



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 – SEPTEMBER 17, 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) Warner & District Minor Hockey Association
5. ITEMS ARISING FROM THE MINUTES
6. FINANCIAL REPORT
7. ADMINISTRATIVE REPORTS
 - A) Municipal Enforcement Report
 - B) Chief Administrative Officer Report
8. COUNCIL REPORTS
9. CORRESPONDENCE
 - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
 - A) Advertising Bylaw 646-25 – Set Public Hearing
 - B) Rates Bylaw 647-25
 - C) Civic Centre Policy 701
 - D) Council Professional Development Policy 106
 - E) Intermunicipal Collaboration Framework
11. NEW BUSINESS
 - A) Fire Chief Appointment
 - B) Fire Department Level of Service
 - C) National Day for Truth and Reconciliation
 - D) Devil's Coulee Museum Summer Staff Accommodation
12. CLOSED SESSION
 - A) ATIA Section 20: Disclosure Harmful to Personal Privacy
13. NEXT REGULAR COUNCIL MEETING DATE
Wednesday – October 15, 2025, at 5:30 p.m.
14. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the August 20, 2025 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Bylaw 643-25 Procedural Bylaw Revised

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: August 20, 2025 regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, August 20, 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 (via zoom), 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 5:31 p.m.

2. AGENDA

A) Items added or deleted

Addition: 12A) Section 19: Disclosure harmful to business matters

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the August 20, 2025, regular council meeting agenda be accepted as amended."

Motion Carried 2025-151

3. MINUTES

A) Approval of Minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the June 18, 2025, regular council meeting be accepted as presented."

Motion Carried 2025-152

4. DELEGATIONS

A) Warner Community Agriculture Project Committee

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the Warner Community Agriculture Project (WCAP) Sponsorship Criteria as presented."

Motion Carried 2025-153

B) Devil's Coulee Museum

Ms. Amy Chandler, executive director, Devil's Coulee Museum was in attendance to ask for permission that allows for economical long term RV parking for the Museum's summer staff on village property.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council accept the report from Devil's Coulee Museum as information."

Motion Carried 2025-154

5. ITEMS ARISING FROM THE MINUTES

None.

6. FINANCIAL REPORT

A) Financial Report (quarterly)

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Financial Report for the period ending July 31, 2025 be accepted as information."

Motion Carried 2025-155

7. ADMINISTRATIVE REPORTS

A) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending July 31, 2025, be accepted as information."

Motion Carried 2025-156

B) Chief Administrative Officer Report

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the Chief Administrative Officer report for the period ending July 31, 2025, be accepted as information."

Motion Carried 2025-157

C) Solar Report (quarterly)

Moved by Councillor Baron, seconded by Councillor Koehn, "that the July 31, 2025 solar report be accepted as information."

Motion Carried 2025-158

8. COUNCIL REPORTS

Councillor Koehn spoke on the Revitalization Committee and the upcoming AGM.

Councillor Toovey attended Community Bus and Ridge Country Housing meetings.

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

Deputy Mayor Kirby reported on the Village of Warner Library Board meeting, Family & Community Social Services, and an ICF meeting with the County of Warner.

Councillor Baron spoke to attending two MPC meetings, the ICF meeting, and the Chinook Arch Regional Library meeting.

Moved by Councillor Baron, seconded by Councillor Koehn, "that the committee reports for the period ending August 20, 2025, be accepted as information."

Motion Carried 2025-159

9. CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to send a letter to K Division regarding the lack of RCMP attendance at vehicle accidents on the highway in the Warner area."

Motion Carried 2025-160

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the correspondence for the period ending August 20, 2025, be accepted as information."

Motion Carried 2025-161

10. BYLAW/AGREEMENT/POLICY REVIEW

A) Advertising Bylaw 646-25

Moved by Councillor Baron, seconded by Councillor Toovey, "that first reading be given to Bylaw 646-25, being the Advertising Bylaw."

Motion Carried 2025-162

11. NEW BUSINESS

12. CLOSED SESSION

A) Section 19: Disclosure Harmful to Business Interests of a Third Party

B) Section 20: Disclosure Harmful to Personal Privacy

The gallery cleared.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 6:39 p.m., to discuss matters exempt from disclosure under the Access to Information Act (ATIA) Section 19: Disclosure Harmful to Business Interests of a Third Party and ATIA Section

20: Disclosure harmful to personal privacy, with Council, Finance Clerk, and the CAO remaining in attendance."

Motion Carried 2025-163

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council reconvene to the regular meeting at 7:08 p.m."

Motion Carried 2025-164

Rise and Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to obtain more quotes from the property owner for Lots 1-4 N ½ 5, Block 6, Plan 4068N before deciding on the request."

Motion Carried 2025-165

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council direct administration to explore the land use bylaw to determine the allowance for RV parking at the civic centre."

Motion Carried 2025-166

13. NEXT REGULAR COUNCIL MEETING DATE

Wednesday – September 17, 2025, at 5:30 p.m.

14. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the regular council meeting for August 20, 2025, adjourn at 7:10 p.m."

Motion Carried 2025-167

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Delegation: Warner & District Minor Hockey

RECOMMENDATION

That the Warner & District Minor Hockey delegation request be accepted as information.

LEGISLATIVE AUTHORITY

Civic Centre Policy 701

BACKGROUND

President Bob Wills will be in attendance to request that ice be put in two weeks ahead of what policy states.

Policy 701 states:

4.1 The normal ice season begins mid October through to the middle of March, annually.

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. Email

From: Bob Wills
Sent: September 11, 2025 11:00 AM
To: Kelly Lloyd
Subject: Request to Attend Village Council Meeting

Hey Kelly

Thanks for the great conversation this morning. Please find my letter below. If you need more information please let me know.

Warner and District Minor hockey Association would like to request an opportunity to come to your next council meeting on September 17th. I will be the representative at the meeting.

I would like to propose putting ice in our arena two weeks prior to our schedule time. (October 1 vs October 15 Give or take a few days)

The reason we are asking for this is so our teams can hit the ice earlier to prepare for our first games in the new league "Southern Skies Hockey Alliance". The schedule begins with seeding round games on October 24 only leaving us with 3 practices to prepare our players. I know this is short notice but this league has formed relatively quickly and it was not decided when the schedule would begin until this week... If I had known earlier I would have made this request earlier.

It is common that other neighbouring small town rinks have their ice installed by this time so it would also bring us in line with what they are doing as well... My question is if they can do it, why can't we?

If you have any more questions please let me know and if not I look forward to seeing you in the 17th.

Thanks

Bob Wills
President
Warner and District Minor Hockey Association



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending August 31, 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 (None for August)



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending August 31, 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 August 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)
- ICF meetings with the County
- Data collection
- MCP minutes
- Development Permit processing – 5 permits to date (2 sheds/solar roof system/detached garage and front yard fence variance/change of use from retail to light fabrication)
- Records Management – Destruction
- Occupational Health & Safety Orders
- Work on fixing discrepancies between GIS/Muniware addressing and google
- MP Motz constituency meeting / updates
- Meeting with Secretary-Treasurer of Ag Society – Curling Rink laneway
- Meet with engineers on site: Curling Rink laneway/Civic Centre laneway
- Emergency Management meeting in Lethbridge – DEM/DDDEM workshop

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 2025-72</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 2025-82</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
<u>Motion Carried 2025-144</u>	Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that the 2026-2028 Financial Plan be tabled to a future Council meeting."	WIP
<u>Motion Carried 2025-148</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Mayor enter into contract with the Chief Administrative Officer for the Village of Warner."	WIP
<u>Motion Carried 2025-160</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to send a letter to K Division regarding the lack of RCMP attendance at vehicle accidents on the highway in the Warner area."	

<u>Motion</u> <u>Carried</u> <u>2025-165</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to obtain more quotes from the property owner for Lots 1-4 N ½ 5, Block 6, Plan 4068N before deciding on the request."	WIP
<u>Motion</u> <u>Carried</u> <u>2025-166</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council direct administration to explore the land use bylaw to determine the allowance for RV parking at the civic centre."	WIP

2025 Operational Projects

Council	
Election	October
Regional Orientation	October
WCAP 1st year Disbursement	Fall
2 to AB Munis	November
Technology (ipads)	October
EO Honorarium Increase	Complete
Administration	
Chamber Flooring	Complete
Village Admin building sign	
Paint Admin building	
Paint PW building	WIP
IT	WIP
Owl	Complete
Fire	
Training	Ongoing
New pumper equipment/turn out gear	Complete
Roads	
Playground zone signs/posts	
Crosswalk painting	
Water	
Training	
Planning and Development	
Orthophoto	Complete
Wayfinding	
Parks and Recreation	
Christmas Lights (\$1,200 per siloutte)	
Civic Centre	
Camera for online monitoring of systems	
EV Charger light	
Line for Live Barn	

2025 Capital Projects

Administration	
HVAC Replacements	WIP
Roads	
Civic Centre Laneway - engineering	WIP
Sidewalks - wheelchair ramp at office	Complete
Road Rehabilitation	WIP
Wastewater	
Camera along 4th Avenue	
Manholes	Complete - none in 2025
Civic Centre	
Ice plant	
Brine pump	Complete
LED Lights - Library	



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending September 17, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
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. Family & Community Support Services
2. Chinook Arch Regional Library System
3. Mayors and Reeves
4. Oldman River Regional Services Commission

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, June 4, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Doell, Daniel – Village of Barons
Jensen, Kelly – Town of Raymond
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Deleeuw, Shelley – Town of Vauxhall
Caldwell, Heather – Town of Coalhurst
Heggie, Jack – County of Warner
Foster, Missy – Village of Barnwell
Hickey, Lorne – Lethbridge County
Harris, Merrill – M.D. of Taber

Attendance (online)

Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent – Board Members

Chapman, Bill – Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Feist, Teresa - Town of Picture Butte

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator
Fitton, Becky – Community Services Supervisor

Call to Order

D. Degenstein called the meeting to order at 4:01 p.m.

1. Approval of Agenda

Additions:

1. (a) Introductions
7. (e) Northern Alberta Fires

M. Foster moved the Board to approve the agenda as amended.

Carried



2. Delegation

a) Tim Hortons Smile Cookie Campaign Update Delegation

Kim Fehr and Madison Hanson provided an update on the Coaldale and Taber 2025 Smile Cookie campaign.

The Board discussed the campaign, and thanked staff for this year's exceptional efforts.

L. Nilsson moved the Board to accept the Tim Hortons 2025 Smile Cookie Campaign Update for information.

Carried

b) Cheers to Volunteers Update

Cindy Lauwen provided an update on the Cheers to Volunteers annual initiative.

The Board discussed the initiative and expressed appreciation to the winners and nominees for their volunteer contributions.

J. Heggie moved the Board to accept the Cheers to Volunteers annual initiative Update for information.

Carried

Cindy Lauwen, Kim Fehr, and Madison Handson left the meeting at 4:12 p.m.

c) Report to Municipalities – Counselling Services

Mike Fedunec, Counselling Services Supervisor presented the Draft Report to Municipalities – Counselling Services 2025.

The Board discussed the information provided.

The Board thanked Mike Fedunec for his presentation.

H. Caldwell moved the Board to approve the Report to Municipalities – Counselling Services 2025 as presented, and request administration to distribute the report to our Municipalities and Alberta Government funders.

Carried

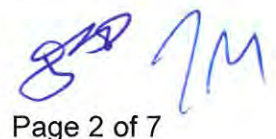
Mike Fedunec and Becky Fitton left the meeting at 4:25 p.m.

3. Minutes

a) April 2, 2025

K. Jensen moved the minutes of April 2, 2025, FCSS Board meeting be approved as presented.

Carried



4. Business Arising from the Minutes

- a) Letters of congratulations to Z. Morrison, P. DeBow, and M. Fedunec.

D. Degenstein shared the letters of congratulation with the Board and asked Administration to deliver the letters to Z. Morrison, P. DeBow and M. Fedunec for information only.

5. Correspondence

- a) Correspondence Received

The following correspondence was presented for information:

- FRN Partner Survey – March 26, 2025.
- Registration is Live for Provincial FCSS Accountability Framework Reporting Training – April 23, 2025.
- FCSSAA Board Meeting Highlights – April 25, 2025.
- Role of Community Navigator in FCSS Survey Summary – April 2025.
- FCSSAA News – April 2025.
- FCSSAA News – May 2025.
- Reflections on the 2025 FCSS All Council Gathering – April 4, 2025.

S. Deleeuw moved the Board to receive the correspondence as presented for information.

Carried

6. Reports

- a) Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

Professional Development

- 2025 Certified Health Executive (CHE) Convocation (May 28th) (attached).
- FCSS Accountability Framework Reporting Training, online (June 24th – 25th). Eva Penner will also be attending.
- CCHL National Conference (Theme: Unstoppable), Edmonton, AB (June 15th – 17th).

Reports

- FCSS Annual Report completed and submitted April 30, 2024.

Facilities

- Since March 19th, 2025, management has increased discussions and shared resources with staff regarding measles within our region.

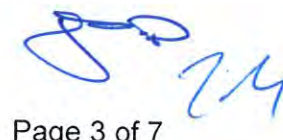
Staff

- Staffing updates.

M. Harris moved the Board to approve the Executive Director's Report as presented.

Carried

- b) Financial Report



Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board to approve the February 2025 Financial Report including:

- Financial statement for April 2025.
- Monthly accounts for March 2025;
- Monthly accounts for April 2025;
- ATB Mastercard Statement March 13, 2025, to April 10, 2025; and
- ATB Mastercard Statement April 11, 2025, to May 12, 2025.

Carried

c) 2024 Annual FCSS Program Report

Z. Morrison reviewed the 2024 Annual FCSS program report.

M. Kirby moved the Board to approve the FCSS program report for information.

Carried

7. New Business

a) Proposed Budget 2025

Z. Morrison reviewed the proposed budget for 2025.

Budget 2025

REVENUE

Provincial FCSS funding	1,493,196
Municipal Requisitions	458,168
Interest Income	40,000
Revenue Other	46,726
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

EXPENDITURES

Counselling Services	638,712
Family Services	781,647
Program Support	299,209
Senior Services	200,259
Youth Services	118,263
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

The Board discussed the proposed 2025 Budget for Barons-Eureka-Warner FCSS.

L. Nilsson moved the Board to approve the proposed 2025 Barons-Eureka-Warner FCSS Budget as presented.

Carried

S. Deleeuw moved the Board approve a retro-active 3% salary grid increase, effective April 1, 2025, applicable solely to permanent employees who were employed as of April 1, 2025. This increase shall exclude the position of Executive Director.

Carried

b) All Councils Meeting Review

The Board discussed the 2025 All-Councils meeting, including the *Reflections on the 2025 FCSS All Council Gathering, April 4, 2025*, letter received from the Town of Coalhurst as correspondence.

D. Degenstein discussed the *Reflections on the 2025 FCSS All Council Gathering* letter and suggested the following future recommendations:

- Offer all participating BEW FCSS municipalities the opportunity to host the All-Councils meeting, including time for Board members to discuss the event at their Council meetings before choosing a location.
- Include an Indigenous story or land acknowledgement during the Welcome portion of the All-Councils Agenda.
- Provide a blessing or invocation that meets the time constraints of the event and is inclusive to all faiths and those who choose not to participate.

Comments from Board members included:

- M. Harris said it was a great evening.
- M. Foster said her two board members had a great evening.
- L. Nilsson thought it was well done. A good evening that was handled well.
- J. Heggie thought it was a nice venue to hold that number of people. FCSS had a lot of Banners and presentations. FCSS kept the presentations to a minimum but handled the evening really well. His Council thought the event was great.
- S. Deleeuw and her two board members enjoyed it, but the photos at the end took too long.
- M. Kirby enjoyed having an FCSS staff member sit at their table.
- H. Caldwell provided further context from the letter, including specific examples such as the diversity of attendees at their table, the context of the invocation, concern for the background within the photos taken as well as a more inclusive representation from all 16 municipalities.
- L. Hickey stated the main objective was for FCSS and did not think that the Town of Coaldale was overstated.
- M. Payne and her Council enjoyed the evening.
- M. Jensen appreciated the convenience of the location.

J. Heggie moved the Board to accept for information.

Carried

c) FCSSAA South Region Meeting

D. Degenstein and Z. Morrison attended the FCSSAA South Region meeting and provided an update.

d) Executive Director Annual Evaluation – Evaluation Committee

The evaluation committee requires the Board Chair and three Board members to form a committee.

L. Hickey moved the Board to appoint D. Degenstein Board Chair, M. Harris, M. Kirby and L. Hickey to the Executive Director Evaluation Committee.

Carried

The Executive Director Evaluation Committee will meet on Wednesday September 3, 2025, at 2:00 p.m. prior to the regular Board meeting.

D. Degenstein will send out the information to the Committee prior to the meeting.

e) Northern Alberta Fires

L. Hickey brought the concern forward and shared the importance of being ready to accept evacuees if required.

Z. Morrison reminded the Board that the FCSS management team and staff have been part of reception centre exercises and are available to support if requested.

8. Round Table

The Board shared municipal updates.

M. Jensen left the meeting at 5:44

9. Closed Session

No closed session was held.

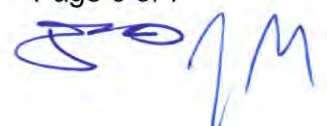
10. Date of Next Meeting

The date of the next regular Board meeting will be September 3, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

11. Adjournment

D. Doell moved the meeting to adjourn at 5:46 p.m.

Carried



Barons-Eureka-Warner Family & Community Support Services
Minutes of Regular Board Meeting – Wednesday, June 4, 2025.



Chairperson



Executive Director



Date



Date

Barons-Eureka-Warner Family and Community Support Services (FCSS)
Board Regular Meeting – September 3, 2025
Coaldale Hub – 2107 13th Street
In-Person and Online (Teams)
4:00 p.m. Board Meeting

- 1. Approval of Agenda**
- 2. Delegation**
 - a) Community Needs Assessment Update - Prentice Institute
- 3. Minutes**
 - a) June 4, 2025
- 4. Correspondence**
 - a) Correspondence Received
- 5. Reports**
 - a) Executive Director's Report
 - b) Financial Report
- 6. New Business**
 - a) Policy Updates and Recommendations
 - b) Municipal Requisition 2026
- 7. Round Table Discussion**
- 8. Closed Session**
 - a) Executive Director Annual Evaluation
- 9. Date of Next Meeting – October 1, 2025**
- 10. Adjournment**

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, June 4, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Doell, Daniel – Village of Barons
Jensen, Kelly – Town of Raymond
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Deleeuw, Shelley – Town of Vauxhall
Caldwell, Heather – Town of Coalhurst
Heggie, Jack – County of Warner
Foster, Missy – Village of Barnwell
Hickey, Lorne – Lethbridge County
Harris, Merrill – M.D. of Taber

Attendance (online)

Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent – Board Members

Chapman, Bill – Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Feist, Teresa - Town of Picture Butte

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator
Fitton, Becky – Community Services Supervisor

Call to Order

D. Degenstein called the meeting to order at 4:01 p.m.

1. Approval of Agenda

Additions:

1. (a) Introductions
7. (e) Northern Alberta Fires

M. Foster moved the Board to approve the agenda as amended.

Carried

2. Delegation

a) Tim Hortons Smile Cookie Campaign Update Delegation

Kim Fehr and Madison Hanson provided an update on the Coaldale and Taber 2025 Smile Cookie campaign.

The Board discussed the campaign, and thanked staff for this year's exceptional efforts.

L. Nilsson moved the Board to accept the Tim Hortons 2025 Smile Cookie Campaign Update for information.

Carried

b) Cheers to Volunteers Update

Cindy Lauwen provided an update on the Cheers to Volunteers annual initiative.

The Board discussed the initiative and expressed appreciation to the winners and nominees for their volunteer contributions.

J. Heggie moved the Board to accept the Cheers to Volunteers annual initiative Update for information.

Carried

Cindy Lauwen, Kim Fehr, and Madison Handson left the meeting at 4:12 p.m.

c) Report to Municipalities – Counselling Services

Mike Fedunec, Counselling Services Supervisor presented the Draft Report to Municipalities – Counselling Services 2025.

The Board discussed the information provided.

The Board thanked Mike Fedunec for his presentation.

H. Caldwell moved the Board to approve the Report to Municipalities – Counselling Services 2025 as presented, and request administration to distribute the report to our Municipalities and Alberta Government funders.

Carried

Mike Fedunec and Becky Fitton left the meeting at 4:25 p.m.

3. Minutes

a) April 2, 2025

K. Jensen moved the minutes of April 2, 2025, FCSS Board meeting be approved as presented.

Carried

4. Business Arising from the Minutes

- a) Letters of congratulations to Z. Morrison, P. DeBow, and M. Fedunec.

D. Degenstein shared the letters of congratulation with the Board and asked Administration to deliver the letters to Z. Morrison, P. DeBow and M. Fedunec for information only.

5. Correspondence

- a) Correspondence Received

The following correspondence was presented for information:

- FRN Partner Survey – March 26, 2025.
- Registration is Live for Provincial FCSS Accountability Framework Reporting Training – April 23, 2025.
- FCSSAA Board Meeting Highlights – April 25, 2025.
- Role of Community Navigator in FCSS Survey Summary – April 2025.
- FCSSAA News – April 2025.
- FCSSAA News – May 2025.
- Reflections on the 2025 FCSS All Council Gathering – April 4, 2025.

S. Deleeuw moved the Board to receive the correspondence as presented for information.

Carried

6. Reports

- a) Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

Professional Development

- 2025 Certified Health Executive (CHE) Convocation (May 28th) (attached).
- FCSS Accountability Framework Reporting Training, online (June 24th – 25th). Eva Penner will also be attending.
- CCHL National Conference (Theme: Unstoppable), Edmonton, AB (June 15th – 17th).

Reports

- FCSS Annual Report completed and submitted April 30, 2024.

Facilities

- Since March 19th, 2025, management has increased discussions and shared resources with staff regarding measles within our region.

Staff

- Staffing updates.

M. Harris moved the Board to approve the Executive Director's Report as presented.

Carried

- b) Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board to approve the February 2025 Financial Report including:

- Financial statement for April 2025.
- Monthly accounts for March 2025;
- Monthly accounts for April 2025;
- ATB Mastercard Statement March 13, 2025, to April 10, 2025; and
- ATB Mastercard Statement April 11, 2025, to May 12, 2025.

Carried

c) 2024 Annual FCSS Program Report

Z. Morrison reviewed the 2024 Annual FCSS program report.

M. Kirby moved the Board to approve the FCSS program report for information.

Carried

7. New Business

a) Proposed Budget 2025

Z. Morrison reviewed the proposed budget for 2025.

Budget 2025

REVENUE

Provincial FCSS funding	1,493,196
Municipal Requisitions	458,168
Interest Income	40,000
Revenue Other	46,726
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

EXPENDITURES

Counselling Services	638,712
Family Services	781,647
Program Support	299,209
Senior Services	200,259
Youth Services	118,263
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

The Board discussed the proposed 2025 Budget for Barons-Eureka-Warner FCSS.

L. Nilsson moved the Board to approve the proposed 2025 Barons-Eureka-Warner FCSS Budget as presented.

Carried

S. Deleeuw moved the Board approve a retro-active 3% salary grid increase, effective April 1, 2025, applicable solely to permanent employees who were employed as of April 1, 2025. This increase shall exclude the position of Executive Director.

Carried

b) All Councils Meeting Review

The Board discussed the 2025 All-Councils meeting, including the *Reflections on the 2025 FCSS All Council Gathering, April 4, 2025*, letter received from the Town of Coalhurst as correspondence.

D. Degenstein discussed the *Reflections on the 2025 FCSS All Council Gathering* letter and suggested the following future recommendations:

- Offer all participating BEW FCSS municipalities the opportunity to host the All-Councils meeting, including time for Board members to discuss the event at their Council meetings before choosing a location.
- Include an Indigenous story or land acknowledgement during the Welcome portion of the All-Councils Agenda.
- Provide a blessing or invocation that meets the time constraints of the event and is inclusive to all faiths and those who choose not to participate.

Comments from Board members included:

- M. Harris said it was a great evening.
- M. Foster said her two board members had a great evening.
- L. Nilsson thought it was well done. A good evening that was handled well.
- J. Heggie thought it was a nice venue to hold that number of people. FCSS had a lot of Banners and presentations. FCSS kept the presentations to a minimum but handled the evening really well. His Council thought the event was great.
- S. Deleeuw and her two board members enjoyed it, but the photos at the end took too long.
- M. Kirby enjoyed having an FCSS staff member sit at their table.
- H. Caldwell provided further context from the letter, including specific examples such as the diversity of attendees at their table, the context of the invocation, concern for the background within the photos taken as well as a more inclusive representation from all 16 municipalities.
- L. Hickey stated the main objective was for FCSS and did not think that the Town of Coaldale was overstated.
- M. Payne and her Council enjoyed the evening.
- M. Jensen appreciated the convenience of the location.

J. Heggie moved the Board to accept for information.

Carried

c) FCSSAA South Region Meeting

D. Degenstein and Z. Morrison attended the FCSSAA South Region meeting and provided an update.

d) Executive Director Annual Evaluation – Evaluation Committee

The evaluation committee requires the Board Chair and three Board members to form a committee.

L. Hickey moved the Board to appoint D. Degenstein Board Chair, M. Harris, M. Kirby and L. Hickey to the Executive Director Evaluation Committee.

Carried

The Executive Director Evaluation Committee will meet on Wednesday September 3, 2025, at 2:00 p.m. prior to the regular Board meeting.

D. Degenstein will send out the information to the Committee prior to the meeting.

e) Northern Alberta Fires

L. Hickey brought the concern forward and shared the importance of being ready to accept evacuees if required.

Z. Morrison reminded the Board that the FCSS management team and staff have been part of reception centre exercises and are available to support if requested.

8. Round Table

The Board shared municipal updates.

M. Jensen left the meeting at 5:44

9. Closed Session

No closed session was held.

10. Date of Next Meeting

The date of the next regular Board meeting will be September 3, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

11. Adjournment

D. Doell moved the meeting to adjourn at 5:46 p.m.

Carried

Barons-Eureka-Warner Family & Community Support Services
Minutes of Regular Board Meeting – Wednesday, June 4, 2025.

Chairperson

Executive Director

Date

Date

UNAPPROVED

September 3, 2025

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA (FCSSAA)

- 2025-06-04 - Announcing the New Look for FCSSAA Annual Conference!
 - 2025-06-10 - Introducing IMPACT's 2025 FCSSAA Conference Inspiring Keynote Speakers
 - 2025-06-13 - Call for Resolutions for the FCSSAA 2025 AGM
 - 2025-06-24 - FCSSAA June 2025 News
 - 2025-07-08 - Call for Nominations - FCSSAA Board President (2025-2027 Term)
 - 2025-07-24 - FCSSAA July 2025 News
 - 2025-08-01 - FCSSAA Materials - Please Share with your Region
 - 2025-08-07 - FCSS Advocacy Campaign 2025
 - 2025-08-12 - Branded FCSS Clothing
-

From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: Announcing the New Look for FCSSAA Annual Conference!
Date: June 4, 2025 10:35:16 AM
Attachments: [Story Behind IMPACT Conference Brand.pdf](#)

Hi everyone,

The FCSSAA is thrilled to unveil the fresh new look of the annual conference! In the brand story attached, you'll see that the look is a reflection of our ongoing commitment to innovation, growth and connection. This transformation is more than just visual; it represents the story of our shared journey and the evolving **IMPACT** of Family and Community Support Services across Alberta.

See the new look and read the brand story in the attached conference notes.

If you have any questions or feedback, please let us know! Email communications@fcssaa.org.

Thanks!

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5





IMPACT

fcssaa

Annual Conference

Nov. 26-28, 2025

DoubleTree by Hilton,
West Edmonton

CONFERENCE NOTES

Unlocking the Power of Community

The Story Behind the New Look of the FCSSAA Annual Conference

Every community is unique—made up of individuals, families and support systems that form a dynamic and ever-evolving puzzle. Like a Rubik's Cube, no two configurations are the same, yet all contribute to a greater whole.

That's the inspiration behind the new **IMPACT** identity for the FCSSAA Annual Conference—a design that speaks to the **multi-dimensional representation** of community and the ways in which FCSS works tirelessly to uplift, support and strengthen the people they serve.

At the heart of this transformation is the **cube**—a symbol of adaptability, resilience and the many layers of community service that FCSS embodies. It reflects the interconnected efforts of social services professionals who work collaboratively, turning challenges into solutions, one twist at a time.

The new look embraces **FCSSAA's brand identity colours**, seamlessly integrating into the organization's established visual language. It reinforces that, while the conference evolves, it remains deeply rooted in the mission, vision and values of making an impact.

And, if you look closely, you'll see the **cog**—the quiet but powerful element linking it further to the FCSSAA and FCSS logos. It's a reminder that each individual program, each effort and each initiative contributes to something bigger—the collective **IMPACT** of FCSS.

This new look isn't just a fun initiative. It's a commitment. A commitment to **innovation, collaboration and unity** in building stronger communities. Because when we bring the pieces together—when we find alignment in our shared goals—we create something truly **impactful**.

Welcome to the future of FCSSAA's Annual Conference. Welcome to **IMPACT**.

***P.S.** As we move forward, each Annual Conference Planning Committee will have the opportunity to incorporate a tagline that aligns with their specific theme for the year. This allows for flexibility and creativity while keeping every conference unified under the **IMPACT** banner.*

If you have any questions or feedback, please let us know! Email communications@fcssaa.org.

From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: Introducing IMPACT's 2025 FCSSAA Conference Inspiring Keynote Speakers
Date: June 10, 2025 10:19:15 AM
Attachments: [Conference Notes Keynote Speakers.pdf](#)

Hi everyone,

We are beyond excited to unveil this year's keynote speakers—visionary leaders who are reshaping the way we think, connect and innovate. Their expertise spans cutting-edge technology, community empowerment and the future of human relationships, offering fresh perspectives that will spark conversations long after the event. Please see the attached Conference Notes for details on these incredible sessions and stay tuned as we share more about the 2025 FCSSAA Annual Conference in future Conference Notes.

If you have any questions about IMPACT 2025 FCSSAA conference, please contact Colleen Burton Ochocki at coordinator@fcssaa.org

Have a great day!

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5





IMPACT

fcssaa

Annual Conference

Nov. 26-28, 2025

DoubleTree by Hilton,
West Edmonton

CONFERENCE NOTES

Opening Keynote: Wednesday, November 26

Dan Riskin

How to Thrive in the Brave New World of Artificial Intelligence

The FCSS is focused on helping Albertans build meaningful relationships with the other people in their communities. At first glance, artificial intelligence (A.I.) may look like an impediment to that mission—a potential replacement for the connections on which people rely. But recent research on the ways A.I. is being used across workplaces, schools and other institutions, shows the opposite trend. People are finding ways to enhance their abilities with A.I., and to fill the gaps where human connection isn't feasible, all without the fragmentation of peer networks.

In this talk Dan will explore the positive consequences of the A.I. revolution on human connections and offer a roadmap for how to get the most out of the A.I. tools all around us. Based on the overarching theme of bio-inspiration, we will also look at the connections we have to the natural world.

About Dan



Dan Riskin is a renowned evolutionary biologist, bestselling author and award-winning science communicator known for making science accessible and entertaining. He co-hosted Discovery Canada's *Daily Planet*, hosted Animal Planet's *Monsters Inside Me*, and frequently appears on CTV as a Science and Technology Specialist. A world expert on bat biomechanics with a PhD from Cornell, Riskin left academia to focus on outreach and now shares his passion for science through television,

documentaries and wildlife tours around the globe. Charismatic and humorous, he's been interviewed by major media figures and is the author of *Mother Nature Is Trying to Kill You* and the children's book *Fiona the Fruit Bat*.



IMPACT

fcssaa

Annual Conference

Nov. 26-28, 2025

DoubleTree by Hilton,
West Edmonton

Closing Keynote: Friday, November 28

Jessica Janzen

From Surviving to Thriving

When life throws challenge your way, how do you move from merely surviving to truly thriving? In this session, Jessica Janzen will share actionable resiliency tools that can unlock forward momentum and reinvigorate not only yourself but those around you. She'll dive into how to shift from a problem mindset to a possibility mindset, opening the door to new opportunities and growth.

Audiences will also learn strategies to get back on track when life derails your plans, plus the key to flowing through different seasons of life rather than struggling for perfect balance. With these tools in hand, audiences will leave equipped to lead themselves and others through adversity with confidence and grace.

Key takeaways include:

- Resiliency tools to unlock forward momentum.
- How to move from a problem mindset into a possibility mindset.
- How to reinvigorate yourself and those around you.
- The art of flowing through seasons rather than the struggle for perfect balance.

About Jessica



Jessica Janzen is a dynamic motivational speaker, bestselling author and resilience expert who helps teams overcome burnout, change fatigue and disengagement with high-energy keynotes that inspire lasting transformation. Known for her straight-talking, joyful approach, she empowers audiences with actionable strategies to shift their mindset from problems to possibilities. Janzen is co-founder of *The Love for Lewiston Foundation*, which has raised over \$3 million for Spinal Muscular Atrophy

(SMA) and helped implement newborn screening in Alberta. Named one of Calgary's *Top 40 Under 40*, she draws on her personal journey with love, loss and mental health in her book *Bring the Joy*, guiding audiences to thrive through adversity and lead with purpose.

From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: Call for Resolutions for the FCSSAA 2025 AGM
Date: June 13, 2025 2:16:20 PM
Attachments:

[Call for Resolutions Letter 2025.pdf](#)
[2025 FCSSAA Resolution Manual.pdf](#)

Forwarded by

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5



Hi FCSS Programs,

The FCSS Association of Alberta's Annual General Meeting (AGM) will take place on Thursday, November 27, 2025, at 11:00 a.m. The meeting will be held in person during the annual conference at the Mayfield Dinner Theatre, DoubleTree by Hilton West Edmonton.

Attached you'll find a letter from Crystal Tremblay, FCSSAA Secretary, with details on submitting resolutions, along with the Resolution Manual.

If your program does not have an Advisory Board, please share this information with your Board Chairperson or CAO.

Please note the resolution submission deadline: Monday, September 29, 2025, at 12:00 noon.

If you have any questions, feel free to contact me at director@fcssaa.org or reach out to Crystal at crystal@srfcss.com.

Thank you,
Mellissa

Mellissa Kraft

Executive Director

director@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton, AB | T5J 2V5



DATE: June 12, 2025

TO: FCSS Board Chairs and Board Members or CAOs where an FCSS Board is not in place

FROM: Crystal Tremblay, Secretary
Family and Community Support Services Association of Alberta (FCSSAA)

RE: **Call for Resolutions for 2025 FCSSAA Annual General Meeting (AGM)**

Greetings everyone,

The 2025 FCSSAA Annual General Meeting (AGM) will be held on **Thursday, November 27**.

As outlined in the FCSSAA Constitution, Strategic Plan, and AGM Resolutions Manual, the Board is mandated to represent our members to the best of our ability. According to the FCSSAA bylaws, the Board shall:

- “Investigate and pursue common issues and concerns affecting municipal preventive social programs,” and
- “Advocate on behalf of local communities and programs to the general public, municipal governments, regional governance bodies, provincial and national agencies.”

The resolution process is one of the keyways local FCSS Boards or municipal Councils can bring forward issues that are important to FCSS programs across Alberta. Resolutions guide the FCSSAA Board in determining appropriate action.

We encourage your FCSS Board (or Community Services) or municipal Council to submit resolutions. Please note the following criteria:

- Resolutions must fall within the scope of the FCSSAA and its relationship with the Ministry of Assisted Living and Social Services.
- Topics should be of provincial significance to municipalities.
- Resolutions related to provincial funding of FCSS are not required, as this is already part of the Board’s ongoing advocacy efforts.

For guidance, please see the attached FCSSAA Resolutions Procedures Manual, which includes:

- Submission format and rules
- Carried resolution process
- Sample resolutions

The Resolutions Committee will review all submissions following the deadline. If similar resolutions are received, the committee will work with the submitters to draft a combined resolution to avoid duplication.

Submission deadline: Monday, September 29, 2025, by 12:00 noon (60 days prior to the AGM, as per FCSSAA bylaws)
Please email your resolutions to: director@fcssaa.org

If you have questions about resolution topics or the submission process, contact:
Mellissa Kraft at the FCSSAA office: director@fcssaa.org | 780-422-0133 or myself: crystal@srfcss.com

Thank you for your continued commitment to preventive social services in Alberta.



FCSSAA Resolution Manual

2025



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DEFINITIONS

AGM - the Annual General Meeting of the FCSS Association held once a year in conjunction with the Association's provincial conference.

Assembly - FCSS Association members in attendance to transact the business of the Association at the AGM.

Association, FCSS Association, FCSSAA - the Family and Community Support Services Association of Alberta.

Association Board- the Board of Directors of the FCSS Association of Alberta; Director means a member of the Association Board

Carried - a resolution is carried when 2/3 of votes are in favour.

Defeated - a resolution is defeated when the majority of votes are opposed.

Emergent - a resolution that meets the criteria of "Emergent Resolutions" on page 11.

Executive Director- the person responsible for the day to day operation of the FCSSAA

FCSS Board - any board or authority appointed by a municipality to advise, manage or operate an FCSS Program, as described in the Association's bylaws.

Legislative Amendment - a change to a law (or Act) that has been enacted by the provincial government.

Member - any Municipal or Métis Settlement board member, councillor, administrator, or staff person of an FCSS Program that is a member of the FCSS Association.

Member Program - any FCSS program having paid the annual membership fee to the FCSS Association, as described in the Association's bylaws.

Parliamentarian - a person skilled in parliamentary procedure or debate, appointed by the Association Board to advise the Resolutions Session Chairperson on procedure whenever necessary.

Quorum - the number of members required to be present to transact business. Quorum for the Association's annual meetings is 50% plus one (1) of the voting delegates in attendance at the commencement of the meeting, as described in the Association's bylaws.

Secretary - the Secretary of the FCSS Association Board.

Special Resolution - Special resolutions are required only for amending or rescinding bylaws, altering objects, borrowing money, amalgamating societies, or dissolving societies. The requirements of the Societies Act and the Association's bylaws must be followed to submit a Special Resolution.

Voting Delegate - either of the two (2) members authorized by a member FCSS Board to represent the best interests of their board and to vote accordingly during the business meeting of the Association.

FCSSAA RESOLUTION COMMITTEE/BOARD OVERSIGHT

1. A Call for Resolutions will be sent out by the FCSSAA administration on behalf of the FCSSAA Secretary. The resolution manual will be attached.
2. The Board shall establish a Resolutions Committee that is comprised of at least three members of the Board. The FCSSAA President shall be offered first right of refusal to chair the Resolutions Committee.
3. The FCSSAA and/or Resolutions Committee may, in consultation with the sponsoring community or communities:
 - a. amend the grammar, wording or format of the resolution provided it does not change the intent;
 - b. provide comments on each resolution with regards to its background; consolidate resolutions of similar intent or subject matter and notify sponsoring communities of the consolidation;
 - c. inform the sponsoring community(ies) where the resolution will materially change or contradict a current FCSSAA position;
 - d. notify the sponsoring community(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy; and
 - e. refer resolutions that duplicate the requests made in an active resolution(s) either directly or indirectly back to the resolution sponsor.
4. The Resolutions Committee shall have power to accept or reject submitted resolutions based on the criteria. The reason for rejection will be submitted in writing to the submitting party.
5. A parliamentarian shall be engaged to support the chair during the Resolutions Session. The FCSSAA Board of Directors shall appoint the parliamentarian on an annual basis.

ADMINISTRATIVE REVIEW

1. The FCSSAA Resolutions Committee, through the Executive Director, may return any submitted resolution to the sponsoring community to have deficiencies corrected or to clarify details of the resolution.

Deficiencies may include but are not limited to:

- a. absence of any indication of the resolution being endorsed by the Council of the sponsoring municipality;
- b. the preamble includes statements contradictory to the operative clause or lacks necessary details;
- c. lack of a clear supporting narrative where the rationale of the resolution is unclear;
- d. unclear background and preamble; and

- e. incorrect or misleading statements within the resolution or within the supporting background information and/or documentation.
- 2. Each resolution and accompanying background information may undergo fact-checking to ensure details relating to the resolution are accurate.
- 3. The return by the FCSSAA Executive Director of any proposed resolution for the correction of any deficiencies will not affect its categorization nor will it disqualify a resolution submitted on time.
- 4. The FCSSAA Resolutions Committee shall review each proposed resolution for format and content and may recommend that the FCSSAA Board of Directors refuse to submit to the Resolutions Session any resolution deemed inappropriate for consideration by the FCSSAA.

The FCSSAA Resolutions Committee may:

- a. amend the grammar or format of the resolution;
 - b. consolidate resolutions of similar intent or subject matter;
 - c. provide comments on each resolution regarding its background;
 - d. inform the sponsoring municipality where the resolution will materially change or contradict current FCSSAA policy;
 - e. recommend to the FCSSAA Board of Directors that resolutions already adopted and/or forming FCSSAA policy not be considered at the AGM, and be returned to the sponsor(s) of the resolution(s) with an explanation of the reason for return; and
 - f. refer resolutions back to the sponsor community for deficiencies including but not limited to those outlined.
- 5. When the FCSSAA Resolution Committee determines that a proposed resolution is appropriate for submission to the Resolutions Session, it shall confirm the resolution meets the criteria outlined in the FCSSAA Resolution Manual
 - 6. The FCSSAA Resolutions Committee will prepare a Resolutions Report, which will include all proposed resolutions determined appropriate for submission to the Resolutions Session, including the following information on each resolution:
 - a. number and title of resolution;
 - b. name of sponsoring member(s);
 - c. proposed resolution;
 - d. resolutions category; and
 - e. resolutions will appear in the Resolutions Report and the Resolutions Session Agenda in the submitted and accepted.
 - 7. The Resolutions Report will be forwarded to the FCSSAA Board of Directors, and upon the FCSSAA

Board of Directors approving the Resolutions Report, the sponsoring community will be notified.

8. The FCSSAA will electronically publish and distribute the list to the members at least 30 days prior to the AGM session.

PROCEDURE FOR AUTHORIZING VOTING DELEGATES

1. Each Member program can have two voting delegates, with those delegates being either paid staff or a person approved by the Member program. Each delegate is entitled to one vote.
2. Voting delegates must register at the AGM Registration Table prior to entering the AGM
3. Voting instructions will be provided to the authorized delegate(s) when they register.

RESOLUTIONS COMMITTEE

1. A Resolutions Committee will be appointed by the Association Board in accordance with the Constitution, at the beginning of each term. The Committee shall consist of no fewer than three (3) members. The Committee shall appoint a Chairperson from its membership.
2. Duties of the Committee are as follows:
 - a. To review all proposed resolutions submitted. In the event of duplication, the committee will draft a combined resolution and discuss it with those members involved. If those members involved are in agreement, the revised resolution will be included with other resolutions submitted. If the members involved do not agree to combine their resolutions, the resolutions will be submitted separately, as originally prepared.
 - b. To review, arrange and group resolutions according to topic.
 - c. To be responsible for providing all proposed resolutions and amendments to all member boards.
 - d. To maintain an up-to-date file of resolutions duly presented at Annual or Special Meetings to provide valuable resource material and continuity, and to record the disposition of said resolutions.
 - e. To review the rules and procedures of the Resolutions Sessions and make recommendations to the Association Board regarding amendments.
 - f. To hold a committee meeting prior to the AGM to ensure the Resolutions Session is conducted in a thorough and timely manner.
 - g. To confirm that voting delegates have registered and received voting information prior to the AGM.
 - h. To provide a registration count of voting delegates for establishing a quorum.

RESOLUTION SESSION CHAIRPERSON

1. The Resolution Session Chairperson is:
 - a. to be appointed by the Resolutions Committee;
 - b. to preside over the Resolutions Session of the AGM;
 - c. to be familiar with the business to be presented and all procedures necessary to expedite the business; and
 - d. to act as Chairperson of the delegates' briefing at the AGM and review the Resolutions Session Rules of Order with delegates.

RESOLUTION PROCEDURAL ADVISORS

1. The Procedural Advisors will have a good working knowledge of the Association's Constitution, Rules of Order, and any other rules governing this Association.
2. The duty of the Procedural Advisors is to advise the Session Chairperson on procedure whenever necessary.
3. One will be a member of the Resolutions Committee.
4. One will be a Parliamentarian selected and approved by the Association Board.

DELEGATES

1. Delegates are expected to:
 - a. be familiar with the Resolutions Procedures Manual;
 - b. identify themselves as voting delegates, if applicable, and receive voting information prior to entering the AGM;
 - c. attend the AGM;
 - d. be familiar with the resolutions package;
 - e. represent the best interests of their FCSS Board or member municipality and to vote accordingly during the AGM; and
 - f. report to their Board or member municipality on the decisions and outcomes of the conference and the AGM.

AGM RESOLUTION SESSION RULES OF ORDER

1. If an FCSS Member Board wishes or consents to withdraw its resolution, the Session Chairperson will notify the delegates prior to introducing the resolutions.
2. Resolutions will be debated in the order they appear in the Resolutions Section of the Annual Report, unless it is agreed by a 2/3 majority vote of the AGM assembly to discuss a resolution out of order.
3. The Session Chairperson will introduce each resolution by number and the name of the sponsoring FCSS Board and ask a member of the Resolutions Committee to read the resolution to the assembly. They will then ask the sponsoring FCSS Board to move and second the resolution.
4. The Session Chairperson will identify the mover and seconder and invite the mover to be the first speaker. The Session Chairperson will then ask the seconder if they wish to speak to the motion.
5. The mover and seconder may speak to the resolution for a combined total of five (5) minutes. All other speakers addressing the resolution may speak for a maximum of two (2) minutes.
6. Only authorized delegates may present motions, amendments, and vote, but any Association member in attendance may speak to a question.
7. Persons in attendance at the AGM who are not members of the Association may speak to a motion by requesting a “special privilege to speak” of the Session Chairperson, which must be agreed to by a 2/3 majority vote of the delegates.
8. A speaker should approach the appropriate microphone; upon recognition from the Session Chairperson they will state his/her name, the name of his/her Board, and then proceed
9. Once no other delegates indicate a desire to speak to the resolution, the mover will be offered a maximum of two (2) minutes to speak, and in doing so will close the debate.
10. The AGM assembly will accept one amendment at a time, and one amendment to the amendment at a time, during a debate. All amendments must be submitted in writing to the Session Chairperson.
11. Friendly amendments will be accepted if consent is granted by the mover. Friendly amendments must not change or refocus the intent of the resolution.
12. Any other amendment requires a mover and a seconder and must be debated and either passed or defeated by the AGM assembly.
13. The Session Chairperson, in consultation with the Parliamentarian, will rule as to whether amendments comply with the intent of the original motion.
14. Special resolutions require a three-quarter (3/4) majority vote.
15. All other resolutions require a two-thirds (2/3) majority vote.
16. Voting will be completed electronically, or as designated by the Session Chairperson.

17. The results of a vote as tabulated by the electronic voting system will be considered by the Session Chairperson to be accurate and final.

If voting occurs in person, where the results of a vote are too close for the Session Chairperson to determine, or where requested by delegates, the Session Chairperson will ask for a standing vote. All voting delegates will be asked to stand at the appropriate time to signify their support or opposition to the question under consideration. Resolutions Committee members will circulate through the assembly to count the results of the vote, and will advise delegates to be seated as their votes are counted.

18. Resolutions that receive the endorsement of the AGM assembly are effective for five (5) years after their passage, unless later amended, rescinded, or considered resolved.
19. "Robert's Rules of Order, Newly Revised", will govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Rules of Order of the Constitution of this Association.

CARRIED RESOLUTION PROCEDURE

1. Resolutions carried by the membership:
 - a. Shall not be amended or modified by the FCSSAA Resolutions Committee or the FCSSAA Board of Directors except as provided for in this Section.
 - b. Will be referred to the relevant FCSSAA Standing Committee which will:
 - develop policy statements and make a recommendation to the FCSSAA Board of Directors; or
 - recommend to the Board any amendments to background information or Preamble as needed.
2. The policy statements developed by the relevant FCSSAA Standing Committee(s) shall be reviewed and approved by the FCSSAA Board of Directors, following which each statement will be sent to the appropriate Ministry.
3. The FCSSAA Executive Director will collect all advocacy responses and prepare an action on resolutions inventory on the FCSSAA website. The status of resolutions inventory will include the responses and an indication of what (if any) follow up action FCSSAA will take with regards to any resolution for which the advocacy was not successful.
4. The FCSSAA Board of Directors will be the final determinant as to the status and disposition of outstanding resolutions.
5. A resolution that has been deemed to be closed or inactive may not be submitted again for a period of three years from the time that determination was made.

RESOLUTION PREPARATION

1. Resolutions **must address only one clearly defined concern.**
2. Resolutions **must meet at least one of the following criteria:**
 - a. The resolution must address a topic that is of significance to FCSS programs in municipalities and Métis settlements throughout the province. In other words, does the topic potentially affect the

majority of FCSS Programs? *NOTE: Concerns specific to one municipality or region should be dealt with locally, or forwarded to the FCSSAA Regional Board Representative*

- b. The issue must have a direct financial impact on FCSS programs.
 - c. This issue must have a direct impact on FCSS service/program delivery.
 - d. This issue must fall within the FCSS mandate; for example, education, justice, health, and services that are not preventive in nature are outside of FCSS legislation. If the issue is not within the FCSS mandate, why is it important for FCSS to address it?
3. Resolutions will be evaluated against the criteria by the Resolutions Committee to determine if the topic falls within the scope of the FCSSAA to address. If committee members are not in unanimous agreement about whether to accept or reject a resolution it will be forwarded to the FCSSAA Board to make the final decision.
 4. The **format for the wording of a resolution must be:** BE IT RESOLVED THAT [your motion, worded concisely], followed by a concise RATIONALE or BACKGROUND.
 5. BE IT RESOLVED is the operative clause of the resolution. This clause **must clearly set out what the resolution means to achieve**, and must be brief and straightforward so that the intent of the resolution is clearly understood. Do not generalize.
 6. The **RATIONALE or BACKGROUND following the BE IT RESOLVED clause should be as concise as possible and must relate to at least one of the criteria listed above.** Examples of resolutions following the proper format are attached in Appendix A.
 7. Resolutions may be submitted by any FCSS Board or Municipal Council that is a member of the FCSS Association and is in good standing. Associate members may not submit resolutions.

FCSSAA ANNUAL GENERAL MEETING RESOLUTIONS INFORMATION

The Secretary of the Association (via email to the Executive Director) must receive resolutions at least 60 days prior to the AGM.

1. Should there be a request to **amend a proposed resolution prior to the AGM, it must be done in writing**. The format should be as follows:

WE WISH TO AMEND THE PROPOSED RESOLUTION NUMBER [X]

BY [choose one of the following: adding; striking out; striking out and inserting; inserting; substituting ...]; followed by your RATIONALE.

Do not include the original proposed resolution in the amendment. Clearly state the resolution that is being requested to be revised on the submission.

2. Should there be a request to **amend a proposed resolution from the floor at the AGM**, the proposer must move to the microphone, and after being recognized by the Session Chairman, state how they wish to amend the resolution. (Example: "I move to amend the proposed resolution by ..."). **The written amendment must then be passed to the Session Chairman.**
3. Should there be a request to amend the Association's Constitution, a Special Resolution is required. Constitutional amendments cannot be made from the floor.
4. If there are any questions regarding resolutions or procedures to be followed during the AGM, a member of the Resolutions Committee or the Secretary of the Board can be contacted.
5. **The AGM assembly will not consider a late resolution.** A late resolution is a resolution received after the deadline of 60 days prior to the AGM, and not fitting the definition of an emergent resolution.

EMERGENT RESOLUTIONS

1. To be considered emergent, a resolution must meet the following criteria:
 - a. it must deal with an issue of significant importance to FCSS Programs, arises after the deadline for submission of resolutions and before the date of the next AGM; and
 - b. members of the Resolutions Committee must agree that the issue requires debate prior to the next AGM due to a deadline for action or response.
2. The Resolutions Committee must receive emergent resolutions **at least 3 days prior to the AGM.**
3. The Resolutions Committee may provide comment on each proposed emergent resolution; however, the decision as to whether the emergent resolution will be accepted for debate rests with the AGM assembly.
4. Emergent resolutions will be dealt with after resolutions contained in the Resolutions Section of the Annual Report, unless an emergent resolution is accepted out of order by a 2/3 majority vote of the delegates.
5. Each proposed emergent resolution must be moved and seconded by eligible voting delegates for acceptance by the AGM assembly. Each emergent resolution will be considered separately.

6. A 2/3 majority vote of delegates is required to accept an emergent resolution for debate.
7. Emergent resolutions that are accepted for debate must then be moved and seconded by eligible voting delegates for consideration of the AGM assembly. Each emergent resolution will be considered separately and will be subject to the same rules of majority as regular resolutions.
8. A member wishing to submit an emergent resolution must provide an electronic version for distribution to all delegates through the Executive Director.

Appendix A

SAMPLE RESOLUTION A

SUBMITTED BY: Lac La Biche County Family and Community Support Services

TOPIC: Centralized Call Centre Process to Access Alberta Supports Services

BE IT RESOLVED THAT the FCSSAA work with the Provincial Government to reduce barriers for accessing Alberta Supports Services for people who do not have the financial or technological means for reliable telephone or internet service. Utilizing call centres to access services created barriers for people who need Alberta Supports Services the most.

RATIONALE

During the pandemic the Alberta Government launched a centralized process for people to access services through Alberta Supports. People are expected to either go on-line or phone a call centre to get the vital supports needed. Going to this process meant many assumptions were made, which do not bear out. Using on-line services presumes people are literate with internet usage, have ready access to internet or cellular service and have a device they can use.

People living on income supports often cannot afford internet or cellular services or devices, and in rural areas these services are often not be reliable. The Alberta Rural Connectivity Coalition states that only 37% of rural Alberta households have access to an internet connection speed that meets the federal government's basic service speed.¹¹ If someone with constricted finances does have a cellular phone, they often use phone service by the minute or straight texting plans. Reports of having to be on a phone for lengthy periods of time on hold, sometimes more than an hour at a time, means these people cannot access services they need. Also, when we view the seniors' population or people with limited intellectual abilities, they may not be able to navigate web systems to access services or use a cell phone for this purpose.

The barriers created by utilizing an on-line access portal or call centre has further disenfranchised people who are often at the fringes of society already. Community agencies and services are feeling the impact of this change in process. This includes some rural FCSS offices, especially where there are no other human services organizations in a community. Non-profit agencies have people coming to utilize their Wi-Fi, phones, faxes and get help completing forms – services previously offered through Alberta Supports. Regular services or case loads these agencies typically provide are disrupted by people who would ordinarily go to the local Alberta Supports office for services.

While utilizing a centralized approach to accessing services appeared to be a reasonable approach while pandemic protocols were at their most stringent, there is a significantly negative impact for people living in rural communities. This negative impact is to people needing Alberta Support services and people who would have been normally served by non-profit agencies being overwhelmed by the extra workload.

SAMPLE RESOLUTION B

RESOLUTION No: 2019-01

TOPIC: CONTINUED FUNDING WITH MULTI-YEAR FUNDING CYCLES

SUBMITTED BY: Red Deer & District FCSS Board

BE IT RESOLVED THAT the Family and Community Support Services Association of Alberta (FCSSAA) advocates to the Government of Alberta to commit to continual financial support of Family and Community Support Services on multi-year budget cycles that reflect population change, and other commensurable factors such as cost of living, and evidence-based statement of need.

RATIONALE

In accordance with the *Municipal Government Act 2017*², municipalities are required to adopt, at minimum, three-year operating plans and five-year capital plans and

Recognizing that Family and Community Support Services (FCSS) is an 80/20 financial partnership between the Government of Alberta and participating municipalities or Metis Settlements and

Recognizing the Blue Ribbon Panel on Alberta's Finances Report recommendations to "explore new approaches and alternatives for delivering public services, improve Alberta's competitive position, and focus on achieving a sustainable financial situation and long-term results for Albertans"³ and

Recognizing that the Red Deer and District Family and Community Support Services Board Funding Guide commits to the principle of *Responsiveness* meaning that consideration is given to the need for stable funding and the ability to address emerging issues through a three year funding cycle for all local projects and

Recognizing that the method of allocating provincial funding to participating municipalities and Métis Settlements was last revised during the 2006 FCSS Program Review as stated in the FCSS Handbook⁴ and

Finally, that the Government of Alberta is committed to the principles of efficiency, accountability, volunteerism, and supporting a civil society which are the foundational pillars of the Family and Community Support Services Program.

² http://www.qp.alberta.ca/1266.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779811519

³ <https://open.alberta.ca/dataset/081ba74d-95c8-43ab-9097-cef17a9fb59c/resource/257f040a-2645-49e7-b40b-462e4b5c059c/download/blue-ribbon-panel-report.pdf>

⁴ <https://open.alberta.ca/dataset/18ffaf4e-db3b-476c-8901-9a9d825c366b/resource/2589adce-09c5-4830-9ba2-406c5ae4f4c7/download/2010-family-and-community-support-services-fcss-program-handbook.pdf>

[View this email in your browser](#)

FCSSAA NEWS

June 2025



Upcoming FCSSAA Closure: July 1 Canada Day

President's Update

Cultivating Collaborative Relationships

Wow - what an incredible season of spring regional meetings!

I was so grateful for the opportunity to attend every spring regional meeting across the province, whether in-person or virtually. It was a pleasure to connect with so many of you and to provide updates from the Association. I am honoured for your trust during these conversations and will take your questions and feedback back to the team. Thank you to the programs and communities that hosted and organized, those who travelled or joined virtually, and to our allied



A heartfelt thank you to our incredible regional representatives for being such strong, devoted leaders in your regions, and to our Executive Director, Mellissa, for the thorough and thoughtful updates she provided at each meeting.

These meetings are a whirlwind, but they're a powerful reminder of the passion, commitment and collaboration that make FCSS so strong.

Spring Regional Meetings Recap

Between April and June, the eight regions and all Métis Settlements met in various locations across the province. Altogether, close to 300 people — including staff and board members — came together to participate in these conversations. The topics covered included informative updates from the Provincial FCSS office, RMA, Alberta Municipalities and the FCSSAA with local presentations reflecting the unique spirit of each group.

From sharing updates over fresh cinnamon buns in Tofield to insightful presentations in the stunning setting of Métis Crossing, the spring regional meetings reminded us of the creativity and heart that fuel FCSS work. We welcomed the first signs of spring at the Saskatoon Farm while reconnecting with colleagues, soaked in the mountain views of Grande Cache during a powerful session on Living with Intention, and witnessed community dinner volunteers in action in Lacombe. The West Central meeting wrapped up with a rousing live auction, complete with a professional auctioneer!

The Edmonton-Evergreen region wrapped up a productive meeting with a bus tour of Leduc, while the South Region paired important updates



resilience in action as staff hosted the meeting while also supporting wildfire evacuees from Swan Hills.

The Métis Settlements gathering offered time for sharing, collaboration and deep discussions about the unique challenges and strengths within their communities.

Thank you to everyone who helped organize and host this year's Spring Regional Meetings. We truly enjoyed visiting your communities, connecting and learning more about all the inspiring work happening across the FCSS network.



FCSSAA 2025 AGM Call for Resolutions

The FCSSAA's Annual General Meeting will take place on
Thursday, November 27, 2025, at 10:30 am.

View the letter from Crystal Tremblay, FCSSAA Secretary,
with details on submitting resolutions: <https://bit.ly/3STH5YA>
and then download the Resolution Manual: <https://bit.ly/4jSkbvC>

If your program does not have an Advisory Board,
please share this information with your Board Chairperson or CAO.

Resolution submission deadline: Monday, September 29, 2025, at noon.



Member Survey Response Up 25%

Thank you to everyone who shared your feedback, comments and thoughtful suggestions in the 2025 FCSSAA Member Survey.

We are so grateful to have such an engaged membership and were very pleased to see the careful consideration given throughout the responses.

FCSSAA offers members. Additionally, the Board will rely on the findings from the survey to help shape a new strategic plan in the fall. Your regional representative will circulate a summary of the survey results with the June Board Highlights email. You may also view the summary in the Library on the members' side of the website.

These official surveys are excellent ways to benchmark how the FCSSAA is doing as an organization; however, it does not need to be the only way or only time we want to hear from you. The FCSSAA is your Association; and your regional rep is always happy to discuss any thoughts, suggestions or concerns you have throughout the year. If you don't know who your representative is, find out here: fcssaa.org/about-fcssaa/board/.

Coming Soon: FCSSAA Advocacy Bulletin

What has FCSSAA been up to?

We've been busy advocating on your behalf—meeting with provincial leaders, forming partnerships for stronger preventive supports and ensuring the impact of FCSS is heard loud and clear. But we know we can do a better job of letting you know about everything that is underway! The new bulletin will be packed with how your Association is working to make a difference for FCSS programs.

We're also updating the Advocacy Toolkit with current stats and key messages; as well as creating an advocacy campaign to create conversations online about FCSS leading up to the October 20 municipal elections.

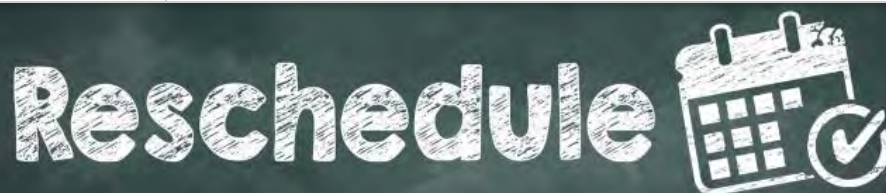
How do you tell a story about something that *never happened*?

FCSS is about crisis, too;
we're just at a different point on the timeline.

Dealing well with crisis is good.
Preventing crisis is better.



impact.fcssaa.org



Provincial Report Training

Sessions are underway

The provincial office is busy with training sessions on the updated reporting requirements. Thank you to everyone who has completed the training and provided your feedback through the survey link provided to you upon completion.

We understand that schedules change, so we are keeping registration for the training open. There are still plenty of spots available so if you need to cancel for any reason, please contact grantsupport@fcssaa.ca to request another session.

FCSS Branded Items

What would you be interested in?

Let us know: [FCSS Branded Items Poll](#)



We're exploring the launch of a new *online FCSS store* to give all programs access to FCSS-branded items from a single provider. With changes to our previous supply arrangements, this new store would help streamline the ordering process and improve access to branded materials across the province.

We'd love your input!

Are you interested in ordering FCSS-branded items from one centralized platform?

Ordering limits (if applicable) will be determined based on the items that are ultimately offered, which is why your input is so valuable at this stage.

Thank you for sharing your ideas regarding the items you'd like to see!

[FCSS Branded Items Poll](#)

The remaining 2025 FCSSAA Board meeting dates are:

- September 12
- October 10
- November 26
(at the FCSSAA Conference)

Please connect with your Regional Representative on the board if there is something you would like to bring forward to the FCSSAA.

The 2025 FCSSAA board members are listed on the [website](#).

What is a regional rep?

The FCSSAA Board is made up of:

- the President who is elected at the FCSSAA AGM by the voting delegates
- up to four people elected or appointed by the Directors' Network Committee and

- **those people elected from or appointed by the Regions as follows:**

- **One representative** from each of the **Northwest, Northeast, West Central, East Central, South and Yellowhead regions**
- **One representative** from the **Edmonton area** of the Edmonton Evergreen region
- **One representative** from the **Evergreen area** of the Edmonton Evergreen region
- **One representative** from the **Calgary area** of the Calgary-Bow River region
- **One representative** from the **Bow River area** of the Calgary-Bow River region

Find your regional rep here:
fcssaa.org/about-fcssaa/board



**No-cost offer for FCSS Program Staff:
Center for Trauma Informed Practices Training Keys**

Training keys are available for the Foundations Certificate Program (three courses)

training.



Brand Story, Keynotes and Marketplace!

In case you missed it, we've announced the new brand for the Annual FCSSAA Conference:



Read about the IMPACT brand story here: fcssaa.org/the-story-of-impact/

New for 2025: Marketplace Opportunity for External Organizations

The 2025 Marketplace at the FCSSAA Annual Conference is a chance for external organizations that would like to promote their organization, and share ideas, products and services. Please feel free to share [this PDF](#) with your network!

If you have any questions about the Marketplace please reach out to registration@harlowagency.ca.

Annual Conference

2025 Marketplace Sign up as a Vendor!

Tabletop	NFP Tabletop	Delegates	Directors, Board Members, Municipal Councillors, Senior Management Teams, Frontline Staff, & Stakeholders
\$250	\$200	400+	

Thursday, November 27, 2025
10 AM - 5 PM

DOUBLETREE BY HILTON
HOTEL WEST EDMONTON
10015 124 Ave NW
Edmonton, AB T5P 4K3

SIGN UP TODAY

make an **IMPACT** **fcssaa**
Family and Community Support
Service Association of Alberta

You won't want to miss these Keynote Speakers ...

We are thrilled to have the following prestigious speakers as the 2025 Keynotes.



Dan Riskin
**How to Thrive in the Brave
New World of Artificial Intelligence**
Wednesday, November 26, 2025

Keynote Speaker



Jessica Janzen
From Surviving to Thriving
Friday, November 28, 2025

Keynote Speaker



Stay up-to-date on everything related to the Conference on the FCSSAA website: fcssaa.org/fcssaa-conference/

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No-cost offer for FCSSAA Members

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buttons. Please contact communications@fcssaa.org if you have a request.

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From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: Call for Nominations - FCSSAA Board President (2025-2027 Term)
Date: July 8, 2025 2:24:36 PM
Attachments: [FCSSAA President Nomination Package 2025.pdf](#)

Forwarded by

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5



Hello FCSS Programs,

Attached is the nomination package for the 2025-2027 FCSSAA Board President.

Please share this information with your local board or council members. (Note: FCSS staff are not eligible to run for President.) Those interested in putting their name forward for this leadership role are encouraged to review the package for details.

The FCSSAA Board President will be elected at the Annual General Meeting on Thursday, November 27, 2025. The term of office is two years, from November 2025 to November 2027.

We understand that, due to the upcoming municipal election on October 20, some nominations may not be received until after that date. The deadline to submit completed nomination forms is **Wednesday, November 12, 2025, at 11:59 p.m., by email to director@fcssaa.org.**

All nominations received will be shared with the Membership in advance of the AGM.

Thank you,
Mellissa

Mellissa Kraft

Executive Director

director@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton, AB | T5J 2V5





FCSSAA Board President Nomination Package 2025

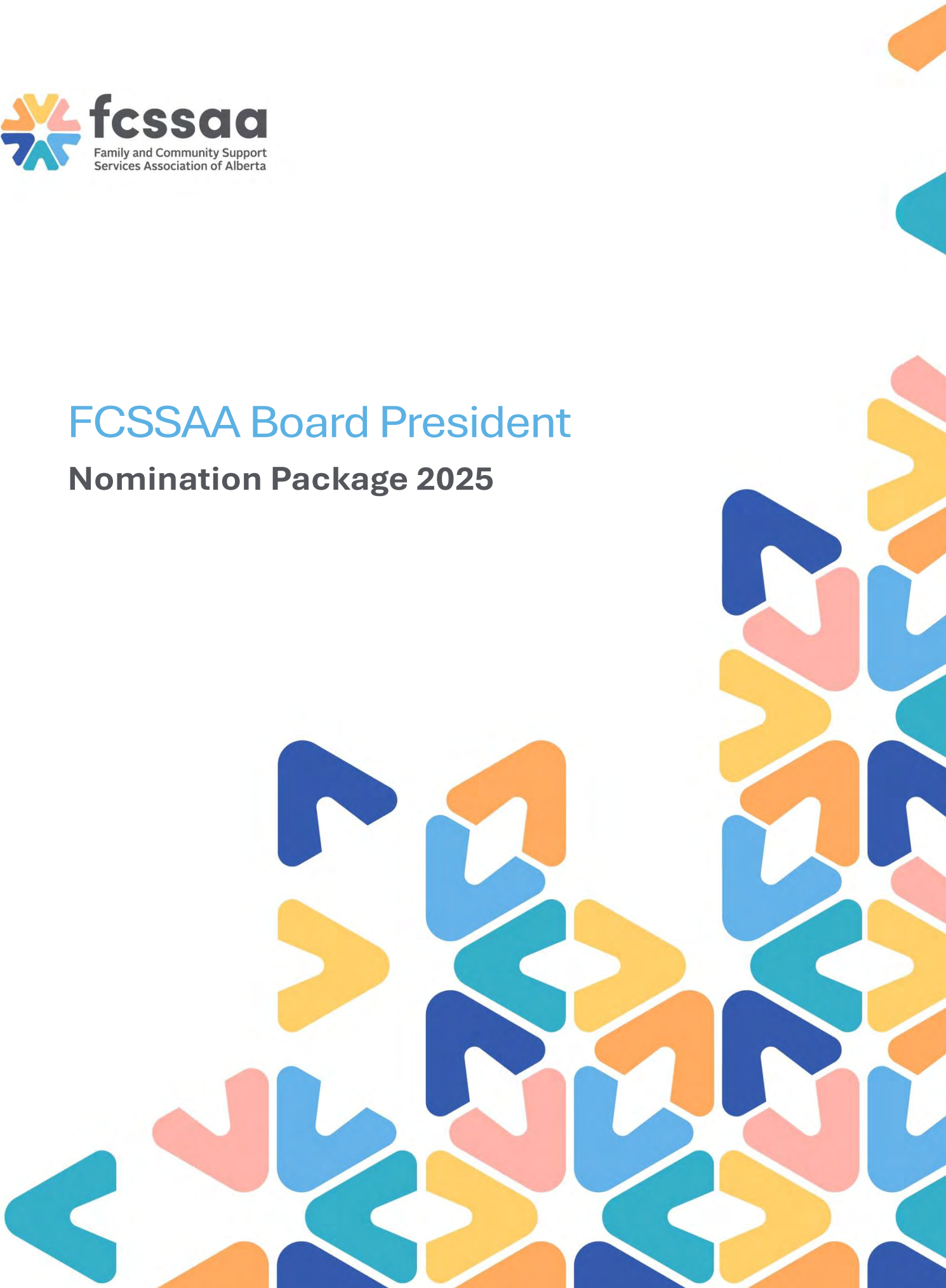


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2025 President Information and Nomination Package

Definitions

FCSSAA – Family and Community Support Services Association of Alberta

Association - Family and Community Support Services Association of Alberta

FCSS – Family and Community Support Services

AGM – Annual General Meeting

Member – a member of the FCSSAA in good standing as defined in the bylaws section

Voting Delegate – a person eligible to vote at an election during the FCSSAA Annual General Meeting

Board – Family and Community Support Services Association of Alberta Board

Role of the FCSSAA President

The President convenes and chairs Association Board meetings and other meetings of the Association, and generally oversees the direction and operation of the Association. More information can be found in Appendix C – FCSSAA Bylaws.

Information Dates and Times for the 2025 Election

Nomination Deadline

- Nomination papers for President must be received by the FCSSAA Executive Director via email director@fcssaa.org, two weeks prior to the AGM by 11:59 pm on Wednesday November 12, 2025.
- Nomination papers will not be accepted after the deadline.

Election of President

- The election of the President will take place the morning of Thursday November 27, 2025 during the Annual General Meeting.
- The FCSSAA Members shall elect by nomination and a clear majority a President at the Annual Meeting by voting delegates.

Results of the Election

- The AGM Parliamentarian will announce the results of the election and introduce the President on Thursday November 27, 2025 before the conclusion of the Annual General Meeting.

Nominations

Eligibility

Persons who represent or are supported by their FCSS program, which is a Member of the FCSSAA in good standing and have submitted nomination papers are eligible for nomination.

Nomination Papers

All nominees must file a completed nomination paper for the position of President and include the nomination documents (Appendices A and B).

Nomination papers must be signed by one other representative from the FCSSAA Membership (in good standing) who is eligible to vote at the FCSSAA AGM. (Appendix A)

Nomination papers must be approved by a motion of the board or council of the nominee's local FCSS program.

The Candidate's Acceptance portion of the nomination paper includes a statement that the candidate has read and understands the information package. Nomination papers are available on the FCSSAA website under the "Conference" tab and by emailing the Association's office director@fcssaa.org.

Candidate Information

The Association ensures the following information is made available to Members:

- a. Biography – each candidate will submit a biography (max. 250 words)
- b. Photo – each candidate will submit a photo in jpeg format

Please note the Association will not circulate any additional information to the membership.

Insufficient Nominations

If there are no nominations received prior to the nomination deadline for the President position, nominations from the floor at the Annual Meeting will be accepted.

Acclamation

If at the close of nominations, there is only one person nominated, the Parliamentarian will declare the person nominated to be elected by acclamation.

Withdrawal of Nomination

A person who has filed completed nomination documents may withdraw the nomination at any time.

Candidate Presentation and Address

Where an election is required, nominators and candidates will be asked to speak at the microphone at the AGM for the election of the President.

The Member who made the nomination has no more than two minutes to speak to the nomination. If the Member is not present, the written statement from the nomination package will be read.

Each candidate for the position of President has up to five minutes to speak in response to the nomination.

The order of speaking is determined by a drawing of lots by the person presiding over the election.

In the event a candidate becomes ill or experiences an unforeseen event and is not able to attend the FCSSAA AGM in person, the candidate may address voting delegates via a written statement read by a designate.

Election Expenses

Election expenses incurred by a candidate prior to or during service on the Board will not be reimbursed by the Association.

On Site Election Advertising

Candidates may begin to advertise their candidacy on site at the start of the FCSSAA annual conference on Wednesday November 26, 2025.

Candidates are permitted to advertise or promote their nomination in locations designated by the FCSSAA and except for:

- Using the Association's branding on campaign materials;
- Advertising in any manner that contravenes any rules of the operator of the facility in which the election is being held

Where a person displays any form of advertising or promotion material that is not permitted, it will be removed. The candidate is responsible for any clean-up costs.

Voting

Elections are to be conducted using an online voting platform.

Voting will follow immediately after the candidates addresses.

There is neither advance voting nor proxy voting. Each registered voting delegate must enter their own vote using the link provided. If a registered voting delegate is physically incapable of using the voting link, that voting delegate may assign a designate to enter the vote as the voting delegate. The designate will be indicated on the voting registration list.

Voting by entering a vote using the link is the electronic equivalent of a secret ballot.

Post Voting Procedure

Immediately after the closure of voting, the online voting platform will tally the votes cast for each candidate.

Results will be announced by the Parliamentarian.

Results – The candidate receiving the highest number of votes will be declared elected by the Parliamentarian.

If two or more candidates receive an equal number of votes, the Parliamentarian will declare a tie. The Parliamentarian will then declare a second vote.

Candidate Information and Nomination Package for FCSSAA President 2025

I, the undersigned, duly nominate _____ of
Name

FCSS Program

as a candidate to be held for a two-year term for the position of FCSSAA President.

NOMINATORS

To be signed by one (1) FCSSAA member programs. Should the signatories not be from member FCSSAA programs, the nomination will be disqualified.

Print Name

Signature

Email address

FCSS Program

☐ The candidate's biography (max. 250 words) is included with this Nomination Package (please check).

☐ The candidate's photo (jpeg format) is included with the Nomination Package (please check).

The FCSSAA will not circulate any additional campaign materials to the membership.

The nomination deadline is 11:59 pm, Wednesday, November 12, 2025.

Completed nomination documents are to be submitted by email to director@fcssaa.org

FCSSAA Candidate's Acceptance for President 2025

Candidate's Name

Candidate's Signature

Candidate's email

By signing this form I declare that:

1. I am eligible to be elected to the office
2. I will carry out the duties and responsibilities of the position if elected
3. I will be bound by the FCSSAA policies
4. I authorize the FCSSAA to publish my biography in FCSSAA publications including but not limited to the FCSSAA website and newsletter.

The nomination deadline is 11:59 pm, Wednesday November 12, 2025.

Completed nomination documents are to be submitted by email to director@fcssaa.org

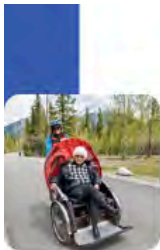
[View this email in your browser](#)

FCSSAA NEWS

July 2025



Upcoming FCSSAA Closure: August 4 Heritage Day



Will you help tell the stories about things that *never happened*?

Join us to spark meaningful conversations

The FCSSAA Communications and Advocacy Committee recognized the importance of equipping local programs with tools to spark meaningful conversations about the value and impact of FCSS.

To support this goal, the committee developed a set of advocacy postcards and a corresponding social media strategy with graphics and suggested content.

The resources were designed to help programs unify messaging across the province. Please help us celebrate community successes and strengthen public awareness of the vital role FCSS plays in building resilient, connected communities.

**We will kick off the campaign on August 1. Feel free to join in at any point!
Get started by downloading the campaign and assets:**

[Download the Campaign](#) (PDF)

[Download the Postcard Assets](#) (ZIP PDF)

[Download the Social Media Assets](#) (ZIP PDF)

If you have any questions or need additional support, please email communications@fcssaa.org.

FCSSAA Advocacy Bulletin

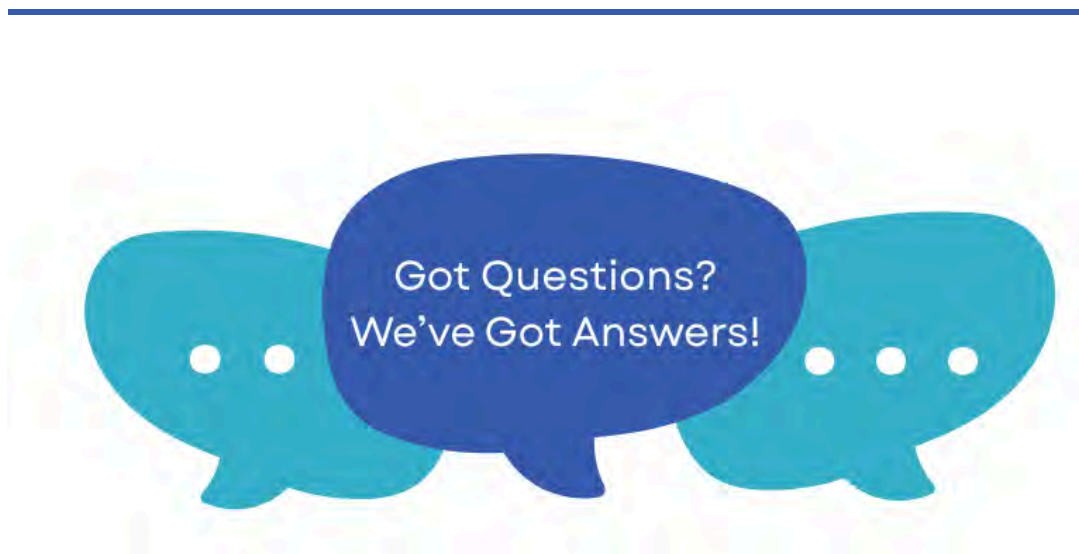
What has FCSSAA been up to?

Did you miss it? [Read it here!](#)



Don't miss what comes next:

We are working on updating the Advocacy Toolkit with current stats and key messages. Watch for this updated kit coming soon!



Information Sharing

Check out these newest topics added to the FCSSAA Library

Every time you get an email request for information from FCSSAA, we collect all the responses. The responses are combined and added to the [FCSSAA Library on the website](#).

The documents can only be accessed by members, so log in and check out these new resources:

- Community Needs Assessment

- Home Support Services Fee Structure
- Terms of Reference for Boards
- Housing Assessment Scope of Work
- Partnership with Community Futures
- Pay Grid Analysis
- Home Visit Pre-Screening Tool
- Home Cleaning Policies/Bylaws
- Social Needs Assessment
- Interagency Meetings and Newsletters

If you need help accessing the website, please email: assistant@fcssaa.org.

Faces of FCSS

Introducing Jessica Big Charles

We are so pleased to introduce a new section of the newsletter: *Faces of FCSS*. Across Alberta, incredible people are working in FCSS programs—each contributing their expertise, compassion and care to strengthen communities. Yet in our shared mission, many of us never cross paths.

This feature is our way of bridging that gap—one story at a time. And we're thrilled to begin with a spotlight on an exceptional colleague from one of Alberta's Métis Settlements.

Please enjoy this first introduction, and stay tuned for more Faces of FCSS to come!



Jessica Big Charles, Community Services/Family Resource Network Director for East Prairie Métis Settlement

My name is Jessica Big Charles, and I am a proud Métis woman, deeply rooted in tradition, land and community. I currently serve as the Community Services/Family Resource Network (FRN) Director for East Prairie Métis Settlement, where I focus on building strong families, supporting our Elders, and creating programs that reflect the values and needs of our people. Everything I do is guided by a commitment to support the people of my Settlement—especially our children, families and Elders—with the programs, resources and respect they deserve.

I have worked for East Prairie Métis Settlement for over 15 years in an administrative capacity, gaining firsthand experience in community development, program coordination, policy work and front-line service delivery. Over the years, I've helped lead and support numerous initiatives that improve the well-being of our members—especially Elders, children and vulnerable families. I believe in doing the hard work, standing up for what's right and ensuring services are delivered with integrity and transparency.

Please continue reading Jessica's story [here](#).

Call for President Nomination **The ultimate way to serve with FCSS**

Are you ready to step into the ultimate leadership role of FCSSAA? Or do you know someone with a passion for community, a strategic mindset and the heart to lead?

We're now accepting nominations for the position of President. This is a vital opportunity to guide our Association and make a meaningful impact across Alberta. As President, you'll serve as a key voice on the FCSSAA Board and play a central role in advocacy efforts with government and stakeholders.

This is more than a governance position. You'll champion the values of

our collective efforts reach those who need us most.

Nominations are open now. [Download the Nomination package here.](#)

Send nomination papers to FCSSAA Executive Director director@fcssaa.org, by 11:59 pm on Wednesday, November 12, 2025. Election of the President will take place Thursday, November 27, 2025 at the 2025 Annual General Meeting.

FCSSAA 2025 AGM

Call for Resolutions

The FCSSAA's Annual General Meeting will take place on Thursday, November 27, 2025, at 10:30 am.

View the [letter from Crystal Tremblay, FCSSAA Secretary](#), **with details on submitting resolutions and the** [Resolution Manual here](#).

If your program does not have an Advisory Board, please share this information with your Board Chairperson or CAO.

Resolution submission deadline: Monday, September 29, 2025, at noon.



What's a song that made an IMPACT in your life? 🎵

We're inviting everyone to share the music that's moved them, motivated them or helped them through tough times. Whether it lifted your spirits, gave you courage or reminded you of someone special—we want to hear about it. We'll create a Conference playlist from your submissions.

[Email your song to communications@fcssaa.org.](mailto:communications@fcssaa.org)

IMPACT Marketplace Tables

There are still a few spots left

The 2025 Marketplace at the FCSSAA Annual Conference is a chance for external organizations that would like to promote their organization, and share ideas, products and services.

We have a few spots left - but they won't last long. [Click here for more details and to register.](#)



2025 Marketplace
Sign up as a Vendor!

Tabletop	NFP Tabletop	Delegates	Eligible Attendees
\$250	\$200	400+	Directors, Board Members, Municipal Councilors, Senior Management, Teams, Frontline Staff, & Stakeholders

 Thursday, November 27, 2025
10 AM - 5 PM

 DOUBLETREE BY HILTON
HOTEL WEST EDMONTON
16015 130 Avenue
Edmonton, AB T5P 4K8

SIGN UP TODAY

make an IMPACT fcssaa
Partners and Community Support
Service Association of Alberta

Thank You for Participating!

Your top 10 preferred items are ...

We appreciate hearing from members. Here are the results from the recent poll about your preferred items for the FCSS-online store

1. Short-sleeve t-shirt
2. Hoodie, pullover style
3. Soft-shell jacket
4. Post-its
5. Hoodie, full zip front
6. Pens & Tote bag (tied for sixth place)
7. Long-sleeve t-shirt & Ball cap (tied for seventh place)
8. Notebook
9. Volunteer/high-visibility vest
10. Lanyard

We are working with the Bradson Group to get the store up and running with as many of the items as possible. **Stay tuned to the newsletter and social media for the launch!**

FCSS Accountability Framework Training

Thank you & what's next!

The live training sessions for the FCSS Accountability Framework Reporting will wrap up at the end of July. A big thank you to all attendees for your engagement and participation throughout.

Next steps for the Government of Alberta's (GoA) FCSS team include:

- 📌 Developing a comprehensive FAQ document
- 🎥 Recording the training modules for on-demand access
- 💬 Hosting drop-in Q&A hours to support ongoing learning

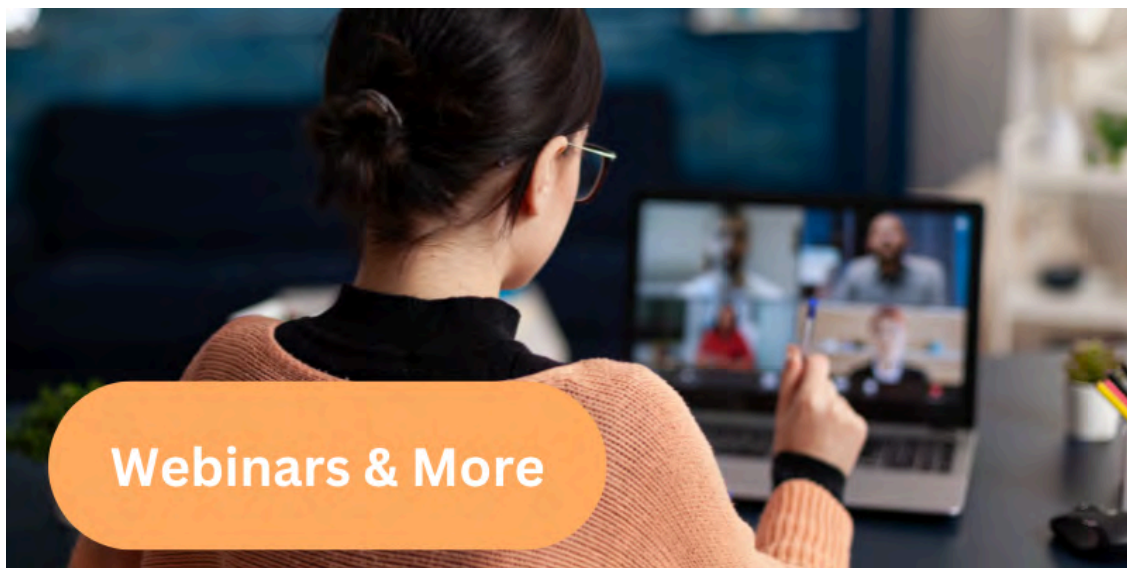
Once these materials are ready, the GoA FCSS team will make sure they're shared and communicated with you.

The remaining 2025 FCSSAA Board meeting dates are:

- September 12
- October 10
- November 26
(at the FCSSAA Conference)

Please connect with your Regional Representative on the Board if there is something you would like to bring forward to the FCSSAA.

[View the 2025 FCSSAA board members here.](#)



Upcoming Webinar:

Supporting Albertans in Advance Care Planning: Empowering Organizations with the Plan Ahead Toolkit

Organized by: Palliative Institute

If your organization supports Albertans and wants to help them prepare for future healthcare and planning decisions, explore how the Plan Ahead Toolkit can strengthen your efforts and facilitate meaningful advance care planning education.

Date: September 9, 2025

Time: 10 – 11 am MT

[Register here](#)

Presenter & Guest Speakers: Ellen Mi (Project Coordinator, Covenant Health Palliative Institute), Vineeta Kapoor (Manager of Seniors Supports &

For additional information, please contact:

ellen.mi@covenanthealth.ca or Palliative.Institute@covenanthealth.ca

Upcoming Webinar: Practical & Responsible AI for Frontline Social Services

This session will explore how to responsibly integrate AI into your daily work, moving beyond just understanding the tools to embracing AI as a strategic partner.

Delving into ethical considerations and best practices for using AI in a way that truly supports and enhances your critical work in the community, will allow you to deepen client connections and focus on impactful service delivery.

Discover hands-on strategies for leveraging AI to streamline tasks like drafting communications, generating reports, managing schedules and brainstorming new program initiatives.

Date: September 18, 2025

Time: 9:30 am MT

[Register here](#)

Presenter & Guest Speakers: Toby Nwabuogor is the Founder of CivicPlay.ai and the author of AI for Recreation Professionals: How to Unlock the Most Powerful Tool You're Not Using.

For additional information, please contact: coordinator@fcssaa.org.

Miss something? No need for FOMO (fear of missing out) here...

Stay up-to-speed with us via the [Latest News page on fcssaa.org](#). Access the last six months of the FCSSAA newsletter and announcements.

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[Preferences](#) | [Unsubscribe](#)

From: [Melissa Kraft](#)

Cc: [Judy Macknee](#)

Subject: FCSSAA Materials - Please Share with your Region

Date: June 27, 2025 10:50:12 AM

Attachments: [2025 FCSSAA Member Survey Report for Members.pdf](#)
[FCSS Key Messages 2025.pdf](#)
[FCSSAA Board Meeting Highlights June 6 2025.pdf](#)
[Advocacy Bulletin June 2025.pdf](#)

Hello,

I'm happy to share a few updates and documents that highlight what the FCSSAA has been working on recently. Please find the following attached:

June 6, 2025 Board Highlights

Membership Survey Results – Thank you to everyone who participated! Your feedback is incredibly valuable. The Board reviewed the results at the June 6 meeting, and the FCSSAA has already begun implementing some of your suggestions. These insights will also help guide our strategic planning in 2025–26.

Advocacy Bulletin – Many of you shared in the survey that you'd like more information about our advocacy work. This new bulletin is the first step toward better sharing progress on resolutions and other advocacy efforts.

Key Messages – Developed in partnership with ABmunis and approved by the Board on June 6, these messages are designed to help us speak with a united voice in our advocacy efforts.

Friendly reminder:

Please ensure that you and your board or council members are signed up for the FCSSAA newsletter - it's full of valuable updates and opportunities. You can subscribe at the bottom of the homepage at fcssaa.org or [directly via this link.](#)

If you have any questions or feedback, feel free to reach out. I'd love to hear from you!

Executive Summary

Regular evaluation is a vital part of FCSSAA's commitment to serving and supporting our membership. The 2025 FCSSAA Member Survey provided valuable insights into the composition, engagement and priorities of respondents. Several notable shifts were observed in participant demographics, service importance, preferred communication methods and advocacy perceptions.

The last time the FCSSAA completed a Member Survey was in 2022 and saw 160 responses. The response rate in 2025 was 199 responses – up 25%.

Highlights from the data include:

- Board members were more engaged in 2025, with 42% of respondents identifying as such, up from 25% in 2022.
- Representation remained consistent across most regions, with Northeast and Northwest seeing a slight increase (4-5%).
- Member Service Priorities
 - Connection with other FCSS programs ranked highest in importance (96% agree/strongly agree).
 - Other highly valued services included information sharing (91%), program advice/support (90%), and access to other FCSS Directors (83%).
- Communication Preferences
 - Direct email remains the most preferred communication method (90% of respondents).
 - In-person events and e-newsletters are also widely favored (about 50% preference).
- The Annual Conference and Regional Meetings continue to receive strong support, with 77% of respondents rating them as important or very important.
- Advocacy & Organizational Perception
 - 74% of respondents agree or strongly agree that the FCSSAA is strategic in its advocacy approach.
 - 73% agree that FCSSAA effectively coordinates advocacy efforts with members.
- Support for the Directors' Network remains strong, with 76% agreeing it is an important part of the FCSSAA, 73% valuing its role in knowledge-sharing, and 81% supporting its representation on the FCSSAA board.

The 2025 survey highlights ongoing **engagement growth among board members**, a **strong preference for direct email communication**, and **consistent support for advocacy efforts**. While most member services remain highly valued, **Recognition ranks significantly lower**. The shift toward **neutral response options** has helped refine satisfaction ratings and agreement levels, providing clearer insights for FCSSAA's future direction.



FCSS Key Messages

- The FCSS program is a cornerstone of our communities, providing essential support to individuals and families.
- By focusing on prevention, FCSS programs help to address health and social issues before they escalate and require more expensive intervention services to resolve.
- Research has shown that for every \$1 invested in preventive services, \$7 to \$12 in future spending is saved in public systems including justice, enforcement, health care, and addiction treatment.

Funding and Mandate

- Over the past ten years, stagnant funding for Family and Community Support Services (FCSS) has resulted in a nearly \$60 million deficit when accounting for population growth and inflation.
- This significant shortfall has severely underfunded per capita support for Albertans in prevention funding.
- Investing in preventive services is crucial for bending the cost curve on early intervention and intervention services, both today and in the future.
- While we acknowledge that we are behind on prevention investment, the best time to plant a seed for a tree in the future is now.
- There is ongoing pressure to have non-preventive supports delivered through FCSS; however, expanding FCSS's mandate places further strain on an already underfunded program.
- ABmunis, RMA, and the FCSS Association of Alberta support a return to a clear mandate for FCSS focused on prevention, along with an increased funding envelope.

Board Meeting Highlights from June 6, 2025

The Board met in person in Edmonton. Here are some key updates.

PROVINCIAL OFFICE UPDATE - The board welcomed Marilea Pattison-Perry to her new role as Executive Director, Civil Society & Community Initiatives.

Courtney Rippin-Kaufmann presented on the FCSS Accountability Framework.

Training sessions on the new reporting process are progressing well. Once training is complete, the provincial office will work in partnership with the Program Advisory Team (PAT) to update the Program Handbook, reporting guide, and other materials to support FCSS program delivery.

MEMBERSHIP SURVEY - Thank you to everyone who participated in the recent Membership Survey. The response rate increased by 25% compared to the last survey!

The Board reviewed the results and shared reflections. Some suggestions - like improving communication about advocacy efforts - will be implemented right away. Other feedback will help guide the Board's strategic planning for 2025–26.

A summary of the survey results will be shared with members and posted on the members-only section of the website.

FCSSAA NEWSLETTER - Please remind your staff and board to sign up for the FCSSAA newsletter! It's packed with valuable information, but members must subscribe to receive it.

You can find the sign-up button at the bottom of our website [or click here](#).

BYLAW REVIEW – A Request for Quotes was issued, and Dentons has been hired to complete the bylaw review. The review will be finished by the end of August. Any proposed bylaw changes will be shared with members prior to the AGM.

COMMUNICATIONS & ADVOCACY – Key messages have been developed in partnership with ABmunis. The messages were reviewed by the Board and will be shared with the membership. Aligning our messaging with ABmunis and RMA is essential for cohesive advocacy efforts.

Additional resources in development include:

- An advocacy campaign with printable postcards
- A social media strategy with ready-to-use posts
- An updated Advocacy Toolkit

PRESIDENT'S REPORT – The written report included activities up to the date of the meeting. Additional updates shared verbally included:

- A joint statement with Healthy Aging Alberta for Seniors' Week
- A joint letter from RMA, ABmunis, and FCSSAA to Minister Nixon following up on the May meeting (to be shared with members)
- An update on the meeting with the Metis Settlements
- An upcoming presentation to the Homelessness Advisory Panel

DIRECTORS' NETWORK (DN) COMMITTEE – There is strong interest in the New Directors Mentorship program. The Directors' Network Committee will need to select a new chair in the fall. A joint meeting of the Board and DN Committee is scheduled for October.

BOARD MEETING SCHEDULE –

Upcoming meetings:

- September 12 - online
- October 10 - in person (Edmonton)
- November 26 – Brief meeting during the annual conference

ADVOCACY BULLETIN



Welcome to the First Edition of the FCSSAA Advocacy Bulletin!

While FCSSAA has been actively advocating for programs, we heard from your comments in the member survey that we need to share those efforts more consistently.

That's why we're launching this bulletin, which will be sent twice a year to keep you informed and connected. Please pass it along to your local boards and councils.

Meeting with Minister Nixon Assisted Living and Social Services

Last month, FCSSAA, AB Munis, and RMA met with Minister Jason Nixon. The meeting was very positive, and the Minister was encouraging in his support. Following the meeting, the partners sent a joint follow-up letter.

[Read the letter](#)

The FCSSAA is now working with our partners to develop a joint advocacy and communications strategy.

Spring Regional Meetings

We were pleased to welcome representatives from both AB Munis and RMA at most of the spring regional meetings. These sessions offered valuable opportunities for:

- FCSS programs to learn more about AB Munis and RMA advocacy work.
- Our partners to hear directly about challenges facing FCSS programs.



Increased Funding for FCSS #StrongerTogether

Although the FCSSAA does not currently have an active resolution specific to increased funding, it remains a central focus of our ongoing advocacy.

To strengthen our voice, we've reached out to Alberta Municipalities (ABmunis) and Rural Municipalities of Alberta (RMA) – who both currently have resolutions calling for increased FCSS funding – to explore a joint advocacy strategy.

Together, we represent all municipalities, MDs, counties and FCSS programs in Alberta. And we know that we are stronger together!



June 2025

ADVOCACY BULLETIN



[Explore the Community Impact tool](#)

Community IMPACT Tool

Earlier this year, the FCSSAA proudly launched the Community Impact Tool—a dynamic, online platform created to highlight the collective reach and outcomes of FCSS programs across Alberta. We believe this investment is an important step in demonstrating the value and reach of FCSS work province wide.

Update on Open Resolutions

Approved resolutions help guide the Association's advocacy efforts, driving potential changes in policy or legislation to strengthen and streamline FCSS work across the province.

Equitable Access to Funding for Rural and Remote Housing and Homeless Resources Resolution 2021-02

BE IT RESOLVED THAT the FCSSAA advocate to all levels of Government to commit funding and support that all Municipalities can access for the provision of safe and affordable housing options; and remove the systemic barriers which have favored designating resources to the seven cities and instead create funding opportunities to address homelessness and affordable housing supports for all Municipalities in Alberta.

SUBMITTED BY:
County of Grande Prairie Family and Community Support Services Advisory Board

[Read the full resolution](#)

In December 2024, Alberta's Minister of Seniors, Community and Social Services expanded provincial homelessness funding to include rural and small communities beyond the previously supported seven cities. A new advisory panel was also created to provide long-term recommendations on homelessness, with an emphasis on Indigenous Peoples, rural areas, addiction, recovery, housing, and integrated social and health services.

Additionally, the FCSSAA has engaged the Rural Development Network and the Alberta Seniors and Community Housing Association to better understand the services they offer and the unique challenges facing rural and remote communities.

Most recently, FCSSAA President Kayla Blanchette and Bobby-Jo Stannard (Chair, Directors' Network) delivered a presentation to the Alberta Homelessness Advisory Panel highlighting:

- The critical role FCSS plays in local communities
- The importance of prevention and early intervention within the housing and homelessness continuum

The presentation received strong support and reaffirmed the province-wide impact of FCSS.



June 2025

ADVOCACY BULLETIN

Centralized Call Centre Process to Access Alberta Supports Services Resolution 2022-01

BE IT RESOLVED THAT the FCSSAA work with the Provincial Government to reduce barriers for accessing Alberta Supports Services for people who do not have the financial or technological means for reliable telephone or internet service. Utilizing call centres to access services created barriers for people who need Alberta Supports Services the most.

SUBMITTED BY:
*Lac La Biche County Family and
Community Support Services*

The FCSSAA has been diligently working on this resolution, and we're pleased to share that we have been able to make some progress.

Recently, we circulated updated Alberta Supports contact information to all FCSS programs. This update allows offices to more easily connect with Alberta Supports staff in their area.

Additionally, FCSSAA President Kayla Blanchette will meet with Toby Schneider, Assistant Deputy Minister of Employment and Financial Services to receive further updates on this service.

[Read the full resolution](#)

Commitment to Address Food Security in Alberta Resolution 2024-01

BE IT RESOLVED THAT: The FCSSAA advocates to the Government of Alberta to partner with a food security focused organization to maintain its current commitment of funding to address food security through a range of strategies that ensure access to food while also tackling the root causes of food insecurity.

SUBMITTED BY:
*County of Grande Prairie Family and Community
Support Services Advisory Board*

The FCSSAA was pleased to participate in the provincial announcement for increased funding for food security.

[Read the release](#)

[Read the full resolution](#)

To read the full list of resolutions, visit:
fcssaa.org/about-fcssaa/resolutions

Questions?

Please email FCSSAA's Executive Director at director@fcssaa.org.

**Stay tuned for more updates
in future bulletins.**

From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: FCSS Advocacy Campaign 2025
Date: August 7, 2025 10:22:35 AM

Join us to spark meaningful conversations

The FCSSAA Communications and Advocacy Committee recognized the importance of equipping local programs with tools to spark meaningful conversations about the value and impact of FCSS.

To support this goal, the committee developed a set of advocacy postcards and a corresponding social media strategy with graphics and suggested content.

The resources were designed to help programs unify messaging across the province. Please help us celebrate community successes and strengthen public awareness of the vital role FCSS plays in building resilient, connected communities.

The campaign kicked off on August 1. Feel free to join in at any point! Get started by downloading the campaign and assets:

[Download the Campaign](#) (PDF)

[Download the Postcard Assets](#) (ZIP PDF)

[Download the Social Media Assets](#) (ZIP PDF)

If you have any questions or need additional support, please email Tanisha at communications@fcssaa.org.

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

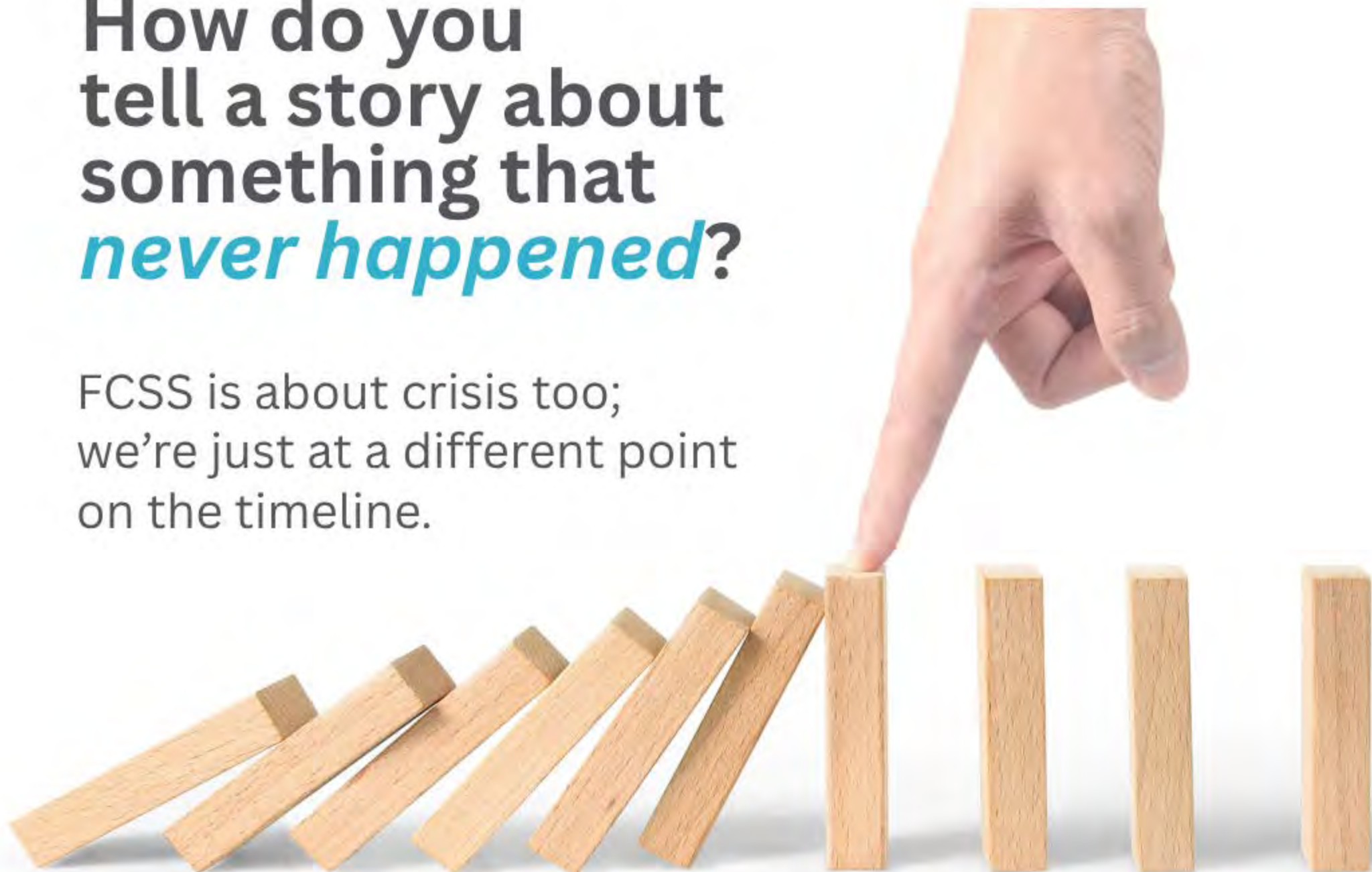
#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5



How do you tell a story about something that *never happened?*

FCSS is about crisis too;
we're just at a different point
on the timeline.



Dealing well with crisis is good. Preventing crisis is better.



impact.fcssaa.org





How do you tell a story about something that *never happened*?

Our province's legacy of being **Alberta Strong** is based on individuals coming together, supporting each other within diverse communities. Our province shines amidst crisis, but what we seldom hear about is the **impact of the programs that prevent crisis**.

FCSS is about crisis too;
we're just at a different point on the timeline.

Dealing well with crisis is good.
Preventing crisis is better.





Our work is different in every village, town, city and neighborhood in Alberta, because we are what our communities need us to be, but we're united by a single goal - the business of **prevention**.

Through prevention, FCSS programs help address health and social issues before they can escalate into lifelong issues.

The FCSS program is a cornerstone of our communities, providing essential support to individuals and families. **FCSS touches lives in ways we don't always talk about.**

**Has FCSS impacted your life,
or the life of someone you love?**

Join the conversation online using **#fcssIMPACT**



Learn more about the
IMPACT of FCSS here:





Our work is different in every village, town, city and neighborhood in Alberta, because we are what our communities need us to be, but we're united by a single goal - the business of **prevention**.

\$1 spent in prevention SAVES \$7-12 in *future* health care, addictions treatment, justice and enforcement spending.



In the last ten years, funding for FCSS saw only a small increase in 2023. While Alberta is behind on prevention investment, the **best time to plant a seed for a tree in the future is now.**

**If we know prevention works,
why don't we invest *more* in it?**

Join the conversation online using **#fcssIMPACT**



Learn more about the
IMPACT of FCSS here:





Our work is different in every village, town, city and neighborhood in Alberta, because we are what our communities need us to be, but we're united by a single goal - the business of **prevention**.

Stories we hear ...

When a young family moved into the community with no supports, they connected with the FCSS office where they were able to join programs that helped increase their parenting and life skills and foster a sense of belonging.

By focusing on prevention, FCSS programs help address health and social issues **before** they escalate and require more expensive intervention services to resolve.

**We create stronger communities,
when we invest in people first.**

Join the conversation online using **#fcssIMPACT**



Learn more about the
IMPACT of FCSS here:



From: [Judy Macknee](#)
To: [Judy Macknee](#)
Subject: Branded FCSS Clothing
Date: August 12, 2025 10:45:02 AM

Branded FCSS Clothing

We are thrilled to be able to offer FCSS-branded clothing items for purchase through The Bradson Promotional Group. These items have the simple FCSS logo and are not community specific. This opportunity is available to any FCSS-affiliated person. [Click here to see the selection of items and start your order.](#)

Questions? Please contact:
Shannon Adams shannon@bradsongroup.com

All orders through the site will be processed on the last business day of every month. Expected delivery will be 10-15 business days in the following month.

Judy Macknee

Executive Assistant

780-415-4790 | assistant@fcssaa.org

#625, 7 Sir Winston Churchill Square

Edmonton AB | T5J 2V5



EXECUTIVE DIRECTOR'S UPDATE

Annual Evaluation

- Executive Director Workplan 2024-2026 (attached)
 - Progress Update
- Executive Director 2025 Annual Summary (attached)

Reports

- FCSS Annual Report completed and submitted April 30, 2025.
 - Status - Approved (attached)

Recent & Upcoming Meetings

- 2025-08-19 – Joint Health & Safety Committee meeting.
- 2025-08-22 – Provincial Program Advisory Team meeting.
- 2025-08-26 – Management Planning Retreat (Implementation of the Accountability Framework).
- 2025-09-10 – FCSSAA South Region meeting.
- 2025-09-11 – Policy Wise for Children & Families Board meeting.
- 2025-09-12 – FCSSAA Board meeting.
- 2025-09-24 – TDCALA Board meeting.

STAFF UPDATES

- Michelle Eagle Tail Feathers, Indigenous Family Liaison Worker – Resigned (May 31, 2025).
- Kim Hardy, Program Support Worker (Contract) – FTE change until December 31, 2025.
- Richard Watters, Summer Events and Parades (Casual) - Contract position from June 16, 2025, to August 22, 2025.
- Jess Walton, Early Childhood Education (Casual) – Resigned (June 24, 2025).
- Jessica Goodrider-Loewen, Indigenous Family Liaison Worker – Temporary change in FTE until December 31, 2025.
- Jackie Fiorino, Family Support Worker - Temporary change in FTE until December 31, 2025.
- Susie Hiebert, LGM Family Liaison Worker – Contract extension until December 31, 2025.
- Nicole Ray, Counselling Practicum Student, Master of Psychotherapy and Spirituality, St. Stephen's College – Term from September 8, 2025, to April 30, 2026.

MUNICIPAL UPDATE

- World Suicide Prevention Day on September 10th, 2025, is “Changing the Narrative on Suicide”. The aim of the theme is to raise awareness about the importance of changing the narrative surrounding suicide and transforming how we perceive this complex issue. The Monthly Message was circulated to all municipalities. For more information visit <https://fcss.ca/monthly-message/changing-the-narrative-on-suicide/>

IN THE NEWS

- 2025-05-15 - Prairie Post - What's the best way to say 'Cheers to Volunteers'
- 2025-05-22 - Prairie Post - FCSS helping out in Coalhurst
- 2025-06-03 - The Sunny South News - Coaldale Celebrates Seniors
- 2025-06-03 - The Sunny South News - FCSS celebrate Cheers to Volunteers Awards
- 2025-06-04 - The Taber Times - FCSS celebrate Cheers to Volunteers Awards
- 2025-06-05 - The Vauxhall Advance - FCSS celebrate Cheers to Volunteers Awards
- 2025-06-10 - The Sunny South News - Celebrating Senior's Week
- 2025-06-12 - The Vauxhall Advance - Celebrating Seniors Week
- 2025-07-24 - The Westwind Weekly - FCSS celebrate Cheers to Volunteers Awards
- 2025-08-04 - Canadian Press - Addressing fear in Alberta's Mennonite community amid a measles outbreak

WORKPLAN 2024-2026

Executive Director

Strategy	Lead	Timeline	Identified Need/Gap/Issue	Outcome	Progress
Leadership					
Coordinate the Community Needs Assessment (Alberta Community Partnership Program initiative).	Board Steering Committee/Executive Director/Prentice Institute	2024-2026	To increase understanding of the needs within the BEW FCSS region.	BEW FCSS and BEW municipalities have evidence related to the social well-being needs within the region.	The project is on track.
Develop a new Executive Director professional development plan.	Executive Director	2024-2025	To continue learning and developing in the role of Executive Director.	The Executive Director completes relevant professional development.	To be completed by December 2025.
Serve as FCSSAA South Regional Director Representative.	Executive Director	2024-2026	To fill one of two FCSS Director roles for the FCSSAA South Region.	The Executive Director and the Board are connected and informed of the provincial direction for FCSS.	The role continues to be productive and helpful in my position as BEW FCSS ED.

Operational and Program Management					
Implement the actions of the 2023-2026 Strategic Plan.	Executive Director/Management	2024-2026	To give staff direction to provide supports and services within the BEW FCSS region.	BEW FCSS staff meets the needs of individuals, families, and communities by achieving strategic goals.	The department Report to Municipalities provide regular updates regarding the actions from the Strategic Plan.
Revise client evaluations (based on department and program).	Executive Director/Management	2024-2026	To align BEW FCSS program evaluations with new provincial standards.	BEW FCSS successfully completes the annual funding report by meeting the new provincial evaluation standards.	Scheduled to be completed by December 2025. Implementation scheduled for January 2026.
Establish program output targets.	Executive Director/Management	2024-2026	To establish output benchmarks for key BEW FCSS programs.	Management has the ability to present annual program data comparisons to the Board.	Program benchmarks for Counselling and Family Services have been established.

Human Resources Planning and Management					
Employee Pulse Survey.	Executive Director/HR Consultant	2024-2025	To provide an opportunity for employee feedback as per Human Resource Policy Section 2.28.	BEW FCSS maintains a positive work culture by providing employees an anonymous method to provide input and feedback.	Completed. The results were shared with the Board and staff.
Organize full staff and department team building activities.	Executive Director/Management	2024-2026	To continue nurturing a collaborative and trusting working environment.	BEW FCSS staff work effectively and efficiently within departments and across departments when planning and delivering programs and services.	Scheduled to begin on September 16th, 2025, and will continue throughout the fall of 2025.
Review the Human Resources Recruitment Policy (Appendices A) and process.	Executive Director/Management/ Executive Assistant	2025	To align the recruitment policy with current recruitment practices.	BEW FCSS has a clear and consistent process for advertising job postings.	Completed. Shared with the Board at the September 3rd, 2025 Board meeting.

WORKPLAN 2024-2026

Executive Director

Strategy	Lead	Timeline	Identified Need/Gap/Issue	Outcome	Progress
Risk Management					
Complete a comprehensive policy review.	Executive Director/Management/Administration/Consulting Editor	2026	To review the structure, language, and consistency among all policies.	BEW FCSS policies are clear and consistent in structure and format.	Administrative & Finance Policies completed. Human Resources completed. OH&S and Information Management Policies are in progress and will be completed fall 2025.
Plan for an undistruptive transition when Administrative staff retire.	Executive Director	2025-2026	To recognize the eventual retirement of the Executive Assistant and Accounting Assistant.	BEW FCSS administrative staff daily activities, role responsibilities, and historical knowledge has been saved and shared.	The Executive Assistant retired in December 2024. The role was not replaced. Responsibilities were distributed among the Communications Coordinator (job description and salary updated) , Finance and HR Coordinator (job description and salary updated), and Executive Director.

Financial Planning and Management					
Conduct a review of all job positions within the organization.	Executive Director/Management/HR Consultant	2025	To confirm job descriptions are up to date and compensation aligns with position expectations.	The organization has the knowledge to make informed decisions regarding staff compensation based on roles and responsibilities.	Scheduled for the fall of 2025.
Complete funding proposals based on needs of communities and the organization.	Executive Director/Management	2024-2026	To receive additional grant funding to meet the programming and staffing demands of the organization.	BEW FCSS has sufficient funding to meet the needs of individuals, families, and communities.	Intentionally not pursuing any additional funding sources at this time in preparation for possible changes within the FCSS and FRN contracts.
Explore a "fee for service" option for counselling clients who reach the 10 session annual maximum.	Executive Director/Counselling Services Supervisor	2025	To give counselling clients an option to continue receiving counselling beyond the FCSS mandate.	Management has knowledge to present to the Board a flexible delivery option for counselling clients that eliminates a disruption in service to clients.	The ED and Counselling Service Supervisor will be updating the screening and delivery options for residents seeking counselling support based on the new Accountability Framework in January 2026. The updates will provide increased flexibility to meet the needs of residents without requiring a 'fee for service'.

WORKPLAN 2024-2026

Executive Director

Strategy	Lead	Timeline	Identified Need/Gap/Issue	Outcome	Progress
Community Relations					
Host All Councils event and celebrate the 55th Anniversary of BEW FCSS.	Executive Director/Management/Staff	2025	To maintain positive relationships with municipal Councils.	BEW FCSS hosts a bi-annual event to inform municipal partners of BEW FCSS activities and successes.	Completed. The 55th Anniversary All-Councils event received many positive comments, recommendations for future events, and was the highest attended in recent years.
Review the effectiveness of existing partnerships and collaborations.	Executive Director/Management	2025	To gain an understanding of the time commitment and impact of external working relationships.	BEW FCSS participates in collaborative working relations that positively impact FCSS clients, families, communities, and the organization.	Currently, developing an action plan.
Maintain regular communication with municipal offices regarding FCSS programs and services.	Executive Director/Management	2024-2026	To maintain positive relationships with municipal offices.	All 16 municipal offices receive regular BEW FCSS programs and service updates.	On-going. This includes Report to Municipalities, Monthly Messages, facility use, and specific topics such as measles.

Zakk Morrison
Executive Director
Annual Summary 2024-2025

The following summary aligns with the responsibilities of the Executive Director Job Description and highlights my work and leadership as Executive Director at BEW FCSS. The overall activity from the past year is set by the approved 2024-2026 Executive Director Workplan.

Highlights

- FCSS staff attended all 13 parades in our region. First time ever!
- Pulse Survey Results of 4.6 out of 5.
- Tim Hortons Smile Cookie Campaign raised \$24,866.30.
- Certified Health Executive designation.

1. Leadership

- Hosted the 55th Anniversary All-Councils event and celebration.
- Produced the Year in Review publication.
- Creation of the BEW FCSS LinkedIn account.
- Continual progress of the Community Needs Assessment with the Prentice Institute.
- Received the Certified Health Executive designation from the Canadian College of Health Leaders.

2. Operational and Program Management

- Established client and service hour benchmarks in the Report to Municipalities reports for both the Counselling Services and Family Services departments.

3. Human Resources Planning and Management

- The Pulse Survey:
 - 91% completion rate (32 out of 35 requested participants completed the survey).
 - The average rating from all participants was strong, with an overall score of 4.6 out of 5.0.
 - FCSS fosters a positive, inclusive, and collaborative work culture where staff feel valued, supported, and passionate about making a meaningful impact in the community. The organization prioritizes employee well-being, work-life balance, and professional growth while promoting equity and respect at all levels.
 - Staff appreciate the supportive environment, strong leadership, flexibility, and opportunities to use their strengths. FCSS' diverse programs address a wide range of community needs, creating a sense of purpose and connection for both employees and the individuals and families they serve.

Risk Management

- Updated procedures in the data management system for identifying high-risk clients.
- Updated response and support for staff when they are involved in incidents that include emergency services.

4. Financial Planning and Management

- A balanced budget.

5. Community Relations

- For the first time FCSS staff attended all 13 parades in our region. First time ever!
 - Coutts – June 21, 2025
 - Warner – June 28, 2025
 - Vauxhall – July 1, 2025
 - Raymond – July 1, 2025
 - Barons – July 5, 2025
 - Barnwell – July 19, 2025
 - Stirling – July 19, 2025
 - Coalhurst – July 26, 2025
 - Nobleford – July 26, 2025
 - Milk River – August 2, 2025
 - Coaldale – August 9, 2025
 - Picture Butte – August 16, 2025
 - Taber – August 21, 2025
- Tim Hortons Smile Cookie Campaign raised \$24,866.30.
- For the first time all staff, from all departments planned and participated in Seniors Week events and activities.
 - June 2nd
 - Coutts at the Civic Centre.
 - Raymond at the Ridgeview Lodge and Seniors Centre.
 - Picture Butte at the Piyami Lodge and Community Centre.
 - Taber at the Parkside Manor Seniors Centre.
 - June 3rd
 - Barnwell at the Seniors Centre.
 - Enchant at the Seniors Centre.
 - Milk River at the Prairie Rose Lodge.
 - Nobleford at the Seniors Centre.
 - Stirling at the FCSS Building (LGM).
 - Vauxhall at the Vauxhall Community Centre.
 - June 4th
 - Coaldale at the Seniors Centre.
 - Grassy Lake at the Grassy Lake Hall.
 - Hays at the Seniors Centre.
 - June 5th
 - Coalhurst at the FCSS Building.
 - Warner at the Warner Seniors Centre.
 - Shaughnessy at the Shaughnessy Community Hall.
 - Stirling at the Stirling Seniors Centre.
 - June 6th
 - Barons at the Seniors Drop in Centre.

[← Back to Alberta.ca](#)[Home](#) > **FCSS Annual Program Report Ticket**

1

Draft

2

Director Review

3

CAO Approval

4

Submitted

5

Reconciliation
Review

6














Approved**Annual Report**

Activity

FCAR0035860



Attachments Edit

-  FCSS_Annual_Report FCAR0035860 2025-08-21 15:29:51.pdf
-  FCSS_Annual_Report FCAR0035860 2025-07-17 20:33:07.pdf
-  FCSS_Annual_Report FCAR0035860 2025-05-22 14:51:09.pdf
-  FCSS_Annual_Report FCAR0035860 2025-05-12 17:58:12.pdf
-  Year In Review 2024 Final.pdf
-  2024 Family Services - Report to Municipalities.pdf
-  2024 Outreach - Report to Municipalities.pdf
-  2024 Counselling - Report to Municipalities FINAL.pdf
-  Strategic Plan 2023-2026 Final.pdf
-  FCSS Program Report 2024 - Notes to Non Vesting Sick Accrued.pdf
-  FCSS Program Report 2024 - Notes to Investment Interest.pdf
-  2. KPMG 360 Review FCSS Audit 2024.pdf
-  1. KPMG Financial Statement FCSS Audit 2024-Signed.pdf

FCSS Annual Report

Legal Name: TOWN OF COALDALE**Seniors, Community and Social Services**

2024 ANNUAL FCSS PROGRAM REPORT

This information is collected under the authority of the Family and Community Support Service Act, Regulation and section 8 (a) of the Family and Community Support Service Funding Agreement. The Municipality shall provide the Minister with annual reporting within one hundred twenty (120) days after the end of each year of the Term as outlined in section 9 of the Family and Community Support Services Funding Agreement.

SECTION 1 - Statement of Revenues and Expenditures

Revenues

Annual Funding Provided Under the Act (A)

1,493,196.36

Total Potential Provincial Carryover (Previous Year) (B)

Provincial Funding Withheld + Returned (B1)

Total Annual Provincial Funding (A + B - B1 = C) (C)

1,493,196.36

Municipal Contribution (Minimum ¼ of the Amount on Line (C)) (D)

373,299.09

Total Grant Transfer(s) Received (E)

Total of Other External Revenues Value (F)

105,676.00

Other External Revenues - Other (Specify) *

0

Total Revenues (C + D + E + F = G) (G)

1,972,171.45

Expenditures

Direct Delivery of Programs (H)

1,974,241.00

Indirect Delivery of Programs (I)

19,000.00

Total Administration Cost (J)

29,124.00

Total Grant Transfer(s) Sent (K)

Total Expenditures (H + I + J + K = L) (L)

2,022,365

Returned Amount

Surplus (Deficit) (G - L = M) (M)

-50,193.55

Negative Value Represents an Additional Municipal Contribution

Total Potential Provincial Carryover

Provincial Portion Requested for Carryover

Provincial Portion Approved for Carryover (N)

Matching Municipal Portion for Carryover

Total Potential Carryover

Provincial Funding Requested to be Withheld

Provincial Funding Approved to be Withheld (N1)

SECTION 2 - Volunteers

Total Number of Volunteers who Supported FCSS Programs

1,567

Total Number of Volunteer Hours Contributed to FCSS Programs

6,649

SECTION 3 - Direct Delivery of Programs: Programs delivered directly by the Municipality/Metis Settlement

Please enter all programs delivered directly by the Municipality/Metis Settlement using the "FCSS Delivery of Programs" form.

Total Expenditures Related to the Direct Delivery of Programs

1,974,241.00

List of programs delivered directly by the Municipality/Metis Settlement:

Program Name	Description	Amount	Participants
FCSS - Family Services	Family Services Objective: To enhance parenting skills and abilities through support and education that is accessible to local families.	\$790,173	18337

Program Name	Description	Amount	Participants
FCSS - Community Organizational Capacity Building	Outreach Services Objective: To enhance the effectiveness of local services through partnerships, community committees and community interagency co-ordination. Participants are the number of meetings attended by the management team.	\$93,851	133
FCSS - Volunteer Income Tax	Volunteer Income Tax Program Objective: To recruit, train and support volunteers to complete income tax returns for eligible individuals through a partnership with the CRA. The # of participants is the number of individual income taxes filed.	\$14,776	590
FCSS - Counselling Services	Counselling Services Objective: To provide solution-based and goal focused short-term counselling (10 session max) to strengthen and support individuals and families by providing counselling services to people experiencing stress or difficulties in their life. To reduce family and social breakdown by providing and promoting family life education. To encourage and facilitate the development of self-help groups by enhancing personal awareness and mental well-being.	\$764,862	5358
FCSS - Youth Services	Youth Services Objective: To support youth by providing education, empowerment, leadership and mentoring. The opportunity is focused on providing resources, expanding individual coping strategies and creating safe spaces for youth to develop their skills for success in life.	\$165,598	4919

Program Name	Description	Amount	Participants
FCSS - Senior Services	Senior Services Objective: To improve health and wellness by ensuring Seniors have the necessary knowledge, skills and ability to age well in community and access the services they need.	\$100,901	2410
FCSS - Volunteer Services	Volunteer Services Objective: Recruit, train and support volunteers to enrich and extend the services provided to the community through the assistance of volunteers.	\$44,080	1516

SECTION 4 - Indirect Delivery of Programs: Programs funded by the Municipality/Metis Settlements and delivered by an external organization

Please enter all programs funded by the Municipality/Metis Settlement and delivered by an external organization using the **"FCSS Delivery of Programs"** form.

Total Expenditures Related to the Indirect Delivery of Programs

19,000.00

List of programs delivered by an external organization:

Program Name	Organization Name	Description	Amount	Participants
FCSS - Youth Mentorship	Big Brothers, Big Sisters	One-on-one mentoring program provides children and youth with a role model to talk to and share the experiences of growing up with. The In-School mentoring program provides children and youth a role model and friend to talk to and share the experiences of growing up.	\$15,000	573

Program Name	Organization Name	Description	Amount	Participants
FCSS - Meals on Wheels	Green Acres Foundation	Note: Only Meals on Wheels supplies are purchased including hot food meal containers. Meals on Wheels promote health and independence by providing quality nutritious meals.	\$1,500	3930
FCSS - Meals on Wheels	Taber & District Housing Foundation	Note: Only Meals on Wheels supplies are purchased including hot food meal containers. Meals on Wheels promote health and independence by providing quality nutritious meals.	\$2,500	5299

SECTION 5 - Program Outcomes

This section is automatically populated by completing the required outcome information in the **"FCSS Delivery of Programs"** form.

Total # of Participants in All Programs

43,065

Outcome

Individual Outcome 1 - Individuals experience personal well-being.

Outcome

Individual Outcome 2 - Individuals are connected with others.

Outcome

Individual Outcome 3 - Children and youth develop positively.

Outcome

Family Outcome 1 - Healthy functioning within families.

Outcome

Family Outcome 2 - Families have social supports.

Average % Experiencing Positive Change

88.02

Individual Outcome 1 - % Experiencing Positive Change

80.08

Individual Outcome 2 - % Experiencing Positive Change

81.71

Individual Outcome 3 - % Experiencing Positive Change

90.92

Family Outcome 1 - % Experiencing Positive Change

90.83

Family Outcome 2 - % Experiencing Positive Change

93

SECTION 6 - Attachments

Add Attachments by Clicking the **Paper Clip icon** at the bottom of the page.

☐ Review Engagement Report

Review Engagement Report

 Upload

☐ Outcomes Information

☐ Audit Report

☐ Other Related Documentation

SECTION 7 - Certificate of Compliance

This is to certify that:

- To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.
- The 20% municipal contribution has been derived from the operating budget of the municipality.

Director or Designate Compliance



Zakk Morrison

Date of Signature

2025-04-22

Chief Administrative Officer or Designate Compliance



Kalen Hastings

Date of Signature

2025-04-30

Additional comments

Related Lists

FCSS Delivery of Programs

10

 | Grant Transfers - Sent | Grant Transfers - Received




Save (Ctrl + s)









Actions

Generate PDF

Attachments



FCSS_Annual_Report FCAR0035860 2025-08-21 15:29:51.pdf (26.6 KB)			just now
FCSS_Annual_Report FCAR0035860 2025-07-17 20:33:07.pdf (26.6 KB)			about a month ago
FCSS_Annual_Report FCAR0035860 2025-05-22 14:51:09.pdf (26.6 KB)			3mo ago
FCSS_Annual_Report FCAR0035860 2025-05-12 17:58:12.pdf (26.6 KB)			3mo ago
Year In Review 2024 Final.pdf (11.5 MB)			4mo ago
2024 Family Services - Report to Municipalities.pdf (6.4 MB)			4mo ago
2024 Outreach - Report to Municipalities.pdf (9.9 MB)			4mo ago
2024 Counselling - Report to Municipalities FINAL.pdf (3.4 MB)			4mo ago
Strategic Plan 2023-2026 Final.pdf (1.3 MB)			4mo ago
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FCSS Program Report 2024 - Notes to Investment Interest.pdf (49.6 KB)	 
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2. KPMG 360 Review FCSS Audit 2024.pdf (18.5 MB)	 
4mo ago	
1. KPMG Financial Statement FCSS Audit 2024-Signed.pdf (2.3 MB)	 
4mo ago	



FINANCIAL STATEMENT

- Financial Statement for July 31, 2025.

MONTHLY ACCOUNTS

- Monthly accounts for May 1-31, 2025.
- Monthly accounts for June 1-30, 2025.
- Monthly accounts for July 1-31, 2025.

ATB MASTERCARD STATEMENT

- ATB Mastercard statement from May 13, 2025, to June 11, 2025.
- ATB Mastercard statement from June 12, 2025, to July 11, 2025.
- ATB Mastercard statement from July 12, 2025, to August 13, 2025.



Barons-Eureka-Warner FCSS
Board Financial Report as of
Thursday, July 31, 2025
Budget Year: January - December 2025

58% of year passed

REVENUE	2025 YTD Actual	2025 Budget	% Received
Provincial FCSS funding	1,119,897	1,493,196	75%
Municipal Requisitions	458,168	458,168	100%
2024 Carry Forward		0	0%
Interest Income	16,058	40,000	40%
Revenue Other	38,578	46,726	83%
Family Resource Network (FRN)	524,232	658,500	80%
Project Grant Funding	5,832	11,874	
TOTAL	2,162,765	2,708,464	80%

EXPENDITURES	2025 YTD Actual	2025 Budget	% Expended
Counselling Services	331,608	639,712	52%
Family Services	405,309	782,647	52%
Program Support	140,335	297,209	47%
Senior & Volunteer Services	120,217	200,259	60%
Youth Services	51,212	118,263	43%
Family Resource Network (FRN)	412,091	658,500	63%
Project Grant Funding	5,832	11,874	
TOTAL	1,466,604	2,708,464	54%



Barons-Eureka-Warner FCSS
Monthly Accounts
May 1, 2025 - May 31, 2025

Date	Number	Name	Memo	Amount
05/01/2025	JEApr2025 25	Toyota Financial Services	Toyota Credit May2025 Pre-authorized-Rav4-White	-240.71
05/01/2025	11472	AUMA Insurance Services Ltd.	Employee Benefits May2025	-20,409.76
05/01/2025	11473	1661421 Alberta Ltd.	Coaldale HUB Housekeeping Apr2025	-1,155.00
05/01/2025	11474	AltisMSP	FCSS - IT Toner Cartridges Mar2025	-574.35
05/01/2025	11475	Country Kitchen Catering (2006) Ltd.	Coalhurst - FRN Training	-828.09
05/01/2025	11476	DeBow, Ms. Petra	2025 Wellness Spending	-400.00
05/01/2025	11477	Engravers Inc.	FCSS Volunteer Awards 2025	-236.09
05/01/2025	11478	Federated Co-Operatives Limited	FCSS Fleet Fuel Apr2025	-180.93
05/01/2025	11479	Horizon School Division #67	Vauxhall Elementary School Rent May2025	-150.00
05/01/2025	11480	Lauwen, Ms. Cindy	Program Supplies April 2025	-37.81
05/01/2025	11481	Petty Cash - Evelyn Florence-Greene or	Coaldale Petty Cash Supplies April 2025	-89.85
05/01/2025	11482	Simmons, Garrett	Media Article April 2025	-150.00
05/01/2025	11483	Taber Commercial Cleaning Ltd.	Barnwell Housekeeping April 2025	-309.75
05/01/2025	11483	Taber Commercial Cleaning Ltd.	Taber Downtown Housekeeping April 2025	-551.25
05/01/2025	11484	Void Cheque	VOID Cheque	0.00
05/01/2025	11485	Town of Coaldale	Coaldale HUB Rent May 2025	-3,202.50
05/01/2025	11485	Town of Coaldale	Coaldale HUB Utilities Mar2025	-1,136.53
05/01/2025	11485	Town of Coaldale	FCSS Board Honorarium Apr 2, 2025 Board Meeting	-100.00
05/01/2025	11486	Town of Coalhurst.	Coalhurst Rent May 2025	-260.00
05/01/2025	11486	Town of Coalhurst.	Coaldale Housekeeping Apr2025	-205.80
05/01/2025	11486	Town of Coalhurst.	FCSS Board Honorarium Apr 2, 2025 Board Meeting	-127.04
05/01/2025	11487	Town of Magrath	Magrath FRN Triple P Hours Feb/Mar2025	-549.99
05/01/2025	11488	Town of Milk River.	Milk River Rent May2025	-236.25
05/01/2025	11488	Town of Milk River.	Milk River Tax Program Rent	-25.00
05/01/2025	11489	Town of Nobleford	Nobleford Complex Rent May2025	-589.05
05/01/2025	11490	Town of Picture Butte	Picture Butte FCSS Rent May2025	-793.82
05/01/2025	11491	Town of Raymond	FCSS Board Honorarium Apr 2, 2025 Board Meeting	-132.24
05/01/2025	11492	Village of Barnwell	Barnwell FCSS Rent May2025	-400.00
05/01/2025	11493	Village of Barons	FCSS Board Honorarium Apr 2, 2025	-163.44
05/01/2025	11494	Village of Stirling	Stirling FCSS Utilities May2025	-500.00
05/01/2025	11495	Village of Warner	Warner FCSS Rent May 2025	-400.00
05/01/2025	11496	Westwind School Division #74	Raymond Rent May 2025	-1,778.40
05/01/2025	11496	Westwind School Division #74	Raymond IT Support May2025	-300.00
05/01/2025	2025-002	Workers Compensation Board	WCB 2025 Quarterly Payment	-4,718.94
05/06/2025	JEMay2025 19	Stripes	To Reimburse Stripes Payments for GIC Courses Cancelled	-493.00
05/09/2025	JEMay2025 18		May 9, 2025 Payroll	-50,024.44
05/09/2025	11497	Receiver General	CRA May 9, 2025 Payroll	-20,500.71
05/09/2025	11498	Local Authority Pension Plan	LAPP May 9, 2025 Payroll	-9,095.10
05/09/2025	11499	Bell Mobility Inc.	FCSS Cell phones May2025	-761.85
05/09/2025	11500	Bridge Vacuum Cleaning Supplies	Coaldale HUB Housekeeping Supplies	-117.58
05/09/2025	11501	Coaldale Bakery	Warner Senior Coffee Chats	-21.99
05/09/2025	11502	Coquet, Leanne	Program Supplies Barons May2025	-78.73
05/09/2025	11503	Fehr, Ms. Kim	Smile Cookie - Volunteer Refreshments	-88.11
05/09/2025	11504	Lauwen, Ms. Cindy	Program Supplies May2025	-132.51
05/09/2025	11505	Lethbridge Herald	Volunteer Week Advertising	-219.45
05/09/2025	11506	Maynes, Ms. Stacey	Program Supplies May2025	-129.29
05/09/2025	11507	Ramos, Jeanette	Stirling Housekeeping Apr2025	-183.75

Date	Number	Name	Memo	Amount
05/09/2025	11508	Raymond Town Pump	FCSS Fleet Fuel Apr2025	-235.84
05/09/2025	11509	Rodriguez, Gabriela	Counselling Program Supplies	-38.33
05/09/2025	11510	Rogers together with Shaw	Coalhurst Internet May2025	-168.00
05/09/2025	11510	Rogers together with Shaw	Picture Butte Internet May2025	-89.25
05/09/2025	11511	Safety Vantage Inc.	Working Alone/Workplace Violence Training x 2	-146.80
05/09/2025	11512	Taber - IGA	Taber Program Supplies April 2025	-90.40
05/09/2025	11513	Telus	Taber ACE Place Internet May2025	-78.75
05/09/2025	11513	Telus	Taber Downtown Internet May2025	-73.50
05/09/2025	11514	Town of Taber-	Taber Downtown Utilities Apr2025	-217.43
05/09/2025	11515	Warwick Printing Co. Ltd.	FCSS Envelopes Window/Non Window	-522.61
05/12/2025	11516	Friesen, Susana	Termination Paycheck	-1,200.99
05/22/2025	11517	ATB - Financial Mastercard	ATB Mastercard Charges Apr2025	-6,158.23
05/22/2025	11518	Barons Senior Center	Barons Rent May2025	-200.00
05/22/2025	11519	Bridge Vacuum Cleaning Supplies	Warner Vacuum/Bags	-752.83
05/22/2025	11520	Coaldale Food Market	Coaldale Program Supplies	-8.58
05/22/2025	11521	Fitton, Becky	Prentice Institute Meeting - Parking	-35.00
05/22/2025	11522	Forchuk, Ms. Kim	Program Supplies May2025	-247.60
05/22/2025	11523	Goodrider, Valerie	Elder Honoraria: Napi Stories to Stay & Play Group - Fry Bread	-150.00
05/22/2025	11524	Mather-Cocks, Karla	Instructor GIC - Yoga Slow Flow Stirling	-375.00
05/22/2025	11525	Petty Cash - Evelyn Florence-Greene or	Petty Cash Supplies May2025	-93.05
05/22/2025	11526	Rogers together with Shaw	Coaldale HUB Phone-Internet May2025	-163.70
05/22/2025	11527	Telus	Taber Downtown Security May2025	-7.42
05/22/2025	11528	Walton, Jess.	Program Supplies May2025	-90.26
05/22/2025	11529	Wex Canada Ltd.	FCSS Fleet Fuel Apr2025	-538.38
05/23/2025	JEMay2025 20	Toyota Financial Services	Toyota Credit May2025 Pre-authorized-Corolla#2 Grey	-228.88
05/23/2025	JEMay2025 20	Toyota Financial Services	Toyota Credit May2025 Pre-authorized-Corolla#3 White	-228.88
05/23/2025	11530	Local Authority Pension Plan	LAPP May 23, 2025 Payroll	-9,445.26
05/23/2025	11531	Receiver General	CRA May 23, 2025 Payroll	-21,205.08
05/23/2025	JEAMay25 25		May 23, 2025 Payroll	-51,932.19
05/25/2025	JEMay25 26	Toyota Financial Services	Toyota Credit May2025 Pre-authorized-White Toyota Tacoma	-414.00
			TOTAL	-217,915.34



Barons-Eureka-Warner FCSS
Monthly Accounts
June 1, 2025 - June 30, 2025

Date	Number	Name	Memo	Amount
06/01/2025	JEMay25 27	Toyota Financial Services	Toyota Credit Jun2025 Pre-authorized-Rav4-White	-240.71
06/02/2025	11532	AUMA Insurance Services Ltd.	Employee Benefits June 2025	-20,651.83
06/02/2025	11533	1661421 Alberta Ltd.	Coaldale HUB Housekeeping May2025	-1,155.00
06/02/2025	11534	AltisMSP	IT Support May 2025	-1,757.29
06/02/2025	11535	Coaldale Food Market	Coaldale Program Supplies May2025	-40.58
06/02/2025	11536	DeBow, Ms. Petra	Meeting Expenses May2025	-49.09
06/02/2025	11537	Federated Co-Operatives Limited	FCSS Fleet Fuel May2025	-139.04
06/02/2025	11538	Gilbert, Trevor.	Program Supplies - Seniors Week Celebration - Cake	-28.99
06/02/2025	11539	Horizon School Division #67	Vauxhall Elementary School Rent June 2025	-150.00
06/02/2025	11540	Peters, Ms. Susan	Program Supplies- Seniors Week Celebrations	-71.29
06/02/2025	11541	PM Projects	Youth DO Crew T-shirts	-346.37
06/02/2025	11542	Raymond Mercantile	Raymond Program Supplies	-24.90
06/02/2025	11543	Simmons, Garrett	Media Article May 2025	-150.00
06/02/2025	11544	Sopal, Ms Myrna	Raymond Consumable Supplies	-133.97
06/02/2025	11545	Taber - IGA	Taber Program Supplies May2025	-123.03
06/02/2025	11546	Taber Commercial Cleaning Ltd.	Barnwell Housekeeping May 2025	-309.75
06/02/2025	11546	Taber Commercial Cleaning Ltd.	Taber Downtown Housekeeping May1 2025	-551.25
06/02/2025	11547	Telus	Taber Downtown Internet	-73.50
06/02/2025	11547	Telus	Taber ACE Place Internet	-78.75
06/02/2025	11548	Town of Coaldale	Coaldale HUB Rent Jun2025	-3,202.50
06/02/2025	11548	Town of Coaldale	Coaldale HJB Utilities May2025	-932.86
06/02/2025	11549	Town of Coalhurst.	Coalhurst Rent Jun2025	-260.00
06/02/2025	11549	Town of Coalhurst.	Coalhurst Housekeeping May2025	-139.65
06/02/2025	11550	Town of Magrath	Magrath FRN Triple P Hours Apr2025	-455.16
06/02/2025	11551	Town of Nobleford-	Nobleford Complex Rent June 2025	-589.05
06/02/2025	11552	Town of Picture Butte	Picture Butte FCSS Rent June 2025	-793.82
06/02/2025	11553	Village of Barnwell-	Barnwell FCSS Rent June 2025	-400.00
06/02/2025	11554	Village of Stirling-	Stirling FCSS Utilities June 2025	-500.00
06/02/2025	11555	Village of Warner	Warner FCSS Rent June 2025	-400.00
06/02/2025	11556	Westwind School Division #74	Raymond Rent Jun2025	-1,778.40
06/02/2025	11556	Westwind School Division #74	Raymond IT Support Jun2025	-300.00
06/02/2025	11557	Wintergreen Learning Materials Ltd.	Consumable Supplies Spring 2025	-568.63
06/09/2025	11558	Bell Mobility Inc.	FCSS Cell Phones May-June 2025	-785.90
06/09/2025	11559	Coaldale Bakery	Program Supplies Jun2025	-42.94
06/09/2025	11560	Day Chief, Sheldon	Blackfoot Honour Song - Indigenous Cultural Awareness Training	-300.00
06/09/2025	11561	Griffin, Suzanne	Design Services May 2025	-915.00
06/09/2025	11562	Maynes, Ms. Stacey	Program Supplies Jun2025	-278.65
06/09/2025	11563	Petty Cash - Evelyn Florence-Greene or	Petty Cash Supplies May2025	-144.25
06/09/2025	11564	Rogers together with Shaw	Picture Butte Internet Jun2025	-89.25
06/09/2025	11564	Rogers together with Shaw	Coalhurst Internet Jun2025	-168.00
06/09/2025	11565	Tams, Lauren	2025 Wellness Spending/Program Supplies Jun2025	-330.66
06/09/2025	11566	Town of Milk River.	Milk River FCSS Rent June 2025	-236.25
06/09/2025	11567	Town of Taber-	Taber DT Utilities May2025	-219.59
06/10/2025	JEJun25 19		Jun 10, 2025 Payroll	-51,265.00
06/10/2025	11568	Receiver General	CRA June 10, 2025 Payroll	-20,960.52
06/10/2025	11569	Local Authority Pension Plan	LAPP June 10, 2025 Payroll	-9,377.34
06/19/2025	11570	ATB - Financial Mastercard	ATB Mastercard Charges May2025	-4,744.46

Date	Number	Name	Memo	Amount
06/19/2025	11571	Barons Senior Center	Barons Rent June 2025	-200.00
06/19/2025	11572	Culligan Water	FCSS Jun2025	-32.50
06/19/2025	11573	Fehr, Ms. Kim	Program Supplies Jun2025	-34.28
06/19/2025	11574	Fekete, Ms. Janet	Program Supplies Jun2025	-30.00
06/19/2025	11575	Fiorino, Ms. Jackie	Program Supplies Jun2025	-160.95
06/19/2025	11576	Florence-Greene, Ms. Evelyn	2025 Wellness Spending	-400.00
06/19/2025	11577	Grahams Autopro	CVB3143 Summer Tire Mount & Balance	-134.82
06/19/2025	11578	Long & McQuade Limited	AHS Healthier Together Grant	-2,934.75
06/19/2025	11579	Ramos, Jeanette	Stirling Housekeeping May2025	-245.00
06/19/2025	11580	Raymond Town Pump	FCSS Fleet Fuel May2025	-187.17
06/19/2025	11581	Restore Wellness Centre	Family Services Team Building	-52.50
06/19/2025	11582	Rogers together with Shaw	Coaldale HUB Phone-Internet Jun 2025	-163.70
06/19/2025	11583	Russell, Charles	Pemmican Workshop Taber	-1,561.58
06/19/2025	11584	Wex Canada Ltd.	FCSS Fleet Fuel May2025	-421.55
06/19/2025	11585	White, Ms. Renee	Program Supplies Jun2025	-41.74
06/23/2025	JEJun25 25	Toyota Financial Services	Toyota Credit Jun2025 Pre-authorized-Corolla#2 Grey	-228.88
06/23/2025	JEJun25 25	Toyota Financial Services	Toyota Credit Jun2025 Pre-authorized-Corolla#3 White	-228.88
06/25/2025	JEJun25 22		Jun 25, 2025 Payroll	-49,340.30
06/25/2025	11586	Local Authority Pension Plan	LAPP Jun 25, 2025 Payroll	-8,673.87
06/25/2025	11587	Receiver General	CRA Jun 25, 2025 Payroll	-19,232.82
06/25/2025	JEJun25 26	Toyota Financial Services	Toyota Credit Jun2025 Pre-authorized-White Toyota Tacoma	-414.00
06/25/2025	11588	Align Association of Community Services.	FRN HUB Membership 2025/2026	-1,000.00
06/25/2025	11589	Hanson, Madison	FRN Indigenous Youth Group Luigi's Taber	-101.00
06/25/2025	11590	Klassen, Ms. Maria	Program Supplies June 2025	-131.53
06/25/2025	11591	Telus	Taber ACE Place Internet Jun2025	-78.75
06/25/2025	11592	Toso, Delores	Barons Senior Centre - Key	-26.25
06/25/2025	11593	Walton, Jess.	Program Supplies Jun2025	-149.69
			TOTAL	-212,459.73



**Barons-Eureka-Warner FCSS
Monthly Accounts
July 1, 2025 - July 31, 2025**

Date	Number	Name	Memo	Amount
07/01/2025	JEJul25 27	Toyota Financial Services	Toyota Credit Jul2025 Pre-authorized-Rav4-White	-240.71
07/02/2025	11594	1661421 Alberta Ltd.	Coaldale HUB Housekeeping Jun2025	-1,155.00
07/02/2025	11595	Parry Williams Real Estate Ltd.	Taber Downtown Rent Jul, Aug, Sep 2025	-6,284.25
07/02/2025	11596	Taber - IGA	Taber Program Supplies Jun2025	-180.48
07/02/2025	11597	Taber Commercial Cleaning Ltd.	Taber Downtown Housekeeping Jun2025	-551.25
07/02/2025	11597	Taber Commercial Cleaning Ltd.	Barnwell Housekeeping Jun2025	-309.75
07/02/2025	11598	Town of Coaldale	Coaldale HUB Rent Jul2025	-3,202.50
07/02/2025	11598	Town of Coaldale	Coaldale HUB Utilities May2025	-779.20
07/02/2025	11599	Town of Coalhurst	FCSS Board Honorarium Jun 4, 2025 Board Meeting	-127.04
07/02/2025	11599	Town of Coalhurst	Coalhurst Housekeeping May2025	-132.30
07/02/2025	11599	Town of Coalhurst	Coalhurst Rent Jun2025	-260.00
07/02/2025	11600	Town of Magrath	Magrath FRN Triple P Hours May2025	-549.99
07/02/2025	11601	Town of Milk River.	Milk River FCSS Rent Jul2025	-236.25
07/02/2025	11602	Town of Nobleford	Nobleford Complex Rent Jul2025	-589.05
07/02/2025	11603	Town of Picture Butte	Picture Butte FCSS Rent Jul2025	-793.82
07/02/2025	11604	Town of Raymond	FCSS Board Honorarium Jun 4, 2025 Board Meeting	-132.24
07/02/2025	11605	Village of Barnwell	Barnwell FCSS Rent Jul2025	-400.00
07/02/2025	11606	Village of Barons	FCSS Board Honorarium Jun 4, 2025 Board Meeting	-163.44
07/02/2025	11607	Village of Stirling	Stirling FCSS Utilities Jul2025	-500.00
07/02/2025	11608	Village of Warner	Warner FCSS Rent - Jul2025	-400.00
07/02/2025	11609	Westwind School Division #74	Raymond IT Support Jul2025	-300.00
07/02/2025	11609	Westwind School Division #74	Raymond Rent Jul2025	-1,778.40
07/02/2025	11610	Wintergreen Learning Materials Ltd.	FCSS Consumable Supplies Spring 2025	-302.77
07/02/2025	11611	AUMA Insurance Services Ltd.	Employee Benefits July 2025	-20,959.94
07/02/2025	11612	Federated Co-Operatives Limited	FCSS Fleet Fuel Jun2025	-146.69
07/02/2025	11613	Krahn, Tim	Counselling Senior Coffee Chats Mar-Jun2025	-100.93
07/02/2025	11614	Receiver General	CRA - 106773211RO0002-2024 T4	-1,536.26
07/02/2025	11615	Rodriguez, Gabriela	Program Supplies Jun2025	-34.39
07/02/2025	11616	Watters, Richard	Fas Gas Raymond - FCSS Tacoma Fuel	-64.47
07/02/2025	11617	Town of Taber-	Taber DT Utilities Jun2025	-223.91
07/03/2025	11620	Workers Compensation Board	WCB Quarterly Payment 2025	-4,718.94
07/10/2025	JEJul25 30		Jul 10, 2025 Payroll	-52,582.92
07/10/2025	11618	Local Authority Pension Plan	LAPP Jul 10, 2025 Payroll	-9,130.54
07/10/2025	11619	Receiver General	CRA Jul 10, 2025 Payroll	-19,235.94
07/10/2025	11620	AltisMSP	IT Support Jun2025	-2,106.54
07/10/2025	11621	Bell Mobility Inc.	FCSS Cell Phones Jun-Jul2025	-727.43
07/10/2025	11622	Coaldale Bakery	FCSS Event Supplies Seniors Week	-483.43
07/10/2025	11623	Coaldale Food Market	Coaldale Program Supplies Jun2025	-93.03
07/10/2025	11624	Fehr, Ms. Kim	Program Supplies Jul2025	-31.24
07/10/2025	11625	Fekete, Ms. Janet	2025 Wellness Spending	-200.00
07/10/2025	11626	Goodrider, Valerie	Honorarium - Moccasin Making Tutorial for Taber Caregiver Sharing Circle	-206.16
07/10/2025	11627	Ramos, Jeanette	Stirling Housekeeping June 2025	-175.00
07/10/2025	11628	Raymond Mercantile	Raymond Seniors Celebration	-93.12
07/10/2025	11629	Raymond Town Pump	FCSS Fleet Fuel Jun2025	-108.46
07/10/2025	11630	Rogers together with Shaw	Picture Butte Internet Jul2025	-89.25
07/10/2025	11630	Rogers together with Shaw	Coalhurst Internet Jul2025	-168.00
07/10/2025	11631	Telus	Taber Downtown Internet Jun2025	-73.50
07/10/2025	11632	Wex Canada Ltd.	FCSS Fleet Fuel Jun2025	-467.33
07/22/2025	11633	ATB - Financial Mastercard	ATB Mastercard Charges Jun2025	-6,125.92
07/22/2025	11634	Barons Senior Center	Barons Rent July 2025	-50.00

Date	Number	Name	Memo	Amount
07/22/2025	11635	Goodrider, Valerie	2nd Moccasin Making Tutorial Taber Indigenous Caregiver Sharing Circle	-200.00
07/22/2025	11636	Morrison, Mr. Zachary	Edmonton Conference Expenses Jun2025	-105.00
07/22/2025	11637	Petty Cash - Evelyn Florence-Greene or	Coaldale Petty Cash Supplies Jul2025	-145.30
07/22/2025	11638	Rogers together with Shaw	Coaldale HUB Phone-Internet Jul2025	-163.70
07/22/2025	11639	Sopal, Ms Myrna	2025 Wellness Spending/Program Supplies	-371.87
07/22/2025	11640	Sunny South News	2025 Newspaper Subscription	-29.40
07/22/2025	11641	Taber Times	2025 Newspaper Subscription	-50.40
07/22/2025	11642	Telus	Taber ACE Place Internet Jul2025	-78.75
07/22/2025	11643	Vauxhall Advance	2025 Newspaper Subscription	-27.30
07/22/2025	11644	Wintergreen Learning Materials Ltd.	Program Consumable Supplies	-9.41
07/23/2025	JEJul25 32	Toyota Financial Services	Toyota Credit Jul2025 Pre-authorized-Corolla#2 Grey	-228.88
07/23/2025	JEJul25 32	Toyota Financial Services	Toyota Credit Jul2025 Pre-authorized-Corolla#3 White	-228.88
07/25/2025	JEJul25 37		Jul 25, 2025 Payroll	-56,583.15
07/25/2025	11645	Local Authority Pension Plan	LAPP July 25, 2025 Payroll	-10,927.28
07/25/2025	11646	Receiver General	CRA Jul 25, 2025 Payroll	-22,584.25
07/25/2025	JEJul25 41	Toyota Financial Services	Toyota Credit Jul2025 Pre-authorized-White Toyota Tacoma	-414.00
07/28/2025	11647	Boldt, Anita.	Program Supplies Jul2025	-38.32
07/28/2025	11648	Taber - IGA	Taber Program Supplies	-7.11
			TOTAL	-231,494.78

Mastercard Expenses May 12, 2025 – Jun 11, 2025

Evelyn Florence-Greene - Purchasing Card #1

- 1) Program Supplies

Zakk Morrison – M/C #2

- 2) Long & McQuade Lethbridge – Equipment Rental Staff Training
- 3) Kooyman Bakery – Refreshments – Staff Training
- 4) Long & McQuade Lethbridge – Equipment Rental Staff Training - REFUND
- 5) Amazon.ca – Program Supplies - REFUND
- 6) Amazon.ca – Program Supplies
- 7) Amazon.ca – Program Supplies
- 8) Amazon.ca – Program Supplies
- 9) Amazon.ca – Program Supplies
- 10) Amazon.ca – Program Supplies
- 11) Canadian College of Health Leaders – Ticket for Z. Morrison
- 12) Amazon.ca – Program Supplies
- 13) Amazon.ca – Program Supplies
- 14) Amazon.ca – Program Supplies
- 15) Amazon.ca – Program Supplies
- 16) Amazon.ca – Program Supplies
- 17) Amazon.ca – Program Supplies
- 18) Amazon.ca – Program Supplies
- 19) Amazon.ca – Program Supplies
- 20) Amazon.ca – Program Supplies
- 21) Intuit QuickBooks Subscription Jun2025

Mastercard Expenses June 12, 2025 – July 11, 2025

Evelyn Florence-Greene - Purchasing Card #1

- 1) Program Supplies

Zakk Morrison – M/C #2

- 2) Vistashare – Outcome Tracker Subscription Jun2025
- 3) Amazon.ca - Program Supplies
- 4) Westin Edmonton – Z. Morrison Meeting
- 5) Amazon.ca – Program Supplies
- 6) Amazon.ca – Program Supplies
- 7) Amazon.ca – Program Supplies
- 8) Amazon.ca – Program Supplies - REFUND
- 9) Amazon.ca – Program Supplies
- 10) Vistashare – Outcome Tracker Subscription Jul2025
- 11) Amazon.ca – Program Supplies
- 12) Amazon.ca – Program Supplies
- 13) Amazon.ca – Program Supplies
- 14) Amazon.ca – Program Supplies
- 15) Intuit – QuickBooks Subscription Jul2025

Mastercard Expenses July 12, 2025 – August 13, 2025

Evelyn Florence-Greene - Purchasing Card #1

- 1) Program Supplies

Zakk Morrison – M/C #2

- 2) Amazon.ca – Program Supplies
- 3) Amazon.ca – Program Supplies
- 4) Amazon.ca – Program Supplies - Refund
- 5) Amazon.ca – Program Supplies
- 6) Amazon.ca – Program Supplies
- 7) Amazon.ca – Program Supplies
- 8) Amazon.ca – Program Supplies
- 9) Amazon.ca – Program Supplies
- 10) Amazon.ca – Program Supplies
- 11) Intuit -QuickBooks Subscription Aug2025
- 12) Amazon.ca – Program Supplies
- 13) Amazon.ca – Program Supplies



MEMO

TO: BEW FCSS Board Members

FROM: Zakk Morrison, Executive Director

DATE: September 3, 2025

RE: **Policy Updates**

Notable changes are listed below.

Human Resources Policies (Board Approved)

- Added:
 - 3.1 - Definitions
 - Designate.
 - Home Base.
 - Human Resources.
 - FTE
 - 3.9.4 - Banked time is not to exceed one scheduled work week.
- Modified:
 - 3.1 - Definitions
 - Supervisor.
 - Contract Employee.
 - 3.19 - Training and Career Development
 - Appendices A – Recruitment.

Administrative and Finance Policies (Executive Director Approved)

- Modified:
 - 6.1 - Roles and Responsibilities
 - 6.11.4 - Award Presentations
 - 6.18.3 - Key Inventory
 - 6.22 - Practicum students
 - 6.24 - Record Checks
 - 6.28.1 – Record Retention/Destruction Table



Barons-Eureka-Warner
Family and Community Support Services

**Policy Handbook
Section 3**

**Human Resource
Policies**

Board Approved: September 3, 2025
Effective: October 1, 2025

SECTION 3
HUMAN RESOURCE POLICIES
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3. Human Resource Policies

3.1. Definitions

- 3.1.1. "Employer" refers to BEW-FCSS.
- 3.1.2. "Board" refers to the BEW-FCSS Board. The Board must appoint an Executive Director to administer all aspects of the organization including policies, procedures, and practices.
- 3.1.3. "Executive Director" refers to the Chief Executive Officer of BEW-FCSS. The Executive Director will be the only employee who reports directly to the Board.
- 3.1.4. "Designate" refers to the manager who assumes roles and responsibilities in absence of the Executive Director.
- 3.1.5. "Management" refers to the Executive Director and/or Manager.
- 3.1.6. "Supervisor" refers to the person an employee reports to the designated individual to whom an employee directly reports to.
- 3.1.7. "Human Resources" refers to the Finance and HR Coordinator.
- 3.1.8. "Employee" refers to any person hired by BEW-FCSS to fulfill specific required duties.
- 3.1.9. "Home base" refers to an employee's assigned work location.
- 3.1.10. "Probationary employee" refers to any person who is completing a trial period with the employer and who has been employed for 90 calendar days or less.
- 3.1.11. "Permanent employee" refers to any person (excluding contract and casual employees) who has successfully completed the probationary period.
- 3.1.12. "Permanent Full-time Employee" refers to any person (excluding contract and casual employees) who has completed the probationary period and who works 1820 regularly scheduled hours per year.
- 3.1.13. "Permanent Part-time Employee" refers to any person who has completed the probationary period and who works more than 910 but less than 1820 regularly scheduled hours as a portion of one FTE.
- 3.1.14. "FTE" refers to full-time equivalent of 1820 hours worked per year.
- 3.1.15. "Pro-rated FTE" applies to any permanent part-time employee and is calculated based on the employee's regular scheduled hours of work compared to full-time of 1820 hours per year.
- 3.1.16. "Contract Employee" refers to any persons who signs a written employment agreement (Contract) for a specified term of no greater than 12 months.
- 3.1.17. "Casual Employee" refers to an employee who works irregularly or on a call-in basis. Casual employees have the right to refuse work offered by the employer.
- 3.1.18. "Client" refers to any individual with a registration form.
- 3.1.19. "Anniversary Date" for permanent employee's is the first day of the month of commencement of employment, unless the commencement date was the sixteenth day of the month or later, in which case the Anniversary Date will be the first day of the succeeding month. The Anniversary date determines eligibility for compensation changes, and vacation entitlement.
- 3.1.20. "Fiscal Year" refers to the calendar year, January to December

3.2. Management Rights and Responsibilities

- 3.2.1. It is the exclusive right of the employer to manage, direct and decide all aspects of business and program operations of BEW-FCSS.
- 3.2.2. The Board delegates authority for human resources management, including interpretation of these policies, to the Executive Director.
 - The Executive Director may delegate responsibilities for day-to-day administration of these policies to the manager and supervisors.
 - The Executive Director must always ensure appropriate oversight and accountability of all employees.
- 3.2.3. These policies are binding on all employees at all levels and form part of the conditions of employment referred to in the Offer of Employment letter.
- 3.2.4. Included in the above is the right of the employer to:
 - Update, delete or add policies.
 - Hire, modify and/or terminate positions.
 - Maintain order and safety of the workplace and employees.
 - Layoff and recall employees according to Alberta Employment Standards Regulations.
 - Terminate employees according to Federal and Provincial statutes.
- 3.2.5. Supervision

The goal of individual supervision of an employee is to support them in achieving the organization's goals and objectives and enhancing quality services provided to BEW-FCSS clients.

 - Effective Supervision is:
 - A consistent approach for employee supervision.
 - An opportunity for shared reflection on work.
 - A culture that promotes reflective and evidence-based practice, self-directed learning, and learning from experience,
 - In absence of their supervisor, employees will report directly to the Executive Director or designate.
 - Supervision Support is available through:
 - **Unscheduled daily interactions** are opportunities for Supervisors to connect with employees between scheduled meetings. Supervisors use these *check-ins* to monitor employee workload, well-being, absences, and/or discuss issues/opportunities and follow-up on any updates discussed in scheduled meetings. Employees may also reach out during these times to connect with their supervisor for any reason.
 - **Scheduled one-on-one check-ins** are opportunities for Employees to have a set time to meet with their supervisor. These meetings offer a confidential space to discuss issues/concerns/opportunities between supervisors and the employee.
 - **Annual Performance Reviews** are opportunities to reflect and discuss employment related items throughout the course of the past year. Forms used to guide the meetings are the employee Annual and Probation Evaluation Form and an Employee Performance Improvement Plan (if applicable).

- ***Scheduled Department meetings*** are opportunities for supervisors to connect and communicate with all employees within the department. These meetings offer supervisors means to provide organization and department updates. This is also an opportunity for employees to ask questions regarding updates or discuss other issues/concerns/opportunities.
 - Meetings should be scheduled with advanced notice, have an agenda and when applicable, record important actions, assignments, and due dates during the meeting.
 - *Facilitating conversation* should include simple verbal tools to engage employees including probing, paraphrasing, redirecting questions and comments, bridging and referring back, shifting perspective, summarizing, giving positive reinforcement, and the inclusion of quieter employees.
- Performance and Behaviour Issues
 - Are addressed with an employee at a one-on-one scheduled meeting.
 - Constructive feedback steps to address performance related issues:
 1. Verbal Warning:
 - a. Supervisor meets with employee to identify the issue requiring correction, clarifies expected standard(s) for satisfactory performance.
 2. Written Warning:
 - a. Supervisor meets in-person with the employee.
 - b. The employee is warned that the performance issue or behaviour is serious, and corrective actions are documented on the One-on-One Check In form.
 3. Performance Improvement Plan:
 - a. The supervisor completes the Performance Improvement Plan (PIP) and meets in-person with the employee to review and sign.
 - The “no surprise rule” is adopted by supervisors for all performance reviews. Performance concerns that occur with any employee during the year, must be discussed with the employee as soon as it occurs.

3.3. Probationary Period

- 3.3.1. All new employees will complete a probationary period of 90 consecutive calendar days.
- 3.3.2. Prior to the end of the probationary period, an employee will participate in a performance review conducted by their supervisor using the Employee Annual & Probation Evaluation Form.
- 3.3.3. Upon completion of the performance review, the supervisor will provide the employee with a signed copy of the Employee Annual and Probation Evaluation Form indicating written confirmation of their probationary status.
- 3.3.4. In accordance with the Alberta Employment Standards Code, a probationary employee may be terminated with or without cause, without notice and without recourse to grievance or legal action for wrongful dismissal.

3.4. Payroll Deductions

- 3.4.1. Statutory and permitted deductions include:
- Income taxes.
 - Canadian Pension Plan (CPP).
 - Employment Insurance (EI).
 - Court-ordered garnishments or judgements.
 - All other required or permitted deductions and withholdings (LAPP, AUMA, and Wellness Spending).
- 3.4.2. No other deductions are allowed without written permission.

3.5. Hours of Work

- 3.5.1. "Normal Work Schedule" – is an employee's approved work schedule that includes the days and times that they are expected to work. In most cases, this will be a set number of days and hours. Normal work schedules will be approved by supervisors.
- 3.5.2. Normal work hours for full-time employees are 7 hours a day (part-time employees as per their normal work schedule) or 35 hours per week.
- 3.5.3. The nature of the work may require flexibility within the normal work schedule. With the pre-approval of supervisors, employees may:
- Delay their start time to accommodate work required outside their normal work schedule, OR
 - Take time off during the day so that the total hours worked do not exceed normal hours worked for the employee's position.
- 3.5.4. After 5 consecutive hours of work employees are entitled to receive an unpaid break of at least 30 minutes.
- 3.5.5. Employees must receive one rest day in each work week.
- 3.5.6. Employees may not exceed 12 work hours per day.

3.6. Paid General Holidays

- 3.6.1. Employees must seek approval from their supervisor prior to working any general holiday hours.
- 3.6.2. An employee is eligible for general holiday pay if the employee has worked for the same employer for 30 workdays or more in the 12 months preceding the general holiday.
- 3.6.3. An employee is not eligible for general holiday pay if a general holiday falls on an employee's non-regular day of work.
- 3.6.4. General holiday pay calculation is based on the Employment Standards Code which includes, but is not limited to, the following:
- General holiday is a regular day of work based on an employee's normal work schedule. If the employee works the same days every week, those days are considered their regular days of work. Other days are not regular days of work.
 - Employee works an irregular schedule, some days in their schedule may still be considered regular days of work. Calculations will be based on what happens the majority of the time:

- If in the last 9 weeks before the holiday, the employee has worked 5 of the same weekdays, then that weekday is considered a regular day of work – that is, if a holiday falls on a Monday, and the employee has worked 5 Mondays in the last 9 weeks before the holiday, then Monday is a regular day of work for them – and the rules for regular days of work apply.
 - Average daily wage is calculated as follows.
 - Divide the total wages earned by the number of days worked in the 4 weeks ending on the last day of the pay period that immediately preceded the general holiday.
- 3.6.5. Paid general holidays are:
- New Year's Day – January 1.
 - Alberta Family Day (3rd Monday of February).
 - Good Friday.
 - Easter Monday*.
 - Victoria Day (the Monday preceding May 25).
 - Canada Day – July 1.
 - Heritage Day* (1st Monday of August).
 - Labour Day (1st Monday of September).
 - Thanksgiving Day (2nd Monday in October).
 - Remembrance Day – November 11.
 - Christmas Day – December 25.
 - Boxing Day* – December 26.
- *denotes paid general holidays given by BEW-FCSS that are not "general holidays" required by Provincial or Federal law.*
- 3.6.6. When a paid general holiday falls on a Saturday or Sunday, the paid general holiday will be observed on the following Monday or following Monday and Tuesday (in the case of Christmas Day and Boxing Day falling on a Saturday and Sunday).
- 3.6.7. Employee's record hours on the timesheet under "general holidays".
- 3.6.8. If an employee is on vacation when a general holiday occurs, hours will be recorded under general holiday on the timesheet.

3.7. Floater Days

- 3.7.1. Floater Days
- In order to allow 5 working days off at Christmas, permanent and contract employees will be entitled to 3 paid days designated as "floater(s)" based upon an employee's normal work schedule. The Executive Director will designate the days that will be observed as the floater(s) and will inform employees in writing of the decision not later than October 31st each year.
 - Employees record hours on the timesheet under "Floater".

3.8. Group Overtime Agreement

- 3.8.1. The Group Overtime Agreement is between the employer and a designated group of employees. The employer and a majority of the employees in the designated group must sign the agreement. The agreement can be cancelled or changed by either party by giving 1 month's notice to the other.

- 3.8.2. The Group Overtime Agreement will be provided to employee's electronically at the December staff meeting each year for consideration and signature.
- 3.8.3. Access to the Group Overtime Agreement and agreed upon participation is available to employees on OneDrive.

3.9. Banked Time

- 3.9.1. Employees must request approval from their supervisor prior to working any hours over their normal daily work schedule.
- 3.9.2. Employees will be notified of the outcome of their request in a timely manner.
- 3.9.3. Banked time is at a rate of 1.0 for those hours worked over and above an Employees normal daily work schedule.
- 3.9.4. Banked time is not to exceed one scheduled work week.
- 3.9.5. Banked time is recorded on the timesheet under "Banked Time".
- 3.9.6. Banked Time available/taken will be shown on the employee's paystub.
- 3.9.7. Banked Time must be given/taken off within six months of the end of the pay period when the banked hours were worked.
- 3.9.8. If Banked Time is not given/taken off within six months, it must be paid out at a rate of 1.5.

3.10. Request for Leave with Pay

- 3.10.1. Supervisors must ensure efficient operation of the organization when considering all requests.
- 3.10.2. Employees can use up to 7 hours per day when requesting time off based on an employee's normal work schedule.
- 3.10.3. 100% of Banked Time accrued must be taken before vacation leave is approved.
- 3.10.4. Employees requesting to take leave of any duration requires preauthorization:
 - Leave of 1 day or less may be taken by notifying their supervisor in writing in advance of leave.
 - Leave of 1 day or more must be requested by an employee in writing a minimum of 5 working days prior to leave.
 - Employees will be notified of the outcome of their request in a timely manner.
 - Employees must ensure that all professional responsibilities have been fully covered during the time taken off.
- 3.10.5. If there is a conflict in two or more requests for the leave, every effort will be made by supervisors to find an equitable compromise. If a compromise is not possible the supervisor will allocate the leave, considering circumstances, past allocation and other factors.
- 3.10.6. A supervisor may deny any leave request when workloads or other factors such as time of year make taking a leave unfeasible.
- 3.10.7. Changes or cancellations to scheduled leave must be submitted by the employee in writing to their supervisor prior to the commencement of the scheduled leave.
- 3.10.8. Employees on leave of absence with a specified date of return, and who overstay such leave without authorization, may be subject to disciplinary action, up to and including dismissal.

3.11. Vacation and Discretionary Leave with Pay – Permanent Employees

3.11.1. Definitions:

- “Annual Vacation Leave” means vacation leave with pay.
- “Service Years” are deemed to mean continuous years of employment.
- “Benefit Years” – is the number of years recognized for calculating employees’ vacation entitlement. Benefit years is determined at the time of hire at the discretion of the Executive Director.
- “Vacation Hours” taken are based on an employee’s normal work schedule.
- “Accrued Vacation” means the hours of vacation available to the employee.

3.11.2. Vacation pay is accrued per pay period based on an employees assigned FTE and the criteria below:

- During the 1st to 7th years of employment - 15 days or 105 hours.
- During the 8th to 15th years of employment - 20 days or 140 hours.
- During the 16th to 24th years of employment - 25 days or 175 hours.
- During the 25th and following years of employment - 30 days or 210 hours.

3.11.3. Discretionary pay is accrued to a maximum of 35 hours per fiscal year pro-rated based on an employees assigned FTE.

3.11.4. Discretionary pay accrued may be used for wellness days, family illness days, stress days, and personal appointments.

3.11.5. Vacation/Discretionary pay is accrued based on the following Permanent Employee’s earnings: regular pay; paid leaves including vacation, discretionary, illness, general holidays, floater days, banked time taken, bereavement leave, orientation, and job-related appearance at court. Vacation pay calculations exclusions: overtime pay, unpaid leave of absence, pay in lieu of notice, acting pay, lump sum bonus or expenses and allowances.

- The amount of accrued pay available is shown on the employee’s pay stub under “vacation”.
- Accrued pay may be taken as earned.
- Employees are entitled to take their vacation in one unbroken period.
- Employees must record actual hours taken on the timesheet under “vacation”.
- An employee shall not accumulate at any given time more than 1.0 times their annual vacation/discretionary time entitlement.
- The employer must give employees their annual Vacation/Discretionary within 12 months of the date it is accrued.
- The employer can give two weeks’ notice in writing as to when the employee shall take their vacation.
- If an employee resigns, retires, or is otherwise terminated from employment, they will receive Vacation/Discretionary pay for time accrued but not taken.

3.12. Vacation and Personal Time Leave with Pay – Contract and Casual Employees

- 3.12.1. Contract and Casual Employees will be paid not less than 6% of their regular earnings in lieu of vacation pay.
- 3.12.2. Personal Time - Contract Employees only
 - Personal time may be used for wellness days, family illness days, stress days, and personal appointments.
 - Employees with a minimum contract of 6 months.
 - Employees with a minimum assigned 0.5 FTE.
 - Personal time is pro-rated based on the employees assigned FTE and length of contract to a maximum of 35 hours of personal time per year.
 - Employees must record actual hours taken on the timesheet under “personal time taken”.
 - Upon termination of employment, unused personal time will be canceled, and no payment is owed to the employee.

3.13. Illness Leave with Pay

(Not regulated by Alberta Employment Standards (AES))

- 3.13.1. Illness leave is provided for employee illness or injury for which compensation is not payable under the Worker’s Compensation Act.
- 3.13.2. While the employee is receiving Worker’s Compensation benefits, there will be no wages paid by the employer and illness leave will not be deducted or accrued.
- 3.13.3. Contract and Casual Employees are not eligible for paid illness leave.
- 3.13.4. An employee must notify their supervisor of their illness leave prior to their absence.
- 3.13.5. Permanent Employees:
 - Accrue illness leave at the rate of 1.5 working days (10.5 hours) pro-rated as per their assigned FTE, per month for each full month of employment up to a maximum of 595 hours.
 - When an employee has accrued the maximum illness leave of 595 hours, they will no longer accrue illness leave until the total accrual is reduced below the maximum. At that time, the employee will recommence accruing illness leave until the maximum is once again reached.
 - An employee on illness leave will be paid for the period of such leave, and the number of hours paid will be deducted from their accrued illness bank.
 - Employees must record the time taken off as “illness” on their time sheets based on the employee’s normal work schedule.
 - Prior to commencement of vacation leave, vacation time may be rescheduled if an employee becomes ill prior to their scheduled vacation leave.
 - Illness leave will not be granted during a vacation leave.
 - Illness leave will cease to accrue after 14 consecutive calendar days when an employee is on a paid illness leave.
 - Illness leave will commence accruing once the employee returns to their normal work schedule.

- Upon termination of employment, illness leave accrued is cancelled and no payment is owed to the employee.
- 3.13.6. Employees must submit a medical certificate from a licensed physician to the employer for any illness or accident that exceeds their normal scheduled work week.
- 3.13.7. Employees attending appointments with a licensed physician or directed by a licensed physician will record time as illness leave.
- 3.13.8. Return to work notice:
 - An employee who has taken illness leave for more than 30 consecutive calendar days, must provide the Executive Director with written notice of the intended date of return, accompanied by a supporting letter from the employee's licensed physician. This notice must be provided at least 1 week prior to the intended date for their return to work.
- 3.13.9. Accommodation:
 - The employee must provide a letter from a licensed physician indicating what type of accommodation is required and for what duration.
 - Supervisors will make every effort to modify duties, schedule or workload to accommodate employees returning to work after a period of illness.
 - A minimum of 14 consecutive calendar days prior to the expected date of return to regular duties, the employee will provide a note, from a licensed physician, indicating that the employee is medically approved for return to regular duties OR must continue to be accommodated and the expected duration of the additional accommodation.
- 3.13.10. When an employee has exhausted their accrued illness leave, they may be eligible to apply for Employment Insurance (EI) sickness benefits until they become eligible to apply for Long Term Disability benefits.

3.14. Bereavement Leave with Pay

- 3.14.1. Permanent Employees who have been employed for at least 90 days, are eligible for 35 hours paid leave per fiscal year, pro-rated based on their assigned FTE and normal work schedule, upon the death of a family member.
- 3.14.2. Employees must notify their supervisor in writing as soon as is reasonable prior to taking the leave.
- 3.14.3. Bereavement leave does not have to be taken consecutively.
- 3.14.4. All Contract and Casual Employees who have been employed at least 90 days are eligible for 3 days of unpaid bereavement leave per year upon the death of a family member.
- 3.14.5. At the discretion of the Executive Director, any employee with less than 90 days of employment may be granted 3 days unpaid bereavement leave upon the death of a family member.
- 3.14.6. An employee's family members include:
 - Spouse, adult interdependent partner or common-law partner.
 - Children (and their partner/spouse).
 - Current or former foster children (and their partner/spouse).
 - Current or former wards.

- Parents, stepparents and/or current or former guardians (and their partner/spouse).
 - Current or former foster parents.
 - Siblings, half-siblings, stepsiblings (and their partner/spouse).
 - Grandchildren, step-grandchildren (and their partner/spouse).
 - Grandparents, step-grandparents.
 - Aunts, uncles, step-aunts, step-uncles (and their partner/spouse)
 - Nieces, nephews (and their partner/spouse).
 - A person the employee isn't related to but considers to be like a close relative.
- 3.14.7. Family members of employee's spouse, common-law or adult interdependent partner:
- Children (and their partner/spouse).
 - Current or former wards.
 - Parents, stepparents, foster parents.
 - Sibling, half-sibling, stepsibling.
 - Grandparents.
 - Grandchildren.
 - Aunts, uncles.
 - Nieces, nephews.

3.15. Leave of Absence without Pay

- 3.15.1. An employee will submit a written request for a leave of absence without pay to their supervisor prior to the desired start date of the leave.
- 3.15.2. All leaves of absence greater than 14 consecutive calendar days will be reviewed and approved by the Executive Director.
- 3.15.3. Employees will be notified of the outcome of their request in a timely manner.
- 3.15.4. All employees, including contract and casual employees, are eligible for leaves without pay after 90 days of employment based on Alberta Employment Standards Leave of Absence.
- 3.15.5. 100% of Vacation/Discretionary and Banked Time accrued must be taken prior to the start date of the leave, except when due to illness or any Alberta Employment Standards Leave of Absence.
- 3.15.6. Local Authorities Pension Plan (LAPP) contributions are not collected during a leave of absence without pay. Payments are deferred until the end of the payroll costing year
- 3.15.7. Employees must make prior arrangements with Human Resources to ensure continuation of Group Benefit coverage.
- 3.15.8. Unpaid LOA less than 14 consecutive calendar days:
- Employees on an approved leave of absence without pay will be responsible for their portion of Group Benefits premiums.
- 3.15.9. Unpaid LOA greater than 14 consecutive calendar days:
- Employees who wish to continue coverage will prepay 100% of both the employee and employer portions of Group Benefit premiums.
 - An Invoice will be sent to the employee.
 - If payment is not received by the invoice due date, Group Benefit coverage shall be terminated.

- Employees opting out of Group Benefit coverage shall notify the employer in writing prior to the last paid day of work. In this event, all Group Benefit coverage shall cease at midnight on the last paid day of work.
- 3.15.10. Unpaid LOA greater than 30 consecutive calendar days
- Permanent Employees will have their Anniversary Date adjusted by the length of the leave.
 - Employees must provide their intended date for return to work in writing at least 1 week prior to return date.
- 3.15.11. Upon return from an approved unpaid leave of absence, the employee will retain their service years and grid placement as well as return to the same position and program as they were assigned prior to the leave.

3.16. Appearance at Court

- 3.16.1. An employee who is summoned to appear in court as a result of their employment with BEW-FCSS is considered to be working and will be paid.
- 3.16.2. An employee who is summoned to appear in court in their private capacity and not in their official capacity as an employee, will be allowed take this time as vacation, discretionary, banked OT or as leave of absence without pay.

3.17. Employee Benefits

- 3.17.1. Employees must notify Human Resources of any address change.
- 3.17.2. Employees must notify Human Resources of a "Life Event".
- Recognized Life Events:
 - Marriage/common-law (12 months of cohabitation).
 - Divorce, legal separation, or the end of a common-law relationship.
 - The death of a spouse or child.
 - Birth or adoption of a child.
 - **The employee has 31 days from the date of the life event** to report/request a change, otherwise late entrant rules related to AUMA Group Benefits may apply.
- 3.17.3. Employees on Long Term Disability (LTD) are considered on a leave of absence without pay.
- 3.17.4. **AUMA Group Benefits**
- In order to maintain the lowest possible premiums, participation is mandatory for all Permanent and Contract Employees with a minimum 0.5 FTE.
 - Eligible employees will be enrolled in the plan immediately upon hire.
 - A Contract Employee must be regularly scheduled to work a minimum of 17.5 hours a week for minimum contract of 6 months to be eligible to participate in all benefits with the exception of Long-Term Disability (LTD), Optional Life and Optional Critical Illness.
 - Employees should consult the AUMA Group Benefits Booklet for details and clarification on eligibility and benefits available.

- Long Term Disability
 - Permanent Employees should refer to the AUMA Benefits handbook for additional details on eligibility and benefits available.
 - Permanent Employees may file a claim for LTD after being absent from work for 120 calendar days, due to illness, non-work-related injuries or disability.
 - Employees will pay 100% of both the employee and employer portions of eligible Group Benefit premiums.
 - Permanent Employees will have their Anniversary Date adjusted by the length of the leave.
 - Permanent Employees may request vacation accrued to be paid out prior to the commencement of LTD.
 - Banked Time accrued will be paid out prior to the commencement of LTD.
 - Employees on LTD will cease to accrue vacation/discretionary and illness leave.
 - Vacation/discretionary time will commence accruing once the employee returns to work.
 - Illness time will commence accruing once the employee returns to their normal work schedule.
 - Benefit payments are taxable.
 - Benefits will terminate on the earliest of the following:
 - When an employee ceases to be disabled.
 - When the employee engages in any occupation for wage or profit (other than the rehabilitative employment).
 - The end of the benefit period.
 - Termination is 120 days prior to the employee's 65th birthday.
 - When the employee fails to submit evidence that the disability is continuing and fails to submit to a requested medical examination.
 - When the employee refuses an approved rehabilitation plan.
 - When the employee is no longer receiving regular medical supervision.
 - The last day of the month in which the insured employee dies.

3.17.5. **Local Authorities Pension Plan (LAPP)**

- BEW-FCSS is a member of the LAPP and shall meet the requirements of the LAPP Action and its regulations.
- LAPP is a defined benefit pension plan; eligible employees will receive a pension based on their salary and years of service.
- Eligible employees will be enrolled in the plan immediately upon hire.
- Eligibility to participate in the plan is mandatory for all permanent employees based on the following criteria:
 - LAPP defines a full-time employee as working 30 or more hours per week for mandatory membership.
 - At minimum, permanent employees working an average of 17.5 hours or more per week.
- Employees not eligible to participate in the plan:
 - Contract and Casual Employees.

- Permanent Employees who work fewer than 17.5 hours per week.
- The end of the year in which an employee reaches age 71.
- Employees who receive a monthly pension from LAPP.
- Ceasing Active Membership
 - Employees move from an eligible to ineligible position.
 - Employment ends.
- Contributions
 - Yearly, contribution rates for employees and employers are set by the LAPP Corporation.
 - Contributions are mandatory upon enrolment in the plan and must be made until employment ends or the employee:
 - Becomes ineligible for membership.
 - Attains 35 years of pensionable service, enrollment does not end, however contributions end. Enrolment is necessary to report salary information which may affect the member's pension benefit.
 - Contributions are not required during an unpaid leave without salary.
- Pensionable salary is remuneration or compensation paid uniformly and consistently in each pay period for the performance of regular duties.
- The following earnings have been defined as pensionable salary, to the maximum amounts allowable under LAPP.
 - Regular pay.
 - Paid leaves: including vacation, discretionary, illness, general holidays, floater days, banked time taken, bereavement leave, job related appearance at court, and orientation.
 - Retroactive adjustments of any of the above earnings are pensionable.
 - When an employee receives temporary disability benefits (either total or partial) from Workers' Compensation:
 - The employee continues to be reported as an active member.
 - Contributions are to be remitted by the employer and employee as if the employee was actively at work.
 - Contributions are based on the pensionable salary earned immediately before the employee began to receive those benefits, adjusted in accordance with any subsequent general adjustments for the period in question that are applicable to the class of employees that the member was in.
- The following earnings have been defined as non-pensionable salary.
 - Earnings that are deemed non-regular salary including, but not limited to overtime pay, vacation pay that is paid in a lump sum, pay in lieu of notice, lump sum bonuses, or acting pay LAPP contributions will not apply.
- Pensionable Service is the hours worked in a year to equal one year of pensionable service as follows:
 - A service year will be the period from the first pay day of the year and ending with the last pay day of the year.

- The established full-time equivalent base unit to determine an employees yearly pensionable service of 1.000 is based on a full-time employee working 35 hours per week, earning 1820 hours worked for one full year of service.
- Leave Without Salary (LWOS)
 - Employees on an unpaid leave of absence, such as personal leave of absence, maternity/paternity leave of absence, or long-term disability will have their leave of absence hours recorded by Human Resources through payroll and will have the option to buy back the non-contributory service once the year end costing had been generated.
 - Contributions are not collected during a LWOS, payments are deferred until the end of the payroll costing year.

3.18. Wellness Spending Account (WSA)

- 3.18.1. The Wellness Spending Account provides an innovative means to support all aspects of an employee's well-being, providing a broad range of opportunities to maintain and enhance an employee's wellness.
- 3.18.2. Permanent Employees who have been employed for at least 90 days, are eligible.
- 3.18.3. The benefit year is the fiscal year.
- 3.18.4. Permanent Employees are allocated \$400 each year, pro-rated based on an Employee's assigned FTE as of January 1.
- 3.18.5. Reimbursement
 - The Wellness Spending Account Form (with original supporting documentation) is submitted to the Finance and Human Resource Coordinator by December 15 of the current benefit year.
 - Refer to the WSA Form for eligibility criteria.
 - Original receipts must be dated within the benefit year.
 - If the original receipt(s) are required for warranty purposes, a photocopy of the receipt will be taken, and the original receipt will be returned to employee.
 - One submission allowed per benefit year.
- 3.18.6. WSA is a taxable benefit.
- 3.18.7. Unclaimed amounts for the benefit year will be forfeited.
- 3.18.8. Upon termination of employment, unused WSA will be cancelled, and no payment is owed to the employee.

3.19. Training and Career Development

- 3.19.1. Organizational Training
 - Aligns with current BEW-FCSS goals, legislation, and funding agreements.
 - The Executive Director determines all organizational training.
 - Is paid for in full by the employer.
 - Costs may include registration fees, travel, hotel, parking, and meals.
 - All employees will be paid for actual training hours and travel time.
 - Registration is completed by the Finance and Human Resource Coordinator.
- 3.19.2. Department Training

- Aligns with Department priorities and goals.
- Supervisors determine department training and complete Department Training Proposals.
- The Executive Director approves all Department Training Proposals.
- Supervisors notify employees the outcome of Department Training Proposals.
- All training costs will be reimbursed in full by the employer.
- All employees will be paid for actual training hours and travel time.
- Registration and travel arrangements (if applicable) are completed by the employee based on approved Department Training Proposal.

3.19.3. Individual Professional Development Training

- Aligns with position description.
- Supervisors recommend requests for Professional Development for approval on a case-by-case basis.
- The Executive Director approves all Professional Development.
- Supervisors notify employees the outcome of Professional Development requests.
- The employer may cost share:
 - Tuition/registrations.
 - Actual training hours.
 - Travel time.
 - Employee's will be reimbursed for cost sharing expenses, as per the approved Professional Development request and original receipts (where applicable).
- Registration and travel arrangements (if applicable) to be completed by the employee.

3.19.4. The employee is encouraged to share the information, knowledge and skills learned with their department or other employees.

3.19.5. Professional Development Tab in Outcome Tracker is completed for all approved, completed training.

3.19.6. A copy of the certificate, if applicable, needs to be forwarded to the Human Resource and uploaded on the Professional Development Tab in Outcome Tracker.

3.20. Changes to Compensation

3.20.1. When a Permanent Employee has completed 1 year of service, based on their Anniversary Date, they will be entitled to an increase in compensation of 1 grid level up to a maximum of level 7, on the applicable salary grid.

3.20.2. Contract and Casual Employees are not eligible for annual grid increments.

3.21. Position Descriptions

3.21.1. Each position must have a written position description that includes position title, reporting relationship(s), department, position summary, position outcome, education and qualifications, experience, ability and skills, details of responsibilities, and outputs of position.

3.21.2. Position descriptions may be customized to reflect the unique nature of the duties required of employees who hold the same job title but whose work may be in different locations or program areas.

- 3.21.3. Position descriptions will be regularly reviewed and revised when changes to programs or duties occur.
- 3.21.4. All employees will receive a copy of the current position description.

3.22. Recruitment

- 3.22.1. If a position becomes vacant, the Executive Director will assess the value of the position based on community need to determine if the position will be replaced or restructured.
- 3.22.2. For any new position, the Executive Director will consider the needs of both the organization and community to determine the position responsibilities.
- 3.22.3. The employer will practice fairness and objectivity in the recruitment, selection and hiring of new employees.
- 3.22.4. Refer to Appendix A for recruitment procedures.

3.23. Employee Onboarding

- 3.23.1. Hire package paperwork and organizational orientation is initiated on the first day of employment using the applicable **Employee** Onboarding Checklist.
- 3.23.2. The **Employee** Onboarding Checklist is to be completed by the end of the probationary period.

3.24. Position Modifications

- 3.24.1. Employee(s) affected will be given a minimum of 2 weeks written notice of changes that have direct impact on their position, FTE, temporary assignment(s), location of work and/or home base.
- 3.24.2. Whenever possible, these changes will be made with input from employee(s) who may be affected by these changes.

3.25. Terminations and Position Abolishment

- 3.25.1. When an employee terminates employment, a written notice must be provided to the Executive Director.
 - 1 week notice for employees employed more than 90 days, but less than 2 years.
 - 2 weeks notice for employees employed 2 years or more.
- 3.25.2. Any employee who is employed less than 90 days is not required to give written notice of any intent to terminate, however such notice is still desirable when possible.
- 3.25.3. When an employee gives termination notice that is less than what the employer is required to give, and the employer wants to expedite the termination, the employer will pay the wages that the employee would have earned if they had worked regular hours for the remainder of the notice period provided.
- 3.25.4. When an employee gives termination notice that is more than what is required, and the employer wants to expedite the termination, the employer will pay the wages that the employee would have earned if the employee worked regular hours for the lesser of the remainder of the notice period given by the employee or the notice period that would be required to be given by the employer if it terminated the employee without cause.

- 3.25.5. If the employment relationship ends with the proper notice, upon termination, an employee's earnings must be paid no later than 3 days after the last day of employment.
- 3.25.6. If the employment relationship ends with no termination notice or no termination pay, earnings must be paid no later than 10 days after the last day of employment.
- 3.25.7. Employees are not entitled to termination notice (or pay in lieu) if they are:
- Dismissed for just cause.
 - Employed on a seasonal basis and their employment ends on completion of the season.
 - Employed for 90 consecutive calendar days or less.
 - Employed for a definite term or contract or task for a period of less than 12 months (364 days or less).
 - Casual Employees who may elect to work or not for a temporary period when requested to by the employer.
 - Temporarily laid off and then refuse reasonable alternate work.
 - Fail to return to work within 7 consecutive days of a recall when temporarily laid off.
 - Subject to a contract of employment that is possible to perform because of unforeseeable or unpreventable causes beyond the control of BEW-FCSS.
- 3.25.8. An employee who is terminated for just cause is not entitled to notice or severance.
- 3.25.9. Just cause for termination of an employee's employment may include:
- Any reason permitted at common law or by applicable statute.
 - A criminal act.
 - Violation of approved written policies of BEW-FCSS.
 - Failure to discharge the duties of the employee's assigned position.
 - Failure to respond to repeated and reasonable feedback, direction, or clarification of job expectations by supervisors.
 - Off-duty behavior that causes the reputation or professional credibility of BEW-FCSS to be called into question.
- 3.25.10. The Executive Director will seek the advice of legal counsel skilled in employment law prior to deciding and acting on an employee's termination.
- Legal counsel is not required when the employee being terminated has worked for 90 days or less with BEW-FCSS.
- 3.25.11. All terminations will be made to an employee by the Executive Director, in writing, via a letter on BEW-FCSS letterhead.
- Will include the termination date.
- 3.25.12. A minimum of the Executive Director and one supervisor will conduct all terminations in-person with the employee.
- Minutes will be taken during the meeting.
 - A copy of the typed minutes from the meeting will be provided to the employee upon their request.
- 3.25.13. A copy of the termination letter and copy of the minutes will be placed in the employee's personnel file.
- 3.25.14. If an employee is not available for, or does not attend the in-person meeting, the employee may be terminated by providing a Letter of Termination by registered mail to the employee's residential address.

- 3.25.15. Termination services may be outsourced.
- 3.25.16. Any employee whose employment is being terminated without just cause must receive written termination notice of at least:
- One week for employment of more than 90 days, but less than 2 years.
 - Two weeks for employment of 2 years or more, but less than 4 years.
 - Four weeks for employment of 4 years or more, but less than 6 years.
 - Five weeks for employment of 6 years or more, but less than 8 years.
 - Six weeks for employment of 8 years or more, but less than 10 years.
 - Eight weeks for employment of 10 years or more.
- 3.25.17. At the discretion of the Executive Director, an employee may not be required to work out a notice period and, in lieu of working notice, the employee will instead be paid, the amount the employee would have earned had they had worked through the required notice period.
- 3.25.18. The Executive Director may also elect to combine working notice and pay in lieu of notice to make up the required amount of notice to be provided to the terminated employee.
- 3.25.19. Where an employee's wages vary from 1 pay period to another, the employee's termination pay is determined by taking the average of the employee's regular wages in the 13 weeks preceding the termination date in which the employee actually worked, not just the 13 calendar weeks immediately proceeding the termination date.
- 3.25.20. An employee will not be required to use banked time or vacation during any working notice period.
- 3.25.21. In the event that any provision of this policy does not meet or exceed the standard required by the Alberta *Employment Standards Code*, the Code will supersede this policy.

3.26. Code of Conduct and Ethical Behavior

- 3.26.1. Employees owe BEW-FCSS as their employer the:
- Duty of loyalty – the obligation to act only in the interest of BEW-FCSS and not to compete with the organization.
 - Duty of obedience – the obligation to obey all reasonable directions, job duties and policies.
 - Duty of care – the obligation to discharge duties to the best of their ability and skill.
- 3.26.2. Employees must maintain respectful, constructive and professional relationships with residents served, employees of BEW-FCSS, and other professionals and organizations.
- 3.26.3. Employees must not engage in romantic and/or sexual relationships with any clients currently receiving one-one-one services. Knowingly doing so without disclosure (see Conflict of Interest) may lead to disciplinary action and/or termination.
- 3.26.4. Employees must not accept compensation for work or commitment performed for an organization when this work is performed as part of their normal duties or working hours.

- 3.26.5. In the course of their work, a gift, honorarium or compensation received by an employee (including physical gifts, gift cards, cash or honoraria) valued at \$25.00 or greater must be disclosed to the Executive Director and, at their discretion, may be required to be returned to BEW-FCSS.
- 3.26.6. Employees should be respectful and professional when interacting with Board members in a public setting or meeting of the organization, for example, at the annual All Councils meeting, Retreat, or a BEW-FCSS Board meeting.
- 3.26.7. When speaking with Board members, employees should:
- Portray their opinions as representing themselves only and not as representing other staff or the organization.
 - Refrain from bringing forth personal or professional grievances related to BEW-FCSS or their job role, unless specific issues are being addressed with the knowledge and support of the Executive Director and Board.
 - Refrain from speaking negatively about the BEW-FCSS, other organizations and/or other employees.
- 3.26.8. Employees interested in inviting a Board member to attend an event, program or service, will send their request to the Executive Director. A formal request will then be sent by the Executive Director to the appropriate Board member.

3.27. Conflict of Interest

- 3.27.1. Employees must avoid conflict of interest for personal or professional gain when working with clients, with professionals of other organizations and in their personal and community activities.
- 3.27.2. Potential or actual conflict of interest must be identified immediately to the Board Chair by the Executive Director when the potential conflict pertains to the Executive Director.
- 3.27.3. Potential or actual conflict of interest must be identified immediately to their supervisor by any employee who becomes aware of it, whether the conflict relates to themselves or to another employee.
- 3.27.4. Employees are to complete and submit a Conflict-of-Interest Declaration Form describing the potential conflict and the steps taken to avoid it becoming a real conflict of interest.
- A completed and signed copy of the form is placed in an employees personnel file, and a copy is given to the employee.
 - Where a potential conflict of an on-going nature is identified, this declaration is submitted annually.
- 3.27.5. A potential conflict of interest occurs:
- When an action on the part of an employee in using time, materials, or opportunities from the workplace may result in personal gain for themselves or related persons. It is not limited to material benefits but can include any outside activity with the intent of professional advancement or public recognition.
 - When an employee's action competes with the best interests of the employer.
 - When an employee becomes involved, directly or indirectly, in activities that could impair, or be perceived to impair, their work-related judgment.

- When outside activities create a division of loyalty or interfere with the duties and responsibilities of an employee. Outside interests may include other forms of employment, leisure activities or other personal pursuits that may reduce the employee's effectiveness and/or credibility at work.
- 3.27.6. Undisclosed and confirmed serious conflict of interest may be considered as cause for dismissal from employment with BEW-FCSS.

3.28. Employee Engagement and Feedback

- 3.28.1. Employee voice refers to the participation of employees in influencing organizational decision making.
- 3.28.2. The employer and supervisors will seek feedback from employees regularly. The intention is to offer all employees a safe platform to offer opinions, input and ideas directed at achieving the goals of the organization.
- 3.28.3. The engagement and feedback process will be conducted either annually or biennially, at the discretion of the Executive Director.
- 3.28.4. All feedback received is anonymous and will be kept as confidential as reasonably possible unless disclosure is required in the best interests of the organization.
- 3.28.5. The results of feedback received will be compiled, reviewed and shared with the Board, supervisors, and employees.
- 3.28.6. The results offer the opportunity to facilitate discussion within programs, determine areas for improvement, and provide a benchmark to evaluate goals.

3.29. Conflict Resolution Process

- 3.29.1. The following five-stage model is designed to guide discussion to resolve conflict and generate options.

Step 1 – Set the Stage (*How to talk?*)

Set a collaborative tone by working together:

- Approach your co-worker.
- Share the conflict or concern with your co-worker.
- Express your commitment to resolve the concern.
- Arrange a convenient time and place, where you may meet without interruption.

Step 2 – Form the Agenda (*What to resolve?*)

Identify the issues of concern.

- Agree on what needs to be resolved (issues).
- Use neutral wording so that each person is comfortable discussing the topic.
- If there is more than one issue, pick the topic you both wish to start with.

Step 3 – Seek Understanding (*Why is that important?*)

Discover underlying interests and move towards a mutual goal.

- Use active listening skills to gain understanding of the other person's perspective and learn what is important about that (interests).
- Express your own perspective and interests, using assertive language, in order to be understood.
- Take care to employ skills and techniques to manage the emotional climate.
- Summarize each persons' interest.

Step 4 – Find a Resolution (*How to resolve?*)

Brainstorm creative, mutually beneficial solutions.

- Generate options.
- Choose a solution that meets the needs of both individuals.
- Plan the implementation of the resolution (action plan).
- Set a date for follow-up to ensure the plan is working and be prepared to make whatever adjustments are necessary to make it work.

Step 5 – Resolution Process (*Notice of Dispute*)

If conflict is not resolved.

- Complete Notice of Dispute Form and submit to the supervisor and Executive Director:
- If the Executive Director is the employee's immediate supervisor, the completed form is submitted to the Executive Director and the Board Chair.
- The Executive Director will initiate a meeting with the employee, and the supervisor within 10 working days after receiving the Notice of Dispute Form. In the event the direct supervisor is Executive Director, the Executive Director will initiate a meeting with the employee, the Board Chair, and the Executive Director within 10 working days after receiving the Notice of Dispute Form.
- The meeting will review the contents of the Notice of Dispute Form and discuss strategies for resolve the issues giving rise to the Form.
- If a solution to the dispute cannot be agreed upon, the Executive Director or the Board Chair will implement the solution which is in the best interests of the organization.
- No employee will suffer adverse consequences from the employer and/or supervisor after bringing forward a dispute; however, no Employee is guaranteed that the dispute will be resolved in the manner desired by the employee.

Appendices A – Recruitment

- A-1 The intent of all recruitment is to select employees who are well qualified for a vacant position, with the goal of meeting the needs of residents within the BEW-FCSS areas.
- A-2 Screening and hiring decisions will be made without bias to race, origin, gender, age, marital status, religion, sexual orientation and any other characteristics or basis protected by Canadian or Alberta law.
- A-3 Minimum qualifications, preferred qualifications or equivalent (education, experience, certifications) will be developed for all positions and used to screen applicants to determine candidates for interviews.
- A-4 The Executive Director and/or at least 1 other supervisor will conduct all interviews. Additional individual(s) may be invited to participate in interviews at the discretion of the Executive Director.
- A-5 In exceptional circumstances, a second interview may be held to gather additional information or to help decide between two or more qualified candidates.
- A-6 Potential conflict of interest by any interviewer must be identified, discussed, and clarified with the Executive Director prior to the interviewer participating in any interviews. If the conflict of interest applies to the Executive Director, this conflict will be presented to the Board for decision.
- A-7 Interview questions will be developed based on the unique nature of each position.
- A-8 One supervisor who attended the interviews will complete up to 3 work-related reference checks on the top candidate(s).
- Candidates must sign a “Consent to Obtain Information” at the time of the interview prior to references being contacted.
 - It is preferred that the references provided include former direct supervisors, practicum, or volunteer supervisors, who can provide accurate and complete information regarding the duties, skills, professionalism, and behavior of the candidate in her/his previous position(s).
 - A standard list of questions will be developed and used during all reference checks.
- A-9 Vacant permanent full-time and part-time positions will be posted for a minimum of 2 weeks. Postings must include:
- Position title.
 - Location of office Home Base.
 - Minimum and preferred qualifications with equivalencies, if appropriate.
 - Required security (Criminal Record with vulnerable sector check, and Children’s Services Intervention Check)
 - Credential checks.
 - Valid Class 5 drivers’ licence.
 - Normal working hours and assigned FTE.
 - Short list of position responsibilities.
 - Wage range and benefits.

- Closing date for the competition.
- A-10 Contract and Casual positions may be filled without competition.
- A-11 A Contract or Casual position may be extended or renewed based on funding availability or other factors at the discretion of the Executive Director.
- A-12 A successful candidate will be offered the position, commencement date and wages will be negotiated and confirmed in writing.
- A-13 All employee appointments are conditional upon the employee providing acceptable (where required):
- Criminal Record Check with vulnerable sector.
 - Intervention Record Check.
 - Proof of academic credentials.
 - Certification or professional designation.
 - Professional association membership.
 - Valid Class 5 driver's licence.
 - Other documentation required by the employer for specific positions.
- A-14 For permanent positions, 2 copies of an "Offer of Employment" will be prepared and signed by the Executive Director. At minimum, The Offer will outline the conditions of employment including:
- The position title and department.
 - Assigned home base.
 - Expected first day of work, start time and location.
 - Name of the new employee's supervisor.
 - Hours of work Assigned FTE and normal work week schedule.
 - Probationary period and performance appraisal requirement for permanent status.
 - Compensation.
 - Employee benefits, including commencement date of benefits.
 - Benefit years and vacation entitlement.
 - Provision for termination.
 - Other conditions as may be required by the employer.
 - FOIP statement.
 - Credentials required.
 - Requirement that a copy of the letter be signed by the employee as accepted and returned to BEW-FCSS Human Resources prior to their first day of work.
- A-15 For Contract and Casual Employees, 2 copies of an "Offer of Employment" will be prepared and signed by the Executive Director. At minimum, The Offer will outline the conditions of employment including:
- The position name, and department.
 - Assigned home base.
 - Expected first day of work, start time and location.
 - Name of the new employee's supervisor.
 - The start date and end date.
 - Hours of work and normal work week schedule.
 - Compensation.
 - Employee benefits (if applicable), including commencement date of benefits.

- General holiday pay as per Employment Standards.
- Payment of an additional 6% of their gross earnings as vacation pay each pay period in lieu of paid vacation time.
- Vacation time requests approved by the supervisor will be taken without pay.
- Personal time allocation (if applicable).
- Provision for termination.
- Other conditions as may be required by the employer.
- FOIP statement.
- Credentials required.
- Requirement that a copy of the letter be signed by the employee as accepted and returned to BEW-FCSS Human Resources prior to their first day of work.

A-16 All Volunteers must provide a Criminal Record Check and an Intervention Record Check.



Barons-Eureka-Warner
Family and Community Support Services

**Policy Handbook
Section 6**

Administrative and Finance Policies

Executive Director approved **October 2024**

SECTION 6
ADMINISTRATIVE AND FINANCE POLICIES
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6. Administrative and Finance Policies

6.1. Roles and Responsibilities

- 6.1.1. Executive Director is responsible to clarify the roles, authority, and responsibilities for essential administrative and financial activities and decisions.
- 6.1.2. ~~Executive Assistant~~ is responsible for:
 - ~~Performing day-to-day administrative operations effectively and efficiently.~~
 - ~~Maintaining program/operational records and policies.~~
 - ~~Managing electronic and manual files.~~
 - ~~IT systems management including account set-up/termination, email group access, directory access and social media.~~
 - ~~Providing support and back up to the Accounting Assistant.~~
- 6.1.3. ~~Human Resource~~ is responsible for:
 - ~~Performing day-to-day financial operations are effectively and efficiently.~~
 - ~~Maintaining financial records.~~
 - ~~Managing financial electronic and manual files.~~
 - Finance and HR Coordinator is responsible for:
 - Maintaining budgets, financial records, receipts, and documentation for audits and reporting.
 - Managing accounts payable/receivable and vendor relationships.
 - Ensuring compliance with financial regulations and internal policies.
 - Maintaining electronic and physical HR files.
 - Payroll processing and benefit administration and leave tracking.
- 6.1.4. Supervisors are responsible for:
 - ~~Performing day-to-day departmental operations are effectively and efficiently.~~
 - ~~Providing all human resource related information to the Executive Assistant.~~
 - ~~Providing all financial and payroll information to the Accounting Assistant.~~
 - ~~Performing day-to-day departmental operations effectively and efficiently.~~
 - Providing all human resources and financial information to the Finance and HR Coordinator.
 - Approving and recommending purchases based on programming requests and needs.
 - Reviewing, approving and submitting employee time sheets accurately and in a timely manner.
- 6.1.5. Employees are responsible for:
 - ~~Completing and submitting timesheet and expense claims to their Supervisor in a timely manner.~~
 - Communicating with Administrators:
 - ~~Life events (i.e. name, marital status, dependents, beneficiaries, etc.).~~
 - ~~Updates to personal information (i.e. address, phone, email, etc.).~~
 - ~~Legal name changes require official documentation (i.e. drivers license).~~
 - Completing and submitting timesheets and expense claims to their supervisor in a timely manner.
 - Communicating with Human Resources:

- o Life events (i.e. name, marital status, dependents and beneficiaries)

6.2. Accounts Payable

- 6.2.1. The date of receipt of goods is date stamped on the invoice, receipt and/or packing slip.
- 6.2.2. When an invoice is received, it is matched with the appropriate authorized paperwork.
- 6.2.3. All unusual items will be brought to the attention of the Executive Director prior to preparation for payment.
- 6.2.4. A cheque requisition will be prepared. The cheque requisition shall include payee name, mailing address, department, expense object code, description of purchase and amount with GST as a separate line item.
- 6.2.5. The Finance and HR Coordinator will verify proper department and expense object codes.
- 6.2.6. Cheque requisitions will be forwarded to the Executive Director or designate for approval for payment.
- 6.2.7. The Finance and HR Coordinator will process approved cheque requisitions for payment.
- 6.2.8. Cheques/EFT (Electronic Funds Transfer) and the appropriate register are printed and they, along with the cheque requisition and original invoices/receipts are authorized by the Executive Director.
- 6.2.9. All cheques are pre-numbered.
- 6.2.10. The Executive Director will ensure no cheques have been written outside of numerical order.
- 6.2.11. All cheque requisitions and cheques are signed according to the Cheque Signing Authority policy and then returned to the Finance and HR Coordinator for distribution.
- 6.2.12. All cheques will be issued in a timely manner.

6.3. Accounts Receivable

- 6.3.1. The Town of Coaldale is the "Unit Authority" for Barons-Eureka-Warner FCSS.
- 6.3.2. The Town of Coaldale issues provincial funding based on grant agreements.
- 6.3.3. BEW-FCSS participating municipalities are invoiced annually based on the rates set annually by the Board.
- 6.3.4. The Finance and HR Coordinator issues all invoices from the financial system.
- 6.3.5. All revenue received is receipted into the appropriate general ledger account and deposited into the BEW-FCSS bank account.
- 6.3.6. The Deposit summary is printed from the financial system, a bank deposit is completed, and all back-up documents are attached and forwarded to the Executive Director for signature.
- 6.3.7. All revenue will be deposited in a timely manner.

6.4. Bank Reconciliation

- 6.4.1. The monthly bank statement is reconciled to the financial system by the Finance and HR Coordinator.
- 6.4.2. The balanced bank statement and bank reconciliation report is printed from the financial system and submitted to the Executive Director for review and signature.
- 6.4.3. The Executive Director will:

- Review the age and payees of the outstanding cheques and take any necessary action.
- Review the information looking for any unusual items.
- Ensure there is adequate funds in the account to meet the following months expenditures.

6.5. Budgets

- 6.5.1. The FCSS fiscal year is January 1 to December 31.
- 6.5.2. The budget is based on the approved BEW-FCSS “Agreement for Funding”.
- 6.5.3. An interim budget is submitted to the Board for approval within the first quarter of the fiscal year.
- 6.5.4. Following the Provincial Budget announcement, funding changes may result in an amended BEW-FCSS “Agreement for Funding”.
- 6.5.5. The final budget is prepared for Board approval after the Provincial Budget announcement.
- 6.5.6. Refer to the FCSS Handbook for budgetary considerations including the Annual Program Report; Audit; Carry Forward requests; and Unexpended provincial FCSS funding.

6.6. Cheque Signing Authority

- 6.6.1. The Board authorizes whom has the authority to sign cheques.
- 6.6.2. The Board approves signatories by motion. This includes all changes to the approved signatory list.
- 6.6.3. All FCSS cheques must have two authorizing signatures, the Executive Director and a supervisor. In the absence of the Executive Director, the designate and a supervisor.
- 6.6.4. When the Executive Director has been absent, they will, upon their return, review all cheques that have been issued in their absence.

6.7. Contracts/Leases

- 6.7.1. All contracts and/or leases must be signed by the Executive Director.
- 6.7.2. Due diligence is practiced prior to entering into any and all contracts and/or leases.
- 6.7.3. The Executive Director may pre-authorize the Manager to sign contracts and/or leases.
- 6.7.4. “Contractor” means any company, sole-proprietor or other individual who provides services for which an invoice is issued after services are rendered.
 - A signed written agreement must be in place that specifies the obligations of the Contractor, the cost of services and the timeframe for completion.
 - Contractors are not employees of BEW-FCSS and are solely responsible for meeting CRA tax and remittance obligations and complying with WCB and other provincial and federal obligations.

6.8. Community Development Funding - External

- 6.8.1. All organizations requesting funding must meet the requirements of the Provincial FCSS mandate.
- 6.8.2. All funding requests must be received in writing.
- 6.8.3. All funding requests are reviewed by the Executive Director.
- 6.8.4. The Executive Director is solely responsible for funding approval.
- 6.8.5. All approved funding is subject to accountability and reporting requirements.

6.9. Corporate Credit Card

- 6.9.1. The Board will approve by motion the issuance of all corporate credit cards to eligible employees.
- 6.9.2. The corporate credit cards are the property of Barons-Eureka-Warner FCSS.
- 6.9.3. Corporate credit cards will be issued in the name of the authorized Employee.
- 6.9.4. Employees must sign Corporate Credit Card Acknowledgement Form.
- 6.9.5. Employees shall use their corporate credit cards to charge business-related expenses.
- 6.9.6. The employee must obtain original detailed receipts for all purchases. All receipts must show the date, purpose, and name(s) for which the expense was incurred.
- 6.9.7. Personal purchases are strictly prohibited.
- 6.9.8. No alcoholic beverages will be purchased with the corporate credit card.
- 6.9.9. Employees may NOT take cash advances on corporate credit cards.
- 6.9.10. The employee is responsible for all charges made to the card. The employee will be held liable for any unauthorized items appearing on the corporate credit card statement.
- 6.9.11. The employee must notify the Executive Director and financial institution immediately in the event a card is lost or stolen.
- 6.9.12. An employee leaving the organization must surrender their assigned corporate credit card. The issuing financial institution will be notified to cancel the assigned card.

6.10. Employee Files

- 6.10.1. Employees as defined by BEW FCSS Human Resources Policies.
- 6.10.2. All information held in employee files are the sole property of BEW-FCSS.
- 6.10.3. Employee files are securely stored both electronically and physically.
- 6.10.4. Employee files are not to be removed from their electronic or physical location.
- 6.10.5. Access to Employee Files:
 - Finance and HR Coordinator will access both physical and electronic employee files for the purpose of:
 - Routine day to day file management.
 - To assist with FOIP requests.
 - During annual financial audits.
 - Supervisors may access physical employee files for the purpose of supervision and operation needs. This includes, but not limited to:
 - Managing workflow.
 - Creating and maintaining team schedules.
 - Evaluating performance and providing feedback.
 - Helping resolve employee issues and disputes.
 - Employees have access to their own physical employee file by:
 - Completing FOIP request and submitting to the Executive Director.
 - Making an appointment with the Executive Director and Finance and HR Coordinator to view the file.
 - Reviewing the file in the presence of the Executive Director and Finance and HR Coordinator.
- 6.10.6. Employee File Corrections
 - An employee has the right to submit a request to correct contents within their employee file.

- If the employees request is denied, they have a right to submit a statement of disagreement which will be attached to the applicable contents in their employee file.
- 6.10.7. Employee files shall include, but are not limited to:
- Personnel Files
 - Hire Letter
 - Onboarding Documentation
 - Staff Information sheet – Hire
 - Applicable Onboarding Checklist
 - Confidentiality agreement
 - Resume
 - Degree/Diploma
 - AUMA benefits enrollment/change form
 - Drivers License Verification form
 - Correspondence
 - FTE Changes
 - Compensation Changes
 - Vacation Accrual
 - Employee Recognition
 - Legal
 - Resignation or Termination letter
 - Record of Employment
 - FOIP (Request to Access Information Form)
 - Etc.
 - Performance Management Files
 - Employee and Supervisor Evaluation Form (Annual and Probation)
 - Conflict of Interest Form
 - Performance issues (One-on-One scheduled meetings with performance issues indicated, Employee Performance Improvement Plan)
 - Dispute resolution
 - Professional development (certificates, etc.)
 - Organizational Training
 - Awards
 - Disability Management Files
 - Physician's notes
 - Long Term Disability
 - Return to work plans, including documentation of any updates or dialogue during this period.
 - Transitory Files
 - Criminal record check
 - Intervention record check
 - Staff information change form
 - Liability Insurance Certificates (Counsellors only)
 - Proof of registration with professional association
 - Administration Use Only
 - Employment change form
 - Records of any investigation undertaken by supervisors.
 - Any document that would violate the confidentiality of another employee or individual outside of organization.
 - Long Term Disability Employer application
 - Key sign out sheet
 - Hire checklist
 - Termination employee checklist and related documents

- Termination employer checklist and related documents

6.11. Employee Recognition

6.11.1. Eligibility

- Employees in a permanent or contract, casual position that have reached a service milestone by December 31 of any year are eligible to receive recognition for their service.

6.11.2. Calculation

- An employee's current employment start date with FCSS is used to calculate their long service.
- Service years will not be prorated. All service years will be credited equally for time worked. For example, a full year of service will be credited as one year, for both part-time and full-time employees.
- If an employee is on an unpaid leave of absence, in a permanent or contract position their service will be considered to be continuous for the purpose of calculating service recognition.

6.11.3. Recognition Gifts

- Employees will receive recognition as indicated in the chart below.

Actual Years of Service	Amount
5	\$50
10	\$100
15	\$150
20	\$200
25	\$250
30	\$300
35	\$350

- A letter regarding recognition will be sent to employee to select one of the following:
 - Gift card (taxable benefit)
 - Gift (non-taxable benefit)
- The organization will directly purchase the recognition selection.
- The employee will receive a certificate indicating the number of service years.

6.11.4. Award Presentations

- Service Recognition Awards will be presented to recognized employees at a lunch hosted by the Board Chair, Board Vice Chair, the Executive Director, and the applicable supervisor.

6.11.5. Retirement (permanent employees only)

- A retirement recognition gift will be provided to permanent employees who have given written notice of retirement to the Executive Director.
- Retirement service recognition will be based on the chart below.

Recognized Years of Service	Retirement Gift Amount
5	\$150
10	\$200
15	\$250
20	\$300
25	\$350
30	\$400
35	\$450

Example: if an employee has completed 13 years of recognized service, they would receive a retirement gift equivalent to 10 years of recognized service.

- A recognition letter will be sent to the employee to select one of the following:
 - Gift card (taxable benefit)
 - Gift (non-taxable benefit)
- The organization will directly purchase the recognition selection.
- The organization will offer a celebration based on the wishes of the retiree and approval of the Executive Director.
- The Board Chair or designate will present the retirement gift to the retiree.
- If the retiree chooses not to have a celebration, there will be no other additional compensation.

6.12. Employment Change Form

6.12.1. Completed for:

- Hire
- Increment
- Termination
- FTE change
- Position title change
- Vacation entitlement change
- LOA
- LOA return
- Department change
- Office (home base) location change
- Board appointment and termination

6.12.2. The Executive Director signs each form.

6.13. Equipment

6.13.1 All office equipment is logged on an inventory list.

6.13.2 Equipment includes:

- Electronic office equipment (includes computers, phones, printers, tablets, TV's, projectors, speakers, etc.).
- Office equipment (includes desks, chairs, cabinets, etc.).
- Program equipment (includes children's furniture, water/sand table, outdoor tents, banners, etc.).

6.13.1. Destruction of equipment only occurs once it has been determined that it is no longer useful to the organization or is beyond repair. Once this assessment has been made, disposal or destruction of equipment requires completion and approval of a Destruction Log form.

6.14. Financial Institution

6.14.1. The Administrator for online banking is the Executive Director.

6.14.2. The Executive Director authorizes online user access to the Finance and HR Coordinator and the Manager.

6.15. Grant Funding

6.15.1. The organization may receive annual and/or project grant funding.

6.15.2. The Executive Director must authorize all grant funding applications.

6.15.3. Refer to individual grant funding guidelines for financial reporting.

6.16. Honorarium

6.16.1. One-time Honorarium Payment

- FCSS recognizes the importance of acknowledging people who have performed a service without charging a fee. It is a token of appreciation and therefore has no set price associated with it.
- Honorarium is defined as a payment to an individual for voluntary services for which fees are not legally or traditionally required.
- Are not reflective of the value of the work done.
- Are made on a one-time or non-routine bases to an individual as a “thank you”.
- Are nominal - \$500 or less in a calendar year.
- Payments and gifts include but are not limited to:
 - Monetary gift (cheque)
 - Gifts of appreciation (cards, FCSS Swag, etc.).
- In addition to honorarium, gifts of appreciation may be presented at the conclusion of the event or ceremony.

6.16.2. First Nations, Metis and Inuit Honorarium Payment Guidelines

- FCSS recognizes the importance of building an ongoing relationship with First Nations, Metis and Inuit Individuals (FNMI) in a culturally sensitive way and acknowledge those who perform a service without charging a fee. FCSS offers honorariums to those who perform a service as a long inherent and traditional custom in most indigenous cultures today. Honorarium should not be viewed as a payment for service, but as a gift in exchange for Traditional Knowledge, for Ceremony and/or Blessings.
- Payments and gifts include but are not limited to:
 - Monetary gift (cheque)
 - Half day \$150.00 (0-4 hours)
 - Full day \$300.00 (5-7 hours)
- Gifts of appreciation (cards, FCSS swag, etc.). In addition to honorarium, gifts of appreciation may be presented at the conclusion of the event or ceremony.
- Incidental expenses (kilometer rate, meals, parking, etc.)
- Activity Range
 - Elders and Traditional Knowledge Keepers (events such as opening prayer, guidance, Tipi teachings and setup and/or closing prayer).
 - Cultural Artist activities (sewing, beading, tufting, drum making and quilling).
 - Master of ceremonies (facilitator).
 - Traditional Performers (powwow dancers, powwow singers and Jiggers, etc.).

6.16.3. Complete the Honorarium Payment Request Form and forward to your supervisor for authorization.

6.16.4. Supervisor will forward completed, authorized form to the Finance and HR Coordinator for processing.

6.17. Investments

6.17.1. Unrestricted net assets and operating funds that are received by the organization which are not needed immediately for operations are to be invested to earn interest income.

6.17.2. All investments are to be guaranteed by the financial institution which provides banking services to BEW-FCSS.

- 6.17.3. All investments terms are not to exceed 12 months and must be redeemable.

6.18. Keys/FOB Distribution – Buildings

- 6.18.1. Supervisors will notify the Executive Director when an employee requires or returns a key to a designated worksite.
- 6.18.2. Key Management:
- Executive Director will send a letter to the Municipality requesting and terminating employee access (copy to employee).
 - Employee is notified when access is approved.
 - Employee will take a copy of the letter when picking up the physical key.
 - Employee will scan a copy of signed letter to Executive Director.
- 6.18.3. Key Inventory
- All employees must complete the “key sign out sheet” upon receipt of the keys. Key sign out will be electronically stored in the personnel file.
 - The Executive Director will update the key inventory spreadsheet with changes.

6.19. Kilometrage

- 6.19.1. It is expected, that whenever possible, an employee will use a fleet vehicle for business purposes.
- 6.19.2. The organization will pay set rates for all authorized kilometers traveled for work associated purposes.
- \$0.52 per kilometer per kilometer for use of personal vehicle when **NO** fleet vehicle is available.
 - \$0.14 per kilometer for use of personal vehicle when a fleet vehicle is available.
 - In circumstances where time efficiency exceeds wage vs km's, with prior approval from supervisor an employee will be paid at a rate of \$0.52 per kilometer for use of personal vehicle.
- 6.19.3. Each employee is assigned a home base from which they work.
- 6.19.4. If an employee is required to travel, the organization will pay the current kilometrage rate of \$0.52 for those kilometers traveled in excess of the distance from their residence to their assigned home base.
- Example 1
An employee lives in Lethbridge, and their home base is Coaldale.
They are asked to work in Picture Butte for the day.
Lethbridge to Picture Butte is 29km.
Lethbridge to Coaldale is 17km.
 $29 - 17 = 12\text{km}$
- 6.19.5. If an employee is required to travel, the organization will pay the current kilometrage rate for those kilometers traveled in excess of the distance from the assigned home base.
- Example 2
An employee lives in Lethbridge and Raymond is their home base.
They are required to travel to Coaldale prior to returning home at the end of the day.
Raymond to Coaldale is 31 km.
Coaldale to Lethbridge is 17 km.
Raymond to Lethbridge is 35 km.
 $31 + 17 - 35 = 13\text{km}$
- 6.19.6. Kilometrage should be submitted on the semi-monthly time sheets, listing the locations traveled to/from.

6.20. Payroll

- 6.20.1. The payroll schedule is semi-monthly.
- 6.20.2. Timesheets:
- Employees are to submit their time sheets on the 1st and 16th day of the month to their supervisor.
 - Time sheets are checked for accuracy and signed by supervisor.
 - Time sheet information is entered into the financial system.
- 6.20.3. An Electronic Funds Transfer (EFT) register is printed and it, along with paystubs and time sheets are submitted to the Executive Director (or designate) for review and signature.
- 6.20.4. Electronic Funds Transfer:
- The release of the EFT file is a two-step process.
 - EFT file preparation is completed by the Finance and HR Coordinator.
 - EFT file approval for release of funds to employees is completed by the Executive Director.
 - In the absence of the Executive Director, EFT file preparation is completed by the Finance and HR Coordinator and released by the Manager.
- 6.20.5. The Finance and HR Coordinator will prepare liability payments after payroll is finalized.
- 6.20.6. In the absence of the Executive Director, they will, upon their return, review time sheets, paystubs and EFT register for payments issued in their absence.
- 6.20.7. Paystub - Electronic:
- Are provided to the employee via password protected email.
 - Are stored in the financial system of the organization.
 - Historical paystub copies are available to the employee upon request.
 - Employee's will be provided access to a computer and a printer in a FCSS facility to view and print paystub.
- 6.20.8. T4 - Electronic:
- Are provided to the employee via password protected email.
 - Are stored in the financial system of the organization.
 - Historical copies are available to the employee upon request.
 - Employee's will be provided access to a computer and a printer in a FCSS facility to view and print T4.
- 6.20.9. Payroll files will include:
- Semi-monthly:
- PD7A
 - QuickBooks EFT register
 - Bank EFT related documents
 - Spreadsheets: LAPP, banked time, personal time
 - Paystubs
 - Timesheets
 - Taxable benefits (Wellness Spending Account, Employee Recognition letter)
 - T4's
 - General holiday calculations
 - Banking information only
- Upon hire:
- Personal tax credit return (TD1)
 - Alberta personal tax return (TD1AB)
- 6.20.10. Over/Under Payments (as per Employment Standards)
- In the event an employee is over or under compensated by error on the part of the employer, the employer shall correct such compensation

error not later than the second (2nd) pay day following the date on which the party/Parties discovering the error knew, or ought to have known of the error.

- In the case of an underpayment, where the employer discovers the error, the employer will notify the employee in writing that an underpayment has been made. Such written notice shall include all calculations. If an under payment is not corrected by the second pay day, the employee shall have ten (10) days to file a grievance.
- In the case of an overpayment, the employer shall notify the employee in writing, including all calculations, that an overpayment has been made and discuss repayment options. By mutual agreement between the employer and the employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the employer shall recover the overpayment by deducting up to ten percent (10%) of the employee's gross earnings per pay period.

6.21. Petty Cash

The purpose of this policy is to outline the process of using and replenishing petty cash funds.

- 6.21.1. The Executive Director will approve the amounts and locations of Petty Cash funds.
- 6.21.2. The Finance and HR Coordinator will maintain a list of the Petty Cash locations and amounts.
- 6.21.3. The designated employee in each approved location shall:
 - Be authorized to reimburse purchases up to \$25.00 per transaction by self or other FCSS staff.
 - Complete the petty cash chit and attach original receipt.
 - When petty cash funds need to be replenished, a Cheque Requisition is prepared detailing the vendor, description, the gross amount and the GST.
 - The reconciliation of the receipts plus the petty cash remaining must be equal to the original amount of the petty cash fund.
- 6.21.4. The Cheque Requisition is to be submitted to the Finance and HR Coordinator who verifies the account and prepares a cheque payable to the custodian to replenish the fund.
- 6.21.5. At the end of the fiscal year, the Finance and HR Coordinator will request a completed Petty Cash Float Reconciliation form from the petty cash custodians.

6.22. Practicum Student

- 6.22.1. Only students enrolled in Canadian educational institutions will be accepted.
- 6.22.2. Supervisor to check if there is a signed agreement between BEW FCSS and the educational institution.
- 6.22.3. The availability of practicum student placements is determined on an annual basis.
- 6.22.4. Students seeking placement apply to the department supervisor.
- 6.22.5. An interview with the department supervisor and one other supervisor must be completed by all applicants prior to acceptance.
- 6.22.6. Placements are offered to those students whose qualifications best fit with the objectives of the organization.
- 6.22.7. All placements are confirmed with a letter of acceptance in writing signed by the Executive Director, including start and end dates.

- 6.22.8. Email is sent to Executive Director confirming approval of Practicum Student.
- 6.22.9. The department supervisor obtains the following paperwork from Practicum Student:
- Letter of acceptance signed.
 - Resume
 - Practicum Student Information sheet
 - Signed BEW-FCSS Confidentiality Agreement
 - Educational institution approval for placement
 - Intervention Check
 - Criminal Record Check
 - Signed Supervision Agreement (Counselling Only)
 - Liability insurance (Counselling only)
 - Professional association documents (Counselling only)
- 6.22.10. Completed paperwork is sent to the supervisor and stored electronically.
- 6.22.11. Department supervisor connects with Volunteer Services Coordinator to track Practicum Student hours.
- 6.22.12. At the end of the practicum all associated paperwork regarding practicum (i.e. hours, evaluations, etc.) are sent to supervisor to file in the practicum student electronic file.

6.23. Purchasing and Procurement

- 6.23.1. General Supplies
- Purchasing is the responsibility of Administration, including office supplies, equipment, furniture and general supplies.
- 6.23.2. Program Supplies
- Employees may purchase program supplies up to \$25 with notification to their supervisor.
 - Supervisors may pre-authorize employees to purchase program supply up to a maximum of \$100.
 - Finance and HR Coordinator will purchase all approved bulk orders.
- 6.23.3. Vendor Accounts
- The Executive Director will approve all accounts set-up with vendors.
 - The Finance and HR Coordinator will maintain a list of established accounts with vendors.
- 6.23.4. Supervisors will forward Finance and HR Coordinator pre-authorize department purchases for up to \$200.
- 6.23.5. The Executive Director (or designate in their absence) reviews and approves all purchase requests exceeding \$200.
- 6.23.6. Due diligence will be practiced in procurement for the organization.
- 6.23.7. For the purposes of year-end cut-off, all invoices received in December and January must clearly indicate the date the goods were physically received.

6.24. Record Checks

- 6.24.1. All employees, practicum students and volunteers must provide an Alberta Criminal Record Check and Alberta Children's Services Intervention Record Check.
- Original New employee and volunteer record checks for new employees, practicum students and volunteers must not be not older than 180 calendar days.
 - Practicum student record checks are accepted if validated by the student's educational institution.

- A record check returned as “not clear” will be evaluated by the Executive Director on an individual basis.
- Employees will be reimbursed for the cost of obtaining the record checks upon presentation of receipts.
- Employees will be granted a maximum of 1 paid hour during a regularly scheduled workday to complete the record check(s).
- Record checks must be updated every 3 years by all employees and volunteers every 3 years.

6.25. Staff/Board/Practicum Student Information Sheet

6.25.1. Completed for:

- New hire
- New Board appointment
- New Practicum Student
- Any changes or updates to existing information.

6.25.2. Completed forms returned to the Human Resources.

6.25.3. Original form placed in the employee's personnel file.

6.26. Travel Expense Claim

6.26.1. Travel Expense Claim form will be submitted for travel and business expenses (hotel, airlines, taxis, rental care, parking, etc.).

6.26.2. A Travel Expenses Claim form is not completed when traveling from one BEW-FCSS worksite to another or to a worksite designated by the Executive Director based on changing needs of the organization.

6.26.3. When traveling for Professional Development, expenses will align with the approved Professional Development.

6.26.4. Meal allowance per diem (excludes alcohol)

Meal	Per Diem
Breakfast	\$ 15
Lunch	\$ 20
Dinner	\$ 25
Total Daily Rate	\$ 60

6.26.5. Expenses to be reimbursed to an employee by an outside organization or agency, shall not be claimed again.

6.26.6. Expenses of spouses or accompanying persons are not allowable except for identified business purposes and on prior approval by the Executive Director.

6.26.7. If there are unusual conditions not covered by the above, an employee can request a meal allowance which may be authorized by the Executive Director or Designate at their discretion.

6.26.8. All travel expense claim forms must be signed by the employee and authorized by the Executive Director.

6.27. Unrestricted Net Assets

6.27.1. Unrestricted net assets are those funds that are retained by the organization. No provincial funds are eligible to form part of the unrestricted net assets.

6.27.2. Unexpended municipal contributions in excess of 20% required by regulation are eligible to become part of unrestricted net assets.

6.27.3. Unexpended funds received that are not required to be spent on designated projects are eligible to become part of unrestricted net assets. For

example, interest earned on unrestricted net assets or contributions that are received which are not dedicated for a particular use.

6.28. Record Retention/Destruction

- 6.28.1. See Table below for details.
- 6.28.2. Destruction of records is determined according to Information Security Classification and Zones, Information Management Policies.
- 6.28.3. Destruction of records requires completion and approval of a Destruction Log form.

RECORD RETENTION/DESTRUCTION				
Record Type	Retention Period	Comments	Destruction Log	Responsibility
Board Documentation	Permanent	Electronic only. (Board Agenda, packages, minutes, and All Councils meeting minutes.	N/A	Executive Director
Counselling Files (paper)	<ul style="list-style-type: none"> • Client ≥ 18: 10 years after file closure. • Client < 18: 10 years after client turns 18. • Child (≤ 17) who is subject of an investigation (abuse): 100 years after the year to which the information contained in the records relates. 		Yes	Counselling Service Supervisor
Destruction Log Forms	Permanent	Electronic only	N/A	Finance and HR Coordinator
Employee Files	7 years after termination. Transitory Files – destroy when superseded (i.e. record checks)	Staff (paper & electronic) Practicum Students (electronic only)	Yes	Finance and HR Coordinator and Executive Director
Employment Applications – solicited/unsolicited	Solicited 1 month after posting closes.	Unsolicited applications are not kept	No	Executive Director and Supervisor
Financial Statements - Audited	Permanent.	Electronic only.	N/A	Finance and HR Coordinator

RECORD RETENTION/DESTRUCTION				
Record Type	Retention Period	Comments	Destruction Log	Responsibility
Financial <ul style="list-style-type: none"> • Year end audit working binder • Accounts payable/receivable • Payroll • T4 • Cancelled cheques • Contracts • Bank Deposits • Bank Reconciliation • GST Reports/GST Rebates • Group Overtime Agreement • Insurance applications and certificates • Investments • Journal Entries/adjustments • Purchase orders and requisitions 	7 years	Group Overtime Agreement – Electronic only	Yes	Finance and HR Coordinator and Executive Director
General Ledger	Permanent	Electronic only	N/A	Finance and HR Coordinator and Executive Director
Grant and Funding Reports (Provincial and Municipal FCSS)	Permanent	Contents also include: <ul style="list-style-type: none"> • Statistics • Surveys/evaluations • Newspaper articles • Testimonials • Photos 	N/A	Finance and HR Coordinator and Executive Director
Grant and Funding Reports (Non FCSS)	7 years		Yes	Finance and HR Coordinator and Executive Director
Incident Report <ul style="list-style-type: none"> • Occupational Health and Safety. • FOIP and IT. • Privacy Breach/Violation Report. 	7 years	Electronic only	Yes	Communications Assistant and Executive Director

RECORD RETENTION/DESTRUCTION				
Record Type	Retention Period	Comments	Destruction Log	Responsibility
Legal action	7 years after the conclusion of the actions.	Records related to potential or actual legal actions Legal files-agreements, lawsuits, legislation/liens.	Yes	Executive Director and Manager
Legal Opinions	Until superseded	Electronic only	Yes	Executive Director and Manager
Marketing Materials	Until superseded or longer if historical value	<ul style="list-style-type: none"> • Brochures • Posters • Displays • Banners 	No	Employees
Media/Photo/Video Release forms	Permanent	Electronic only (Prior to 2023)	N/A	Communications Assistant
Microsoft Office (cloud to cloud backup)	Up to 7 years	Data stored for up to 7 years, with backups happening daily.	No	Contracted IT Service Provider
Occupational Health & Safety – Inspection records	3 years		Yes	Joint Health and Safety Committee and Executive Director
Organizational Policies	Permanent	Electronic only	N/A	Executive Director, Finance and HR Coordinator and Communications Assistant
Outcome Tracker				
Counselling Services Client Files	<ul style="list-style-type: none"> • Client >=18: 10 years after file closure. • Client <18: 10 years after client turns 18. • Child (<=17) who is subject of an investigation (abuse): 100 years after the year to which the information contained 	File closure required EXCLUDES REGISTRATION FORMS	No	Counselling Service Supervisor

RECORD RETENTION/DESTRUCTION				
Record Type	Retention Period	Comments	Destruction Log	Responsibility
	in the records relates.			
Family Services Client Files	10 years after file closure.	EXCLUDES REGISTRATION FORMS	No	Manager
Outreach Services Client Files	10 years	EXCLUDES REGISTRATION FORMS	No	Community Services Supervisor
Client file.	Active Client - Individual receiving services.		Yes	Authorized Administrator and Advanced User
Registered Service Activities (Counselling, Family Services & Outreach Services)	10 years		Yes	Authorized Administrator
Non-registered Service Activities	10 years		Yes	Authorized Administrator
Staff accounts	Permanent		N/A	Authorized Administrator
Staff and Department Meeting Minutes	7 years	Electronic only.	Yes	Executive Director and Supervisor(s)
Strategic plans • Vision/Mission Statements	Permanent	Electronic only. Keep paper copy for historical value.	No	Executive Director
Supervision Meetings Notes	Termination of Employee and/or Supervisor	One-on-One Check-in	No	Supervisor(s)
Transitory Records • Email • Correspondence • Interagency meeting hosted by FCSS • Voicemail • Etc.	Destroy when purpose served		No	Employees.

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 7, 2025

Summer Fun with the Summer Reading Program Coordinators

The 2025 Summer Reading Program Coordinators have had a busy summer! Amy and Morgan travelled to various Chinook Arch libraries, hosted lots of exciting youth programs, created a region-wide summer book bingo challenge, and dropped lots of curious clues for community book hunts.

Here are some interesting stats from the summer:

LIBRARY

24 libraries visited

45 programs delivered

Over 200 book bingo entries received



Board Members Present

Corry Walk – Village of Arrowwood
Ron Gorzitza – Village of Barons
Tom Nish – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Jordan Sailer – Town of Coaldale
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Linda Allred – Village of Glenwood
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Anne Michaelis – Town of Milk River
Christopher Northcott – Village of Milo
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Chelsey Hurt – Town of Stavely
Monica McLean – Town of Taber
Merrill Harris – Taber MD
Lorraine Kirk – Town of Vulcan
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Maryanne Sandberg – MD of Willow Creek
Allan Quinton – LPL Resource Centre

Regrets

Marsha Jensen – Town of Cardston
Lyndsay Montina – Town of Coalhurst
Jim Monteith (Treasurer) – Town of Fort Macleod
Jenn Schmidt-Rempel – City of Lethbridge
Darryl Christensen (Chair) – Town of Magrath
Crystal Neels – Town of Picture Butte
Kelly Jensen – Town of Raymond
Marilyn Forchuk – Town of Vauxhall

Not Present

Jane Johnson – Village of Barnwell
Brad Schlossberger – Town of Claresholm
Sue French – Village of Hill Spring
Justin Davis – Village of Stirling



Did You Know?

The Alberta Libraries Regulation allows for the appointment of an alternate member to a library system board! This can be a great way to ensure that your council maintains a seat at the board table when your regular appointee is unable to attend a meeting. Alternates must be appointed by council resolution.

To learn more about appointing an alternate to the Chinook Arch Library Board, please contact CEO Robin Hepher at rhepher@chinookarch.ca or 403-360-2727.

Policies Reviewed

The board reviewed and approved the following revised policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Purchasing Supplies and Services
- Cheque Signing
- Expenses
- Board Meetings
- Executive Officers
- Board Meetings
- Organizational Meeting

Contact Us

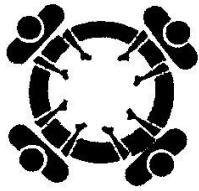
Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/chinook.arch7



[@chinooklibs](https://instagram.com/chinooklibs)



Mayors and Reeves of Southeast and Southwest Alberta

MINUTES

Friday, June 6, 2025 – 1:00pm
Heritage Inn, Taber
4830 46 Avenue

1.0 WELCOME AND INTRODUCTIONS

Mayor Gordon Reynolds and Reeve Randy Taylor called the meeting to order at 1:04 pm. Round table introductions followed.

2.0 ADOPTION OF THE AGENDA

Moved Mayor Dwight Davis - **Carried**

3.0 ADOPTION OF MEETING MINUTES

Moved by Reeve Tamara Miyanaga to adopt minutes. **Carried**.

4.0 PRESENTATIONS

4.1 Dr. Koegler and associates, Southern Alberta Medical Centre Committee Member

- Dr Rick Buck – working in Lethbridge Regional Hospital Emergency Room
- Discussed lack of physician and healthcare resources
- Rebecca Schipp – Deputy provost University of Lethbridge – advocating for rural health care
- Discussed distributed medical learning, partnership between University of Lethbridge and University of Calgary. The curriculum is University of Calgary curriculum.
- Discussed retention: Retention starts with belonging, the longer you can keep a learner in the community the more likely they are to stay working in the same community.
- Welcoming new learners and their loved ones will help them feel a sense of belonging.
- Encourage local youth to see medicine as attainable.
- Curriculum used in Southern Alberta is a 3 year curriculum.
- Discussed the admission process for rural candidates

4.2 Brent McEwan, Executive Director, Rural Health, Primary Care and Rural Health Division of Alberta Health

- The Rural Health Action Plan focusses on 5 areas:
 - 1- workforce – create a health and sustainable engage and efficient health workforce in rural Alberta, access and deliver quality health care when and where you need it. Focus on all areas of care as equally as possible. Rural and remote resident physician bursary program, funding them \$125 thousand to stay in rural 3 years. For remote students \$200 thousand to stay in remote for 3 years. The program running to February 2026, will follow the students throughout their careers to see how they do and where they land.

- 2- Access – rural hospital enhancement program – all 82 rural hospitals in the east-central area will be assessed on what shape they are in and the demands.
 - 3- Models of care – creating different solutions and care – Telus health will be doing a virtual health project in some communities.
 - 4- Community care – putting together a health tool kit that is web-based to find what you need.
 - 5 -Prevention/wellness – reduce risk factors to encourage protective measures to reduce strain on the health system including, mobile screening, targeted health promotion, tobacco/vaping reduction strategy, injury prevention in rural Alberta and STI and bloodborne disease prevention
- Rural health is not a distinct discipline. It encompasses all health disciplines and services within a defined geographical area, with multifaceted unique patient relationships.
 - Why focus on Rural? Everyone expects healthcare when needed and where. The solutions to problems often don't translate. With challenges in recruitment and retention communities feel disconnected. We are trying to work on equity vs equality. We can't build an equal system but need to build one of equity so you feel you have access to everything you need when you need it.

4.3 Chief Superintendent Wayne Nichols, Southern Alberta District Officer, RCMP

- Discussed encouraging strong communication between unit commanders and communities.
- Discussed that mistakes are made at times and the need to hear from community leaders when a mistake is made in order to investigate it and learn from mistakes.
- Discussed the heavy ticketing from Sherrif's around the "red zone". RCMP believe that educating locals is a better approach.
- Discussed the police funding model and the increase in costs for policing.

5.0 MP/MLA Reports

- No report

6.0 REPORTS

6.1 RMA – Reeve Jason Scheider

- Discussed policing. Encourages everyone to be a part of the review process.
- Discussed getting a lot of complaints about the Sheriffs. A permanent board has been set up to include the Sheriffs.
- Discussed the police funding model and the increase in costs for policing.
- Running for Municipal office webinars are now taking place. It is a good opportunity to educate those that are thinking about running for office.

6.2 AM – Deputy Mayor Deborah Reid-Mickler

- Encourages everyone to be a part of the police review process.
- The Minister has agreed to working with both committees in regards to the FCSS funding model.
- Looking for submissions of resolutions. Contact Deb if you need help writing a resolution.

7.0 Round Table Discussion

8.0 ADJOURNMENT: Meeting was adjourned at 3:55pm

Please send any community information for distribution to M & R to MayorsandReevesSW@gmail.com



FRIDAY, SEPTEMBER 5, 2025 - 1:00 PM
Chinook Regional Library Systems
2902 – 7 Avenue North, Lethbridge

Chairman – Reeve Randy Taylor/Reeve Dan Hamilton

1.0 WELCOME AND INTRODUCTIONS 1:00

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADDITIONS TO/APPROVAL OF THE MINUTES

4.0 BUSINESS ITEMS ARISING FROM THE MINUTES

5.0 MP and MLA UPDATES

5.1 MP Reports

5.2 MLA Reports

6.0 REPORTS

7.1 RMA – Reeve Jason Schneider

7.2 AM- Mayor Tanya Thorn/Deputy Mayor Deborah Reid-Mickler

7.0 Round Table Discussion

7.1 AGLC Rule changes – Reeve Tory Campbell

- *AGLC Rule Changes*
- *AGLC uses the term “charitable group” to mean any non-profit group that serves a “charitable purpose,” as defined by the Charitable Gaming Policies Handbook. Charitable purposes, as defined by AGLC, includes:*
 - *Relief of poverty*
 - *Advancement of Education*
 - *Advancement of Religion*
 - *Other purposes beneficial to the community*
- *Libraries would fall under the “advancement of education” category, as expressly stated in article 2.2.1B(iii) of the Guidelines.*
- *Other relevant changes relate to the number of voting members. In order to be eligible to host a casino in a facility with 15 games or less (Lethbridge has 13 games), the charitable group must have at least 15 voting members. The current membership roster sits at about 12 people.*
- *Members Needed?*
- *In order to maintain its casino eligibility, the Friends of Chinook Arch may be recruiting new members. Per the Friends’ by-laws, there is no membership fee. New members may attend the twice-yearly Friends meetings by Zoom, if they prefer.*
- *It appears that the AGLC is flagging Friends’ groups where there is overlap between the Friends and the library board. This will present a challenge for the Friends of Chinook Arch, but especially so for small, rural Friends societies.*
-

8.0 NEXT MEETING

Friday, October 3, 2025 at 1:00 – Chinook Regional Library Systems/Zoom

9.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group, please send it to me at MayorsandReevesSW@gmail.com to be distributed

Alberta is introducing a levy framework for large-scale data centres to attract investment, create jobs, and ensure Albertans benefit from this fast-growing sector.

Key messages:

- Alberta is introducing a two-percent levy on data centre hardware that will apply to grid-connected data centres of 75 megawatts or greater.
- The levy will be fully offset against provincial corporate income taxes, meaning once a data centre becomes profitable and pays corporate income tax in Alberta, the levy will not result in any additional tax burden.
- This levy framework was shaped through a six-week consultation process with the data centre industry, to ensure Alberta remains one of the most attractive jurisdictions in North America.
- Any land and buildings associated with data centres will also be subject to municipal taxes, and municipalities can choose to offer property tax incentives or deferrals under the Municipal Government Act.
-

Key facts:

- This framework builds on the Alberta Artificial Intelligence Data Centre Strategy, introduced in December 2024, which positions Alberta as a destination of choice for AI infrastructure. Alberta's unique advantages—including natural cooling efficiencies, low-cost electricity, and a competitive tax system—make it an ideal location for data centre development.
- The global AI data centre market is expected to exceed \$820 billion CAD by 2030 (CAD). (P&S Market Research, psmarketresearch.com/market-analysis/data-center-market)
- Demand for data centre capacity could more than triple by 2030. (AI power: Expanding data center capacity to meet growing demand, McKinsey, www.mckinsey.com/industries/technology-media-and-telecommunications/our-insights/ai-power-expanding-data-center-capacity-to-meet-growing-demand)
- AI is projected to drive a 160% increase in global data centre energy consumption by 2030. (Goldman Sachs: www.goldmansachs.com/insights/articles/AI-poised-to-drive-160-increase-in-power-demand).
- Data centre capacity across the Americas is expected to more than double in response to low vacancy rates and continually growing demand for AI computing power.

Alberta's government is increasing a successful loan program that provides access to capital for cattle and sheep producers. Currently, the program was capped at \$150 million. It is now being increased to \$225 million.

Key Messages:

- The Feeder Association Loan Guarantee Program (FALGP) has been so successful at helping livestock producers grow their businesses, it has reached its capacity.
- We are increasing the FALGP overall limit to ensure it continues to help grow and strengthen the rural economy by providing access to effective, low-cost loans for small and mid-sized cattle and sheep producers.

- This increase will improve producers' access to capital so they can grow their businesses and meet the demands of today's beef market.

Key Facts:

- Alberta's Feeder Associations Loan Guarantee Program helps local, producer-run cooperatives get competitive financing to ensure they can continue being a player in the global market.
- The Feeder Association Loan Guarantee Program (FALGP) has provided more than \$12 billion in loans since its establishment in 1936.
- Feeder associations, made of livestock producers, take in cattle and sheep and feed them to get them to market weight before shipping them for processing.
- Alberta is home to 45 feeder associations.

Background:

- The last time the program saw an increase was in 2022, when it was raised to \$150 million.

Alberta is the first province in Canada requiring mandatory inspections for all incoming watercrafts to help protect our borders and waterways.

Key messages:

- Alberta is currently free from zebra and quagga mussels, and we intend to keep it that way.
- Invasive species can wreak havoc on waterways and ruin infrastructure, destroy habitats and cause hundreds of millions in damages.
- From June 1 – September 30, 2025, any watercraft entering Alberta through our eastern or southern borders must be inspected at the closest inspection station.
- If the closest inspection station is closed at the time, Albertans and visitors must get their watercraft inspected within seven days and before launching into Alberta's waters.
- Alberta is also launching a new proof-of-inspection sticker to help boat owners follow the new system. Owners will get the sticker to display once their watercraft has been inspected.
- This is part of Alberta's work to protect its borders, including \$18 million in funding over five years in Budget 2025.
- By defending water bodies, ecosystems and infrastructure, we are protecting jobs, businesses and recreation opportunities across the province.

Key Facts:

- Once introduced to a waterbody, zebra and quagga mussels are extremely difficult to eradicate and can cause millions of dollars in damage to water-operated infrastructure and harm aquatic ecosystems.
- Whether it's a paddleboard or a powerboat, inspections are mandatory, and you must stop.
 - Anyone crossing Alberta's eastern or southern borders with a motorized or non-motorized watercraft must be inspected.
 - This will mean planning ahead and finding an open watercraft inspection station, which we have more of with increased staffing to accommodate longer operating hours.
- All locations and operating hours can be found by visiting alberta.ca/watercraftinspections.

- Anyone crossing from the western or northern borders with a motorized or non-motorized watercraft must stop if they're passing an open inspection station.
- Everyone travelling with a watercraft in Alberta must stop if they're passing an open inspection station.
- Once inspected, you will receive a sticker that shows your watercraft has been inspected and that you are doing your part to help protect Alberta.
- Mandatory inspections are required from June 1-September 30, 2025. Starting in 2026, watercraft inspections will be mandatory every year from May 1 to September 30 for anyone entering Alberta with watercraft through the eastern and southern borders.

The three provincial health corporations responsible for cancer care services, organ tissue donation and transplantation and emergency health services became legal entities on June 1, 2025.

Key Messages:

- Alberta's government is ensuring a dedicated focus for emergency health services, cancer care and organ and tissue donation and transplantation in the new refocused health care system.
- Cancer Care Alberta will focus exclusively on delivering cancer treatment and services. It will have greater oversight of its workforce, capital, and operational funding, and will implement a dedicated complaints process.
- Give Life Alberta will oversee all organ and tissue donation and transplantation in the province, focusing on streamlining processes, advancing services, and supporting planning and program development.
 - Clinical services will remain with AHS.
- The provincial health corporation responsible for emergency health services (EHS) will manage all aspects of emergency services in Alberta, including response times, workforce recruitment and retention and coordination of critical services.
 - Furthermore, Alberta's government is working with emergency health services staff and paramedics through a branding exercise to develop a new name and logo for EHS.
- All three new provincial health corporations fall under Acute Care Alberta, which is responsible for ensuring these key health care programs are fully integrated across the entire health system.
- There has been no impact to front line health care workers during refocusing.

Key Facts:

- Recent legislative changes enabled the establishment of Cancer Care Alberta, Give Life Alberta and the provincial health corporation responsible for emergency health services.
 - These three provincial health corporations are responsible for cancer care services, organ and tissue donation and transplantation and emergency health services in the province.
- Branding for Cancer Care Alberta and Give Life Alberta has been developed. Branding for the emergency health services provincial health corporation being developed as part of the workforce engagement.

Alberta's government is taking action against family violence by investing \$6 million in grants for community-based supports and services.

Key Messages:

- Every Albertan deserves to be free from violence and abuse.
- That's why Alberta's government wants to ensure that anyone experiencing family violence has a safe place to turn for help, as well as the supports and services they need, when they need them.
 - Children and Family Services is refreshing funding for family violence programming with the newly renamed Taking Action on Family Violence Grant Program. \$6 million is being invested in grants for culturally relevant, direct services that focus on:
 - preventing family violence before it occurs;
 - intervening at early signs of violence;
 - responding to acts of family violence; and
 - supporting survivors and their families to live safely in communities.
- The refreshed grant program supports the Alberta government's commitment to ending gender-based violence.
 - It builds on the recent release of [Building on our Strengths: Alberta's 10-Year Strategy to End Gender-Based Violence](#) which outlines how the Government of Alberta will work to prevent gender-based violence and support those impacted to rebuild their lives.
- We will continue to invest in strategies that promote healthy relationships and support individuals who have experienced violence. This includes programs targeted to men and boys and those struggling with abusive behaviours.

Key Facts:

- Grant applications will be open June 3, 2025, and close June 24, 2025
- According to [Statistics Canada](#), there were nearly 130,000 victims of police-reported family violence across Canada in 2022, as well as more than 117,000 victims of intimate-partner violence aged 12 years and older.
- Support is available 24/7 by calling or texting the Family Violence Info Line at **310-1818** or visiting the confidential webchat at alberta.ca/SafetyChat.
 - Phone services are available in over 170 languages.
- Help is also available to men and boys seeking assistance or feeling at risk at **1-833-327-MENS** (6367).
- Albertans can visit alberta.ca/family-violence-find-supports to find out where to turn and learn more about their rights and the law.

Beating expectations: 2023 Report shows Alberta is producing more oil & less emissions.

Key Messages:

- New data shows that Alberta's oil sands are producing more oil and fewer emissions – part of declining emissions across the province's growing economy.

- Alberta is proving that responsible energy development and emissions reductions can go hand in hand. And we do it better than anyone else.
- This data shows that while production has grown by 96 per cent, reaching 1.56 million barrels per day, oil sands emissions continued to decline.
- We're proud to lead Canada in absolute emissions reductions, and we'll continue driving progress that benefits both our economy and the environment

Quote from Minister Schulz:

“Alberta continues to lead the way in responsible energy development. The 2023 report shows our oil sands sector is producing more energy with fewer emissions per barrel – a clear sign of innovation and commitment that comes from working with producers. This is why countries around the world are looking to us as a responsible producer of choice. We're proud to lead Canada in absolute emissions reductions. We don't need top-down policies from the federal government to do this, and we'll continue to drive common sense progress that benefits both our economy and the environment.”

Key Facts:

- The 2023 Oil Sands Greenhouse Gas Emissions Intensity Analysis shows the oil sands have reduced emissions-per-barrel by 26%, a 4% improvement over the 2022 reporting period.
- While emissions kept declining per barrel, production grew by 96% over that same period, reaching 1.56 million barrels per-day.
- The new report supports the federal government's 2025 National Inventory Report, which showed that Alberta had the greatest absolute reduction in emissions of any Canadian province or territory between 2022 to 2023, reducing emissions by 2.1 million tonnes.
- This data is part of declining emissions across Alberta's economy:
 - Overall emissions have declined by 9 per cent since 2015
 - Conventional oil emissions have declined 19 per cent since 2015
 - Transportation emissions have declined 12 per cent since 2015
 - Heavy industry emissions have declined 8 per cent since 2015
 - Natural gas production and processing emissions have declined 24 per cent since 2015
 - Methane emissions have declined 52 per cent since 2014
 - Electricity emissions have declined 45 per cent since 2015

Alberta's government is helping keep Coaldale and Lethbridge County safe from future floods.

Key Messages:

- Thanks in large part to Alberta government funding, groundbreaking is now underway for a new stormwater management facility that will reduce the risk of overland flooding in the region.
- This will help protect lives, livelihoods and critical infrastructure in southern Alberta for years to come.
- Alberta's government provided \$3.73 million in funding through the Drought and Flood Protection Program to support critical community upgrades, including constructing new

stormwater ponds and building a new South Coaldale regional stormwater management facility that will increase regional stormwater capacity and help combat overland flooding.

- The five-year, \$125-million Drought and Flood Protection program is helping municipalities and Indigenous communities protect critical infrastructure from flooding and drought and improve public safety.

Key Facts:

- The new south Coaldale stormwater management facility will help mitigate runoff from a 3,662-hectare rural catchment area during 1:100-year storm events, reducing the risk of future disasters.
- The facility will include 100,000 cubic metres of stormwater storage.
- The total project cost is estimated at \$5.3 million, with \$3.73 million being funded through Alberta's Drought and Flood Protection Program.
- Once constructed, the facility will provide significant protection to over 750 residences, roadways, municipal infrastructure and agricultural land.
- Construction will begin this spring and is expected to be complete by the fall of 2026.

Fitch Ratings has affirmed Alberta's AA credit rating with a stable outlook, recognizing the province's strong fiscal management, low debt burden and long-term economic resilience.

Key Messages:

- Fitch has affirmed Alberta's AA credit rating, recognizing our strong fiscal management and responsible budgeting, even amidst great international economic uncertainty.
- Alberta's solid credit rating helps keep borrowing costs low, saving taxpayer dollars and protecting public services.
- Strong credit ratings give investors confidence in Alberta's economy, helping attract new businesses and jobs.
- Thanks to Alberta's smart fiscal framework, we're positioned to weather economic uncertainty and stay financially resilient.

Key Facts:

- Alberta's long-term credit rating was affirmed at 'AA' by Fitch Ratings with a stable outlook as of June 4, 2025.
- Alberta's Heritage Savings Trust Fund holds \$20.9 billion, strengthened by 2023 reforms to retain earnings and invest surpluses.
- On May 14, 2025, Moody's Investors Service (Moody's) upgraded Alberta's credit rating outlook to positive from stable and confirmed our Aa2 standing.

Memorandum of Agreement signed to reduce regulatory burden on oilwell service rig operators.

Key Messages:

- Alberta's government has signed a new agreement with the Canadian Association of Energy Contractors (CAOEC) that will reduce red tape and allow them to spend more time in the field.
- The updated agreement simplifies requirements for CAOEC members operating on Alberta highways and will allow them to enroll in the province's Drivewyze program.
- Drivewyze allows high-performing carriers to bypass weigh stations and inspection sites, boosting efficiency and saving time.
- CAOEC members have significant training protocols and a high compliance rate with current regulations.
- By removing unnecessary barriers, this agreement supports Alberta's energy sector, boosts efficiency and contributes to the province's dedication and commitment to cutting red tape.

Background:

- The existing Memorandum of Agreement (MOA) between Alberta's Ministry of Transportation and Economic Corridors and the Canadian Association of Energy Contractors (CAOEC) needed updating to reflect organizational name changes and evolving industry needs.
- Alberta and CAOEC have been working to reduce red tape and introduce new exemptions that improve operational efficiency for oilwell drilling service rigs.
- Drivewyze is the Government of Alberta's service provider for administering bypass privileges at Vehicle Inspection Station (VIS) locations to commercial drivers and fleets.
- All carriers are eligible to participate in the Drivewyze program.
- It also supports Sheriff Highway Patrol enforcement activities by allowing officers to focus on carriers with less than satisfactory performance histories.
- The Drivewyze program uses radio-frequency equipment that identifies program participants and their safety related benchmarks. These benchmarks include Safety Fitness Rating, Risk Factor (R-Factor) score, Monitoring Stages, and Commercial Vehicle Safety Alliance (CVSA) Failure Rate.
- Once the truck is identified, the algorithm looks at the safety benchmarks and either indicates to the driver they can bypass the VIS or that they must stop.

Alberta is investing more than \$20 million to help Alberta's drilling experts develop new technologies to keep responsibly powering the world.

Key Messages:

- Alberta is a global leader in drilling and technology, yet many promising innovations never reach the market due to challenges like high costs and limited access to demonstration sites where technologies can be tested in real-world settings.
- To support more technology development and drilling innovation, Alberta's government is investing \$20.6 million to launch phase one of the Alberta Drilling Accelerator program.

- Delivered through Emissions Reduction Alberta, this funding will provide crucial support to technology developers, helping transform innovative concepts into viable solutions and ensuring Alberta continues to power the world.
- Funding support is essential for emerging industries such as geothermal, critical minerals, and lithium.
- The world needs energy, and Alberta has the infrastructure, expertise, and legacy of responsible energy development to deliver it.
- We're getting the next generation of exciting drilling solutions out of the lab and into the field, powering the world and Alberta's economy at the same time.

Key facts:

- Funding for the Alberta Drilling Accelerator program comes from the TIER fund.
- The program will launch this fall, with planning and engagement taking place over the summer.
- Cumulative geothermal investment is poised to reach \$1 trillion by 2050, while investment for oil and gas, CCUS and other sectors continues to grow.

On June 12th, 2025, Canadian Institute of Health Information (CIHI) released a report titled 'Longer wait times for surgeries and diagnostic imaging persist across Canada compared with the pre-pandemic period.'

Key Messages:

- Alberta's government knows there is more work to do to, particularly on cancer surgical wait times. We are committed to improving the timeliness and accessibility of health care in the province to ensure every Albertan receives the care they need within clinically recommend timelines.
- That being said, Alberta continues to perform better than the national average for wait times in four areas: hip replacement, hip fracture repair, knee replacement, and radiation therapy.
- Contrary to the overall message in CIHI's report, Alberta has exceeded its own 2019 performance in the percentage of patients receiving hip, knee and cataract surgeries, as well as MRI scans, within the recommended wait time benchmarks. Additionally, wait times for knee surgeries remain the same."
- Across every metric in CIHI's report, the volume of procedures completed in Alberta has increased. We've seen record-breaking surgical volumes in Alberta in 2024–25, with 318,601 surgeries completed — surpassing the projected 310,000 target. The last quarter of 2024 marked the highest number of cancer surgeries ever recorded, with 2,633 surgeries performed. Further to this, we expect to set a new record in 2025–26.
- This demonstrates that the Alberta Surgical Initiative is delivering real results in increasing surgical volumes in the province. That's why we're investing another \$265 million over three years through Budget 2025, alongside \$4.6 billion, allocated for acute care operations to expand surgical capacity and reduce wait times.

Alberta's government has received the first recommendations to help speed up oil sands mine water management and tailings pond reclamation.

Key Messages:

- Over the last year, the Oil Sands Mine Water Steering Committee has met with industry operators, technology providers, Indigenous community members, scientists and others to review evidence and explore viable options.
- The committee's initial recommendations focus largely on improving water use efficiency at mine sites, developing new measurement standards, and better managing or even reducing accumulation.
- Alberta's government accepts these recommendations and will immediately begin exploring them further to help create an accelerated plan to reclaim the water and eventually return the land for use by future generations.
- It is premature to speculate on how exactly these recommendations would be implemented. We will first work with others to better understand these recommendations, carefully evaluate them and explore what would be needed to safely and realistically put any into action.
 - These recommendations are options for and ultimately, our approach to tailings ponds will be rooted in science and evidence.
 - Any approach for managing tailings ponds will be rooted in science and backed by clear research and evidence.
 - More information will be shared as this important work unfolds.

The Recommendations:

- Recommendation 1 calls for changes to help keep more water out of tailings ponds. Currently, much of the water collected has not actually been used in the oil sands extraction or separation processes. The recommendation calls for measures to more easily keep melting snow, runoff and other water separate, and for government to create clearer standards for this water's safe release.
- Recommendation 2 advises government to promote more water-sharing between mine sites to minimize new withdrawals from the Athabasca River.
- Recommendation 3 advises government to focus on managing oil sands mine water within the watershed, not moving water across watersheds.
- Recommendation 4 advises government that deep well disposal be considered to manage low volumes of otherwise untreatable oil sands mine water and some legacy mine water, once all other options have been fully explored. Deep well disposal involves injecting oil sands mine water deep underground beneath many layers of impermeable rock, providing permanent storage that also protects the drinking water and land above.
- Recommendation 5 calls for government to develop a standardized method for measuring naphthenic acids, naturally occurring organics that are sourced from oil sands bitumen.

Though no jurisdiction is known to have ever implemented such a method for regulatory purposes, being able to measure them is considered essential in assessing the effectiveness of mine water treatment options.

Key Facts:

- In Alberta and around the world, mining operations produce tailings. Tailings, a mixture of water, sand, clay and residual bitumen, are the byproduct of the extraction process.
- The committee assessed and evaluated options against feasibility criteria, including regulatory and policy alignment, environmental impact, economic viability, technical feasibility, and Indigenous community impacts.
- The province's oil sands tailings ponds now contain more than 1.4 billion cubic metres of fluid tailings. This includes non-process affected water, such as rainwater, surface runoff, muskeg dewatering, non-saline groundwater depressurization, and other water that has not been directly utilized in oil sands extraction or separation processes.
- Oil sands operators are responsible for site management and reclamation, while ongoing research continues to inform and refine best practices to support effective policy and regulatory outcomes.
- Oil sands mine operations in Alberta have reduced the amount of fresh water used per barrel by 23 per cent since 2017.

Alberta's government is transitioning its COVID-19 immunization program to a targeted program that prioritizes higher risk Albertans first and reduces waste.

Key Messages:

- Alberta's government is transitioning this fall from a universal COVID-19 immunization program to a targeted program that prioritizes higher-risk Albertans and reduces vaccine waste, as the federal government will no longer supply COVID-19 vaccines free of charge.
- I have always supported people's right to make the choice to get the vaccine.
- The new policy ensures Albertans who are at highest risk due to COVID-19 continue to have access to immunizations.
- The COVID-19 vaccine program will be rolled out in four phases, starting with the highest-risk groups and gradually expanding to include more Albertans.
- This policy will significantly reduce vaccine waste, which cost taxpayers approximately \$135 million last year after 54% of doses were disposed of.
- We are moving forward with a responsible approach to vaccine procurement, and this new phased and pre-order system will help determine actual need, reduce waste, and control costs in future years.

Key Facts:

- Phase 1 provides provincially funded COVID-19 vaccines free of charge to residents of seniors supportive living accommodations and home care clients.

- Phase 2 offers free COVID-19 vaccines only through public health clinics for individuals:
 - six months and older with underlying medical conditions or compromised immune systems, or in congregant living accommodations.
 - on social programs (i.e. AISH, income supports, and individuals experiencing homelessness)
- Phase 3 makes the COVID-19 vaccine available at full cost to Albertans aged 65 and older through public health clinics.
- Phase 4 opens access to remaining Albertans at full cost.
- As of April 1, 2025, Alberta has taken over the responsibility for procuring and funding COVID-19 vaccines for the province.
 - Alberta will begin procuring COVID-19 vaccines annually through the National Bulk Purchasing Program.
- For the 2025/26 season, approximately 485,000 doses have been ordered to support the targeted COVID-19 immunization program.
- Based on the Center for Disease Control costing estimates of \$110 per vaccine dose, the cost to taxpayers for the COVID-19 vaccine should not exceed \$49 million dollars, much of which will be offset through cost-recovery in phases 3 and 4. The actual cost per dose and for the program is still yet to be determined.
- Estimated budget costs for the 2025/26 season are approximately \$2 million for RSV and \$19 million for influenza.

Alberta's government is helping connect former military and public safety personnel with meaningful civilian careers.

Key messages:

- As military and public safety personnel's time in uniform comes to a close, Alberta's government is committed to standing behind them — just as they have stood for us.
- Transitioning to civilian life can present unique challenges, especially when it comes to finding meaningful employment that reflects the skills and leadership developed through service.
 - To help ease this transition, Alberta's government is investing \$1.2 million in Prospect Human Services' Forces@WORK program, which provides specialized supports to help former military and public service personnel rejoin the workforce.
- Alberta's government is committed to working with service providers across the province to improve employment supports for all Albertans – ensuring Alberta remains the best place to live and work in Canada.

Key facts:

- The Forces@WORK: Public Safety Personnel Program helps former military and public safety personnel including corrections workers, dispatchers, firefighters, paramedics, police officers, and RCMP members.
- Forces@WORK participants receive individualized assessments and customized supports tailored to their unique experiences and goals, including:
 - peer support

- career planning
- job search assistance
- resume and interview preparation
- on-the-job training opportunities
- ongoing support to help maintain long-term employment

Alberta's government is moving away from zone-based administration and restoring decision-making to the front lines with hospital-based leadership.

Key Messages:

- Alberta's government is strengthening health care by giving hospital leaders more control to make timely, practical decisions that improve patient care at their facilities.
- Health care staff and Albertans have said the current system is too slow to meet hospitals' real needs—delaying frontline hiring, supply purchases, and ultimately making patient care worse.
- Hospital leadership teams will now be based on-site, with authority over staffing and daily operations—enabling faster, informed decision-making by those who know their facility best.
- The goal is to improve efficiency and reduce administrative duplication by streamlining decision-making and clarifying roles—an approach used in jurisdictions like the Netherlands, Norway, and Australia.
- Introduction of the new hospital leadership structure will begin in November 2025, with full implementation across Alberta Health Services expected by summer 2026.

Background:

- In November 2023, Alberta's government announced plans to refocus the health care system, citing the need for bold change.
- As part of this change, Alberta Health Services (AHS) will transition into a hospital service delivery provider.
- Province-wide engagement sessions were held with Albertans and health care workers to gather input on the health system refocus.
- Front-line staff strongly voiced the need for decentralized leadership.
- Concerns were raised that the existing structure lacked flexibility and responsiveness.
- Key problem areas included delays and inefficiencies in hiring and supply procurement at health facilities.

Alberta's government unveils the new Buffalo Hunt exhibit at Head-Smashed-In Buffalo Jump, in partnership with the Piikani Nation and the Canadian Museum of History, celebrating Indigenous history and tradition.

Key Messages:

- Our government is proud to unveil the new Buffalo Hunt exhibit at Head-Smashed-In Buffalo Jump—a UNESCO World Heritage Site—showcasing over 6,000 years of Plains Buffalo culture and Indigenous ingenuity.
- Developed in collaboration with the Ministry of Arts, Culture and Status of Women, the Piikani Nation, the Canadian Museum of History and guided by Elders and Knowledge Keepers, this immersive exhibit brings Indigenous traditions and stories to life.
- Through our governments continued investment of \$51 million in heritage sites and museums like Head-Smashed-In Buffalo Jump, we support Indigenous knowledge and storytelling that inspires learning, sparks curiosity and attracts visitors from across the province and beyond.
- By preserving and sharing Indigenous stories with the world, we strengthen intergenerational connections, honour cultural identity and enrich Alberta’s unique social fabric.
- We invite everyone to discover the new Buffalo Hunt Exhibit and explore Alberta’s many other exceptional museums and historic sites this summer for fun, affordable and meaningful experiences that honour the past, reflect the present and inspire the future of our province.

About the Exhibit:

- The new exhibit is:
 - Based on the original design from the Canadian Museum of History, with modifications suggested by Piikani Elders and Knowledge Keepers.
 - Made possible through the generous donation of time and expertise from Canadian Museum of History staff and the exhibit development team at the Royal Alberta Museum.
- This collaboration aligns with the Alberta government’s commitment to supporting Indigenous heritage priorities and improving access to Indigenous cultural content.
- The Buffalo Hunt Exhibit has been gifted to the site and will remain on display for the foreseeable future.

Key Facts:

- There are 20 provincially operated museums, historic sites and archives.
 - Thirteen, including Head-Smashed-In Buffalo Jump, are open year-round. Six others are open for the summer season, while Brooks Aqueduct is accessible year-round as a self-guided outdoor site.
 - Full list of provincial museums and historic sites: www.alberta.ca/historic-sites-museums
- Through Budget 2025, Alberta’s government is maintaining \$51 million in support for provincial museums and heritage sites, including Head-Smashed-In Buffalo Jump.
- Admission rates at Alberta’s provincial heritage sites and museums have been maintained to ensure they remain accessible to families, visitors to our province and all Albertans.
 - Indigenous Peoples are offered free admission to Head-Smashed-In Buffalo Jump.
- Head-Smashed-In Buffalo Jump is a UNESCO World Heritage Site operated by the Government of Alberta that highlights at least 6,000 years of Plains Buffalo culture and history, supporting reconciliation, education and Indigenous tourism.

Alberta's government is ensuring Albertans with brain injuries and their families are supported.

Key messages:

- Through Budget 2025, Alberta's government is investing more than \$5.7 million into the Alberta Brain Injury Initiative to ensure Albertans with brain injuries have the support they need, when and where they need it.
- All brain injuries are unique and the road to recovery can be long, unpredictable, and challenging.
 - Brain injuries can affect memory, emotions, movement, and even the ability to talk.
- Alberta's government works with families, communities, health care workers and service providers to ensure Albertans with brain injuries have the supports they need to heal and lead happy, fulfilling lives.

Key facts:

- June is Brain Injury Awareness Month in Canada — a time to raise awareness of the difficulties individuals with brain injuries and their families face, and to celebrate their strength.
- Each year, approximately 5,000 Albertans suffer a brain injury.
- The Alberta Brain Injury Initiative is a network of agencies, funded by the Government of Alberta, to assist survivors and their families in accessing supports from various programs and community resources across the province, including:
 - providing information about brain injury and the supports and services that are available.
 - working with survivors, their families and community service providers to develop service plans and service agreements as needed.
 - making referrals, where appropriate, for community supports, independent living, and skills development.
 - assisting survivors and their families to identify, apply for and coordinate benefits and services.
- Alberta Brain Injury Initiative service providers:
 - Association for the Rehabilitation of the Brain Injured
 - Brain Care Centre
 - Brain Injury Assist
 - Blue Heron Support Services
 - Canadian Mental Health Association
 - Networks Activity Centre of Alberta
 - REDI Enterprises Society
 - Southern Alberta Brain Injury Society (SABIS)
 - SKILLS Society
 - St. Paul Abilities Network S.P.A.N
 - Universal Rehabilitation Service Agency
 - Taproot

Budget 2024 allocated \$3.2 million for a new capital grant program to support major upgrades to the Applied Research Associations (ARAs) existing equipment, facilities, and infrastructure.

Key Messages:

- Alberta's government values free and unbiased research to grow and strengthen our agricultural communities.
 - A new government program will see the province provide \$3.2 million to 12 forage and Applied Research Associations to improve or replace aging equipment, facilities and infrastructure.
 - This funding ensures Applied Research Associations can concentrate on providing applied research and extension to help producers adopt technologies, practices and improve competitiveness.
 - Applied Research Associations will be able to extend the life of facilities, infrastructure, equipment, address health and safety issues, improve the quality of applied research and extension activities and reduce operating costs.

Key Facts:

- Applications for the grants were accepted between November 1, 2024 and December 15, 2024.
- Currently, 12 farmer-directed ARAs receive funding through the Results Driven Agriculture Research.
 - These include:
 - Battle River Research Group Society
 - Central Alberta Forage and Livestock Association
 - Chinook Applied Research Association
 - Farming Smarter Association
 - Foothills Forage and Grazing Association
 - Gateway Research Organization
 - Lakeland Agricultural Research Association
 - Mackenzie Applied Research Association
 - North Peace Applied Research Association
 - Peace Country Beef and Forage Association
 - SARDA Ag Research Association
 - Farming Forward (West-Central Forage Association)
- The role of ARAs is to apply, adapt and adopt crop and livestock technologies and management practices in their geographic location, so farmers can use the technology on their own farms.
- Funding will help these associations purchase seeders, tractors, swathers, irrigation systems and portable facilities, for example.

Alberta's government has announced \$2.8 million in funding to Calgary Economic Development (CED) to deliver the Trade Accelerator Program (TAP) and to develop new trade programming for Alberta exporters over the next five years. TAP is administered throughout the province by CED in collaboration with regional partners.

Key Messages:

- Alberta's government is proud to create an environment where locally made businesses can succeed and become recognized around the world.
- To further support economic growth and diversification, Alberta's government is providing \$2.8 million to support ongoing support for small and medium-sized businesses through the Trade Accelerator Program (TAP).
- TAP provides businesses with the knowledge, skills, and training they need to reach international markets and grow their presence around the world.
 - This funding will also support the development of a new program by Calgary Economic Development known as "Levelling Up."
 - "Levelling Up" will provide businesses needing more support with the tools they need to grow their business to an international scale.
- In addition to the more than 550 businesses already supported through TAP, this funding is expected to provide another 650 with training and support over the next five years.
- Now more than ever, our government is committed to growing the economy, removing trade barriers, and empowering businesses to grow, succeed, and create jobs for Albertans across the province.

Key Facts:

- The Trade Accelerator Program, which is administered by Calgary Economic Development and delivered in collaboration with Alberta's government, regional economic development organizations, local sponsors and the federal government, helps businesses prepare to expand into international markets.
- Since 2018, TAP has graduated over 550 companies in Alberta.
 - Over 100 TAP Alberta alumni participate in trade missions or market activations annually.
 - Participating businesses have shared positive feedback and trade success stories after participating in TAP.
- TAP supports businesses across Alberta through province-wide delivery, with past sessions hosted in Calgary, Edmonton, Red Deer, Grand Prairie, Canmore, Lethbridge and Medicine Hat.
 - The program is open to any Alberta-based company and businesses can attend sessions in any region.
- CED works with multiple ecosystem program partners across Alberta to ensure successful delivery of the TAP program. These partners include Edmonton Global, Red Deer Economic Development and Lethbridge Economic Development, among others.
- Upcoming TAP cohorts across Alberta include:
 - Calgary, Sept. 9 – Oct. 22, 2025
 - Red Deer, Oct. 15 – Nov. 20, 2025
 - Edmonton, Nov. 4 – Dec. 10, 2025

Alberta's government is investing \$20 million in culturally-informed employment supports for Indigenous Peoples.

Key messages:

- Indigenous Peoples are foundational to Alberta's economic success — past, present, and future.
- Alberta's government is investing over \$20 million in Indigenous-led employment supports across the province.
- This partnership will connect Indigenous job seekers with the tools, training and opportunities to thrive in the workforce.

Key facts:

Some examples of the province's investments in Indigenous employment supports include:

North Zone

- \$1.5 million to Frog Lake Employment and Training
- \$300,000 to Chard Metis Community Association
- \$300,000 to Conklin Resource Development Advisory Committee
- \$211,900 to Willow Lake Metis Association
- \$180,000 to Lesser Slave Lake Indian Regional Council

Edmonton

- \$4 million to the Bent Arrow Traditional Healing Society

South Zone

- \$1.5 million to Maskwacis Employment Centre Society
- More than \$752,900 to Saamis Employment and Training Association
- More than \$517,200 to Piikani Employment Services

Calgary

- \$1.2 million to Tsuut'ina Nation
- \$1.1 million to Community Futures Treaty 7
- \$1 million to Siksika Family Services Corporation
- More than \$707,000 to Stoney Tribal Administration
- Nearly \$613,000 to Stoney Nakota, Tsuut'ina Tribal Council
- More than \$551,300 to Aboriginal Futures Career and Training Centre

After July 1, 2025, Alberta taxpayers will start seeing the new eight per cent personal income tax bracket reflected on their paycheques.

Key Messages:

- Starting July 1, hardworking Albertans will keep more money in their pockets thanks to the government's new tax cut - saving families up to \$1,500 per year.
- We're fulfilling an important campaign promise to lower personal income taxes for more than two million Alberta taxpayers.
 - With low personal and corporate income taxes, low fuel tax and no sales tax, Albertans and Alberta businesses pay less in taxes compared to all other provinces.

- Albertans work hard, and they deserve to keep more of what they earn.
 - This tax cut delivers real relief now, right when families need it most.
- Lower taxes, less pressure, and more freedom - that's what the eight per cent tax bracket delivers for Alberta families.
 - This tax cut is a clear example of how Alberta leads the nation. Alberta is growing its economy, balancing the books, and putting real money back in the hands of the people who earned it.
- This tax cut reinforces why Alberta is the best place in Canada to live, work and raise a family.

Key Facts:

- The new eight per cent tax bracket applies to income up to \$60,000 - down from the previous rate of 10 per cent.
 - This new tax bracket will save individuals up to \$750 and two-income families up to \$1,500 in 2025.
 - Overall, the tax cut will save Albertans about \$1.2 billion in 2025.
- Taxpayers will start to see the benefit of the tax cut on their paycheques after July 1, 2025, when payroll withholdings are adjusted.
- In 2025-26, Albertans and Alberta businesses would pay at least \$20.1 billion less in taxes than they would if Alberta had the same tax system as any other province.

Alberta's government is launching an action team to address classroom complexity and aggression to make schools safer for students and staff.

Key Messages:

- We have heard loud and clear that Alberta's classrooms have become increasingly complex with more mental health challenges, learning needs and classroom aggression.
- To meet this challenge head on we are creating an action team that will develop recommendations to address classroom complexity and improve safety in schools, so every student and staff member can feel safe and welcome in their school.
 - The action team will include 20 education system leaders, representatives from the Alberta Teachers' Association and school boards from across the province, ensuring that policy creation is informed by subject matter experts.
 - The action team will also engage with key partners across the education system, including organizations like Inclusion Alberta, to ensure diverse perspectives inform and strengthen inclusive education efforts.
 - The action team will deliver a report with advice and recommendations for immediate and long-term action to Alberta Education by Fall 2025.
- Practical solutions to complex issues including supports and interventions coming from the action team's recommendations are expected to begin rolling out as soon as the 2025/26 school year.

Key Facts:

- Established via Ministerial Order, the action team will:

- be appointed for a term of six months
 - meet at least four times over summer 2025
 - be co-chaired by a non-government and government member
- The action team will be able to:
 - engage with stakeholders to collect input to support recommendations
 - select frontline workers to provide information and support recommendations
- Education and Childcare will provide the action team with a neutral third-party facilitator.
- The full list of action team members will be published online once finalized.

Background:

- The ATA's fall 2023 pulse rapid research study was conducted December 1–12, 2023 and focused on three key areas:
 - class size and complexity of student needs
 - well-being and aggression in schools and school communities
 - artificial intelligence in education
- In December 2023, the Alberta Teachers' Association (ATA) conducted a survey on the challenges public teachers are facing in Alberta's classrooms. Aggression in schools and its impact on teachers and students was found to be a significant theme of the survey.

Alberta's government is investing \$6 million to support Indigenous-led tourism through Travel Alberta's renewed agreement with Indigenous Tourism Alberta.

Key Messages:

- As a key priority in Alberta's tourism strategy, our government is committed to supporting Indigenous-led tourism.
- Alberta's government has committed to investing another \$6 million to support Indigenous-led tourism over three years through Travel Alberta's renewed agreement with Indigenous Tourism Alberta.
- By prioritizing Indigenous-led tourism, we are positioning the province as a premier destination for travellers while helping the rich histories and cultures of Indigenous Peoples shine on the world stage.

Key Facts

- Alberta continues to invest more in Indigenous-led tourism than any other province, which creates meaningful employment and ownership opportunities for Indigenous Peoples while strengthening Alberta's visitor economy.
- This \$6 million investment by Alberta's government will support Indigenous Tourism Alberta's mentorship and development programs for Indigenous tourism operators, as well as enable joint promotional activities that attract international visitors.

- Indigenous tourism is contributed \$126 million in GDP to Alberta's economy last year, and is projected to contribute another \$138.6 million in 2025.

Background:

- One in three international travellers and 22% of Canadians actively seek authentic Indigenous experiences when travelling.
- Since 2021, Alberta's government has invested \$12 million to support Indigenous-led tourism.
- Indigenous tourism experiences provide Alberta with a distinct competitive advantage as the province works to attract more international visitors.
- Indigenous Tourism Alberta is the fastest-growing Indigenous tourism organization in the country, partnering with Indigenous-owned businesses to increase the number and diversity of authentic Indigenous tourism experiences throughout the province.

Alberta's government is providing funding to Canadian Manufacturers and Exporters (CME) to deliver the Alberta Manufacturing Productivity Grant. This grant is providing small and medium sized Alberta manufacturers funding and support for technology upgrades, machinery and equipment.

Key Messages:

- Alberta's government is committed to maintaining our position as the best place in Canada to invest and do business.
- Our government is proud to maintain a business-friendly and competitive environment that allows our manufacturing sectors to get ahead quickly and efficiently.
- More than \$4 million from Alberta's government will support small and medium sized manufacturing businesses with access to advice, expertise and up to \$30,000 in matching funding per eligible business to enhance their productivity.
- This funding will help successful applicants assess and adopt new technologies, make facility enhancements and more to boost their productivity, drive job creation and accelerate growth in Alberta's manufacturing sector at a time when it is needed most.
- Alberta's government looks forward to working alongside Canadian Manufacturers and Exporters to enhance the competitiveness and resilience of both our manufacturing sectors and our economy as a whole.

Background:

- Canadian Manufacturers and Exporters (CME) has been provided with \$5.03 million in non-program grant funding to deliver and administer the Alberta Manufacturing Productivity Grant program on the government's behalf.
 - Of this, \$4.26 million will be made available to eligible applicants.
 - The two-year pilot program will immediately launch its application intake.
 - The intake will remain open for two years or until funding has been fully allocated.
- There is a strong relationship between productivity growth and investments in machinery and equipment.

- By investing in machinery and equipment, workers are equipped with the latest technologies to improve their business processes and produce more and higher-quality goods and services.
- The manufacturing sector spans different industries, including the production of chemical, food, beverage, wood, machinery and petroleum products.
 - In 2024, the top six manufacturing subsectors (chemical manufacturing, petroleum and coal product manufacturing, food manufacturing, machinery manufacturing, fabricated metal product manufacturing and wood product manufacturing) made up approximately four-fifths of manufacturing GDP.
- Manufacturing is an integral part of Alberta's economic prosperity and diversity.
 - In 2024, manufacturing contributed 7.0 per cent to Alberta's GDP, the fourth largest sector contribution.
 - In 2024, manufacturing accounted for 24 per cent of Alberta's exports, at \$43.0 billion.
 - In April 2025, manufacturing employed 142,600 people in Alberta, representing 5.6 per cent of total Alberta employment.
 - Three subsectors (food manufacturing, fabricated metal product manufacturing and machinery manufacturing) account for roughly half of Alberta's manufacturing jobs.
- CME represents more than 10,000 companies nationwide and works closely with various governments to promote growth within Canada's manufacturing sector. CME also provides industry intelligence on the opportunities and challenges faced by manufacturers in Alberta and across Canada.

Alberta's government has appointed Satpal Singh (Sat) Parhar to be the first chief of the Independent Agency Police Service (IAPS). The government has also formally created the IAPS via regulation.

Key Messages:

- Alberta's government has reached another significant milestone in its commitment to strengthen the province's policing model by formally establishing the independent agency police service and appointing its first chief.
 - Chief Satpal Singh (Sat) Parhar has over 25 years of frontline policing and leadership experience with the Calgary Police Service, most recently as deputy chief, making him well-suited to lead the new agency as it takes shape and begins its work of keeping Albertans safe.
 - His deep understanding of Alberta's diverse public safety landscape will be critical to the foundational work of preparing the agency for operations, with his initial priorities focusing on building the executive team and developing key recruitment, training and other operational policies.
 - The IAPS has now been formally created and will operate as an independent crown corporation and will operate out of Calgary.

- Creating the agency and appointing Chief Parhar are the first steps of many to preparing the IAPS for operation. The government remains committed to sharing progress updates and ensuring transparency as the service moves toward operational readiness.
- The appointment of a new chief for the IAPS marks the next step in giving municipalities a new option for local policing and builds on the work already underway for the agency to assume the police-like duties currently carried out by the Alberta Sheriffs.

The Small Community Opportunity Program, as part of Alberta's Economic Development in Rural Alberta Plan, is guiding innovation and growth in rural communities.

Key Messages:

- Alberta's Small Community Opportunity Program is empowering Indigenous and small communities to develop their local economies and make a difference in rural areas.
 - Our government has provided \$3 million for 41 projects in the second round of the program for community-led projects that build capacity in agriculture, small business supports and local economic development.
 - Indigenous and small communities play a vital role in the province's long-term economic landscape.
 - Working together with non-profits, they are tapping into opportunities and addressing unique challenges to help grow the economic footprint in rural Alberta.

Key Facts:

- Small Community Opportunity Program projects align with one or more of these strategic directions in the Economic Development in Rural Alberta Plan:
 - Rural business supports and entrepreneurship
 - Support for labour force and skills development
 - Marketing and promoting rural tourism
 - Rural economic development capacity building
- Each project also addresses one or more of these priority areas:
 - Entrepreneurship and mentorship
 - Skills development
 - Small business supports
 - Partnerships, interconnectivity and collaboration

Background:

- In 2023-24, the Small Community Opportunity Program awarded \$3.2 million in grants between \$20,000 and \$90,000 for 43 community-led projects that build capacity in agriculture, tourism, small business supports and local economic development.

Virtual physician service connects Health Link 811 callers to timely medical advice, reducing unnecessary emergency department visits and improving care navigation.

Key Messages:

- Alberta's government is committed to improving access to timely, appropriate healthcare for all Albertans.
- A new study confirms that the Virtual MD service is helping Albertans avoid unnecessary emergency department visits by connecting them with the right level of care.
- Since launching in 2022, Virtual MD has assessed over 100,000 patients, with more than half successfully managing their care at home or being directed to the most appropriate care setting, including primary care.
- This service is especially valuable for Albertans in rural areas, those with mobility challenges, or individuals with limited access to in-person care.
- Alberta's government continues to support innovative, made-in-Alberta solutions like Primary Care Alberta to strengthen the healthcare system and reduce strain on emergency departments.

Background:

- Launched in 2022, Virtual MD is a service offered through Health Link 811 where registered nurses assess callers and refer them to physicians for virtual consultations when needed.
- The service operates daily from 6 a.m. to 2 a.m., with a team of 90 physicians providing real-time advice and care navigation.

Key Facts:

- A study published in the Canadian Journal of Emergency Medicine found that patients who followed Virtual MD recommendations were more likely to receive care appropriate to their condition.
- On average, 125 callers per day are referred to a Virtual MD physician.
- Of the first 100,000 patients assessed:
 - ~50% managed their condition at home with self-care.
 - Others were referred to urgent care, family doctors, or emergency departments based on need.
- The service helps reduce unnecessary ED visits and ensures patients receive the right care at the right time.

Alberta Premier Danielle Smith and Ontario Premier Doug Ford have signed two memorandums of understanding (MOUs) during Premier Ford's visit to the Calgary Stampede, outlining their commitment to strengthen interprovincial trade, drive major infrastructure development, and grow Canada's global competitiveness by building new oil and gas pipelines, rail lines and other energy and trade infrastructure.

Key Messages:

- By building pipelines, rail lines and the energy and trade infrastructure that connects our country, we will build a more competitive, more resilient, and more self-reliant economy.
- These MOUs build on Alberta and Ontario's shared commitment to free enterprise, economic growth, and nation-building, while advocating for the right conditions to get it done.
- The provinces will continue engaging with Indigenous partners, industry, and other governments to move key projects forward.
- Both provinces agree on the need for the federal government to address the underlying conditions that have harmed the energy industry in Canada. These include:
 - Repealing or significantly amending the *Impact Assessment Act*, repealing the *Oil Tanker Moratorium Act*, the net zero power regulations, the Oil and Gas sector production cap, and all other federal initiatives that discriminately impact the energy, mining, and manufacturing sectors.

Key Facts:

- The first MOU focuses on developing strategic trade corridors and energy infrastructure to connect Alberta and Ontario's oil, gas, and critical minerals to global markets, and collaborating on nuclear energy development.
- This includes support for new oil and gas pipeline projects, enhanced rail, and port infrastructure at sites in James Bay and southern Ontario, end-to-end supply chain development for refining and processing of Alberta's energy exports
- The second MOU outlines Alberta's commitment to explore prioritizing made-in-Canada vehicle purchases for its government fleet, and a joint commitment to improve the interprovincial trade of liquor products.

Background:

- Alberta Premier Danielle Smith and Ontario Premier Doug Ford have signed two memorandums of understanding (MOUs) during Premier Ford's visit to the Calgary Stampede on July 7th, 2025.

Fertilizer Canada and Alberta Grains has developed a 4R Memorandum of Understanding (MOU) that outlines how the Government of Alberta, the agriculture industry, and farmers can work together to bolster data collection and communication to increase 4R practice adoption levels.

Key Messages:

- We are happy to announce our agreement with Fertilizer Canada and Alberta Grains to increase the awareness of 4R principles and practices.
 - 4R Nutrient Stewardship helps farmers increase plant growth and yields by using the right source, at the right rate, at the right time, and in the right place.
- This MOU will strengthen environmental stewardship by helping farmers adopt science-based nutrient stewardship practices in Alberta.
 - It also tells the world we grow our food in an environmentally sustainable way and will see Alberta Grains and Fertilizer Canada promote the adoption of 4R Nutrient Stewardship.

- Properly managed fertilizers support cropping systems that provide economic, social and environmental benefits for Alberta farmers.

Background:

- The 4R MOU – a three-year agreement – was signed by Agriculture and Irrigation, Alberta Environment and Protected Areas, Alberta Grains, and Fertilizer Canada and is focused on advancing 4R practices.
 - 4R, established and championed by Fertilizer Canada, promotes the Right source (product) at the Right rate, Right time, and Right place approach to nutrient management.
- Through its Environmentally Sustainable Agriculture Tracking Survey (ESATS), Agriculture and Irrigation measures the adoption of beneficial management practices in Alberta, including use of 4R Nutrient Stewardship.
- Alberta's crop sector is advancing the adoption of the 4R Nutrient Stewardship Principles. Since 2016, Agriculture and Irrigation surveyed producers on their use of these practices.
 - The 2023 ESATS indicated that 27 per cent of farmers use all 4Rs for commercial fertilizer, 37 per cent use three, 28 per cent use two, and only seven per cent use one. The least adopted principle is "Right Source."

New regional councils will ensure Albertans have a voice in shaping health care decisions in their communities

Key Messages:

- Alberta's government is launching 14 Regional Advisory Councils (RACs) to ensure health care decisions reflect the unique needs of communities across the province.
- These councils are part of the broader health system refocus, aimed at making care more responsive, community-informed and locally driven.
- RACs will advise Alberta's four health ministries and new provincial health agencies on clinical services, capital planning and workforce development.
- Members include health care professionals, Indigenous and municipal leaders and community representatives from 73 communities.
- The councils will gather feedback, identify challenges, and propose solutions to improve access and quality of care.
- An Indigenous Advisory Council is also being established to ensure Indigenous perspectives are integrated across the system.
- Alberta's new regional advisory councils will ensure community voices are heard at the decision-making table, helping build a more responsive, locally informed health system that better serves Albertans today and into the future.

Key Facts:

- 151 members from 72 communities are appointed across 14 councils.
- 10 councils include representatives from local health foundations.
- Each council has up to \$10,000 for community engagement activities.

- Councils will meet 4–6 times per year and submit advice through an annual report and direct engagement with ministers.
- Council boundaries align with Alberta’s seven new regional health corridors.
- Former AHS Health Advisory Councils have been dissolved; 24 former members now serve on RACs.

Background:

- The RACs were announced on July 10, 2025, as part of Alberta’s health care transformation.
- Recruitment ran from April to October 2024, with additional nominations from health foundations and municipalities.
- Councils are now operational and will begin meeting in the coming weeks to set regional priorities.
- The Indigenous Advisory Council will include up to 22 members and work closely with RACs to ensure cultural integration and representation.

Alberta’s government is investing \$7 million over the next two years to improve water quality and help protect communities from floods and droughts.

Key Messages:

- We are providing \$3.5 million through the Watershed Resiliency and Restoration Program to support 20 new projects to restore critical wetland and riparian areas.
- We are supporting community-led projects across the province, including:
 - Working with landowners to improve watershed health in the Lesser Slave region.
 - Restoring and revitalizing the urban banks of Calgary’s Elbow River.
 - In Medicine Hat, students will gain hands-on experience in bioengineering techniques for stabilizing riverbanks, blending restoration with education.
 - Drought resilience efforts will help urban homeowners in Lethbridge manage water more effectively, and support landowners in Milk River as they design sustainable irrigation plans.
- An additional \$3.5 million is now available through the program to support even more great projects next year. Applications are open until Sept. 15, 2025.
- Keeping watersheds healthy and resilient prevents flooding, stores water during droughts, and supports Alberta’s communities, wildlife and landscapes.

Key Facts:

- The Watershed Resiliency and Restoration Program supports landowners, creates jobs and increases the health of Alberta’s watersheds, resulting in cleaner water, thriving ecosystems, and a healthier environment for people and wildlife across the province for years to come.
- Alberta’s government has invested a total of \$50 million through the Watershed Resiliency and Restoration Program.

- To date, the program has provided 215 grants to 85 organizations that have helped support the restoration, enhancement and conservation of 5,475 hectares of wetlands as well as more than 2,300 hectares of riparian areas covering 320 kilometres of streambank.
- More than 11,000 Albertans have participated in training workshops funded through the program on natural restoration techniques and other practices that enhance watershed resiliency.
- Program outreach has educated one million Albertans on the benefits of nature-based solutions for flood and drought resiliency.

Canada and Alberta are investing more than \$203 million to build thousands of new affordable housing units across the province.

Key messages:

- Alberta's government is committed to ensuring Albertans have access to safe, stable and affordable places to call home.
- Through the latest round of the Affordable Housing Partnership Program, more than \$203 million is being invested to support the construction of thousands of new affordable housing units across the province.
- This investment is critical to ensuring low-income Albertans have access to the housing they need as our province's population continues to grow.

Key facts:

- Through the Affordable Housing Partnership Program's latest intake of applications, Canada and Alberta are investing more than \$203 million to build new affordable housing units across the province.
 - The 25 projects receiving funding will add more than 2,300 affordable housing units across the province.
 - This is the largest investment the province has made through the AHPP, an increase of more than \$50 million compared to previous years.
- Affordable Housing Partnership Program Projects supported through this funding:
 - **Edmonton**
 - \$6 million for 12621665 Canada Association to build affordable housing.
 - \$20 million for Cvida to build mixed-use, mixed-income affordable housing.
 - \$4.05 million for Williams Hall to build mixed-use affordable housing with a focus to support young adults, students, and individuals facing rental barriers.
 - \$6.69 million for Brentwood Family Housing Society to build affordable housing for families.
 - \$4.67 million for The Mustard Seed Foundation to build supportive housing.
 - **Calgary**
 - \$28.6 million for Calhome Properties (also known as Calgary Housing Company) to build mixed-income affordable housing.
 - \$30.5 million for Onward Homes Society to build three affordable housing projects.

- \$13 million for 800 GP Corporation to convert a vacant office tower into affordable housing.
- \$22 million for Calgary Heritage Housing to build three buildings for seniors self-contained units.
- \$3.5 million for Attainable Homes Calgary to build mixed-use, mixed-income affordable housing.
- \$7.54 million for Liberty Housing Organization to build mixed-use affordable housing.
- \$3.08 million for Victory Outreach Foundation to convert a hotel to affordable housing.
- \$6.2 million for Homespace Society to build affordable housing.
- \$2.7 million for the City of Calgary to build mixed-income, mixed-use affordable housing.
- **Rest of Alberta**
 - \$14.5 million for Homeland Housing to build affordable housing in St. Albert.
 - \$8.84 million for Heartland Housing Foundation to build affordable housing in Sherwood Park.
 - \$6.43 million for the Town of Banff to build affordable.
 - \$5.53 million for the Municipality of Jasper to build phase two of the affordable housing project.
 - \$3.3 million for Westwinds Communities to build affordable housing in Okotoks.
 - \$3.5 million for Truth North Society to build affordable housing in Strathmore.
 - \$2.5 million for Canadian Rockies School Division to build affordable housing in Canmore.
 - Land transfer for the Town of Olds to build affordable housing.
 - Land transfer for Heartland Housing Foundation to build affordable housing in Fort Saskatchewan.

Background:

- Since 2022, Alberta's government has invested over \$386 million through the AHPP to support construction of more than 4,000 affordable housing units and shelter spaces.
- Budget 2025 invests \$655 million into the AHPP over the next three years to support the construction of more than 5,300 affordable housing units
 - This is an increase of \$250 million from Budget 2024.
- Funding for the Affordable Housing Partnership Program (AHPP) is eligible for cost-matching through the Canada-Alberta Bilateral Agreement under the National Housing Strategy.

Job numbers from the Labour Force Survey have been posted for June 2025.

Key messages:

- Alberta is proud to lead Canada's job growth with 51,300 new full-time jobs in June 2025.
 - With changes in part-time jobs included, this is a net gain of 30,000 jobs for Albertans.
- A strong month in full-time job growth means more Albertans are getting the paycheques they need to put food on the table and a roof over their head.
- A reduction in youth unemployment is a welcome relief as more young people who choose Alberta and are looking for meaningful jobs to start building their future.
- With this job growth, Alberta's unemployment has now dropped below the national rate.
- By cutting red tape, lowering corporate taxes, increasing labour mobility, and removing interprovincial trade barriers, our government is steadily driving economic growth with more investors choosing to do business in Alberta.

Upgrades to renovate and expand the renal dialysis unit at the Chinook Regional Hospital in Lethbridge are underway. In addition, the Alberta Surgical Initiative project to build new and expand existing operating rooms at the hospital was completed earlier this year.

Key messages:

- More surgical capacity and expanded renal dialysis services are coming to Chinook Regional Hospital.
- Once complete, the renal dialysis project will provide:
 - 28 hemodialysis stations,
 - two airborne isolation rooms
 - four new examination rooms,
 - and space for family consultations, training, and other support services.
- The Alberta Surgical Initiative expansion converted two small operating rooms into a single larger space, built an additional operating room, upgraded the medical device reprocessing area and added five new inpatient rooms.
 - This expansion was funded through the Alberta Surgical Initiative program, which is increasing surgical capacity to reduce waiting times for Albertans.
- Through the 2025 Capital Plan, Infrastructure is investing \$2.6 billion over the next three years to modernize or build new health facilities and complete capital maintenance and renewal work on existing facilities.

Key Facts:

- Decreasing the length of wait lists for surgeries is a priority for Alberta's government.
- Budget 2025 has allocated \$22 million over the next three years to redevelop existing shelled space at the Chinook Regional Hospital for the renal dialysis expansion project.
 - Construction is expected to be complete by summer 2026.
- The ASI Lethbridge project was completed under its projected \$14.8 million budget.

Background:

- Lethbridge is located approximately 205 km southeast of Calgary, Alberta.

- The hospital serves Lethbridge and area, which has a population of 87,572 (2016, Statistics Canada).

Alberta's government is investing \$1.25 million into the new one-time Community Pathways to Justice grant to support survivors of gender-based violence. These funds will be available to operational programs that support and empower survivors of gender-based violence and improve accessibility and effectiveness of services related to gender-based violence.

Key Messages:

- Alberta's government is working to ensure the justice system responds more effectively to gender-based violence.
- Through *Building on our Strengths: Alberta's 10-year Strategy to End Gender-Based Violence*, our government aims to prevent gender-based violence and ensure people committing these crimes are held to account and support anyone impacted.
- We are investing \$1.25 million into the new one-time Community Pathways to Justice grant to support survivors of gender-based violence and strengthen community services that address gender-based violence.
- This one-time grant will support a variety of community justice initiatives aimed at awareness, prevention, intervention and support for survivors.
- Our government is promoting a coordinated and collaborative approach to addressing gender-based violence through the involvement of communities and community-based organizations to help deliver survivor-centered services.
- The funding is part of Alberta's four-year, \$54 million bilateral agreement with the federal government that was announced in 2023.

Key Facts:

- A total of \$1.25 million will be allocated to Community Pathways to Justice grant funding for the 2025-26 fiscal year.
- The application process opens on July 14, and will close on August 1.
- Grants consist of one-time payments from \$50,000 to a maximum of \$150,000.

Alberta's government is announcing changes to its private land conservation approach. This will include rebranding the current Land Trust Grant Program as the Private Land Conservation Program with new funding eligibility requirements for term conservation easements. It also includes launching a new grant program for ecosystem services

Key Messages:

- Alberta's government is launching two new and improved private land conservation programs to better meet the needs of landowners, conserve more land and prioritize the needs of Albertans.

- We are expanding Alberta's land conservation toolbox, creating more funding options for private land conservation.
- With more avenues available for private land conservation, more Albertans will now have opportunities to conserve their land for generations to come.
 - A new Ecosystem Services Grant Program will help landowners cover costs of conservation that have clear benefits to Albertans.
 - The new Private Land Conservation Program (formerly known as the Land Trust Grant Program) has updated eligibility criteria to ensure money meant for conservation in Alberta stays in the province and benefits Albertans by funding only Alberta based land trusts.
 - Another change to the Private Land Conservation Program is funding for term conservation easements, which can last up to 50 years, and are an effective way to protect land for a generation while allowing future flexibility for landowners and communities.

Key Facts

- Intake for the Private Land Conservation Program and the Ecosystem Services Grant opens for applications on July 16, 2025, and closes on October 1, 2025.

Background:

- Targeted stakeholder engagement on private land conservation options was completed from November 14, 2024, to February 28, 2025.
- As of June 2025, the Land Stewardship Fund supports two programs: The Land Trust Grant Program (LTGP) and the Land Purchase Program (LPP).

Alberta continues to see strong growth in its physician workforce, with the latest CPSA (College of Physicians & Surgeons of Alberta) quarterly update showing a record 12,327 doctors registered as of June 30, 2025. That's an increase of 204 from the previous quarter and 571 more than the same time last year.

Key Messages:

- According to the CPSA's second quarter update, Alberta has 12,327 physicians registered to practice across Alberta.
- This is an increase of 204 physicians from the previous quarter and an increase of 571 from the same period in 2024.
- Primary health care is the foundation of Alberta's health care system, and family medicine and rural generalist physicians are fundamental to Albertans getting the care they need when and where they need it.

- Alberta's combination of a low-tax environment, incredible support systems, and among the highest physician compensation out of any province in Canada means more physicians are choosing Alberta than ever before.

Key Facts:

- Total registered physicians in Alberta: 12,327
- Quarterly increase: +204
- Year-over-year increase: +571
- The year-to-year change reflected an increase of 591 specialists (375 Family Medicine Specialists/216 Non-Family Medicine Specialists)
- Physician gains in 14 of 18 tracked communities
- A notable physician gain of 8% in the North Zone
- Notable increases: 13 anesthetists, 16 emergency physicians

The Minister of Justice, the Law Society of Alberta, and Legal Aid Alberta signed an updated governance agreement on July 16, 2025.

Key Messages:

- Through a collaborative process with Legal Aid Alberta and the Law Society of Alberta, an updated five-year governance agreement has been signed.
- This updated agreement is the biggest step in Alberta history for legal aid and focuses on the stability of services in Alberta.
- These changes are being made after extensive collaboration between Legal Aid Alberta, the Law Society of Alberta to ensure legal aid in Alberta is efficient, responsive to Albertans' needs, sustainably funded and fiscally responsible.
- Alberta government's remains committed to access to justice for all Albertans.

Key Facts:

- The new governance agreement came into effect on July 16 and will continue until July 2030.
- 2025–2030 Governance Agreement Key Highlights:
 - Reframes the dispute resolution process.
 - Contributes to the well-being of low-income and other vulnerable Albertans and provides meaningful access to legal rights and protections benefiting all Albertans.
 - The agreement enables one-year automatic renewals in specified circumstances and clarifies the obligation to begin negotiating a new agreement within one year of the agreement's current expiry date.
- Alberta's government contributed \$88.1 million in 2025-26 to Legal Aid Alberta.
 - The Government of Alberta, the Alberta Law Foundation, and the federal government fund legal aid.
- Funding for Legal Aid Alberta has almost doubled over the past ten years.

Premier Smith and Minister Horner announced a historic investment of \$2.8 billion to the Alberta Heritage Savings Trust Fund, bringing the fund to \$30 billion.

Key Messages:

- In Alberta, we are turning our resource strength into lasting financial security through strategic, large-scale investments in the Heritage Fund.
- Our latest \$2.8 billion investment is helping the fund hit an all-time record high of \$30 billion.
- Alberta is growing the Heritage Fund for what matters most - saving for the future to ensure a strong health care system, quality education, and the lowest tax environment in Canada.
- This investment supports the government's overall goal of growing the Heritage Fund to more than \$250 billion by 2050.
- This investment isn't just about numbers - it's about building a future where families thrive and Alberta stays strong for many generations to come.

Key facts:

- Alberta's government invested \$2.8 billion from the 2024-25 surplus cash in the Heritage Fund, growing the fund to \$30 billion from \$27.2 billion in 2024-25.
 - This is up from \$22.9 billion in 2023-24, the previous fiscal year.
- Alberta's goal is to grow the fund to \$250 billion by 2050.
 - Once at \$250 billion, interest from the fund will help stabilize resource revenue, invest in infrastructure and keep taxes low.
- Since 2019-20, the Heritage Fund has grown more than 84 per cent.
 - from \$16.3 billion to \$30 billion.
- Since 2022-23, the Heritage Fund has grown more than 41.5 per cent.
 - from \$21.2 billion to \$30 billion.
- Alberta recently launched "*Renewing the Alberta Heritage Savings Trust Fund: A Roadmap to Securing Alberta's Future*" which outlines how Alberta intends to grow the Heritage Fund from \$30 billion to \$250 billion by 2050.
- The updated Heritage Fund Opportunities Corporation is responsible for modernizing fund management and pursuing global investment opportunities.
 - Board members include both Alberta and international investment leaders:
 - Joe Loughheed (Chair, AB)
 - Kate White (Director, AB)
 - Chana Martineau (Director, AB)
 - Mary Ritchie (Director, AB)
 - Jacqueline Curzon (Director, Switzerland)
 - Jouko Karvinen (Director, Finland)

Starting February 2, 2026, Alberta will become the first province in Canada to regulate health care aides (HCAs), helping ensure Albertans receive safe, high-quality care from qualified professionals.

Key Messages:

- Alberta is leading the way as the first province in Canada to regulate health care aides, recognizing the essential role they play in delivering hands-on care
- Regulation means health care aides will need to meet education requirements, follow professional standards, renew their permits annually, and commit to ongoing learning.
- Alberta's government is committed to ensuring Albertans receive a high level of care from professionals who are properly trained, supported, and accountable.
- The College of Licensed Practical Nurses of Alberta will expand to become the College of Licensed Practical Nurses and Health Care Aides of Alberta, overseeing registration, standards, and accountability for HCAs.
- Regulation also gives Albertans a formal way to verify credentials and raise concerns if needed.

Key Facts:

- About 40,000 health care aides (HCAs) provide basic personal care and health services to vulnerable Albertans but the profession is not regulated.
- With the government's commitment to regulate health care aides under the *Health Professions Act* effective Feb. 2, 2026, regulatory changes to support implementation will now be finalized.
- Starting Feb. 2, 2026, only individuals registered with the College of Licensed Practical Nurses and Health Care Aides of Alberta will be able to use the health care aide title and provide care to the public.
- The College of Licensed Practical Nurses of Alberta (CLPNA), which is responsible for regulating Alberta's licensed practical nurses, will now also be responsible for regulating HCAs and will hold them accountable in the same way it holds licensed practical nurses accountable.

Background:

- Health care aides (HCAs) are often the first point of contact for Albertans needing daily support, especially in continuing care, home care, and hospital settings.
- Until now, HCAs have not been part of Alberta's regulated health workforce, meaning there was no formal oversight of their qualifications, conduct, or ongoing competency.
- Regulation under the *Health Professions Act* brings HCAs in line with other health professionals, ensuring consistent standards across the system.
- Once regulated, HCAs will be permitted to perform certain higher-risk tasks—known as restricted activities—under supervision, further supporting patient care.
- The change also gives Albertans access to a public registry to confirm an HCA's registration status and provides a formal process for addressing concerns or complaints.
- This move reflects Alberta's broader commitment to strengthening the health system through practical, people-focused improvements

Alberta's government is reducing utility costs and boosting rural economic development by expanding natural gas service to the Nordegg area.

Key Messages:

- Albertans living in rural and remote areas face unique challenges in accessing the affordable, reliable utilities they need.
- Nordegg residents have relied primarily on propane and other alternative heating fuels and as a result, see significantly higher utility bills than the average Albertan.
- To address these costs and save residents and business owners up to 25 per cent on their utility bills, Alberta's government is providing \$2.5 million through the Rural Gas Program to build a natural gas pipeline.
- This pipeline will provide Nordegg and surrounding communities with safer, more reliable, and more affordable heating, as well as more opportunities to grow their local economies.
- Construction on the 11-kilometre natural gas pipeline is expected to be completed by fall 2025.

Key Facts:

- Alberta's government is providing \$8.5 million this year for the Rural Utilities Program/
 - This consists of the Rural Electric Program, Rural Gas Program, Rural Water Program.
 - It also includes the Remote Area Heating Allowance, which delivers direct financial relief to thousands of Albertans facing the higher costs of alternative heating fuels where natural gas service is not available.
- The Rural Gas Program was established in 1973 and has distributed more than \$500 million to help build the largest rural gas distribution system in the world.

Alberta leads the country in housing starts in 2025, building 30 per cent more than last year's record-setting pace.

Key messages:

- Alberta is getting shovels in the ground faster and building the homes Albertans need.
- Alberta leads the country in housing starts in 2025 and is on-track to surpass 2024's record-setting numbers.
- Despite making up less than 13 per cent of Canada's population, in the first half of 2025 Alberta built nearly a quarter of all housing starts in the country.
- By taking action to increase the housing supply, Alberta's government is driving down housing costs and addressing the housing shortage as more people call Alberta home.

Key facts:

- There were 27,902 housing starts province-wide during the first half of 2025, compared to 21,510 in 2024
 - This is an increase of 30% over last year's record-setting numbers.
- Both Alberta's major cities saw significant increases in the number of housing starts from 2024:
 - Calgary: 14,712 compared to 11,164 (up 32 per cent).
 - Edmonton: 10,868 compared to 8,448 (up 29 per cent).
- There are currently 21,735 rental units currently under construction across the province.
- Housing construction in Alberta's mid-sized cities continues to be strong in 2025:

- Lethbridge has 363 year-to-date starts, up 26 per cent from 2024
- Grande Prairie has 235 year-to-date starts, up 112 per cent from 2024
- Red Deer has 284 year-to-date starts, up 2 per cent from 2024.

Alberta's government is launching the Alberta Wallet, giving Albertans the option to carry their Government of Alberta-issued documents on their phones, including a mobile health card.

Key messages:

- Alberta's government is launching the 'Alberta Wallet' to make access to services better, faster, and smarter. This will start with a mobile health card.
- The Mobile Health Card works just like your paper health card, show it to a staff member and they will have your information.
- The new Alberta Wallet and mobile health card is also completely optional – Albertans can keep using their physical health cards if they prefer.
- Protecting Albertans' personal information is also our top priority. There is strong encryption and security features meaning only you can access your information.
- The Alberta Wallet and Mobile Health Card launch will place Alberta as a national leader in digital credentials, and the Mobile Health Card will be the first in Canada.

Key facts:

- The Alberta Wallet app will be available for both iOS and android on the Apple App Store and Google Play Store respectively.
- The Mobile Health Card's QR code contains the same information on the paper health card – name, personal health number and birthdate plus a secure signature proves it was issued by the Ministry of Primary and Preventative Health Services – it cannot be faked or altered.
- The Mobile Health Card will be the first document available to be added to the Alberta Wallet, offering substantial improvements to user experience and privacy compared to the existing paper health card.
- To access the Alberta Wallet and Mobile Health Card, you must have a verified Alberta.ca account and a MyHealth Records account. More documents will be added as part of ongoing modernization of government services.
- Parents and guardians will be able to add their children's Mobile Health Cards to their Alberta Wallets. Spouses and interdependent partners can also add each other's Mobile Health Cards to their Alberta Wallets.
- Alberta is leading a Federal, Provincial and Territorial (FPT) working group to explore the compatibility of digital documents with other jurisdictions.
- The Mobile Health Card will be a valid proof of health insurance everywhere in Canada.

Alberta's government released the 2025-26 first quarter fiscal results and economic statement on Aug. 28, 2025, forecasting a \$6.5 billion deficit, \$1.3 billion more than estimated in Budget 2025.

Key Messages:

- The global economy is slowing faster than expected, with weaker growth and trade creating ripple effects here at home.
 - Other provinces like New Brunswick and Saskatchewan are also under similar fiscal pressures. This is part of a broader economic trend.
- External factors including lower oil prices, tariff threats and slowing global growth are impacting the province's bottom line.
 - Alberta is also facing added pressure from a growing population, which is projected to increase 2.4 per cent in the 2025 census year.
- The government is now projecting a \$1.3 billion increase to Budget 2025's deficit, bringing the total to approximately \$6.5 billion.
- Even with these challenges, Alberta remains committed to prioritizing essential services such as healthcare and education, while keeping everyday costs like child care, utilities and housing affordable.
 - Alberta's real GDP is still forecasted to lead Canada and the private sector continues to perform strongly with investment, construction and labour market activity supporting stability.
- Faced with a rising deficit and challenging times ahead, Alberta remains resilient, preparing to make tough but prudent choices that support Albertans and their families.

If asked about steps forward:

- Alberta's government continues to engage with federal partners to ensure Alberta's fiscal interests are protected, key industries are supported, and critical infrastructure is built.
- We are working on a broader strategy to diversify the economy, reduce vulnerability to oil price swings and trade disruptions, and build a stronger, more resilient Alberta.

Key Facts:

- Alberta's total revenue for 2025-26 is forecast at \$73 billion, down \$1.2 billion from Budget 2025.
 - The most significant factor in the growth of the deficit is related to a 38 per cent decline of Natural Resource Revenue, which has decreased from its peak of \$25.2 billion in 2022-23 to a forecast of \$15.7 billion in 2025-26.
- Total expense is forecast at \$79.4 billion, up \$0.1 billion from budget.
 - Operating expense is forecast at \$65 billion, \$679 million more than Budget 2025. This is primarily due an increase in public sector wage growth.
- Alberta's real GDP is forecast to grow 2.0 per cent, up 0.2 points from budget.
- The Alberta Heritage Savings Trust Fund is valued at \$30 billion, up from \$27.6 billion in the first quarter.

Saskatchewan's deficit is \$349 million, up from a projected \$12 million surplus, and New Brunswick's deficit is \$668.7 million, above its budgeted \$549 million.

Alberta's government is inviting Albertans, Indigenous communities and industry to join the conversation on nuclear energy in the province.

Key Messages:

- With increasing demand for electricity, Alberta is launching a phased public engagement to explore nuclear energy's potential to meet future demand.
- As a source of safe, reliable, emissions-free energy, nuclear power has emerged as a viable option for growing energy needs and is being advanced by many jurisdictions in Canada and around the world.
- As part of the first phase of engagement, Alberta's government is appointing an expert panel to engage with people across Alberta and launching a public survey to help inform a nuclear energy roadmap for the province.
 - The Nuclear Energy Engagement and Advisory Panel will lead a range of engagement activities, gather input and deliver a report with recommendations on how Alberta could enable a nuclear energy industry.
 - The Nuclear Energy Development Survey is available online at www.alberta.ca/nuclear-energy-engagement and will be open until Sept. 25th. Feedback received will inform future engagement activities.
- The next phase of engagement will feature in-person meetings and engagement sessions with Indigenous communities, municipalities and industry and begin later this year.

Key Facts:

- The Nuclear Energy Engagement and Advisory Panel will be chaired by Parliamentary Secretary of Affordability and Utilities Chantelle de Jonge and include five additional members with diverse experience and leadership in industry, academia and Indigenous government:
 - Deron Bilous, Senior Vice President of Western Canada, Counsel Public Affairs
 - Tim Boston, Principal, Boston Edge Strategies Inc.
 - Stephen Buffalo, President and CEO, Indian Resource Council of Canada
 - Dr. Rudiger Tscherning, Fellow on Nuclear Law and Policy, University of Calgary
 - Prof. Harrie Vredenburg, Professor of Strategy and Global Management, University of Calgary
- In March 2022, Alberta, Ontario, Saskatchewan and New Brunswick released a joint strategic plan outlining each province's plan for small modular reactors (SMR) and conventional nuclear development.
- Alberta entered an MOU with Saskatchewan on advancing the development of nuclear generation, industrial decarbonization and enhancing grid capabilities in
- Engagement activities will continue into 2026.

Alberta's government is investing \$10 million from the TIER fund through Emissions Reduction Alberta (ERA) for new technology projects in Cardston and Peace River that support water and waste management.

Key Messages:

- Across Alberta, growing populations, aging infrastructure and rapidly filling municipal landfills are driving up the costs of water and waste management, leaving municipalities looking for efficient and affordable solutions.
- Alberta's government is investing \$10 million from the industry-funded Technology Innovation and Emissions Reduction (TIER) program to pilot two new technologies that will help Cardston and Peace River treat wastewater more efficiently and turn waste into clean energy.
- These projects will help save taxpayers' money, reduce waste and create jobs.
- \$5 million will help the Town of Cardston install a new wastewater system that uses helpful bacteria to eat sewage.
 - GOA funding through ERA: \$5 million
 - Total project cost: \$17.9 million
- Peace River Waste Management Company will receive \$5 million to address overflowing municipal landfills in the Peace Region, expanding its technology that turns landfill garbage into carbon-negative power.
 - GOA funding through ERA: \$5 million
 - Total project cost: \$23 million

Key Facts:

- The combined value of the two projects is nearly \$41 million.
- While most ERA funding is awarded through competitive calls, these projects are funded under its Continuous Intake Program, which lets projects be reviewed anytime. This keeps ERA flexible, filling gaps and fast-tracking high-potential, strategic projects outside of their regular proposal cycle.
- Emissions Reduction Alberta is funded by Alberta's TIER system, which uses industry dollars to help Alberta facilities invest in innovative emissions-reduction technology to stay globally competitive, create jobs and save money.

After a Treasury Board decision on Wednesday, the Premier, ministers and staff will continue posting receipts over \$100.

Key Messages:

- Alberta's government is returning to the practice of posting online all travel-related receipts above \$100, and receipts and expense postings from all previous years will also be re-posted for Albertans to access.
- Sensitive information, such as credit card numbers and address information for accommodations, will continue to be redacted to protect the safety and privacy of officials.
- We heard Albertans loud and clear- and we are committed to being open and transparent about with Albertans about the use of their taxpayer dollars.
- Alberta is one of only two provinces that posts detailed receipts from top officials every other month and we remain one of Canada's most transparent provinces for travel and expense reporting.
- This updated approach protects the safety of officials and preserves Alberta's reputation as a national leader in transparency.
- For further information, please find the updated policy [here](#).

Alberta's government is increasing funding for child advocacy centres to better support children and youth experiencing abuse.

Key Messages:

- Every child and youth in the province has the right to be safe and free from all forms of abuse.
- Alberta's government is providing over \$330,000 in additional funding to child and youth advocacy centres so that they can continue their vital work supporting children and youth.
 - This brings the total investment in 2025 to \$3.7 million to support children and youth who have experienced abuse.
- This funding is another step in helping to ensure Alberta's children and youth have the supports and services they need.
- We know there is more to be done and that is why we have been with cross-sector partners to strengthen provincial coordination to better support children and youth who have experienced abuse and neglect.

Key Facts

- Alberta is widely recognized as one of the leaders in establishing and supporting Child and Youth advocacy centres (CYACs).
 - The Zebra (Edmonton) and Luna (Calgary) CYACs were among the first large-scale CACs/CYACs in Canada.
- Alberta's government will invest \$3.7 million every year to support child and youth advocacy centres and their incredibly important work.
 - This includes a one-time 10 per cent funding increase to the sector that was distributed to all CACs/CYACs on July 1, 2025, to address the immediate pressures they are facing.
- Eight centres received the following funding increase:
 - Waypoints Community Services Association (Fort McMurray) \$13,490
 - Little Bear Child and Youth Advocacy Centre (Lloydminster) \$47,215
 - Caribou Child and Youth Centre (Grande Prairie) \$10,118
 - Sanare Centre (Medicine Hat) \$60,705
 - Chinook Child and Youth Advocacy Centre (Lethbridge) \$60,705
 - Central Alberta Child Advocacy Centre (Red Deer) \$43,844
 - Zebra Child and Youth Advocacy Centre (Edmonton) \$50,588
 - Luna Child and Youth Advocacy Centre (Calgary) \$50,588

Background:

- Child advocacy centres and child and youth advocacy centres provide coordinated, multi-disciplinary services to children and youth who experience physical, emotional or sexual abuse and/or neglect.
 - This includes working with law enforcement agencies and community partners in a child-friendly environment to provide services such as child advocacy, forensic interviews, mental health, medical and legal supports that reduce revictimization of children and youth.

Alberta's government is launching a bursary program for early childhood educators, in partnership with NorQuest college, leveraging more than \$3.3 million from the Canada-Alberta Canada-Wide Early Learning and Child Care Agreement. The bursary will support up to 300 aspiring and current early childhood educators in completing an early learning and child care certificate at any approved Alberta institution.

KEY MESSAGES:

- Quality child care starts with qualified staff- that's why we are taking action to help grow and strengthen the early childhood educator workforce.
- To help train more quality child care staff, we are investing more than \$3.3 million to help up to 300 students start or advance their careers through the Alberta Early Childhood Educator Bursary Program.
- With this funding, we are making it easier for students to study closer to home at any of the 20 post-secondary institutions across the province offering approved early learning and child care certificate.
- This one-time, \$10,000 bursary will help reduce student costs by covering tuition, textbooks and some living expenses while in school.
- This is one of many steps our government taking to address child care staffing shortages, recruit new early childhood educators, and retain and develop the highly skilled staff we already have.

Key facts:

- In Alberta, the Early Learning and Child Care Act and the Early Learning and Child Care Regulation requires people who work in licensed child care programs to have provincial certification.
- In Alberta, there are three levels of certification available for early childhood educators:
 - Level 1 – 45-hour (3-credit) post-secondary course in early learning and child care.
 - Level 2 – 1-year full-time (30 credits) early learning and child care certificate.
 - Level 3 – 2-year full-time (60 credits) early learning and child care diploma.
- As of March 2025, Alberta has 31,200 ECEs working in licensed child care:
 - Level 1 ECEs: 13,500
 - Level 2 ECEs: 5,400
 - Level 3 ECEs: 12,400

Background:

- The Alberta Early Childhood Educator Bursary program is designed to increase the number of Level 2 educators in the province and address significant staff shortages that persist within Alberta.
 - The bursary program will help remove financial barriers to Level 2 certification for up to 300 students, whether they are prospective educators not yet working in child care, or those already working in the field with Level 1 certification.
- The bursary is administered by NorQuest on Alberta's behalf through an administrative grant, but students can study at the approved Alberta institution of their choice.

- o These approved institutions comprise 12 public institutions, six private career colleges and two independent academic institutions.
- The bursary and administrative grant are fully funded through the Federal Quality portion of the *Canada-Alberta Canada-Wide Early Learning and Child Care Agreement*.

Alberta's government is supporting 31 community-based projects to prevent family violence across the province.

Key Messages:

- Family violence has devastating impacts, which is why Alberta's government is focused on preventing it before it starts.
- This year, Alberta's government is investing \$4 million to support 29 agencies offering 31 projects and initiatives dedicated to family violence prevention within vulnerable communities.
- Alberta's government is committed to investing in strategies to promote healthy relationships and support individuals who have experienced family violence. This includes programs targeted to men and boys and those struggling with abusive behaviours.
- Investing in family violence prevention programming supports the Alberta government's commitment to ending gender-based violence.
 - o It builds on the recent release of *Building on our Strengths: Alberta's 10-Year Strategy to End Gender-Based Violence* which outlines the Government of Alberta's work to prevent gender-based violence, support survivors, address root causes and create long-lasting change so that all Albertans can live free from violence and abuse.

Key Facts:

- The \$4 million in funding has been provided to 29 community organizations across the province offering 31 projects through two grant programs.
 - o The Prevention Grant Program provided \$2 million to 17 recipients working to prevent family violence and empower Indigenous communities and underserved populations and communities, including men and boys, people with disabilities, 2SLGBTQQIA+ individuals, rural and remote regions and newcomers and refugees.
 - o The Indigenous-led approaches to Family Violence program provided \$2 million to 12 recipients working with Indigenous Peoples and communities, especially women, girls and 2SLGBTQQIA+ people to address root causes of violence.
 - o More information about the successful recipients is available at <https://www.alberta.ca/family-violence-prevention-grant-program>.
- Applications for these two programs were accepted between January and February 2025.
 - o The Indigenous-led grant program was invitational while applications for the Prevention Grant were submitted through an open grant call.

Alberta Education and Childcare is announcing \$4.2 million in grant funding to 27 First Nations communities through the Specialized Learning and Mental Health Supports for First Nations Grant.

Key Messages:

- We are committed to working with First Nations education partners to support the diverse learning needs and well-being of First Nations students in the province.
- Strong mental health and learning supports are important for helping students build resilience, succeed in school, and form healthy relationships.
- Through the Specialized Learning and Mental Health Supports for First Nations Grant, we're providing \$4.2 million in grant funding to 27 First Nations communities.
 - An additional \$400,000 will be available to remaining eligible communities.
- We have combined this funding into one grant, giving First Nations more flexibility to address the specific specialized learning and mental health needs of students in on-reserve schools.
- We are committed to working with First Nations communities, governments and education partners to support First Nations student success.

Key Facts:

- First Nations with at least one on-reserve school are eligible to apply for this grant.
- As of August 7, 2025, Alberta's government received 27 eligible applications, totalling approximately \$4.2 million in funding requests.
- Up to \$4.6 million is available to eligible First Nations communities during the 2025-26 school year.
- Through Budget 2025, Alberta's government is providing public school boards with approximately \$94 million in the 2025-26 school year to support self-identified First Nations, Metis and Inuit students.

Background:

- First Nations education partners can allocate funds to various supports such as mental health screening assessments, staff training, mental health literacy, wellness navigators, instruction and projects aimed at fostering safe inclusive learning environments.
- Projects will be identified and prioritized by First Nations Chiefs, Tribal Councils, education directors, principals, teachers, families and communities.
- The grants are being awarded to the following (with funds remaining available to additional eligible communities):
 - Bigstone Education Authority
 - Cold Lake First Nation
 - Dene Tha' First Nation
 - Driftpile Cree Nation
 - Fort McKay First Nation
 - Frog Lake First Nation
 - Heart Lake First Nation
 - Kainai Board of Education
 - Kapawe'no First Nation
 - Kee Tas Kee Now Tribal Council Education Authority
 - Kehewin Cree Nation
 - Kitaskinaw Education Authority

- Little Red River Board of Education
- Maskwacis Education Schools Commission
- Mikisew Cree First Nation
- O'Chiese Education Authority
- Paul Band Education Authority
- Peigan Board of Education Society
- Siksika Board of Education
- Stoney Tribal Administration
- Sturgeon Lake Cree Nation
- Suncild First Nation
- Swan River First Nation
- Tallcree Tribal Government
- Tsuut'ina Nation Education Department
- Whitefish Lake Education Authority
- Woodland Cree First Nation Education Authority

Alberta's government has allotted funding through Budget 2025 for both of the province's Crop Diversification Centres (CDCs).

Key Messages:

- Agriculture research that reflects the sector's current state is essential to ensuring Alberta's ag sector remains strong and continues to grow.
- Both Crop Diversification Centres have a well-earned sector-wide reputation for being home to innovative research and collaboration that directly benefits farmers.
- Budget 2025 earmarked \$3 million for facility repairs and upgrades to CDC South, and \$1.2 million for repairs and replacements at CDC North.
 - The funding supports upgrades and replacements to greenhouses, labs and administrative buildings at both sites.
- On top of that, \$500,000 is allotted for operational support at each location, for a total funding of \$5.2 million.
 - This supports funds essentials that have increased in cost, like fertilizer, seeds and pesticides.

Key Facts:

- Crop Diversification Centre North (CDC North) is a 340-acre ag research site on the northeast side of Edmonton.
- Crop Diversification Centre South (CDC South) has more than 700 acres of irrigated and dryland for ag research between sites southeast of Brooks and at Bow Island.
- Operational support funding for the CDCs includes staff and items like pesticides, seeds, equipment repairs, and more.

Background:

CDC South

- CDC South is a production and research greenhouse facility and base of operations for plant health surveillance and field operations.

- Capital and operational support in Budget 2025 will enable AGI to address maintenance deficits that have accumulated on site, including to the greenhouse, the labs and administrative buildings and to support AGIs program staff on site.
- On April 1, 2025, the County of Newell became the site landlord, managing access to land and facilities, with AGI/GoA staff as tenants. Staff are looking forward to the renewed energy the County of Newell is bringing to the site.

CDC North

- CDC North is the base of operations for plant health surveillance and diagnostics.
- It is also home to:
 - The Alberta Plant Health Lab
 - Disease isolation plots
 - Greenhouses
 - Apiculture/Bee Health Unit
 - Alberta's Seed Potato Repository
 - Research plots used by collaborators like the University of Alberta and Western Crop Innovations
 - Six greenhouses
- The greenhouses on site have never been equipped with proper air conditioning, resulting in the need to shut them down when outside temperatures rise.
- Capital investment will enable the greenhouses at CDC North to be equipped with air conditioning, enabling staff to work in the greenhouses throughout the warmest months.
- Increasing costs of fertilizer, seed and pesticides as well as increased need for seasonal workers has resulted in the need for additional funding.

Albertans are invited to share their feedback to help shape the Alberta Disability Assistance Program (ADAP).

Key messages:

- Alberta's government is committed to ensuring Albertans with disabilities have a strong voice in shaping the new Alberta Disability Assistance Program, which will be offered in addition to AISH.
- Albertans with disabilities and advocates have asked for more pathways to meaningful employment.
- The new program will empower Albertans with disabilities to pursue fulfilling work while maintaining financial, medical and personal supports.
- Albertans are invited to share their feedback to help shape the new Alberta Disability Assistance Program at <https://www.alberta.ca/alberta-disability-assistance-program-engagement>.

Key facts:

- Engagement is launching on Aug. 13 and will run until Sept. 12, 2025.

- Engagement schedule:
 - Aug. 13 to Sept. 12: A public survey will be open at [Alberta.ca/ADAP](https://www.alberta.ca/ADAP).
 - Aug. 13 to Sept. 12: A discussion guide will be available in pdf and video formats for Albertans to review and provide feedback online or via mail.
 - Second week of September: Public telephone town halls will provide Albertans with more information about ADAP and answer questions. Dates and times for the townhalls will be posted on <https://www.alberta.ca/alberta-disability-assistance-program-engagement> and on YourAlberta social media channels.
 - Early September: Roundtable engagement sessions with disability service providers and advocacy organizations.
- Engagement will focus on five topic areas:
 - Program Eligibility
 - Applications, Adjudication and Appeals
 - Benefits, Income and Asset Exemptions
 - Employment Supports and Expectations
 - Client Transitions

In response to varying dry conditions in parts of the province, Agriculture Financial Services Corporation (AFSC) is adjusting the low yield allowance for 2025 to encourage farmers to put more poor-quality crops towards livestock feed in dry areas.

Key Messages:

- The 2025 crop year continues to be challenging in some regions of Alberta, and the province is taking action to support farmers and ranchers.
 - AFSC has adjusted the low yield allowance so farmers can get an insurance payout at higher average yields for poor crops and still put them to good use for animal feed.
 - This is good news for farmers, as they can salvage crops for livestock feed, reducing feed costs and increasing access to livestock feed in dry regions where it is scarce.
 - The adjustment supports both crop and livestock sectors during tough weather conditions and gives farmers more flexibility to make the most of damaged or low-quality crops.
 - Alberta's government and AFSC consistently work together to support our province's hard-working farmers, ranchers and agri-businesses.

Key Facts:

- The low yield allowance is a standard part of production insurance and is meant for situations where there may not be value in harvesting for grain (e.g. low yield due to extreme heat and severe drought).
 - Producers should contact AFSC to find out how best to proceed and get the necessary inspections completed before starting any harvesting.
 - For example, the barley crop threshold will increase from 150 to 300 kilograms per acre, triggering an AgriInsurance payout at a higher yield and supporting farmers with feed challenges in dry areas.

- The government is aware of several municipal declarations of agricultural disaster in Alberta and continues to monitor the situation.

Background:

- AgrilInsurance is supported through the Sustainable Canadian Agricultural Partnership (Sustainable CAP), a five-year \$3.5 billion federal-provincial agreement that includes \$1 billion in federal programs and activities and \$2.5 billion in cost-shared programs and activities by federal, provincial and territorial governments.
 - In Alberta, the partnership represents a federal-provincial investment of \$508 million in grants and programs over five years to support the needs of our province's agriculture and agri-food industries.
- For more than 80 years, AFSC, a provincial Crown corporation, has provided loans, crop insurance and farm income disaster assistance programs to farmers, agribusinesses and other small businesses.
- AFSC provides leading, innovative, client-focused financial and risk-management solutions to grow agriculture in Alberta.

Alberta's government is reaffirming its commitment to continuing care workers' mental health with a \$7.5 million investment.

Key messages:

- Alberta's government is making sure those who care for seniors and vulnerable Albertans are being cared for themselves.
- The greatest asset of Alberta's continuing care system is the compassionate workers, and our government is ensuring they receive the support they need.
- We are investing in the mental wellness of those working in continuing care, ensuring we have a strong and resilient workforce to care for our loved ones.

Key facts:

- This \$7.5 million investment will support the Care for Staff program improve the mental health of frontline continuing care workers for two more years.
- In 2023, Alberta's government invested \$2.5 million through the Alberta Continuing Care Association's Care for Staff initiative.
- Last year alone, Care for Staff supported more than 12,000 workers in 126 different organizations across Alberta.
- The Alberta Continuing Care Association is working with the Christian Health Association of Alberta, the Alberta Seniors and Community Housing Association and the Continuing Care Safety Association to distribute this grant.

New funding taps into Alberta's vast underground resources to create new jobs and keep growing the economy.

Key Messages:

- Alberta's government is investing up to \$13.8 million from the industry-funded TIER program to support three new energy projects that use nature's own infrastructure to strengthen the electricity grid, safely store carbon dioxide and extract critical battery metals needed around the world.
- The projects will build a strong, local supply chain for critical battery metals and create high-value jobs and training opportunities in rural and urban communities, from the County of Newell in the south to Valleyview in the north.
- A \$5-million investment will help advance the Marguerite Lake Compressed Air Energy Storage Demonstration Project, using electric motor-driven compressors to capture excess electricity generated from Alberta's grid, store it underground as compressed air and release it again when power is limited.
- LithiumBank Resources will receive \$5 million to pull battery-quality lithium out of salty water stored deep underground in northern Alberta - uses Alberta's existing resources to create critical metals needed for batteries around the world.
- Carbon Management Canada will receive \$3.8 million to test a new monitoring system that will safely and cheaply sequester carbon dioxide underground.

Key Facts:

- The combined value of the three projects is \$35 million.
- All funding is through ERA, which independently reviews applications and determines which projects are funded.
- Provincial funding will support the early stages of these exciting projects and help them get off the ground, including feasibility studies, First Nations consultations, pre-construction activities and reports.
- Estimates on jobs, emissions reductions and economic impacts will be available once these projects are ready to be scaled-up and deployed.
- Emissions Reduction Alberta is funded by Alberta's TIER system, which uses industry dollars to help Alberta facilities invest in innovative emissions-reduction technology to stay globally competitive, create jobs and save money.

On July 30, Alberta's government announced more than \$50 million in funding for modular classrooms, planning funding for four charter schools and pre-planning funding for 13 potential future school projects.

Key Messages:

- We are committed to investing into Alberta’s education system to ensure that every student has the space and resources needed to succeed in our province’s world-class education system.
- To address the unprecedented rise in student numbers across the province, we are making significant investments to create more classrooms now, so our children continue to have room to grow and thrive.
- We recently announced that we are doubling our investment in pre-made classrooms to \$100 million for the coming school year.
 - This will allow us to deliver 109 new pre-made classrooms to school sites across the province and create more than 3,200 new student spaces over the coming school year.
- We are also providing \$1 million in planning funding to support four new charter school projects, and \$610,000 in pre-planning funding for 13 potential future school projects.
- These investments are part of the Alberta government’s Schools Now program – which includes a generational investment of \$8.6 billion to build and update more than 100 schools across the province.

Quick facts:

- The most recent \$50 million investment supports the purchase of 62 modular classrooms, three washroom units, and the relocation of four units.
- The \$50 million invested in modular classrooms earlier in the year supported the purchase of 50 new modular classrooms and 19 relocations.
- The province also invested \$140 million towards modular classrooms in 2024.

2025-26 Modular Classroom Program in-year approvals (\$50 million announced July 2025)

School boards	New modulares	Relocations	Demolitions
Black Gold School Division	4	-	4
Calgary Board of Education	13	-	-
Calgary Catholic School District	4	4	-
Chinook’s Edge School Division	2	-	-
Christ the Redeemer Catholic Schools	1	-	-
Connect Charter School	1	-	-
Conseil scolaire Centre-Nord	2 + 1 washroom	-	-
Edmonton Catholic Schools	2 + 1 washroom	•	-
Edmonton Public Schools	11	-	-
Elk Island Public Schools	2	-	-
Fort McMurray Public School Division	2	-	-
Fort McMurray Catholic Schools	3	-	-
Grand Prairie and District Catholic Schools	-	-	14
Lethbridge School Division	1	-	-
Parkland School Division	3	-	-
Rocky View Schools	5	-	-

St. Albert Public Schools	4	-	4
St. Thomas Aquinas Roman Catholic Schools	2 + 1 washroom	-	-
Total	62 classrooms + 3 washroom units	4	22

Planning funding (4 projects):

Community	Charter school
Edmonton (2)	Suzuki Charter School
	Thrive Charter School
Leduc County	New Humble Community School
Sherwood Park	New Horizons School

Pre-planning funding (13 projects):

Community	School board
Blackfoot/Kitscoty	Buffalo Trail Public Schools
Calgary	Connect Charter School
Edmonton (4)	Edmonton Catholic Schools
	Edmonton Public Schools (2)
	STEM Collegiate Canada
Fort Saskatchewan	Elk Island Public Schools
Lacombe	Wolf Creek Public Schools
Okotoks	Christ the Redeemer Catholic Schools
Oyen	Prairie Rose School Division
Paddle Prairie	Northland School Division
Red Deer	Red Deer Public Schools
Stettler	East Central Catholic Schools

Alberta Agriculture and Irrigation has cut 28.5 per cent of regulations for 19 marketing boards and commissions.

Key Messages:

- The government is getting out of the way of producers and letting them do what they do best: put food on tables in Alberta and around the world.
- The government, through the Minister of Agriculture and Irrigation and its Alberta Agricultural Products Marketing Council, reduced regulations for marketing boards and commissions by 28.5 per cent by cutting 20 unnecessary regulations.
- This reduction will streamline rules and allow marketing boards and commissions to concentrate on growing, stimulating and improving production or marketing a product or service of the producers they serve.

- Alberta is the best province in Canada at cutting red tape to promote economic growth and we want to stay that way.

Background:

- The government has repealed 20 marketing board and commission regulations known as “authorization regulations”.
- Eliminating these regulations streamlined the regulatory framework for marketing boards and commissions.
- Marketing council reduced its regulation count by 28.5 per cent, resulting in an overall 18 per cent reduction for Agriculture and Irrigation.
- The *Marketing of Agricultural Products Act* has existed since 1965 and allows agricultural marketing boards and commission to establish and regulate their respective industries to produce and market products domestically and internationally.
- The act establishes the marketing council, which is appointed by government to oversee the operation of seven marketing boards and 12 commissions and administer the regulations.
- All marketing boards and commissions are mandated to grow, stimulate and improve production and/or marketing of a product or service of the producers they serve.
- The *Marketing of Agricultural Products Act* gives marketing boards and commissions the ability to create their own regulations.
- An amendment to the act in 2023 gave the power to these marketing boards and commissions to make rules through plan regulations instead of authorization regulations.
- Following a review of the legislation, the marketing council was confident all the powers included in the authorization regulations existed in the plan regulations.
- As a result, the marketing council, on Feb. 24, 2025, approved repealing the 20 authorization regulations, and the Minister signed the Ministerial Order finalizing the repeal on April 14, 2025.

Alberta’s government is removing temporary licences to water plants along bodies of water. This means communities and businesses can now spend more time restoring watersheds and less time filling out government forms.

Key Messages:

- We’re cutting red tape so plants can get the water they need to thrive.
- Traditionally, a licence was always required to water new plants along bodies of water, but this meant otherwise healthy plants could die from lack of water if a licence could not be obtained in time due to bureaucratic delays, water shortages or drought conditions in the area.
- We’ve now cut the unnecessary red tape that stood in the way by removing the requirement to have a temporary licence to water plants using surface or groundwater as part of a riverbank restoration project.
- This change will keep plants alive and ensure the time and money that communities and businesses put into watershed restoration projects are not wasted.

Key Facts:

- The licence exemption only applies to small projects consuming no more than 100 cubic metres per day of water that will be used to support the growth and establishment of native plant species along a riverbank or water body.
- Strong, healthy vegetation around waterways helps restore native habitats, prevent erosion to riverbanks, stabilize nearby land and improve water quality.

Budget 2025 includes grant funding through the Strategic Transportation Infrastructure Program (STIP), Alberta Municipal Water/Wastewater Partnership (AMWWP) and the Water for Life program (W4L) to support local road, bridge, community airport and water projects.

Key Messages:

- Alberta's government is providing \$114.6 million in grants to support 86 road, bridge, community airport and water projects.
- These grants are vital to small and rural communities and help ensure they have the infrastructure they need to support their growing populations, attract investment and promote economic development.
- Under STIP, 51 local road, bridge and community airport projects will receive a total of \$41 million.
 - This funding is critical to supporting municipalities in developing key local transportation infrastructure to promote economic growth and improve travel for residents and industry.
- A total of 35 water and wastewater projects in small and rural communities across Alberta will receive \$73.6 million in grants through the Alberta Municipal Water/Wastewater Partnership and the Water for Life program.
 - This investment will help ensure reliable access to clean drinking water and effective wastewater services to support Albertans, industry and agriculture.

Key Facts

STIP grants:

- STIP provides grants to small and rural municipalities to maintain and improve local road bridges, community airports and local resource roads.
- Budget 2025 allocates \$126.8 million over three years in STIP funding.
 - This includes \$20 million in new funding over three years (all in 2027-28) and is a \$15.7-million increase compared with Budget 2024.
- The 51 projects approved for 2025 will receive a total of \$41 million in funding under the following STIP components:
 - Local Road Bridge (LRB) Program – 38 projects receiving \$23.8 million in provincial funding.
 - Community Airport Program (CAP) – five projects receiving \$3.7 million in provincial funding.
 - Local Municipal Initiatives (LMI) – Four projects receiving \$8.6 million in provincial funding.
 - Resource Road Program (RRP) – Four projects receiving \$4.9 million in provincial funding.

Water grants:

- The Alberta Municipal Water/Wastewater Partnership (AMWWP) and the Water for Life (W4L) program provide grants to municipalities to assist in the construction of high-priority municipal water supply and treatment facilities, as well as wastewater treatment and disposal facilities.
- Budget 2025 includes \$452.6 million over three years in grants for W4L and AMWWP. This includes \$10 million in new funding over three years (all in 2027-28).
- The 35 water and wastewater infrastructure projects approved for 2025 will receive \$73.6 million:
 - 9 projects will receive about \$33.4 million under W4L; and
 - 26 projects will receive about \$40.2 million through AMWWP

Background:

STIP:

- STIP provides funding to municipalities (not including cities) to invest in capital construction and rehabilitation of important local transportation infrastructure under four funding streams:
 - Local Road Bridge Program
 - Community Airport Program
 - Resource Road Program
 - Local Municipal Initiatives

Water grants:

- AMWWP is a merit-based program that provides cost-shared funding to municipalities with a population of fewer than 45,000 people to assist in constructing high-priority municipal facilities for water supply and treatment and wastewater treatment and disposal.
- Eligible projects can receive up to 75 per cent of project costs. Funding is calculated as a percentage of eligible project costs based on the municipality's official population when the grant is approved.
- The W4L program is a merit-based program that provides cost-shared funding to regional water services and wastewater commissions, or groups of two or more municipalities.
 - It is intended to promote regional collaboration in delivering water and assist in constructing high-priority municipal water supply and treatment, wastewater treatment, and disposal projects.
 - The program prioritizes the support for regional systems as, in the long run, they are more cost-effective and environmentally sustainable than independent systems.
 - Like AMWWP, W4L projects are ranked highest to lowest on the priority scale.

Alberta's government has created an action team to address growing concerns about aggression and complexity in the classroom. The action team has been created and has met for the first time.

Key Messages:

- We have heard from teachers, families and education partners that Alberta's classrooms are becoming increasingly complex with more mental health challenges, learning needs and incidents of classroom aggression.

- To meet these challenges head-on, we created an action team that will develop recommendations to address classroom complexity and improve safety in schools.
- The action team brings together 25-member frontline professionals, including teachers, school leaders and support staff, who have direct classroom experience and understand the complexities of today's classrooms.
- Over the coming months, the team will examine policies, teacher training, inclusive education supports, funding considerations and cross-sector coordination to identify how to better support classrooms across Alberta.
 - The action team will provide a report to the minister by fall 2025, offering both immediate and long-term recommendations to help address classroom complexity.
- Practical supports and interventions stemming from the action team's work are expected to begin rolling out as early as the 2025/26 school year.

Key Facts:

- Established via Ministerial Order, the action team will:
 - be appointed for a term of six months
 - meet at least four times over summer 2025
 - be chaired by an education system and department representative.
- The action team will be able to:
 - engage with stakeholders to collect input to support recommendations
 - select frontline workers to provide information and support recommendations
- The action team will meet at least four times between July and September 2025.
- A final report with recommendations will be submitted to the Minister of Education and Childcare by September 30, 2025.
- The full list of action team members is available on [Alberta.ca](https://alberta.ca).

Background:

- The Alberta Teachers Association's fall 2023 pulse rapid research study was conducted December 1-12, 2023, and focused on three key areas:
 - class size and complexity of student needs
 - well-being and aggression in schools and school communities
 - artificial intelligence in education

In December 2023, the Alberta Teachers' Association conducted a survey on the challenges public teachers are facing in Alberta's classrooms. Aggression in schools and its impact on teachers and students was found to be a significant theme of the survey.

Alberta's government announced new school library standards on July 10.

Key Messages:

- School libraries should be safe and supportive places where students can learn and explore without being exposed to age-inappropriate content, yet books showing explicit sexual content were recently found in school libraries across the province.

- To address this issue head on, we have created new standards that give school boards clear guidance to ensure age-appropriate access to school library materials, while reflecting the values and priorities of Albertans.
- Under the new standards, school libraries are not permitted to include library materials containing explicit sexual content.
 - Non-explicit sexual content may be accessible to students in Grade 10 and above, provided it is age-appropriate.
- School boards must also regularly review their school library collections, publish a full list of available materials and ensure that a staff member supervises students' access to school library content.
- This was never about banning books, and the new policy clearly shows this is about ensuring only age-appropriate materials are available to students in school libraries

Key facts:

- School board policies must outline how materials are selected and reviewed, how staff supervise students' access throughout the school day, and how a student, parent, school board employee or member of the school community can request a review or removal of materials.
 - School boards are also required to clearly communicate these policies to employees, children, students and parents.
- School boards will have to remove any materials with explicit sexual content from their libraries by October 1, 2025.
- All school boards must have publicly available policies that align with the new standards for selecting and managing library materials by January 1, 2026.

Background:

- From May 26 to June 6, almost 80,000 people completed an online survey to provide feedback on the creation of consistent standards to ensure the age-appropriateness of materials available to students in school libraries.
 - Parents of school-age children made up almost half of all survey respondents.
 - Among nearly 40,000 parent respondents, 41 per cent said children should never have access to sexually explicit content in school libraries.
 - 22 per cent of these parents said that sexually explicit content should only be available from Grade 10 and up.
 - 44 percent said they support the government setting provincial standards for school library materials, while eight per cent said they're unsure.
 - The highest proportion of respondents, 23 per cent, said school librarians should decide which materials are age-appropriate, followed by 19 per cent who said it should be parents.

Rural Albertans will soon benefit from better access to doctors and care teams, thanks to two new initiatives aimed at strengthening health care in rural and remote communities.

Key Messages:

- Alberta's government is taking action to ensure rural Albertans get the care they need, when and where they need it.
- To strengthen care in rural and remote communities, the \$16-million Rural and Remote Family Medicine Resident Physician Bursary Pilot Program supports 74 family medicine residents who have committed to practicing in these areas after completing their residency.
- The \$6-million Rural Team Recruitment Grant provides funding over two years to help rural clinics hire additional non-physician health professionals—strengthening team-based care and improving access across rural and remote communities.
- Both programs are key parts of Alberta's Rural Health Action Plan and the Modernizing Alberta's Primary Care System initiative, reinforcing our commitment to expanding access to comprehensive, community-based primary care across the province.
- Alberta's government continues to explore every opportunity to improve health care access for rural Albertans and ensure they can receive the care they need close to home.

Key Facts:

- 74 family medicine residents will receive bursaries to train and practise in rural and remote Alberta between now and July 2027.
- The bursary offers \$125,000 for rural placements and \$200,000 for remote placements to residents who commit to working in eligible communities after training.
- 29 clinics across Alberta will receive funding in the first round of the Rural Team Recruitment Grant, supporting the hiring of approximately 52 new full-time health professionals.
- A second intake for the grant program is expected to open soon.
- These programs are funded through the Canada-Alberta agreement to improve health care, with a focus on rural and remote areas.

Alberta's government is providing \$720,000 through the Alberta Restorative Justice Grant to non-profit organizations, municipalities and First Nations and Métis communities to help deliver restorative justice services.

Key Messages:

- Alberta's government is committed to delivering a responsive justice system that holds offenders accountable, while supporting community reintegration in appropriate cases.
- Through the Alberta Restorative Justice Grant, Alberta's government is providing \$720,000 to non-profit organizations, municipalities and First Nations and Métis communities that deliver restorative justice services.
- This investment in restorative justice will help meet the growing demand for restorative justice as a diversion option in Alberta's justice system and reduce the load on Alberta's courts.
- Restorative justice is an alternative to formal court processes and holds offenders accountable while actively engaging victims and communities in the justice process.

Key Facts:

- In 2024-25, the ARJ Grant funded 22 programs throughout the province for the 2024-25 fiscal year.
- Grants of up to \$50,000 are available to community organizations, Indigenous organizations, First Nations, Métis communities and municipalities.
- Applications are open from July 28 until August 25, 2025.
- Restorative justice is a practice that can be used at any point in the justice system, from pre-charge to post-sentence.

ATA walked away from the bargaining table today even though additional mediation is scheduled for tomorrow. Alberta's government has already addressed their priority request for more classroom supports. Instead of working towards a deal, the ATA returned with unrealistic additional demands and chose to walk away.

Key Messages:

- Let me be clear – the ATA's bargaining committee walked away from the table and their interests are not to improve classroom quality.
- This week TEBA made an offer to the ATA that included hiring 1,000 more teachers every year for the next three years – which is exactly what the union asked for.
- The ATA has an ongoing campaign saying that teachers, families and students want better classroom conditions, and this would have had a significant impact in alleviating classroom pressures.
 - The ATA's bargaining team rejected this offer and suggested that a contract with fewer teachers would save money and that funding could be funnelled into even higher salaries.
- The rejected deal included the same 12 per cent over four years general wage increase that has already been accepted by other unions and their members.
 - This includes additional increases that would further improve the salaries of 95 per cent of their members.
 - In fact, some teachers would have received a 17 per cent salary increase over the life of the contract.
- I am disappointed in the union's leadership, and I think teachers will be too when they learn what was offered and completely rejected.

BOARD OF DIRECTORS' MEETING AGENDA

Thursday, September 4, 2025 – 7:00 p.m.
**Conference Room, ORRSC Administration Building
or Via Zoom**

ZOOM - <https://us06web.zoom.us/j/7813971001?pwd=SHllV0ZKY2tVZ1pnbjkwOXRvamE0Zz09>

1. Call to Order

2. Approval of Agenda

Proposed Motion: That the Board of Directors adopts the Agenda for September 4, 2025, as presented.

3. Approval of Minutes

a. Minutes of June 5, 2025

Proposed Motion: That the Board of Directors approves the meeting minutes of June 5, 2025, as presented.

4. Business Arising from the Minutes

5. Presentations

a. Recognition for Years of Service on the ORRSC Executive Committee

- Former Chair Gord Wolstenholme and Vice Chair Don Anderberg

Proposed Motion: None – Information Purposes Only

b. 2026 Draft Operating Budget Presentation – Chair Northcott and Vice Chair Anderberg

Proposed Motion: None – Information Purposes Only, final budget for approval by the Board will be presented at the December Board of Directors Meeting

c. GIS for Everyone: Navigating Your Community Like Never Before – Jaime Thomas, GIS Analyst

Proposed Motion: None – Information Purposes Only

6. Reports

a. Executive Committee Report

Proposed Motion: None – Information Purposes Only

b. CAO Hiring Committee Report

Proposed Motion: None – Information Purposes Only

7. Business

a. ORRSC Periodical Fall 2025: Secondary Suites

Proposed Motion: None – Information Purposes Only

b. Subdivision Activity

- As of July 31, 2025

Proposed Motion: None – Information Purposes Only

8. Accounts

a. Unaudited Balance Sheet and Comparative Income Statement

- As of July 31, 2025

Proposed Motion: That the Board of Directors approves the Balance Sheet and Comparative Income Statement as of July 31, 2025.

9. New Business

10. Next Meeting – Thursday, December 4, 2025; 7:00 PM (Election & Final Budget Presentation)

11. Adjournment



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrrsc.com
Website: www.orrrsc.com

If you are joining us via ZOOM – Here are the particulars:

Join Zoom Meeting

<https://us06web.zoom.us/j/7813971001?pwd=SHlIV0ZKY2tVZ1pnbjkwOXRvamE0Zz09>

Meeting ID: 781 397 1001

Passcode: 4033291344

One tap mobile

+16473744685,,7813971001#,,,,*4033291344# Canada

+16475580588,,7813971001#,,,,*4033291344# Canada

Dial by your location

- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Meeting ID: 781 397 1001

Passcode: 4033291344

Find your local number: <https://us06web.zoom.us/j/kcomZsV8qm>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 6, 2025 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Virtual) Village of Arrowwood
Shayla Anderson (Absent)..... Village of Barnwell
Dan Doell (In Person) Village of Barons
Mike Wetzstein (Absent) Town of Bassano
Ray Juska (Virtual)..... City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (In Person).....Town of Cardston
Sue Dahl (Absent) Village of Carmangay
James F. Smith (Absent)..... Village of Champion
Brad Schlossberger (In Person)..... Town of Claresholm
Deborah Florence (In Person).....Town of Coalhurst
Tanya Smith (In Person) Village of Coutts
Dave Slingerland (Absent).....Village of Cowley
Dave Filipuzzi (Virtual) Mun. Crowsnest Pass
Dean Ward (Virtual)..... Mun. Crowsnest Pass
Stephen Dortch (In Person) Village of Duchess
Gord Wolstenholme (In Person) ..Town of Fort Macleod
Joan Hughson (Absent) County of Forty Mile
Mark Peterson (Absent).....Village of Glenwood
Suzanne French (Absent) Village of Hill Spring
Morris Zeinstra (In Person)..... Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (In Person)..... Town of Magrath
Peggy Losey (In Person)Town of Milk River
Dean Melnyk (In Person).....Village of Milo
Victor Czop (In Person)..... Town of Nanton
Marinus de Leeuw (In Person)Town of Nobleford
Teresa Feist (In Person).....Town of Picture Butte
Jim Welsch (Absent).....M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (In Person)..... Town of Raymond
Don Norby (In Person) Town of Stavely
Matthew Foss (Absent) Village of Stirling
John DeGroot (In Person).....MD of Taber
Russell Norris (In Person) Town of Vauxhall
Christopher Northcott (In Person)Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person)..... County of Warner
Marty Kirby (In Person).....Village of Warner
Evan Berger (In Person).....M.D. Willow Creek

STAFF:

Bonnie Brunner.....Senior Planner
Ryan Dyck Planner
Steve HartySenior Planner
Harsimran Kaur.....Assistant Planner
Raeanne KeerExecutive Assistant
Lenze KuiperChief Administrative Officer
Jennifer Maxwell.....Subdivision Technician

Stephanie Sayer Accounting Clerk
Kaylee Sailer..... GIS/CAD Technologist
Kattie Schlamp Planner
Rachel SchortinghuisAssistant Planner
Gavin ScottSenior Planner
Jaime Thomas GIS Analyst

Chair Christopher Northcott called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for June 6, 2025, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Gerry Baril

THAT the Board approves the meeting minutes of March 6, 2025, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. Presentations

a. 2024 Financial Statements & Auditor's Report – Derek Taylor, KPMG LLP

D. Taylor, of KPMG LLP, presented the 2024 Financial Statements & Auditor's Report to the Board.

Moved by: Peggy Losey

THAT the Board of Directors have reviewed and ratifies the Executive Committee's approval of the Financial Statements for the Oldman River Regional Services Commission for the Year ending December 31, 2024.

CARRIED

b. 2024 Year End Financial Presentation – Lenze Kuiper, CAP

L. Kuiper, CAO, presented the organization's financial highlights of 2024 to the Board.

5. REPORTS

a. 2024 Annual Report

L. Kuiper presented the 2024 Annual Report to the Board.

Moved by: Victor Czop

THAT the Board of Directors approves the 2024 Annual Report for the Oldman River Regional Services Commission.

CARRIED

b. Executive Committee Report

Chair Northcott presented the Executive Committee Report to the Board and highlighted the key-take aways from the May 8th Executive Committee, which included meeting with ORRSC Staff on the future of the organization and the CAO Recruitment.

6. BUSINESS

a. Modernizing Communication: Enhancing Public Engagement Through Digital Video – Gavin Scott, Senior Planner

G. Scott, Senior Planner, presented information new opportunities for public engagement through videos, and provided examples of their use with the Municipal District of Willow Creek's Land Use Bylaw update. G. Scott highlighted the variety of ways in which these videos can be used and customized for a municipality on variety of topics and issues.

b. Chinook Intermunicipal Subdivision and Development Appeal Board – Gavin Scott, Senior Planner

G. Scott presented on the Chinook Intermunicipal Subdivision and Development Appeal Board.

c. ORRSC Periodical Summer 2025: Trails

R. Dyck, Planner, presented on the Summer 2025 ORRSC Periodical topics Trails to the Board, and highlighted some of the topics that will be covered.

d. Subdivision Activity – As of April 30, 2025

Chair Northcott presented the Subdivision Statistics as of April 30, 2025 to the Board.

7. ACCOUNTS

**a. Balance Sheet and Comparative Income Statement
- As of April 30, 2025**

Chair Northcott presented the Balance Sheet and Comparative Income Statements as of April 30, 2025.

Moved by: Deborah Florence

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2025, as presented.

CARRIED

8. NEW BUSINESS

There was no new business.

9. NEXT MEETING – Thursday, September 4, 2025 (Draft Budget Presentation)

10. ADJOURNMENT

Moved by: Richard DeBolt

THAT the Board hereby closes the meeting.

CARRIED AT 8:17 PM

Christopher Northcott, Chair

Lenze Kuiper, Chief Administrative Officer



2026 DRAFT BUDGET

Presentation



September 4, 2025



BACKGROUND SUMMARY

Fixed Expenses = Fixed Income

Variable Income to Rebuild Reserves

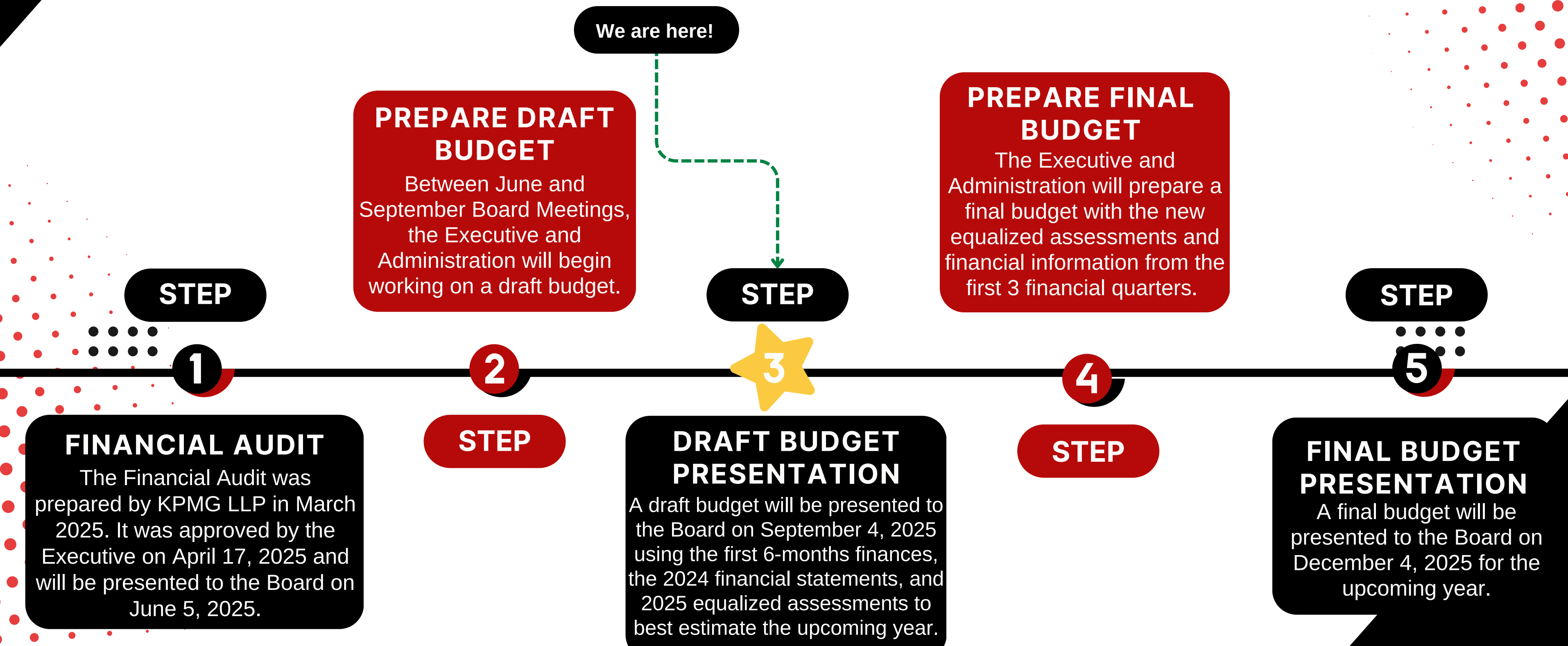
**Estimated Membership Increases
with Rolling Budget
2025 – 35% 2026 – 14% 2027 – 7%**

Provide Draft Budget Prior to December



BUDGET TIMELINE

WHERE ARE WE?



OUR FINANCIAL GOALS



Financial Stability

- Membership Fees to cover fixed operating expenses
- Fee-For-Service & Subdivision for non-fixed operating expenses and rebuild reserves



Revenue Growth

- Review existing statutory plans
- Continue to research needs of Members and determined services within our scope of work



Intensify Financial Planning

- Starting process earlier to provide draft budget in September
- Develop a strong capital plan to monitor capital assets

*As of July 31, 2025

Net Income

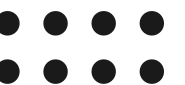
YEAR	BUDGET	ACTUAL
2016	\$6,198	72,826.08
2017	\$34,376	\$255,792
2018	\$36,430	\$210,882
2019	\$38,234	-\$42,315
2020	\$40,048	-\$82,944
2021	\$1,188	\$296,029
2022	\$5,399	-\$138,842
2023	\$7,233	-\$250,237
2024	\$9,645	-\$153,542
2025*	\$5,759	\$591,183



2026 DRAFT BUDGET NOTES

Budget is prepared using the **2025 Total Equalized Assessments**, and final budget for approval by the Board will be updated to use the **2026 Total Equalized Assessments** once they are available in late 2025.

The 2025 Operating Budget was presented with a 3-Year Plan with the an estimated increase to Membership Fees of 14% in 2026 and 5% in 2027.



2025 BUDGET OVERVIEW

Planning Membership

14% Increase to Fees
Ceiling – \$118,795 / Floor – \$5,700

GIS Membership

12% Average Increase to Fees

Subdivision Fees

\$25 – 50 Increase to Various Subdivision Fees

Regional Boards

\$50 Increase to CISDAB Annual Fee
\$0 Increase to RARB

Fee For Service

\$0 Increase to Members
\$0 Increase to Non-Members



PLANNING & GIS FEE INCREASE

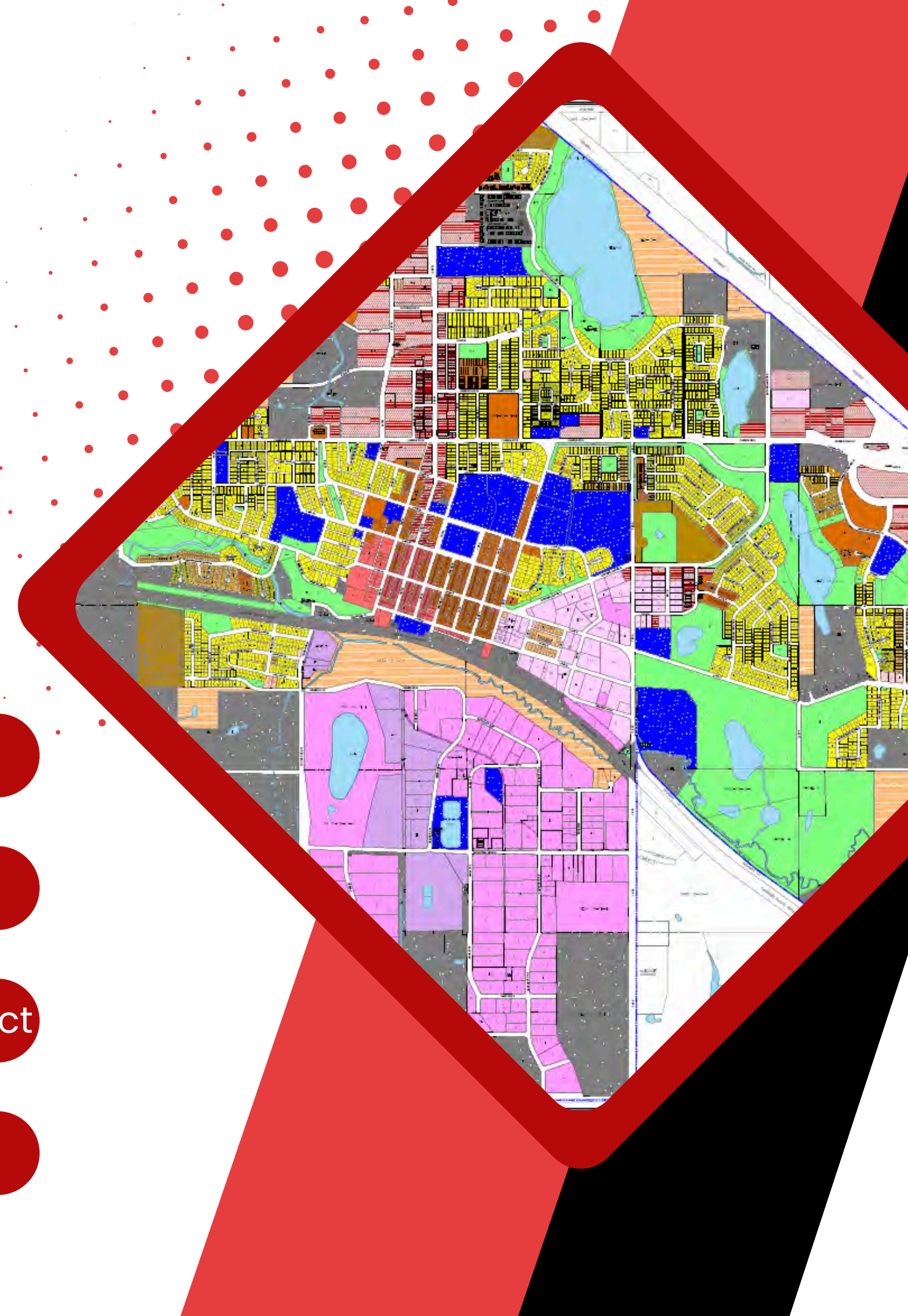
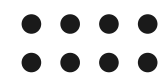
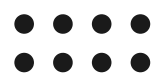
Our goal is to be in alignment with the financial plan presented at the December 5, 2024 Board of Directors Meeting for the 2026 Operating Budget.

Proposed Increase of 14% to Planning Membership Fees

Increase Planning Membership Ceiling to \$118,795 and Floor to \$5,700

Proposed Floor of \$2,000 for GIS Membership; previously no Floor in effect

Proposed Increase to GIS Membership Fees averages at 12%



SUBDIVISION FEE INCREASES

Last increase to Subdivision Fees was in 2023.

Application Fee

Current Fee – \$750
New Fee – \$800

Lot Fee

Current Fee – \$350
New Fee – \$400

Boundary Adj. Fee

Current Fee – \$350
New Fee – \$400

Finalization Fee

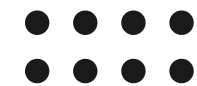
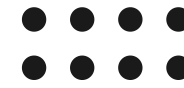
Current Fee – \$220
New Fee – \$250

Recirculation Fee

Current Fee – \$350
New Fee – \$400

Extension Requests

Current Fee
\$350/\$450/\$550
New Fee
\$375/\$475/\$575



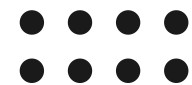
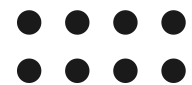
REGIONAL BOARD FEES

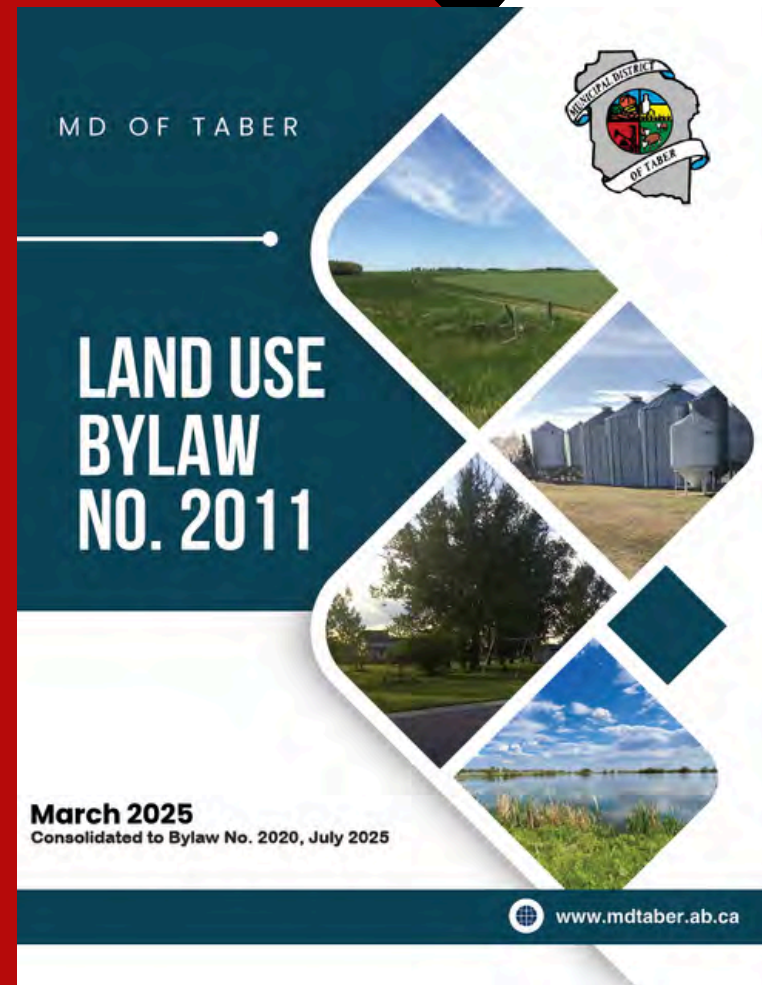
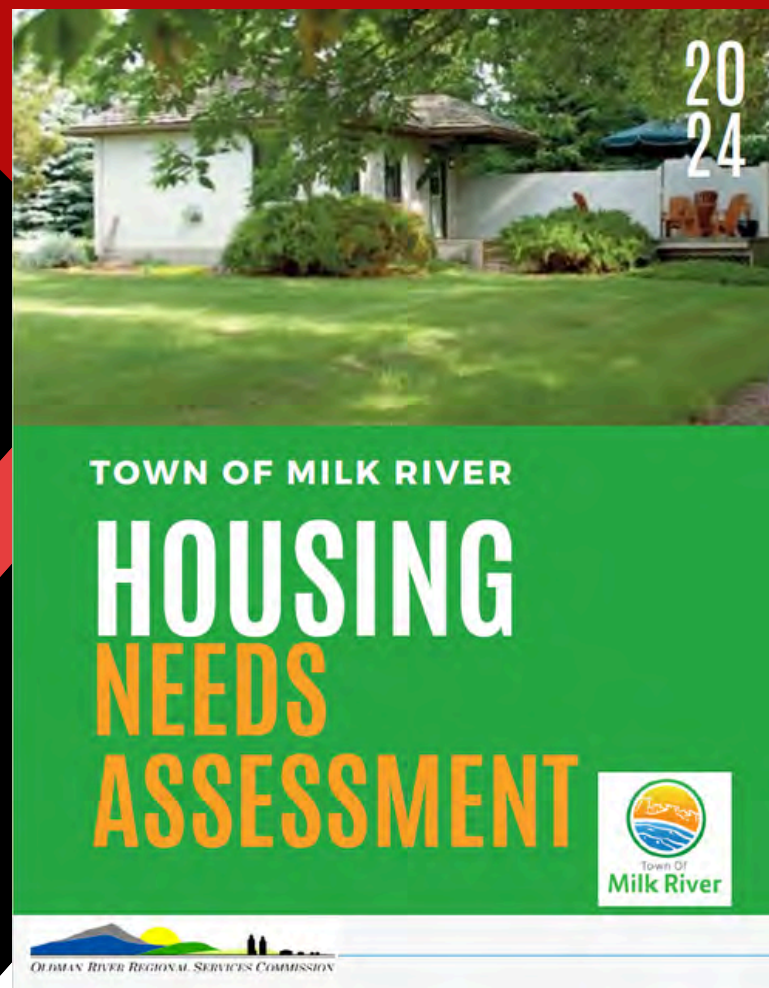
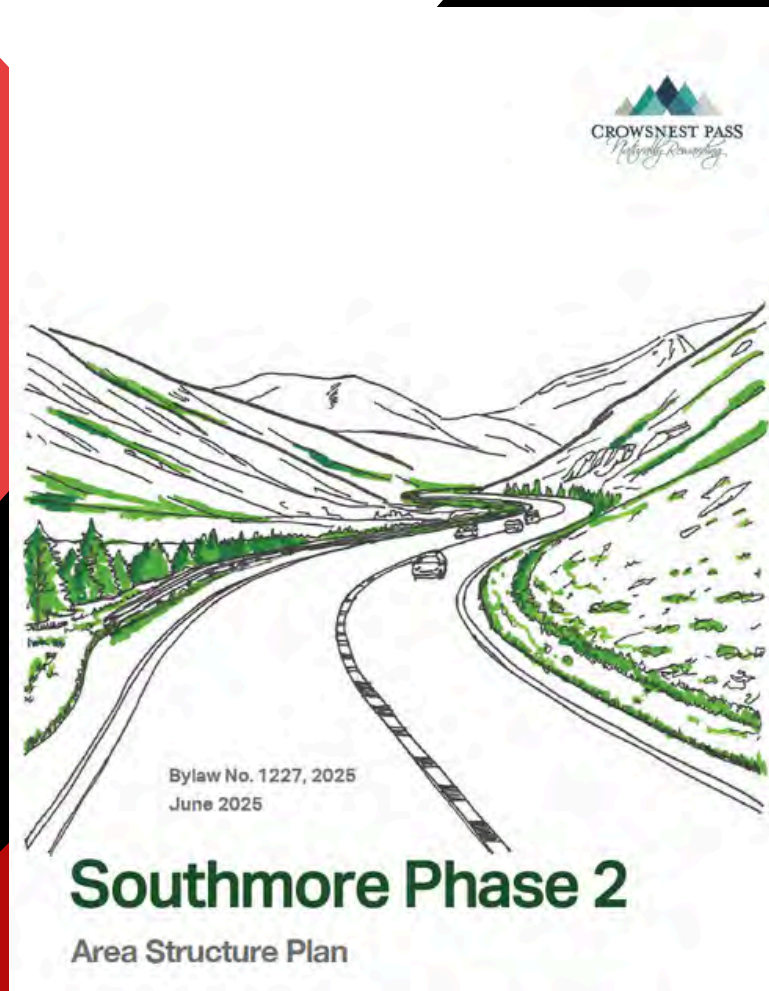
Chinook Intermunicipal Subdivision & Development Appeal Board

Current Fee of \$500 was set in 2019
Proposed increase to \$550

Regional Assessment Review Board

No Increase to Fee Proposed for 2026



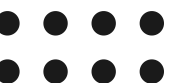


FEE-FOR-SERVICE FEES

No Changes or Increases

Fee-For-Service Hourly for Members to remain at \$85/Hour

Fee-For-Service Hourly for Non-Members to remain at \$200/Hour



2026 CAPITAL PLAN

EXPENSES

New Roof

Following a roof inspection it was determined that our building requires a total roof replacement.

Budget – \$52,000

New Fleet Vehicle

Fleet vehicles are rotated every 120,000 km to retain best resale value and limit mechanical repairs.

Budget – \$35,000

Vacation & Overtime Liability

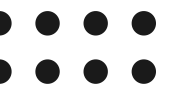
Due to being short staffed for multiple years, staff have accumulated large amounts of vacation and overtime. Our goal is to be financially prepared if the organization has to payout these liabilities through a reserve fund contribution.

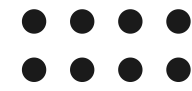
Budget – \$30,000

COST OF LIVING ADJUSTMENT

Cost of Living Adjustment (COLA) is an increase in income or benefits designed to offset the impact of inflation on the cost of goods and services.

2026 Proposed: 2% COLA for All Staff





COMBATTING STAFF SHORTAGES

Due to a limited supply of experienced Planners in our region Administration is pivoted to hiring more Assistant Planners to help alleviate the workload. This approach will allow ORRSC to invest in training, mentorship, and succession planning so we can promote from within and build long-term capacity.

Planners

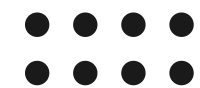
We currently have 6 Planners & Senior Planners who share 39 Municipalities

Assistant Planners

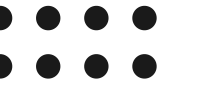
We currently have 4 Assistant Planners with hopes of hiring 1 more before the end of 2025

Contracted Planner

We currently have 1 contracted Senior Planner who is assigned 1 Municipality

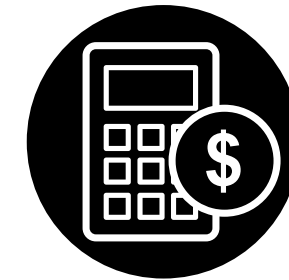


OUR NEXT STEPS



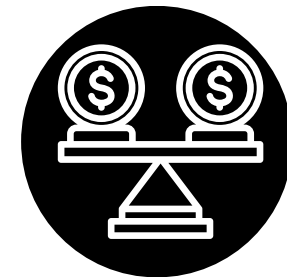
Communication with Membership

- Correspondence will be sent to the Member Municipalities with details on their proposed fee increase.



2026 Total Equalized Assessments

- The 2026 Total Equalized Assessments (TEA) are typically released in Early November.
- Once we have these numbers we can input them into the budget



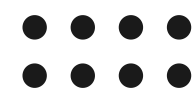
Update 2026 Operating Budget

- With the 2026 TEA's and the third quarter financials available, the Executive can review the proposed draft budget and adjust the budget as needed to reflect the new financial information.



Prepare 2026 Final Budget for Approval

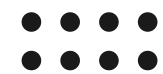
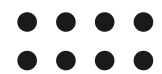
- The Final 2026 Operating Budget will be presented to the Board of Directors at the December 4th Meeting.



QUESTIONS?



Thank You!



2026 DRAFT BUDGET #4

REVENUE	
MEMBERSHIP FEES	
4010 - Membership Fees	
4030 - GIS Member Fees	
TOTAL MEMBERSHIP FEES	
FEES FOR SERVICE	
4025 - Regional Assessment Review Board	
4028 - Chinook Intermunicipal SDAB	
4040 - Fee for Service (Member)	
4060 - Fee for Service (Non-Member)	
TOTAL FEES FOR SERVICE	
SUBDIVISION FEES	
4140 - Application Fees	
4141 - Final Fees	
4142 - Extension Fees	
TOTAL SUBDIVISION FEES	
PLANS & INTEREST	
4150 - Rental Income	
4160 - Sale of Plans & Publications	
4180 - Interest Earned	
4200 - Other Income	
TOTAL PLANS & INTEREST	
TOTAL REVENUE	

2% WAGE INCREASE	2% WAGE INCREASE	3% WAGE INCREASE
2026	2027	2028
BUDGET 14%	BUDGET 5%	BUDGET 5%
\$ 1,867,016.93	\$ 1,960,367.77	\$ 2,058,386.16
\$ 585,037.81	\$ 614,289.70	\$ 645,004.18
\$ 2,452,054.74	\$ 2,574,657.47	\$ 2,703,390.35
BUDGET	BUDGET	BUDGET
\$ 18,500.00	\$ 18,500.00	\$ 18,500.00
\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
\$ -	\$ -	\$ -
\$ 123,500.00	\$ 123,500.00	\$ 123,500.00
BUDGET	BUDGET	BUDGET
\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
BUDGET	BUDGET	BUDGET
\$ 100.00	\$ 100.00	\$ 100.00
\$ 200.00	\$ 200.00	\$ 200.00
\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
\$ -	\$ -	\$ -
\$ 20,300.00	\$ 20,300.00	\$ 20,300.00
\$ 2,895,854.74	\$ 3,018,457.47	\$ 3,147,190.35

EXPENSES
EMPLOYMENT
STAFF SALARIES
5020 - PERMANENT EMPLOYEES
5030 - TEMPORARY EMPLOYEES
TOTAL STAFF SALARIES
STAFF BENEFITS
5070 - EMPLOYMENT INSURANCE (EI)
5100 - CPP
5080 - AMS - GROUP LIFE INSURANCE
5120 - AMS - HEALTH & DENTAL
5090 - LAPP
TOTAL STAFF BENEFITS
TOTAL EXPENSES - EMPLOYMENT
FIXED
FIXED EXPENSES
5265 - UTILITIES
5280 - JANITORIAL SERVICES
5310 - TELEPHONE
5420 - ACCOUNTING & AUDIT FEES
5510 - INSURANCE
5470 - COMPUTER SOFTWARE
5580 - EQUIPMENT & FURNITURE RENTAL
TOTAL FIXED EXPENSES
TOTAL EXPENSES - FIXED
VARIABLE
STAFF TRAVEL & MEETINGS
5150 - STAFF MILEAGE
5151 - VEHICLE GAS & MAINTENANCE
5160 - STAFF FIELD EXPENSE
5170 - STAFF CONFERENCE & OUT OF AREA
5175 - STAFF MEMBERSHIP DUES & RENEWALS
5180 - STAFF DEVELOPMENT
TOTAL STAFF TRAVEL & MEETINGS
MEMBERS TRAVEL & MEETINGS

2026	2027	2027
BUDGET	BUDGET	BUDGET
\$ 2,071,450.00	\$ 2,192,275.82	\$ 2,258,044.09
\$ 4,500.00	\$ -	\$ -
\$ 2,075,950.00	\$ 2,192,275.82	\$ 2,258,044.09
BUDGET	BUDGET	BUDGET
\$ 30,170.00	\$ 32,311.56	\$ 33,280.91
\$ 87,990.00	\$ 94,135.80	\$ 96,959.87
\$ 20,836.00	\$ 21,252.72	\$ 21,890.30
\$ 79,614.00	\$ 81,206.28	\$ 83,642.47
\$ 178,499.00	\$ 182,068.98	\$ 187,531.05
\$ 397,109.00	\$ 410,975.34	\$ 423,304.60
\$ 2,473,059.00	\$ 2,603,251.16	\$ 2,681,348.69
BUDGET	BUDGET	BUDGET
\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
\$ 25,000.00	\$ 30,000.00	\$ 35,000.00
\$ 100,000.00	\$ 125,000.00	\$ 125,000.00
\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
\$ 191,000.00	\$ 221,000.00	\$ 226,000.00
\$ 191,000.00	\$ 221,000.00	\$ 226,000.00
BUDGET	BUDGET	BUDGET
\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
BUDGET	BUDGET	BUDGET

5210 - MEMBER MEETING FEES
5220 - MEMBER MILEAGE
5230 - MEMBER CONFERENCE & OUT OF AREA
TOTAL MEMBERS TRAVEL & MEETINGS
GENERAL OFFICE
5315 - GENERAL OFFICE SERVICES
5320 - GENERAL OFFICE SUPPLIES
5330 - SUBSCRIPTIONS
5335 - MEMBERSHIP DUES & RENEWALS
5340 - BOOKS & PUBLICATIONS
5350 - POSTAGE & COURIER
5530 - COFFEE & SUPPLIES
5380 - PRINTING & PRINTING SUPPLIES
5390 - GRAPHIC & DRAFTING SUPPLIES
TOTAL GENERAL OFFICE
OTHER EXPENSES
5570 - EQUIPMENT REPAIRS & MAINTENANCE
5590 - EQUIPMENT & FURNITURE PURCHASES
5430 - AERIAL PHOTOS & MAPS
5440 - LAND TITLES OFFICE
5450 - LEGAL FEES
5460 - PUBLIC RELATIONS
5480 - RECRUITMENT & RELOCATION
5270 - RENOVATIONS
5285 - BUILDING MAINTENANCE
5490 - CONSULTANTS
5535 - MEALS & ENTERTAINMENT
5520 - MEETINGS
5532 - ASSESSMENT REVIEW BOARD
5534 - CHINOOK INTERMUNICIPAL SDAB
5540 - BANK FEES & SERVICE CHARGES
5547 - TRANSFER TO OPERATING RESERVE FUND
5548 - TRANSFER TO CAPITAL RESERVE FUND
VACATION & OVERTIME LIABILITY RESERVE (5547)
ROOF REPLACEMENT (5270 - RENOVATIONS)
RESEAL PARKING LOT (5270 - RENOVATIONS)
NEW GIS PLOTTER (5590 - EQUIPMENT & FURNITURE PURCHASES)
COMPUTER UPGRADES (5590 - EQUIPMENT & FURNITURE PURCHASES)
NEW CAR (5590 - EQUIPMENT & FURNITURE PURCHASES)
TOTAL OTHER EXPENSES
TOTAL EXPENSES - VARIABLE
TOTAL EXPENSES

\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
BUDGET	BUDGET	BUDGET
\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$ 800.00	\$ 800.00	\$ 800.00
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$ 525.00	\$ 525.00	\$ 525.00
\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
\$ -	\$ -	\$ -
\$ 34,325.00	\$ 34,325.00	\$ 34,325.00
BUDGET	BUDGET	BUDGET
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$ 200.00	\$ 200.00	\$ 200.00
\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ -	\$ -	\$ -
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$ -	\$ -	\$ -
\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
\$ -	\$ -	\$ 12,500.00
\$ -	\$ -	\$ 12,500.00
\$ 30,000.00	\$ 50,000.00	\$ 50,000.00
\$ 52,000.00	\$ -	\$ -
\$ -	\$ 5,000.00	\$ -
\$ -	\$ 10,000.00	\$ -
\$ -	\$ 12,000.00	\$ 12,000.00
\$ 35,000.00	\$ -	\$ 40,000.00
\$ 154,200.00	\$ 114,200.00	\$ 164,200.00
\$ 229,525.00	\$ 189,525.00	\$ 239,525.00
\$ 2,893,584.00	\$ 3,013,776.16	\$ 3,146,873.69

MEMBERSHIP / GIS FEES
STAFF SALARIES / FIXED EXPENSES
TOTAL
FEES FOR SERVICE / SUBDIVISION FEES / PLANS & INTEREST
VARIABLE EXPENSES
TOTAL
NET INCOME

YEAR TOTAL	YEAR TOTAL	YEAR TOTAL
BUDGET	BUDGET	BUDGET
\$ 2,452,054.74	\$ 2,574,657.47	\$ 2,703,390.35
\$ 2,664,059.00	\$ 2,824,251.16	\$ 2,907,348.69
\$ (212,004.26)	\$ (249,593.69)	\$ (203,958.35)
\$ 443,800.00	\$ 443,800.00	\$ 443,800.00
\$ 229,525.00	\$ 189,525.00	\$ 239,525.00
\$ 214,275.00	\$ 254,275.00	\$ 204,275.00
\$ 2,270.74	\$ 4,681.31	\$ 316.65



EXECUTIVE COMMITTEE REPORT

June 2025 to August 2025

June 12, 2025

- Initial draft budget discussions were held in Closed Session
- The Executive determined that they would not be hiring a recruitment company at this time, and instead passed a resolution to establish a CAO Hiring Committee with the following: Christopher Northcott, Neil Sieben, Brad Schlossberger, Gavin Scott, and Raeanne Keer.

July 10, 2025

- Further budget deliberations occurred in Closed Session
- The Executive determined that a presentation of the draft budget would be prepared in conjunction with Administration, similar to the one presented in December 2024.
- The Executive determined that a meeting was not required in August 2025, and therefore it was cancelled.

August 14, 2025

- This meeting was cancelled.



CAO HIRING COMMITTEE REPORT

June 26, 2025

- Initial kick off meeting
- The Committee reviewed and discussed the timeline proposal for the hiring of a new CAO with the goal of having the position hired by December 2025.
- The Committee began its initial review of the job description and job ad/posting for the position.
- The Committee reviewed options for advertising locations and associated costs.

July 3, 2025

- The Committee finalized the job ad/posting for the position.
- The Committee finalized the list of advertising locations and associated costs.
- The Committee finalized a CAO job description, which was then circulated to the Executive Committee for feedback.
- It was determined that the job ad/posting would go out on July 21st and close on August 15

July 17, 2025

- The Committee reviewed the feedback received from the Executive Committee.
- The Committee began initial discussion on the interview process and interview questions.
- The Committee began its initial review of the employment contract.

August 14, 2025

- The Committee further reviewed and discussed the employment contract.
- The Committee further discussed the interview process and interview questions.
- The Committee did a check-in on the hiring timeline.

August 21, 2025

- The Committee finalized its interview process and questions.
- The Committee reviewed the candidates applications and prepared a shortlist for first round interviews.
- The Committee determined first round interviews would occur in early September.

Subdivision Statistics

Monthly by Municipality – July 2025												
Municipality	Number of Applications	Boundary Line Adjustments	Number of Lots	Application Fees	Res.	Com	Ind	CR	Ag	P/Inst	Rec	Misc
Cardston County	5		8	\$6,200.00				2	6			
County of Forty Mile No. 8	1		1	\$1,100.00					1			
County of Warner No. 5	1		1	\$1,100.00					1			
Lethbridge County	3	1	7	\$4,700.00				6		1		
M.D. of Pincher Creek No. 9	3	1	4	\$3,650.00				1	3			
Municipal District of Taber	1		1	\$1,100.00				1				
Town of Claresholm	1		5	\$2,850.00	5							
Town of Fort Macleod	3	1	22	\$9,600.00	18	1				3		
TOTAL	18	3	49	\$30,300.00	23	1	0	10	11	3	1	0

**Boundary Line Adjustment Applications are included in Number of Applications*

Subdivision Statistics

Year to Date Subdivision Activity 2025						
Month	# App	# Lots	Application Fees	Finalization Fees	Extension Fees	TOTAL
JANUARY	14	43	\$21,200.00	\$4,840.00	\$700.00	\$26,740.00
FEBRUARY	14	45	\$35,750.00	\$2,550.00	\$0.00	\$38,300.00
MARCH	21	29	\$24,000.00	\$15,310.00	\$700.00	\$40,010.00
APRIL	19	59	\$51,900.00	\$3,960.00	\$0.00	\$55,860.00
MAY	17	25	\$21,150.00	\$8,800.00	\$700.00	\$30,650.00
JUNE	19	25	\$23,990.00	\$3,430.00	\$700.00	\$28,120.00
JULY	18	49	\$22,150.00	\$7,040.00	\$1,050.00	\$30,240.00
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	122	275	\$200,140.00	\$45,930.00	\$3,850.00	\$249,920.00

Subdivision Activity at this time Last Year						
2024	118	232	\$177,280.00	\$35,555.00	\$3,850.00	\$216,685.00

Year End Subdivision Statistics (Last Ten Years)						
Year	# App	# Lots	Application Fees	Finalization Fees	Extension Fees	TOTAL
2024	188	346	\$277,280.00	\$73,472.50	\$6,500.00	\$357,252.50
2023	160	236	\$203,605.00	\$56,780.00	\$5,520.00	\$265,905.00
2022	190	345	\$249,815.00	\$64,144.00	\$6,210.00	\$320,169.00
2021	203	367	\$260,410.00	\$63,245.50	\$9,245.00	\$332,900.50
2020	166	222	\$196,765.00	\$34,092.50	\$8,420.00	\$239,277.50
2019	177	250	\$206,400.00	\$60,475.00	\$9,305.00	\$276,180.00
2018	196	394	\$258,837.50	\$79,625.00	\$14,225.00	\$352,687.50
2017	199	439	\$259,587.50	\$65,500.00	\$13,530.00	\$338,617.50
2016	185	410	\$232,587.50	\$70,827.50	\$9,253.00	\$312,668.00
2015	207	407	\$236,150.00	\$54,775.00	\$7,806.25	\$298,731.25

Oldman River Regional Services Commission
Balance Sheet As at 07/31/2025

ASSET

Operating Fund

Cash on Hand, not deposited	0.00	
Cash on Hand	120.00	
Cash in Bank-Current	866,438.34	
Cash Clearing	88.00	
Total Cash		866,646.34
Accounts Receivable		51,690.64
CWB Saving Account		479.37
Accounts Receivable - Manual		4,890.00
Payroll Adv		0.01
GST Receivable		8,274.93
Prepaid Expenses		30,747.09
Total Operating Fund		962,728.38

Capital Funds

Furniture & Equipment	13,678.00	
Computer Equipment	0.00	
Accumulated Depr-Computer	-70,039.88	
Automotive	56,589.50	
Accumulated Depr-Automotive	-57,526.96	
General Contents-reclass	266,774.37	
Accum Amort-General Contents...	-252,691.17	
Computer Equipment-reclass	172,604.77	
Accum Amort Computer-reclass	-88,862.84	
Automotive-reclass	26,550.25	
Accum Amort Automotive-reclass	0.00	
Leasehold Improvements-reclass	145,278.40	
Accum Amort Leasehold-reclass	-27,773.97	
Furn & Equip-Acc Depr	-13,097.00	
Net Furniture & Equipment		171,483.47
Land		80,000.00
Building	773,396.98	
Acc Amort-Bldg	-421,966.88	
Net Building		351,430.10
Leasehold Improvements	0.00	
Accumulated Amort-Leasehold I...	0.00	
Net Leasehold Improvements		0.00
Total Capital Fund		602,913.57

TOTAL ASSET 1,565,641.95

LIABILITY

Liabilities - Operating fund

Accounts payable	0.00	
Accrued Vacation Leave	218,390.33	
Accrued Overtime	20,543.33	
Account Payable - Manual	45,578.45	
Accrued Liabilities	0.00	
Vacation payable	0.00	
Deferred Revenue - Member	0.00	
Deferred Revenue-GIS	0.00	
Deferred Revenue-Municipal	0.00	
ATB LOC	0.00	
EI Payable	0.18	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Payroll remittance payable		284,512.29
Deduction 1 Payable		0.00
RRRF LOAN PAYABLE		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00

Oldman River Regional Services Commission
Balance Sheet As at 07/31/2025

Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Payable (Receivable)		0.00
Prepaid Sales/Deposits		0.00
Total Current Liabilities - Operat		<u>284,512.29</u>
TOTAL LIABILITY		<u>284,512.29</u>
EQUITY		
Capital Fund		
Mortgage		0.00
ATB LOC		0.00
Equity in Fixed Assets		577,301.00
Operating Reserve	-92,856.43	
Internally Restricted (manual)	16,263.54	
Capital Reserve	169,628.58	
Total Reserves		<u>93,035.69</u>
Total Capital Fund		<u>670,336.69</u>
Members Equity		
Retained Earnings - Previous Year		19,609.83
Accounting Policy Change		0.00
Current Earnings		591,183.14
AR Clearing Account		0.00
Total Members' Equity		<u>610,792.97</u>
TOTAL EQUITY		<u>1,281,129.66</u>
LIABILITIES AND EQUITY		<u><u>1,565,641.95</u></u>

Oldman River Regional Services Commission

Comparative Income Statement

	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 07/31/2025	Difference
REVENUE			
Membership Fees, Fee-for-Service			
Membership Fees	1,637,734.14	1,228,300.77	409,433.37
Allocation to Operating Rsrv Fund	0.00	0.00	0.00
Allocation to Capital Rsrv Fund	0.00	0.00	0.00
Regional Assessment Review Board	15,000.00	20,200.00	-5,200.00
Chinook Intermunicipal SDAB	30,000.00	28,237.50	1,762.50
GIS Member Fees	519,276.79	511,642.03	7,634.76
Fee for Service(member)	75,000.00	108,714.17	-33,714.17
Fee for Service (non-member)	0.00	4,050.00	-4,050.00
Total Member fees, fees for Service	2,277,010.93	1,901,144.47	375,866.46
Subdivision Fees			
Application Fees	200,000.00	200,140.00	-140.00
Final Fees	55,000.00	45,930.00	9,070.00
Extension Fees	5,000.00	3,850.00	1,150.00
Total Subdivision Fees	260,000.00	249,920.00	10,080.00
Plans & Interest			
Rental Income	100.00	150.00	-50.00
Sale of Plans & Publications	2,000.00	327.25	1,672.75
Interest Earned	35,000.00	14,495.77	20,504.23
Other Income	0.00	1,299.66	-1,299.66
Rural IMDP Grant	0.00	0.00	0.00
Total Plans & Interest	37,100.00	16,272.68	20,827.32
TOTAL REVENUE	2,574,110.93	2,167,337.15	406,773.78
EXPENSE			
Staff Salaries			
Permanent Employees	1,745,734.66	1,050,379.48	695,355.18
Temporary Employees	130,103.75	71,172.19	58,931.56
Planning Intern	0.00	0.00	0.00
Total Staff Salaries	1,875,838.41	1,121,551.67	754,286.74
Staff Benefits			
Employment Insurance	31,605.06	23,337.45	8,267.61
Group Life Insurance	19,215.00	8,373.24	10,841.76
LAPP-RPP	164,652.58	101,891.05	62,761.53
CPP	82,008.74	61,492.42	20,516.32
AMS-Ext Health & Dental	74,230.32	42,798.68	31,431.64
Total Staff Benefits	371,711.70	237,892.84	133,818.86
Staff Travel and Meetings			
Staff Mileage	1,500.00	1,194.62	305.38
Vehicle Gas & Maintenance	10,000.00	6,465.31	3,534.69
Staff Field Expense	4,000.00	1,890.35	2,109.65
Staff Conference & Area	3,000.00	328.00	2,672.00
Staff Membership Dues & Renewals	1,500.00	2,290.36	-790.36
Staff Development	2,500.00	0.00	2,500.00
Total Staff Travel & Meetings	22,500.00	12,168.64	10,331.36
Members Travel & Meetings			
Members Meeting Fees	8,000.00	7,266.00	734.00
Members Mileage	2,500.00	6,047.28	-3,547.28
Member Conf & Out of Area	3,000.00	2,236.16	763.84
Total Members Travel & Meetings	13,500.00	15,549.44	-2,049.44
Office			

Oldman River Regional Services Commission

Comparative Income Statement

	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 07/31/2025	Difference
Mortgage Payments	0.00	0.00	0.00
Utilities	20,000.00	10,804.84	9,195.16
Renovations	1.00	0.00	1.00
Janitorial Services	6,000.00	4,025.00	1,975.00
Building Maintenance	10,000.00	4,125.90	5,874.10
Total Office	<u>36,001.00</u>	<u>18,955.74</u>	17,045.26
Telephone & Supplies			
Telephone	20,000.00	10,865.21	9,134.79
General Office Services	1,200.00	877.93	322.07
General Office Supplies	7,000.00	3,781.64	3,218.36
Subscriptions	500.00	463.95	36.05
Membership Dues & Renewals	1,000.00	410.00	590.00
Books & Publications	500.00	589.95	-89.95
Postage & Courier	2,000.00	2,433.89	-433.89
Mortgage Interest	0.00	0.00	0.00
Total Telephone & Supplies	<u>32,200.00</u>	<u>19,422.57</u>	12,777.43
Printing & Drafting Supplies			
Printing & Printing Supplies	15,000.00	10,862.18	4,137.82
Graphic & Drafting Supplies	1,000.00	0.00	1,000.00
Total Printing & Drafting Supplies	<u>16,000.00</u>	<u>10,862.18</u>	5,137.82
Other Operating Expenses			
Other Operating Expenses	0.00	0.00	0.00
Accounting & Audit Fees	12,000.00	7,000.00	5,000.00
Aerial Photos & Maps	200.00	0.00	200.00
Land Titles Office	2,500.00	2,417.00	83.00
Legal Fees	1,000.00	0.00	1,000.00
Public Relations	2,000.00	1,032.57	967.43
Computer Software	75,000.00	60,758.17	14,241.83
Recruitment & Relocation	10,000.00	4,149.00	5,851.00
Consultants	1.00	0.00	1.00
Insurance	20,000.00	12,726.00	7,274.00
Meetings	200.00	0.00	200.00
Coffee & Supplies	1,000.00	342.69	657.31
Assessment Review Board	0.00	869.52	-869.52
Chinook Intermunicipal SDAB	0.00	6,080.08	-6,080.08
Meals & Entertainment	2,000.00	2,537.28	-537.28
Rural IMDP	0.00	0.00	0.00
Bank Fees & Service Charges	1,200.00	-369.01	1,569.01
Cost Recovery	0.00	0.00	0.00
Transfer to Operating Reserve Fund	0.00	0.00	0.00
Transfer to Capital Reserve Fund	0.00	0.00	0.00
Total Other Operating Expenses	<u>127,101.00</u>	<u>97,543.30</u>	29,557.70
Fixed Assets			
Equipment Repairs & Maintenance	1,000.00	0.00	1,000.00
Equipment & Furniture Rental	7,500.00	4,246.34	3,253.66
Equipment & Furniture Purchases	65,000.00	37,961.29	27,038.71
Amortization Expense	0.00	0.00	0.00
Total Fixed Assets	<u>73,500.00</u>	<u>42,207.63</u>	31,292.37
TOTAL EXPENSE	<u>2,568,352.11</u>	<u>1,576,154.01</u>	992,198.10
NET INCOME	<u>5,758.82</u>	<u>591,183.14</u>	-585,424.32



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending September 17, 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. Bills 50 and 51 Frequently Asked Questions
2. Fortis Franchise Fee Caps
3. Xplore
4. Transportation and Economic Corridors
5. Assisted Living and Social Services – Affordable Housing

FREQUENTLY ASKED QUESTIONS

Ownership Changes

1. **What are the key changes to ownership roles and responsibilities under Bills 50 and 51?**

A: Bills 50 and 51 introduce a shift in ownership and governance of new and replacement school real property. Under Bill 51, the *Education Amendment Act, 2025*, legal ownership of new or replacement school sites approved for funding in Budget 2025 and onward will transfer to the Crown, represented by the Minister of Infrastructure, following a written notice of transfer and the expiry of a 45-day notice period. Upon transfer, school jurisdictions will be offered a leasehold interest from Infrastructure.

Bill 50 supports these changes by aligning the *Municipal Government Act* with this new ownership model, allowing for the removal of special land-use restrictions (reserve designations) when school lands are transferred to the Crown. Together, these legislative changes consolidate provincial ownership of new school infrastructure to improve oversight, asset management, and long-term planning, while maintaining school board responsibility for educational programming and day-to-day operations.

Legal ownership of the land and property will be transferred to Infrastructure, but the operations and maintenance will remain with the school's jurisdiction.

2. **What is considered a “new” or “replacement” school under this model?**

A: Bill 51 defines a “new” or “replacement” school project as one that involves building a completely new school facility, replacing an old school with a new building, or repurposing an existing non-school building for use as a school. It also includes any site preparation work needed to support these activities. Any new or replacement school projects announced under the Alberta School Construction Accelerator Program (SCAP), will also fall under this ownership framework.

Projects that only involve renovations, maintenance, additions, structural upgrades, or building access roads are not considered new or replacement schools under this definition and are not included in the new ownership model.

3. **What is considered “new school real property” under the new ownership model?**

A: As defined in Bill 51, “new school real property” refers to a parcel of land for which a fee simple interest is held, as recorded on the certificate of title issued under the *Land Titles Act*. This applies specifically to land associated with an “approved new school project”. Only these parcels are subject to the provincial ownership and leasing model. Land associated with modernization or maintenance projects is not included.

4. **How will the new ownership model apply to replacement schools?**

A: Replacement schools approved in Budget 2025 or later are included in the new ownership model. The associated real property, including land and buildings, will transfer to the Crown

under Bill 51. The school jurisdiction will continue to operate the school under a lease from Alberta Infrastructure. If a replacement school is built on a new or subdivided site, only the portion used for the new school will transfer.

5. How are additions and modernization impacted by the changes?

A: Additions or modernizations to existing schools that are not part of a replacement project are not subject to an ownership transfer. Ownership and governance of these existing sites will remain with the current landowner (typically the school jurisdiction or municipality).

6. Will existing schools or previously approved projects be affected by this change?

A: No. Existing schools and school projects approved before Budget 2025 will continue under the current ownership structure. Projects that received planning or design approval as part of Budget 2024 or earlier will continue under the existing ownership structure.

7. How does the new ownership model apply to replacement schools, especially when they are co-funded or enhanced?

A: If a project qualifies as a replacement school and is announced through Budget 2025 or later, Alberta Infrastructure will take ownership of the land and buildings, including co-funded enhancements (e.g., larger gyms, specialized spaces). School jurisdictions and municipal partners may retain operational or sublease agreements for shared-use components, but the legal title will transfer to the Crown under Bill 51.

8. What parts of a school site will the province own, and what will stay under local control?

A: The legislation enables Alberta Infrastructure to own all designated school real property for new or replacement schools funded from Budget 2025 onward. This includes land, buildings, parking lots, playgrounds, and playing fields. However, Infrastructure will not own recreational facilities that existed previously or are newly built but separate from school property. Infrastructure will also not assume ownership of buildings or facilities outside the designated school real property, such as standalone administration offices or storage sheds. Infrastructure leases only to school jurisdictions; any third-party use (e.g., municipal offices) must be arranged through subleases managed by the school jurisdiction.

9. Why is school ownership not retroactive and only applied on a go forward basis?

A: The approach minimizes disruption to ongoing school operations and facilitates a smoother transition to centralized real property ownership.

10. How will the land transfer process work under the new model?

A: Under Bill 50 and Bill 51, land ownership officially transfers to the Crown (represented by Infrastructure) for new or replacement school projects approved in Budget 2025 or later, generally during the design phase once site readiness is confirmed. No significant changes to timelines are anticipated. Existing municipal processes for subdivision, servicing, and zoning remain in place. Once the site is ready, ownership transfers to the province.

11. What happens with land that is currently designated as Municipal and School Reserve (MSR), School Reserve (SR), or Municipal Reserve (MR)?

A: When Infrastructure is transferred ownership of school property built on MSR, SR, or MR lands, the reserve designation will be removed from the land title. This change is enabled by amendments in Bills 50 and 51 to support provincial ownership of new school infrastructure.

12. How does the transfer process apply to board-owned land or third-party holdings?

A: If the land for a new or replacement school is owned by a school board or a third party (e.g., municipality or developer), it must be transferred to Infrastructure within 45 days of the written notice being received. The school board will then operate the school under a lease from the province. It is important to note that the legislation does not specify the source of the transfer; it simply refers to the “owner.” This means transfers could occur from a school board, municipality, or other legal owner, depending on the circumstances.

13. Will Infrastructure be responsible for the cost of repairs and maintenance given that they own the building and site?

A: The change in ownership in the title of the property is not intended to result in the removal of existing costs or add new costs to school jurisdictions or to Infrastructure. School jurisdictions will continue to be responsible for operations and maintenance, including improvements if required, through existing funding mechanisms such as Operations and Maintenance, maintenance and renewal funding.

Maintenance and Renewal will remain the responsibility of school jurisdictions as outlined in the lease agreement with Infrastructure. Education continuously reviews its funding policies, such as maintenance and renewal funding, to ensure school jurisdictions are equipped with adequate resources to provide a safe, healthy, and thriving educational environment.

14. What safeguards are in place to ensure property remains for educational use?

A: Lease agreements between Infrastructure and school jurisdictions include permitted use clauses, ensuring the site is used for educational purposes. There is no intent to repurpose school properties for non-educational use, and Infrastructure’s role is limited to oversight of assets, not educational programming.

15. Will Infrastructure repurpose a school site for another jurisdiction?

A: Infrastructure leases directly to school jurisdictions. While it retains legal title, the operational use remains with the original school board for the purpose of delivering education. The lease framework reinforces that educational use is prioritized.

16. What is the rationale for this change?

A: Infrastructure will oversee the ownership and leasing of new and replacement school projects, ensuring better strategic use of assets in alignment with broader provincial priorities, strengthening government oversight, and improving strategic planning and resource allocation for school properties. The separation allows Infrastructure to focus on the ownership and leasing of school properties, using its expertise in managing public infrastructure, while school jurisdictions can focus on delivering education and maintaining the schools with their specialized knowledge.

17. Isn't this just a land grab and an attempt to reduce autonomy for school jurisdictions?

A: The new centralized school ownership model under Infrastructure is not a land grab or an attempt to reduce the autonomy of school jurisdictions. Instead, it aims to enhance resource management, transparency, and efficiency in the governance of school properties. School jurisdictions will continue to operate and maintain the facilities for educational services, while Infrastructure handles ownership and leasing of real property, ensuring better oversight and strategic use of government assets to support broader government priorities.

18. What are the responsibilities of school jurisdictions and municipalities regarding school property?

A: School jurisdictions remain responsible for the ongoing operation, maintenance, and use of school facilities, including those on leased land. Municipalities handle land assembly, subdivision, and servicing up to the property boundary prior to transfer. The project delivery process remains unchanged, and school boards continue to participate in design, approvals, and construction oversight. The province will not take on a role in negotiating school reserve land.

19. Who will be responsible for site servicing a school site?

A: Existing site servicing processes and responsibilities remain unchanged. Shared Planning Responsibility: School jurisdictions and municipalities will continue to jointly conduct planning and needs assessments for new school sites. Municipalities will continue to be responsible for coordinating and providing core site servicing amenities such as roads, sidewalks, water, sanitary, storm water infrastructure, power, gas, and telecommunications. Municipalities will also ensure that servicing aligns with land-use plans and community development timelines to support timely school construction. School jurisdictions and/or developers may contribute to site-servicing under specific agreements.

The intention is to maintain existing school site readiness practices, where preparatory steps such as servicing and site development may proceed before title transfer is finalized. Title transfer will continue to be the last step in the process, aligned with existing practices, rather than occurring in advance of site readiness work.

20. How will these changes affect public-private partnership (P3) schools?

A: New and replacement P3 schools will be owned by Infrastructure; however, the leasing agreements may differ from design-build and design-bid-build as P3 projects have a long-term maintenance component.

21. What is the rationale for Infrastructure owning playing fields? We have concerns regarding public access.

A: Going forward, school sites will be owned by the Crown. This includes buildings and all associated land (e.g., playgrounds, playing fields, parking lots), that support educational programming. Through the leasing arrangements and Joint Use and Planning Agreements (JUPAs), it is expected that school jurisdictions will continue to work closely with municipalities

regarding operations and maintenance of playing fields, ensuring all activities remain coordinated and in the public interest.

22. Can a municipality retain ownership of sports fields with Municipal Reserve (MR) designation and lease them to a school?

A: Yes, this is possible, but it requires collaboration with Municipal Affairs to ensure compliance with the Municipal Government Act and any applicable reserve regulations.

23. Would government consider taking playing fields out of the real property school project envelope, allowing municipalities to continue to own, operate, and maintain? This would provide ongoing incentive to invest in the playing field in partnership with school jurisdictions.

A: The new ownership model is not intended to impact current partnerships, JUPAs or impede investment by the municipality or community. It is recognized however that a one-size-fits all approach may not be appropriate in all situations and we will review playing fields being automatically included in the school real property that is transferred to Infrastructure.

Leasing

Leasing Terms Structure Renewal and Termination

1. Will all school authorities have the same lease conditions? How will leases accommodate unique programming needs?

A: Yes. All school authorities, including public, separate, francophone, and charter—will have lease agreements with consistent core terms. These include the type of lease, roles and responsibilities, and lease duration. While the overall structure is standardized, the lease allows for flexibility to support the specific programming and operational needs of each school authority. Leases remain in place as long as the property is required for educational purposes.

2. How long will the lease be when Infrastructure owns a school property?

A: Leases will typically be long-term, structured as land leases. School boards will retain full operational responsibility and receive leasehold title registered under Infrastructure's fee simple title. Further analysis is being conducted on the optimal lease length.

3. Will leases be operating or capital in nature?

A: The intent is to structure leases as operating leases, similar to previous models used with other government properties. The approach has been reviewed with the Auditor General in the past.

4. Can a lease be terminated by Infrastructure?

A: Leases are intended to remain in place as long as the facility is used for educational purposes. Termination may occur only if a school board determines the facility is no longer needed or if it ceases to serve an educational function.

5. Will there be lease payments?

A: Net rent will be set at \$1. These are direct-pay/cost-recovery leases where the school board pays all operating and maintenance costs directly to service providers. No rent is paid to Infrastructure unless it provides additional services.

6. How should lease assets be recorded for accounting purposes?

A: Value for insurance and accounting will be provided upon facility turnover. School boards can use this to record the asset and ensure compliance with accounting standards.

7. Will there be any impact on IMR, O&M, or CMR grants?

A: Funding streams such as IMR (Infrastructure Maintenance and Renewal) and CMR (Capital Maintenance and Renewal) will continue as before, supporting ongoing maintenance and operational needs without change.

8. What happens at the end of a lease term?

A: Leases generally will be renewed as long as the facility continues to be used for educational purposes.

9. For lease-to-own agreements, when and how does title transfer occur? How will leasehold titles be registered relative to Infrastructure's fee simple title?

A: The new model does not include lease-to-own arrangements. Alberta Infrastructure retains full fee simple ownership of school properties. School boards are offered a leasehold interest for the duration of their occupancy, and this leasehold title is formally registered beneath the province's fee simple title on the land title record.

10. How are municipal contributions to joint-use facilities managed?

A: Municipal investments are managed through subleases with school boards. Infrastructure does not lease directly to municipalities, community groups or third-party organisations.

Insurance and Reporting

11. Who is responsible for insurance under the new lease model?

A: School jurisdictions will remain responsible for insuring the parts of the property they occupy and use. The leasehold interest allows school boards to obtain the necessary insurance coverage even though the province owns the property.

12. What types of insurance will school boards need and will there be changes to coverage or insurable value?

A: School boards will continue to maintain insurance similar to current requirements, including general liability, all-risk property insurance for tenant-owned items, boiler and machinery insurance, and coverage for construction or tenant improvements. No significant changes to insurable value calculations or liability coverage are expected at this time.

13. What is the impact on financial reporting?

A: Since leases are structured as operating leases, they will be recorded as expenses. There is no significant change in financial reporting obligations due to the lease structure.

14. Does the leasing model apply to new schools built on existing properties, and what are the typical lease terms and costs?

A: Yes. The leasing model applies to all new schools regardless of the existing ownership status of the property. The leases will be operating leases treated as an expense for accounting purposes, including depreciation. This approach has precedent in other government properties and has been reviewed by the Auditor General.

15. Will there be new reporting or maintenance requirements for school boards under the leasing model?

A: There are no new reporting or cost requirements resulting from the lease model. Current reporting practices remain unchanged; Infrastructure does not receive additional reports due to these leases.

16. Are there any changes to the warranty period on new school builds?

A: No changes are anticipated. Issues arising after the standard one-year warranty remain the responsibility of the school division, managed through their maintenance funding.

Subleasing and Use of Space

17. Can school boards lease parts of their school facilities to third parties (e.g., community groups or associations)?

A: Yes. The master lease between Infrastructure and the school board allows for subleasing. School boards manage these agreements, and any associated revenue remains with them. While the master lease provides a general framework, its terms may be tailored to meet the specific needs of the parties involved. The province does not intend to interfere in the subleasing arrangements between school boards and third parties.

18. Who would be responsible for leases in community schools (e.g., Francophone schools leasing space to community organizations)?

A: The school board, as tenants, would oversee sublease agreements directly. Infrastructure will not be party to such subleases.

19. Will subleases require government approval?

A: No. School boards may enter into subleases without Crown approval. These include agreements with municipalities for facilities like diamond balls or fields.

20. Will school boards need to request permission from Infrastructure to modify schools or undertake major maintenance or recapitalization projects?

A: School boards are required under the *Education Act* to seek Ministerial approval for major modifications or recapitalization projects. These legislative changes under Bills 50 and 51 do not alter that requirement.

21. What happens if municipalities choose not to sublease?

A: School boards will continue to hold leases for school properties and can negotiate subleases with municipalities. If a municipality declines, alternative arrangements may be made. Infrastructure has no role in subleasing.

22. Will municipalities now be responsible for operating and maintaining playgrounds or sports fields?

A: No change is anticipated. Municipalities and school boards may continue their current arrangements through subleases or agreements. Infrastructure is not responsible for direct operations or maintenance of shared use amenities.

23. How will lease agreements address shared-use spaces (e.g., sports fields, community facilities) and subleasing arrangements involving municipalities and third-party partners?

A: Lease agreements under the new model will include provisions to accommodate shared-use spaces such as sports fields and community facilities. While Infrastructure holds ownership, school jurisdictions as leaseholders will have the ability to enter into subleases with municipalities or third-party partners to support ongoing collaborative use.

24. Will Education and Childcare require a different asset retirement obligation treatment for government-owned new schools compared to other recently constructed schools?

A: This question is under review. We are consulting accounting experts to determine appropriate treatment.

25. If a municipality has contributed to capital amenities inside a school, such as joint-use facilities, and the land is transferred to the Province, will the municipality become a lessee for that facility?

A: No. Under the new ownership model, Alberta Infrastructure leases school properties only to school jurisdictions. Municipalities do not become lessees. They may continue to access joint-use facilities through agreements directly with the school board, which holds the lease from the Province. The province is not a party to these subleases or agreements.

Joint Use and Planning Agreements (JUPAs)

1. Will Alberta Infrastructure participate as a party in JUPAs going forward?

A: At present, Alberta Infrastructure is not a formal party to JUPAs; these agreements remain between school boards and municipalities. Infrastructure will monitor developments and may adjust its role as needed based on stakeholder feedback and operational requirements.

2. What happens to existing JUPAs under the new model?

A: Existing JUPAs between school jurisdictions and municipalities will remain in effect. Infrastructure is not currently expected to be a direct party to these agreements. However, there may be opportunities in the future to update or revise JUPAs to align with the new ownership and leasing structure, ensuring continued coordination and partnership between all parties.

3. **How will the removal of reserve designation affect JUPAs and maintenance responsibilities?**

A: Government of Alberta (GOA) needs to review further with respect to Infrastructure's responsibilities once they become the owner, and how that might impact JUPAs and maintenance of land once the reserve designation is removed.

4. **How will the new regulations (if any) affect municipal land ownership under existing JUPAs?**

A: We are not anticipating amendments to JUPAs. However, we will continue to monitor how things progress with feedback and comments from stakeholders to determine next steps with respect to Infrastructure's roles and responsibilities in JUPAs, if need be.

5. **Can you confirm that school sites will continue to remain open for public access when the province assumes ownership of the entire school site?**

A: The ownership change will not alter how school sites are managed currently and how school boards operate the facilities. While the province will own all newly built and replacement schools going forward, the day-to-day operation and maintenance remains as they are.

6. **How will changes to ownership impact community groups (e.g., parent societies) who fundraise and manage school playground assets?**

A: Ownership of playground equipment and related assets will transfer to the GOA with new schools, but operational maintenance under JUPAs will continue, ensuring municipalities or school boards remain involved in upkeep.

7. **Will municipalities remain on the title for jointly owned school sites, especially for playing fields intended for public use?**

A: While ownership will transfer solely to the Crown for new and replacement schools. Operations and maintenance responsibilities under JUPAs will continue between school boards and municipalities, including shared use and upkeep of playing fields.

Compensation

1. **Will school jurisdictions or municipalities be compensated for land transferred to Infrastructure?**

A: At this time, there is no legislative requirement for compensation for land transferred to Infrastructure. However, section 187.1(4)(a) of the Education Amendment Act, 2025 includes a provision that the Minister may pay compensation to the owner transferring land to Infrastructure, as determined by regulation, if any. Any such regulation would also determine the amount payable to the owner. The development of any such regulation would be subject to future government decision-making.

If at the time of transfer, and if there has been no cost incurred, there will be no compensation for transferring the property. If there are special circumstances where there are perceived or actual costs that have been incurred prior to the notice of transfer, we will follow process/policy to determine if compensation will be provided.

2. Under what conditions might compensation be considered?

A: If no costs have been incurred at the time of transfer, compensation is not expected. Where there are special circumstances, such as actual costs incurred prior to the notice of transfer, the matter will be reviewed through government policy and process to determine if compensation is appropriate. The development of related regulations is under consideration, though no timelines have been established.

3. How will Infrastructure gather information to budget for compensation costs, and what role will stakeholders have?

A: The Ministry of Infrastructure will work with stakeholders, including school jurisdictions and municipalities, to collect relevant data on costs incurred for land or site improvements. Input from stakeholders will help ensure that regulations reflect actual costs and circumstances, but specific processes and timelines for consultation will be set once regulations are finalized

Legislative Changes and Other Amendments

1. Will existing agreements or school sites need to be changed because of this legislation?

A: Existing agreements, partnerships and school sites are not affected by the changes in Bills 50 and 51. The new ownership and management model applies to new and replacement school projects approved from Budget 2025 onward. Current school properties and agreements will continue under existing terms unless changes are specifically required in the future.

2. What is the anticipated date for the regulations?

A: There is no confirmed timeline for when the regulations will be finalized or come into effect.

3. How will projects currently underway or funded before the legislation be impacted? Will schools approve under existing programs (e.g., School Construction Accelerator Program) be subject to the new rules?

A: Projects currently underway or funded before the enactment of Bills 50 and 51 are not subject to the new ownership and leasing model introduced by these bills. School projects approved under budget 2024 and earlier, will continue under existing agreements and governance structures. These projects are exempt from the new provisions, as they were approved prior to the legislation's passage and are not affected by the changes to property ownership and leasing outlined in Bills 50 and 51. Therefore, there is no requirement to alter current agreements or management approaches for these projects.

4. How are off-site levies and transportation levies affected?

A: Section 648(1.1) of the *Municipal Government Act* exempts school buildings either owned or leased by school jurisdictions from off-site levies.

Overall Implementation

1. **Under the new real property framework in Bill 50 and Bill 51, do municipalities lose any authority for designating reserve land for school sites?**

A: No. Municipalities retain their authority under the *Municipal Government Act* (MGA) to identify and allocate reserve lands for future school sites in consultation with school boards. Bill 50 does not amend the reserve allocation requirements of the MGA.

2. **Will public access and use of reserve lands be protected?**

A: Public access to amenities such as playgrounds and sports fields may continue through subleasing arrangements with school boards. Infrastructure will not restrict access, but municipalities and school boards must negotiate continued shared use.

3. **As jurisdictions adjust to the new ownership model, what kinds of transition supports—technical, or otherwise will be available to help ensure smooth implementation?**

A: We are working on processes and documents to support implementation, and Infrastructure, Education and Childcare and Municipal Affairs will continue to work closely together as everything is rolled out. If you have a new school project approved under Budget 2025 or later, Infrastructure will work directly with you throughout the process. If you have additional questions or concerns that were not addressed at the session, please reach out to us by email address infra.policy@gov.ab.ca.

4. **How does the province plan to respond to stakeholder concerns about specific or diverse situations under the new model?**

A: We recognize that a one-size-fits-all approach may not be appropriate for all circumstances. These unique circumstances are actively being reviewed as part of the implementation process. The concerns and issues raised have been noted and are actively being examined to identify any gaps or necessary adjustments. As this review progresses, we will continue to update stakeholders and provide guidance accordingly.

FOIRE AUX QUESTIONS

Changements de droit de propriété

1. Quels sont les principaux changements apportés aux rôles et responsabilités des propriétaires en vertu des projets de loi 50 et 51?

R : Les projets de loi 50 et 51 introduisent un changement dans le droit de propriété et la gouvernance des biens immobiliers scolaires nouveaux et remplacés. En vertu du projet de loi 51, la *Education Amendment Act, 2025*, la propriété légale des sites scolaires nouveaux ou remplacés dont le financement a été approuvé dans le budget de 2025 ou les suivants sera transférée à la Couronne, représentée par le ministre de l'Infrastructure, à la suite d'un avis de transfert par écrit et de l'expiration d'un préavis de 45 jours. Lors du transfert, les autorités scolaires se verront offrir un droit de tenure à bail du ministère de l'Infrastructure.

Le projet de loi 50 appuie ces changements en harmonisant la *Municipal Government Act* avec ce nouveau modèle de propriété, ce qui permet d'éliminer les restrictions spéciales d'aménagement des terres (désignations de réserves) lorsque des terrains scolaires sont transférés à la Couronne. Ensemble, ces modifications législatives consolident le droit de la province d'être propriétaire des nouvelles infrastructures scolaires afin d'améliorer la surveillance, la gestion des actifs et la planification à long terme, tout en maintenant la responsabilité des autorités scolaires à l'égard des programmes éducatifs et des activités courantes.

La propriété légale du terrain et des biens immobiliers sera transférée au ministère de l'Infrastructure, mais le fonctionnement et l'entretien incomberont encore à l'école.

2. Qu'est-ce qui est considéré comme une école « nouvelle » ou « de remplacement » en vertu de ce modèle?

R : Le projet de loi 51 définit un projet d'école « nouvelle » ou « de remplacement » comme un projet qui consiste à construire un établissement d'enseignement complètement nouveau, à remplacer une ancienne école par un nouveau bâtiment ou à réaffecter un bâtiment non scolaire existant pour en faire une école. Il comprend également tous les travaux de préparation du site nécessaires pour soutenir ces activités. Tous les projets de construction ou de remplacement d'écoles annoncés dans le cadre du programme d'accélération de la construction d'écoles de l'Alberta seront également assujettis à ce cadre de propriété.

Les projets visant seulement des rénovations, de l'entretien, des ajouts, des améliorations structurelles ou la construction de routes d'accès ne sont pas considérés comme des écoles nouvelles ou de remplacement en vertu de cette définition et ne sont pas touchés par le nouveau modèle de propriété.

3. Qu'est-ce qui est considéré comme un « nouveau bien immobilier scolaire » dans le cadre du nouveau modèle de propriété?

R : Selon la définition figurant dans le projet de loi 51, l'expression « nouveau bien immobilier scolaire » s'entend d'une parcelle de terrain à l'égard de laquelle un intérêt en fief simple est détenu, tel qu'il est inscrit sur le certificat de titre délivré en vertu de la *Land Titles Act*. Cela s'applique précisément aux terrains associés à un « projet approuvé de nouvelle école ». Seules ces parcelles sont assujetties au modèle provincial de propriété et de location. Les terrains associés à des projets de modernisation ou d'entretien ne sont pas inclus.

4. Comment le nouveau modèle de propriété s'appliquera-t-il aux écoles de remplacement?

R : Les écoles de remplacement approuvées dans le budget de 2025 et les suivantes sont visées par le nouveau modèle de propriété. Les biens immobiliers connexes, dont les terrains et les bâtiments, seront transférés à la Couronne en vertu du projet de loi 51. L'autorité scolaire continuera d'exploiter l'école dans le cadre d'un bail signé avec le ministère de l'Infrastructure de l'Alberta. Si une école de remplacement est construite sur un nouveau site ou un terrain loti, seule la partie utilisée pour la nouvelle école sera transférée.

5. Quelle est l'incidence des changements sur les ajouts et les projets de modernisation?

R : Les ajouts à des écoles existantes qui ne font pas partie d'un projet de remplacement et les initiatives de modernisation ne sont pas assujettis à un transfert de propriété. Le propriétaire foncier actuel (généralement l'autorité scolaire ou la municipalité) conservera la propriété et la gouvernance de ces sites existants.

6. Les écoles existantes ou les projets déjà approuvés seront-ils touchés par ce changement?

R : Non. La structure de propriété actuelle continuera de s'appliquer aux écoles existantes et aux projets scolaires approuvés avant le budget de 2025. Les projets dont la planification ou la conception a été approuvée dans le cadre du budget de 2024 ou de budgets antérieurs conserveront la structure de propriété en place.

7. Comment le nouveau modèle de propriété s'applique-t-il aux écoles de remplacement, en particulier lorsqu'elles sont cofinancées ou améliorées?

R : Si un projet est admissible à titre d'école de remplacement et qu'il est annoncé dans le budget de 2025 ou un budget suivant, le ministère de l'Infrastructure de l'Alberta prendra possession du terrain et des bâtiments, y compris les améliorations cofinancées (p. ex., gymnases plus grands, espaces spécialisés). Les autorités scolaires et les partenaires municipaux pourraient conserver des ententes d'exploitation ou de sous-location pour les éléments à usage partagé, mais le titre légal sera transféré à la Couronne en vertu du projet de loi 51.

8. Quelles parties d'un site scolaire la province possèdera-t-elle et lesquelles demeureront la propriété des autorités locales?

R : La loi permet au ministère de l'Infrastructure de l'Alberta d'être propriétaire de tous les biens immobiliers scolaires désignés pour les écoles nouvelles ou de remplacement financées dans le cadre du budget de 2025 ou des suivants. Cela comprend les terrains, les bâtiments, les parcs de stationnement, les terrains de jeux et les terrains de sport. Cependant, le ministère de l'Infrastructure ne possèdera pas d'installations récréatives qui existaient auparavant ou qui

sont nouvellement construites, mais qui sont distinctes des biens immobiliers scolaires. De plus, le ministère de l'Infrastructure n'assumera pas la propriété de bâtiments ou d'installations autres que les biens immobiliers scolaires désignés, tels que des bureaux administratifs autonomes ou des entrepôts. Le ministère de l'Infrastructure peut signer des baux avec des autorités scolaires seulement; toute utilisation par des tiers (p. ex., des bureaux municipaux) doit être assurée par le biais de sous-locations gérées par l'autorité scolaire.

9. Pourquoi le droit de propriété de l'école n'est-il pas rétroactif et ne s'applique-t-il qu'à partir de maintenant?

R : L'approche réduit au minimum les perturbations dans le fonctionnement courant de l'école et facilite une transition plus harmonieuse vers un droit de propriété centralisée des biens immobiliers.

10. Comment le processus de transfert des terrains se déroulera-t-il dans le cadre du nouveau modèle?

R : En vertu des projets de loi 50 et 51, le droit de propriété est officiellement transféré à la Couronne (représentée par le ministère de l'Infrastructure) pour les projets de construction ou de remplacement d'écoles approuvés dans le budget de 2025 ou un budget suivant, généralement à l'étape de la conception, une fois que l'état de préparation du site est confirmé. Aucun changement important n'est prévu dans l'échéancier. Les processus municipaux en place pour le lotissement, la viabilisation et le zonage continuent de s'appliquer. Une fois que le site est prêt, le droit de propriété est transféré à la province.

11. Qu'advient-il des terrains qui sont actuellement désignés comme des réserves de terrains municipaux (*Municipal Reserve—MR*), des réserves de terrains scolaires (*School Reserve—SR*) ou des réserves de terrains municipaux et scolaires (*Municipal and School Reserve—MSR*)?

R : Lorsque le droit de propriété d'un bien immobilier scolaire construit sur des terres MSR, SR ou MR est transféré au ministère de l'Infrastructure, la désignation de réserve sera supprimée du titre foncier. Ce changement est rendu possible grâce aux modifications des projets de loi 50 et 51 afin d'appuyer le droit de propriété des nouvelles infrastructures scolaires accordé à la province.

12. Comment le processus de transfert s'applique-t-il aux terrains appartenant aux autorités scolaires ou à des tiers?

R : Si le terrain d'une nouvelle école ou d'une école de remplacement appartient à une autorité scolaire ou à un tiers (p. ex., une municipalité ou un promoteur), il doit être transféré au ministère de l'Infrastructure dans les 45 jours suivant la réception de l'avis écrit. L'autorité scolaire exploitera ensuite l'école en vertu d'un bail signé avec la province. Il est important de noter que la loi ne précise pas la source du transfert; elle parle simplement du « propriétaire ». Les transferts pourraient donc provenir d'une autorité scolaire, d'une municipalité ou d'un autre propriétaire légal, selon les circonstances.

13. Le ministère de l'Infrastructure sera-t-il responsable du cout des réparations et de l'entretien étant donné qu'il est propriétaire du bâtiment et du site?

R : Le changement de propriétaire dans le titre foncier n'a pas pour but d'entraîner l'élimination des couts existants ou d'imposer de nouveaux couts aux autorités scolaires ou au ministère de l'Infrastructure. Les autorités scolaires continueront d'être responsables du fonctionnement et de l'entretien, y compris des améliorations au besoin, par l'intermédiaire des mécanismes de financement existants, tels que les budgets pour le fonctionnement et l'entretien, ainsi que le financement de l'entretien et du renouvellement.

L'entretien et le renouvellement demeureront la responsabilité des autorités scolaires, comme il est indiqué dans le contrat de location avec le ministère de l'Infrastructure. Le ministère de l'Éducation révise continuellement ses politiques de financement, telles que le financement de l'entretien et du renouvellement, pour s'assurer que les autorités scolaires disposent des ressources adéquates pour offrir un milieu scolaire sécuritaire, sain et propice à l'épanouissement.

14. Quelles mesures de protection sont en place pour s'assurer que le site continue d'être utilisé à des fins éducatives?

R : Les contrats de location entre le ministère de l'Infrastructure et les autorités scolaires comprennent des clauses d'utilisation autorisée afin de garantir que le site est utilisé à des fins éducatives. Il n'y a aucune intention de réaffecter les biens scolaires pour des fins autres que l'éducation. Le rôle du ministère de l'Infrastructure se limite à la surveillance des biens et ne comprend pas les programmes d'enseignement.

15. Le ministère de l'Infrastructure réaffectera-t-il un site scolaire pour une autre autorité scolaire?

R : Le ministère de l'Infrastructure conclut des contrats de location directement avec les autorités scolaires. Il détient le titre légal du site, mais l'autorité scolaire conserve le pouvoir de l'utiliser pour ses activités pédagogiques. Le cadre de location renforce le fait que l'utilisation à des fins éducatives est prioritaire.

16. Pourquoi avoir apporté un tel changement?

R : Le ministère de l'Infrastructure supervisera la propriété et la location des projets de construction et de remplacement d'écoles, ce qui assurera une utilisation plus stratégique des actifs conformément aux priorités provinciales plus générales, renforcera la surveillance gouvernementale et améliorera la planification stratégique et l'affectation des ressources pour les biens scolaires. La séparation permet au ministère de l'Infrastructure de se concentrer sur la propriété et la location des biens immobiliers scolaires, misant sur son expertise dans la gestion des infrastructures publiques, tandis que les autorités scolaires se chargeront principalement de la prestation de programmes éducatifs et de l'entretien des écoles grâce à leurs connaissances spécialisées.

17. N'est-ce pas simplement un moyen de s'emparer des terrains et une tentative de réduire l'autonomie des autorités scolaires?

R : Le nouveau modèle de propriété centralisée des biens immobiliers scolaires confiée au ministère de l'Infrastructure n'est pas un moyen de s'emparer des terrains ou une tentative de réduire l'autonomie des autorités scolaires. Le modèle vise plutôt à améliorer la gestion des ressources, la transparence et l'efficacité de la gouvernance des biens immobiliers scolaires. Les autorités scolaires continueront d'exploiter et d'entretenir les installations pour les services éducatifs, tandis que le ministère de l'Infrastructure s'occupera de la propriété et de la location des biens immobiliers, assurant ainsi une meilleure surveillance et une utilisation stratégique des biens gouvernementaux pour soutenir les priorités gouvernementales plus générales.

18. Quelles sont les responsabilités des autorités scolaires et des municipalités en ce qui concerne les biens immobiliers scolaires?

R : Les autorités scolaires demeurent responsables de l'exploitation, de l'entretien et de l'utilisation continus des installations scolaires, y compris celles qui se trouvent sur des terrains loués. Les municipalités s'occupent du remaniement, du lotissement et de viabilisation des terrains jusqu'aux limites du site avant le transfert. Le processus de réalisation du projet demeure inchangé et les autorités scolaires continuent de participer à la conception, aux autorisations et à la surveillance des travaux de construction. La province n'assumera pas de rôle dans la négociation relative aux réserves de terrains scolaires.

19. Qui sera responsable de la viabilisation d'un site scolaire?

R : Les responsabilités et les processus actuels en matière de viabilisation des sites demeurent inchangés. Responsabilité partagée en matière de planification : les autorités scolaires et les municipalités continueront d'effectuer conjointement la planification et l'évaluation des besoins pour les nouveaux sites scolaires. Les municipalités continueront d'être responsables de la coordination et de la prestation des services de base, tels que les routes, les trottoirs, l'approvisionnement en eau, les égouts, les infrastructures d'eaux pluviales, l'électricité, le gaz et les télécommunications. Les municipalités veilleront également à ce que la viabilisation soit conforme aux plans d'aménagement du terrain et aux calendriers de développement communautaire afin d'appuyer la construction d'écoles en temps opportun. Les autorités scolaires ou les promoteurs pourraient contribuer à la viabilisation du site en vertu de certaines ententes.

L'intention est de maintenir les pratiques actuelles concernant la préparation des sites scolaires; les étapes de préparation, telles que la viabilisation et l'aménagement du site peuvent commencer avant que le transfert de titre ne soit finalisé. Le transfert de titre demeurera la dernière étape du processus, conformément aux pratiques en place, et ne sera pas effectué avant les travaux de préparation du site.

20. Quelle sera l'incidence de ces changements sur les écoles visées par un partenariat public-privé (PPP)?

R : Les écoles nouvelles et de remplacement issues d'un PPP seront la propriété du ministère de l'Infrastructure. Toutefois, les contrats de location pourraient être différents de la conception-construction et de la conception-soumission-construction, car les projets de PPP comportent un volet d'entretien à long terme.

21. Quelle est la raison invoquée pour transférer le droit de propriété des terrains de sport au ministère de l'Infrastructure? Nous avons des inquiétudes concernant l'accès du public.

R : Les sites scolaires appartiendront dorénavant à la Couronne. Cela comprend les bâtiments et tous les terrains connexes (p. ex., terrains de jeux, terrains de sport, parcs de stationnement) qui soutiennent les programmes éducatifs. Dans le cadre des contrats de location et des ententes d'utilisation conjointe et de planification (JUPA), on s'attend à ce que les autorités scolaires continuent de travailler en étroite collaboration avec les municipalités en ce qui concerne l'exploitation et l'entretien des terrains sport, en veillant à la coordination de toutes les activités et en s'assurant qu'elles sont dans l'intérêt public.

22. Une municipalité peut-elle conserver le droit de propriété des terrains de sport ayant une désignation de réserve de terrains municipaux (MR) et les louer à une école?

R : Oui, c'est possible, mais il faut pour ce faire une collaboration avec le ministère des Affaires municipales afin d'assurer le respect de la *Municipal Government Act* et de tout règlement applicable aux réserves.

23. Le gouvernement envisagerait-il de retirer les terrains de sport de l'enveloppe des projets relatifs aux biens immobiliers scolaires, ce qui permettrait aux municipalités de continuer à en être propriétaires, à les exploiter et à les entretenir? Il s'agirait là d'une mesure incitative permanente pour investir dans les terrains de sport en partenariat avec les autorités scolaires.

R : Le nouveau modèle de propriété n'a pas pour but d'avoir une incidence sur les partenariats actuels ou les JUPA, ni d'entraver les investissements de la municipalité ou de la communauté. On reconnaît toutefois qu'une approche universelle pourrait ne pas convenir dans toutes les situations et nous examinerons l'inclusion automatique des terrains de sport dans les biens immobiliers scolaires qui sont transférés au ministère de l'Infrastructure.

Location

Conditions de location : structure, renouvellement et résiliation

1. Toutes les autorités scolaires seront-elles soumises aux mêmes conditions de location? Comment les baux répondront-ils aux besoins particuliers en matière de programmation?

R : Oui. Toutes les autorités scolaires, qu'elles soient publiques, séparées, francophones et à charte, auront des contrats de location assortis des mêmes conditions de base (p. ex., type de bail, rôles et responsabilités et durée du bail). Bien que la structure globale soit normalisée, le bail offre une certaine souplesse pour soutenir les besoins particuliers en matière de programmes et de fonctionnement de chaque autorité scolaire. Les baux seront en vigueur tant que le site sera nécessaire à des fins éducatives.

2. Quelle sera la durée du bail lorsque le ministère de l'Infrastructure deviendra propriétaire d'un bien immobilier scolaire?

R : Les baux seront généralement établis pour une longue durée et structurés comme des baux immobiliers. Les autorités scolaires conserveront l'entière responsabilité opérationnelle et recevront un titre de droit de tenure à bail enregistré en vertu du titre d'intérêt en fief simple du

ministère de l'Infrastructure. Une analyse plus approfondie est en cours pour déterminer la durée à privilégier pour le bail.

3. Les contrats de location viseront-ils le fonctionnement ou les immobilisations?

R : L'objectif est de structurer les baux comme des contrats de location-exploitation, à l'instar des modèles précédents utilisés pour d'autres biens du gouvernement. L'approche a déjà fait l'objet d'un examen par le vérificateur général dans le passé.

4. Le ministère de l'Infrastructure peut-il résilier un bail?

R : Les baux demeureront en vigueur tant que l'installation sera utilisée à des fins éducatives. Un bail peut être résilié seulement si une autorité scolaire détermine que l'installation n'est plus nécessaire ou si cette dernière cesse d'être utilisée à des fins éducatives.

5. Imposera-t-on des frais de location?

R : Le loyer net sera fixé à 1 \$. Il s'agit de baux à paiement direct et à recouvrement des coûts dans le cadre desquels l'autorité scolaire paie tous les coûts d'exploitation et d'entretien directement aux fournisseurs de services. Aucun loyer n'est versé au ministère de l'Infrastructure à moins que ce dernier ne fournisse des services supplémentaires.

6. Comment les actifs loués doivent-ils être comptabilisés?

R : La valeur pour les assurances et la comptabilité sera indiquée lors du changement de droit de propriété des installations. Les autorités scolaires peuvent utiliser cette valeur pour comptabiliser l'actif et assurer la conformité aux normes comptables.

7. Y aura-t-il une incidence sur les subventions de l'entretien et du renouvellement des infrastructures, du fonctionnement et de l'entretien ou de l'entretien et du renouvellement des immobilisations?

R : Les volets de financement tels que l'entretien et le renouvellement des infrastructures et l'entretien et le renouvellement des immobilisations se poursuivront comme avant. Ils soutiendront les besoins permanents en matière d'entretien et d'exploitation et aucun changement ne sera apporté.

8. Que se passera-t-il à la fin d'un bail?

R : Les baux seront généralement renouvelés tant que les installations continueront d'être utilisées à des fins éducatives.

9. Pour les contrats de location avec option d'achat, quand et comment le transfert de titre aura-t-il lieu? Comment les titres de droit de tenure à bail seront-ils enregistrés par rapport au titre d'intérêt en fief simple du ministère de l'Infrastructure?

R : Le nouveau modèle ne prévoit pas des contrats de location avec option d'achat. Le ministère de l'Infrastructure de l'Alberta conserve la pleine propriété en fief simple des biens immobiliers scolaires. Les autorités scolaires se verront offrir un droit de tenure à bail pour la durée de leur occupation, qui sera officiellement enregistré sous le titre d'intérêt en fief simple de la province dans le registre des titres fonciers.

10. Comment les contributions municipales aux installations à utilisation conjointe sont-elles gérées?

R : Les investissements municipaux sont gérés par le biais de sous-locations avec les autorités scolaires. Le ministère de l'Infrastructure ne conclut pas un contrat de location directement avec des municipalités, des groupes communautaires ou des organismes tiers.

Assurances et rapports

11. Qui est responsable des assurances dans le cadre du nouveau modèle de location?

R : Les autorités scolaires demeureront responsables d'assurer les parties des biens immobiliers qu'elles occupent et utilisent. Le droit de tenure à bail permet aux autorités scolaires d'obtenir la couverture d'assurance nécessaire, même si la province est propriétaire du site.

12. De quels types d'assurances les autorités scolaires auront-elles besoin et y aura-t-il des changements à la couverture ou à la valeur assurable?

R : Les autorités scolaires continueront de souscrire des assurances semblables à ce qui est exigé actuellement, y compris la responsabilité civile générale, l'assurance tous risques pour les biens appartenant aux locataires, l'assurance relative aux chaudières et à la machinerie et la couverture pour les travaux de construction ou les améliorations locatives. Aucun changement important n'est prévu pour le moment dans le calcul de la valeur assurable ou la couverture de la responsabilité civile.

13. Quelle sera l'incidence sur les rapports financiers?

R : Étant donné que les contrats de location sont structurés comme des contrats de location-exploitation, ils seront comptabilisés en charges. Il n'y a pas de changement important en ce qui concerne les obligations de rapports financiers en raison de la structure de location.

14. Le modèle de location s'applique-t-il aux nouvelles écoles construites sur des propriétés existantes? Quels sont les conditions et les coûts typiques des baux?

R : Oui. Le modèle de location s'applique à toutes les nouvelles écoles, quel que soit le statut de propriété. Les contrats de location seront des contrats de location-exploitation traités comme une charge à des fins comptables, ce qui comprend l'amortissement. Cette approche a déjà été adoptée pour d'autres biens immobiliers du gouvernement et a fait l'objet d'un examen par le vérificateur général.

15. Y aura-t-il de nouvelles exigences en matière de rapports ou d'entretien pour les autorités scolaires dans le cadre du modèle de location?

R : Il n'y a pas de nouvelles exigences en matière de rapports ou de coûts découlant du modèle de location. Les pratiques actuelles en matière de rapports demeurent inchangées; le ministère de l'Infrastructure ne recevra pas de rapports supplémentaires en raison de ces baux.

16. Y a-t-il des modifications à la période de garantie s'appliquant aux nouvelles constructions d'école?

R : Aucun changement n'est prévu. Les problèmes survenant après la garantie standard d'un an demeurent la responsabilité de la division scolaire, qui les gèrera par l'entremise de son financement affecté à l'entretien.

Sous-location et utilisation de l'espace

17. Les autorités scolaires peuvent-elles louer une partie de leurs installations scolaires à des tiers (p. ex., des groupes communautaires ou des associations)?

R : Oui. Le bail principal entre le ministère de l'Infrastructure et l'autorité scolaire permet la sous-location. Les autorités scolaires gèrent ces ententes, et les revenus qui y sont associés leur appartiennent. Bien que le bail principal fournisse un cadre général, ses conditions peuvent être adaptées pour répondre aux besoins particuliers des parties concernées. La province n'a pas l'intention de s'ingérer dans les ententes de sous-location entre les autorités scolaires et des tiers.

18. Qui sera responsable des baux dans les écoles communautaires (p. ex., les écoles francophones louant des locaux à des organismes communautaires)?

R : L'autorité scolaire, en tant que locataire, supervisera directement les contrats de sous-location. Le ministère de l'Infrastructure ne sera pas parti à de telles sous-locations.

19. Les sous-locations devront-elles être soumises à l'approbation du gouvernement?

R : Non. Les autorités scolaires peuvent signer des baux pour la sous-location sans l'approbation de la Couronne. Des ententes avec les municipalités pour des installations telles que des terrains de baseball en sont des exemples.

20. Les autorités scolaires devront-elles demander l'autorisation du ministère de l'Infrastructure pour apporter des modifications aux écoles ou entreprendre d'importants projets d'entretien ou de réfection?

R : En vertu de la *Education Act*, les autorités scolaires sont tenues d'obtenir l'approbation ministérielle pour apporter des modifications majeures ou réaliser des projets de réfection. Les modifications législatives découlant des projets de loi 50 et 51 ne changent rien à cette exigence.

21. Que se passe-t-il si les municipalités choisissent de ne pas sous-louer?

R : Les autorités scolaires continueront de détenir des baux pour les biens immobiliers scolaires et pourront négocier des baux de sous-location avec les municipalités. Si une municipalité refuse, d'autres dispositions pourraient être prises. Le ministère de l'Infrastructure n'a aucun rôle à jouer dans la sous-location.

22. Les municipalités seront-elles désormais responsables de l'exploitation et de l'entretien des terrains de jeux ou des terrains de sport?

R : Aucun changement n'est prévu. Les municipalités et les autorités scolaires peuvent conserver leurs ententes actuelles au moyen de sous-locations ou d'accords. Le ministère de l'Infrastructure n'est pas responsable de l'exploitation directe ou de l'entretien des installations à usage partagé.

23. Comment les contrats de location aborderont-ils les espaces à usage partagé (p. ex., terrains de sport, installations communautaires) et les baux de sous-location entre les municipalités et les tiers partenaires?

R : Les contrats de location en vertu du nouveau modèle comprendront des dispositions relatives aux espaces à usage partagé tels que les terrains de sport et les installations communautaires. Tant que le ministère de l'Infrastructure en sera le propriétaire, les autorités scolaires, en tant que locataires, auront la possibilité de sous-louer à des municipalités ou à des partenaires tiers pour une utilisation conjointe.

24. Le ministère de l'Éducation et de la Garde d'enfants exigera-t-il un traitement différent de l'obligation de mise hors service des immobilisations pour les nouvelles écoles appartenant au gouvernement comparativement aux autres écoles récemment construites?

R : Cette question est à l'étude. Nous consultons des experts-comptables pour déterminer le traitement approprié.

25. Si une municipalité a contribué à l'achat d'immobilisations à l'intérieur d'une école, comme des installations à utilisation conjointe, et que le terrain est transféré à la province, la municipalité deviendra-t-elle locataire de cette installation?

R : Non. En vertu du nouveau modèle de propriété, le ministère de l'Infrastructure loue des biens immobiliers scolaires uniquement aux autorités scolaires. Les municipalités ne deviennent pas locataires. Elles peuvent continuer d'avoir accès aux installations à utilisation conjointe en vertu d'ententes conclues directement avec l'autorité scolaire qui est signataire d'un contrat de location avec la province. La province n'est pas partie à ces baux de sous-location ou ces ententes.

Ententes d'utilisation conjointe et de planification (JUPA)

1. Le ministère de l'Infrastructure de l'Alberta participera-t-il dorénavant en tant que partie aux JUPA?

R : À l'heure actuelle, le ministère de l'Infrastructure de l'Alberta n'est pas officiellement parti aux JUPA; ces ententes sont conclues entre les autorités scolaires et les municipalités. Le ministère de l'Infrastructure surveillera l'évolution de la situation et pourra modifier son rôle au besoin en fonction des commentaires des parties prenantes et des exigences opérationnelles.

2. Qu'advient-il des JUPA déjà en place dans le cadre du nouveau modèle?

R : Les JUPA en place entre les autorités scolaires et les municipalités demeureront en vigueur. À l'heure actuelle, on ne s'attend pas à ce que le ministère de l'Infrastructure soit une partie directe à ces ententes. Cependant, il pourrait être possible à l'avenir de mettre à jour ou de réviser les JUPA pour qu'elles cadrent avec la nouvelle structure de propriété et de location, assurant ainsi une coordination et un partenariat continus entre toutes les parties.

3. **Quelle sera l'incidence de la suppression de la désignation de réserve sur les JUPA et les responsabilités en matière d'entretien?**

R : Le gouvernement de l'Alberta doit examiner de manière plus approfondie les responsabilités du ministère de l'Infrastructure à titre de propriétaire et l'incidence la suppression de la désignation de réserve sur les JUPA et l'entretien des terrains.

4. **Quelle sera l'incidence du nouveau règlement (le cas échéant) sur le droit de propriété des municipalités en vertu des JUPA existantes?**

R : Nous ne prévoyons pas de modifications aux JUPA. Toutefois, nous continuerons de surveiller l'évolution de la situation à la lumière des commentaires des parties prenantes afin de déterminer les prochaines étapes en ce qui concerne les rôles et les responsabilités du ministère de l'Infrastructure dans les JUPA, le cas échéant.

5. **Pouvez-vous confirmer que le public continuera d'avoir accès aux sites scolaires une fois que la province deviendra propriétaire de l'ensemble du site scolaire?**

R : Le changement du droit de propriété ne modifiera pas la façon dont les sites scolaires sont gérés actuellement et l'exploitation des installations par les autorités scolaires. Bien que la province soit dorénavant propriétaire de toutes les écoles nouvellement construites et remplacées, le fonctionnement et l'entretien courants resteront inchangés.

6. **Quelle sera l'incidence des changements de droit de propriété sur les groupes communautaires (p. ex., les associations de parents) qui recueillent des fonds et gèrent les biens des terrains de jeux?**

R : La propriété de l'équipement des terrains de jeux et des biens connexes sera transférée au gouvernement de l'Alberta avec les nouvelles écoles, mais l'entretien opérationnel en vertu des JUPA se poursuivra. Par conséquent, les municipalités ou les autorités scolaires continueront de participer à l'entretien.

7. **Les municipalités continueront-elles d'avoir leur nom sur le titre des sites scolaires en copropriété, en particulier pour les terrains de sport destinés à l'usage du public?**

R : Alors que le droit de propriété des écoles nouvelles et des écoles de remplacement sera transféré uniquement à la Couronne, les responsabilités en matière d'exploitation et d'entretien en vertu des JUPA incomberont encore aux autorités scolaires et aux municipalités, ce qui comprend l'utilisation et l'entretien partagés des terrains de sport.

Indemnisation

1. **Les autorités scolaires ou les municipalités seront-elles indemnisées pour les terrains transférés au ministère de l'Infrastructure?**

R : À l'heure actuelle, il n'y a aucune exigence législative prévoyant une indemnisation pour les terrains transférés au ministère de l'Infrastructure. Toutefois, l'alinéa 187.1(4)a) de la *Education Amendment Act, 2025* comprend une disposition selon laquelle le ministre peut verser une indemnité au propriétaire qui transfère un terrain au ministère de l'Infrastructure, selon ce qui est prévu dans le règlement, le cas échéant. Un tel règlement déterminerait également le

montant à verser au propriétaire. L'élaboration d'un tel règlement dépendrait des décisions prises ultérieurement par le gouvernement.

Au moment du transfert, s'il n'y a pas eu de frais encourus, il n'y aura pas d'indemnisation pour le transfert de la propriété. S'il y a des circonstances spéciales dans le cadre desquelles des coûts perçus ou réels ont été engagés avant l'avis de transfert, nous suivrons le processus ou la politique pour déterminer la nécessité de verser ou non une indemnisation.

2. Dans quelles conditions une indemnisation peut-elle être envisagée?

R : Si aucuns frais n'ont été engagés au moment du transfert, aucune indemnisation n'est attendue. S'il y a des circonstances spéciales, comme des frais réels engagés avant l'avis de transfert, la question sera examinée dans le cadre des politiques et des processus gouvernementaux afin de déterminer s'il faut verser ou non une indemnité. L'élaboration d'un règlement connexe est à l'étude, mais aucun échéancier n'a été établi.

3. Comment le ministère de l'Infrastructure recueillera-t-il l'information nécessaire pour budgétiser les coûts d'indemnisation et quel sera le rôle des parties prenantes?

R : Le ministère de l'Infrastructure travaillera avec les parties prenantes, notamment les autorités scolaires et les municipalités, pour recueillir des données pertinentes sur les coûts engagés pour l'amélioration des terrains ou des sites. Les commentaires des parties prenantes aideront à faire en sorte que la réglementation reflète les coûts réels et les circonstances, mais des processus et des échéanciers précis pour la consultation seront établis une fois que le règlement sera finalisé.

Modifications législatives et autres modifications

1. Les ententes existantes ou les sites scolaires devront-ils être modifiés en raison de cette loi?

R : Les ententes, les partenariats et les sites scolaires existants ne sont pas touchés par les modifications découlant des projets de loi 50 et 51. Le nouveau modèle de propriété et de gestion s'applique aux projets d'écoles nouvelles et de remplacement approuvés dans le budget de 2025 ou un budget suivant. Les droits de propriété des écoles et les ententes actuellement en place, avec les conditions qui s'y rattachent, demeureront en vigueur, à moins que des modifications ne soient précisément exigées plus tard.

2. Quelle est la date prévue pour l'entrée en vigueur du règlement?

R : Il n'y a pas d'échéancier confirmé pour la version définitive ou l'entrée en vigueur du règlement.

3. Quelle sera l'incidence sur les projets actuellement en cours ou financés avant l'entrée en vigueur de la loi? Les projets d'école approuvés dans le cadre de programmes existants (p. ex., le programme d'accélération de la construction d'écoles) seront-ils assujettis aux nouvelles règles?

R : Les projets actuellement en cours ou financés avant l'adoption des projets de loi 50 et 51 ne sont pas assujettis au nouveau modèle de propriété et de location introduit par ces projets de loi. Les projets scolaires approuvés dans le cadre du budget de 2024 et des budgets antérieurs se poursuivront en vertu des ententes et des structures de gouvernance déjà en place. Ces projets sont exemptés de l'application des nouvelles dispositions, car ils ont été approuvés avant l'adoption de la loi et ne sont pas touchés par les changements apportés à la propriété des biens immobiliers et à la location décrits dans les projets de loi 50 et 51. Par conséquent, il n'est pas nécessaire de modifier les ententes ou les approches de gestion actuelles relatives à ces projets.

4. Quelle sera l'incidence sur les taxes hors site et les taxes sur les transports?

R : Le paragraphe 648(1.1) de la *Municipal Government Act* exempte des taxes hors site les bâtiments scolaires appartenant à des autorités scolaires ou loués par celles-ci.

Mise en œuvre globale

1. En vertu du nouveau cadre des biens immobiliers prévu dans les projets de loi 50 et 51, les municipalités perdent-elles tout pouvoir de désigner des réserves de terrains scolaires?

R : Non. Les municipalités conservent leur pouvoir en vertu de la *Municipal Government Act* (MGA) d'identifier et d'attribuer des réserves de terrains scolaires pour de futurs sites scolaires, en consultation avec les autorités scolaires. Le projet de loi 50 ne modifie pas les exigences d'allocation des réserves prévues dans la MGA.

2. L'accès du public aux réserves de terrains et l'utilisation de ces derniers par le public seront-ils protégés?

R : L'accès public aux installations telles que les terrains de jeux et les terrains de sport pourrait se poursuivre grâce à des ententes de sous-location avec les autorités scolaires. Le ministère de l'Infrastructure ne restreindra pas l'accès, mais les municipalités et les autorités scolaires devront négocier une utilisation partagée continue.

3. Au fur et à mesure que les autorités scolaires s'adapteront au nouveau modèle de propriété, quels types de mesures de soutien, techniques ou autres seront offerts pour assurer une mise en œuvre en douceur?

R : Nous élaborons des processus et des documents pour soutenir la mise en œuvre, et les ministères de l'Infrastructure, de l'Éducation et de la Garde d'enfants et des Affaires municipales continueront de travailler en étroite collaboration pendant la mise en œuvre. Si vous avez un projet de nouvelle école approuvé dans le cadre du budget de 2025 ou d'un budget par la suite, le ministère de l'Infrastructure travaillera directement avec vous tout au long du processus. Si vous avez d'autres questions ou préoccupations qui n'ont pas été abordées lors de la séance, veuillez nous envoyer un courriel à l'adresse infra.policy@gov.ab.ca.

4. Comment la province prévoit-elle répondre aux préoccupations des parties prenantes concernant des situations particulières ou diverses dans le cadre du nouveau modèle?

R : Nous reconnaissons qu'une approche universelle pourrait ne pas convenir à toutes les circonstances. Les circonstances uniques sont prises en considération dans le cadre du processus de mise en œuvre. Les préoccupations et les problèmes soulevés ont été consignés et font l'objet d'un examen afin de cerner les lacunes ou les modifications nécessaires. Au fur et à mesure que progressera cet examen, nous continuerons d'informer les parties prenantes et de leur fournir une orientation en conséquence.

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	18%	2025/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	8%	2025/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	6%	2025/01/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	15%	2025/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	9%	2025/01/01	02-0065	Claresholm	7%	2025/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	20%	2025/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalthurst	7.5%	2023/01/01
03-0029	Bittern Lake	8%	2025/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	18.50%	2025/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	13.40%	2025/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	8%	2025/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14.75%	2025/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	20%	2025/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.50%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	18%	2025/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	16.80%	2025/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0310	Sylvan Lake	18%	2023/01/01
04-0273	Ross Haven	0%	2016/01/01	02-0311	Taber	18%	2020/07/01
03-0276	Ryley	3%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
04-0279	Seba Beach	4%	2014/01/01	02-0318	Tofield	5%	2015/01/01
02-0280	Sedgewick	12%	2025/01/01	04-0324	Val Quentin	0%	2016/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0331	Viking	8%	2013/01/01
04-0288	South View	3%	2019/01/01	02-0333	Vulcan	20%	2013/10/01
03-0099	Spring Lake, V.	0%	2025/04/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	3%	2025/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	5.34%	2025/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	13%	2025/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				

From: Samuel Giroux <sgiroux@legacydesigntech.com>

Sent: August 20, 2025 12:48 PM

To: admin@warner.ca

Subject: FW: XPLORE Utility Permit Request from Warner County - MKRV103 - Warner - LDI-02216

Good afternoon Kim,

I was chatting with Larry Liebelt and he did let me know that you guys have jurisdiction within the Village of Warner. I ve attached the print we had sent to Larry.

The overhead portion will occur on the FORTIS poles, which we are in talk with FORTIS to get approval for. The underground portion is what we are looking to get approval from the Village of Warner for the ULA.

Please let me know if there are any questions or if you require further information so that we can proceed with the underground built within the jurisdiction of the Village of Warner. We have submitted to Alberta Transportation and will also be submitting to CPKC for the railway crossing.

Thank you in advance,

From: Cindy Helm <Cindy.Helm@gov.ab.ca>

Sent: September 12, 2025 11:49 AM

Subject: Alberta Transportation & Economic Corridors Grant Application Deadline - NOV 30 (STIP / AMWWP / W4L)

November 30th is the grant application deadline to submit projects to be considered for funding in Spring 2026 for the Alberta Municipal Water/Wastewater Partnership (AMWWP), Water For Life (W4L), and Strategic Transportation Infrastructure Program (STIP),

You can find program information and what is required for your application on the website links below. If you would like to discuss the eligibility of a proposed project, please reach out to me.

NEW APPLICATIONS:

Municipalities can apply online through the Municipal Grants Application System (MGMA) or email the applications to me. MGMA's document size upload has been increased to 30MB.

PREVIOUSLY SUBMITTED PROJECTS:

If you have a previously submitted application that was not successful in receiving grant funding in 2025 and want the project to be considered in 2026. You will be required to submit updated cost estimates and let me know if there are any changes to the project - by the November 30th deadline. If you proceeded with any unapproved projects, they will no longer be eligible for grant funding.

Alberta Municipal Water/Wastewater Partnership | Alberta.ca

Municipalities can apply for projects related to municipal water supply / treatment facilities, and wastewater treatment / disposal facilities.

Water for Life program | Alberta.ca

Municipalities can apply for new regional water and wastewater pipelines to connect two or more eligible municipalities and the required treatment facility upgrades.

Water for Life – Existing regional water systems | Alberta.ca

Municipalities can apply for projects related to existing regional water/wastewater supply and treatment facilities. (Note: funding is calculated using a weighted average based on eligible project costs prorated by population or usage of each municipality applying for funding. The grant is then calculated using the Alberta Municipal Water/Wastewater Partnership funding formulas.)

Strategic Transportation Infrastructure Program (STIP) | Alberta.ca

Strategic Transportation Infrastructure Program (STIP) guidelines

Municipalities can apply for funding for projects under the following streams:

- * Local Road Bridge Program (LRB) – Rehab and maintenance of bridges and bridge sized culverts on municipal roads with a structural rating of less than 44.44
- * Resource Road Program (RRP) – Build or improve local roads to support industrial growth, including intersection improvements where local roads connect with provincial highways
- * Community Airport Program (CAP) – Rehab of small community owned public-use airports such as primary runway rehab, runway lighting, etc.
- * Local Municipal Initiative (LMI) – local transportation infrastructure projects that have an impact on the overall transportation or highway network

If you have any questions – let me know.

Cindy Helm
Safety and Grants Program Administrator
Construction and Maintenance Division, Southern Region
Transportation and Economic Corridors
Government of Alberta

Alberta's Official Road Reports
Go to 511.alberta.ca and follow @511Alberta

Classification: Protected A

From: ALSS AHDLIST <alss.ahdlist@gov.ab.ca>
Sent: September 11, 2025 11:18 AM
To: ALSS AHDLIST
Subject: Designation of affordable housing accommodations for property tax exemptions
Attachments: MO No. 2025-024.pdf; _Appendix B TEMPLATE FINAL.xlsx; Fact Sheet - Property tax exemptions for affordable housing.pdf

Dear CAO,

Affordable housing is a priority for the Government of Alberta. In 2024, section 363 of the Municipal Government Act was amended to exempt certain affordable housing units (as defined by the Alberta Housing Act) from property taxes. This change took effect on January 1, 2025.

Last year, Assisted Living and Social Services (ALSS) created the first list of housing units exempt from property tax for 2025. No units in your community were included, or the eligibility has since expired. We now need your input to prepare the list of eligible housing in your municipality for the 2026 tax year.

For 2026, the eligibility criteria have been expanded to include:

- * Affordable housing units run by housing management bodies that do not have a government agreement, and
- * Housing units operated by housing co-operatives under agreement with government.

Municipalities can still remove property tax exemptions through a bylaw, but the education property tax portion will always remain exempt.

To apply for the exemption in 2026, a housing provider must:

- * Be a non-profit, housing management body, or housing co-operative whose mission is to serve people in core housing need or identified target groups.
- * Have an agreement with a government (unless operated by a housing management body).
- * Charge rents at below market rates, deemed to be 10% or more below market.

At this time, no eligible units have been identified in your community. If your municipality has agreements with housing providers that meet the criteria, or if you know of eligible housing units, please complete the attached template (Attachment 2) and send it to alss.ahdlist@gov.ab.ca by September 19, 2025. In your email, please indicate in the subject line the name of your Municipality.

ALSS will review all submissions and may follow up for more details. If units are designated, you will receive your finalized community list by September 30, 2025. For more details on the process, see the attached Fact Sheet (Attachment 3).

Thank you for your support in helping ensure low-income Albertans have access to affordable housing.

Housing Division
Assisted Living and Social Services

Classification: Protected A



ALBERTA

ASSISTED LIVING AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2025-024

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act;

AND WHEREAS Ministerial Order No. 2024-011 established the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation and delegated to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, and it is desirable to consolidate these provisions into a single ministerial order.

THEREFORE, I, JASON NIXON, Minister of Assisted Living and Social Services, pursuant to section 31.1(1) of the Act, do hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
 - a. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, a co-operative housing provider or a similar organization as determined under this Ministerial Order that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*;
 - b. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta or a municipality, except for housing accommodation owned or operated by a management body; and,
 - c. have rental rates which are below market rates.

2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).
3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.
4. Rescind Ministerial Order No. 2024-011.

DATED this 19 day of AUG, 2025.



Jason Nixon
Minister of Assisted Living and Social Services

Property Tax Exemptions for Affordable Housing Accommodations

Expansion of the Designation Criteria – August 2025

Overview

In May 2024, the Government of Alberta amended the *Municipal Government Act* (MGA) to enable property tax exemptions for affordable housing. Section 363 of the MGA provides exemptions for affordable housing accommodations as defined by the *Affordable Housing Act* (AHA). The exemptions came into force on January 1, 2025.

- The property tax exemptions apply to the municipal and education property tax components.
- Municipalities may remove the municipal property tax exemption by bylaw, but the education property tax portion remains exempt.

Ministerial Order – Designation Criteria

The Minister of Assisted Living and Social Services (ALSS), responsible for the AHA, has the authority to determine the eligibility criteria for designating affordable housing accommodation under the Act. In addition, the Minister directs the Assistant Deputy Minister of the Housing Division in ALSS to establish and maintain a list of designated units.

Ministerial Order No. 2024-011

In August 2024, the ALSS Minister issued Ministerial Order (MO) No. 2024-011 establishing the designation criteria for affordable housing accommodations, which informed the creation of the provincial list for the 2025 taxation year. In August 2025, the ALSS Minister rescinded MO No.2024-011.

Ministerial Order No. 2025-024

In August 2025, the ALSS Minister signed MO No. 2025-024 to expand the eligibility criteria for designating affordable housing accommodations for the 2026 taxation year. The MO maintains the previous eligibility criteria with two additions.

The MO expands eligibility to co-operative housing units operated through an agreement with an order of government. It also now includes housing management body owned or operated units more broadly. These units no longer need to be operated under an agreement with an order of government to be eligible, given government's existing governance relationship with housing management bodies.

The designation can apply at the level of an individual unit.

To be designated as an affordable housing accommodation, a unit must:

- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, a co-operative housing provider or a similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the Social Housing Accommodation Regulation) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*;
- be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality, except for housing accommodation owned or operated by a management body; and,
- have rental rates which are below market rates.

When determining unit eligibility as per these criteria, ALSS also considers the following:

- Agreements with an order of government must be current, with dates expanding into the taxation year for which the designation is requested. Property tax exemptions should be granted only

for the duration that units are under agreement. This requirement does not apply to housing management bodies.

- Agreements with the Government of Alberta may include agreements with the Alberta Social Housing Corporation (ASHC) to provide grants or operational funding, or agreements under programs such as the Affordable Housing Partnership Program and the Indigenous Housing Capital Program.
- Rental rates must be equal to or below 90 per cent of median market rates.
- Units must be occupied (with reasonable periods of vacancy for repairs, renovations, etc.) and used as affordable housing.
- Vacant lots or units under construction are not eligible. Units must be actively used as affordable housing accommodations to be eligible.
- Units must be used for residential purposes to be eligible. Units used for administrative, commercial or other non-residential purposes are not eligible.
- The following types of units are not eligible for designation through this process: market units in mixed-income projects, units whose agreements with an order of government have expired, affordable home ownership, Continuing Care Type A, B and Type C, life leases.

Several affordable housing accommodations do not require designation through this process to receive property tax exemptions, as they are already exempt through other MGA sections or regulations. As such, they should not be included in community lists.

- Seniors' lodges are exempt through section 362(1)(m) and (n)(iv) of the MGA.
- Units owned by the ASHC are exempt through the Social and Affordable Housing Accommodation Exemption Regulation (SAHER) under the MGA.
- Units sold or transferred from the ASHC to housing providers that continue to be used as affordable housing are exempt through SAHAER.

- As of January 1, 2026, Type B and Type C continuing care homes and supportive living accommodations licensed under the *Continuing Care Act* and held by non-profits will be exempt through the Community Organization Property Tax Exemption Regulation (COPTER) under the MGA. Type A units continue to be exempt under section 362(1)(h) of the MGA.

Implementation

ALSS (Housing Division) develops and maintains a list of designated affordable housing accommodations. The list is updated annually in the summer/early fall, or upon notification of the transfer of a property. New units are only added during the annual review.

ALSS works collaboratively with municipalities and housing providers to review and update the list to ensure continued eligibility and to add new eligible units. During the annual review, municipalities and housing providers may submit additional units for consideration.

ALSS prepares final community lists which include the designated units eligible for property tax exemptions for the following taxation year. Municipalities, municipal assessors and housing providers receive the finalized lists by September 30 of each year to support municipal tax roll estimates.

A simplified list of all the designated affordable housing accommodations in the province is published on Open Alberta in the fall of each year.

Resources

To learn more, please refer to:

- Designation criteria - Ministerial Order 2025-024: [https://kings-printer.alberta.ca/Documents/MinOrders/2025/Assisted Living and Social Services/2025_024 Assisted Living and Social Services.pdf](https://kings-printer.alberta.ca/Documents/MinOrders/2025/AssistedLivingandSocialServices/2025_024_AssistedLivingandSocialServices.pdf)
- 2025 Affordable Housing Designation List: <https://open.alberta.ca/publications/affordable-housing-designation-list>

Contact

To contact the ALSS-Housing Division by email: alss.ahdlist@gov.ab.ca

Providers that have a direct relationship with the government may contact their ALSS Housing Advisor.



Request for Decision Advertising Bylaw 646-25

RECOMMENDATION

That a public hearing be set for Bylaw 646-25 for October 15, 2025 at 5:30 p.m. in Council Chambers.

LEGISLATIVE AUTHORITY

Municipal Government Act
Division 9 Passing a Bylaw
Section 153 General duties of councillors
Section 606

BACKGROUND

Municipalities must advertise notice of certain proposed bylaws, resolutions, public hearings, and other things in accordance with the *Municipal Government Act* (MGA). Section 606 of the MGA establishes three methods of advertising which are allowed. Notice of the bylaw, resolution, meeting, public hearing or other thing must be:

- Published *at least* once a week for two consecutive weeks in *at least* one newspaper or other publication circulating in the area to which the proposed matter relates.
- Mailed or delivered to every residence in the area to which the proposed matter relates.
- Given by a method provided for in an advertisement bylaw pursuant to section 606.1.

The first two methods – publishing notice in a local newspaper or mailing to every residence – offer little flexibility, take time and can be expensive and inconvenient.

Advertising bylaws allow municipalities to adopt different and often more practical methods of providing notice to the public, including by electronic means.

Before passing an advertising bylaw under section 606.1, Council must:

- Be satisfied that the method(s) of advertising the bylaw would provide for is likely to bring the matter advertised by that method to the attention of substantially all residents in the area to which the matter relates.
- Advertise notice of the bylaw in accordance with section 606, which must be by publishing in a local newspaper or mail unless the municipality already has an advertising bylaw.
- Conduct a public hearing before second reading.
- Make the bylaw available for public inspection.

RISKS/CONSEQUENCES

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



Request for Decision Advertising Bylaw 646-25

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Advertising Bylaw 646-25

**VILLAGE OF WARNER
BYLAW NO. 646-25**

A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO ESTABLISH ALTERNATIVE METHODS OF PUBLIC NOTIFICATION AND ADVERTISEMENT.

WHEREAS, pursuant to Section 606 of the *Municipal Government Act*, a Council must give notice of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1; and

WHEREAS, pursuant to Section 606.1 of the *Municipal Government Act*, a Council may by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606; and

WHEREAS, the Council of the Village of Warner is satisfied that the advertising method set out in this bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

1. Title

1.1. This bylaw may be cited as the "Advertising Bylaw."

2. Purpose

2.1. The purpose of this bylaw is to provide alternative methods for advertising proposed bylaws, resolutions, meetings, public hearings, and other things required to be advertised by the Village, and to modify certain advertising requirements.

3. Definitions

In this bylaw, unless the context otherwise requires:

Act means the *Municipal Government Act*, RSA 2000 c. M-26, and all amendments and revisions thereto;

Notice means any advertisement, notice, notification, or other form of communication required by s. 606 of the Act.

Thing means any proposed bylaw, resolution, meeting, public hearing or other things referred to in s 606 of the Act.

Village means the corporate of the Village of Warner.

4. Advertising Methods

4.1. General

- 4.1.1. Except where otherwise specified in this bylaw, where the Act requires notice of a Thing, the Village may electronically advertise the notice:
 - 4.1.1.1. by prominently post on the Village website at www.warner.ca; or
 - 4.1.1.2. by posting the Notice prominently on any of the Village's official social media sites;
 - 4.1.1.3. notwithstanding 4.1.1.1. and 4.1.1.2. anything required to be advertised under Part 17 of the Municipal Government Act or relating to development permits identified in the Land Use Bylaw must also be advertised in print media.
- 4.1.2. Notices advertised pursuant to 4.1.1. must remain accessible from the initial date of posting, through to the date of the thing advertised.
- 4.1.3. In addition to advertising pursuant to 4.1.1, the Village may also use the following methods to enhance and support advertisements posted on the Village's website:
 - 4.1.3.1. Newspapers or other print publications that circulate in the Village;
 - 4.1.3.2. Village of Warner Social Media sites;
 - 4.1.3.3. signage;
 - 4.1.3.4. newsletters, fliers, and other print media;
 - 4.1.3.5. mail;
 - 4.1.3.6. email and other electronic communications;
 - 4.1.3.7. any emergent technologies sufficient for these purposes.
- 4.1.4. Unless otherwise stated in this bylaw, any other bylaw of the Village of Warner, or any other applicable legislation, the methods used to advertise legislated notifications are at the discretion of the Village Chief Administrative Officer.

4.2. Tax Auctions

- 4.2.1. Tax Auctions shall be advertised by at least one of the following methods:
 - 4.2.1.1. in one issue of the Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the tax auction is to be held, and in one issue of a newspaper having general circulation in the municipality, no less than 10 days and not more than 20 days before

the date on which the tax auction is to be held; or

- 4.2.1.2. on the Village's website not less than 10 days before the date on which the tax auction is to be held.

This Bylaw will come into force on the date of third and final reading.

Read a first time this 20th day of August 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 Rates Bylaw 647-25

RECOMMENDATION

That Council give first reading to the Rates Bylaw 647-25.

That Council give second reading to the Rates Bylaw 647-25.

That unanimous consent be given for consideration of the third reading for the Rates Bylaw 647-25.

That Council give third and final reading for the Rates Bylaw 647-25.

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 Rates Bylaw 647-25 provides for revisions to the existing Rates Bylaw 630-24. The Rates Bylaw is to be reviewed annually in September.

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. Rates Bylaw 647-25

**VILLAGE OF WARNER
BYLAW 647-25**

A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA RESPECTING RATES TO BE CHARGED FOR MUNICIPAL SERVICES PROVIDED BY THE VILLAGE OF WARNER

WHEREAS Section 8(1)(c) of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, authorizes a municipality, by bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS section 61(2) authorizes a municipality to charge fees, tolls and charges for the use of its property, and

WHEREAS section 481(1) authorizes a municipality to establish fees payable to a person wishing to make a complaint to the Assessment Review Board, and

WHEREAS section 630.1 authorizes a municipality to establish fees for planning functions, and

WHEREAS section 6 gives a municipality natural persons powers, which imply the power to charge for goods and services provided.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1. This Bylaw may be referred to as the Rates Bylaw.

2. DEFINITIONS

Municipal Services means: annual rates, fees, tolls and charges for various goods, licenses permits and services provided by the Village of Warner.

3. GENERAL MATTERS

3.1. That the rates specified in the Schedules attached be charged for the Municipal Services as specified.

3.2. This Bylaw shall be reviewed and brought before Council in September, annually.

3.3. From time to time, review and amendments to the various Schedules may be required outside the annual review of the Rates Bylaw.

3.4. All Schedules attached to this Bylaw form part of this Bylaw.

3.5. Should any rates mentioned here still appear in older bylaws not yet revised, the rates mentioned in this bylaw shall be in full force and effect and supersede previous rates.

3.6. Bylaw 621-23 is hereby repealed.

Schedule A	Administrative Services Rates
Schedule B	Animal Control Rates
Schedule C	Assessment Review Board Rates
Schedule D	Civic Centre Rates
Schedule E	Electronic Vehicle Charging Station Rates
Schedule F	Enforcement
Schedule G	Lot Rent
Schedule H	Machine, Labour and Material Rates
Schedule I	Planning and Development Rates
Schedule J	Water, Wastewater and Solid Waste Rates

Read a first time this day of 2025.

Read a second time this day of 2025.

Unanimous consent be given consideration for third reading this day of 2025.

Read for a third and final time this day of 2025.

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule A: Administrative Services Rates

Description	Rate
Tax Certificate	\$40.00
NSF Cheques	\$45.00
ATIA Requests	\$25.00 \$100.00
Tax Lien	\$40.00
Tax Notification Discharge	\$40.00
Photocopying (over 100 pages)	\$0.25 / page

2% interest charged monthly on all overdue invoices with the exception of property taxes

Airport

Description	Rate
Hanger Lease	\$800.00 / year
Airport rental fee?	

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule B: Animal Control Rates

Description	Rate
Altered (spayed or neutered) Dog	\$15.00
Unaltered Dog	\$25.00
Vicious Dog	\$100.00
Fancier's License	\$40.00 plus license per dog
Replacement Tag – sheet says \$5	Half the price of the original license
Large Animals – permit required	\$20.00/Head
Small Animals – permit required	\$15.00/Head
Chickens – permit required	\$3.00/Head
Keeping or harbouring any Animal where prohibited in the bylaw	\$250.00
Keeping or harbouring any Animal in numbers more than those described in the bylaw	\$250.00
Pound Fees	Are set by Ridge Regional Public Safety Services

Minimum Penalties		VIOLATION TICKET	
SECTION	OFFENCE	First Offence	Second Offence
3.1; 5.4	Unlicensed Dog	\$200.00	\$250.00
3.2.1	Teasing, tormenting or provoking	\$100.00	\$150.00
3.7.6	Running At Large	\$100.00	\$150.00
3.2.2	Bait or Trap Animal	\$100.00	\$150.00
3.2.3	Untie Animal or Open Gate	\$100.00	\$150.00
3.7.1	Barking, Howling or Disturbing	\$100.00	\$150.00
3.7.2	Biting or Injuring a Person or Domestic Animal	\$300.00	\$350.00
3.7.3	Chasing Person, Motor Vehicle, Bicycle	\$200.00	\$250.00
3.7.4	Chasing or harassing a Domestic Animal	\$200.00	\$250.00
3.7.4	Killing, attacking or injuring a Domestic Animal	\$300.00	\$350.00
3.7.5	Damage to property	\$100.00	\$150.00
3.7.7	Public Nuisance	\$100.00	\$150.00
3.8; 3.9	Defecation	\$200.00	\$250.00
3.10	Obstruction or Interference	\$500.00	\$550.00
3.11	Communicable Disease	\$100.00	\$150.00
3.12	Failure to keep Dog in season confined	\$100.00	\$150.00
3.13	Dog in Park	\$100.00	\$150.00
4	Failure to comply with Section 4	\$200.00	\$250.00
5.1	Exceeding permitted number	\$200.00	\$250.00
5.13	Transferring License	\$100.00	\$150.00
5.8	Dog not wearing Tag	\$50.00	\$75.00

5.5	Providing False Information	\$500.00	\$550.00
6	Failure to comply with Section 6	\$200.00	\$250.00
SECTION	OFFENCE	VIOLATION TICKET	
Minimum Penalties for Vicious Dogs		First Offence	Second Offence
5.10	Unlicensed Dog	\$1,000.00	\$1,500.00
5.12	Not wearing Vicious Dog Tag	\$100.00	\$200.00
3.4	Dog Running At Large	\$1,000.00	\$1,500.00
3.7.1	Barking, Howling or Disturbing	\$500.00	\$600.00
3.7.2	Biting or Injuring a Person	\$1,500.00	\$2,000.00
3.7.3	Chasing Person, Motor Vehicle, Bicycle	\$1,500.00	\$2,000.00
3.7.4	Chasing or harassing a Domestic Animal	\$1,000.00	\$1,500.00
3.7.4	Killing, attacking or injuring a Domestic Animal	\$1,500.00	\$2,000.00
3.7.5	Damage to property	\$1,000.00	\$1,500.00
3.7.7	Nuisance	\$1,000.00	\$1,500.00
3.10	Obstruction or Interference	\$500.00	\$750.00
3.11	Failure to comply with Communicable Disease provisions	\$500.00	\$750.00
4.1	Failure to keep Vicious Dog under control of responsible adult person	\$1,000.00	\$1,500.00
4.2.1	Failure to notify Village of Vicious Dog	\$1,000.00	\$1,500.00
4.2.2	Failure to keep Vicious Dog in Secure Enclosure	\$1,000.00	\$1,500.00
4.2.3	Failure to keep Vicious Dog under Control	\$1,000.00	\$1,500.00
4.2.4	Failure to keep Vicious Dog properly muzzled	\$1,000.00	\$1,500.00
4.2.5	Failure to keep Vicious Dog restrained in Motor Vehicle	\$1,000.00	\$1,500.00
4.2.6	Transporting Vicious Dog outside passenger cab of Motor Vehicle	\$1,000.00	\$1,500.00
4.2.7	Failure to provide proof of insurance	\$1,000.00	\$1,500.00
4.2.8	Failure to include notification provision	\$1,000.00	\$1,500.00
4.2.9	Failure to provide proper signage	\$1,000.00	\$1,500.00
4..9	Failure to apply for Vicious Dog License	\$1,000.00	\$1,500.00
4.12	Failure to notify Village if Vicious Dog sold, gifted, transferred or dies	\$250.00	\$300.00
5.5	Providing False Information	\$500.00	\$750.00
5.3	No License	\$1,000.00	\$1,500.00
5.13	Transferring License	\$1,000.00	\$1,500.00
5	Failure to comply with Section 5	\$1,000.00	\$1,500.00

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule C: Assessment Review Board Rates

Description	Rate
Residential 3 or fewer dwellings and farmland	Up to \$ 50
Residential 4 or more dwellings	Up to \$650
Non-residential	Up to \$650
Business tax	Up to \$ 50
Tax notices (other than business tax)	Up to \$ 30
Linear property — power generation	Flat fee \$650 per facility
Linear property — other	Flat fee \$ 50 per DIPAUID *
Designated industrial property — major plant or facility	Flat fee \$650 per major plant or facility
Designated industrial property – other	Flat fee \$50 per DIPAUID *
Equalized assessment	Flat fee \$650

* Designated Industrial Property Assessment Unit Identification

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule D: Civic Centre Rates

Description	Rate
Ice Rental	
Youth	\$110.00 / hour plus GST
Adult	\$120.00 / hour plus GST
Family	\$60.00 / hour plus GST
Ice cancellation of less than 30 days will result in full invoicing	
Free Skate Fobs	
Family	\$250.00
Single	\$100.00
School (year)	\$500.00
Summer Floor Fob Rates (May to September)	
Family	\$125.00
Single	\$50.00
Gym Membership	
Gym Fob	\$10.00
Students and Seniors	\$35.00 / month \$100.00 / 3 months \$375.00 / year
Single	\$50.00 / month \$125.00 / 3 months \$475.00 / year
Families (3 + In Household):	\$140.00 / 3 months \$550.00 / year
Teams	\$575.00 / season
Extra Key Fobs	\$10.00 per fob (returned fob \$10.00 reimbursement)
Facility Rental (dinners, markets, weddings, etc.)	
Lobby	\$100.00 / day
Ice Surface	\$500.00 (includes table and chairs)
Table and Chair Rentals - \$50.00 reimbursement depending on condition of the tables and chairs when returned	\$100.00
Advertising	
Ice Board Advertising	\$150.00
Ice Logo	\$300.00
Banners for one year advertising	\$300.00

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule E: Electric Vehicle Charging Rates

Description	Rate
Level 1	\$2.00/hour
Level 2	\$12.00/hour

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule F: Enforcement Rates

PARKING

Description	Rate
Parking not permitted	\$100.00
Sidewalk/Boulevard	\$100.00
Obstructing Access	\$100.00
Motor Running	\$200.00
School Exit	\$100.00
Vehicle parked in Village of Warner	
First offense	\$500.00
Second offense	\$1,000.00
Nonpayment of ticket	
First offense	\$500.00
Second offense	\$1,000.00

DANGEROUS AND UNSIGHTLY PREMISES

Description	Rate
Section 10	
First Offence by that Person	\$300.00
Subsequent Offence by that Person	\$500.00

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule G: Lot Rent

Description	Rate
Lot Rental	\$100.00 / month

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule H: Machine, Labour and Material Costs

Description	Rate
Equipment	
Backhoe	\$90.00 / hour
Mower	\$65.00 / hour
Truck	\$35.00 / hour
Tamper	\$55.00 / hour
3 Point Hitch	\$80.00 / hour
Dump Truck	\$60.00 / hour
Manual Labour	\$60.00 / hour \$110.00 / 2 hours
Material	
Double Washed Gravel (delivery included)	\$50.00 / yard
Soil/Fill (when available)	\$25.00 / yard
Top Soil	\$40.00 / yard
Crushed Concrete (when available)	\$15.00 / yard
Mulch (when available)	\$15.00 / yard
Crushed Asphalt (when available)	\$20.00 / yard

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule I: Planning and Development Fees

Description	Rate
Residential	
Single-family homes	\$50.00
Modular homes	\$50.00
Mobile homes (new or used)	\$50.00
Residential additions	\$50.00
Home occupations	\$50.00
Special residential uses including half-way houses, group homes, day care, nursing homes, etc.	\$50.00
Commercial, including government office buildings	
Car lots, trailer sales, parking garages, etc.	\$150.00
Commercial buildings:	
less than 465 m (5,000 sq. ft.)	\$150.00
465 - 1,858 m (5,000 - 20,000 sq. ft.)	\$200.00
1,859 - 4,645 m (20,001 - 50,000 sq. ft.)	\$350.00
Shopping centres, high rise buildings, and major commercial applications in excess of 4,645 m (50,000 sq. ft.)	\$550.00
Industrial	
Industrial and warehouse buildings:	
less than 465 m (5,000 sq. ft.)	\$150.00
465 - 1,858 m (5,000 - 20,000 sq. ft.)	\$200.00
1,859 - 4,645 m (20,001 - 50,000 sq. ft.)	\$250.00
Multi-tenancy industrial buildings or complexes exceeding 4,645 m (50,000 sq. ft.)	\$350.00
Miscellaneous	
Public service buildings such as churches, schools, auditoriums, fire halls, police stations, etc.:	
Under 929 m (10,000 sq. ft.)	\$50.00
929 m (10,000 sq. ft.) and over	\$100.00
Sign permits (including home occupations)	\$50.00
Letters of Compliance	\$50.00
Land Use Bylaw Amendments	\$50.00
Notification Fee	\$50.00
Advertising	\$100.00
Request to convene a special meeting of the Subdivision and Development Authority	\$100.00

Appeal to the Subdivision and Development Appeal Board (may be refundable)	\$100.00
Certificate of Title	\$40.00
Subdivision	
Application Fee	\$750.00
Per Lot Portion of The Application Fee	\$350.00
Per Lot Endorsement Fee	\$220.00
1 st Extension Request Fee	\$350.00
2 nd Extension Request Fee	\$450.00
3 rd Extension Request Fee	\$550.00
Re-Circulation Fee	\$350.00

**VILLAGE OF WARNER
RATES BYLAW 647-25**

Schedule J: Water, Wastewater and Solid Waste Rates

WATER

Description	Rate
Residential - Flat fee (WINTER up to 22.73 m ³ / SUMMER up to 35m ³)	\$45.00
Residential - Metered Overage	\$ 1.50 per m ³
Commercial - Flat Rate (up to 34 m ³) ALL YEAR	\$65.00
Commercial - Metered Overage	\$ 1.50 per m ³
Utility Hook-up Administration Fee	\$25.00
Account Finalization Administration Fee	\$25.00
New Building Temporary Disconnect of Water	\$50.00
New Building Reconnect	\$50.00
Water Shut-off at Curb Stop (Disconnection Fee)	\$50.00
Turn-on at Curb Stop (Reconnection Fee)	\$50.00
Water Meter Inspection When Meter Not Faulty	\$50.00
Meter Readings	\$30.00
Waterline Loan Repayment Fee	\$13.00
Bulk Water - Water Rate	\$3.00 per m3
- Key Fob	\$20.00

WASTEWATER

Residential – Flat fee	\$10.00
Commercial – Flat fee	\$10.00
Sewer Camera	\$150.00

SOLID WASTE

Flat Fee	\$17.00
Extra Black Bin	\$97.50
Utility Administrative Fee	\$7.50

An interest charge of two percent (2%) per month will be imposed on outstanding accounts payable to the Village of Warner which remain unpaid after thirty (30) days from the date of the billing of the account.

WATER CONSERVATION FINES

Description	Rate
First Offence	\$25.00
Second Offence	\$50.00
Third and Subsequent Offences	\$100.00



Request for Decision Policy 701: Civic Athletic Centre

RECOMMENDATION

That Council approve Council Policy 701: Civic Athletic Centre as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

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

In September 2023, Council approved the newly created Civic Centre Policy to provide standards for the use and care of the facility.

Over the past year, some standards have been identified, necessitating an update to the policy.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Council Policy 701: Civic Athletic Centre



Council Policy 701C
ATHLETIC CIVIC CENTRE

References:
Occupational Health and Safety
Municipal Government Act
Records Management Bylaw
Rates Bylaw

Effective Date:

Council Resolution No:

POLICY STATEMENT

The Village of Warner provides residents and visitors with accessible, inclusive, affordable, and safe access to Village operated Athletic Civic Centre.

PURPOSE

To ensure that safe access to its Athletic Civic Centre is fair and equitable for all of its existing and potential users.

SCOPE

This policy applies to all User Groups, Patrons, and Staff wishing to access the Village owned Athletic Civic Centre.

RESPONSIBILITIES

The Chief Administrative Officer (CAO), or designate, is responsible to administer this policy within the terms and conditions established.

Under the jurisdiction of the CAO, staff are responsible for the safety and efficient operation for Village facilities. The CAO and facility staff shall enforce all policies and standards as designated by the Village Council.

The CAO has a right to ban offenders from use of a facility. Individuals who have their use suspended have a right to appeal to Council.

DEFINITIONS

"Patron(s)" shall mean any individual who utilizes the Athletic Civic Centre.

"Primary User(s)" shall mean a User Group that exclusively utilizes space and has been extended individualized negotiated privileges at the Athletic Civic Centre via a Primary User Group Agreement.

"Staff" shall mean those employees working at the Athletic Civic Centre.

"User(s) or User Group(s)" shall mean those formally recognized local groups that regularly book the Athletic Civic Centre.

STANDARDS

1. General

1.1. Establish and maintain ongoing preventative maintenance programs for facilities.



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- 1.2. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.
 - 1.3. Maintain appropriate standards of behaviour at the Village Athletic Civic Centre.
 - 1.4. Establish a set of fees for charges that are fair and equitable for users.
 - 1.5. Provide guidelines for the use and scheduling of activities.
 - 1.6. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site-specific activity.
 - 1.7. All Patrons utilizing the Warner Athletic Centre and the ice surface will be required to sign a release form and waiver of claims.

2. Renters

- 2.1. All ice rentals shall be made through the Athletic Civic Centre Operator.
- 2.2. All other rentals shall be made through the Village Office.
- 2.3. All keys must be signed out and a deposit as per the Rates Bylaw is to be left for security until the keys are returned.
- 2.4. Venue insurance will be required when renting the Athletic Civic Centre.
- 2.5. All groups using the Athletic Civic Centre are responsible for setting up and taking down of chairs and decorations and otherwise cleaning facility as per the facility agreement. Groups failing to do this will be charged the cost of labour of the Village crews. Groups using the arena dressing rooms are asked to leave this in a sanitary and clean state. If any group abuses the facility the privileges of use will be withdrawn.
- 2.6. Users may be required to sign a release of liability, waiver of claims, assumption of risks and indemnity agreement.
- 2.7. User Groups renting on a regular basis will be billed for time used at the end of each month.
- 2.8. All ice bookings that will not be utilized must be cancelled 30 days prior to the date of ice not being used. Ice that is not released back to the Village will be billed to the User.
- 2.9. Fees and charges follow the Village of Warner's Rate Bylaw.



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- 2.10. Organizations or User Groups who do not pay their bill within 30 days will have their regular ice time cancelled immediately.
- 2.11. Each organization or User Group must specify one contact person who will be responsible for bookings, cancellations, receiving and ensuring payment of invoices. Only the specified person(s) will be allowed to change the confirmed times booked for the organization.
3. Athletic Centre (Gym)
- 3.1. 16 years of age or under must be under the direct supervision of an adult.
4. Ice Install and Removal
- 4.1. The normal ice season begins mid October through to the middle of March, annually.
- 4.2. School bookings will not be accepted from mid September to mid October as ice is being made (weather dependent). This schedule can be subject to change.
5. Ice Allocation Prioritization
- To accommodate Prime-time ice allocation in as fair a manner as possible the following priority ranking is established in the following order:
- 5.1. Village programs and/or services that are endorsed by the Village of Warner Council and/or are directly funded by the Village.
- 5.2. Programs and/or services provided by Primary User Groups.
- Primary User Groups will have priority when scheduling ice time in the Civic Athletic Centre.
 - An ice time booking allocation for youth Primary User Groups during Prime-time will be:
 - Monday through Thursday 4:30 p.m. to 9:30 p.m.
 - Friday and Saturday 7:00 a.m. to 9:30 p.m.
 - Sunday from 7:00 a.m. to 7:30 p.m.
 - Public/Family Skating/Stick & Shoot shall be allocated with a minimum of 5 hours per week with minimum of 3 hours per weekend.
 - Local adult organizations have priority after A, B and C (above) are accommodated for. Therefore, they have priority to book ice after 9:30 p.m. Monday through Thursday, and after 7:30 p.m. Sunday.
- 5.3. Programs and/or services provided by schools within the Horizon School Division.
- 5.4. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial or regional governing body.

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- 5.5. Participant use by local groups or individuals for not-for-profit recreational activity.
 - 5.6. Programs and/or services offered by private groups, organizations or individuals whose primary purpose is to make a profit (i.e., commercial users).

6. Patrons

- 6.1. Patrons shall not obstruct the free use and enjoyment of the facility by any other person.
- 6.2. Absolutely no muddy shoes in the Athletic Civic Centre.
- 6.3. Smoking is strictly prohibited in all areas of the facility.
- 6.4. Alcoholic beverages shall not be allowed in any facilities, unless written consent from the Village is provided. The use of alcohol must comply with Alberta Liquor Laws.

Any person or group found with alcohol in their possession will be ejected and may have privilege for use of the facility suspended. Intoxicated individuals shall not be granted admission to the facility.

- 6.4 Profane or abusive language and conduct considered undesirable will not be tolerated in Village facilities. No person shall interfere with, obstruct, impede, hinder, or prevent the discharge of the duties of any attendant, aid, or other person engaged in superintending, controlling, aiding, instructing or over-seeing any Village of Warner sports program or recreational activity.
- 6.5 During the summer season, and for the purposes of sport boundaries, tape of any kind is not allowed to be placed on the cement surface of the floor. **Please contact the Village for this service.**
- 6.6 Soap and/or cleaners are not allowed at any time on the cement surface of the floor.
- 6.7 Individuals or groups damaging the premises will be charged with the cost for repairing the damage.
- 6.8 Loitering, running and horseplay is not allowed anywhere in the facility. All children 12 and under must be under the care and control of a parent or at all times.
- 6.9 With the exception of coaches, aids, timers and Village staff, no one is allowed on the ice without skates.
- 6.10 Unless accompanied by an adult, children are not allowed in the timebox.

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- 6.11 All persons 18 years old and under must wear a CCA approved sports helmet while on the ice. For all persons over 18 years of age, the Village highly encourages wearing a helmet.
 - 6.12 Absolutely no cameras or filming equipment permitted in dressing rooms.
 - 6.13 Glass containers, hot drinks, coloured drinks, and chewing tobacco are strictly prohibited on the ice surface.
 - 6.14 Absolutely no one permitted on ice while ice surface cleaning is in operation and until overhead door is closed.
 - 6.15 Only Village employees are allowed passed the entrance to the Zamboni room.
 - 6.16 Group or club officials negotiating facility use are responsible for the conduct of their members during their allotted time while using the facility.
 - 6.17 The Village of Warner, and the Warner Athletic Civic Centre staff are not responsible for lost, stolen or damaged items.



Request for Decision Policy 106: Council Professional Development

RECOMMENDATION

That Council approve Council Policy 106: Council Professional Development as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

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

Policy 106 has been created to outline the parameters for Council Professional Development and to provide consistency of operations across elected officials terms on Council.

During the 2025 budget deliberations, Council budgeted for two elected officials to attend the annual Alberta Municipalities convention. The intent of the discussion necessitates an addition to allow and budget annually for two elected officials to attend.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Council Policy 106: Council Professional Development



Council Policy 106 COUNCIL PROFESSIONAL DEVELOPMENT

References:
Municipal Government Act
Code of Conduct Bylaw
Records Management Bylaw
Council Remuneration Policy

Effective Date: September 9, 2024

Council Resolution No: 2024-175

POLICY STATEMENT

The Village of Warner encourages elected officials to engage in continued learning. The Village of Warner considers it important that Elected Officials, during their tenure, develop knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.

PURPOSE

The purpose of this policy is to establish guidelines for all Elected Officials in order to attend Professional Development sessions, which support their role.

SCOPE

This policy applies to all Elected Officials of the Village of Warner. Elected Officials must meet the duties expected of them as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

DEFINITIONS

"Professional Development" means annual conventions, conferences, courses, seminars, workshops, orientation and other training.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

1. Each Councillor is entitled to Professional Development.
2. All professional development training must be representative of learning in the context of Councillor roles and responsibilities.
3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
4. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

5. Two Elected Officials are permitted to attend the annual Alberta Municipalities Convention. Council will rotate the two attendees every year to ensure all members are able to attend over the course of the term.

5.6. Prior to registering for professional development training, Councillors will seek approval from Council.

6.7. Elected Officials who attend a convention/conference are expected to provide Council with a report at a Council meeting within a month of event attended.

7.8. Convention/conference materials or handouts which are of benefit to all Elected Officials shall be made available electronically to them.

8.9. Councillors may pay for professional development expenses and submit receipts for payment following training, and must be signed off by the Mayor.

9.10. There is no carry over of funds from term to term of Councillors and there is no cash value if not used.

10.11. Elected Officials are responsible for all expenses unrelated to the approved event.

11.12. Expenses will be claimed as per Council Policy on Remuneration.

12.13. Elected Officials will be responsible for reimbursing the Village the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the Mayor.

13.14. Elected Officials and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if applicable) upon approval of the Village of Warner operating budget.



Request for Decision Intermunicipal Collaboration Framework Agreement

RECOMMENDATION

LEGISLATIVE AUTHORITY
Municipal Government Act

BACKGROUND

At the April 30, 2025 special council meeting, the following motion was made:

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

A meeting of the committee met on August 19, 2025. Following that meeting, a discussion was held at Council's regular meeting on August 20. As a result of that discussion, the Mayor, Reeve of the County and the CAO's met on September 1 to discuss the shared tax agreement motion.

Resulting from that meeting, County of Warner council has directed that a draft agreement be developed for review and subsequent forwarding to the village.

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. ICF Minutes
2. Draft ICF Agreement
3. Village Fire Department Fire Calls 2019-2025
4. County Contributions to the Village 2019-2025

WARNER INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE

August 19, 2025

A Warner Intermunicipal Collaboration Framework meeting was held in the Agricultural Service Board large meeting room on August 19, 2025. In attendance were County of Warner Reeve R. Taylor, County of Warner Councillor S. Rodgers, County of Warner Chief Administrative Officer S. Hathaway, County of Warner Municipal Clerk N. Stevens, Village of Warner Councillor D. Baron, Village of Warner Councillor M. Kirby, and Village of Warner Chief Administrative Officer K. Lloyd.

The meeting was called to order at 1:03 p.m.

It was acknowledged by all Committee members that the County and Village are adequately addressing shared municipal services through existing shared service agreements and in kind work provided by the County.

The annual recreation funding from the County to the Village was discussed. The County provides a recreation grant based on assessment and additional funding requested by the Village. The recreation grant formula was discussed, and it was agreed the formula would be communicated in writing.

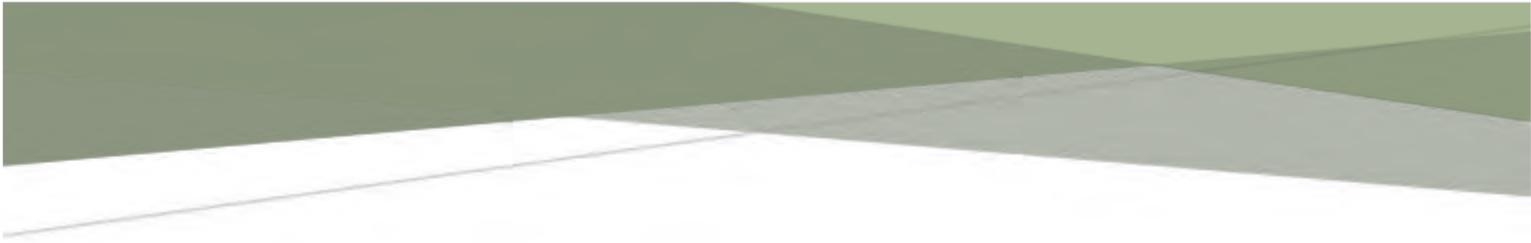
It was agreed by all Committee members that existing policies and requests have successfully facilitated collaborative efforts without putting constraints on unforeseen opportunities for partnerships.

Level of fire services were discussed, and it was agreed that current fire services are sufficient to service the municipalities. Any potential updates to the Fire Fighting and Rescue Service Agreement will be discussed as required at Fire Chief meetings.

It was agreed that overall collaboration between the County and Village has been a positive.

Moving forward, each Council will review the Intermunicipal Collaboration Framework with updates to Part B.

The meeting was adjourned at 1:46 p.m.



COUNTY OF WARNER NO. 5 &
VILLAGE OF WARNER
INTERMUNICIPAL COLLABORATION FRAMEWORK
AGREEMENT

September 2025

PART A ADMINISTRATION AND LEGISLATIVE FRAMEWORK

INTRODUCTION

The County of Warner and the Village of Warner share a municipal boundary and a common history. Both have distinct municipal characteristics of providing governance and service to its citizens, building and maintaining core services, and providing a healthy and viable regional economy. One is a rural municipality focussed on building and maintaining services such as roads and bridges designed to service an agriculturally based economy. The other is an urban municipality which provides a number of municipal and regional services that contribute to a higher quality of life for citizens. Together these services contribute to a healthy and viable regional community.

Increasing the level of collaboration between municipalities provides opportunities for more efficient and better service levels to municipal ratepayers within each municipality and the region. By working together municipalities may realize increased economies of scale, improved sustainability of some services, enhanced quality of service, and increased efficiency in service delivery.

As part of the Intermunicipal Collaboration Framework process, the two municipalities have formally identified current and future municipal services through which joint benefits may be realized from more formalized and rigorous processes and cooperation. Examples are evident in service areas such as planning, economic development, solid waste, emergency services and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional perspectives, the County of Warner and the Village of Warner are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Collaboration Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS County of Warner and the Village of Warner share a common municipal boundary; and

WHEREAS County of Warner and the Village of Warner share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS County of Warner and the Village of Warner have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement; and

WHEREAS County of Warner and the Village of Warner have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED, by mutual covenant of the County of Warner and the Village of Warner hereto enact as follows:

1. -GOALS OF THE ICF

- 1.1 To meet the requirements of provincial legislation.
- 1.2 To promote the principles of positive collaboration between neighboring municipalities with a common border.
- 1.3 To ensure municipalities regularly consult and communicate on intermunicipal matters.
- 1.4 To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being shared or regionally operated and funded.

2. PRINCIPLES OF THE ICF

Recognize the vision and priorities of the two municipalities toward providing effective and efficient service levels to their ratepayers: Where feasible and practical, each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of ratepayers.

Strengthen the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider the regional perspectives in the decision-making process.

Promote networks and linkages: The municipalities will strive to develop joint approaches where practical by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Cooperation not competition: Although each municipality is responsible to its citizens, there is recognition that the citizens and businesses of the region share similar needs and interests. As such, each Council will emphasize cooperation, not direct competition with respect to setting municipal policy.

3. TERMS AND REVIEW

- 3.1 In accordance with the Municipal Government Act, this Intermunicipal Collaboration Framework (ICF) shall come into force upon passing of a resolution by both municipalities approving the ICF.
- 3.2 This framework may be amended from time to time by mutual consent of both municipalities unless specified otherwise in this framework.
- 3.3 This ICF shall be reviewed once every ~~five~~four years (from approval date), or sooner if requested by either municipality.

4. MANAGING THE ICF AGREEMENT

The Role of the ICF Committee:

The ICF Committee will provide the forum for considering matters of intermunicipal cooperation, particularly regarding shared municipal servicing matters. This Committee will serve as a non decision-making body responsible for negotiation and management of intermunicipal opportunities and challenges. The Committee will identify opportunities and prioritize intermunicipal actions for recommendation to the respective Councils.

The Role of the Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing on to the agreement, each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each council member will demonstrate leadership in acting strategically as they formulate plans which will bring value to the citizens of both communities.

The Role of the Chief Administrative Officers and Administration:

The Chief Administrative Officers (CAOs) in each municipality have been identified as the principals responsible for maintaining the agreement, its delivery and durability. Administration brings continuity to the relationship between the municipalities and can initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs of each municipality will foster increased communication and will facilitate the sharing of information, identification of opportunities, and prioritization of municipal actions for the consideration of each Council.

The Role of Staff:

Staff at all levels will be responsible for ensuring the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise with respect to meeting the commitment and intent of this agreement.

5. ICF COMMITTEE

- 5.1 Both municipalities agree that a joint Intermunicipal Collaboration Framework Committee (ICF) shall be established between the County of Warner and the Village of Warner, referred to as the

ICF Committee in this agreement, to facilitate, review and manage the Intermunicipal Collaboration Framework agreement.

- 5.2 The composition of the ICF Committee shall include two elected officials appointed from each municipality. Each municipality may appoint an alternate committee member(s), who shall also be a member of council, to serve on the ICF Committee. Alternate committee members have standing when required to attend an ICF Committee meeting in the absence of the regular member.
- 5.3 The elected officials serving on the ICF Committee shall be appointed by their respective councils annually at the organizational meeting. The municipalities shall notify one another upon appointing members and alternate members to the ICF Committee.
- 5.4 The ICF Committee will meet on an as required basis and will develop recommendations to both Councils on matters of intermunicipal strategic direction and cooperation, which affect County and Village residents, ratepayers and municipal servicing matters.
- 5.5 The purpose of the ICF Committee is to give expanded focus to intermunicipal opportunities. Although individual Councils maintain the authority for decisions in their respective municipalities, the ICF Committee will serve as a foundation for intermunicipal matters. Without interfering with the work being accomplished through existing intermunicipal committees, the ICF Committee will have the following primary functions:
 - (a) Proactively identify new opportunities to enhance regional initiatives that will provide tangible and lasting benefit to each community's citizens, including service delivery and economic development.
 - (b) Periodic review of this Intermunicipal Collaboration Framework as required under section 3.3.
 - (c) Review existing shared intermunicipal services, or the potential for new shared intermunicipal services.
 - (d) Seek to balance municipal responsibilities and regional perspectives.
 - (e) Develop and maintain a protocol agreement for communication designed to maintain respectful relationships between each municipal organization. This protocol should be based upon the foundation that each Council has the lawful right to make decisions for its community without interference from other communities in its business affairs.
 - (f) Serve as the committee through which any new intermunicipal agreements are negotiated.
- 5.6 Each municipality may have in attendance at each ICF Committee meeting administrative officials and additional personnel who provide support information, advice or act as observers.
- 5.7 The Chief Administrative Officer (CAO) and/or designate from each municipality will serve as advisory staff to the ICF Committee, and shall be responsible for providing background information and recommendations on all matters before the ICF Committee, preparing agendas,

recording the recommendations of the ICF Committee, and forwarding all recommendations from the ICF Committee to their respective Councils.

- 5.8 The CAO of the hosting meeting municipality will provide meeting minutes or a summary of the discussion to each Council following each ICF Committee meeting.
- 5.9 The ICF Committee may decide, or be asked by one of the partnering municipalities, to provide joint presentations to one or both Councils to encourage Council understanding of issues and to include them on priority matters that arise from time to time.
- 5.10 The ICF Committee is a consensus building and recommendation making Committee which relies on the representatives from each community to ensure that their respective Councils are aware and up to date on issues being addressed by the Committee.
- 5.11 Information provided to the ICF Committee comes from both municipalities through their respective CAOs, Councils and municipal organizations.

6. SCOPE OF THE ICF COMMITTEE

There are several means by which intermunicipal opportunities for collaboration or regional challenges may be addressed by the ICF Committee.

- 6.1 The ICF Committee may meet to discuss intermunicipal matters and develop solutions when requested to do so by the CAOs of either municipality or by one or both Councils.
- 6.2 When a matter has been recommended for referral by one or both Councils to the ICF Committee, the CAOs of both municipalities shall firstly meet to discuss the issue to determine if the matter is intermunicipal in nature whereupon they may:
 - (a) Refer the matter to the ICF Committee for review if the matter is intermunicipal in nature and warrants a joint ICF Committee discussion.
 - (b) Address the matter administratively, as appropriate.
 - (c) Develop a solution and refer the matter back to the Councils for consideration.
 - (d) Or, gather more information and undertake any of the actions indicated in a through c.
- 6.3 If the matter is determined by the CAOs to be intermunicipal in nature, the CAOs are jointly responsible for gathering information for the ICF Committee to consider and providing information to the Committee in a timely fashion prior to the ICF Committee meeting.

7. INTERMUNICIPAL COMMUNICATION PROTOCOL

Understanding that the success of this agreement is based upon consultation and respectful dialogue, both municipalities are committed to the provision of information in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol.

- 7.1 The communication protocol should recognize that positive cooperative communication is the key to a successful relationship. At all times and through all levels of each municipal organization,

the following principles should apply:

- (a) Seek to understand.
- (b) Avoid personal attacks either privately or publicly.
- (c) Ask for clarification on policies adopted by the other municipality to ensure understanding.
- (d) Address issues as being of a joint nature meant to be resolved together.
- (e) Avoid making assumptions.
- (f) Seek to maximize the benefits for both parties.

7.2 The communication protocol should seek to embed collaboration and cooperation in each municipal organization. To help achieve this, the following should apply:

- (a) Both municipalities should seek to provide mediation training for elected officials and senior administration.
- (b) Both municipalities should provide orientation training on this agreement immediately following any change in elected officials or senior municipal administration.
- (c) Both municipalities should ensure municipal CAOs and staff are familiar with and respect any established consultation and referral policies.

7.3 The communication protocol should ensure each municipality provides to the other municipality information pertaining to:

- (a) Major capital projects that may impact the other municipality.
- (b) Lobby efforts to higher levels of government with respect to an issue which may impact regional services.
- (c) Adopted strategic plans.
- (d) Funding, aid or support to other organizations within the other municipality.

8. PLAN OF IMPLEMENTATION

8.1 Should a service or project be deemed acceptable for sharing between both municipalities, as part of the ICF Committee's discussion about changes, additions, or deletions to shared services, a plan of implementation for the service/project will be prepared and forwarded to both municipalities for Council consideration. The implementation plan shall include any combination of the following, as dictated by the nature of the service/project:

- (a) The starting date the change/addition/deletion of the shared service is to take effect.
- (b) A plan to phase out an existing service delivery and a plan of initiation for a new service delivery method.
- (c) A plan for phasing in or out of cost sharing or any other arrangements the Committee (and subsequently the Councils) have deemed appropriate.

- (d) A review date for evaluating the efficiency of the shared service and funding model.
 - (e) Methods for public feedback through any municipal Public Participation Policies.
 - (f) Considerations for any potential bylaw, policy, or agreement changes that may be required from either municipality.
- 8.2 Once the Councils of both municipalities agree to a shared service or project and the proposed implementation plan, an intermunicipal service agreement between the parties will be executed.

9. ICF DISPUTE RESOLUTION

Despite the best efforts of both municipalities to reach consensus on ICF matters, it is understood that areas of non-agreement may arise warranting the need for a formalized dispute resolution process.

- 9.1 Recognizing that not all ICF matters may be agreed upon, the municipalities agree to establish a dispute resolution process based upon the following principles:
- (a) At the earliest opportunity, the ICF Committee will seek to address matters of dispute.
 - (b) All matters of dispute should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
 - (c) All matters of dispute should be resolved using a clear procedural pathway.
 - (d) Both parties shall maintain at all times the essence of collaboration even though areas of non-agreement may exist on some issues.

Process

- 9.2 If administration, staff or a committee of a municipality believes an obligation under a shared services agreement subject of this Intermunicipal Collaborative Framework has been breached, the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears a breach of the agreement has occurred, the matter will be immediately brought to the attention of the other municipality's CAO. An effort to resolve the matter administratively through informal problem-solving discussions between the municipalities will be initiated and may include a referral to the ICF Committee for discussion in accordance with section 6.2.
- 9.3 In circumstances where either municipality identifies differences outside of an outright breach of an agreement, such as divergent expectations in the delivery of a joint service, or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted before formally engaging in the dispute resolution process under section 9.4.
- 9.4 When a party believes there is a dispute under the ICF and wishes to formally engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties. This Dispute Notice shall outline all reasonable reasoning for the dispute.
- 9.5 Within thirty (30) days of a municipality receiving the Dispute Notice, the ICF Committee shall meet to attempt to overcome the dispute through negotiation. If consensus cannot be reached

within sixty (60) days (unless the CAOs mutually agree upon a time extension), the municipalities shall be required to undertake mediation as the next step in the dispute resolution process.

- 9.6 In consideration of clause 9.5 and following unsuccessful negotiations, the mediation process is initiated when either municipality provides the other with a written notice ("Mediation Notice") outlining:
- (a) What elements of the proposal/matter remain in dispute, and the details that are to be mediated.
 - (b) The nomination of an individual or entity to act as mediator, in consideration of sections 9.7 and 9.8.
- 9.7 The County and the Village agree that the mediation process available through Municipal Affairs is the preferred mechanism to facilitate mediation. The County and Village CAOs shall contact Municipal Affairs within 30 days of the request to initiate the mediation process.
- 9.8 If the mediation process through Municipal Affairs is unavailable, or if both parties agree to use another nominated individual or entity to act as mediator, an independent mediator will be retained. The independent mediator will be selected jointly by the County and Village CAOs within 30 days of the request to initiate the mediation process.
- 9.9 The procurement of mediation services by an agreed upon mediator shall be presented to each respective Council to ratify prior to proceeding with the mediation process.
- 9.10 The hired mediator will be solely responsible for the governance of the mediation process.
- 9.11 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts. Both municipal parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 9.12 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediation services must be shared equally between the two parties.
- 9.13 If the process cannot be resolved through the mediation process within one-year, then the arbitration process as defined in Division 3 of the Municipal Government Act will apply.
- 9.14 The municipalities will select an arbitrator, and if unable to agree to do so, the arbitration process and sharing of costs will be resolved through the procedure defined by Section 708.35 of the Municipal Government Act.
- 9.15 The arbitrator is governed by the principles of natural justice and fairness. The arbitrator's decision is final and binding upon both municipalities subject only to a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.

10. APPENDICES TO THIS AGREEMENT

Appendix A – Council resolutions adopting the Intermunicipal Development Framework.

PART B FRAMEWORK FOR MUNICIPAL SERVICES

Both municipalities have reviewed the services provided to their respective ratepayers and residents. In respect of the review, the municipalities have examined the existing agreements and have determined the most appropriate manner to deliver shared municipal services.

Shared service agreements do not currently require further negotiations. Should negotiations be required, each agreement will be dealt with outside of the ICF in accordance with the policies and procedures of the respective boards and commissions.

It is noted that some of these listed services are provided or shared with other stakeholders and are not exclusive arrangements or agreements between the County and Village.

TRANSPORTATION

Infrastructure

The Village will be responsible for maintaining transportation infrastructure within the Village. The County will be responsible for maintaining transportation infrastructure within the County. In kind service will be the preferential way in dealing with the request for assistance regarding infrastructure from each municipality. Using policies relating to in kind services, the Chief Administrative Officers will work together in assisting each other when needs arise leading to the benefit of both County and Village residents.

Transit System

The Village and the County jointly participate in the Heritage Handi Bus Committee with other regional stakeholders for the purpose of providing a transit system and chartered service to residents.

WATER

Ridge Water Services Commission

The Village and the County jointly participate in the Ridge Water Services Commission with other regional stakeholders for the purpose of the production and transportation of water on a per capita consumption basis.

SOLID WASTE

Chief Mountain Regional Solid Waste Services Commission

The Village and the County jointly participate in the Chief Mountain Regional Solid Waste Services Commission (CMRSWSC) with other regional stakeholders. The services that CMRSWSC provides to both ratepayers with regard to waste collection within the transfer station is equitably funded and for the most part has been effective. This is a service that is mutually beneficial to each party but is not dependent on

the other party for the service delivery. The County and the Village both maintain transfer stations which residents of either municipality can utilize. The County provides an annual fee to the Village for assistance in maintenance of the Village of Warner transfer station.

EMERGENCY SERVICES

Fire Fighting and Rescue Service Agreement

The County and Village have entered into a Fire Fighting and Service Agreement which provides the conditions under which the Warner Fire Department fights rural and urban fires as well as responds to other emergency and rescue situations within both municipalities.

Regional Emergency Management Agreement

The County of Warner, Town of Milk River, Village of Coutts, Village of Stirling, and Village of Warner have entered into a Regional Emergency Management Agreement to address shared emergency services through the creation of the County of Warner Regional Emergency Management Agency (CoWREP). This agreement addresses issues with funding, resources, and asset management.

Ridge Regional Public Safety Service

The Village and the County jointly participate in the Ridge Regional Public Safety Service (RRPSS) with other regional stakeholders on an hours-served basis. Currently, the RRPSS provides traffic and animal control, along with bylaw enforcement. This is a service that is mutually beneficial to each party but is not dependent on the other party for the service delivery.

RECREATION

The Village will run the recreation and community facilities within the Village. The County will run the recreation facilities within the County and continue to provide a recreation grant to the Village to contribute to expenses of the recreation facilities. The amount of the recreation grant will be determined through a formula using property assessment within the Warner Recreation area as it is currently set up. The Village may request additional funding to top up the grant for a specified amount of time, which will be considered by the Council of the County. Furthermore, in kind service will be the preferential way in dealing with the request for additional assistance regarding community facilities from each municipality. Using policies relating to in kind services, the Chief Administrative Officers will work together in assisting each other when needs arise leading to the benefit of both County and Village residents.

PART C PROVISIONS AND EXECUTION

1. PROVISIONS

This ICF will be exclusively governed by and construed in accordance with the law of the Province of Alberta and the Municipal Government Act.

This ICF will be binding upon the two Municipalities and their respective successors and permitted assigns. The ICF may be amended by mutual consent as per the legislative framework and terms as outlined in in the ICF agreement.

2. CORRESPONDENCE

Written notice under this ICF shall be addressed as follows:

The County of Warner No. 5 c/o Chief Administrative Officer Box 90, Warner AB T0K 2L0	Village of Warner c/o Chief Administrative Officer Box 88, Warner AB T0K 2L0
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3. EXECUTION

The Municipalities in good faith have hereunto executed this ICF through the resolutions passed by Council.

In accordance with the Municipal Government Act, this Intermunicipal Collaboration Framework (ICF) shall come into force upon passing of a resolution by each Council of both municipalities approving the ICF and the signatures of the officers duly authorized in that regard.

Signed this _____ day of _____, 2025 in _____ in the province of Alberta.

The County of Warner No. 5

Per:

Reeve

CAO

Village of Warner

Per:

Mayor

CAO

APPENDIX A COUNCIL RESOLUTIONS ADOPTING THE ICF

The County of Warner No. 5

Village of Warner

	2025*	2024	2023	2022	2021	2020	2019	
Total Number of Village Calls	12	26	16	7	5	3	1	70
Total Number of County Calls	21	14	22	24	33	20	5	139
Total Number Transfer Station	0	0	0	0	1	3	0	4
Total Number of Calls	33	40	38	31	39	26	6	213

	Fire	Medical	MVC
2025*			
Village	2	10	0
County	12	7	2
2024			
Village	3	23	0
County	3	4	7
2023			
Village	2	13	0
County	12	8	3
2022			
Village	3	4	0
County	13	3	8
2021			
Village	2	3	0
County	22	4	7
transfer station	1	0	0
2020			
Village	2	1	0
County	10	2	8
transfer station	3	0	0
2019			
Village	1	0	0
County	1	1	3

*to September 8 2025

	2017	2018	2019	2020	2021	2022	2023	2024
TAX AGREEMENT	\$ 5,820.72	\$ 6,449.24	\$ 6,632.22	\$ 7,738.02	\$ 8,511.08	\$ 10,975.47	\$ 13,123.76	\$ 16,891.85
GARBAGE	\$ 4,093.00	\$ 4,093.00	\$ 4,093.00	\$ 4,093.00	\$ 5,100.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
REC GRANT	\$ 47,000.00	\$ 41,460.00	\$ 41,460.00	\$ 41,460.00	\$ 50,924.23	\$ 51,367.00	\$ 51,472.00	\$ 53,472.00
Fire			\$ 15,326.03	\$ 12,471.60	\$ 28,275.79	\$ 20,716.16	\$ 7,229.21	\$ 9,159.03
	\$ 56,913.72	\$ 52,002.24	\$ 67,511.25	\$ 65,762.62	\$ 92,811.10	\$ 89,558.63	\$ 78,324.97	86,022.88

County Donations						
	Airport	Roads	WTP Clean Up*	Civic Centre	Parks	
2021	\$ 4,698.22	\$ 1,368.57	\$ -	\$ -	\$ -	
2022	\$ 1,370.76	\$ 8,750.39	\$ -	\$ -	\$ -	
2023	\$ 2,092.29	\$ 4,047.24	\$ 10,671.74	\$ 1,118.55	\$ -	
2024	\$ -	\$ 38,743.05	\$ -	\$ 548.55	\$ 243.39	
2025						
	\$ 8,161.27	\$ 52,909.25	\$ 10,671.74	\$ 1,667.10	\$ 243.39	\$ 73,652.75



Request for Decision Fire Appointments

RECOMMENDATION

That Council appoint Robert Lien as Fire Chief, and Kim Owen as Deputy Fire Chief for the Warner Volunteer Fire Department.

LEGISLATIVE AUTHORITY

Municipal Government Act

Bylaw 389-84 Establishment and Operation of a Fire Department

BACKGROUND

As per bylaw 389-84, Council is required to appoint a Fire Chief and Deputy Fire Chief.

RISKS/CONSEQUENCES

Should the appointments not be made, Council would be in contravention of Bylaw 389-84.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None



Request for Decision Fire Department Level of Service

RECOMMENDATION

That Council directs Administration to gather current information from the Warner Fire Department regarding level of service and bring back to Council at a future meeting.

LEGISLATIVE AUTHORITY

Municipal Government Act

Bylaw 389-84 Establishment and Operation of a Fire Department

BACKGROUND

During the 2018 Municipal Inspection, it was noted "village council acted in an improper manner by failing to set an appropriate level of service for the fire department."

As of 2020, the village has assumed the operational budget responsibilities and all financial records for the Warner fire department.

RISKS/CONSEQUENCES

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None



Request for Decision National Day for Truth and Reconciliation

RECOMMENDATION

That September 30, 2025, National Day for Truth and Reconciliation be recognized as a general holiday for the Village of Warner employees.

LEGISLATIVE AUTHORITY

Municipal Government Act

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.

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

September 30th honours the children who never returned home and Survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process.

On June 3, 2021, Bill C-5 an Act to amend the Bills of Exchange Act, the Interpretation Act, and the Canada Labour Code (National Day for Truth and Reconciliation) was given royal assent in Parliament. Amongst its provisions is the creation of a new federal general holiday, the National Day for Truth and Reconciliation, to be observed on September 30 of every year, for federal employees.

There is no obligation on municipalities in Alberta to treat September 30, or any other federal holiday, as a holiday. Alberta only has nine general holidays: New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.

Alberta also has three optional general holidays. Optional general holidays are decided by the employers: Easter Monday (First Monday following Easter), Heritage Day (First Monday in August), and Boxing Day.

These are the federal statutory holidays for 2025: **New Year's Day**, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.



Request for Decision Devil's Coulee Museum Summer Staff Accommodation

RECOMMENDATION

That Council direct administration to meet with the Lions Club regarding long term stays at the campground.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

As a delegation at the August Council meeting, Devil's Coulee Museum requested assistance in finding summer staff accommodation.

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council direct administration to explore the land use bylaw to determine the allowance for RV parking at the civic centre." Motion Carried 2025-166

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