



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 – JANUARY 18, 2023 AT 5:30 P.M.

1. CALL TO ORDER

2. DELEGATIONS

3. AGENDA

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

4. REPORTS/FINANCIALS

- A) Approval of the December 21, 2022 Regular Council meeting minutes
- B) Municipal Enforcement Report
- C) Chief Administrative Officer Report
 - C.1) Water Reports
- D) Financial Report
- E) Committee Reports

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

- A) Correspondence

6. ACTION ITEMS/COUNCIL DECISION

- A) Legion Flag Invoice
- B) Warner & District Agricultural Society Request

7. BYLAW/AGREEMENTS / POLICY REVIEW

- A) Policy 201: Signing Authority
- B) Borrowing Bylaw 610-23
- C) Regional Assessment Review Services

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday – February 15, 2023, at 5:30 p.m.

10. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the December 21, 2022 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

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

BACKGROUND

As per the MGA and the Village's Procedural Bylaw, minutes are to be recorded and given to council for adoption at a subsequent council meeting.

RISKS/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: December 21, 2022, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, December 21, 2022, at 5:30 p.m. in the Council Chambers, in the Warner Municipal Office, at 210-3rd Avenue, Warner, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

None

Present – Administration

Kim Owen, Director of Corporate Services

Kelly Lloyd, Chief Administrative Officer (via telephone)

1. CALL TO ORDER

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

2. DELEGATIONS

A) Chinook Arch Regional Library

Mr. Robin Hepher, Director, provided an overview of Chinook Arch Regional Library, its membership, budget, levies to municipalities and library offerings. The Regional Library Board is using the January 2022 population estimates from the Alberta Treasury Board.

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that Council thank Mr. Hepher, CEO and accept the presentation for the Chinook Arch Regional Library, as information."

Motion Carried 205-22

B) Glen Motz, MP, Medicine Hat-Cardston-Warner

Mr. Motz provided a federal update on items including Bill C21, Arrive Can, and the Auditor General report.

Moved by Councillor Toovey, seconded by Councillor Baron, "that Council thank Mr. Motz, MP for Medicine Hat-Cardston-Warner, for his attendance and accept the federal update, as information."

Motion Carried 206-22

3. AGENDA

A) Items added or deleted

6H) Appreciation

8) FOIP Section 16: Disclosure harmful to business interests of a third party - Carbon Offsets

FOIP Section 17: Disclosure harmful to personal privacy – Offer to Purchase

B) Adoption of the Agenda

Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that the December 21, 2022, regular council meeting agenda be accepted as amended."

Motion Carried 207-22

4. REPORTS/FINANCIALS

A) Approval of November 16, 2022, Regular Council Meeting minutes

The last motion in the meeting should have the resolution number 204-22 added.

Moved by Councillor Baron, seconded by Councillor Toovey, "that the minutes for the November 16, 2022, regular council meeting be accepted as amended."

Motion Carried 208-22

B) Municipal Enforcement Report

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the Municipal Enforcement report for the period ending November 30, 2022, be accepted as information."

Motion Carried 209-22

C) Chief Administrative Officer Report

Moved by Councillor Toovey, seconded by Councillor Baron, "that the Chief Administrative Officer report for the period ending November 30, 2022, be accepted as information."

Motion Carried 210-22

D) Financial Report

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the Financial Report for the period ending November 30, 2022, be accepted as information."

Motion Carried 211-22

E) Committee Reports

Deputy Mayor Kirby attended the Quad, Oldman River Regional Services Commission, Mayors and Reeves and FCSS meetings.

Councillor Toovey attended the Ridge Country Housing, Heritage Handi-Bus, and Ridge Regional Public Safety Services meetings.

Mayor Lindsay reported on the Ridge Water Services Commission, Chief Mountain Regional Solid Waste Services Commission and the regional Emergency Management Committee meetings.

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

Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that the committee reports for the period ending December 21, 2022, be accepted as information."

Motion Carried 212-22

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the correspondence for the period ending December 21, 2022, be accepted as information."

Motion Carried 213-22

6. ACTION ITEMS/COUNCIL DECISION

A) Lot 2, Block 23, Plan 2565U Encroachment

Moved by Councillor Toovey, seconded by Councillor Baron, "that administration proceed with option 1, as per the property owner's preference, to purchase land for road right-of-way from the property owner and register a new road plan. Purchase of land from the property owner would result in their parcel becoming non-conforming for length; however, the parcel exceeds the minimum width and area requirements. In addition, that the property owner continues to receive a 10% discount on the property tax for Lot 2, Block 23, Plan 2565U."

Motion Carried 214-22

B) Chinook Arch Regional Library Levy

Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that Council accept the Chinook Arch Library Board 2023-2026 Levy, as information."

Motion Carried 215-22

C) Mitacs Grant Application

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council support the County of Warner's application for a regional economic development intern through Mitacs and further commit to \$2,500.00, as part of a regional partnership towards the intern."

Motion Carried 216-22

D) 2023 Interim Operating Budget

Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve the 2023 Interim Operating Budget, based on the 2022 approved Operating Budget."

Motion Carried 217-22

E) Auditor Appointment

Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council appoint the Mercer Wilde Group as the Village of Warner's auditor for the 2022 financial year."

Motion Carried 218-22

F) Assessor Appointment

Moved by Councillor Baron, seconded by Councillor Toovey, "that Council appoint Benchmark Assessment Consultants Inc. as the Village of Warner's designated municipal assessor."

Motion Carried 219-22

G) Alberta Community Partnership Support Letter

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that the Village of Warner supports the Town of Milk River's (managing partner) submission of a 2022/23 Alberta Community Partnership grant application in support of the Regional Water Study project. There is no matching contribution required."

Motion Carried 220-22

H) Appreciation

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that Council approve staff appreciation up to \$500.00 be divided amongst all employees, at the discretion of the CAO."

Motion Carried 221-22

7. BYLAW/AGREEMENTS / POLICY REVIEW

A) Policy 201: Signing Authority

Discussion on signing authority regarding negotiable instruments. Administration will update the policy to reflect the requirement of two signatures and bring back to the next regular council meeting.

B) Bylaw 496-05: Property Tax Penalties

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council accept Bylaw 496-05, being the Property Tax Penalties bylaw, for information."

Motion Carried 222-22

C) Bylaw 523-19: Regulate and Control the Village's Water, Sewer, Sanitation and Miscellaneous Fee Structure

Administration will conduct research of comparable communities regarding their water, sewer, sanitation and miscellaneous fees and bring the research back to a future council meeting.

D) Bylaw 605-21: Property Tax Incentive

Moved by Mayor Lindsay, seconded by Councillor Baron, "that Council accept Bylaw 605-21, being the Property Tax Incentive bylaw, for information."

Motion Carried 223-22

E) Bylaw 609-22: Repealing

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that first reading be given to Bylaw 609-22 to repeal Bylaw 473, being the Intermunicipal Subdivision Development Appeal Board bylaw and Bylaw 487-03, being the Intermunicipal Development Plan."

Motion Carried 224-22

Moved by Councillor Baron, seconded by Councillor Toovey, "that second reading be given to Bylaw 609-22 to repeal Bylaw 473, being the Intermunicipal Subdivision Development Appeal Board bylaw and Bylaw 487-03, being the Intermunicipal Development Plan."

Motion Carried 225-22

Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that unanimous consent be given for third reading to Bylaw 609-22 to repeal Bylaw 473, being the Intermunicipal Subdivision Development Appeal Board bylaw and Bylaw 487-03, being the Intermunicipal Development Plan."

Motion Carried 226-22

Moved by Councillor Baron, seconded by Mayor Lindsay, "that the third and final reading be given to Bylaw 609-22 to repeal Bylaw 473, being the Intermunicipal Subdivision Development Appeal Board bylaw and Bylaw 487-03, being the Intermunicipal Development Plan."

Motion Carried 227-22

8. CLOSED MEETING

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 7:19 p.m., to discuss matters exempt from disclosure under FOIP Section 16: Disclosure harmful to business interests of a third party and Section 17: Disclosure harmful to personal privacy, with CAO Lloyd and Director Owen to remain in attendance."

Motion Carried 228-22

The gallery was cleared.

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the meeting reconvene to the regular meeting at 7:31 p.m."

Motion Carried 229-22

Rise and report

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council accept the offer to purchase of lots 5 and 6, block 5, plan 4068N, in the amount of \$5,000.00 as presented, and further direct administration to invite the potential buyer to view the property."

Motion Carried 230-22

Moved by Councillor Toovey, seconded by Councillor Baron, "that Council directs administration to research commission rates from various companies who can register the carbon offsets from the three solar installations in 2018."

Motion Carried 231-22

9. NEXT REGULAR COUNCIL MEETING

Wednesday – January 18, 2023, at 5:30 p.m.

10. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Baron, "that the regular council meeting for December 21, 2022, adjourn at 7:34 p.m."

Motion Carried 232-22

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the XXX day of XXXX 2023.



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending December 31, 2022, be accepted as information.

LEGISLATIVE AUTHORITY

Peace Officer Act

Various municipal bylaws

BACKGROUND

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

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

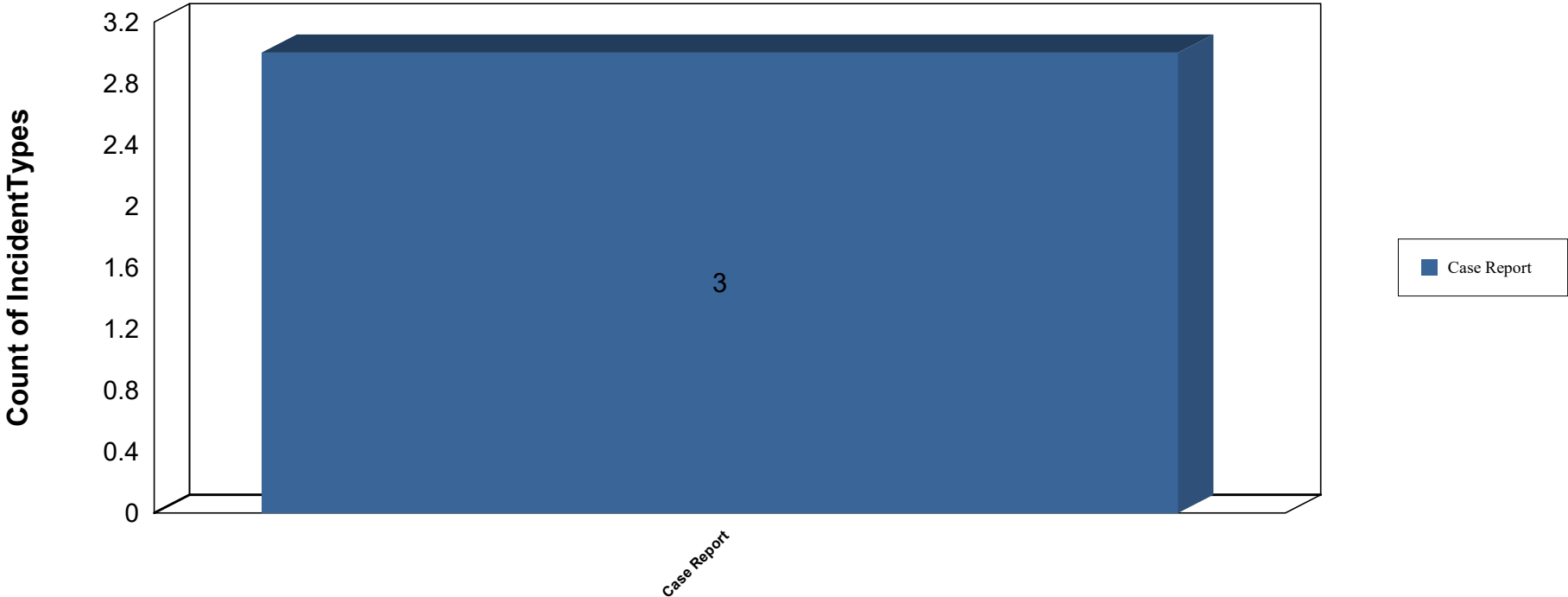
ATTACHMENTS

1. Municipal Enforcement Report

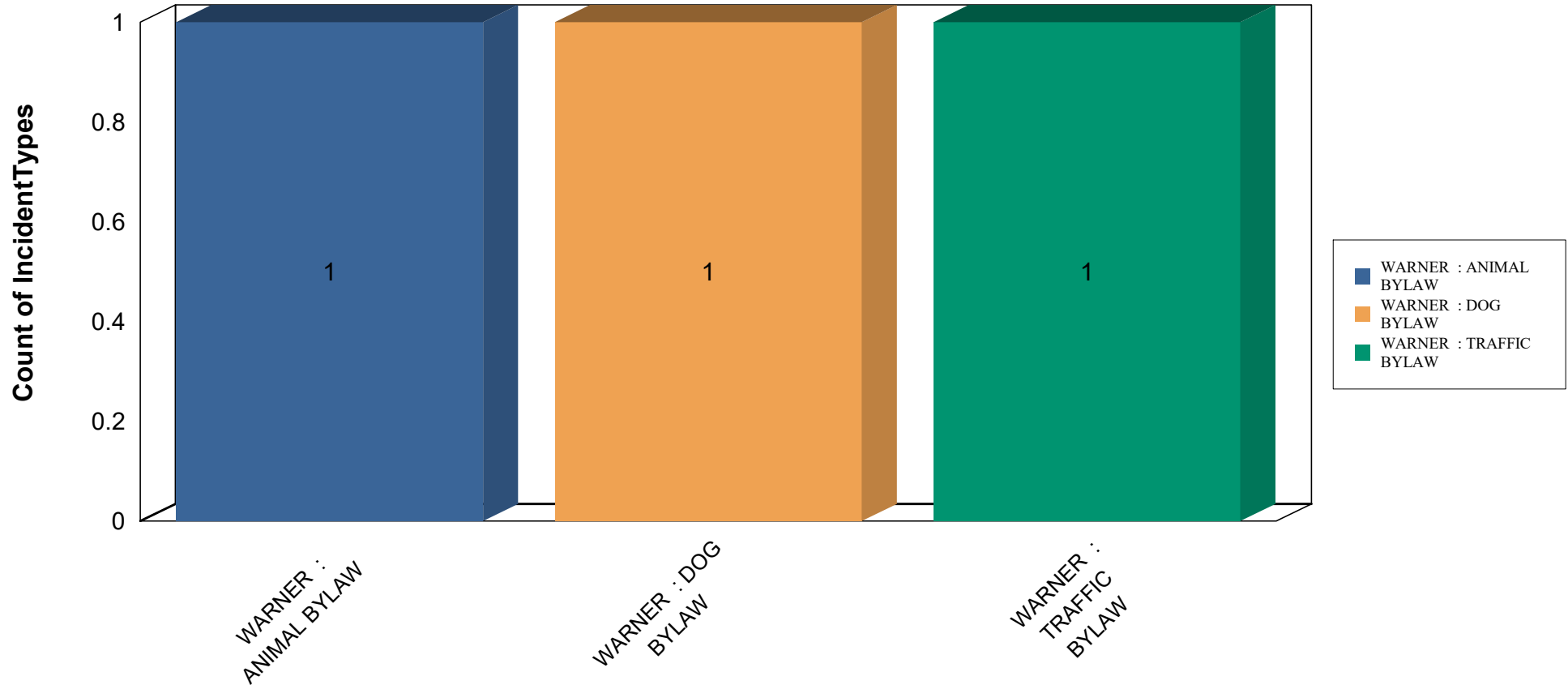
Municipal Enforcement

Statistics from: 12/1/2022 12:00:00AM to 12/31/2022 11:59:00PM

Count of Reports Completed



Count of Incident Types



33.33% # of Reports: 1 Case Report WARNER : ANIMAL BYLAW

33.33% # of Reports: 1 Case Report WARNER : DOG BYLAW

33.33% # of Reports: 1 Case Report WARNER : TRAFFIC BYLAW

Grand Total: 100.00% Total # of Incident Types Reported: 3 Total # of Reports: 3

Grand Total: 100.00% Total # of Incident Types Reported: 3



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending December 31, 2022, 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

None



Chief Administrative Officer Report December 2022

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)
- Quad Council minutes
- Bylaw inventory
- Policy inventory
- Working on Unsightly Premises Bylaw revision
- Work with realtor on market valuation for tax recovery properties
- Begin development of strategic planning session
- Creation of orientation refresher packages
- Solar return on investment analysis
- Research utility rates through comparable municipal population size
- Communication with Terralta regarding the EV Charging Station
- New office hours as of January 1, 2023
- Canada Summer Jobs Grant application

Planning and Development

- MPC Meeting December 22

8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

c/o Lethbridge Environmental Public Health
801 - 1st Avenue South (403)388-6689
Lethbridge, AB T1J 4L5

Accession #: WC-22-0070267
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2022-12-05	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Received Date and Time	2022-12-06 0955	
Analyzed Date	06-DEC-2022	
ID Number	2217771	
Sample Collected By	Jason Robertson	
Collected By Phone Number	403-642-7482	
Sample Collection Site.	See Below ^{T1}	

Textual Results

T1: 2022-12-05 10:30 (Sample Collection Site.)
108 3rd Ave - Bathroom Sink

Interpretive Data

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

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

Cc:

Information on this report related only to this sample
For further information contact the Environmental Public Health Agency
Report Request ID: 335733082

Print Date/Time: 2022-12-07 14:16

XR Env: ER4 - Provider - Permanent



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

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

c/o Lethbridge Environmental Public Health
801 - 1st Avenue South (403)388-6689
Lethbridge, AB T1J 4L5

Accession #: WC-22-0072989
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2022-12-19	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Received Date and Time	2022-12-20 0824	
Analyzed Date	20-DEC-2022	
ID Number	2217773	
Sample Collected By	Derek Hacke	
Collected By Phone Number	403-421-0030	
Sample Collection Site.	Shop	

Interpretive Data

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

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

Cc:

Information on this report related only to this sample

For further information contact the Environmental Public Health Agency

Report Request ID: 337049664

Print Date/Time: 2022-12-21 14:16

XR Env: ER4 - Provider - Permanent



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending January 18, 2023 be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 561-18 Procedural Bylaw

BACKGROUND

Elected Officials, appointed at the annual organizational meeting, attend regular meetings of various boards, commissions and committees. Each elected official is required to keep Council informed by providing regular activity of the board, commission or committee they are appointed to.

RISKS/CONSEQUENCES

Should committee reports not be relayed, members of Council will not be informed on the various boards, commissions and committees.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Oldman River Regional Services Commission Minutes
2. Chinook Arch Regional Library Board Minutes
3. SouthGrow Board Report



BOARD OF DIRECTORS' MEETING

MINUTES

Thursday, September 1, 2022 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Absent) Village of Arrowwood
Kent Bullock (Absent) Village of Barnwell
Dan Doell (Absent) Village of Barons
Mike Wetzstein (Absent) Town of Bassano
Ray Juska (Absent) City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (Virtual) Town of Cardston
Sue Dahl (Absent) Village of Carmangay
Patricia Curry (Absent) Village of Champion
Brad Schlossberger (Absent) Town of Claresholm
Jesse Potrie (In Person) Town of Coalhurst
Tanya Smith (In Person) Village of Coutts
Dave Slingerland (Absent) Village of Cowley
Dave Filipuzzi (In Person) Mun. Crowsnest Pass
Dean Ward (In Person) Mun. Crowsnest Pass
Stephen Dortch (In Person) Village of Duchess
Gordon Wolstenholme (In Person) Town of Fort Macleod
Mark Peterson (In Person) Village of Glenwood
Suzanne French (Virtual) Village of Hill Spring
Morris Zeinstra (In Person) Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (Absent) Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Absent) Village of Milo
Victor Czop (Virtual) Town of Nanton
Marinus de Leeuw (In Person) Town of Nobleford
Henry de Kok (Absent) Town of Picture Butte
Tony Bruder (Virtual) M.D. of Pincher Creek
Don Anderberg (Virtual) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (Absent) Town of Raymond
Don Norby (Absent) Town of Stavely
Matthew Foss (In Person) Village of Stirling
John Turcato (Absent) MD of Taber
Raymond Coad (Virtual) Town of Vauxhall
Christopher Northcott (Virtual) Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person) County of Warner
Scott Alexander (Absent) Village of Warner
Maryanne Sandberg (In Person) .. M.D. Willow Creek

STAFF:

Bonnie Brunner Senior Planner
Diane Horvath Senior Planner
Steve Harty Senior Planner

Gavin Scott Senior Planner
Hailey Winder Planner
Raeanne Keer Executive Assistant

Prior to the start of the meeting Steve Harty, Senior Planner, introduced Raeanne Keer as the newest member to join the Oldman River Regional Services Commission who is fulfilling the role of Executive Assistant.

Steve also announced the passing of Councillor Ian Sundquist. It was noted that Councillor Sundquist was a Councillor for the Municipal District of Willow Creek for 27 years, a member of the ORRSC Board of Directors for 8 years, and a member of the Executive Committee for the last 5 years. Steve acknowledged that Councillor Sundquist provided a number of invaluable contributions to the Board and Committee over the years with all his years as a long-standing elected official.

Chair Gordon Wolstenholme called the meeting to order at 7:04 pm.

1. APPROVAL OF AGENDA

Moved by: Peggy Losey

THAT the Board of Directors adopt the Agenda for September 1, 2022, as amended, with the addition of:

Agenda Item 6.c Executive Committee Membership.

CARRIED

2. APPROVAL OF MINUTES

Moved by: David Cody

THAT the Board of Directors approve the meeting minutes of June 2, 2022, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

**Municipal Land Use Suitability Tool – Municipality of Crowsnest Pass
Presentation from Diane Horvath and Hailey Winder**

Diane Horvath, Senior Planner, and Hailey Winder, Planner, presented on the Municipal Land Use Suitability Tool (MLUST) and a case study on the development of the MLUST in the Municipality of the Crowsnest Pass.

Diane presented on the purpose, history, process, product, and goals of developing an MLUST for your municipality as a decision-support tool to be used by Council.

Hailey presented on the roles and expectations of participants and partners, the determination of values for specified features, and how the values are layered on maps to provide district areas of “most suitable” and “least suitable” for various types of development.

The Board discussed its usability for other areas of interest and on the potential to re-use data for more complex mapping.

5. REPORTS

a. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

- a. Subdivision Activity**
- Year to Date to July 2022

Chair Wolstenholme presented the Subdivision Activity Report to the Board.

- b. ORRSC Periodical – Short Term Rentals and Vacation Homes**

Gavin Scott, Senior Planner, presented the Fall 2022 edition of the ORRSC Periodical, and stated that it focus on short term rentals and vacation homes.

- c. Executive Committee Membership**

Chair Wolstenholme stated that with the recent passing of Councillor Sundquist, the Board of Directors must determine how it would like to move forward with the membership of the Executive Committee. He stated that in accordance with the Board of Directors and Executive Committee Bylaw 2021-01, an eligible board member will be elected to the Executive Committee at the next quarterly meeting.

Chair Wolstenholme stated that the Annual Organizational Meeting will be held on Thursday, December 1, 2022 and therefore the current Executive Committee would be continuing with one less member for only two meetings, October and November. He noted that the Executive Committee has determined that they are satisfactory with operating as a six member Committee for the remainder of 2022.

Moved by: Richard DeBolt

THAT the Board of Directors, notwithstanding Section 15.6 of the Board of Directors and Executive Committee Bylaw 2021-01, approve the Executive Committee to operate with a committee composed of the Chair, Vice-Chair, and the four remaining elected members for the remainder of 2022.

CARRIED

7. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement**
- As of July 31, 2022

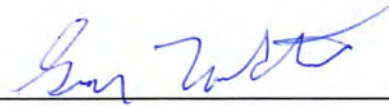
Moved by: Tanya Smith

THAT the Board of Directors approve the Balance Sheet and Comparative Income Statement as of July 31, 2022

CARRIED

8. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:56 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 1, 2022

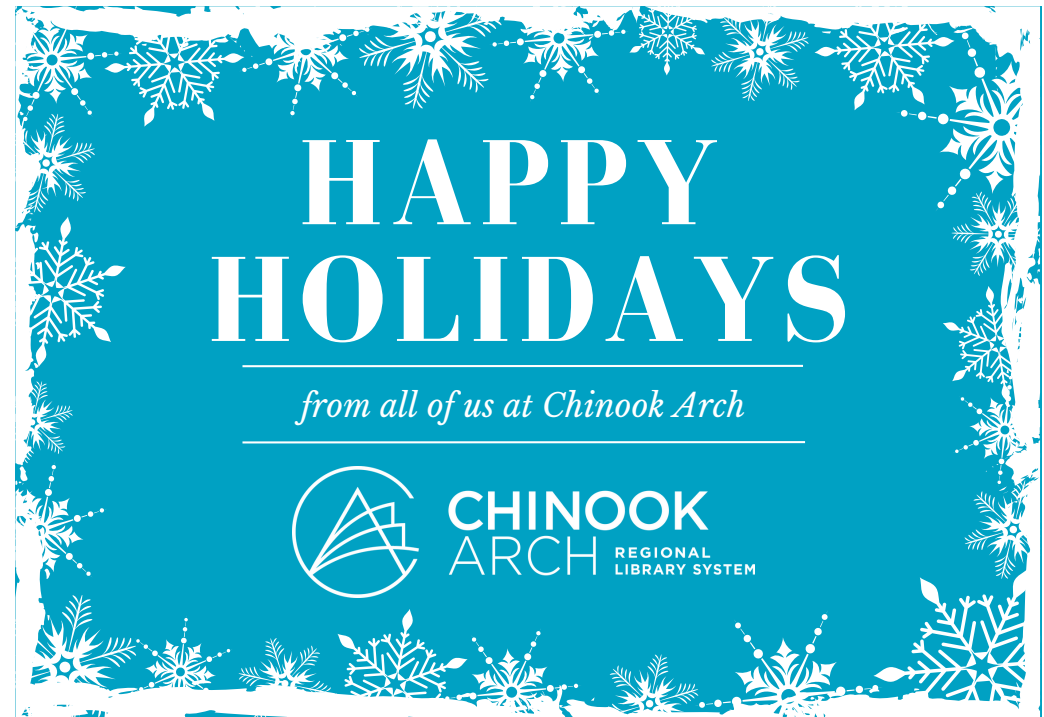
Chinook Arch Approves New 2023 Budget Based on 0% Levy Increase

At its December 1 meeting, the Chinook Arch Library Board reviewed and approved a revised 2023 budget based on a 0% increase to the Municipal Levy. The proposed 2023 -2026 Municipal Levy Schedule, which included incremental increases in each of the four years, was declined by the City of Lethbridge council. This means that the proposed levy schedule will not come into effect, and the 2023 per capita levy will remain at \$7.76. Management staff were able to find funds to cover the \$40,000 revenue shortfall in 2023. By 2026, the annual revenue shortfall is expected to exceed \$100,000. The Board will be working with management and member library boards to develop strategies for addressing the deficits forecast over the next few years.

Policy Review

The Board reviewed and approved the following policies. Chinook Arch policies, plans, and audited financial statement can all be found under the About Us tab on the Chinook Arch website at www.chinookarch.ca.

- Expenses
- Executive Officers



Board Members Present

Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	LeGrande Bevans
Coaldale	Jordan Sailer
Coalhurst	Lyndsay Montana
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nanton	Amanda Bustard
Nobleford	Melissa Jensen
Pincher Creek	Mark Barber
Raymond	Kelly Jensen
Taber MD	Tamara Miyanaga
Vauxhall	Marilyn Forchuk
Vulcan County	Doug Logan
Warner (Village)	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch (Chair)
Regrets	
Carmangay	Sarah Mitchell
Champion	Terry Penney
Milo	Christopher Northcott
Picture Butte	Teresa Feist
Pincher Creek M.D.	Dave Cox
Stirling	Gary Bikman
Taber	Monica McLean
Absent	
Arrowwood	Wendy Williams
Claresholm	Tony Hamlyn
Glenwood	Linda Allred
Stavely	Denise Allerdings
Vulcan	Liz Hammond

2023 Executive Committee Elections

Congratulations to the Trustees Elected to the Chinook Arch Library Board Executive Committee for 2023! Here are the Executive Committee members for the coming year:

- Vic Mensch (Ministerial Appointment) - Board Chair
- Marie Logan (Village of Lomond) - Vice-Chair
- Jim Monteith (Town of Fort Macleod) - Treasurer
- Mark Barber (Town of Pincher Creek) - Director-at-Large
- Darryl Christensen (Town of Magrath) - Director-at-Large
- Doreen Glavin (Municipality of Crowsnest Pass) - Director-at-Large
- Doug Logan (Vulcan County) - Director-at-Large
- Lyndsay Montana (Town of Coalhurst) - Director-at-Large
- Tamara Miyanaga (Municipal District of Taber) - Director-at-Large
- LPL Resource Centre Ex Officio Appointee - To Be Determined

Thank you to the following departing members for your service to the Chinook Arch Board and its members:

Dennis Barnes (Town of Cardston); Trevor Wagenvoort (Village of Champion); Lise Mayne (Town of Nanton); Brydon Saunders (Town of Stavely); Shelley Deleeuw (Town of Vauxhall); Don Toovey (Village of Warner); Linda Weasel Head (Kainai Board of Education); Wendy Kalkan (LPL Resource Centre).

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



@chinooklibs



Selling the South

Monthly Report

For Mayors and Reeves

SouthGrow Regional Initiative

P: 403-394-0615

E: peter.casurella@southgrow.com

January 2022

Dear Mayors and Reeves,

I wanted to use this month to talk briefly about **selling municipal industrial land** because it's come up a lot in conversation lately. There's a ton of opportunity out there, and it's likely that if you have industrial land for sale, there's been inquiries. But selling tax-payer owned land can be a nerve-wracking thing for a council to weigh in on. There are sharks in the water who are happy to take advantage of the public purse, optics are important and in small communities where everyone knows everyone else, optics are VERY VERY important, and any land deal comes with risk. How do you navigate this?

Here's some things to keep in mind when it comes to overseeing land deals as an elected official.

1. **Hire well.** Elected councilors are not there to be subject matter experts in land development. Your job is to hire a solid CAO who knows what they are doing and who can in turn hire qualified development staff that can protect your community with expert advice. Experts are worth their weight in gold. Listen to them.
2. **Empower your staff with policy.** One of the best things you can do is to remove the question marks from the whole process. Hammer out some guidelines for the sale of community land with advice from experts, enshrine it into policy, and let your staff work within that policy framework. Make sure they have defined flexibility, but not unlimited flexibility. One example might be to have a fixed price per acre for your land, but have an internal policy that allows your staff to negotiate unilaterally within a certain percentage of that fixed price without reference to council. If you don't have policies that govern how land sales are managed, there's a lot of good material out there that you can go and get from the AB Munis or the RMA, or from your fellow municipalities. You don't have to re-invent the wheel.
3. **You don't have to turn a profit:** Being careful stewards of the taxpayer dime is important, but you are not running a for-profit business. Your outcomes are different. With the sale of your industrial land, you want to create opportunities and economic activity in your municipality. That should be priority number one. Don't be afraid to break even on your sale, or even lose money so long as the risk you are incurring is justified by the long-term payoff to your community. In a good deal, everyone should win. The buyer should get the price they need to be able to make money on their end, and the municipality should get the guarantees they need that there will be immediate activity that will lead to assessment, taxation, and local jobs.
4. **Always look at the long-term ROI:** You can break even or even lose money on a deal because of the long-term return to your community from taxation, sale of services, and economic activity generated by the existence of new business on the saleable land. When making decisions, make sure you know the long-term paybacks and weight the worth of the deal through that lens rather than by only looking at the immediate sale itself.
5. **Protect yourself from prospectors:** Your community benefits when a land purchaser builds on that land and a business starts operating there. There are many cautionary tales about selling land cheaply to developers who sit on it and let the value rise and rise till they can flip it. Build your deals so that immediate construction is incentivized, and lack of action is punished. This could take the form of mandating that construction has to be completed on the land within a certain time frame or else you have the option to buy back the land at a discount. Or, you might offer out a tax incentive that can only be triggered by a licensed business operating on that land within a certain time frame.
6. **If you don't do it someone else will:** Councils are risk adverse, that makes all the sense in the world. But keep in mind that if someone wants to buy land, if they can't get it from you, they'll get it somewhere else. If you have staff you trust, empowered by sound policy, if there's a long-term pay-back for your community, and you've taken steps to protect yourself from sharks, then do the deal and don't miss out.

We're living in interesting times for sure, but there's a LOT of opportunity right now. Don't hesitate to reach out to the SouthGrow staff if you need a referral to a subject matter expert on land sales and development. Most of our communities are willing to share advice with each other, and there's a lot of resources in the provincial ecosystem to support your efforts.

Sincerely,

Peter Casurella
Executive Director
SouthGrow Regional Initiative
1-403-394-0615

Headlines for January 2022

Please find below a summary of our operational plan. As the year progresses you will see a rolling report here that tracks our progress on each of the deliverables in real-time. For this month, see attached a separate document that has the whole plan as approved by our Board of Directors.

Pillar I: Strategic Collaboration

I. Member Engagement

A. Annual Council Presentations

- Presentations are done.

B. Councillor Training

- Training event on Truth and Reconciliation call to action #57 (public sector education) was held. 70 attendees. Event sold out.

C. Government Relations Committee

- Success on all fronts here. REDAs given \$125,000 for next year with commitments to negotiate multi-year ongoing funding.

D. Annual Economic Development Summit

- Event to be held in Lethbridge on March 30th. Economist Jack Mintz will be the keynote. Premier Smith has been invited.

II. Build and Sustain Collaborations

A. Southern Alberta Alternative Energy Partnership – ARRCUS Mapping Project

- Project complete. Visit www.saaep.ca/industry to check it out. Shows real-time production data for the SouthGrow region. We are almost 100% powered by renewable energy here. This is our oil and gas. Tools are being improved.

B. Southern Alberta Alternative Energy Partnership – Community Energy Forum

- Planned for Claresholm on February 23. Invitations coming out soon.

C. Southern Alberta Alternative Energy Partnership – Government Education

- SAAEP and EFL finally invited to appear before the Natural Resources Committee and something new called the Energy Caucus. Dates are in discussion.

D. Southern Alberta Investment and Trade Initiative

- Global marketing has been running since June. Excellent metrics. Youtube ads under development right now for next year. New Canexport grant for coming year was submitted and we were awarded the grant. We can do ongoing IA work for 2023/24 including community level work with Invest Alberta.

E. Canada's Premier Food Corridor and Canada's Western Gateway

- Prairies Canada application is in and likely to be successful. Will include support for both initiatives. As a reminder, these are sub-brands and are not controlled by SouthGrow, but we support them.

F. Southern Alberta Tourism Collaboration

- Grant funding has been secured by Tourism Lethbridge. New rural tour routes in development. SouthGrow Board has committed to another year of partnership and will provide \$10,000 next year to market the rural tour routes being developed by Tourism Lethbridge.

G. **Highway 3 Twinning Development Association**

- PricewaterhouseCooper study is done and has been press released. Excellent metrics. \$1.5 billion to be added to the provincial GDP from twinning of the highway.
- Premier announced 10-year commitment to twin Highway 3. Our job now is to keep that commitment in the face of political winds.

III. **Sustain or Expand Membership**

A. **Sustain Membership**

- Barnwell has re-joined SouthGrow. The City of Lethbridge voted to not be a member. We remain within our 10% margin that was our goal. 30 rate paying members right now.

B. **Expand Associate Memberships to Industry**

- Terralta has joined SouthGrow as an Associate Member
- EDL has joined
- Nikka Yuko has joined
- Community Futures Lethbridge Region has joined
- Ridge Utilities considering membership
- Tourism Lethbridge has requested membership.
- **We are well ahead of our targets here.**

Pillar II: Marketing & Communications

I. **Regional Promotion**

A. **Website Improvements**

- Website has been refreshed. We've secured a deal with Alberta SouthWest and Economic Development Lethbridge to jointly purchase a 'mega-region' set of investment attraction tools from Local Intel. SouthGrow signing contract on behalf of partners. This will get plugged into all our brands.

B. **Market the Region Globally**

- Marketing project is underway as part of SAITI. See above.

C. **FDI Test Drive Year 2**

- Behind a bit and need to do catch up. Not going as well as hoped to be honest. While investment inquiries remain high, they really are not coming through CIDEF. Unlikely to hire them again.

II. **Internal Communications**

A. **Newsletters**

- Mrs. Stilson continues to do very good work. I encourage you to sign up. With Jessie doing many more things for SouthGrow, we are exploring getting a new student to take on this work to free up her time for other things.

Pillar III: Economic Development & Innovation

I. **Ag-Tech Market Development**

A. **Agri-food Scholarship Program**

- Three scholarships of \$2500 have been distributed. Had cheque hand-over ceremonies with photos. Press releases going out soon to profile the project. Thank you to Bruce Warkentin of MNP, Ridge Utilities from Stirling, and Community Futures Lethbridge Region for sponsoring this year! This was good.

B. Agri-food Conference Representation

- Decided on hosting a January 26th workshop in Calgary with Invest Alberta. Invited Ec Dev leads from all our members to go. I have 30 spots for the networking and workshop event to build relationships. Invites were sent out targeted at your staff who do the work.

II. Broadband Deployment

A. Support Completion of Vulcan County, Highway 4, and Cardston Broadband Upgrades

- All money paid to Wi-fibre / Axia for POP upgrades that are complete.
- Wi-fibre and MRCC are both working on incremental build outs of terragraph networks in their respective areas. We will watch for grants with hope.
- Cardston is pursuing an option for local upgrades.
- Options were presented to the Blood Tribe that included deployments with 51% ownership. Further conversations needed.
- Offered free attendance at Cybera broadband conference in Banff in November but was unable to go.
- Claresholm and MD of Willow Creek receiving support from SouthGrow staff as they grapple with their own internet deployment projects.

III. Labour Market Solutions

A. Rural Immigration Pathways

- October 5th event happened. 50+ people registered, 25 showed up. We learned a lesson about offering free registration. BUT Coaldale decided to pursue the designation and has assigned staff resources. That's a success in-of-itself.
- The **Grad Retention Project** that SouthGrow got funded has been very intriguing. This was a project of opportunity that popped up and they have unearthed very good data. High level of inclusion by students on this. Looking forward to final reports.

IV. Community Supports

A. Community Ec Dev Resource Promotion

- Project complete. Resource toolkit is available on the website. Planning to refresh it each year as an operational necessity.

V. Special Projects

A. Zero Emissions Vehicle Infrastructure Project (2-year)

- ~50% of the project is allocated. More applications in-bound. Hoping for full subscription by end of March, extension of project possible if we can do that. The value here is quite frankly that SouthGrow gets paid and we can afford to have multiple staff people.

B. EV Bus Project

- Secured free power from Peaks to Prairies value added budget. FCM budget increase paperwork to be finalized this month. Application to the MCCAC going in this month.

C. Supply Chain Opportunity Identification Project

- Contract with vendor under review. Project initiation stage.

VI. Targets of Opportunity

A. SouthGrow Power Project

- Terralta is leading submission of applications to Fortis and AESO. Grants are being written by SouthGrow staff along with support from Lethbridge County.

VII. **Shelved Projects on the Wish List**

A. Local Waste Solutions Feasibility Study

- Looking to include this in next year's operational plan.

B. Blackfoot Language Signage

- Partnership is forming around this project for next year. Partnership so far includes CF Lethbridge and Region, SouthGrow, Tourism Lethbridge, and we are trying to recruit Alberta SouthWest and CF ABSW.

Don't forget to email info@southgrow.com if you would like to get signed up for our economic development newsletter. This newsletter has been called 'The Best Economic Development Newsletter in the West' (mostly by us, but that doesn't make it less true.) It comes packed with great resources for you and your people.



Economic Development | Government Relations

All content copyright © 1999 - 2022 SouthGrow Regional Initiative. All rights reserved. Corporate Access Number: 5111053608

About SouthGrow Regional Initiative

SouthGrow is an economic development alliance of twenty-nine south central Alberta communities committed to working together to achieve prosperity for the region. Representing over 180,000 people, SouthGrow is committed to assisting communities, organizations, businesses, and people in the region to further their economic development goals and to maintain the high quality of life.



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending January 18, 2023 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. Fortis Rates 2023
2. AHS Respiratory Assessment Tool
3. Healthcare Improvement Update
4. Invitation to Community Justice Engagement Sessions
5. Municipal EV Rate
6. Stirling Wind Project



December 21, 2022

RE: Approved FortisAlberta 2023 Distribution Rates

As a follow up to our correspondence in September 2022, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for its distribution rates, effective January 1, 2023. The AUC has also approved a new Rate 62 that has been specifically designed for Electric Vehicle (EV) services and has the same investment as Rate 61.

The attached charts illustrate the estimated percentages and average changes for each rate class based on estimated consumption and demand between December 2022 and January 2023 on a bundled bill basis from your retailer. These charts reflect the rates approved by the AUC.

We thank you for the opportunity to advise you of these updates. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Hunka", with a light blue circular stamp or watermark behind it.

Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

2023 Approved Rates
Average Monthly Bill Impacts by Rate Class
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2022 Bill	Jan 2023 Bill	\$ Difference	% Change
		300 kWh		\$97.89	\$100.19	-\$2.30	2.3%
11	Residential	640 kWh		\$169.58	\$172.56	-\$2.98	1.8%
		1200 kWh		\$287.68	\$291.78	-\$4.10	1.4%
		900 kWh	5 kVA	\$126.95	\$131.72	-\$4.77	3.8%
21	Farm (Breaker Billed)	1,400 kWh	10 kVA	\$426.39	\$433.77	-\$7.38	1.7%
		7,500 kWh	25 kVA	\$1,851.35	\$1,866.07	-\$14.72	0.8%
		700 kWh	10 kVA	\$310.96	\$320.44	-\$9.48	3.0%
22	Farm (Demand Metered)	3,000 kWh	20 kVA	\$892.12	\$907.03	-\$14.91	1.7%
		15,000 kWh	60 kVA	\$3,723.88	\$3,754.89	-\$31.01	0.8%
		6,000 kWh	20 kW	\$2,281.39	\$2,282.72	-\$1.33	0.1%
26	FortisAlberta Irrigation	14,518 kWh	33 kW	\$4,765.38	\$4,712.43	\$52.95	-1.1%
	*Seasonal bill impact	45,000 kWh	100 kW	\$14,239.40	\$14,079.27	\$160.13	-1.1%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,397.32	\$3,507.57	-\$110.25	3.2%
33	Streetlighting (Non-Investment)	7,900 kWh	12,000W	\$2,014.22	\$1,980.06	\$34.16	-1.7%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,267.15	\$2,312.09	-\$44.94	2.0%
		Rates 31 and 38 are based on 100 HPS Lights in assorted fixture wattages.					
		1,083 kWh	5 kW	\$298.95	\$300.15	-\$1.20	0.4%
41	Small General Service	2,165 kWh	10 kW	\$560.07	\$560.59	-\$0.52	0.1%
		10,825 kWh	50 kW	\$2,649.04	\$2,644.08	\$4.96	-0.2%
		2,590 kWh	7.5 kW	\$699.61	\$706.97	-\$7.36	1.1%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$1,334.94	\$1,348.55	-\$13.61	1.0%
		25,895 kWh	75 kW	\$6,417.56	\$6,481.16	-\$63.60	1.0%
		32,137 kWh	100 kW	\$5,838.83	\$5,755.81	\$83.02	-1.4%
61	General Service	63,071 kWh	196 kW	\$11,279.33	\$11,114.27	\$165.06	-1.5%
		482,055 kWh	1500 kW	\$85,970.21	\$84,693.92	\$1,276.29	-1.5%
		824,585 kWh	2500 kW	\$138,408.58	\$140,085.62	-\$1,677.04	1.2%
63	Large General Service	1,529,869 kWh	4638 kW	\$242,263.09	\$244,952.47	-\$2,689.38	1.1%
		3,298,338 kWh	10,000 kW	\$513,065.24	\$518,293.50	-\$5,228.26	1.0%
65	Transmission Connected Service	The Distribution Component will increase from \$44.38971/day to \$47.451461/per day. The Transmission Component is the applicable rate of the AESO.					

CUSTOMER CONTRIBUTIONS SCHEDULES **

Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,749 per service
Rate 11 Residential Development	\$2,749 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,235 base investment, plus \$892 per kVA of Peak Demand
Rate 26 Irrigation	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,209 per fixture
Rate 38 Yard Lighting	\$887 per fixture
Rate 41 Small General Service	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,235 base investment, plus \$992 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,235 base investment, plus \$992 per kW for the first 150 kW, plus \$124 for additional kW of Peak Demand
Rate 63 Large General Service	\$112 per kW of Peak Demand, plus \$123 per metre of Customer Extension

** Alberta Utilities Commission (AUC) Decision 27658-D01-2022, Dec. 16, 2022.

Maximum Investment Levels are reduced if the expected Investment Term is less than 15 years.

Good Morning,

Today, AHS has launched an enhanced [respiratory assessment tool](#) to provide Albertans with guidance to manage a wide range of respiratory illnesses, and provide advice on caring for symptoms at home, and when to seek [additional care](#). We are sharing this new tool with you, with the hope that you will find value for yourself and your family, and also share this resource within your communities.

Building off the success of our COVID-19 online assessment tool, this updated tool provides Albertans with another option to obtain tangible advice for symptom management. The tool will help guide individuals to the best care options for their symptoms, including self-care at home, or seeking care through a walk-in clinic, family physician, or pharmacy for mild to moderate symptoms. As always, those with severe symptoms will be recommended to seek care through an urgent care centre, or emergency department.

The COVID-19 tool has been invaluable for Albertans, having been accessed more than 15 million times since launch. Other available resources such as the [HEAL](#) website, and [know your options](#) guidance, continue to provide support for care, whether that be in-home or elsewhere.

As always, Health Link continues to be here for Albertans, 24/7, by calling 811.

Prevention is our best opportunity to keep our communities healthy. We continue to strongly encourage all Albertans to [get immunized](#) against influenza and COVID-19. Albertans can learn more and book appointments online at ahs.ca/vaccine.

Albertans can keep illness away from family and friends by staying home and away from others when feeling sick. To prevent spread of any illness, we encourage frequent hand washing with soap and warm water for at least 20 seconds or use alcohol-based hand sanitizer. It's also important to cover coughs, and avoid touching eyes, nose, or mouth with unwashed hands. Albertans are also encouraged to wear a well-fitting, high-quality mask in public places if they choose to do so, and rapid, rapid test kits for COVID-19 will continue to be available at participating pharmacies across the province which can be found through the [Alberta Blue Cross website](#).

We know that illness is worrisome, and we thank you for being a partner in prevention.

Sent by Community Engagement on behalf of:

Dr. Kristin Klein

Lead Medical Officer of Health, Communicable Disease Control
Alberta Health Services



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

Healthcare Improvement Update

December 2022

Your Update from the Ministry of Health and Alberta Health Services

▼ MESSAGE FROM HEALTH MINISTER JASON COPPING

Bold steps necessary to ease healthcare pressures

There is no question the health system is under strain.

The reality is, patients are waiting too long for the care they need, despite the fantastic work of our doctors, nurses, paramedics and other frontline staff. We need action now and a sustainable plan to ensure these issues are permanently resolved.



**JASON
COPPING**
Health
Minister

That is why Premier Smith and I asked the part-time AHS board to step aside in November and appointed Dr. John Cowell

as the full-time Official Administrator. The board did great work and I extend my sincere gratitude for their service, but we need to drive change faster than a part-time Board normally could. Dr. Cowell brings urgent, efficient, effective, timely, and decisive leadership to improve productivity and healthcare outcomes. This is vital so that we can support the incredible work of our dedicated frontline healthcare workers.

Dr. Cowell will be focused on four main goals in AHS we desperately need addressed:

- Improve EMS response times;

(CONTINUED ON P. 2)



GOVERNMENT OF ALBERTA photo

From left: Newly appointed Alberta Health Services official administrator Dr. John Cowell, Health Minister

Jason Copping and Premier Danielle Smith announce reforms for AHS at a news conference on Nov. 17.

▼ MESSAGE FROM OFFICIAL ADMINISTRATOR DR. JOHN COWELL, INTERIM CEO MAURO CHIES

Support coming for EMS, EDs, surgery

Alberta has outstanding healthcare workers. We are all focused on improving care for Albertans.

As Official Administrator and Interim President and CEO, we are working together to address four priorities for AHS identified by Premier Danielle Smith and Health Minister Jason Copping.

They are: improving EMS response times; decreasing emergency department wait times; reducing wait times for surgeries; and developing long-term reforms through consultations with front-line workers.

The latter priority involves enhanced



**DR. JOHN
COWELL**
Official
Administrator



**MAURO
CHIES**
Interim AHS
CEO

decision-making at the local level, encouraging innovation to improve and expand local health services, and attracting more health workers to Alberta. We'll report back to Alberta on our progress.

It's worth noting much of this work is underway. In this Update, you can read about regional innovations

in Hinton, enabling the local health centre to provide orthopedic surgeries for residents in northern Alberta, and in Wetaskiwin, where eligible patients are receiving hospital-level care in their homes.

(CONTINUED ON P. 2)

▼ WORKFORCE RECRUITMENT & RETENTION

Daily visit cap policy ended

As part of the new agreement with the Alberta Medical Association, the province has ended the daily visit cap policy.

This will help increase patient access to physicians since there will no longer be a daily cap on the number of visits a physician can fully bill.

Doctors told us they could safely see more patients than the current cap allowed for.

Albertans want to know they can see a doctor when they need one, and physicians are able to provide Albertans with the healthcare services they need.

By changing the daily cap policy, some of the immediate pressures for services provided by general practitioners and specialists, including pediatricians and ophthalmologists, will be addressed.

Physicians will be fully compensated for every visit rather than receiving a discounted rate if they provide more than 50 visit services in one day, which was formerly the practice.

The agreement also includes a one per cent rate increase in each of the next three years, and a one per cent recognition lump sum payment.

This means that \$45 million will go to physicians to recognize the important work they do everyday to help keep Albertans healthy.

▼ MESSAGE FROM OA, INTERIM CEO

Support coming

(CONTINUED FROM PAGE 1)

You can also read about how we're attracting healthcare professionals to the province, and upgrading the Canmore emergency department. We welcome your suggestions for positive change. Feel free to email us at community.engagement@ahs.ca.

▼ DIGITAL HEALTH EVOLUTION AND INNOVATION

Connect Care expands again

AHS this month completed its largest launch of Connect Care to date, involving more than 25,000 staff and physicians at

135 AHS sites. The initiative supports standardized care across AHS and enables all health records from AHS and its

subsidiaries and partners to be accessed through a common provincial information system. It also provides clinicians with common decision-making support.

Launch 5 was the first to involve sites and programs in all five AHS zones. The launch involved acute and long-term care sites in the Calgary, North and Central zones of AHS, and two major provincial programs: Cancer Care Alberta and Alberta Kidney Care South.



An AHS staff member in the intensive care unit of Foothills Medical Centre receives support from a 'super user' after Launch 5 of Connect Care last month.

▼ MESSAGE FROM HEALTH MINISTER JASON COPPING

Bold steps necessary to ease pressures

(CONTINUED FROM PAGE 1)

- Decrease Emergency Room wait times;
- Reduce surgical wait times; and
- Develop long-term reforms through consultation with front-line workers and other key stakeholders.

Some of these changes are directly informed by the insights we received via the engagement tour. Ideas like pushing down more decision-making to the local level so that the unique needs of each community are met in an efficient manner. On changes to EMS, you wanted improvements to how we perform inter-facility transfers and that's one area Dr. Cowell and his team are targeting for change. Many more of your ideas are directly informing the changes being made to the healthcare system. I want to thank you, again, for giving of your time and insight over the past few months. We need to continue to work together to ease the strain we are facing.

We will measure these changes over the next 60 and 90 days through targeted metrics to make sure the changes made actually address the issues. If things aren't

changing in the way we hoped, we will know it immediately and we will have the data necessary to tell us how and what to adjust.

I am confident this is the right move for AHS. By the end of Dr. Cowell's term, I know there will be an efficient and sustainable system, so the next iteration of the AHS board can focus on what they do best: strategic planning for the future needs of Alberta's healthcare system.

Dr. Cowell and I will have more to say in future editions of the newsletter. Until then, please continue to share your ideas and feedback at any time by sending me an email with the subject line HEALTH IMPROVEMENT TOUR to health.minister@gov.ab.ca. We will ensure that your concerns and ideas are part of the decision-making process.

In closing, as the holiday season is upon us, I would also like to take time to wish all of you a Happy Holidays and a very Merry Christmas. I want to also extend best wishes for a Happy New Year. I know our healthcare workers have been under considerable strain the past few years and I hope you all are able to enjoy time with your families and enjoy a period of rest and rejuvenation over the holidays.

▼ WORKFORCE RECRUITMENT & RETENTION

New healthcare providers recruited to northern AB

Successful recruitment efforts have improved access to family medicine and psychiatric services in northern Alberta.

Dr. Anne-Marie Grew becomes the eighth psychiatrist in Grande Prairie; she is based out of the addiction and mental health offices in the Aberdeen Centre, and is also providing care at the Grande Prairie II Regional Hospital.

Elsewhere, there are newly recruited family physicians now practising in four northern Alberta communities: Spirit River (Dr. Adefolake Olaniyan and Dr. Deanna Funk), Manning (Dr. Izanne Nel), Westlock (Dr. Isabella Tu) and Whitecourt (Dr. Tesh Oteghekpen).

▼ MESSAGE FROM HEALTH MINISTER JASON COPPING

What do you think our next steps should be?

Since our last Health Engagement Tour stop in Camrose on Oct. 12, AHS has been working diligently to incorporate your ideas into the Health Care Action Plan. Our system is under real strain and we need to work together to improve access. No two hospitals or urgent care centres are the same and neither are the challenges they face. That is why AHS has been taking the time to assess the feedback we received on the tour. In the new year, we plan on sending you a full report compiled from the World Café sessions detailing the challenges you identified, ideas for how we can make the necessary improvement, but also what is working well in your areas. We also need to look at what unique solutions you presented might be useful in other areas of the province.

There is, however, one consistent area of concern in every corner of Alberta:

▼ MENTAL HEALTH & ADDICTION RECOVERY

Mental health, addiction walk-in clinics open

Local and area residents in three northern Alberta communities now have increased access to services with the opening of addiction and mental health walk-in clinics.

Walk-in clinics for both mental health services and addiction services are now open every Tuesday in Cold Lake, St. Paul and Bonnyville.

The walk-in mental health clinic is a first point of contact for people seeking support for a variety of concerns. The addictions walk-in clinic provides counselling services for individuals with addictions, as well as for family members or friends.

▼ PUBLIC HEALTH & PANDEMIC RESPONSE, RECOVERY

Design work underway to upgrade Canmore ED

Planning and design work has started on a \$4.4-million revitalization project for the Canmore General Hospital's emergency department.

The project — funded by the Government of Alberta, Alberta Health Services (AHS) and the Canmore & Area Health Care Foundation — will create private patient treatment spaces and improve patient flow, addressing a recurring theme during Health Minister Jason Copping's Health Engagement Tour earlier this year.

Construction will be done in phases and is expected to be complete in 2024.



VIDEO: Government hands over keys to new cancer centre

Health Minister Jason Copping speaks at a news conference this month announcing the government has handed Alberta Health Services the keys to the new Calgary Cancer Centre.

we need more doctors, more nurses, more paramedics, and other healthcare professionals. Our world-class healthcare workers are doing an incredible job but we need significantly more of them to ease the strain they are under. This is the long-term solution to the current situation.

That's why Dr. Cowell, Alberta Health, and I are developing a Health Human Resources Action Plan to attract and retain our amazing healthcare workers. I am looking forward to announcing the HHR Action Plan early in the New Year.

As we continue to work towards a better healthcare system for all Albertans, we will send you a draft report of our next steps and we will be seeking your input on how to proceed. The plan will include a report compiled from the Engagement Tour based upon what we heard from you. Your feedback on that plan will be invaluable, so I'm going to once again ask for more feedback to make sure we are addressing the local needs in our health system. Please be on the lookout for the next edition and I'm looking forward to hearing your thoughts in 2023.

▼ ALBERTA SURGICAL INITIATIVE

All six Fort Mac ORs get upgrades

Upgrades and renovations to all six operating rooms (ORs) at the Northern Lights Regional Health Centre are ongoing, enhancing surgical capabilities and improving patient care at the Fort McMurray hospital.

Four ORs are being upgraded to minimally invasive surgical suites (MIS suites) for minimally invasive general, gynecologic, orthopedic and spinal surgeries.

Two other ORs will receive renovations and upgrades, including new surgical lights.

The \$6.3-million project is funded through donations to the Northern Lights Health Foundation.

The new MIS suites are expected to add surgical capacity, addressing a recurring theme during Health Minister Jason Copping's Health Engagement Tour earlier this year.

The first two MIS suites opened this past July. About 500 minimally invasive procedures were performed in the two suites in the first three months.

The surgical suite project is expected to be completed in March.



Surgical team staff at the Northern Lights Regional Health Centre and representatives of the Northern Lights Health Foundation showcase one of four new minimally invasive surgical suites at the Fort McMurray hospital. The project is expected to add surgical capacity.

▼ ALBERTA SURGICAL INITIATIVE

Hip surgeries now available in Hinton

Northern Albertans now have increased access to hip surgery with the opening of a new surgical program at Hinton Healthcare Centre.

An orthopedic surgeon is visiting the site for four days per month doing hip surgeries and eventually knee surgeries. Hinton becomes the fourth site in the AHS North Zone providing hip surgeries, joining Grande Prairie, Westlock and Bonnyville.

The program launched in October and, by early next year, local surgical teams expect to perform up to 16 orthopedic surgeries monthly.

▼ DIGITAL HEALTH EVOLUTION

Home hospital pilot now in Wetaskiwin

Some Wetaskiwin and area residents are now receiving hospital-level care in their homes following the launch of a pilot project last month.

The 'home hospital' pilot project — building on similar programs in Edmonton and Calgary — provides eligible patients with safe, hospital-level care in their homes.

Patients receive remote monitoring from the hospital and regular visits from community paramedics. So far, five local patients have received hospital-level care at home through this program, which can care for two patients simultaneously.

▼ ALBERTA SURGICAL INITIATIVE

Through CSFs, we're providing more orthopedic surgery options

In early November, we were pleased to be a part of the grand opening of Alberta Surgical Group's state-of-the-art surgical facility in Edmonton.

Opening this facility means thousands of Albertans will be able to have long-awaited orthopedic surgeries sooner. AHS has contracted the surgical team to

provide about 3,000 surgeries annually for the next two years.

These publicly-funded procedures are offered at no cost to Albertans, patients will get the same service as they would in a hospital, from the same surgeons who follow the same clinical standards. Doing surgeries at this and other surgical

facilities means we free up hospital capacity for other procedures. This is just one solution we are exploring to reduce waiting periods to clinically appropriate times. With innovative partnerships like this one, more Albertans can get their surgeries sooner and get back to living full, pain-free lives.

From: [JSG Engagement](#)
Cc: [JSG Engagement](#)
Subject: Invite to Virtual Community Justice Centre Engagement Sessions
Date: December 22, 2022 12:04:33 PM
Attachments: [image001.png](#)

Hello,

The Ministries of Alberta Justice and Public Security and Emergency Services are excited to be starting virtual stakeholder engagement on Community Justice Centre's (CJC) in early 2023.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of re-offending, and improves public safety and community well-being. CJCs can take on a physical form where a "brick and mortar" location unites the court, justice programs, and local social services, or a virtual form that offers better integration of justice initiatives and community services.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols. These conversations will inform a report back to the federal government and may inform the establishment of CJCs in Alberta in the future.

In-person engagement and conversations occurred between September 2022 and November 2022, held in medium-sized, rural and Indigenous communities throughout Alberta. Elected and unelected community leaders, governmental and community-based organizations shared to CJCs could work within their specific contexts and potential challenges to ensuring this concept's success.

Now it is time for our virtual sessions!

Two-hour engagement sessions will focus on key themes to enable you to make recommendations on what CJCs could and should look like. While these virtual sessions were designed for large urban centres, all are welcome to attend if interested or you missed your in-person community session. You are invited to self-determine whether to attend all, or specific topics of your choosing.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas that will then be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement is highly valued and is an integral part of understanding how CJCs could be implemented in Alberta. We also acknowledge that we may not have all relevant stakeholders on our list, please pass on this information to others you feel should attend and if you don't mind, please cc JSG.Engagement@gov.ab.ca so we can expand our stakeholder list.

Specific Sessions:

Please register using the hyperlinked dates.

[th](#)

January 20 , 9:30-11:30am

Current state - What is working with how justice is delivered in Alberta today? What is not working with how justice is delivered in Alberta today? What collaboration within the criminal justice system exists today? What is working? Not working? What innovative programs exist in Alberta or elsewhere that we should consider in the context of developing community justice centres in Alberta? What has been tried but did not proceed and why not?

February 3rd , 9:30-11:30am

Locally-Based Thinking - What services would be delivered through a CJC and by whom? What would be critical to the success of this approach, governance structure (e.g. supported or led by government/ or community-based organizations/ or a hybrid?) What outcomes should government and system partners strive for when considering formation of CJsCs? What services would be delivered via a CJC and by whom?

February 24th , 9:30-11:30am

Future planning - What principles should guide the formation of CJsCs in Alberta? What current issues in the justice system could be overcome/addressed through CJsCs? What has Covid taught us about delivering justice services through technology and does this impact our vision of a CJC? How do CJsCs support or enable the medium and longer term vision for the delivery of justice services in Alberta? What services would be delivered via a CJC and by whom?

Kind Regards,

The Justice and PSES Engagement Team



Classification: Protected A



FORTISALBERTA PILOT RATE 62 STANDALONE LEVEL 3 EV CHARGERS

BACKGROUND

Canada has committed that by 2035, all new cars and light-duty trucks sold in the country will be zero-emission vehicles. As a rural electricity distribution owner, FortisAlberta is at the front line of supporting the development of charging infrastructure to further the adoption of electric vehicles in Alberta.

FortisAlberta is happy to announce the Alberta Utilities Commission (AUC) has approved an Electric Vehicle (EV) Fast Charging Service pilot rate, Rate 62, on December 16, 2022. This pilot rate is proposed as an interim measure to support standalone public EV Level 3 charger technologies while utilization is low.

FortisAlberta is working diligently to ensure all internal systems and training requirements are in place to offer this rate to customers. Currently, the anticipated timeline is the second quarter of 2023. Additional information will be provided when it becomes available.

Additionally, 2023 will see FortisAlberta take another important step forward in understanding the charging habits of EV owning customers across rural Alberta, including how residential EV charging impacts FortisAlberta's distribution system. A pilot project was approved by the AUC to explore and manage the demands on Alberta's electricity distribution grid.

For more information, visit: www.fortisalberta.com/evpilotproject

OVERVIEW

- The term *pilot* means the rate will be reviewed during the next Phase II application and may or may not be renewed as is or with modifications at that time. Essentially, it is not intended to remain indefinitely.
- Rate 62 is an interim measure to improve the economics of EV Level 3 charger technology for customers. Specifically, addressing high peak metered demand and ratchet demand costs for EV charging station customers when chargers are only being utilized a few times per month.
- The rate's transmission and distribution charges are calculated as outlined on FortisAlberta's Rates, Options, and Riders Schedule effective January 1, 2023. A copy will be made available in the new year and can be found here: [Rates, Options and Riders \(fortisalberta.com\)](http://Rates, Options and Riders (fortisalberta.com)).
- The rate includes investment. As an example:
 - A site with a standalone Level 3 180kW EV charger would receive a base investment of \$6,235.
 - Further to the base investment, \$944 per kW for the first 150kW (\$148,800) is provided.
 - For each kW over 150kW customers receive \$124 of additional investment, so in this example an added \$3,720 (30kW). **The total maximum investment would be \$158,755.**
- The rate calculation is tied to load factors. If load factor is below 4 per cent, it is more economical for customers to be enrolled in the Rate 62 pilot rate. If load factor is above 4per



FORTISALBERTA PILOT RATE 62 STANDALONE LEVEL 3 EV CHARGERS

cent, it is more economical for customers to switch to Rate 61. The threshold of 4 per cent corresponds to approximately 60 minutes of charging per day, or 3 car charges per day.

- **Customers must apply to switch**, it will not happen automatically. With the load factor mechanism, customers should only be enrolled to Rate 62 on a temporary basis.
- Transmission revenues associated with this rate are designed to be recovered through an energy charge (i.e., \$/kWh).
- On the distribution side, System Usage costs and Local Facilities costs will be recovered through an energy charge, while the Service Charge remains the same as Rate 61 (General Service).
- FortisAlberta is expected to report analysis and review of this rate in its next phase II DTA, including the uptake and load factors of customers.

REFERENCES: APPLICATION ID 27671 (2023 COST OF SERVICE COMPLIANCE FILING AND 2023 RATE APPLICATION), PARAGRAPH 106-109 & AUC DECISION 27671-D01-2022 PARAGRAPH 6.2.1.



December 15, 2022

Hello Neighbours,

We hope you have been well since our last communication about the Stirling Wind Project. As the year comes to an end, our team at the Stirling Renewable Energy LP would like to provide you with some quick updates on the Project.

We have had a successful construction season since breaking ground in May, and as of December 15th, construction activities have officially wrapped up for the year. This year we completed constructing all the turbine access roads, poured 13 turbine foundations, and began constructing the Project substation.

Construction activities will resume in March 2023 and be in full swing until the end of next year. In the spring, we will begin installing collector lines, finish pouring the remaining turbine foundations and begin erecting turbines by early summer. There will continue to be a slight increase in traffic on the road as Project equipment is delivered to site throughout the year.

As always, thank you for your ongoing cooperation, accommodation, and support for the Stirling Wind Project. If there is any issue regarding the Project site over the winter, please reach out to me at any time.

Happy holidays and have a wonderful new year!

Sincerely,

Keaton Lever

Keaton Lever
Project Manager
(647) 248-7946
klever@potentiarenewables.com



Request for Decision Legion Flag Invoice

RECOMMENDATION

That Council reimburse Marty Kirby for invoice WINV025951 from the Royal Canadian Legion for the flag and pole purchases for Council Chambers in the amount of \$566.05.

LEGISLATIVE AUTHORITY

None.

BACKGROUND

Deputy Mayor Kirby has purchased the Canadian and Alberta provincial flags and poles to be situated in Council Chambers.

RISKS/CONSEQUENCES

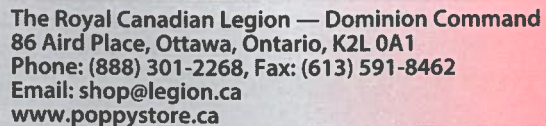
1. Council may provide further direction. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Royal Canadian Legion Invoice WINV025951



Warner AB TOK 2L0

Cust #: WEB_99372				Ship By: EXPEDITED		Order Date: 12/12/2022			Order #: WINV025951			
Line	Item #	Location	Description	Order Quantity	Quantity Backorder	Backorder Ship Date	Quantity Shipped		Unit Price	Extended Price	Tax	
	400170	A01 06 06	FLAG POLE OAK FINISH 8" X 1" 1/4"	2	0		2		99.00	198.00	G	
	400171	A02 01 01	FLAG TOP MAPLE LEAF SOLID BRASS	1	0		1		90.00	90.00	G	
	400501	A02 02 01	FLAG CANADA 6' X 3' SLEEVED	1	0		1		29.95	29.95	G	
	400176	A02 02 04	FLAG STAND PREMIER	2	0		2		80.00	160.00	G	
	400641	A02 04 00	FLAG ALBERTA 6' X 3' SLEEVED	1	0		1		44.95	44.95	G	
Merchandise Total			522.90	Shipping		17.00	GST/HST		26.15	Order Total		566.05
Balance Owing			0.00									
IMPORTANT: Please review the contents of your order and report any damage or missing merchandise toll free at (888) 301-2268. Thank you for your order.				Tax Codes: G = GST H = HST		Payment Received		566.05		Method of Payment		Credit Card



Request for Decision Warner & District Agricultural Society

RECOMMENDATION

That Council direct administration to include the Warner & District Agricultural Society's contribution request into the 2023 budget.

LEGISLATIVE AUTHORITY

None.

BACKGROUND

The Warner Curling Rink has had capital asset replacement completed on the rink chiller replacement and mechanical room renovations. Matching grant dollars were received, however, due to unforeseen cost increases as well as safety requirements, the additional dollar contribution has vastly depleted their operating dollar budget.

As the Village begins preparing the 2023 budget, consideration of a contribution could be included in budget deliberations.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None at this time.

ATTACHMENTS

1. Warner & District Agricultural Society Letter

Warner & District Agricultural Society
Box 431
Warner, Alberta T0K 2L0

January 11, 2023

The Warner Curling Rink is an important hub of the community of Warner. Many people use the facility, with both an active men's and women's league, three to four bonspiels a year and an impressive school program. The school has used the rink for many years, teaching the basics of curling and encouraging the sport. Thirty to forty students are taking part in the curling program each year. Impressively the schools' senior team won zones this past year!

This has always been a vital facility for winter activity in our community. The Warner Agricultural Society is striving to keep the building up to date, modern and safe for use now and for generations to come.

The building also houses the only full-time restaurant in our community. This is also important to keeping the Village of Warner prosperous, inviting, and offering residence options for meals.

The Warner Curling rink chiller replacement and mechanical room renovation is complete. Everything is now up to code and working properly. This will ensure a fun, safe, functioning facility for the future. The approximate cost of this replacement was \$175,000. We received a CFEP grant and raised matching funding for the project. The original budget was exceeded by \$50,000 due to increased costs and unforeseen safety needs that were needed to meet standard in the mechanical room. Along with the increased costs in utilities for both the Curling Rink and the Elks Hall, this has left the AG Society without enough money to cover the month-to-month expenses of the two buildings. The AG Society will receive their yearly grant in June and is also planning to do some fund raising this year. We are writing to ask if your organization would be willing to contribute toward this vital repair and operation to help us through this difficult time. Our hope is to keep the Curling Rink running and providing options to our community for years to come.

Thank you for your support and consideration,
Warner Agricultural Society

Adam Doenz Secretary/Treasurer
doenzadam@hotmail.com



Request for Decision Policy 201: Signing Authority

RECOMMENDATION

That Council approve Council Policy 201: Signing Authority 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

As provided for by previous Municipal Inspections and most recently, as per the viability review recommendation and Minister directives, the Village of Warner will develop policies in order to guide staff and to communicate service level expectations to the public.

The signing authority policy was first presented to Council at the December 2022 regular council meeting where amendments were requested to outline signing authority and provide direction to staff for their creation and implementation.

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 201: Signing Authority



COUNCIL POLICY 201 Signing Authority

References:
Municipal Government Act
(Section 213)
Records Management Bylaw

Effective Date: _____

Council Resolution No: _____

POLICY STATEMENT

In accordance with the Municipal Government Act, authority is delegated to sign cheques, Agreements, and other municipal documents to those elected officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the Municipal Government Act (MGA), and in other various bylaws and council policies.

PURPOSE

The purpose of this policy is to:

- clarify who in the organization may sign or authorize which municipal documents;
- support accountability for financial and non-financial transactions; and
- provide clarity of roles and responsibilities.

SCOPE

This policy applies to signing authority held by Council, the Chief Administrative Officer, and designates.

DEFINITIONS

Agreement(s) means a document, intended to be enforceable by law, that records an arrangement between the Village and one or more other parties to perform a course of action, and includes Agreements, contracts, memorandums of understanding, and settlements.

Negotiable Instrument(s) means a legal document that is payable to the bearer.

RESPONSIBILITIES

Responsibility for the implementation of this policy will be the Chief Administrative Officer (CAO) and/or designate.

STANDARDS

1. Unless specified elsewhere in this policy, authority is delegated to a position as opposed to a person.
2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.



3. Only positions that have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced here.
4. Persons who have been delegated signing authority are responsible for:
 - being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;
 - ensuring documents are signed in accordance with this policy, and
 - ensuring the accuracy of the document being signed.

5. Prescribed Authorities

5.1. Corporate Seal

The presence of the Village of Warner corporate seal on any document verifies the signatories are authorized to sign on behalf of the corporation. The corporate seal must be applied by the CAO, and/or designate to any document signed on behalf of the corporation unless otherwise noted in this policy. This authority may be further delegated for specific tasks (i.e., tax certificates, Land Titles documentation). The CAO shall maintain a permanent record of any such delegations.

5.2. Bylaws

Section 213(3) of the MGA requires bylaws be signed as follows:

First Signature	Second Signature	Corporate Seal	Location of Original
Required	Required	Required	Records
Mayor	CAO		

The Mayor's and CAO's signing authority may be delegated to anyone acting in this capacity. The CAO shall maintain a permanent record of any such delegations.

5.3. Policies

Policies are approved by Council motion; no formal signing is required.

5.4. Minutes

Sections 213(1) and (2) of the MGA require that minutes of Council meetings and of Council Committee meetings be signed by the person presiding at the meeting. This signing authority is delegated as follows:

First Signature	Second Signature	Corporate Seal	Location of Original
Required	Required	Not Required	Records
Chair of Meeting	CAO or delegate		



The first signature may not be delegated unless it is impossible for the chair of the meeting to sign the document, in which case it may be delegated only to a Councillor or committee member present at the meeting.

The second signature shall be delegated to the Recording Clerk for the meeting as applicable. The minutes themselves shall serve as a record of any such delegation.

5.5. Negotiable Instruments

Section 213(4) of the MGA requires that Agreements, cheques and other Negotiable Instruments be signed by the Mayor, or by another person authorized by Council to sign them, together with a Designated Officer, or by a Designated Officer acting alone, if so authorized by Council.

5.5.1 Cheques

Authority for signing cheques is as follows, in accordance with Section 213(4) of the MGA and the Chief Administrative Officer Bylaw. This authority may not be further delegated.

First Signature	Second Signature
Chief Administrative Officer	Mayor or in their absence, <u>any other authorized</u> member of Council

5.5.2 Contracts and Agreements

~~The Chief Administrative Officer is authorized to sign and execute All~~ Agreements or contracts made or executed on behalf of the Village of Warner. requires both the Mayor or Deputy Mayor (in the Mayors' absence) and the Chief Administrative Officers signature.

<u>First Signature</u>	<u>Second Signature</u>
<u>Chief Administrative Officer</u>	<u>Mayor or in their absence, the Deputy Mayor</u>

Municipal Agreements may include those which go beyond the fiscal year, are either operating or capital, are within the limits of the Council approved annual budget and have prior Council approval to proceed.

~~The delegation of authority does not preclude the Mayor from providing a second signature on any contract or Agreement.~~

5.5.3 Other Documents

Authority may be delegated by bylaw or policy allowing other employees of the Village of Warner to sign documents not listed or outlined above.

6.0 Electronic Signatures



COUNCIL POLICY 201 Signing Authority

Council authorizes the use of printed or lithographed signatures for the signing of cheques, bylaws, minutes and other relevant documents.

DRAFT



Request for Decision 610-23 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 610-23, being the Borrowing Bylaw.

That second reading be given to Bylaw 610-23, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 610-23, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 610-23, being the Borrowing Bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act

Borrowing bylaw

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

(2) A borrowing bylaw must set out

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

(3) A borrowing bylaw must be advertised.

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

BACKGROUND

This borrowing bylaw is presented annually for consideration by Council as a precaution should operational funding be required.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 610-23

**VILLAGE OF WARNER
BYLAW 610-23**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2023
EXPENDITURES FROM THE ALBERTA TREASURY BRANCH.**

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

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

WHEREAS the Council of the Village of Warner estimates that the taxes to be levied for the year 2023 by the Village of Warner for all purposes will be in excess of the sum of Four Hundred Thousand Dollars (\$400,000.00); and

WHEREAS the Council of the Village of Warner has deemed it necessary to provide for a revolving term line of credit totaling One Hundred and Twelve Thousand Dollars (\$112,000.00).

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

1. THAT the Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the Alberta Treasury Branch, the sum of One Hundred and Twelve Thousand (\$112,000.00) when the Council deems it necessary to meet the expenditures and obligations of the Village of Warner for the year 2023 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
2. THAT for in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Village of Warner under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said Alberta Treasury Branch;
3. THAT the Council of the Village of Warner hereby pledges to the said Alberta Treasury Branch as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Village of Warner in prior years, together with those taxes and penalties on taxes to be levied in 2023 for such payment to be levied and collected, nor shall the said Alberta Treasury Branch be bound to wait for payment, until such taxes and penalties can be collected;
4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said Alberta Treasury Branch;

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

Read a first time this _____ day of _____, 2023

Read a second time this _____ day of _____, 2023

Unanimous consent be given to present for third reading this _____ day of _____, 2023

Read for a third and final time this _____ day of _____, 2023

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____, 2023.



Request for Decision Regional Assessment Review Services

RECOMMENDATION

That Council direct Administration to enter into an agreement with Oldman River Regional Services Commission (ORRSC) for Regional Assessment Review Services, and further, to bring back a bylaw to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB).

LEGISLATIVE AUTHORITY

Municipal Government Act

Section 454 Assessment review boards to be established

A council must by bylaw establish

(a) a local assessment review board to hear complaints referred to in section 460.1(1), and

(b) a composite assessment review board to hear complaints referred to in section 460.1(2).

Joint establishment of assessment review boards

455(1) Two or more councils may agree to jointly establish the local assessment review board or the composite assessment review board, or both, to have jurisdiction in their municipalities.

(2) Where an assessment review board is jointly established,

(a) the councils must jointly designate one of the board members as chair and must jointly **prescribe the chair's term**

of office and the remuneration and expenses, if any, payable to the chair, and

(b) the chair may delegate any of the powers, duties or functions of the chair to another board member but not to the provincial member of a panel of the board.

BACKGROUND

As per the Municipal Government Act, each municipality must establish a local and composite assessment review board regarding assessment or tax complaints.

As per the Village's Regular Council meeting agenda on March 20, 2019, the item of a Regional Assessment Review Service Agreement is shown, however, the minutes are silent as to a decision. Subsequent communication with the Oldman River Regional Services Commission (ORRSC), determines that the Village of Warner did not enter into an agreement for these services.

Should Council choose to enter into an agreement with ORRSC, and in accordance with the agreement, each member municipality is requested to appoint up to 2 members, and members will be required to complete the legislated training with the Land and Property Rights Tribunal every 3 years.

This item is before Council for a decision to fulfill the Municipal Government Act requirements.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

There is an initial fee of \$500.00 to join the Regional ARB, and thereafter there is an administrative fee of \$225.00 annually, as listed in Schedule D. Schedule D of the agreement also outlines the Remuneration fee schedule that will be applied when a hearing is scheduled or for taking appropriate training.

ATTACHMENTS

1. Draft Agreement for Regional Assessment Review Services (including a draft bylaw)
2. Assessment Review Board Brochure

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between

Oldman River Regional Services Commission
("Coordinator")

- and -

Village of Warner
("Member Municipality")

Dated this 1st day of January, 2023

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

- 1.1 The following schedules form part of this agreement:
 - Schedule "A" – List of Member Municipalities
 - Schedule "B" – Bylaw
 - Schedule "C" – Responsibilities
 - Schedule "D" – Fees

2. DEFINITIONS

- 2.1 In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:
 - a. **"Assessor"** is the person appointed by the Member Municipality to assess residents' property.
 - b. **"Assistant Clerk"** is a staff person employed by a Member Municipality to provide service to the Complainant;
 - c. **"CARB"** is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **“Clerk”** is the Chief Administrative Officer of Oldman River Regional Services Commission appointed by the Regional Member Municipality to act as the Clerk to the Regional Assessment Review Board;
- e. **“Complainant”** is an assessed person or taxpayer;
- f. **“Coordinator”** is Oldman River Regional Services Commission;
- g. **“LARB”** is Local Assessment Review Board as defined by the *Municipal Government Act*;
- h. **“Member Municipality”** is a municipality listed in Schedule “A”;
- i. **“Regional Assessment Review Board”** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the *Municipal Government Act*.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule “B”.
- 3.2 The Member Municipality may select and appoint one Citizen-at-large to be a Board Member and one Council member to be available to sit on a panel for the Regional Assessment Review Board.
 - a. If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - b. Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the Hearing, i.e., Board Member & Clerk honorarium, mileage. If there are multiple Hearings held involving more than one Member Municipality, each municipality will pay their portion of costs based on number of Hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.
- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule “D” - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule “C” and may assign any responsibilities to the Clerk as deemed necessary.
- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members (in consultation with the affected Municipality) to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission’s current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule “D”.
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

- 5.1 The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality’s practice.
- 5.2 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.
- 5.3 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.4 Any other responsibilities as identified in Schedule “C”.

6. TERM

- 6.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Contract may be terminated as follows:
 - (a) By mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and the Commission will be entitled to payment of fees, on a pro rata basis, to the effective date of termination.

- (b) For cause, by delivery of a written notice of termination specifying the cause in which case the termination shall be immediate; "cause" being defined as any persistent or material breach by either party in its performance or observance of the terms of this Agreement.
- (c) Without cause or mutual consent, by delivery of a THREE (3) month notice of termination by either party, in which case the Commission will be entitled to payment of fees and expenses, on a pro rata basis, to the effective date of the termination.

7. PRIVACY

- 7.1 The Coordinator is subject to the *Freedom of Information and Protection of Privacy Act* (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member Municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - a. Roll Number
 - b. Legal Address
 - c. Civic Address
 - d. Registered Owner Name(s)
 - e. Registered Owner(s) mailing address and phone number
 - f. Assessed Value and Assessment Class of the property under review
 - g. Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. DISPUTE RESOLUTION

- 9.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - a. Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - b. Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen's Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

10. INDEMNIFICATION

- 10.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Chief Administrative Officer and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 10.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 10.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

11. INSURANCE

- 11.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

12. NOTICES

- 12.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

13. FORCE MAJEURE

- 13.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

14. SINGULAR AND MASCULINE

- 14.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

15. GOVERNING LAW

- 15.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

16. INTERPRETATION

- 16.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

17. SUCCESSORS

- 17.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

18. ENTIRE AGREEMENT

- 18.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

19. COUNTERPART

- 19.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the “Affidavit Verifying Corporate Signing Authority” and the “Affidavit of Execution” attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

VILLAGE OF WARNER

PER: _____

PER: _____

Schedule “A” Member Municipalities

As of March 2022:

Arrowwood – Village
Barnwell – Village
Barons – Village
Cardston – County
Cardston – Town
Carmangay – Village
Champion – Village
Claresholm – Town
Coalhurst – Town
Coutts – Village
Cowley - Village
Crowsnest Pass – Municipality
Fort Macleod – Town
Glenwood – Village
Hill Spring – Village
Lethbridge – County
Lomond – Village
Magrath – Town
Milk River – Town
Milo – Village
Nanton --Town
Nobleford – Village
Picture Butte – Town
Pincher Creek – Municipal District
Pincher Creek – Town
Raymond – Town
Stavely – Town
Stirling – Village
Taber – Municipal District
Vauxhall – Town
Vulcan – County
Vulcan – Town
Warner – County
Waterton – Improvement District
Willow Creek – Municipal District

Schedule “B”

“MUNICIPALITY” BYLAW NUMBER _____

A bylaw of the “Municipality” in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, section 454 of the *Municipal Government Act*, states that council must by bylaw establish a local assessment review board and a composite assessment review board; and

WHEREAS, section 454.1(1) of the *Municipal Government Act*, states that council must appoint at least 3 persons as members of the local assessment review board; and

WHEREAS, section 454.2(1) of the *Municipal Government Act*, states that council must appoint at least 2 persons as members of the composite assessment review board; and

WHEREAS, section 455(1) of the *Municipal Government Act*, states that two or more councils may agree to jointly establish the local assessment review board or the composite review board, or both, to have jurisdiction in their municipalities; and

WHEREAS, Oldman River Regional Services Commission (Commission) and Municipalities within the region, jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by an assessed person or taxpayer of a Regional Member Municipality; and

WHEREAS, Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the required Assessment Review Board(s) and will invoice the Municipality their portion of the costs.

NOW THEREFORE, the Council of the “Municipality”, duly assembled, enacts as follows:

1. Title

1.1 The title of this Bylaw shall be the “Regional Assessment Review Board Bylaw Amendment 2021”.

2. Definitions

2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.

2.2 In this bylaw the following terms shall have the meanings shown:

- a. **Alternate** means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties.
- b. **Board** means the Regional Assessment Review Board.
- c. **CARB** means the Composite Assessment Review Board established in accordance with the ‘*Matters Relating to Assessment Complaints*’ regulation.
- d. **Clerk** means the person appointed to carry out the duties and functions of the assessment review board as required under section 456 of the *Municipal Government Act*.

- e. **Citizen-at-large** means a person who does not represent a specific organization and is appointed by Council.
- f. **LARB** means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation.
- g. **Member** means a member of the Regional Assessment Review Board.
- h. **MGA** means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.
- i. **Regional Member Municipality** means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

3. Appointment of Board Members

- 3.1 Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board.
- 3.2 The Board shall consist of a minimum of twenty members, some of whom may be a Citizen-at-large or a Council member.
- 3.3 In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

4. Terms of Appointment

- 4.1 Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 4.2 If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 4.3 A Member may be re-appointed to the Board at the expiration of his/her term, provided recertification training has occurred prior to the expiration of term.
- 4.4 A Member may resign from the Board at any time on written notice to the Clerk and to the Member Municipality to that effect.
- 4.5 The Member Municipality may remove their designated Member at any time.

5. Panels of the Board

- 5.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - a. three persons selected by the Clerk when the Board is acting as a Local Assessment Review Board;
 - b. two persons selected by the Clerk when the Board is acting as a Composite Assessment Review Board; or
 - c. a single member selected by the Clerk when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.

- 5.2 The Clerk may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
- a. the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - b. the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - c. where possible, the Clerk shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

6. Chairperson

- 6.1 The Chairperson of a panel:
- a. will preside over and be responsible for the conduct of meetings;
 - b. may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - c. will vote on matters submitted to the panel unless otherwise disqualified.

7. Jurisdiction of the Board

- 7.1 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

8. Clerk(s) of the Board

- 8.1 The Clerk(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Chief Administrative Officer.
- 8.2 The Clerk shall:
- a. assist the Board in fulfilling its mandate; and
 - b. prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

9. Meetings

- 9.1 Meetings will be held at such time and place as determined by the Board.
- 9.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

10. Quorum and Voting

- 10.1 The quorum for panels of the Board shall be as established by the MGA, namely:
- a. two members of a panel acting as a local assessment review board; and
 - b. one member and the provincial member of a panel acting as a composite assessment review board.
- 10.2 All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 10.3 The majority vote of those Members present and voting constitutes the decision of the Board.
- 10.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Clerk shall appoint a replacement member of the panel.

11. Conflict of Interest

- 11.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
- a. declares that he or she has a conflict of interest; and
 - b. describes in general terms the nature of the conflict of interest.
- 11.2 The Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 11.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
- a. he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - b. substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

12. Pecuniary Interest

- 12.1 The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 12.2 A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

13. Commencement of Appeals

- 13.1 An assessed person or a taxpayer may commence an assessment complaint by:
- a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the MGA; and
 - b. paying the applicable fee.

14. Rules of Order

- 14.1 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

15. Adjournments

- 15.1 The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
- a. allowing the Board to obtain a legal opinion or other professional guidance; or
 - b. to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 15.2 Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

16. Notice of Decisions & Record of Hearing

- 16.1 After the hearing of a complaint, the Clerk shall:
- a. under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - b. arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 16.2 The Clerk will maintain a record of the hearing.

17. Delegation of Authority

- 17.1 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
- a. its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Clerk who will follow the Oldman River Regional Services Commission policy.

18. Reimbursement of Costs

- 18.1 The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

Read a First Time this ____ day of _____, 2021.

Read a Second Time this ____ day of _____, 2021.

Read a Third and Final Time this ____ day of _____, 2021.

Mayor / Reeve

Chief Administrative Officer

Schedule “C” Responsibilities

AC = Assistant Clerk from Member Municipality

A = Assessor from Member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Chief Administrative Officer)

	Receipt of Appeal
AC	<ul style="list-style-type: none"> • Collect fee
AC	<ul style="list-style-type: none"> • Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> • Open file and send to Assessor & Clerk

	Initial Stages
A/AC	<ul style="list-style-type: none"> • Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> • Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> • If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> • If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> • Assistant Clerk advises Regional Clerk of hearing location preference

	Confirmation of Receipt of Appeal
C	<ul style="list-style-type: none"> • Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> • Determine if issue exists for merit hearing

	Assignment of Resources
C	<ul style="list-style-type: none"> • Open file/identify all parties involved
C	<ul style="list-style-type: none"> • Assign administrative support and Board members
C	<ul style="list-style-type: none"> • Establish hearing date, schedule facility, Board members

	Send Notice of Hearing to Complainant
C	<ul style="list-style-type: none"> • Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> • Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	<ul style="list-style-type: none"> Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk
A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary – including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> – Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> – Copy of hearing minutes
C	<ul style="list-style-type: none"> – Statistics (where necessary)
C	<ul style="list-style-type: none"> – Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> – Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule “D” Fees

Regional Assessment Board Fee

Entry Fee = \$500. Thereafter, each municipal member shall be invoiced a \$225 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members and Clerk shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Clerk shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Clerk shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Clerk.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Clerk shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by Member Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

Requesting an appeal fee is at the discretion of municipality. Schedule 2 of *Matters Relating to Assessment Complaint Regulation, 2018*, Complaint Fee indicates:

	Complaint Fee
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 DIPAUD *
Designated industrial property — major plant or facility	Flat fee \$650 per major plant or facility
Designated industrial property – other	Flat fee \$50 per DIPAUD *
Equalized assessment	Flat fee \$650

* Designated Industrial Property Assessment Unit Identification

Where do I start?

Contact your Assessor

Before filing a complaint we encourage you contact your Assessor to ensure you and the Assessor are clear on the evaluation process and that the details of the property are accurate.

File an Assessment Complaint

If you are unable to resolve your property assessment concerns with the Assessor you must provide the following to file an Assessment Complaint:

- Complete an Assessment Review Board Complaint Form **in full**.
- Provide a copy of your tax notice.
- Provide any other supporting documents or forms, and
- Pay the appeal fee.

RESOURCES

Filing a Property Assessment Complaint and Preparing for Your Hearing Guide

<http://www.municipalaffairs.alberta.ca/documents/as/Filing%20a%20property%20assessment%20complaint%20and%20preparing%20for%20your%20hearing.pdf>

Matters Relating to Assessment Complaints Regulation 201/2017 (MRAC):

https://kings-printer.alberta.ca/documents/Regs/2017_201.pdf

IMPORTANT

Please ensure your Assessment Review Board Complaint Form is filled out **in full** and all necessary documentation is included:

- Assessment and/or Tax Notice
- Appeal Fee
- Any additional supporting documents
- Agent Authorization Form (if applicable)

Complaints filed with an incomplete form, submitted after the appeal deadline, or without the required fee are invalid.



Email | admin@orrsc.com
Phone | 403-329-1344

3105 16th Avenue North
Lethbridge, AB
T1H 5E8



Filing an Assessment Complaint

WHAT IS AN ASSESSMENT APPEAL?

To ensure property owners have a voice in the property assessment system, the *Municipal Government Act* has set out a complaints and appeals system for property owners who have concerns about their property's assessment.

The assessment complaints and appeal process requires you to file a complaint with your municipality's assessment review board.

The deadline to appeal can be found on your assessment notice.

WHAT IS THE ROLE OF THE ASSESSMENT REVIEW BOARD?

The Assessment Review Board is responsible for adjudicating complaints regarding property assessments. During the hearing they receive evidence and arguments from the parties, and make decisions while applying the law to every complaint.

Boards receive support and policy direction from the Province of Alberta to ensure fair application of the law to all Albertans.

WHO WILL HEAR MY COMPLAINT?

Assessment Complaints are heard by members of an Assessment Review Board.

The panel for Local Assessment Appeals are comprised of 3 Board Members, and Composite Assessment Appeals are comprised of 1 appointed member from the Land and Property Rights Tribunal and 2 Board Members.

Board Members are subject to principles of natural justice and must be free from bias or conflict of interest.



WHAT CAN I EXPECT AT MY HEARING?

The Assessment Review Board acts much like a judge in a trial and lets the parties make their own cases as they see fit.

Board Members may ask questions, but these are generally to clarify points made by each party rather than to fill in major gaps in the evidence presented.

You must bring 1 copy of your disclosure to the Hearing, this is in addition to the copies filing with your disclosure.

If you do not attend the hearing, the Board may proceed in your absence.

HOW CAN I BE PREPARED?

To ensure that all your evidence is heard by the Assessment Review Board, present your evidence in writing prior to the hearing in the disclosure process.

The Complainant and Assessor (the Respondent) are required to disclose evidence to each other within the legislated time frames, which can be found on your Notice of Hearing.

The Board must not hear any evidence that was not included in your disclosure documents, provided prior to the hearing.

For more information check out the **RESOURCES** page of this brochure.

WHAT IF I AM CONCERNED ABOUT MY PROPERTY TAXES, NOT MY ASSESSMENT?

Assessment Review Boards do not have jurisdiction to address concerns regarding your municipal property taxes, tax rate, tax bill, etc.

If you have concerns about your municipal property taxes or tax rate please contact your municipal office or elected officials for more information.