates Regulation in spring 2025. The amendments to the Local Political Parties and Slates Regulation are expected to deal with financial reporting requirements for local political parties and fines for those who exceed campaign expense limits.

Proposed Change	ABmunis Analysis
Definition of Campaign Expense Update the definition of “campaign expense” to include references to a local political party or slate. (section 147.1(1)(a))	Member feedback required The current LAEA definitions do not reference local political parties or slates. The proposed change helps ensure that funds expended or contributions received by local political parties and slates to support or oppose other local political parties or candidates are fully captured in financial disclosures.
Definition of Contribution Update the definition of “contribution” to include references to a local political party. (section 147.1(1)(c))	
Advising of Prospective Contributors	Member feedback required

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Proposed Change	ABmunis Analysis
Clarify that local political parties are required to advise prospective contributors of the rules relating to contributions. (<i>section 147.13(2)</i>)	Currently the LAEA only requires candidates to advise prospective contributors about the rules relating to contributions to their campaign. The proposed change makes it clear that the same rule also applies to local political parties.
Transfers Between Local Political Parties and Candidates Add provisions for transfers between local political parties and their endorsed candidates. (<i>section 147.25</i>)	<p>Concerns remain</p> <p>The proposed change enables a local political party and their endorsed candidate to transfer or accept from each other:</p> <ul style="list-style-type: none"> • Money or real property • Debt incurred during a campaign period • Goods or services <p>The above-mentioned transfers are not considered a contribution or campaign expense but must be recorded and must be accounted for in annual disclosure statements.</p> <p>During the April 16 town hall, the Minister of Municipal Affairs stated that this change is to create alignment with how transfers are treated under provincial and federal rules involving political parties.</p> <p>As outlined in previous communications, ABmunis remains concerned that the implementation of local political parties and the rules regarding the operation of local political parties provides a significant financial advantage to candidates who run under a political party versus independent candidates. This proposed amendment appears to further broaden that disadvantage.</p>

Changes to the New Home Buyer Protection Act

The initial legislation, passed in 2014, made home warranty coverage mandatory for new homes in Alberta. The Act applies to single-family homes, multi-family homes, duplexes, condominiums, manufactured homes and recreational properties where permits were pulled starting February 1, 2014. All new homes must have a minimum warranty coverage of one year on labour and materials, two years on delivery and distribution systems, five years for the building envelope, and ten years for major structural components. The proposed changes in Bill 50 are focused on owner-builders and would come into force on proclamation by Cabinet. Engagement is anticipated later in 2025 on builder competencies and claims dispute resolution.

Overall, ABmunis supports the proposed changes but it is not yet clear if the amendments will adequately address the challenges with new home buyer warranties so ABmunis will continue to monitor the issue.

Proposed Change	ABmunis Analysis
Digital Confirmation in Place of Notarized Statutory Declarations Allows for the requirement for a statutory declaration to be replaced with a simple confirmation for owner-builders by regulation. (section 5(1))	Support in principle but further review is required Simplified digital confirmation in place of notarized statutory declarations for owner-builders will expedite approvals and construction. This change will not be implemented until the New Home Protection (General) Regulation is updated, which we expect to happen later this year.
Selling a New Home without Warranty Coverage Allows owners who have been granted an exemption to sell a home without warranty coverage provided they provide the prospective owner with a disclosure notice, in a form satisfactory to the Registrar. (section 3.01(1))	Support in principle but further review is required This will provide more flexibility to owner-builders while ensuring potential buyers are required to be made aware that the property has an exemption.
Exemptions From Warranty Coverage Due to Hardship Adds financial hardship as one of the grounds for receiving an exemption from warranty coverage. (section 3.01(2))	Support in principle but further review is required Currently, a person may be granted an exemption to obtain warranty coverage if the Registrar deems that the person would suffer undue hardship if the exemption were not granted. The proposed amendment adds financial hardship as an additional ground to qualify for an exemption. This provides greater flexibility in warranty exemptions and will ease the financial burden on owner-builders. While this is a step in the right direction, it does not solve all of the financial obstacles that owner-builders face such as high insurance costs.
Caveat Against Certificate Adds responsibility for the Registrar to register a caveat against the certificate of title to the land on which the new home is the subject of the warranty exemption. (section 3.01(4))	Support in principle but further review is required For consumer protection, the Registrar will register a caveat on a home built by an owner-builder without a warranty in place as soon as practicable. A process for discharge of the caveat is also added.

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Proposed Change	ABmunis Analysis
Appeals Provides a mechanism to allow a person to appeal a Registrar decision related to definition, exemptions, and rental use designations. (<i>section 17(1)(d)</i>)	Support This will expand the appeal process for homebuyer-related decisions through the Land and Property Rights Tribunal, ensuring homebuyers can challenge Registrar decisions related to exemptions, definitions, and rental-use designations.

Changes to the Safety Codes Act

The proposed amendments to the *Safety Codes Act* are related to the amendments to the *New Home Buyer Protection Act* and will come into force upon proclamation by Cabinet.

Proposed Change	ABmunis Analysis
Safety Codes Council Advice Establishes areas the Minister may seek advice from the council on. (<i>section 8.01(2)</i>)	Support The section clarifies that the Minister may request advice and recommendations from the council on any matter to which this Act applies, including the building or construction of a new home, the requirements applicable to a home warranty insurance contract and the licensing requirements applicable to a residential builder.
Persons Appointed to the Safety Codes Council Adds a provision that persons appointed to the Safety Codes Council include persons who are experts in or have experience with new home warranty coverage under the New Home Buyer Protection Act. (<i>section 16(4)</i>)	Support The council is currently comprised of experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment. The type of expertise is being expanded to include additional appointees who are representatives of builders, warranty providers, insurers and specifically persons who are experts in or have experience with new home warranty coverage under the <i>New Home Buyer Protection Act</i> . Transparent criteria for appointees and ensuring a broader range of expertise is available should produce better advice to support regulatory decisions made by the Government.
Duties of the Safety Codes Council Adds a provision that requires the Council to provide advice and recommendations to the Minister regarding New Home Buyer Protection Act if requested. (<i>section 18(d.01)</i>)	Support Adding this responsibility to the Safety Codes Council's mandate appears reasonable given the changes to Section 16(4) to expand the expertise of the Safety Codes Council, to include representatives with experience with new home warranty coverage under the <i>New Home Buyer Protection Act</i> .



Alberta Municipalities Strength In Members

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April 16, 2025

To our valued Partner Communities,

We are excited to share a major regional initiative that will shape the future of economic development across Southern Alberta. Over the next three years, SouthGrow will be delivering a **Community Economic Development Program** aimed at supporting each of our member communities. This project will produce a custom-built, data-informed economic development plan for your municipality. It will also include staff and council training to enable work on the plans, as well as coaching and follow-up for implementation through to December 31, 2027.

These plans will be custom tailored to your community's size, goals, and resources. For those with existing plans, we will collaborate with you to explore how SouthGrow can enhance your capacity and help execute your current strategies over the next three years. In both cases, the project will roll out in the following phases:

1. Spring 2025 - Initial engagement: We'll begin by meeting individually with each community to understand your priorities and chart a specific path forward.
2. Summer - Winter of 2025 - Research and analysis: We'll conduct a literature review, stakeholder interviews, and community surveys to ensure we capture the full picture.
3. 2026 - We will work together to create data-driven, actionable economic development plans tailored to your community
4. 2027 - SouthGrow will provide ongoing guidance, training, and operational support to ensure your plan leads to real, lasting impact.

This initiative is made possible by the Northern and Regional Economic Development Program (NRED) grant from the Government of Alberta and will be led by our newly hired Economic Development Officer, Makayla Gross from Bow Island. Makayla brings a dynamic blend of experience and enthusiasm to this project and will be working closely with each of you to ensure your community's unique needs and opportunities are captured.

In the coming weeks, we will reach out to schedule your community's first touchpoint. We encourage you to begin thinking about your economic development priorities and any existing planning work we should be aware of.

If you have any questions in the meantime, please don't hesitate to contact us.

We look forward to working alongside you to build a stronger, more prosperous Southern Alberta.

Sincerely,



Peter Casurella

Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
403-394-0615

From: Deb Comfort <cboorse@arpaonline.ca>
Sent: April 30, 2025 9:22 AM
To: Cao
Subject: Nominate Local Leaders for Alberta Recreation & Parks Association's 2025 Awards –
Deadline May 30

Mayor Tyler Lindsay and Councillors
Village of Warner
PO Box 88, Warner, AB T0K2L0

Nominate Local Leaders for Alberta Recreation & Parks Association's 2025 Awards –
Deadline May 30

Dear Mayor Tyler Lindsay and all Members of Council;

The Alberta Recreation & Parks Association (ARPA) is pleased to announce that nominations are now open for our 2025 awards, celebrating exceptional leadership and contributions in the recreation and parks sector across Alberta. We invite you to nominate outstanding individuals, organizations, or initiatives from your community for these prestigious recognitions.

The awards ceremony will take place during the President's Awards Banquet on Saturday, October 25, 2025, at the Fairmont Chateau Lake Louise, as part of our annual Conference and Energize Workshop. This special evening, attended by over 400 sector leaders, provides an opportunity to spotlight the efforts that make Alberta communities healthier, more active, and more vibrant.

The awards include the Lieutenant Governor's (L.G.) Leadership for Active Communities Awards, which recognize the achievements of individuals and groups who are leading their communities to increase citizen participation in active living, recreation, and parks, resulting in healthier people and communities. This year, we have three L.G. Award categories:

- * Collaborative Impact in the Community Leadership Award
- * Elected Community Official Award
- * Professional Leadership Award.

We are honoured to anticipate the presence of the Lieutenant Governor of Alberta, who is expected to present these awards in person.

In addition to the Lieutenant Governor's Awards, ARPA will also be presenting multiple awards including the A.V. Pettigrew Award, which recognizes a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

To view more details on each award and to complete our online nomination form, please visit the ARPA website at <https://arpaonline.ca/awards-scholarships/>. The deadline for award nominations is May 30th.

We look forward to recognizing and celebrating the hard work and dedication of individuals and groups who are making a difference in their communities and improving the lives of Albertans.

Yours sincerely,

De
b

April 29, 2025

I am writing to municipalities across Alberta regarding a second phase of engagement to enhance water availability in Alberta.

As part of the province's ongoing work to increase water availability, the government engaged Albertans in fall 2024 to early 2025 to hear ideas on how to strengthen the water management system to enhance availability for years to come. While the feedback was wide-ranging, it was clear that Alberta's water management system and the *Water Act* generally serve us well and should not be changed. However, some opportunities and barriers identified raised some limitations of the *Water Act* for supporting water availability.

Based on the feedback, the Government of Alberta is proposing changes to the *Water Act* and complementary policy to increase the availability of water licences to Alberta municipalities, businesses, agricultural producers and others, while continuing to protect the aquatic ecosystem.

The proposed changes focus on:

1. Streamlining decision making for water licensing and transfers
2. Enhancing water use information to support effective and transparent management of water by all users, including licensing and licence transfers
3. Enabling lower risk inter-basin transfers
4. Enabling the use of alternative water sources (e.g., rainwater, stormwater, wastewater)

The Government of Alberta remains committed to maintaining the following policies, approaches, and principles:

- Alberta's priority system for licenced water allocation, based on principles of first-in-time, first-in-right, will remain.
- Existing water licence allocations will not be reduced.
- The Water for Life strategy and its goals and directions remain, where water is managed for community, economic and environmental needs, including traditional use needs and environmental objectives to support ecosystem health.
- Water allocation transfers will remain enabled in basins with approved water management plans (Milk, Battle, Bow, Oldman and South Saskatchewan River basins).
- Alberta will continue to manage water on a watershed basis, where any large or higher risk inter-basin transfer would continue to require approval by special act of the legislature (except, as established in the act, during a Cabinet-declared water emergency under section 107).
- No new royalties, bulk or volumetric pricing of water will be introduced.
- No new terms and conditions will be added to existing older licences regarding requirements to support water conservation objectives (WCOs).

Details on the proposed engagement, scope and changes are the outlined in the discussion document on Enhancing Water Availability: Engagement on Proposed Amendments to the Water Act to Improve Availability – accessible online at alberta.ca/water-availability-engagement.

We will soon invite you/your organization to join us for an in-person information session where we will share more information about the proposed changes and give you an opportunity to provide feedback and ask questions. Sessions are planned to be in person in May in Lethbridge, Brooks, Calgary, Red Deer and Grande Prairie (locations are being confirmed as venues are secured). We will also arrange an online session. The same information will be shared across all sessions. (In addition to issuing this letter to each municipality, we are sending correspondence to organizations including Alberta Municipalities, Rural Municipalities or Alberta, Alberta Rural Municipal Administrators' Association, Local Government Administrators; Association of Alberta, Mid-sized Cities Mayors' Caucus)

In preparation for these information sessions, we encourage you to review the discussion document to prepare questions, comments and feedback.

We ask that all feedback be provided through the online survey, which will remain open until June 30, 2025.

For more specific information, please visit the online engagement page at alberta.ca/water-availability-engagement.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Rich', is positioned above the printed name.

Kate Rich
Assistant Deputy Minister

From: EPA Water <EPA.Water@gov.ab.ca>
Sent: May 2, 2025 4:54 PM
To: EPA Water
Cc: Kate Rich; Gary Sandberg
Subject: Register Now: Water Availability Engagement - Phase 2
Attachments: Water Availability Engagement Phase 2 Letter.pdf

Sent to: all municipal CAOs contacts in the Municipal Officials Directory

In addition to our earlier correspondence, we would like to invite you and members of your organization to join us at an in-person engagement session regarding proposed amendments to the Water Act to increase water availability. The invitation is to water using sectors to enable a cross-sectoral discussion.

The sessions will include sharing information on the proposed changes, an opportunity to ask questions, and an opportunity to provide your feedback and input. In preparation, we ask that you review the Discussion Document on Enhancing Water Availability – Engagement on Proposed Amendments to the Water Act to Improve Availability and come prepared with any questions or feedback you may have. In-person sessions will be held over the coming weeks in Red Deer, Grande Prairie, Calgary, Brooks and Lethbridge. A virtual session will also be offered. The same information will be shared at all sessions.

Please use the links below to register for a session that works best for you:

- * Red Deer, May 12, 6:00-9:00 pm – Pioneer's Lodge, 4324 46a Ave
<https://www.eventbrite.ca/e/1339153286529?aff=oddtcreator>
- * Grande Prairie, May 14, 6:00-9:00 pm – Tara Centre, Evergreen Park, 55051 Township Rd 710
<https://www.eventbrite.ca/e/1339154339679?aff=oddtcreator>
- * Session being planned in Calgary, May 20, 6:00-9:00 pm
<https://www.eventbrite.ca/e/1339152032779?aff=oddtcreator>
- * Session being planned in Brooks, May 21, 6:00-9:00 pm
<https://www.eventbrite.ca/e/1310505199329?aff=oddtcreator>
- * Session being planned in Lethbridge, May 22, 6:00-9:00 pm
<https://www.eventbrite.ca/e/1339151370799?aff=oddtcreator>
- * Virtual session, May 26, 1:00-4:00 pm <https://zoom.us/meeting/register/UyoZcAPBTbaP3X2X-LT6RA>

We appreciate your feedback on the proposed changes through the online survey, which will remain open until June 30, 2025.

For more specific information, please visit the online engagement page at alberta.ca/water-availability-engagement. If you have any questions, please let me know or contact epa.water@gov.ab.ca.

Kathleen Rich
Assistant Deputy Minister, Water and Circular Economy Division, Alberta Environment and Protected Areas
Government of Alberta
Level 12, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta
E: kate.rich@gov.ab.ca I M: 780-203-0844

Classification: Protected A
From: EPA Water <EPA.Water@gov.ab.ca>
Sent: April 29, 2025 10:21 AM

To: EPA Water <EPA.Water@gov.ab.ca>

Cc: Kate Rich <Kate.Rich@gov.ab.ca>; Gary Sandberg <gary.sandberg@gov.ab.ca>

Subject: Water Availability Engagement - Phase 2

Sent to: all municipal CAOs contacts in the Municipal Officials Directory

I am writing to inform you that the next phase of water availability engagement launched today. It focusses on proposed changes to the Water Act and complementary policy to increase the availability of water licences to Alberta municipalities, businesses, agricultural producers and others, while continuing to protect the aquatic ecosystem.

Please see the attached letter with details. Also, here are the links to the news release and to the engagement website:

* News release: Making every drop of water count | alberta.ca

* Engagement site: Water availability engagement | Alberta.ca

Thank you for your feedback during the first phase to identify opportunities and barriers to enhance water availability, and we appreciate your feedback on these proposals.

Please do not hesitate to contact me or EPA Water with any questions.

Thanks.

Kate

Kathleen Rich

Assistant Deputy Minister, Water and Circular Economy Division, Alberta Environment and Protected Areas
Government of Alberta

Level 12, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta

E: kate.rich@gov.ab.ca I M: 780-203-0844

From: Alberta Electoral Boundaries Commission <info@abebc.ca>
Sent: May 5, 2025 10:08 AM
To: Tyler Lindsay
Subject: Letter from the Chair of the Alberta Electoral Boundaries Commission



Dear Tyler Lindsay,

The Electoral Boundaries Commission was appointed on March 28, 2025, and is beginning its work. The next year will be spent reviewing the boundaries and names of 89 electoral divisions (2 more than the current composition of the Legislative Assembly) in the province, and proposing changes within the guidelines provided in the Electoral Boundaries Commission Act.

My colleagues in this task are Dr. Julian Martin from the Sherwood Park, Greg Clark of Calgary, John D. Evans, KC, of Lethbridge, and Susan Samson of Sylvan Lake, who have been appointed as the four members of the Commission.

One of the most important aspects of this review is hearing from interested Albertans who wish to help us shape the electoral map of the province. I am contacting you to encourage you to participate in this process of public consultation. You may participate by preparing a written submission or by making a presentation during one of the public hearings. The window for written submissions shall be from April 22, 2025, to 3:00 p.m. on May 23, 2025 (written submissions may be made public). Newspaper and social media advertisements will appear throughout the province providing information concerning the dates and locations for the first round of the public hearings beginning May 29, 2025.

Our interim report will be submitted to the Speaker of the Legislative Assembly prior to October 28, 2025, and our final report will be submitted by March 28, 2026. There will be an opportunity for public input again after the interim report is submitted to the Speaker.

On behalf of the Commission, I invite you to call the Commission office at 1-833-777-2125 or visit our website abebc.ca for more information.

Yours truly,



Hon. Dallas K. Miller

May 9, 2025

Dear Partners of Alberta Emergency Social Services

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

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

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

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

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

Sincerely,



Stephen Lacroix
Managing Director

Attachment 1 – ESS Framework FAQ

Frequently asked questions

Alberta Emergency Social Services (ESS) Framework 2025

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

What is the Alberta ESS Framework?

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

Why is the framework necessary?

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

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

Will communities be required to adopt/follow the framework?

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

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

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

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

Were stakeholders and partners consulted?

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

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

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

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

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

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

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

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

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

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

Does the framework impact First Nations and Metis Settlements?

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

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

Will there be another revision of the framework?

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

If we have more questions, who can we contact?

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

AEMA regional ESS officers are as follows:

Northwest – Darryl Martin

Northeast – Leah David

North Central – Stacey Gislason

East Central – Shauna Hetherington

Central – Sandi Misselbrook

South Central – Erin Harhara

South – Brad Hove

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

PECC Non-Urgent Inquiries: 780-644-5425

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



2025-05-13

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

Hello,

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

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

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

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

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





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

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sgt. Liam Shiels
Chief of Police
Milk River RCMP

Type text here





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Milk River

Detachment Commander

Sgt Liam Shields

Report Date

May 13, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

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

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

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

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





Community Consultations

Consultation #1

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



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	0	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established position, four officers are currently working with none on special leave. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.

Milk River Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

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

April 3, 2025

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



Milk River Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		2	0	0	0	1	-50%	N/A	-0.2
Total Drugs		4	0	0	0	1	-75%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	7	10	3	3	50%	0%	-0.2
TOTAL FEDERAL		6	7	10	3	4	-33%	33%	-0.8
Liquor Act		2	0	0	0	0	-100%	N/A	-0.4
Cannabis Act		0	4	0	0	0	N/A	N/A	-0.4
Mental Health Act		6	5	3	3	8	33%	167%	0.2
Other Provincial Stats		6	11	6	4	3	-50%	-25%	-1.3
Total Provincial Stats		14	20	9	7	11	-21%	57%	-1.9
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	0	0	0	3	200%	N/A	0.4
Total Municipal		1	0	0	0	3	200%	N/A	0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	0	0	1	0%	N/A	0.0
Property Damage MVC (Reportable)		9	12	5	11	9	0%	-18%	-0.1
Property Damage MVC (Non Reportable)		1	0	2	6	3	200%	-50%	1.0
TOTAL MVC		11	12	7	17	13	18%	-24%	0.9
Roadside Suspension - Alcohol (Prov)		2	2	1	0	1	-50%	N/A	-0.4
Roadside Suspension - Drugs (Prov)		0	2	0	0	0	N/A	N/A	-0.2
Total Provincial Traffic		34	244	215	155	14	-59%	-91%	-12.9
Other Traffic		0	0	0	1	0	N/A	-100%	0.1
Criminal Code Traffic		1	3	1	1	1	0%	0%	-0.2
Common Police Activities									
False Alarms		2	1	0	2	5	150%	150%	0.7
False/Abandoned 911 Call and 911 Act		7	4	1	0	6	-14%	N/A	-0.6
Suspicious Person/Vehicle/Property		14	7	2	14	12	-14%	-14%	0.3
Persons Reported Missing		0	2	0	1	0	N/A	-100%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		3	1	2	2	6	100%	200%	0.7
Form 10 (MHA) (Reported)		0	0	2	0	0	N/A	N/A	0.0



Request for Decision Public Hearing for Land Use Bylaw Amendment 639-25

RECOMMENDATION

That Council give second reading to the Land Use Bylaw Amendment 639-25.

That Council give third and final reading to the Land Use Bylaw Amendment 639-25.

LEGISLATIVE AUTHORITY

Municipal Government Act
Division 9 Passing a Bylaw

General duties of councillors

153 Councillors have the following duties:

(b) to participate generally in developing and evaluating the policies and programs of the municipality.

Part 6: Municipal Organization and Administration

Council's principal role in municipal organization

201(1) A council is responsible for

(a) developing and evaluating the policies and programs of the Municipality.

BACKGROUND

The proposed Bylaw No. 639-25 is to redesignate the lands Lots 14 to 17 inclusive, Block 15, Plan 4068N to accommodate residential use of the existing building and land, rezoning from Commercial - C" to "Residential – R" as shown on the map in Schedule 'A'.

Council gave first reading to the Land Use Bylaw Amendment 639-25 at the March 26th Council meeting and public notice was circulated to the adjacent landowners, as well as advertisement in the Prairie Post of the public hearing.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Land Use Bylaw Amendment 639-25

**VILLAGE OF WARNER
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 639-25

BEING a bylaw of the Village of Warner in the Province of Alberta, to amend Bylaw No. 538-12 being the municipal Land Use Bylaw.

WHEREAS the Village of Warner Council is in receipt of a request to redesignate lands described as:

Lots 14 to 17 Inclusive, Block 15, Plan 4068N

from "Commercial - C" to "Residential – R" as shown on the map in Schedule 'A' attached hereto.

AND WHEREAS THE PURPOSE of proposed Bylaw No. 639-25 is to redesignate the lands to accommodate residential use of the existing building and land.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Village of Warner in the Province of Alberta duly assembled does hereby enact the following:

1. The land described as Lots 14 to 17 Inclusive, Block 15, Plan 4068N is designated "Residential – R".
2. The Land Use District Map is amended to reflect this designation.
3. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw, is hereby amended.
4. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw shall be consolidated to reflect this amendment.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **second** time this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **third** time and finally PASSED this _____ day of _____, 2025.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



**FROM: COMMERCIAL - C
TO: RESIDENTIAL - R**

**LOTS 14-17, BLOCK 15, PLAN 4068N
WITHIN NE 1/4 SEC 10, TWP 4, RGE 17, W 4 M
MUNICIPALITY: VILLAGE OF WARNER
DATE: FEBRUARY 18, 2025**

Bylaw #: 639-25



OLDMAN RIVER REGIONAL SERVICES COMMISSION
February 18, 2025 N:\Warning\County\Warning\Warner\LD & Land Use Redesignations\Warner-Village-Lot 14-17 Block 15, Plan 4068N - Bylaw 639-25.docx

**MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 10th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E9
TEL. 403-325-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"**



Request for Decision 641-25 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 641-25, being the Borrowing Bylaw.

That second reading be given to Bylaw 641-25, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 641-25, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 641-25, being the Borrowing Bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

BACKGROUND

The purpose of this borrowing bylaw is to renew the term loan originally set in 2014 for the purposes of installing the regional water line.

As the term of that loan is coming to an end, the Village requires a renewal of that loan. The term for the renewal is one year fixed, at a rate of 4.91% with weekly payments of \$1,041.00.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 641-25
2. Loan Agreement

**VILLAGE OF WARNER
BYLAW 641-25**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE THE RENEWAL OF A TERM LOAN FROM ATB FINANCIAL.**

WHEREAS the Council of the Village of Warner has decided to issue a bylaw pursuant to Section 257 of the Municipal Government Act to authorize the renewal of financing created under Bylaw 541-14 (Regional Water Line Term Loan);

WHEREAS under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance capital expenditures, and the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing capital expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

WHEREAS the Council of the Village of Warner estimates that the taxes to be levied for the year 2025 by the Village of Warner for all purposes will be in excess of the sum of Five Hundred Thousand Dollars (\$500,000.00); and

WHEREAS the Council of the Village of Warner has deemed it necessary to renew the term loan to provide for the continuation of payments in the amount of Three Hundred and Seventy Thousand Dollars (\$370,000.00), on the original term loan.

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

1. The Municipality borrow from ATB Financial the principal sum of \$370,000.00 repayable weekly at a rate of 4.91% interest, in the amount of \$1,041.00.
2. The Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to:
 - 2.1. renew the term loan (a one-year fixed term) from ATB Financial, the sum of Three Hundred and Seventy-Five Thousand Dollars (\$370,000.00);
 - 2.2. to arrange with ATB Financial the amount, terms and conditions of the loan and security of securities to be given to ATB Financial;
 - 2.3. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - 2.4. to given or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon; and
 - 2.5. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Municipality or in which the Municipality may have any interest, and any other documents

or contracts necessary to give or to furnish to ATB Financial the security or securities required by it.

3. The Village of Warner shall repay the indebtedness according to the repayment structure in effect, namely weekly equal payments of combined principal and interest.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB Financial are from the operating budget.
5. That for in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Village of Warner under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said ATB Financial.
6. That nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said ATB Financial.
7. Bylaw 627-24 is hereby repealed.
8. That this Bylaw come into force on the final date of passing thereof.

Read a first time this XX day of XXXX 2025

Read a second time this XX day of XXXX 2025

Unanimous consent be given to present for third reading this XX day of XXXX 2025

Read for a third and final time this XX day of XXXX 2025

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.



Loan Renewal Agreement

May 2, 2025

Village of Warner
Box 88
Warner, AB
TOK 2L0

Dear Kelly:

Reference is made to the Credit Agreement or Commitment Letter dated May 8, 2014.

ATB Financial has approved and is pleased to renew the credit facilities listed below based on the terms we discussed, as outlined below. The renewal terms for each such credit facility will become effective the day immediately after the applicable Current Maturity Date or as otherwise agreed to by ATB Financial. The Balance referred to below means, if applicable, the outstanding principal balance as of the date of this Loan Renewal Agreement listed above; to find out the balance as of the maturity date or as of any other date, please see your statement or call me at the number indicated below. The Limit referred to below means, if applicable, the Maximum Limit for your credit facility as indicated in your Express Loan Credit Agreement and/or Business Loan Credit Agreement or the maximum principal amount available for drawdown for any credit facility that is not a term loan.

Loan Number:	823-25083778400			Current Maturity Date		December 31, 2024
Loan Type				New Maturity Date		December 31, 2025
Revolving Line of Credit				Credit Limit		\$100,000.00
Interest Rate				Payment Frequency	Payment Type	Payment Amount
Variable Rate	Prime plus 1.00%			Monthly	Interest	Interest Due

Loan Number:	823-25211385600			Current Maturity Date		April 30, 2025
Loan Type				New Maturity Date		April 30, 2026
Term Loan – 112 Months Remaining				Balance / Limit		\$369,885.57
Interest Rate				Payment Frequency	Payment Type	Payment Amount
Fixed Rate	4.91%			Weekly	Blended	\$1,041.00

Please refer to www.atb.com for ATB Financial's current Prime Rate or visit your local branch.



A fee of \$0.00 per month will be debited as a loan administration fee for your operating loan.

If you wish to renew these credit facilities on the terms indicated above, please have all parties sign and date this form below and return all pages to your ATB Financial branch as soon as possible. The renewal terms, for each such credit facility will become effective the day immediately after the applicable Current Maturity Date or as otherwise agreed to by ATB Financial.

If you have any questions, please contact me at the phone number below. On behalf of ATB Financial, I thank you for your continued business.

Your friends at ATB Financial,

A handwritten signature in black ink that reads "Janice Hupper".

Janice Hupper
Senior Relationship Manager
Portfolio Management | ATB Business Solutions

Mobile 587-228-6807
jhupper@atb.com

You and the Guarantor, if any, agree to the terms and conditions of this Loan Renewal Agreement as indicated above as well as the applicable terms and conditions outlined in Appendix A attached hereto and agree to pay all amounts now or hereafter owing under the Credit Agreement or Commitment Letter and the credit facilities and secured by any security granted under such contracts (as these contracts may be herein or hereafter amended or renewed) and to observe and perform all of the covenants and agreements contained in these contracts (as may be amended or renewed herein). This Loan Renewal Agreement may be executed electronically; this Loan Renewal Agreement maybe delivered by email, facsimile or other functionally-equivalent electronic means.



Borrower



Village of Warner

Per: Corporate Signing Officer Name

Date Accepted

Village of Warner

Date Accepted

Appendix A

The Borrower agrees that it may exercise any of the options as set out below applicable to each credit facility with the prior approval of ATB Financial unless otherwise indicated.

When the Borrower exercises any of the following options, the Borrower and any Guarantor agrees to execute any documents required by ATB Financial and to pay any and all associated costs.

For the purposes of this Appendix A and the applicable Credit Agreement or Commitment Letter, "**Interest Rate Differential**" or "**IRD**" means ATB Financial's lost potential interest earnings on the credit facility calculated by taking the lost earnings rate and multiplying it by the amount that the Borrower prepays. The **lost earnings rate** is the difference between: (a) the interest rate that the Borrower is being charged at the time of prepayment (the "**Borrower's Rate**") and (b) the sum of: (i) ATB Financial's interest rate loan funding cost at the time of prepayment as determined by ATB Financial; and (ii) the **margin rate**, where the margin rate is equal to the difference between (A) the Borrower's Rate, and (B) ATB Financial's interest rate loan funding cost at the later of the granting of the credit facility and the latest renewal of the credit facility.



Prepayment Options

- For a fixed rate Independent Business loan, Express Term Loan or Term Loan each designated as Business, and Farmland Financing, unless any credit facility with ATB Financial has been demanded upon, the Borrower may not prepay the whole or any part of the Balance of any of these credit facilities without ATB Financial's prior written approval, which may be conditional on, among other things, paying a prepayment charge equal to 3 months' interest on the amount prepaid or the Interest Rate Differential, whichever is greater.
- For Agri-Term loans, Express Term Loan or other Term Loans designated as Agriculture, with the exception of Farmland Financing, if your credit facility is secured by real property or to a corporate Borrower and if no loan you have with ATB Financial has been demanded upon, then the Borrower may:
 - (a) By lump sum amount(s), prepay within each calendar year up to 20% of the balance as of the end of the last calendar year; and,
 - (b) In addition to (a), prepay within each calendar year in the first five years of the term, any amount above 20% of the balance as of the end of the last calendar year, subject to payment of a prepayment charge equal to 3 months' interest on the amount prepaid or the Interest Rate Differential, whichever is greater.
 - (c) Prepay any amount of the Balance, where your credit facility has a term of greater than 5 years and the time you are prepaying is beyond the first 5 years of the term, subject to payment of a prepayment charge equal to 3 months' interest on the amount prepaid. This privilege is non-cumulative.

Rate Conversion Options

- For Term Loans and for each advance drawn under an Evergreen Line of credit facility, the Borrower may apply, in writing, at any time to ATB Financial to change the applicable interest rate from a fixed rate credit facility to a variable rate credit facility. If approval is granted, the Borrower shall pay: (a) all out-of-pocket expenses incurred by ATB Financial; (b) a fee of 3 months' interest on the principal balance outstanding as at the date of conversion or the Interest Rate Differential, whichever is greater; and (c) all accrued interest up to the conversion date.

For a variable rate Independent Business Loan, Express Term Loan, Business Term Loan, Agriculture Term Loans, Term Loans designated as Agriculture or Agri-Plan Loan-Variable Rate Advance, unless any credit facility the Borrower has with ATB Financial has been demanded upon, the Borrower may apply, in writing, at any time to ATB Financial to change the applicable interest rate from a variable rate to a fixed rate. If approval is granted, the Borrower agrees that, on the date of the conversion, the Borrower will pay:

- (a) An administration fee of
 - (i) \$500 for a credit facility with an outstanding balance of less than \$100,000;
 - (ii) \$750 for a credit facility with an outstanding balance of \$100,000 up to and including \$500,000;
 - (iii) \$1000 for a credit facility with an outstanding balance greater than \$500,000;
- (b) All out-of-pocket expenses incurred by ATB Financial; and
- (c) All accrued interest up to the conversion date.



Request for Decision 642-25 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 642-25, being the Borrowing Bylaw.

That second reading be given to Bylaw 642-25, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 642-25, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 642-25, being the Borrowing Bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act: Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

BACKGROUND

A Line of Credit is requested to cover the expenditures and obligations of the Village of Warner for the year 2025 until such time as the accounts including taxes and utility charges can be collected.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 642-25

**VILLAGE OF WARNER
BYLAW 642-25**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2025
EXPENDITURES FROM ATB FINANCIAL.**

WHEREAS under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance operating expenditures, and

WHEREAS the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made; and

WHEREAS the Council of the Village of Warner estimates that the taxes to be levied for the year 2025 by the Village of Warner for all purposes will be in excess of the sum of Five Hundred Thousand Dollars (\$500,000.00); and

WHEREAS the Council of the Village of Warner has deemed it necessary to provide for a revolving term line of credit totaling Three Hundred Thousand Dollars (\$300,000.00).

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

1. THAT the Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from ATB Financial, the sum of Three Hundred Thousand (\$300,000.00) when the Council deems it necessary to meet the expenditures and obligations of the Village of Warner for the year 2025 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
2. THAT for in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Village of Warner under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said ATB Financial;
3. THAT the Council of the Village of Warner hereby pledges to the said ATB Financial as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Village of Warner in prior years, together with those taxes and penalties on taxes to be levied in 2025 for such payment to be levied and collected, nor shall the said ATB Financial be bound to wait for payment, until such taxes and penalties can be collected;
4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said ATB Financial;

5. THAT the interest rate shall not exceed 10%, and that interest shall be calculated daily and be due and payable monthly on the last day of each and every month.
6. THAT the term of this loan not exceed twelve (12) months.
7. Bylaw 626-24 is hereby repealed.
8. THAT this Bylaw come into force on the final date of passing thereof.

Read a first time this XX day of XXXX 2025

Read a second time this XX day of XXXX 2025

Unanimous consent be given to present for third reading this XX day of XXXX 2025

Read for a third and final time this XX day of XXXX 2025

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.



Request for Decision Procedural Bylaw 643-25

RECOMMENDATION

That first reading be given to the Procedural Bylaw 643-25.

That second reading be given to the Procedural Bylaw 643-25.

That unanimous consent be given to Bylaw 643-25, being the Procedural Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 643-25, being the Procedural Bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Recent updates to the Municipal Government Act include the following:

Section 199(2.1) states that "[e]very council must by bylaw provide for public hearings under Part 17 to be conducted by electronic means." The bylaw must include the following information:

- The type of electronic means by which meetings are to be held.
- A requirement that the identity of each councillor attending the meeting be confirmed by a method authorized by bylaw.
- Subject to the exceptions in section 197 regarding closed meetings, the method by which members of the public may access the meeting and make submissions.
- If information in respect of the meeting must be made publicly available, the method for making that information available to the public before and during the meeting, and the method by which public notice of the meeting is given.
- Any other information required by the regulations.

RISKS/CONSEQUENCES

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

ATTACHMENTS

1. Procedural Bylaw 643-25

**VILLAGE OF WARNER
BYLAW NUMBER 643-25**

A BYLAW OF THE MUNICIPALITY OF VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND THE TRANSACTING OF BUSINESS BY COUNCIL FOR THE MUNICIPALITY.

WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council committees; and

The Council hereby establishes the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

1. TITLE

1.1. This bylaw shall be cited as the "Procedural Bylaw".

2. DEFINITIONS

"Act" means the *Municipal Government Act (MGA)*, RSA 2000 Chapter M-26 and regulations made under the *MGA* as amended.

"Administration" means the employees of the Village of Warner.

"Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Section 9 of this bylaw.

"Chief Administrative Officer" or "CAO" means the person appointed to that position by Council under the provisions of the *MGA*.

"Closed Meeting" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

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

"Deputy Mayor" shall mean the member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

"Electronic Communications" shall mean that members of Council may attend a Council through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"Mayor" shall mean the Chief Elected Official or Presiding Officer of the Village of Warner.

“Member” means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.

“Municipality” means the Corporation of the Village of Warner.

“Notice of Motion” is the means by which a member of Council brings business before Council that is not on the approved agenda.

“Presiding Officer” means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.

“Public Hearing” means a meeting of Council convened to hear matters pursuant to the Act.

“Special Meeting” means a meeting called by the Mayor pursuant to the Act.

3. APPLICATION

- 3.1. Words importing the singular shall include the plural or vice-versa whenever the context so requires.
- 3.2. This bylaw applies to all meetings of Council and Council Committees as identified.
- 3.3. The precedence of the rules governing the procedures of Council is:
 - 3.3.1. the *MGA*;
 - 3.3.2. other provincial legislation; and
 - 3.3.3. this bylaw.

4. ORGANIZATIONAL MEETING

- 4.1. Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
- 4.2. The CAO shall set the time and place for the Organizational Meeting.
- 4.3. The general order of business on the organizational meeting agenda shall be as follows; however, the actual order may be adjusted by Council as necessary:
 1. Call to Order
 2. Adoption of Agenda
 3. Date, Time, and Place of Regular Council Meetings
 4. Elected Official Appointments
 - A. Mayor
 - B. Deputy Mayor
 - C. Authorities, Boards, Commissions and Committees
 5. Assessor Appointment
 6. Auditor Appointment
 7. Closed Session (if needed)
 8. Public at Large Appointments
 9. Code of Conduct Bylaw Review
 10. Adjournment

- 4.4. Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

5. REGULAR AND SPECIAL MEETINGS

- 5.1. The date and time of regular Council meetings will be regularly scheduled for the third Wednesday of any given month.
- 5.2. Regular meetings of Council shall commence at 5:30 p.m., located in the Municipality's Administration Office.
- 5.3. All meetings will be open to members of the public, except for Closed Meeting portions of the meeting.
- 5.4. Council has the authority to move to a "Closed Meeting" pursuant to Section 197(2) of the MGA for the purposes of:
 - 5.4.1. To comply with Division Two of Part One of the *Freedom of Information and Protection of Privacy Act*.
- 5.5. The notification of a date and time of Special Council Meetings shall follow the MGA.

6. QUORUM

- 6.1. When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
- 6.2. If there is a quorum present at the time set for commencement of Council meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
- 6.3. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
- 6.4. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - 6.4.1. The declaration of pecuniary interest or conflict of interest; or
 - 6.4.2. From a Councillor or Mayor not being present for all or part of a Public Hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the meeting of Council under that particular order of business.
- 6.5. If a quorum is lost for any other reason than those aforementioned in section 6.4, the meeting is adjourned.

7. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 7.1. Pursuant to the Municipal Government Act a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
 - 7.1.1. Notice is given to the public of the meeting, including the way in which it will be conducted;
 - 7.1.2. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - 7.1.3. The facilities enable all the meetings participants to watch and/or hear each other.
- 7.2. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
- 7.3. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- 7.4. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting area able to communicate effectively.
- 7.5. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 7.6. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 7.7. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
- 7.8. When a Council member attends a Closed Meeting, they will be required to confirm that they have attended the Closed Meeting session alone in keeping with the definition in this bylaw of "Closed Meeting" by providing a statutory declaration or affidavit sworn or declared before the Chief Administrative Officer prior to the next regular Council meeting.

OR

When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.

- 7.9. Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

8. CANCELLATION OF MEETINGS

- 8.1. A regular meeting may be cancelled:
 - 8.1.1. by a vote of the majority of members at a previously held meeting. or
- 8.2. A Special Meeting of Council may be cancelled:
 - 8.2.1. by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or;
 - 8.2.2. by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

9. AGENDAS FOR COUNCIL MEETINGS

- 9.1. The agenda for each regular Council meeting shall be prepared by the CAO and provided together with copies of all pertinent correspondence, statements and reports to each member of Council at least seven calendar days prior to the meeting.
- 9.2. Any Council member or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the CAO not later than 12:00 noon on the Tuesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable the Council to consider the matter.
- 9.3. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described in Section 9.2. above or as modification to the agenda approved by a vote at the meeting.
- 9.4. When the CAO receives a request for presentation to the Council, they shall place it on the Council agenda. If the communication is considered administrative in nature, the originator will be notified of the administrative follow-up by the CAO or their designate.
- 9.5. The general order of business on the regular meeting agenda shall be as follows; however, the actual order may be adjusted by Council as necessary:
 - 1. Call to Order
 - 2. Agenda
 - A. Items added or deleted
 - B. Adoption of the Agenda
 - 3. Minutes
 - A. Approval of minutes
 - 4. Delegations
 - 5. Items Arising from the Minutes
 - 6. Financial Report
 - A. Financial Reports
 - 7. Administrative Reports
 - A. Bylaw Officer Report
 - B. CAO Report
 - 8. Council Reports
 - 9. Correspondence
 - 10. Bylaw/Agreement/Policy Review

11. New Business
12. Closed Session
13. Next regular council meeting date
14. Adjournment

10. MINUTES

- 10.1. The CAO may delegate any duties relating to Council to other administrative personnel, but shall remain responsible for the performance of those duties.
- 10.2. If a member of the Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes, noting the time arriving and leaving.
- 10.3. The CAO shall record in the minutes, each time a member of the Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest as well as the general nature of the pecuniary.

11. DELEGATION

- 11.1. The Delegation portion of Council meeting shall provide:
 - 11.1.1. An opportunity for individuals to appear as a formal delegation (i.e., they have submitted information in accordance with Section 9.2. of this bylaw and their submission has been included in the agenda package distributed to Council); and,
 - 11.1.2. An opportunity for members of the public to ask questions or make brief presentations to Council on matter of public interest or concern.
- 11.2 11.3 All persons wishing to address Council will be required to give their name, physical address, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
- 11.4 When individuals wish to appear before the Council as a delegation, their information will be submitted in accordance with Section 9.2 of this bylaw and their presentation to Council shall be limited to fifteen (15) minutes, followed by questions from Council members. When individuals wish to appear before the Council during a Public Hearing, their appearance shall be limited to ten (10) minutes.
- 11.5 In the event that all persons who expressed an interest to speak at a Council meeting cannot be heard within the allotted amount of time for presentations, they will be invited to attend and appear before the next regular Council Meeting, otherwise a time extension beyond the 30 minutes is subject to the discretion of the Presiding Officer.
- 11.6 Council will not entertain submissions from the public on issues that are before the Municipal Planning Commission, Subdivision and Development Appeal Board, the courts, or require a statutory Public Hearing.

11.7 A response to each speaker's comments/concerns will be provided through one or more of the following:

11.7.1 A resolution of Council at the meeting; or,

11.7.2 Referral of the matter to the Administration for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.

12. GENERAL RULES OF COUNCIL

12.1. Council meetings shall adjourn at 11:00 p.m. (if in session at that hour), unless the members of the Council present, by a 2/3-majority vote, agree to extend the time.

12.2. Every person wishing to speak during a Council meeting shall address their comments through the Mayor. The Mayor shall be addressed as "Your Worship" and no person shall be permitted to speak unless and until the Mayor has granted that person permission.

12.3. A meeting may be adjourned by a motion or by declaration of the Mayor. A declaration by the Mayor to adjourn a meeting may be appealed through a motion decided by a majority of members.

12.4. Council or Council Committee meetings may be filmed or recorded by accredited media on permission of Council.

13. MOTIONS

13.1. The time limit for speaking shall be set at 3 minutes and the number of times that a member may speak on the same motion or matter will be twice.

13.2. After a motion is made, it may be withdrawn by the mover at any time before a vote is taken or an amendment is made.

13.3. The CAO shall record all motions in writing before the motion is debated or put to a vote.

13.4. The Mayor shall reference all motions before they are debated or voted upon.

13.5. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.

13.6. Where a matter under consideration contains several distinct propositions, a member may request, or the Mayor may direct, that each proposition be made as a separate motion.

13.7. After the Mayor has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.

13.8. Voting on all motions shall be done by clearly raising one hand so that the Mayor may easily count them. When using electronic communications, the Mayor will ask whether the member is voting for or against the motion. After the Mayor has counted the vote, they shall declare whether it was "carried", "carried unanimously" or defeated". Except where

provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.

14. MOTIONS BEFORE COUNCIL

- 14.1. When a motion has been made and is being considered by the Council, no other actions may be considered except:
 - 14.1.1. A motion to *refer* to some other party for consideration, or to *withdraw* the motion;
 - 14.1.2. A motion to *amend* the motion;
 - 14.1.3. A motion to *table* the motion (the motion remains pending in order to address another urgent matter at that meeting);
 - 14.1.4. Motion to *postpone* the motion to a future date (not beyond the third month from when it was presented);
 - 14.1.5. A motion to *adjourn* the meeting; and, any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
 - 14.1.6. A motion of privilege, an incidental or a subsidiary motion.
- 14.2. A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section 14.1.5 above.
- 14.3. Each motion to amend or motion to amend an amendment to a motion:
 - 14.3.1. Must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
 - 14.3.2. Must not propose a direct negative which would be considered out of order;
 - 14.3.3. Must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one amendment to an amendment shall be allowed at one time;
 - 14.3.4. Shall not be moved by the original mover of the motion or the amendment;
 - 14.3.5. Must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
 - 14.3.6. Shall only be sub-amended one time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.

14.4. A motion to *reconsider* a motion shall:

14.4.1. only be made at the same meeting the motion was decided;

14.4.2. only be made by a member who voted with the prevailing side of the motion involved;

14.4.3. not be proposed more than once for a specific motion at any one meeting of Council;

14.4.4. be decided by a majority of the members of Council present; and,

14.4.5. not be allowed on a motion of adjournment.

14.5. A motion to *rescind* a previous motion of Council may:

14.5.1. Be made by any member of the Council; and

14.5.1.1. be offered at any time subsequent to the meeting at which the original motion was passed;

14.5.1.2. be passed by:

14.5.1.2.1. a vote of 2/3 of the members of Council (who hold office at the time) when the motion is without notice; or

14.5.1.2.2. a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of council before the meeting; or

14.5.1.2.3. the previous motion has not been acted upon to the extent that the Municipality has undertaken or become subject to any liability or obligation; or

14.5.1.2.4. was not a motion for a reading of a bylaw.

14.6. A motion that will address a bylaw for first reading shall be decided without amendment or debate, but motions for subsequent readings are debatable. Each bylaw shall be read a first, second and third time before being signed by the Mayor and CAO. Unanimous agreement is required to have the third reading at the same meeting.

15. NOTICE OF MOTION

15.1. Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.

15.2. A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment.

- 15.3. The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 15.4. Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 15.5. A Notice of Motion cannot be made at a Special Council meeting.
- 15.6. A motion on Notice is not debatable until a Council member moves the motion.

16. PUBLIC HEARINGS

- 16.1. A Public Hearing shall be held in conjunction with a Regular or Special Council meeting.
- 16.2. Council shall hold a public hearing when:
 - 16.2.1. Required by the MGA;
 - 16.2.2. Required by any other legislative or regulation;
 - 16.2.3. Road Closure Bylaws; and
 - 16.2.4. Or any other matter at the direction of Council.
- 16.3. Council, shall by resolution, set a time, date, and location of a public hearing.
- 16.4. Persons interested in speaking at a Public Hearing should register with the Chief Administrative Officer, or their designate prior to the Public Hearing.
- 16.5. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - A) The Chair of a public hearing shall declare the public hearing open.
 - B) A background shall be provided on the proposed bylaw or resolution.
 - C) Presentations shall be limited to five (5) minutes.
 - D) Persons speaking will be given an opportunity to speak only once.
 - E) Order of presentations shall be as follows:
 - a. Those in support
 - b. Those opposed
 - c. Those deemed affected
 - F) Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify their qualifications.
 - G) For clarification purposes, Council may ask questions of the speakers after each presentation.
 - H) No verbal or written submissions shall be received after the hearing has been deemed closed.
 - I) The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate items c, d, e, f, and g, as listed above.

- 16.6. After the close of the public hearing, the process of Council is as follows:
- 16.6.1. Council may pass the bylaw or resolution.
 - 16.6.2. Council may make any amendment to the bylaw or resolution as it considers necessary and proceed to pass it without further advertisement or hearing.
 - 16.6.3. Council may defeat the bylaw or resolution

17. MISCELLANEOUS

- 17.6. No member shall:
- 17.6.1. Use offensive words in or against the Council;
 - 17.6.2. Speak to a subject, except upon the question in debate;
 - 17.6.3. Reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
 - 17.6.4. Resist the rules of Council or disobey the decision of the Mayor or of the Council on any question of order or practice or upon the interpretation of the rules of the Council. If any member shall so resist or disobey, they may be ordered by a majority vote of the Council to leave their seat for that meeting and should they refuse to do so, the Mayor may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of the Council (without debate), be permitted to return to their seat.
- 17.7. The Council may adjourn from time to time to a fixed future date, any Special Meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
- 17.8. No member of the Council shall have the power to direct or interfere with the performance of any work of the Corporation. Council members may seek information through the office of the CAO.

18. PETITIONS

- 18.6. Statutory petitions will be submitted to the CAO and will be processed in accordance with the *MGA*.
- 18.7. On receipt of a non-statutory petition, the CAO may do the following:
- 18.7.1. Include it as an item on the agenda for the next regular meeting of Council in full or summary form;
 - 18.7.2. Refer it to Administration for a report to Council or appropriate Council committee;
 - 18.7.3. Circulate it to the members of Council individually as information if it does not require any further action by Council.

19. COMMITTEES AND BOARDS

- 19.6. The Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
- 19.7. The Council may create and make appointments to a Council Committee at any time, providing that the Council has adopted a bylaw specifying the terms of reference of the committee.
- 19.8. It shall be the duty of the Chairman of each board or committee (or their designee), to summon members for meetings.
- 19.9. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the *MGA*. (Does not apply to certain committees, e.g. SDAB, ARB, etc.)
- 19.10. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillors' reports and statements.

20. EFFECTIVE DATE

- 20.6. This bylaw shall come into force and effect on the date of its final passing.
- 20.7. Bylaw 1060 is hereby repealed.

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2025.

Read a third time and passed this XX day of XXXX 2025.

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.



Request for Decision Tax Rate Bylaw 640-25

RECOMMENDATION

That Council give first reading to the Tax Rate Bylaw 640-25;

That Council give second reading to the Tax Rate Bylaw 640-25;

That Council give unanimous consent for presentation of the third reading of the Tax Rate Bylaw 640-25;

That the Tax Rate Bylaw 640-25 is given third and final reading.

LEGISLATIVE AUTHORITY

MGA Section 353 – Each council must pass a property tax bylaw annually. The property tax bylaw authorizes council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of a) the expenditures and transfers set out in the budget of the municipality, and b) the requisitions.

MGA Section 369 – If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year; pass a bylaw authorizing it to impose supplementary tax in respect of that property.

BACKGROUND

The assessed value of a residential property is a calculation based upon the market value of a property and reflects a combination of any changes/improvements made to the property and the current real estate market conditions for residential properties. For non-residential properties the assessed value could reflect one or more of the estimated business value based on profit estimates, the estimated value of the investment in the business or the estimated cost of replacement of the business or components of the business. The valuation date for property assessment is July 1 of the previous year. Meaning the assessment values used for 2025 property taxes reflects the value of the property as of July 1, 2024. **The second date used for valuation is the 'characteristics and physical condition' date. This is the date on which the condition of the property is recorded. In Alberta this date is December 31 of the previous year.**

RISKS/CONSEQUENCES

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

ATTACHMENTS

1. Tax Rate Bylaw 640-25

**VILLAGE OF WARNER
BYLAW NO. 640-25**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF WARNER FOR THE 2025 TAXATION YEAR.

WHEREAS, the Village of Warner has prepared and adopted detailed estimates of the municipal revenue and expenditures as required for 2025, at the council meeting held on April 30, 2025; and

WHEREAS, the estimated municipal expenditures and transfers set out in budget for the Village of Warner for the 2025 Budget total \$1,343,530; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$804,014, and the balance of \$539,516 is to be raised by municipal taxation and frontage charges; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund	
Residential/Farmland	\$80,346
Non-residential	\$20,411
Senior Foundation	\$ 8,480
Designated Industrial Properties	\$ 37

WHEREAS, the Council of the Village of Warner is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Municipality of the Village of Warner as shown on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	\$31,531,060
Non-residential	\$4,704,620
Linear	\$526,400
Machinery & Equipment	\$752,410
	<u>\$37,514,490</u>

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Warner, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates

of taxation on the assessed value of all property as shown on the assessment roll of the Village of Warner:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal			
Residential & Farmland	\$428,822.42	\$31,531,060	13.60
Non-residential	\$110,693.46	\$5,983,430	18.50
Municipal Totals	\$539,515.87	\$37,514,490	
Alberta School Foundation Fund (ASFF)			
Residential & Farmland	\$80,346.14	\$31,531,060	2.5482
Non-residential	\$20,410.68	\$5,231,020	3.9019
ASFF Totals	\$100,756.82	\$36,762,080	
Senior Foundation	\$8,480.24	\$37,514,490	0.22605
Designated Industrial Property	\$37	\$526,400	0.0701

2. The minimum amount payable for all properties as property tax for general municipal purposes shall be \$300.00.
3. If, as of closing time of the Village Office on the 31st day of August, 2025, any taxes which remain unpaid shall receive a 12% penalty on the 1st day of September, 2025.
4. A 12% penalty will be imposed on the unpaid balance on the 1st day of January, 2026.
5. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2025.

Read a third time and passed this XX day of XXXX 2025.

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XXX day of XXXX 2025.



Request for Decision Fire Hall Facility Use Agreement

RECOMMENDATION

The Council approve the Village of Warner Fire Hall Facility Use Agreement as presented.

LEGISLATIVE AUTHORITY

BACKGROUND

On occasion, the Village of Warner Fire Hall has been utilized for training sessions for Village Fire Department members. The hall has also been utilized by outside organizations for their training purposes.

This facility use agreement is being presented for approval in order to provide some consistent standards and responsibilities for those entities who wish to utilize the space.

RISKS/CONSEQUENCES

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

ATTACHMENTS

1. Village of Warner Fire Hall Facility Use Agreement

VILLAGE OF WARNER FIRE HALL FACILITY USE AGREEMENT

This Facility Use Agreement ("Agreement") is made this XX day of XXXX, 2025,

BETWEEN

Village of Warner,
of Warner, Alberta
(hereinafter referred to as the "Village,")

and

[Agency Name],
(hereinafter referred to as the "Agency.")

WHEREAS, the Village is the owner and operator of the Warner Fire Hall located at 200 County Road, and the Agency desires to utilize the Fire Hall for [purpose of use], hereinafter referred to as the "Event."

In consideration of the mutual covenants set forth herein, the parties agree as follows:

1. Scheduling and Facility Fee

The Village hereby grants permission to the Agency to use the Fire Hall on the following dates and times:

- Event Date(s): [list dates and times]
- Use of Fire Hall Facility: [brief description of areas being used, e.g., meeting room, parking lot, kitchen, etc.]

The total facility fee for use of the Fire Hall shall be [insert amount] per [day/hour/period], payable in advance by the Agency to the Village. Payment is due no later than [insert date], and failure to make timely payment may result in the cancellation of this Agreement.

2. Term of Agreement

This Agreement shall commence on the date set forth above and shall continue in effect until the completion of the Event, unless terminated earlier as provided herein.

3. Rule of Facility Use

The Agency agrees to adhere to the following rules during the use of the Fire Hall:

- 3.1. The Fire Hall may only be used for the Event as described in this Agreement.
- 3.2. All participants must follow any applicable health, safety, and fire regulations set forth by the Village or local authorities.
- 3.3. The Agency shall ensure that no alcohol or drugs are consumed or brought onto the premises, unless expressly permitted by law and agreed to in writing by the Village.

- 3.4. The Fire Hall shall be maintained in a clean and orderly condition at all times. In the cooler season, heat shall be turned down prior to exiting the facility.
- 3.5. The Agency must not exceed the Fire Hall's maximum occupancy as established by the Village or fire marshal.

4. Use of Equipment

Should the Agency at any time, damage the Village of Warner Fire Department's equipment, repair or replacement of said equipment is at the cost of the Agency.

5. Liability for the Agency

The Agency agrees to assume full responsibility for the conduct of its officers, employees, volunteers, agents, participants, and invitees during the use of the Fire Hall. The Agency shall be liable for any damages, injury, or loss occurring during the Event, and the Village shall not be held liable for any claims arising out of the use of the Fire Hall by the Agency.

6. Property Damage

The Agency shall be responsible for any damage to the Fire Hall, its contents and/or Village equipment caused by the Agency, its officers, employees, volunteers, agents, or participants. The Agency agrees to reimburse the Village for the cost of repairs or replacement of any damaged property within 30 days from the date the damage was realized.

7. Indemnity and Hold Harmless Agreement

The Agency agrees to indemnify, defend, and hold harmless the Village, its officers, employees, agents, and representatives, from and against any and all claims, damages, liabilities, losses, or expenses (including reasonable attorney's fees) arising out of or in connection with the Agency's use of the Fire Hall, including but not limited to, claims for personal injury, property damage, or any violation of laws or ordinances.

8. Insurance

The Agency shall provide proof of general liability insurance with a minimum coverage of [insert amount] per occurrence, naming the Village as an additional insured. A certificate of insurance must be provided to the Village no later than [insert date], prior to the Event.

9. No Subletting

The Agency agrees that it will not sublet or assign its rights under this Agreement to any third party without the prior written consent of the Village.

10. Litigation

In the event of any dispute arising under this Agreement, the parties agree that any litigation will take place exclusively in the courts of [insert jurisdiction]. The prevailing party in any litigation shall be entitled to recover its reasonable attorney's fees and costs.

11. Notices

Any notices required or permitted under this Agreement shall be in writing and shall be delivered by hand, mailed by certified mail, or sent by email to the following addresses:

Village of Warner
P.O. Box 88
Warner, Alberta T0K 2L0
Email: cao@warner.ca

Agency
[Agency Address]

Email: [email address]

12. Amendments

Any amendments to this Agreement must be in writing and executed by both parties.

13. Captions

The section titles and captions in this Agreement are for convenience only and shall not affect the interpretation of the provisions hereof.

14. Severability

If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

15. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

16. Entire Agreement

This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior or contemporaneous oral or written agreements, understandings, or representations.

IN WITNESS WHEREOF, the parties have executed this Facility Use Agreement as of the day and year first written above.

Village of Warner

[Agency Name]

By: _____

By: _____

Name: Kelly Lloyd
Title: CAO

Date: _____

Name: [Name]
Title: [Title]

Date: _____

DRAFT



Request for Decision Seniors Week Proclamation

RECOMMENDATION

That June 2-8, 2025 be recognized as Seniors Week in the Village of Warner.

LEGISLATIVE AUTHORITY

BACKGROUND

For more than 30 years, the Government of Alberta has celebrated the first week in June to honour and **recognize seniors for their many contributions to our province. Seniors' Week 2025 is June 2 to 8. Seniors and Housing encourages communities, organizations, and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week.**

All municipalities, First Nations communities and Metis Settlements are encouraged to **officially declare Seniors' Week.** Attached is a Community Declaration to show community support and to generate greater awareness of the importance of seniors in Alberta.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Seniors Week Proclamation

From: Seniors Information <Seniorsinformation@gov.ab.ca>
Sent: April 24, 2025 2:38 PM
To: Seniors Information
Subject: Recognizing Seniors' Week 2025 – Community Declaration
Attachments: 2025 Seniors' Week Community Declaration.pdf

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on our website.

To assist communities in declaring Seniors' Week, attached is a sample Community Declaration for your community to consider using. If your community uses the attached example, kindly email the signed copy to seniorsinformation@gov.ab.ca by May 31, 2025. Following Seniors' Week, a version signed by The Honourable Minister Nixon will then be returned to your community.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit the Seniors' Week website or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta

Classification: Protected A



DECLARATION

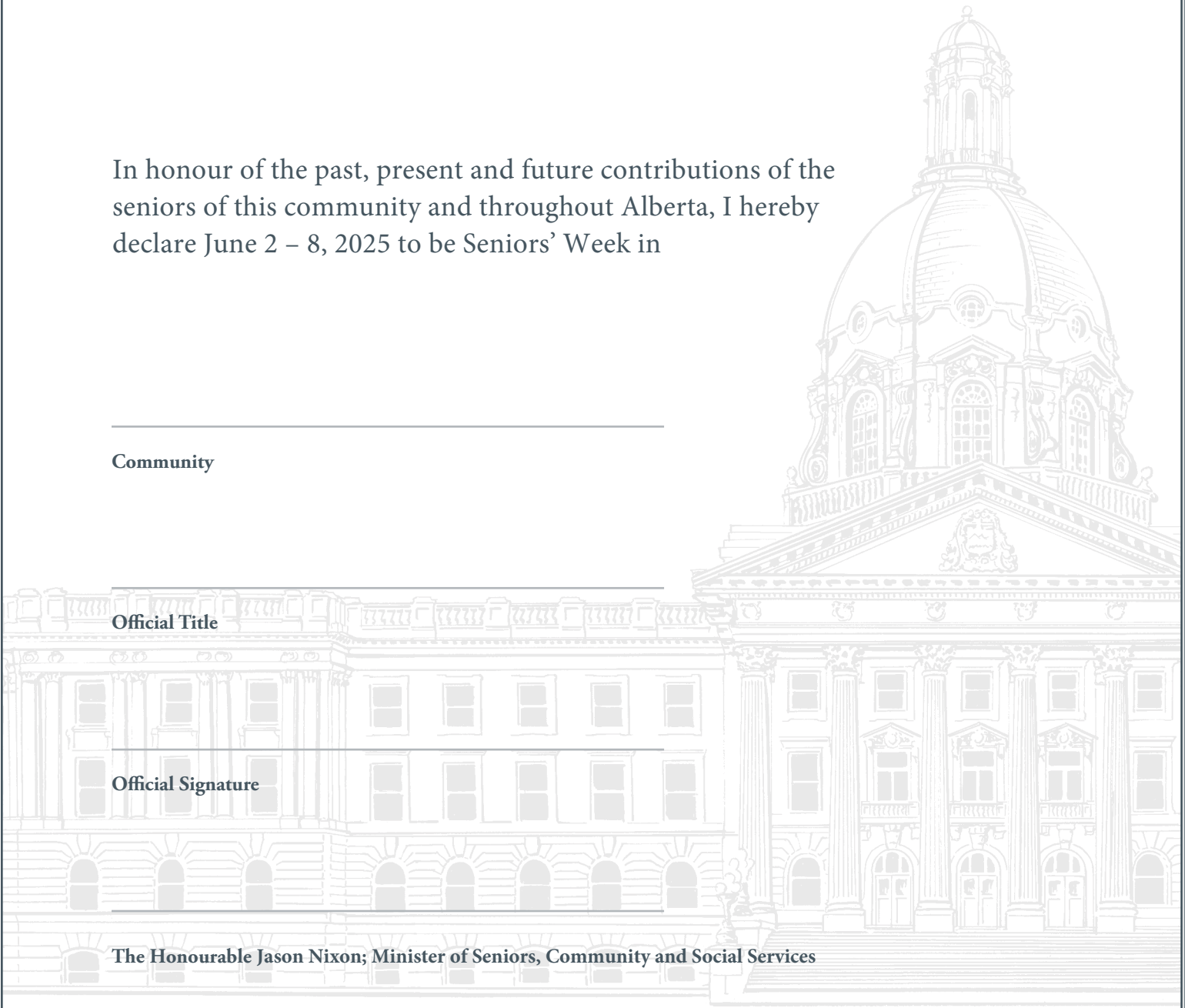
In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services





Request for Decision Municipal Accountability Program (MAP) Report

RECOMMENDATION

That Council accept the Municipal Accountability Program Report as information.

LEGISLATIVE AUTHORITY

Municipal Government Act Section 571

BACKGROUND

MAP reviews are a multi-year process, that promotes an environment supportive of accountable, well-managed local governments.

Its purpose is to assist municipalities with their knowledge of mandatory legislated requirements under the MGA, aid municipalities in achieving legislative compliance with the MGA and other legislation under the purview of Municipal Affairs and to provide a collaborative partnership between the ministry and municipalities.

MAP is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

The report for the Village of Warner lists 60 mandatory and discretionary legislative requirements. There are a total of 15 areas that the Village must become compliant in.

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

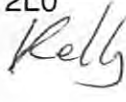
1. Municipal Accountability Program (MAP) Report

AR117996

April 28, 2025

Ms. Kelly Lloyd
Chief Administrative Officer
Village of Warner
PO Box 88
Warner AB T0K 2L0

Dear Ms. Lloyd:



Your participation and cooperation during the Municipal Accountability Program (MAP) review conducted in December 2024 for the Village of Warner is greatly appreciated. On behalf of the Minister, I have accepted the Village of Warner MAP Report as prepared by department staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring your attention. Recommendations and resources are also offered to assist the village in remedying any gaps. To ensure these areas are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit it to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan should not be complex – a simple checklist with anticipated completion dates would suffice. In addition, having a plan would help the advisor provide timely support as needed.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Ruth McCuaig
17th floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

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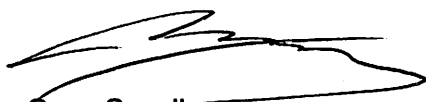
As department staff discussed with you during the review, it is expected the MAP Report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with village residents.

Advisor support during plan implementation is an important part of the program. As you proceed with addressing gaps, please submit the records of resolutions passed, any new or updated bylaws, and any other documents which were changed. Staff will use this information to confirm the satisfactory completion of the legislative gaps identified in the report.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the chief administrative officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Ruth McCuaig, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-0611 or at ruth.mccuaig@gov.ab.ca.

Yours truly,



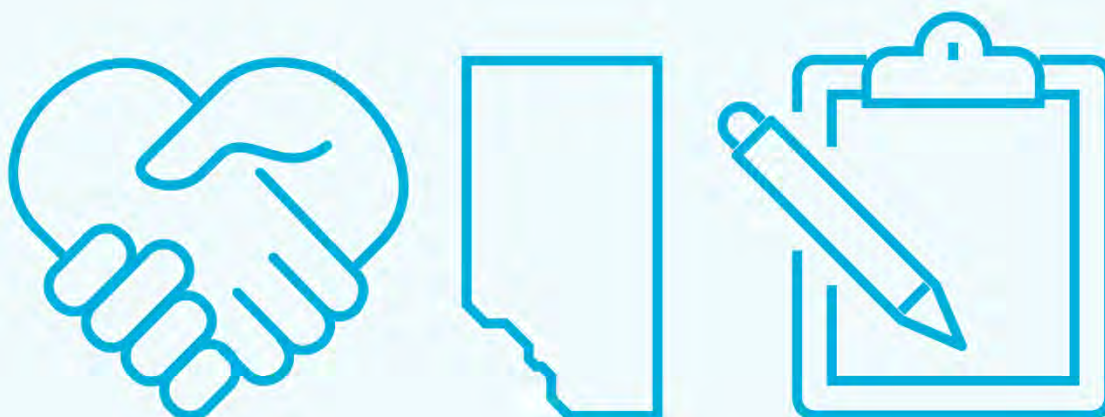
Gary Sandberg
Assistant Deputy Minister

Attachment: Village of Warner Municipal Accountability Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs

2024-25 Municipal Accountability Program Report

Village of Warner



Alberta

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

Village of Warner 2024-2025 Municipal Accountability Program Report | Municipal Affairs

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency, and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory and discretionary requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality, and the viability, safety, and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- assist municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. While this program is available to all municipalities upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Village of Warner was selected for a municipal accountability program review in 2024.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities, and a strong collaborative relationship between the CAOs and the ministry.

The results of the Village of Warner review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with village administration may also be included. These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements of the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with village administration on December 10, 2024, by electronic means. This virtual format was used to complete the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Village of Warner is commended for their cooperation and assistance throughout the review. As well as the time commitment required, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by village administration.

2.2 Legislative Compliance

Overall, the review findings are positive. The areas in which the municipality is meeting legislative requirements includes:

- delegation of authority;
- regular meetings;
- special meetings;
- organizational meetings;
- closed meetings;
- public hearings;
- pecuniary interest;
- code of conduct bylaw;
- face mask and proof of COVID-19 vaccination bylaw;
- consolidation of bylaws;
- firearm bylaw;
- road closure bylaw;
- alternate methods of advertising bylaw;
- utility services bylaws;
- operating budget;
- auditor, audited financial statements, auditor report;
- investments;
- loans;
- loan guarantees;
- assessment of property;
- assessment notices;
- assessment review boards;
- tax notices;
- supplementary assessments;
- supplementary property tax bylaw;
- tax payment and tax penalty bylaws;
- brownfield tax incentives;
- non-residential tax incentives;
- tax agreements (utilities/linear property);
- business tax;
- community revitalization levies;
- special tax;
- local improvement tax;
- clean energy improvement tax;
- other taxes;
- adding amounts to the tax roll (for discussion only);
- tax agreements;
- tax recovery auctions relating to designated manufactured homes;
- municipal development plan;
- offsite levies;
- municipal planning commissions;
- area structure plans;
- area redevelopment plans;
- joint use and planning agreements; and
- reserve lands.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to ensure municipal documents are signed in accordance with the *MGA* ([page 9](#));
- requirement for the disposal of land to be conducted in accordance with the *MGA* ([page 10](#));
- requirements that meetings conducted by electronic means be in accordance with the *MGA* ([page 18](#));
- requirement for the procedural bylaw to be in accordance with the *MGA* ([page 19](#));
- requirement to establish the chief administrative officer position by bylaw ([page 21](#));
- requirement to establish a bylaw enforcement officer bylaw in accordance with the *MGA* ([page 22](#));
- requirement to establish fees and charges by bylaw ([page 24](#));
- requirement to adopt a capital budget ([page 31](#));
- requirements for the three-year operating and five-year capital plans ([page 32](#));
- requirement for borrowing bylaws to be in accordance with the *MGA* ([page 36](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 41](#));
- requirement to prepare a tax arrears list annually ([page 56](#));
- requirements for tax recovery auctions relating to land ([page 58](#));
- requirement to establish and amend a land use bylaw in accordance with the *MGA* ([page 61](#)); and
- requirement to establish a subdivision and development appeal board in accordance with the *MGA* ([page 62](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each area of non-compliance; however, your municipality is not required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General Requirements

1. Signing of Municipal Documents (Mandatory)

Legislative requirements: *MGA 210, 213*

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
2. Are the bylaws of the municipality signed by:
 - a. the chief elected official; and
 - b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. the chief elected official or by another person authorized by council to sign them, and a designated officer; or
 - b. a designated officer acting alone if so, authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been so authorized by council?

Comments/Observations: Minutes of council meetings are signed by the person chairing the meeting and a designated officer. Bylaws are signed by the chief elected official and a designated officer. The municipality does not reproduce signatures.

Agreements, cheques, and other negotiable instruments are signed by a designated officer, the mayor, and deputy mayor. There is no resolution authorizing the deputy mayor to sign agreements, cheques, and other negotiable instruments as required by Section 213(4)(a) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Signing of agreements, cheques, and other negotiable instruments by members of council other than the mayor requires the approval of council.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

2. Disposal of Land (Discretionary)

Legislative requirements: *MGA 70, 606, 606.1*

1. Has the municipality ever transferred or granted an estate or interest in:
 - a. land for less than its market value; or
 - b. a public park or recreation or exhibition grounds?
2. Was the proposal advertised?

Comments/Observations: At the council meeting of March 20, 2024, council directed the sale of municipal land for less than market value. The sale of the land was advertised on the municipal website.

The municipality does not have a bylaw authorizing alternate means of advertising which would enable advertising on the municipal website as the required notice for a bylaw or resolution which must be advertised.

Sections 606 and 606.1 of the *MGA* establish how notice must be provided for a bylaw or resolution which requires advertising.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the village must ensure that notice of a bylaw or resolution which is required to be advertised is provided in accordance with the legislation.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Delegation of Authority (Discretionary)

Legislative requirements: *MGA 203*

1. Has council delegated any of its powers, duties, or functions under this or any other enactment or a bylaw to a council committee or any person?
 - a. Was the delegation enacted by bylaw?
 - b. Does the delegation of authority include any of the following powers, duties, or functions prohibited by legislation:
 - i. its power or duty to pass bylaws;
 - ii. its power to make, suspend, or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the *MGA*;
 - iv. its power with respect to taxes under Section 347 of the *MGA*; or
 - v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
2. Are there any delegations of authority in any of the following bylaws:
 - a. committee bylaws;
 - b. land-use bylaw;
 - c. assessment review board bylaw; or
 - d. subdivision and development appeal board bylaw?

If so, are the delegations compliant with Section 203 of the *MGA*?

Comments/Observations: Council has, by bylaw, delegated their authority to appoint members, the chair, and the clerk of the assessment review boards and delegated the determination of remuneration. The municipality has not delegated any powers, duties, or functions prohibited by legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.2 Meetings and Meeting Procedures

1. Regular Meetings (Mandatory)

Legislative requirements: MGA 193

1. When specifying the dates, times, and places to hold regularly scheduled council meetings, were all members of council present at the meeting?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: Council established the date, time, and place of regularly scheduled council meetings at the organizational meeting of October 16, 2024. All members of council were present at the meeting.

At the June 12, 2024, meeting, council canceled the July 17, 2024, meeting by resolution. Notice of changes to meetings is provided via newsletter or social media.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Special Meetings (Mandatory)

Legislative requirements: MGA 194

1. Has a special council meeting been held:
 - a. when the chief elected official considered it appropriate to do so; or
 - b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: A special meeting of council was held June 8, 2023. The agenda of the meeting was not changed. The meeting was called by resolution 2023-115 on May 17, 2023.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Organizational Meeting (Mandatory)

Legislative requirements: *MGA 150, 152, 154(3), 159(1), 192*

1. Is an organizational meeting held annually no later than 14 days after the third Monday in October, or before August 31 for summer villages?
2. Is a chief elected official (CEO) appointed, unless the CEO is elected at large?
3. Is a deputy CEO appointed?
4. Is the CEO a member of a board, commission, subdivision authority, or development authority?

Comments/Observations: Council held an organizational meeting on October 18, 2024. A chief and deputy chief elected official were appointed. The CEO was appointed to a commission in their own name.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Closed Meetings (Mandatory)

Legislative requirements: MGA 197

1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (FOIPP)*?
2. Before closing all or a part of the meeting to the public:
 - a. Is a resolution passed to indicate what part of the meeting is to be closed?
 - b. Does the resolution identify the exception(s) to disclosure under *FOIPP* apply to the part of the meeting to be closed?
 - c. Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Council closed part of a meeting to the public on August 16, 2023. The resolution to enter closed session included one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Public Hearings (Mandatory)

Legislative requirements: *MGA 216.4*

1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
 - a. before second reading of the bylaw; or
 - b. before council votes on the resolution?
2. Was notice of the public hearing given in accordance with Section 606 of the *MGA*?
3. Was the public hearing conducted during a regular or special council meeting?
4. During the public hearing, did council:
 - a. hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by council; and
 - b. hear any person who wished to make a representation?
5. Do the minutes of the council meeting record the public hearing to the extent directed by the council?
6. Has the municipality conducted more than one public hearing for the same bylaw or resolution that considers residential developments or developments with residential and non-residential developments under Part 17?
 - a. If so, what authority in the *MGA* or other enactments did the municipality rely upon to conduct more than one public hearing?

Comments/Observations: A public hearing was conducted during the regular council meeting of October 16, 2024. Notice of the public hearing was given in accordance with Section 606 of the *MGA* and the notice included all required information. During the public hearing council heard from any person, group of persons or person representing them who claimed to be affected by the proposed bylaw or resolution. The minutes recorded the public hearing to the extent directed by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Pecuniary Interest (Mandatory)

Legislative requirements: *MGA 172*

1. When a pecuniary interest is declared:
 - a. Is the general nature of the pecuniary interest disclosed prior to any discussion on the matter?
 - b. Has the councillor abstained from voting on any question relating to the matter?
 - c. Has the councillor abstained from any discussion on the matter (if applicable)?
 - d. Has the councillor left the room where the meeting is being held (if applicable)?
2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the minutes of meeting?

Comments/Observations: The municipality has not had any declarations of pecuniary interest during the period covered by the review.

For information, amendments to Sections 170 and 172 of the *MGA* in effect as of October 31, 2024, now permit a councillor to abstain for a conflict of interest, or perceived conflict of interest in addition to a pecuniary interest. The member must disclose the nature of the conflict of interest, or perceived conflict of interest and the reason must be recorded in the minutes.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared [Pecuniary Interest for Municipal Councillors](#). Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

7. Meetings by Electronic Means (Discretionary)

Legislative requirements: *MGA 199*

1. Does the municipality conduct council or council committee meetings where persons attend by electronic means?
2. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
3. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the *MGA*, specify:
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting and the method by which the public may access information required to be made public?
4. Does the municipality have a bylaw providing for public hearings under Part 17 of the *MGA* to be conducted by electronic means?
5. A bylaw for public hearings by electronic means must be passed by April 30, 2025.

Comments/Observations: The village's Procedural Bylaw 631-24 includes provisions for members to attend council and committee meetings by electronic means. The bylaw specifies the types of electronic means and authorizes a method for confirming the identity of each councillor attending by electronic means.

The bylaw does not specify the means of how the public may access the meeting and make submissions, how information will be made available before and during the meeting, or how the public will be provided notice of how to access the meeting.

The municipality was advised of recent legislative changes requiring a bylaw be adopted by April 30, 2025, which allows for public hearings to be conducted by electronic means.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended, or repealed and replaced, to comply with Section 199 of the *MGA* with respect to provision of notification, information, and access of the public.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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8. Procedural Bylaw (Discretionary)

Legislative requirements: *MGA 145*

1. Does the municipality have a procedural bylaw which is compliant with the *MGA*?

Comments/Observations: Council's Procedural Bylaw 631-24 includes a provision for the mayor to cancel a special council meeting by notifying council. A council may only act by bylaw or resolution.

Section 16.1.4 of the procedural bylaw permits council to remove a member from the meeting. It is the position of Municipal Affairs that this is contrary to Section 153(c) of the *MGA* with respect to a councillor's duty to participate in council meetings, council committee meetings, and meetings of other bodies to which they are appointed by the council.

Section 18.4 of the bylaw establishes the chief elected official as ex-officio member of all boards and committees but includes exclusions which do not fully align with Section 154(3) of the *MGA*. This section of the *MGA* specifies that the chief elected official may only be appointed to a board, agency, or commission under Part 17 of the *MGA* if appointed in their own name.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended, or repealed and replaced, to remove the provisions with respect to the mayor acting without resolution and removing a council member from a meeting. The bylaw may not establish that the chief elected official is appointed to a board, agency, or commission under Part 17 other than in their own name.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.3 Mandatory Bylaws

1. Code of Conduct (Mandatory)

Legislative requirements: *MGA 146.1, 201.1(1)* [Code of Conduct for Elected Officials Regulation 200/2017](#)

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures, and bylaws;
 - respectful interactions with councillors, staff, the public, and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years?

Comments/Observations: Council amended the code of conduct bylaw on May 15, 2024, and reviewed the bylaw on October 16, 2024. The bylaw addresses all areas required by the *MGA* and regulation.

The bylaw includes information in respect of who may make a complaint, the method, and the process for determining the validity of a complaint. The bylaw further includes the process for determining how sanctions will be imposed if a complaint is determined to be valid.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: The [Councillor Code of Conduct: A Guide for Municipalities](#) is a tool developed by the Alberta Municipalities (formerly Alberta Urban Municipalities Association), in partnership with the Rural Municipalities of Alberta and Alberta Municipal Affairs, to help municipalities develop their local codes of conduct.

The resource is divided into two parts:

1. The first part is an explanation of codes of conduct and what the legislative amendments require.
2. The second part is a template that municipalities can use and adapt to their local context: [Access the Word version of the bylaw template](#)

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Establishment of the Chief Administrative Officer Position (Mandatory)

Legislative requirements: *MGA 205*

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. If more than one person is appointed, has council by bylaw determined how the powers, duties, and functions of the position of CAO are to be carried out?

Comments/Observations: Council adopted Bylaw 625-24 as their CAO bylaw on May 19, 2024.

Section 4.2 of the bylaw authorizes the council to appoint an acting CAO and the CAO to appoint an acting CAO for a period of less than one month. The role of acting CAO is not recognized within the *MGA* and Section 203 of the *MGA* prohibits delegating council's authority to make, suspend, or revoke the appointment of the CAO.

The CAO was appointed by resolution 42-22 on March 17, 2022.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 625-24 must be amended, or repealed and replaced, to remove provisions for the CAO to appoint a CAO.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Bylaw Enforcement Officers (Mandatory)

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: The municipality adopted Bylaw #1 on February 3, 1919. The bylaw does not establish the powers and duties of a bylaw enforcement officer or include disciplinary procedures for the misuse of power, penalties, and an appeal process applicable to misuse of power by bylaw enforcement officers.

Information as to whether bylaw officers for the municipality have taken the official oath was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be repealed and replaced to establish the powers and duties of bylaw enforcement officers, disciplinary procedures for the misuse of power, penalties, and an appeal process applicable to misuse of power by bylaw enforcement officers. Bylaw enforcement officers must take the official oath.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3.4 Discretionary Bylaws

1. Face Mask and Proof of COVID-19 Vaccination Bylaw (Discretionary)

Legislative requirements: MGA 7.1

1. Since April 21, 2022, has council brought into force a bylaw or amendment to a bylaw that requires:
 - a. an individual to wear a face mask or other face covering for the primary purpose of preventing or limiting the spread of COVID-19 or any other communicable disease, as defined in the *Public Health Act*; or
 - b. an individual to provide proof of vaccination against COVID-19 or proof of a negative COVID-19 test on entering a premises?
2. Does the bylaw or portion of the bylaw apply only to property owned or leased and operated by the municipality?
3. If the bylaw applies to property not owned or leased and operated by the municipality, has the bylaw or amendment to a bylaw been approved by the Minister?

Comments/Observations: The municipality has not adopted a face mask or proof of COVID-19 vaccination bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Powers under bylaws (Fees and Charges) (Discretionary)

Legislative requirements: MGA 8(1)(c), 61

1. Is there a bylaw to provide for a system of licences, permits, or approvals, including any or all of the following:
 - a. establishing fees for licences, permits, and approvals, including fees for licences, permits, and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - b. establishing fees for licences, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - c. prohibiting any development, activity, industry, business, or thing until a licence, permit, or approval has been granted;
 - d. providing that terms and conditions may be imposed on any licence, permit, or approval, the nature of the terms and conditions and who may impose them;
 - e. setting out the conditions that must be met before a licence, permit, or approval is granted or renewed, the nature of the conditions and who may impose them; or
 - f. providing for the duration of licences, permits, and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw?
2. Does the municipality charge fees, tolls, and charges for the use of its property, including property under the direction, control, and management of the municipality?

Comments/Observations: Council has adopted Bylaw 621-23 to establish rates and fees for the municipality. At the September 20, 2023, council meeting, council adopted resolution 2023-191 establishing a rate for the use of a municipal facility and on December 21, 2023, council amended the bylaw by resolution 2023-270. This is contrary to Section 191(2) of the MGA which requires a bylaw be amended in the same manner it was adopted.

The municipality has adopted Bylaw 620-23 to charge fees for the provision of water, wastewater, and garbage pickup. The bylaw was adopted on April 17, 2024, but contains a provision that Bylaw 615-23 is repealed effective January 1, 2024. Section 190(3) of the MGA specifies that a bylaw may not come into effect prior to the date it is adopted.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a bylaw may only be amended by bylaw. A bylaw cannot come into force prior to the date it is adopted.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Consolidation of Bylaws (Discretionary)

Legislative requirements: MGA 69(1)

1. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
2. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provision that have been repealed or which have expired?

Comments/Observations: The municipality's CAO Bylaw 625-24 authorizes the CAO to consolidate bylaws.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Firearm Bylaws (Discretionary)

Legislative requirements: *MGA 74.1*

1. Since May 31, 2022, has the municipality brought into force a bylaw respecting firearms or a bylaw amendment respecting firearms?
2. Was the bylaw approved by the Lieutenant Governor in Council?

Comments/Observations: The municipality has adopted Bylaw 231 to govern the use of firearms within the municipality. As the bylaw was not adopted or been amended since May 31, 2022, approval by the Lieutenant Governor in Council was not required per Section 74.1(3) of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Road Closure (Discretionary)

Legislative requirements: MGA 22

1. Has the municipality permanently closed a road under the direction, control, and management of the municipality?
2. Was the road closure enacted by bylaw?
3. Prior to second reading of the bylaw, was the road closure approved by the Minister of Transportation and Economic Corridors (not applicable to cities)?
4. If the municipality is a municipal district, and the council determines a road is no longer required for use by the travelling public because an alternate route exists, did the municipal district receive the approval of the Minister of Transportation and Economic Corridors prior to closing the road by resolution?

Comments/Observations: The municipality permanently closed a road under the direction, control, and management of the municipality by adopting Bylaw 607-21 on November 16, 2022.

The bylaw was approved by the Minister of Transportation prior to second reading of the bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Advertising Bylaw (Discretionary)

Legislative requirements: MGA 606.1

1. Has the municipality provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings, and other methods?
2. Did the municipality conduct a public hearing before making an advertising bylaw?
3. Was notice of the proposed bylaw advertised?
4. Is the bylaw available for public inspection?

Comments/Observations: The municipality has not adopted a bylaw providing for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, and public hearings.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Utility Services Bylaws (Discretionary)

Legislative requirements: MGA 33, 45, 46

1. Does the municipality provide municipal utility service?
 - a. If yes, does the council, by bylaw, prohibit any person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality?
2. Does the council, by agreement, grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality, for not more than 20 years?
3. Does the agreement grant a right, exclusive or otherwise, to use the municipality's property, including property under the direction, control, and management of the municipality, for the construction, operation, and extension of a public utility in the municipality for not more than 20 years?
4. Before the agreement is made, amended, or renewed, is the agreement, amendment, or renewal:
 - a. advertised; and
 - b. approved by the Alberta Utilities Commission?
5. Does a bylaw prohibit a retailer from providing to customers in all or any part of the municipality the functions or services that retailers are permitted to provide under the *Electric Utilities Act* or the regulations under that Act?

Comments/Observations: The municipality does not provide a municipal utility service. The municipality does not have an agreement, or grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.5 Municipal Finance

1. Operating Budget (Mandatory)

Legislative requirements: *MGA 242, 243, 244, 248*

1. Has an operating budget or interim operating budget been adopted prior to January 1 for the calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - a. the amount needed to provide for the council's policies and programs;
 - b. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove, or improve capital property;
 - c. the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
 - d. the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - e. the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
 - f. if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in Section 28 of the *MGA*;
 - g. the amount to be transferred to the capital budget; and
 - h. the amount needed to recover any shortfall as required under Section 244 of the *MGA*?
3. Does the operating budget include estimated amounts from each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: An interim operating budget for 2024 was adopted December 20, 2023. The 2024 operating budget was adopted April 17, 2024, by resolution 2024-76.

The operating budget includes the amount needed to pay for the municipality's policies and programs, the requisitions, and the amount to be transferred to capital.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Capital Budget (Mandatory)

Legislative requirements: *MGA 245, 246*

1. Has a capital budget been adopted prior to January 1 the calendar year?
2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove, or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
 - c. the amount to be transferred from the operating budget?

Comments/Observations: Council adopted an interim capital budget on December 20, 2023. Council adopted a capital budget on April 17, 2024, by resolution 2024-77. This is contrary to Section 245 of the *MGA* which requires that a capital budget be adopted by January 1.

The capital budget includes the amount to be transferred from the operating budget.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, council must adopt a capital budget prior to January 1.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Three-Year Operating and Five-Year Capital Plans (Mandatory)

Legislative requirements: *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit; and
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include:
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The financial operating plan was adopted March 21, 2023, by resolution 2023-137. The plan includes the years 2024-2026 and the major categories of expenditures and revenues. The operating plan does not include the annual or accumulated surplus/deficit.

The capital plan was approved June 12, 2024, by resolution 2024-134. The plan includes the years 2025-2033, which meets the requirements of Section 283.1 (5) of the *MGA*. The capital plan includes the anticipated expenditures and anticipated sources of revenue.

Meets Legislative Requirements: No

Recommendations/Action Items: The operating plan must include the annual and accumulated surplus or deficit.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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4. Auditor, Audited Financial Statements, Financial Information Return (Mandatory)

Legislative requirements: *MGA 271, 276, 277 280, 281*, [Supplementary Accounting Principles and Standards Regulation 313/2000](#); [Debt Limit Regulation 255/2000](#)

1. Have one or more auditors for the municipality been appointed by council?
2. Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with:
 - a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
 - b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
3. Do the financial statements include:
 - a. the municipality's debt limit;
 - b. the amount of the municipality's debt as defined in the regulations under Section 271 of the *MGA*;
 - c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
 - d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
 - e. the salaries of councillors, the CAO, and designated officers of the municipality?
4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
6. Has the auditor reported separately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

Comments/Observations: The auditor was re-appointed October 18, 2024, via resolution 2024-192. The auditor presented the 2023 audited financial statements on April 17, 2024. The financial statements include information on the municipality's debt limit and discloses the salaries and benefits of the CAO, council, and other designated officers.

Council received a separate letter from the auditor on any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the audit.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Investments (Discretionary)

Legislative requirements: MGA 250

1. Are the investments of the municipality in one or more of the following:
 - a. securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory or an agent of the province or territory;
 - b. securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
 - c. securities that are issues or guaranteed by a bank, treasury branch, credit union, or trust corporation; or
 - d. units in pooled funds of all or any of the investments described above?
2. Does the municipality have any investments in shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued or registered under the *Business Corporations Act*?
 - a. If so, was the investment approved by the Minister?

Comments/Observations: The municipality has invested in securities guaranteed by a credit union. The investment is compliant with Section 250 of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Loans (Discretionary)

Legislative requirements: MGA 264-265

1. Has the municipality loaned money to another organization?
2. Was the recipient of the loan:
 - a. one of the municipality's controlled corporations;
 - b. a non-profit organization; or
 - c. to a designated seller under the *Gas Distribution Act* as part of the capitalization of the designated seller by its shareholders?
3. Is the loan authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
 - b. the minimum rate of interest, the term and terms of repayment of the loan; and
 - c. the source or sources of money to be loaned?
5. Was the bylaw authorizing the loan advertised?

Comments/Observations: The municipality has not loaned money to another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Borrowing (Discretionary)

Legislative requirements: *MGA 251-259*, [Debt Limit Regulation 255/2000](#)

1. Does the municipality have any debt?
2. Have all borrowings been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - b. the maximum rate of interest, expressed as a percentage, the term and terms of repayment of the borrowing; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Council adopted borrowing bylaws 626-24 and 627-24 on May 15, 2024. Bylaw 626-24 is a borrowing for operating expenditures via a line of credit. The bylaw includes the amount to be borrowed, the general terms, the source of funds to repay the borrowings, the term of the borrowing, and the maximum rate of interest expressed as a percentage. The bylaw was not required to be advertised.

Bylaw 627-24 approves the renewal of a short-term loan (Bylaw 541-14). The bylaw states that the borrowing is for operating expenditures; however, the bylaw is loan renewal for a capital project and is specified as being authorized under Section 257 of the *MGA*.

The bylaw does not include the term of the borrowing.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 627-24 must be amended, or repealed and replaced, to accurately reflect the purpose and term of the borrowing.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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8. Loan Guarantees (Discretionary)

Legislative requirements: MGA 264-265

1. Has the municipality guaranteed the repayment of a loan of another organization?
2. Was the loan guarantee for:
 - a. one of the municipality's controlled corporations; or
 - b. a non-profit organization?
3. Is the loan guarantee authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
 - b. the rate of interest under the loan or how the rate of interest is calculated, the term and terms of repayment of the loan; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
5. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: The municipality has not guaranteed the repayment of a loan made to another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.6 Assessment and Taxation

1. Assessment of Property (Mandatory)

Legislative requirements: MGA 284.2(1), 297

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 – residential;
 - b. class 2 – non-residential;
 - c. class 3 – farm land; and
 - d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the prescribed sub-classes?

Comments/Observations: The assessor was appointed October 18, 2024, via resolution 2024-191. The municipality has not adopted a bylaw providing for the sub-classification of assessment classes.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Assessment Notices (Mandatory)

Legislative requirements: MGA 303, 308, 310, 311

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Does the assessment notice show the following information:
 - a. a description sufficient to identify the location of the property;
 - b. the name and mailing address of the assessed person;
 - c. whether the property is a parcel of land, an improvement, or a parcel of land and the improvements to it;
 - d. if the property is an improvement, a description showing the type of improvement;
 - e. the assessment;
 - f. the assessment class or classes;
 - g. a notation if the property is fully or partially exempt from taxation under Part 10 of the MGA;
 - h. a notation if a deferral of the collection of tax under Section 364.1 or 364.2 of the MGA is in effect for the property;
 - i. any other information considered appropriate by the municipality or required by the Minister;
 - j. the notice of assessment date;
 - k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - l. information respecting filing a complaint in accordance with the regulations?
3. Have assessment notices been sent no later than July 1, and at least seven days prior to the notice of assessment date?
4. Has a designated officer certified the date on which the assessment notice was sent?
5. Has the municipality published a notice that the assessment notices have been sent?

Comments/Observations: The 2024 assessment notice includes information sufficient to identify the location of the property or business, the name and mailing address of the assessed person, and the assessment. The notice includes information on filing a complaint and the complaint deadline. The notice was sent before July 1 and more than seven days prior to the notice of assessment date.

A designated officer certified the date the assessment notices were sent. Notice of the mailing of the assessments was published in the municipal newsletter and on social media.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Assessment Review Boards (Mandatory)

Legislative requirements: *MGA 454-456*, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: The municipality adopted Bylaw 611-23 on February 15, 2023. The bylaw establishes the local assessment review board and composite assessment review board. The bylaw delegates the appointment of members, chair, and clerk. The bylaw provides for the term and remuneration of chair and members and specifies the duties of the clerk.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

4. Property Tax Bylaw (Mandatory)

Legislative requirements: MGA 326(1)(a), 353-357

- 1. Is a property tax bylaw passed annually?
- 2. Does the property tax bylaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
 - a. the expenditures and transfers set out in the budget of the municipality; and
 - b. the requisitions?
- 3. Are the requisitions listed within the tax rate bylaw for:
 - a. the amount required to be paid into the Alberta School Foundation Fund under Section 167 of the *Education Act* that is raised by imposing a rate referred to in Section 167 of the *Education Act*;
 - b. the requisition of school boards under Part 6, Division 3 of the *Education Act*;
 - c. the amount required to be paid to a management body under Section 7 of the *Alberta Housing Act*; or
 - d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property and any other matters related to the provincial assessor's operations?
- 4. Are the rates in accordance with the:
 - a. assessment class pursuant to Section 297 of the *MGA*; and
 - b. a municipal assessment sub-class bylaw?
- 5. Are the calculations correct?
- 6. Is there a minimum tax applied?

Comments/Observations: The 2023 tax rate bylaw was adopted March 21, 2023. The minutes of August 16, 2023, includes a resolution that council “ratify the following electronic motions for the Revised Tax Rate Bylaw 617-23.” Sections 180 and 181 of the *MGA* specify that a council may only act by resolution or bylaw, and a bylaw or resolution is not valid unless passed at a council meeting held in public at which there is a quorum present.

This practice represents a significant concern and would be deemed improper and improvident were a municipal inspection conducted on the administration and management of the village. The municipality should also be aware that Section 249 of the *MGA* specifies that a councillor who makes an expenditure that is not authorized by the budget may held liable for the expenditure or amount spent. Council resolutions voted on by text or email are not valid.

The 2024 tax rate Bylaw 628-24 was adopted June 12, 2024. The bylaw authorizes the municipality to raise revenue to be used toward the payment of the expenditures and transfers set out in the budget of the municipality and the requisitions. A single minimum tax is applied.

The calculations in the bylaw do not align with the approved budget.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must act only by resolution or bylaw at a regular or special council meeting held in public at which there is quorum present. The amount of taxes levied in the bylaw must align with the approved budget.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

5. Tax Notices (Mandatory)

Legislative requirements: *MGA 329, 333-336, 357*

1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under Section 347(1) of the *MGA* relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the *MGA* to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the *MGA*;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: The 2024 tax notice includes information sufficient to identify the location of the property or business, the name and mailing address of the taxpayer, and the assessment. The notice includes information on filing a complaint and the deadline by which a complaint may be made. The deadline for a complaint is more than 30 days from the mailing of the notice. The tax notices were sent out before the end of the year and include information on how to request a receipt for taxes paid.

A designated officer certified the date the tax notices were sent. Notice of the mailing of the assessments was published in the municipal newsletter and on social media.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Supplementary Assessments (Discretionary)

Legislative requirements: MGA 313, 315, 316

1. Does the municipality require the preparation of supplementary assessments for improvements?
2. Is the preparation of supplementary assessments authorized by bylaw?
 - a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
3. Has the assessor set an additional notice of assessment date for supplementary assessment notices?
4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located, or in operation?
7. Was the supplementary assessment roll prepared before the end of the year?
8. Did the supplementary assessment roll show:
 - a. the same information required to be shown on the assessment roll; and
 - b. the date the improvement was completed, occupied, moved to the municipality, or became operational?
9. Does the supplementary assessment notice show:
 - a. the same information required to be shown on the supplementary assessment roll;
 - b. the notice of assessment date;
 - c. the statement that the assessed person may file a complaint and the deadline for doing so; and
 - d. information with respect to filing a complaint?

Comments/Observations: The municipality does not prepare supplementary assessments.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Supplementary Property Tax Bylaw (Discretionary)

Legislative requirements: MGA 369, 369.1

1. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
2. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
3. Are the tax rates required to raise the revenue to pay requisitions referred to in Section 175 of the *Education Act* applied as supplementary tax rates?
4. Has the municipality prepared a supplementary tax roll?
5. Has the municipality prepared and sent supplementary tax notices for all taxable property shown on the supplementary tax roll?

Comments/Observations: The municipality has not adopted a supplementary tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Tax Payment and Tax Penalty Bylaws (Discretionary)

Legislative requirements: MGA 339, 340, 344(1), 345(1), 357(1.1)

1. Has the municipality, by bylaw:
 - a. Provided incentives for payment of taxes by the dates set out in the bylaw?
 - b. Permitted taxes to be paid by instalments, at the option of the taxpayer?
2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
3. Has the municipality, by bylaw:
 - a. Imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice?
 - b. Imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

Comments/Observations: The municipality adopted Bylaw 496-05 on January 12, 2006, which provides for penalties for late payment of taxes. The bylaw imposes penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice and in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

The municipality has, by Bylaw 605-21, provided for incentives for the payment of taxes.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

9. Brownfield Tax Incentives (Discretionary)

Legislative requirements: MGA 364.1

1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax, for brownfield properties?
2. Does the bylaw identify:
 - a. the brownfield properties in respect of which an application may be made;
 - b. the taxation year or years for which the identified brownfield properties may qualify for an exemption or deferral; and
 - c. any conditions the breach of which cancels an exemption or deferral and the taxation year or years to which the condition applies?
3. Was a public hearing held prior to second reading of the bylaw?

Comments/Observations: The municipality has not, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax for brownfield properties.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

10. Non-residential Tax Incentives (Discretionary)

Legislative requirements: MGA 364.2

1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax, for non-residential properties or machinery and equipment?
2. Does the bylaw:
 - a. set criteria to be met for property to qualify for an exemption or deferral;
 - b. establish a process for the submission and consideration of applications; and
 - c. if the bylaw provides for any person other than the council to refuse to grant an exemption or deferral, a process for applying to the council for a review of those decisions, including the period of time within which the application must be made?
3. Does the bylaw allow for an exemption or deferral to apply for more than 15 consecutive taxation years?

Comments/Observations: The municipality has not provided for non-residential tax incentives.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.7 Other Municipal Taxation Authority

1. Tax Agreements (Utilities/Linear Property) (Discretionary)

Legislative requirements: MGA 360

1. Has the council made a tax agreement with the operator of a public utility or of linear property who occupies the municipality's property?
2. Does the agreement provide that the municipality accepts payment of the amount calculated under the agreement in place of the tax or other fees and charges specified in the agreement?
3. If the agreement is with an operator who is subject to regulation by the Alberta Utilities Commission, has the agreement been approved by the commission?

Comments/Observations: The municipal has not made a tax agreement with the operator of a public utility or of linear property who occupies the municipality's property.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Business Tax (Discretionary)

Legislative requirements: *MGA 369.1, 371-379*

1. Has the municipality passed a bylaw authorizing a tax in respect to all businesses operating in the municipality?
2. Was the bylaw, or any amendment to it, passed before May 1 in the year to which it applies?
3. Does the bylaw:
 - a. require assessments of businesses operating in the municipality to be prepared and recorded on a business tax roll;
 - b. specify one or more methods of assessment as specified in Section 374(b) of the *MGA*; and
 - c. specify the basis on which a business tax may be imposed as specified in Section 347(c) of the *MGA*?
4. Does the municipality pass a business tax rate bylaw annually?
5. Does the business tax rate bylaw set the business tax rate, and if applicable, set a business tax rate for each class?
6. If the municipality passes a supplementary assessment bylaw, has the municipality also passed a bylaw imposing a supplementary business tax with respect of those businesses?

Comments/Observations: The municipality has not passed a bylaw authorizing a tax in respect to all businesses operating in the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Community Revitalization Levy (Discretionary)

Legislative requirements: MGA 381.1-381.5

1. Has a community revitalization levy bylaw been passed for the municipality?
2. Has the community revitalization levy bylaw, or any amendment to the bylaw, been approved by the Minister?

Comments/Observations: The municipality has not passed a community revitalization levy bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Special Tax (Discretionary)

Legislative requirements: MGA 382-387

1. Has the council passed a special tax bylaw annually to raise revenue to pay for a specific service or purpose?
2. Is the special tax imposed on one or more of the following:
 - a. a waterworks tax;
 - b. a sewer tax;
 - c. a boulevard tax;
 - d. a dust treatment tax;
 - e. a paving tax;
 - f. a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities, and water facilities;
 - g. a tax to enable the municipality to provide incentives to health professionals to reside and practice in the municipality;
 - h. a fire protection area tax;
 - i. a drainage ditch tax;
 - j. a tax to supply water for the residents of a hamlet; or
 - k. a recreational services tax?
3. Does the special tax bylaw include:
 - a. the specific service or purpose for which the bylaw is passed;
 - b. a description of the area of the municipality that will benefit from the service or purpose;
 - c. the estimated cost of the service or purpose; and
 - d. whether the tax rate is to be based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area and set the tax rate to be imposed in each case?
4. Is the estimated cost of the specific service or purpose included in the budget of the municipality?
5. Is the revenue raised used only for the specific service or purpose stated in the bylaw?
6. If there is any excess revenue, did the municipality advertise the use to which it proposes to put the excess revenue?

Comments/Observations: The municipality does not levy special taxes.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Local Improvement Tax (Discretionary)

Legislative requirements: MGA 391-409

1. If a local improvement has been proposed, has the municipality prepared a local improvement plan?
2. Does the local improvement plan:
 - a. include the proposed local improvement and its location;
 - b. identify the parcels of land in respect of which the local improvement tax will be imposed, and the person who will be liable to pay the local improvement tax;
 - c. state whether the tax rate is based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area;
 - d. include the estimated cost of the local improvement;
 - e. include the period over which the cost of the local improvement will be spread;
 - f. include the estimated cost of the local improvement to be paid by the municipality, from revenue raised by the local improvement tax, and from other sources of revenue; and
 - g. include any other information the proponents of the local improvement consider necessary?
3. Did the municipality provide notice to the persons liable to pay the local improvement tax that a local improvement plan has been prepared?
 - a. Did the notice include a summary of the information included in the local improvement plan?
4. Has the municipality passed a local improvement tax bylaw in respect of each local improvement?
5. Does the bylaw include:
 - a. all the information required to be included in the local improvement plan;
 - b. provide for equal payments during each year in the period over which the cost of the local improvement is spread;
 - c. set a uniform tax rate to be imposed based on the cost of the local improvement less any financial assistance provided by the Federal or Provincial government; and
 - d. any other information the council considers necessary?

Comments/Observations: The municipality has not imposed a local improvement tax recently, with the last occurring in 1976 by Bylaw 298 (1976). It is noted that the legislation governing this bylaw is no longer in force.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Clean Energy Improvement Tax (Discretionary)

Legislative requirements: MGA 390.1-390.9

1. Has the municipality passed a clean energy improvement tax bylaw?
2. Does the bylaw set out:
 - a. the types of private property that are eligible for a clean energy improvement;
 - b. eligible clean energy improvements;
 - c. the amount of money to be borrowed to finance clean energy improvements;
 - d. the maximum rate of interest, the term and the terms of repayment of the borrowing;
 - e. the source or sources of money to be used to pay the principal and interest owing under the borrowing;
 - f. indicate that a clean energy improvement tax will be charged based on the clean energy agreement with the owner;
 - g. identify the period over which the cost of each eligible clean energy improvement will be spread, which shall not exceed the probable lifetime of the improvement;
 - h. the process by which the owner of a property can apply for a clean energy improvement;
 - i. any other information the council considers necessary or advisable; and
 - j. any requirements imposed by the regulations?
3. Prior to second reading of the bylaw, was a public hearing held?
4. Before a clean energy improvement is made to a property, did the municipality and the owner enter into a clean energy improvement agreement?
5. Does the clean energy improvement agreement specify:
 - a. the proposed clean energy improvement;
 - b. the property in respect which the clean energy improvement tax will be imposed;
 - c. that the owner of the property is liable to pay the clean energy improvement tax;
 - d. the amount required to recover the costs of the clean energy improvement and the method of calculation used to determine that amount;
 - e. the period over which the clean energy improvement tax will be paid;
 - f. the portion of the amount required to recover the costs to be paid by the municipality, from revenue raised by the clean energy improvement tax, and from other sources of revenue;
 - g. how the clean energy improvement tax will be revised in the event of the subdivision or consolidation of the property; and
 - h. any other information the municipality considers necessary or advisable?

Comments/Observations: The municipality has not passed a clean energy improvement tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Other Taxes (Discretionary)

Legislative requirements: MGA 388, 409.1

1. Does the municipality have a well drilling equipment tax bylaw authorizing a tax in respect of equipment used to drill a well for which a license is required under the *Oil and Gas Conservation Act*?
2. Has the municipality, by bylaw, authorized a levy in respect of all sand and gravel businesses operating in the municipality?

Comments/Observations: The municipality does not have a well drilling equipment tax bylaw or a bylaw authorizing a levy in respect of all sand and gravel businesses operating in the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Adding Amounts to the Tax Roll (For Discussion)

Legislative requirements: *MGA 553*

1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
 - a. unpaid cost referred to in Section 35(4) or 39(2) of the *MGA* relating to service connections of a municipal public utility that are owing by the owner of the parcel;
 - b. unpaid charges referred to in Section 42 of the *MGA* for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
 - c. unpaid expenses and costs referred to in Section 549(5)(a) of the *MGA*, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
 - d. costs associated with tax recovery proceedings related to the parcel;
 - e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
 - e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
 - f. unpaid costs awarded by a composite assessment review board under Section 468.1 of the *MGA* or the Land and Property Rights Tribunal under Section 501 of the *MGA*, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
 - f.1 the expenses and costs of carrying out an order under Section 646 of the *MGA*; and
 - g. any other amount that may be added to the tax roll under an enactment?
2. When an amount is added to the tax roll of a parcel:
 - a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the *MGA* from the date it was added to the tax roll; and
 - b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.8 Tax Recovery

1. Tax Arrears List (Mandatory)

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears prior to March 31 annually?
 - a. Have two copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*? (Treasury Board and Finance)?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arears for more than one year?
 - a. Has the municipality registered a tax recovery lein against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home been given written notice that a tax recovery lein has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a a tax recovery lein has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: Records provided by the municipality reflect several properties in tax arrears for more than two years. Information as to whether a copy of the list was sent to the registrar prior to March 31 or whether a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* was not provided. Information regarding how notice was provided to the persons liable to pay or if the tax recovery list was published in a place that is accessible to the public during normal business hours was also not provided.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the municipality must annually prepare a list of those properties which are in tax arrears and submit two copies to the registrar and a copy to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* (Treasury Board and Finance). The tax recovery list must be published in a place that is accessible to the public during normal business hours.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

2. Tax Agreements (Discretionary)

Legislative requirements: MGA 418(4), 436.09(4)

1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
2. Does the period of time for the payment of tax arrears exceed three years?

Comments/Observations: The municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list. The period of time for the repayment does not exceed three years.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Tax Recovery Auctions – Land (Mandatory)

Legislative requirements: MGA 418-422

- 1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
- 2. Did the council set:
 - a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
- 3. Did the municipality advertise the public auction:
 - a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
 - b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction?
- 4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale and a description of each parcel of land to be offered for sale?
- 5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
- 6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
 - a. the owner of each parcel of land to be offered for sale;
 - b. each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
 - c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
- 7. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The municipality has not offered for sale at auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must offer for sale at auction any land shown on its tax arrears list within the required timeframe.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines.

4. Tax Recovery Auctions – Designated Manufactured Homes (Mandatory)

Legislative requirements: MGA 436.08-436.13

1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
4. Did the council set:
 - a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
7. Did the municipality send a copy of the advertisement to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
8. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The municipality has not been required to conduct any auctions for designated manufactured homes.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.9 Planning and Development

1. Municipal Development Plan (Mandatory)

Legislative requirements: MGA 216.4, 606, 632, 641, 692

1. Has the municipality adopted a municipal development plan (MDP) by bylaw?
2. Does the MDP address:
 - a. future land-use;
 - b. future development;
 - c. coordination of land-use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - d. transportation systems within the municipality and in relation to adjacent municipalities;
 - e. provision of municipal services and facilities;
 - f. policies respecting municipal reserve lands; and
 - g. policies respecting the protection of agricultural operations?

Comments/Observations: The municipality adopted Bylaw 601-20, the MDP bylaw, on November 18, 2020. The bylaw addresses future land-use and development, including coordination with adjacent municipalities, transportation systems, and the provision of municipal services. The bylaw includes the required policies regarding reserve lands and the protection of agricultural operations.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a [Guidebook for preparing a municipal development plan](#). Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Legislative requirements: *MGA 606, 640, 642(1), 692(4)*, [Matters Related to Subdivision and Development Regulation 84/2022](#)

- Municipal Response:** Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Subdivision and Development Appeal Board (Mandatory)

Legislative requirements: *MGA 627, 628*, [Matters Related to Subdivision and Development Regulation 84/2022](#)

- 1. Is a subdivision and development appeal board (SDAB) bylaw or intermunicipal agreement established by bylaw?
- 2. Does the SDAB bylaw describe the functions and duties of the SDAB?
- 3. Do the SDAB members exclude those who are:
 - a. municipal employees;
 - b. members of the municipal planning commission; and
 - c. individuals who can carry out subdivision and development powers on behalf of the municipality?
- 4. Is there no more than one councillor appointed to serve on a panel of the board?
- 5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
- 6. Is there a clerk appointed to the SDAB?
- 7. Has the clerk successfully completed the required SDAB training?
- 8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the *MGA* and regulation?
- 9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: The municipality adopted Bylaw 473, an intermunicipal subdivision and development appeal board (ISDAB) bylaw, on February 11, 2003.

Bylaw 473 states that the ISDAB shall consist of two members of council appointed to the ISDAB by each member municipality, but that a panel may only include one member from the municipality for which the action is being considered in accordance with legislation. The bylaw excludes persons who carry out subdivision and development powers on behalf of the municipality.

Bylaw 473 received third reading on February 11, 2003, but the bylaw states that it came into effect on January 1, 2003. This is contrary to Section 190(3) of the *MGA* which requires that no bylaw may come into force on a day before it is passed.

A resolution appointing a clerk was not available. It is noted that the minutes of October 16, 2024, refer to a Chinook ISDAB Bylaw 594-19. No copy of Bylaw 594-19 was available for review.

Meets Legislative Requirements: No

Recommendations/Action Items: If Bylaw 473 was replaced by Bylaw 594-19, the new bylaw must be provided for review to confirm legislative compliance. The municipality must, by resolution, appoint a clerk to the ISDAB to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

4. Offsite Levies (Discretionary)

Legislative requirements: MGA 648, 648.2

1. Has the municipality, by bylaw, provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
2. Does the bylaw impose an off-site levy on land owned by a school board that is to be developed for a school?
3. Does the bylaw provide for the payment of capital costs relating to one or more of:
 - a. new or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - b. new or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - c. new or expanded storm water drainage facilities;
 - d. new or expanded roads required for or impacted by a subdivision or development;
 - e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
 - f. land required for or in connection with any of the above facilities;
 - g. new or expanded community recreation facilities;
 - h. new or expanded fire hall facilities;
 - i. new or expanded police station facilities; or
 - j. new or expanded libraries?
4. Does another off-site levy bylaw apply to the same lands for the same purpose?
5. Was the off-site levy bylaw advertised?
6. Does the calculation of the off-site levy:
 - a. take into account criteria such as area, density or intensity of use;
 - b. recognize variation among infrastructure, facility, and transportation infrastructure types;
 - c. maintain consistency across the municipality for that type of infrastructure, facility, or transportation infrastructure; and
 - d. be fair and reasonable in the municipality?
7. Does the bylaw include a requirement for periodic reviews of the off-site levy calculation?

Comments/Observations: The municipality has not provided for off-site levies.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Municipal Planning Commissions (Discretionary)

Legislative requirements: *MGA 625*

1. Has the municipality established a municipal planning commission by bylaw?
2. Has the municipality entered into an agreement with one or more municipalities to establish an intermunicipal planning commission or an intermunicipal service agency by bylaw?
3. Does the bylaw establishing the municipal planning commission or the agreement establishing an intermunicipal planning commission:
 - a. provide for the applicable matters described in Section 145(3) of the *MGA*.
 - b. prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties; and
 - c. in the case of an intermunicipal planning commission, provide for its dissolution?
4. Does the bylaw delegate, by agreement, any of its subdivision authority or development authority powers, duties, or functions to:
 - a. municipal planning commission,
 - b. a regional services commission, or
 - c. an intermunicipal service agency?

Comments/Observations: Council adopted Bylaw 569-16 on March 16, 2016, establishing a municipal planning commission. The bylaw describes the duties and functions of the commission. Council appointed three persons to the municipal planning commission via resolution 2024-195 on October 16, 2024, during the organizational meeting of council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Area Structure Plans (Discretionary)

Legislative requirements: MGA 633

1. Has the municipality adopted an area structure plan for the purpose of providing a framework for subsequent subdivision and development of an area of land?
2. Does the area structure plan describe:
 - a. the sequence of development proposed for the area;
 - b. the land uses proposed for the area, either generally or with respect to specific parts of the area;
 - c. the density of population proposed for the area either generally or with respect to specific parts of the area; and
 - d. the general location of major transportation routes and public utilities?
3. Does the area structure plan contain any other matters, including matters relating to reserves, as the council considers necessary?

Comments/Observations: The municipality has not adopted an area structure plan.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Area Redevelopment Plans (Discretionary)

Legislative requirements: MGA 634, 635, 647

1. Has the municipality designated an area of the municipality as a redevelopment area for the purpose of any or all the following:
 - a. preserving or improving land and buildings in the area;
 - b. rehabilitating buildings in the area;
 - c. removing buildings from the area;
 - d. constructing or replacing buildings in the area;
 - e. establishing, improving, or relocating roads, public utilities, or other services in the area; or
 - f. facilitating any other development in the area?
2. Has the municipality, by bylaw, adopted an area redevelopment plan?
3. Does the plan describe:
 - a. the objectives of the plan and how they are proposed to be achieved;
 - b. the proposed land uses for the redevelopment area;
 - c. if a redevelopment levy is to be imposed, the reasons for imposing it;
 - d. any proposals for the acquisition of land for any municipal use, school facilities, parks and recreation facilities, or any other purposes the council considers necessary; and
 - e. contain any other proposals that the council considers necessary?
4. Does the plan bylaw provide for the imposition and collection of a levy to be known as a “redevelopment levy”, and authorize a designated officer, with or without conditions, to perform any function with respect to the imposition and collection of that redevelopment levy?

Comments/Observations: The municipality does not have an area redevelopment plan.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Joint Use and Planning Agreements (JUPA) (For Discussion)

Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1

1. Where a school board is operating within the municipal boundaries of a municipality, has the municipality entered into an agreement with the school board?
2. Does the agreement contain provisions:
 - a. establishing a process for discussing matters relating to:
 - i. the planning, development, and use of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - ii. transfers under Section 672 or 673 of the *MGA* of municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - iii. disposal of school sites;
 - iv. the servicing of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - v. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves, and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; and
 - vi. how the municipality and the school board will work collaboratively?
 - b. establishing a process for resolving disputes; and
 - c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

9. Reserve Lands (Mandatory)

Legislative requirements: MGA 664.1(1), 666(1), 667(1), 669(1), 672(1), 673(1), 674(1), 676(1)

1. Does the municipality receive "subdivision approval applications" for approval to subdivide a parcel of land?
2. Does the municipality, as a subdivision authority, require the owner of a parcel of land that is the subject of a proposed subdivision:
 - a. to provide part of that parcel of land as municipal reserve, school reserve, or municipal and school reserve;
 - b. to provide money in place of municipal reserve, school reserve, or municipal and school reserve; or
 - c. to provide any combination of land or money referred above?
3. If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, does the municipality ensure the applicant provide:
 - a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land-use bylaw for that land;
 - b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made; or
 - c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve, or municipal and school reserve be deferred against:
 - a. the remainder of the parcel that is the subject of the proposed subdivision approval; or
 - b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve, or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
 - a. the sale, lease, or other disposal of municipal reserve, community services reserve, or municipal and school reserve:
 - i. by a council;
 - ii. municipal and school reserve by a council and a school board;
 - b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve, or municipal reserve referred to in above to be designated as community services reserve; or
 - c. the disposal of conservation reserve by a municipality as permitted by legislation?
8. Has the municipality sold, leased, or otherwise disposed of a conservation reserve?
9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
10. Has the municipality, by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
 - a. used an environmental reserve for a purpose not specified in the legislation;
 - b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed;
 - c. leased or disposed of an environmental reserve other than by a sale for a term of not more than three years; or
 - d. changed the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error, or other defect in the certificate of title, or to rectify an encroachment problem or other concern?

Comments/Observations: The municipal planning authority receives subdivision approval applications. Reserves are provided as required and the municipal reserve policy is included in Bylaw 601-20, passed on November 18, 2020, the municipal development plan. The municipality has not disposed of a municipal or conservation reserve.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



Section 4: Conclusion

Your participation and cooperation during the 2024 Municipal Accountability Program review are appreciated. This report is intended to help the Village of Warner reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety is to be shared with council during an open session to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are posted on the municipality's website.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable, and transparent local governments.



Request for Decision Chief Administrative Officer Evaluation

RECOMMENDATION

That Council has completed the CAO Evaluation as required by section 205.1 of the Municipal Government Act.

LEGISLATIVE AUTHORITY

Municipal Government Act Section 205.1

BACKGROUND

As per section 205.1, Council must provide the Chief Administrative Officer with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under section 207.

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

None



Request for Decision Viability Review Action Plan

RECOMMENDATION

That Council approve the Viability Review Action Plan Update for June 2025, as presented.

LEGISLATIVE AUTHORITY

Viability Review Ministerial Order
Municipal Government Act

BACKGROUND

Following the Viability Review conducted by Municipal Affairs and the subsequent recommendations and directives ordered by the Minister of Municipal Affairs, the attached action plan is the third iteration, providing an update on the actions previously submitted in 2024.

The Village of Warner is required to provide an update to the Ministry on the action plan by June 1, 2024, and annually up to 2027.

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. Viability Review Action Plan Update – June 2025

Minister Ordered Directives from the Viability Review, May 9, 2022

1.	<ul style="list-style-type: none"> Complete a comprehensive Strategic Planning session, discussing the 15 recommendations <i>Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the preliminary focus areas consisting of, community development, fiscal responsibility and governance for the 2022-2025 Strategic Plan."</i> Motion Carried 108-22 June 15, 2022 Regular Council Meeting Develop an action plan to address each recommendation <i>Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the Viability Action Plan as information."</i> Motion Carried 107- 22 June 15, 2022 Regular Council Meeting Provide a copy of the plan to Municipal Affairs 	June 30, 2022 Complete
2.	<ul style="list-style-type: none"> Prepare a written capital plan over the 2022-2032 period Provide a copy of capital plan and funding sources to Municipal Affairs 	July 30, 2022 Complete
3.	<ul style="list-style-type: none"> Update and submit the approved capital plan and budget amounts on June 1 of each year for the subsequent four years to Municipal Affairs 	June 1, 2023-2027
4.	<ul style="list-style-type: none"> Council and CAO to carry out the directives within timelines stated 	Ongoing

Viability Action Plan

Recommendation	Action Plan	Timeline	Status
Sustainable Governance			
1.	Develop a long-term municipal strategic plan.	<ul style="list-style-type: none"> Due to time constraints, a preliminary session was completed at a regular council meeting. Future work will entail developing values and value statements; creating a vision and mission statement; identifying results and strategies based on agreed focus areas. Create an operational plan Assign KPI's 	<p>June 2022</p> <p>Focus areas identified June 15</p> <ul style="list-style-type: none"> Community Development Fiscal Responsibility Governance <p>Summer of 2022</p> <p>Council held a council (governance) refresher and strategic planning session on February 23, 2023.</p> <p>Spring /Summer 2023</p> <p>Council decision to engage the public on vision for the Village</p> <p>February 2024</p> <p>Public Engagement strategy prepared in collaboration with consultant</p> <p>Week of May 13</p> <ul style="list-style-type: none"> - Business visitation - Community organization

			First part of June	<p>engagement</p> <ul style="list-style-type: none"> - Public open house engagement <p>Public engagement was held and the plan is still in development – due to time constraints</p>
2.	Review and update local policies and enact new policies in order to guide staff and to communicate service level expectations to the public.	<ul style="list-style-type: none"> • Inventory completion • Develop review schedule • Prioritize • Review or create new • Council approval 	<p>Summer 2022</p> <p>Fall 2022 – Fall 2025</p> <p>Fall 2022 – Fall 2025</p>	<p>Bylaw inventory has begun completed 11/28/2022</p> <p>559 bylaws in inventory. 119 are active. 99 identified to be reviewed.</p> <p>Policy inventory completed 11/1/2022</p> <p>Review schedule complete.</p>
3.	Share all policies, bylaws and strategic planning documents on its website.	<ul style="list-style-type: none"> • Inventory of Bylaws • Review schedule for Bylaws (in tandem with policy review) • Prioritize • Review and/or create new • Scheduled website revamp • As components are approved, • they will be posted to the website. 	<p>August 2022 Fall 2022 – Fall 2025</p>	<p>As bylaws and policies have been approved and signed, they are posted on the website.</p> <p>2023: 13 Bylaws approved 2024: 11 Bylaws approved 2025: 8 Bylaws to date</p> <p>Policies created and approved 2022: 1 2023: 8 2024: 9</p> <p>December 2024, CAO met with MA Advisor to review mandatory and discretionary bylaws for the Municipal Accountability Program.</p> <p>May 2024, the MAP Report was received by the Village to which there are only 16 areas to become compliant. Action Plan Report due in June.</p>

4.	Continue involvement in regional partnerships that have a positive impact for residents and may choose to pursue further opportunities to further enhance regional efficiencies.	<ul style="list-style-type: none"> Elected officials are currently appointed to 14 authorities, boards and commissions. Work continues regionally for a water line (need funding) through Ridge Water Services Commission. Revival of Quad Council meetings post Covid (County of Warner, Village of Coutts, Town of Milk River, Village of Warner) 	<ul style="list-style-type: none"> October Organizational meeting Fall 2022 <p>Fall 2022</p>	<ul style="list-style-type: none"> Governance documents for each ABC have been collected to ensure proper governance from council to those ABC's. Support provided from quad councils for AMWWP grant lead by Milk River. Support also for ACP grant (successful) to explore the design concept further for regional line. Included in concept is decommissioning water reservoir and a new above ground build. The Village hosted Quad Council on 11/23/2022, with a subsequent quad council on 4/13/2023. Rotated amongst the four municipalities. Milk River hosts October 2023.
		<ul style="list-style-type: none"> Review Quad shared services recommendations/strategy and create action plan and new meeting schedule. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Interest is not there at this time to review.
Administration and Operations				
5.	Review operational and administrative functions to assess its staffing levels, and budget accordingly.	<ul style="list-style-type: none"> Complete function inventory, in tandem with job descriptions (items 6-8) and services (item 9) offered. Analysis and formalize HR Policies and processes. Succession planning: Discussion between Milk River and Warner council (PW function) 	<ul style="list-style-type: none"> 	<p>Currently underway as the CAO is learning about the organization and has identified several areas. Will have a better grasp for 2022 and therefore the 2023 budget.</p> <p>Function inventory complete. Job description revisions - 8 completed.</p> <p>Employee handbook approved.</p> <p>Workplace Violence and</p>

				Harassment policy approved.
6.	Review the roles and responsibilities of the CAO position described in the MGA and consider increasing the number of hours required to perform the duties.	<ul style="list-style-type: none"> Review MGA section 207 and 208. Review CAO Bylaw. Analyze number of hours for CAO Review job description Modify job description if needed Succession planning to establish a dedicated CAO 	<ul style="list-style-type: none"> Fall 2022 	<p>WIP</p> <ul style="list-style-type: none"> CAO Bylaw, CAO Job Description and CAO Performance Review Policy and Performance Review process approved by Council – April 2024 Changes in the job-sharing arrangement with the Town of Milk River sees the potential increase of one day for the CAO to a total of three days/week at the Village.
7.	Update the job description for the Municipal Clerk to accurately describe the full scope of responsibilities; include information on reporting structure, skills and competencies; and include hours and compensations expected by the position.	<ul style="list-style-type: none"> Review job description Modify job description if needed Succession planning 	<ul style="list-style-type: none"> Fall 2022 	<p>Employee was provided job description to review and update.</p> <p>This is a WIP.</p> <p>Job description a WIP.</p> <p>Reorganize roles – hired p/t reception. Clerk role is completed by CAO. That role is now focused on finance in order to reduce the third-party oversight expenses.</p> <p>The job description has been revised and the role has been changed to Finance Clerk to show the current reality of the role.</p>
8.	Update the job description for the Public Works Supervisor position to reflect the change in staffing levels and reporting structure and to remove reference to the Public Works Manager.	<ul style="list-style-type: none"> Review job description Modify job description if needed Explore partnership with Milk River for PW relief/backup 	<ul style="list-style-type: none"> Fall 2022 	<p>Employee was provided job description to review and update.</p> <p>This is a WIP.</p> <p>Job description revised and signed off.</p> <p>Creation of yearly maintenance schedule.</p> <p>Creation of 2024 and 2025 public works plan.</p>

9.	Conduct a services review to explore more opportunities to offer services on a regional basis (e.g., some public works functions) in order to alleviate the administrative burden on existing staff.	<ul style="list-style-type: none"> • Inventory of services offered • Data to support • Explore municipal partnerships regarding: shared public works and procurement (fire gear, supplies, etc.) and other identified • In tandem with items 4 and 14 	<ul style="list-style-type: none"> • Fall 2022 	<p>Service Review creation to be completed.</p> <p>Work with Milk River and Coutts on public works procurement (i.e., street sweeping, hold harmless agreement for public work human resource assistance)</p> <p>Continuation of sharing resources and bulk purchasing split between Milk River and the Village.</p>
Finances, Assessment, and Taxation				
10.	Continue to comply with the tax recovery process outlined in the MGA.	<ul style="list-style-type: none"> • Creation of a tax recovery workbook to document files • Public auction 	<ul style="list-style-type: none"> • Fall 2022 • July 2022 	<p>Advertised in gazette.</p> <p>Public Auction held on October 19, 2022</p> <p>Missed the March 31 deadline to submit list of tax recovery properties for 2023 and 2024.</p> <p>Sent letters to all outstanding tax accounts prior to December 31, 2024.</p> <p>Sent letters to all arrears tax accounts January 21, 2025.</p> <p>Executed 2 Tax Arrears Agreements Executed 1 Tax Instalment Agreement Tax arrears list submitted to land titles prior to deadline.</p> <p>Total recovered to May 20/2025 = \$23,350.00</p>

11.	Consider dedicating funds annually to infrastructure to encourage proactive funding and improvements.	<ul style="list-style-type: none"> Complete individual asset management plans (10). Determine the level of reserves to be dedicated. Creation of a reserve policy. 	<ul style="list-style-type: none"> Due June 1, 2027 	<p>Asset management plans have yet to be created.</p> <p>Draft Reserve Policy created.</p>
Infrastructure				
12.	Develop a 10-year plan for addressing the repairs, maintenance, and replacements identified in the infrastructure study. The plan should include a projected funding model.	<ul style="list-style-type: none"> Creation of asset management policy and strategy Inventory of assets Identify replacement costs Identify condition Identify operations and maintenance costs Identify level of service Create individual asset management plans Create an investment strategy Annual review of the 10-year capital plan 	<ul style="list-style-type: none"> Due June 1, 2027 	<p>A 10-year capital plan was submitted in 2022 as well as the June 2023 and 2024 report deadline.</p> <p>In 2024, an evaluation of our facilities was completed that provides further insight to the condition of our facilities, dates and risk loss recommendations to be completed.</p>
Services				
13.	Increase utility fees to reflect future full cost-recovery, including costs of consumption, emergency repairs, billing, and allocations to reserves for future infrastructure replacement.	<ul style="list-style-type: none"> Inventory of fees Analysis of fees Creation of new rates bylaw 	<p>Business cases for 2023</p> <ul style="list-style-type: none"> deliberations 	<p>Increase in overconsumption fee for water.</p> <p>Analysis still required.</p> <p>Rates bylaw approved Dec 2023. Revision to rates to come 2nd Q 2024.</p> <p>2024 revisions were completed in September.</p> <p>The Rates Bylaw is to be reviewed by Council every September. Changes coming to this Bylaw this September.</p>
14.	Complete a service capacity review to align service levels, and council	<ul style="list-style-type: none"> Create service level document Complete a service level review 	October 2022 for the 2023 budget to be approved in	This project is yet to be created.

	and resident expectations, and budget for the required staffing/contracting.		December 2022	
15.	Develop a policy and procedures to formalize funding support to community organizations and events.	<ul style="list-style-type: none"> This will be in tandem with the policy review under Sustainable Governance. It is a priority policy. 	<ul style="list-style-type: none"> Fall 2022 	<p>This is a WIP.</p> <p>Policy 103 and 104 created and approved. New Project called Warner Community Agriculture Project: donated inputs for farmable land (approx. 50 acres)</p> <p>Revenue from this project to be given back to the community. Plan to involve school in a harvest wind up in the field.</p> <p>Revenue of \$13,000 was received from the harvested crop.</p> <p>Council created a Warner Community Agriculture Project Committee through Bylaw 633-24. This committee has been populated by public members who are currently creating the criteria for application to obtain funding and criteria for awarding.</p>



Request for Decision 2025-2034 Capital Plan

RECOMMENDATION

That Council approve the 2025-2034 Capital Plan for the Village of Warner.

LEGISLATIVE AUTHORITY

Viability Review Ministerial Order
Municipal Government Act

BACKGROUND

Following the Viability Review conducted by Municipal Affairs and the subsequent recommendations and directives ordered by the Minister of Municipal Affairs, the attached ten-year capital plan is the fourth iteration.

The Village of Warner is required to provide an update to the Ministry on the action plan by June 1, 2025, and annually up to 2027.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2025-2034 Capital Plan

[illegible]

