



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 – AUGUST 16, 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 June 21, 2023, 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. BYLAW/AGREEMENTS / POLICY REVIEW

- A) Tax Rate Bylaw 617-23 Ratification
- B) Council Policy 601 Compliance Letters

7. ACTION ITEMS/COUNCIL DECISION

- A) Bell Lease
- B) Assessment and Budget
- C) Warner Winter Fun

8. CLOSED MEETING

- A) Section 16: Disclosure harmful to business interests of a third party
- B) Section 17: Disclosure harmful to personal privacy

9. NEXT REGULAR COUNCIL MEETING

Wednesday – September 20, 2023, at 5:30 p.m.

10. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the June 21, 2023 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: June 21, 2023, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, June 21, 2023, at 5:30 p.m. in the Warner Municipal Office, at 210-3rd Avenue, Warner, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. CALL TO ORDER

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

2. DELEGATIONS

A) Chief Mountain Regional Solid Waste Services Commission
Marian Carlson, Senior Executive Officer for Chief Mountain Solid Waste Services, was in attendance to provide an overview of the Commission as provided in the agenda package.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, **“that Council accept the strategic plan presentation from Chief Mountain Regional Solid Waste Services Commission.”**

Motion Carried 2023-120

A) Community Futures

Mr. Alvaro Mendes, Business Analyst for Community Futures Chinook will be in attendance to provide an overview on the Community Futures organization, as well as information on the beautification loan program.

Moved by Councillor Baron, seconded by Councillor Koehn, **“that the presentation from Community Futures be accepted as information.”**

Motion Carried 2023-121

3. AGENDA

A) Items added or deleted

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, **“that the June 21, 2023, regular council meeting agenda be accepted as presented.”**

Motion Carried 2023-122

4. REPORTS/FINANCIALS

A) Approval of May 17, 2023, Regular Council Meeting minutes

Motion 2023-114 should be revised to state: Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council appoint Amy Omelusik and reappoint Michele Hutchinson to the Village of Warner Library Board for a three-year term, ending in 2026."

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the May 17, 2023, regular council meeting be accepted as amended."

Motion Carried 2023-123

Approval of June 8, 2023, Special Council Meeting minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes from the June 8, 2023, special council meeting be accepted as presented."

Motion Carried 2023-124

B) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending May 31, 2023, be accepted as information."

Motion Carried 2023-125

C) Chief Administrative Officer Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending May 31, 2023, be accepted as information."

Motion Carried 2023-126

D) Financial Report

The next financial report will be presented on the August regular council meeting agenda.

E) Committee Reports

Deputy Mayor Kirby attended the Mayors and Reeves meeting, and Family & Community Support Services (FCSS) strategic planning,

Councillor Toovey attended a Ridge Regional Public Safety Services board meeting, the Heritage Handibus meeting, and the Ridge Country Housing meeting.

Councillor Baron spoke to the Milk River Health Professionals Attraction and Retention Committee.

Mayor Lindsay attended Ridge Water Services Commission and the Chief Mountain Regional Solid Waste Commission board meetings.

Councillor Koehn was to attend a Veterans Memorial Highway meeting which was cancelled.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the committee reports for the period ending June 21, 2023, be accepted as information."
Motion Carried 2023-127

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the correspondence for the period ending June 21, 2023, be accepted as information."
Motion Carried 2023-128

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Tax Rate Bylaw 617-23

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council give first reading to the Tax Rate Bylaw 617-23."
Motion Carried 2023-133

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council give second reading to the Tax Rate Bylaw 617-23."
Motion Carried 2023-134

Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that Council give unanimous consent for presentation of the third reading of the Tax Rate Bylaw 617-23."
Motion Carried 2023-135

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Tax Rate Bylaw 617-23 is given third and final reading."
Motion Carried 2023-136

7. ACTION ITEMS/COUNCIL DECISION

A) Summer Regular Council Meetings

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the July 19th, 2023 regular council meeting be cancelled."
Motion Carried 2023-129

B) 2023 Operating Budget

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the 2023 operating budget in the amount of \$1,215,276, as presented."
Motion Carried 2023-130

E) Milk River Professionals Attraction and Retention Housing Subcommittee Appointment

Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Councillor Koehn be appointed to the Milk River Professionals Attraction and Retention Housing Subcommittee."
Motion Carried 2023-131

C) 2023 Capital Budget

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve the 2023 capital budget in the amount of \$1,324,700, as presented."
Motion Carried 2023-132

D) 2024-2026 Financial Plan

Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that the 2024-2026 Financial Plan be approved as presented."
Motion Carried 2023-137

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday – August 16, 2023, at 5:30 p.m.

10. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the regular council meeting for June 21, 2023, adjourn at 6:47 p.m."
Motion Carried 2023-38

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 July 31, 2023, 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

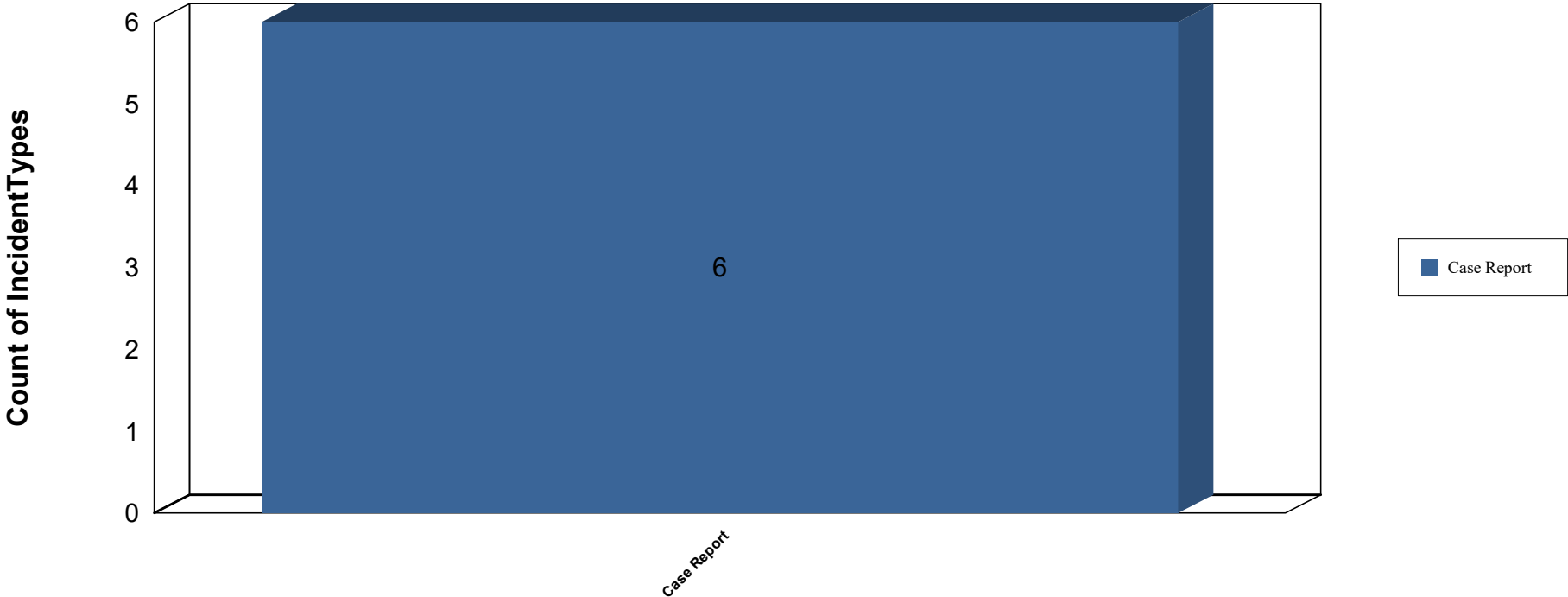
ATTACHMENTS

1. Municipal Enforcement Report

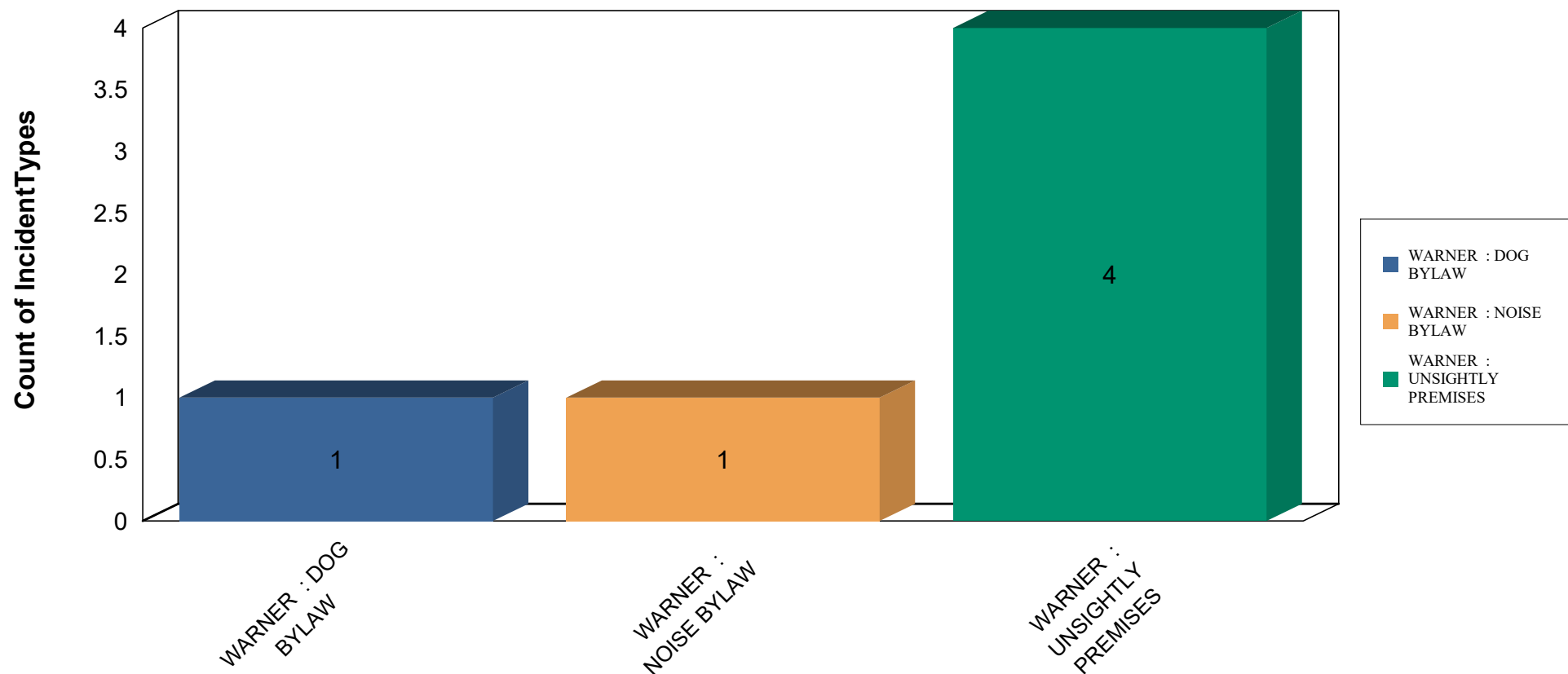
Municipal Enforcement

Statistics from: 6/1/2023 12:00:00AM to 6/30/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



16.67% # of Reports: 1 Case Report WARNER : DOG BYLAW

16.67% # of Reports: 1 Case Report WARNER : NOISE BYLAW

66.67% # of Reports: 4 Case Report WARNER : UNSIGHTLY PREMISES

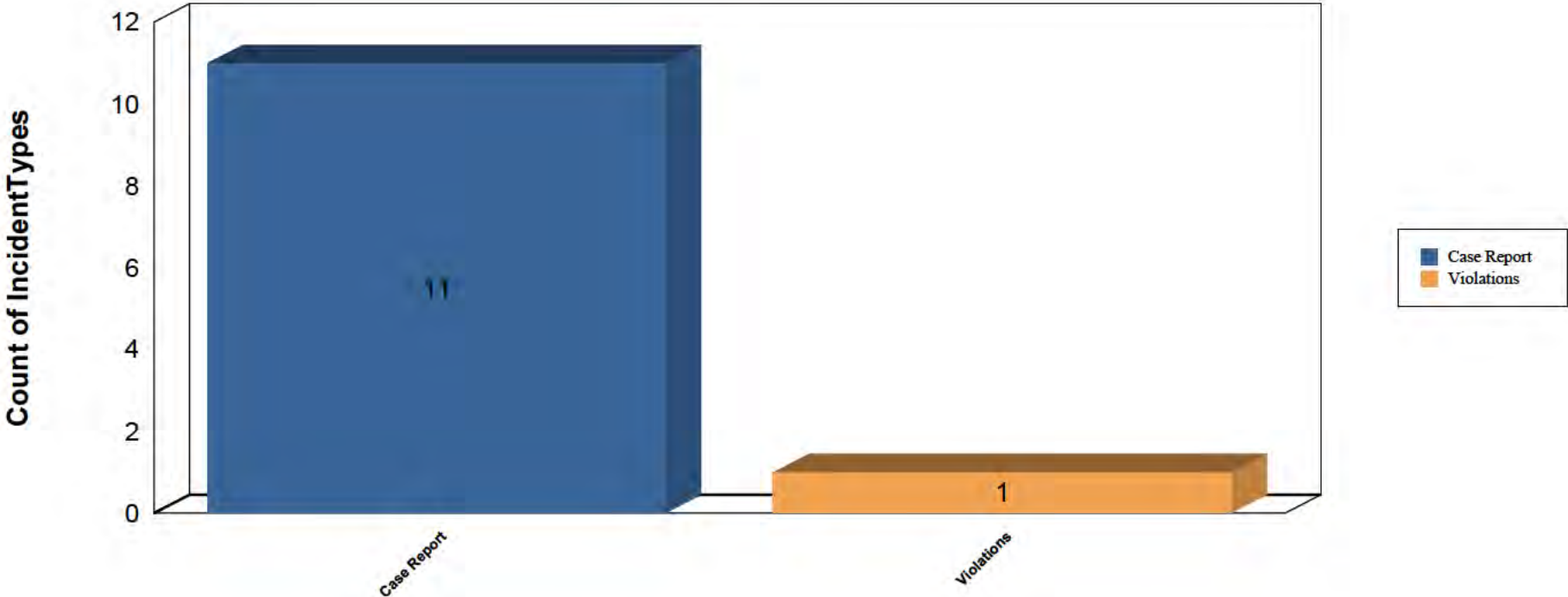
Grand Total: 100.00% Total # of Incident Types Reported: 6 Total # of Reports: 6

Grand Total: 100.00% Total # of Incident Types Reported: 6

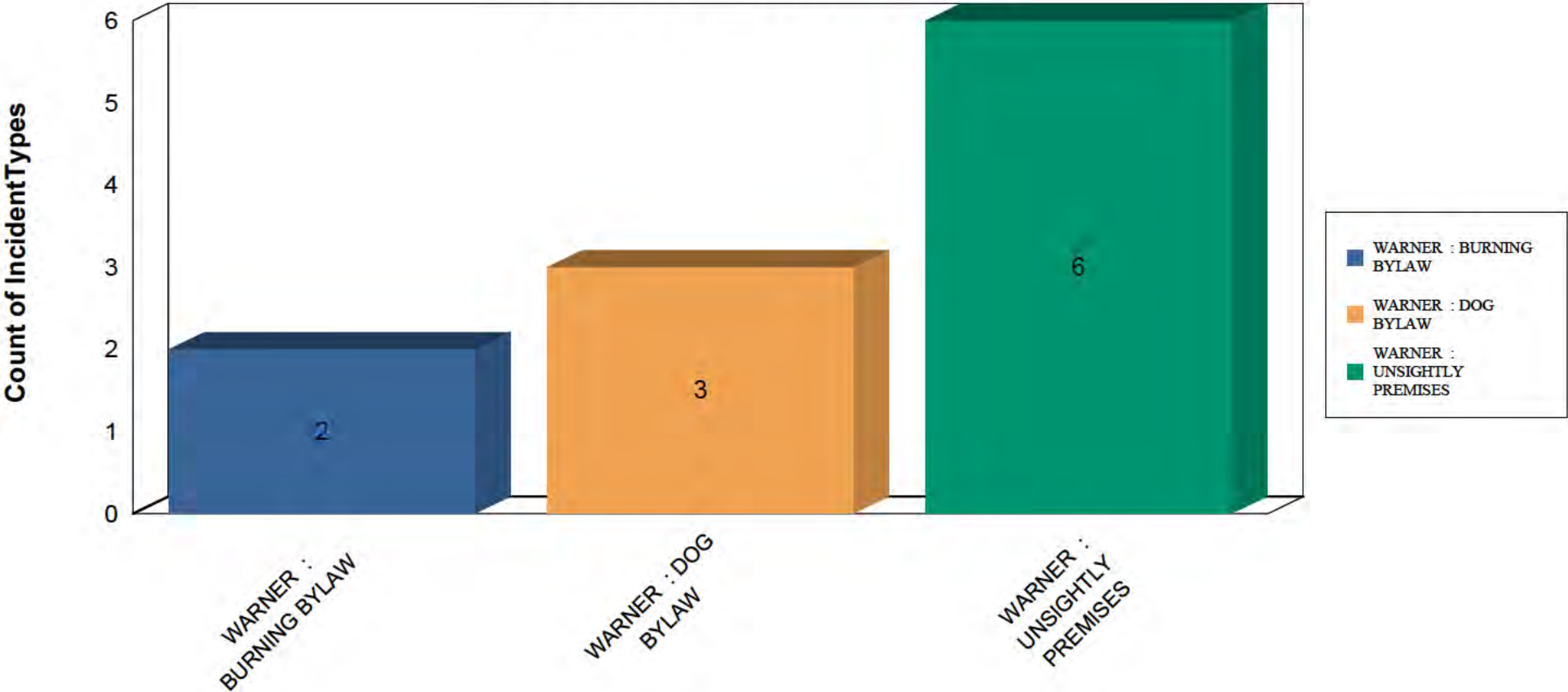
Municipal Enforcement

Statistics from: 7/1/2023 12:00:00AM to 7/31/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



WARNER : BURNING BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report				
RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0353	WARNER : BURNING BYLAW	BRAYDEN FENZ	2023/07/29 1030
<u>Specific Location</u>				
Report Synopsis : complaint of an active fire within the Village of Warner during ban.				
Case Report				
RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0357	WARNER : BURNING BYLAW	BRANDON BERG	2023/07/31 1237

Specific Location



Report Synopsis : fireworks being set off in town.

18.18% # of Reports: 2 Case Report WARNER : BURNING BYLAW

WARNER : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0313	WARNER : DOG BYLAW	ROSS BOND	2023/07/13 1129

Specific Location



Report Synopsis : Dog At Large - GOA

Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0314	WARNER : DOG BYLAW	ROSS BOND	2023/07/13 1053
--	----------------	--------------------	-----------	-----------------

Specific Location



Report Synopsis : loose dog on property that entered the residence

Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0325	WARNER : DOG BYLAW	BRANDON BERG	2023/07/31 1222
--	----------------	--------------------	--------------	-----------------

Specific Location



Report Synopsis : loose dog complaint

27.27% # of Reports: 3 Case Report WARNER : DOG BYLAW

WARNER : UNSIGHTLY PREMISES

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2023-0087	WARNER : UNSIGHTLY PREMISES	BRANDON BERG	2023/07/04 1155

Specific Location



Report Synopsis : unsightly premises complaint

Case Report
RIDGE REGIONAL PUBLIC SAFETY RRPSS2023-0268 WARNER : UNSIGHTLY PREMISES BRANDON BERG 2023/07/04 1156
SERVICES : WARNER

Specific Location
[REDACTED]

Report Synopsis : unsightly premise

Case Report
RIDGE REGIONAL PUBLIC SAFETY RRPSS2023-0280 WARNER : UNSIGHTLY PREMISES ROSS BOND 2023/07/05 1235
SERVICES : WARNER

Specific Location
[REDACTED]

Report Synopsis : unsightly premises overgrown grass - ongoing issue

Case Report
RIDGE REGIONAL PUBLIC SAFETY RRPSS2023-0306 WARNER : UNSIGHTLY PREMISES ROSS BOND 2023/07/11 1330
SERVICES : WARNER

Specific Location
[REDACTED]

Report Synopsis : unsightly premises overgrown grass - ongoing issue

Case Report
RIDGE REGIONAL PUBLIC SAFETY RRPSS2023-0326 WARNER : UNSIGHTLY PREMISES MELANIE MAREK 2023/07/18 0725
SERVICES : WARNER

[REDACTED]

[REDACTED] s : ongoing unsightly premises

Case Report
RIDGE REGIONAL PUBLIC SAFETY RRPSS2023-0345 WARNER : UNSIGHTLY PREMISES BRANDON BERG 2023/07/25 1450
SERVICES : WARNER

[REDACTED]

Report Synopsis : grass and weeds longer than 20cm

54.55% # of Reports: 6 Case Report WARNER : UNSIGHTLY PREMISES

Grand Total: 100.00% Total # of Incident Types Reported: 11 Total # of Reports: 11

Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1

Grand Total: 100.00% Total # of Incident Types Reported: 12



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending July 31, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. CAO Report



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

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-23-0025653
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2023-05-01	
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	2023-05-02 0833	
Analyzed Date	02-MAY-2023	
ID Number	2217644	
Sample Collected By	Blake Atwood	
Collected By Phone Number	403-360-1452	
Sample Collection Site.	Arena	

Interpretive Data

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

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

Cc:

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

Report Request ID: 349100724

Print Date/Time: 2023-05-03 14:15

XR Env: ER4 - Provider - Permanent



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

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-23-0027274
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2023-05-08	
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	2023-05-09 0835	
Analyzed Date	09-MAY-2023	
ID Number	2217659	
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: 349555463

Print Date/Time: 2023-05-10 14:15

XR Env: ER4 - Provider - Permanent

8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-23-0030700
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2023-05-23	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	Surface Water	
Received Date and Time	2023-05-24 0853	
Analyzed Date	24-MAY-2023	
ID Number	2611401	
Sample Collected By	Blake Atwood	
Collected By Phone Number	403 360 1452	
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: 349678688

Print Date/Time: 2023-05-25 14:17

XR Env: ER4 - Provider - Permanent



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

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-23-0033858
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2023-06-05	
Collected Time	11:00:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Received Date and Time	2023-06-06 0821	
Analyzed Date	06-JUN-2023	
ID Number	2217676	
Sample Collected By	Derek Hacke	
Collected By Phone Number	403-421-0030	
Sample Collection Site.	Arena	

Interpretive Data

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

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

Cc:

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

Report Request ID: 349756897

Print Date/Time: 2023-06-07 14:15

XR Env: ER4 - Provider - Permanent

8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-23-0037448
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2023-06-19	
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	2023-06-20 0816	
Analyzed Date	20-JUN-2023	
ID Number	2217670	
Sample Collected By	Derek H.	
Collected By Phone Number	403-421-0030	
Sample Collection Site.	Town Office	

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: 349817244

Print Date/Time: 2023-06-21 14:14

XR Env: ER4 - Provider - Permanent



Request for Decision Financial Report

RECOMMENDATION

That the Financial Report for the period ending July 31, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The year to date operating budget is presented to council.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2023 Operating Budget Year to Date



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending August 16, 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. Chinook Arch Regional Library 2022 Impact Report
2. Chinook Arch Regional Library 2022 Audited Financial Statements
3. Chief Mountain Regional Solid Waste Services Commission
4. Oldman River Regional Services Commission Executive Committee Minutes



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2022

CHINOOK ARCH SNAPSHOT

HELPING OUR
LIBRARIES DO **MORE**
FOR 30 YEARS!

**Thanks to Chinook Arch,
member libraries can:**

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

30

staff members



35

service locations across
southwest Alberta



3 delivery
vans



Our vans made 4,008
delivery stops in 2022!

SUPPORTING OUR LIBRARIES



33

municipal
council visits

**2022 marked the end of the
three year Fundamental
Digital Literacy Skills Program.
2022 saw:**

34 classes offered

123 participant bags
distributed

149 wellness/youth
activity packs
dispersed

1,383

support consultations
(in-person and virtual)



CONNECTION AND LEARNING

**In-person training
opportunities were
greatly expanded in
2022, including the
creation of monthly
Coffee Chats, a
chance for library
managers to connect,
and an in-person
webinar watch series.**



23 training
events held

406

attendees

10 Coffee
Chats



SUPPORTING OUR PATRONS



383

direct patron
interactions

**Chinook Arch lends
collections of books
and programming kits
to its member
libraries.**

**In 2022, the
blocks and kits
were circulated**

593 times

up from 218 in 2021.

Borrowing
increased by **387%**
at the
Waterton Micro-Library
one of Chinook Arch's
automated lending libraries.

ONLINE SERVICES



10%

increase in
website visits
from 2021

**Introduced two new digital
resources to the system's
eLibrary collection.**

Kanopy was
launched in August in
response to requests
for more video
streaming content.

Launched **Udemy**
eLearning platform.

Over **12,000** lectures
completed from April to
December.



audiobook
borrowing up **6%**

2022 HIGHLIGHTS



CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.



VOIP TECHNOLOGY

7 libraries were added to this cost-saving system. Libraries are able to save up to \$190 per month.



RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.



FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.



CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

(continues)

* denotes professional corporation

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

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

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

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

Lethbridge, AB
April 6, 2023

INSIGHT

Chartered Professional Accountants

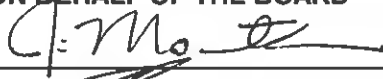
CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position


December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,595,396	\$ 1,565,298
Restricted cash (Note 4)	25,211	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	1,850,395	1,900,426
PROPERTY AND EQUIPMENT (Note 6)	2,486,851	2,598,474
	\$ 4,337,246	\$ 4,498,900
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	287,828	308,300
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,958,796	2,043,079
	2,246,624	2,351,379
NET ASSETS	2,090,622	2,147,521
	\$ 4,337,246	\$ 4,498,900

ON BEHALF OF THE BOARD



Director



Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2022

	Unrestricted Fund 2022	Internally Restricted Fund 2022 (Note 10)	Externally Restricted Fund 2022 (Note 10)	Capital Fund 2022	Total 2022	Total 2021
NET ASSETS - BEGINNING OF YEAR						
Deficiency of revenues over expenses	\$ -	\$ 1,591,216	\$ 1,041	\$ 555,264	\$ 2,147,521	\$ 2,111,174
Amortization of capital assets	(56,899)	-	-	-	(56,899)	36,347
Amortization of deferred capital contributions	111,623	-	-	(111,623)	-	-
Book allotment purchase, net of additions (Note 10)	(84,283)	-	-	84,283	-	-
Use of Technology Fund reserves (Note 10)	3,359	(3,359)	-	-	-	-
Use of Operating Fund reserves (Note 10)	46,690	(46,690)	-	-	-	-
Internally imposed restriction on remaining surplus (Note 10)	10,975	(10,975)	-	-	-	-
	(31,465)	31,465	-	-	-	-
NET ASSETS - END OF YEAR	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2022

	Budget 2022	Total 2022	Total 2021
REVENUES			
Municipal levies	\$ 1,612,662	\$ 1,597,254	\$ 1,654,512
Provincial operating grant	970,499	1,003,511	970,499
Library board membership fees	636,120	638,412	635,406
Provincial rural library services grant	164,885	123,693	164,885
Municipal rural services fees	55,097	55,209	55,839
Other income (Schedule 1)	318,000	359,154	308,981
Contract services (Schedule 1)	140,400	124,121	127,848
Other grants (Schedule 1)	44,512	41,671	155,315
Amortization of deferred capital contributions (Note 9)	-	84,283	87,628
	3,942,175	4,027,308	4,160,913
EXPENSES			
Salaries and benefits	2,095,700	2,123,177	2,061,036
Library materials and collections	848,118	882,374	937,314
Building and maintenance	39,500	58,958	45,628
Board expenses	9,000	6,881	5,374
Programs and services (Schedule 2)	419,100	402,921	479,640
Network services (Schedule 2)	110,000	107,529	129,907
Contract and other services (Schedule 2)	137,500	127,649	128,763
Bibliographic services (Schedule 2)	88,200	88,363	94,436
Training and development (Schedule 2)	40,000	30,734	15,115
Shipping and delivery (Schedule 3)	37,500	58,523	43,967
Administration (Schedule 3)	33,400	27,810	31,367
Amortization of capital assets	96,000	111,623	152,519
	3,954,018	4,026,542	4,125,066
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(11,843)	766	35,847
OTHER INCOME (EXPENSES)			
Gain on disposal of property and equipment	12,000	-	500
Projects funded by Technology Fund reserves (Note 10)	-	(46,690)	-
Projects funded by Operating Fund reserves (Note 10)	-	(10,975)	-
	12,000	(57,665)	500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 157	\$ (56,899)	\$ 36,347

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Revenue Schedule (Schedule 1)

Year Ended December 31, 2022

	Budget	2022	2021
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 306,724	\$ 294,667
Interest and investment income	8,000	48,030	11,804
Employment programs	5,000	4,350	-
Southern Alberta Library conference	3,000	-	2,500
Miscellaneous	2,000	-	10
Fundraising and donations	-	50	-
	\$ 318,000	\$ 359,154	\$ 308,981
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 88,147	\$ 92,799
Contracts	38,400	35,846	34,802
Book purchases	2,000	128	247
	\$ 140,400	\$ 124,121	\$ 127,848
OTHER GRANTS			
Other grants	\$ 44,512	\$ -	\$ -
Digital Literacy Exchange Program	-	28,401	124,958
Nobleford Establishment grant	-	10,270	-
Community Root grant	-	3,000	-
Community Incentives Program	-	-	20,357
Piikani book locker grant, net of capital portion	-	-	10,000
	\$ 44,512	\$ 41,671	\$ 155,315

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2022

	Budget	2022	2021
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 172,800	\$ 147,575	\$ 198,676
Support subscriptions	125,000	130,253	118,466
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	15,000	17,239	35,230
Membership programs	9,800	9,887	9,675
Library membership cards	5,000	2,194	6,614
Summer programs	1,000	1,524	5,360
Special projects	500	4,249	15,619
	\$ 419,100	\$ 402,921	\$ 479,640
NETWORK SERVICES			
Network support and maintenance	\$ 65,000	\$ 53,243	\$ 67,915
Telecommunications	25,000	27,063	26,439
Equipment and software	20,000	27,223	35,553
	\$ 110,000	\$ 107,529	\$ 129,907
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 91,674	\$ 93,714
ILS maintenance and service contract	35,000	35,846	34,802
Staff purchases	2,000	129	247
Better Beginnings card coupons	500	-	-
	\$ 137,500	\$ 127,649	\$ 128,763
BIBLIOGRAPHIC SERVICES			
Support services	\$ 70,000	\$ 71,645	\$ 78,509
Supplies for library materials	14,000	11,246	11,780
Cataloguing subscriptions	4,200	5,472	4,147
	\$ 88,200	\$ 88,363	\$ 94,436
TRAINING AND DEVELOPMENT			
Conferences, courses and staff travel	\$ 25,000	\$ 11,545	\$ 10,127
Southern Alberta Library Conference	10,000	10,624	2,559
Librarian meetings and training	4,000	8,565	2,429
Programs and training for libraries	1,000	-	-
	\$ 40,000	\$ 30,734	\$ 15,115

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 3)

Year Ended December 31, 2022

	2022	2022	2021
SHIPPING AND DELIVERY			
Vehicle expense	\$ 27,000	\$ 48,516	\$ 32,894
Freight	5,000	4,274	5,510
Vehicle insurance	3,500	2,753	3,230
Postage and shipping	2,000	2,980	2,333
	\$ 37,500	\$ 58,523	\$ 43,967
ADMINISTRATION			
Office equipment maintenance	\$ 8,000	\$ 7,542	\$ 6,870
Professional fees	7,200	7,200	7,700
Office supplies and equipment	7,000	7,905	9,506
Subscriptions	2,200	2,355	2,005
Coffee services	2,000	1,650	656
Foreign currency exchange	2,000	(783)	976
Bank charges	1,500	1,719	1,436
Printing	1,000	-	553
Recruitment	1,000	167	1,654
Memberships	500	55	-
Miscellaneous	500	-	11
Advertising	500	-	-
	\$ 33,400	\$ 27,810	\$ 31,367

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 3,947,135	\$ 4,083,012
Cash paid to suppliers and employees	(3,944,340)	(3,954,205)
Interest received	48,030	11,804
Cash flow from operating activities	50,825	140,611
INVESTING ACTIVITIES		
Additions to capital assets	-	(40,000)
Additions to deferred capital contributions	-	40,000
Proceeds on disposal of property and equipment	-	500
Cash flow from investing activities	-	500
INCREASE IN CASH FLOW	50,825	141,111
Cash - beginning of year	1,569,782	1,428,671
CASH - END OF YEAR	\$ 1,620,607	\$ 1,569,782
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,613,826	\$ 1,565,298
Restricted cash	6,781	4,484
	\$ 1,620,607	\$ 1,569,782

1. PURPOSE OF THE BOARD

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Fund accounting

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

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

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

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

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, Treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

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

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

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

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

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

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

Revenue recognition

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

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

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

Measurement uncertainty

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

Financial instruments policy

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

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2022

3. CASH AND CASH EQUIVALENTS

	2022	2021
Cash	\$ 1,363,826	\$ 1,565,298
Guaranteed investment certificate	250,000	-
	\$ 1,613,826	\$ 1,565,298

The Royal Bank non-redeemable guaranteed investment certificate bears interest at 4.3% per annum and matures on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted grant funds received for specific purposes.

5. EMPLOYEE COMPUTERS LOANS

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

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,180,787	2,383,222	2,482,523
Equipment	116,136	54,610	61,526	69,940
Automotive (passenger)	187,175	187,123	52	105
Computer equipment	131,930	130,459	1,471	5,326
	\$ 4,039,830	\$ 1,552,979	\$ 2,486,851	\$ 2,598,474

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2022

7. DEFERRED REVENUE

	2022	2021
<u>Indigenous grant</u>		
Opening balance	\$ -	\$ -
Funds received	71,352	-
Amounts recognized	(52,922)	-
	18,430	-
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	-	-
	4,240	4,240
The CFLSA project has been postponed due to the Covid-19 pandemic.		
<u>Other</u>		
Opening balance	243	1,500
Funds received for 2023 Conference	2,541	243
Amounts recognized	(243)	(1,500)
	2,541	243
Total	\$ 25,211	\$ 4,483

8. EMPLOYEE BENEFIT OBLIGATIONS

	2022	2021
Vacation accrual	\$ 181,813	\$ 170,714
Health spending account	9,252	11,292
	\$ 191,065	\$ 182,006

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

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

9. DEFERRED CAPITAL CONTRIBUTIONS

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

	2022	2021
Opening balance	\$ 2,043,079	\$ 2,090,708
Additions during the year	-	40,000
Amortization	(84,283)	(87,629)
	\$ 1,958,796	\$ 2,043,079

\$118.64

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2022****10. RESTRICTED RESERVE FUNDS**

	2021	Additions	Uses	2022
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 284,740	\$ 31,465	\$ 46,690	\$ 269,515
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	-	359,354
Operating Fund	465,383	-	10,975	454,408
Book Allotment Fund	235,379	657,383	660,742	232,020
	\$ 1,591,216	\$ 688,848	\$ 718,407	\$ 1,561,657
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ -	\$ 1,041

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

The Board of Directors approved three projects that were funded from internally restricted reserve funds during the year.

- The Uninterrupted Power Supply Lifecycle Replacement project had a total cost of \$34,760 (budget - \$40,000) funded by the Technology Fund reserve.
- The Online Membership Renewal project had costs of \$11,930 in the current year that were funded by the Technology Fund reserve. Further costs of \$3,397 will be incurred in the subsequent year to complete this project (budget - \$15,000).
- The Programming Kit Refresh project had a total costs of \$10,975 (budget - \$15,000) funded by the Operating Fund reserve.

The Board of Directors approved the transfer of the Unrestricted Fund surplus for the year to the Technology Fund.

11. SIGNIFICANT REVENUE SOURCES

In 2022, 87% (2021 - 85%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

A significant percentage of this revenue is attributed to the membership of the City of Lethbridge. In 2022, the Lethbridge population represented 49% (2021 - 48%) of the total system's population and generated 43% (2021 - 42%) of the total revenue. Although the Board would continue to operate without that membership, there would be a need for additional sources of revenue.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 281,764 (2021 - 275,863) members and retirees and 435 (2021 - 433) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

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

The Board is required to make current service contributions to the LAPP of 8.45% (2021 - 9.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (2021 - 13.84%) on pensionable earnings above this amount. Employees of the Board are required to make current service contributions of 7.45% (2021 - 8.39%) of pensionable salary up to the year's maximum pensionable salary and 11.80% (2021 - 12.84%) on pensionable salary above this amount.

Total current service contributions by the Board to LAPP in 2022 were \$137,946 (2021 - \$153,497). The current service contributions by the employees of the Board to the LAPP in 2022 were \$122,952 (2021 - \$138,401).

As at December 31, 2021 the plan disclosed an actuarial surplus of \$11.9 billion (2020 - \$5 billion surplus). As at the financial statement date, the plan's 2022 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2022.

Credit risk

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

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2022 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2022 is minimal.

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

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
JUNE 14, 2023, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Larry Liebelt – Town of Milk River
Gary Bikman – Village of Stirling
Allan Burton – Town of Cardston

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Tyler Lindsay – Village of Warner (zoom)
Randy Taylor – County of Warner
Bryce Coppieters – Town of Raymond

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 4:34 pm

Gary Bikman in the Chair.

AGENDA

ADDITION TO AGENDA

Allan Burton moved to add meeting time to the agenda. Carried

Bryce Coppieters moved that the agenda be adopted as presented. Carried

MINUTES

Allan Burton moved that the minutes of the May 24, 2023, regular board meeting be adopted as presented. Carried

BUSINESS ARISING FROM THE MINUTES

Brian Wickhorst looked at the Raymond Transfer Station and was wondering if the doors could be adjusted to a smaller height. The Operator said the doors must be at least 16 feet tall. Brian suggested a door that could be rolled up and down made of fabric or plastic material. The Operator will meet with the Town of Raymond and discuss options to help keep waste better contained.

The board discussed the penalty on the Town of Raymond's requisition fee.

23-08 Larry Liebelt moved to have the penalty stand on the late requisition payment from the Town of Raymond. Carried

NEW BUSINESS

The SEO presented the progress report for the strategic planning. The SEO has meet with eight municipalities regarding the plan. There has been a lot of questions regarding recycling and how the board is structured. The SEO will meet with the rest of the municipalities by the middle of July.

Randy Taylor moved to approve the SEO's report.

Carried

The Operator reported that 948.734 tonnes of waste were delivered to the Landfill in May 2023, making the year-to-date total 3,954.109 tonnes.

The Operator advised that the driver of the 2012 Peterbilt was worried about how the truck was shifting. The truck has been serviced, and coolant was found in the transmission oil. The transmission cooler had failed.

The Operator reported that the bobcat push plate and quick attach has been bent on one of the bobcats and the repairs will be approximately 7,000.

Wayne Harris moved to approve the Operator's report.

Carried

The Chairman would like the SEO to look at increasing the 10,000 tonnes as per population increase within the Commission. Have an MLA discuss the possibility with the Alberta Government. The SEO will investigate becoming an approved facility and bring a report back to the board.

Financial Statement

The Financial Statement for May 31, 2023 was reviewed.

Bryce Coppieters moved to accept May 31, 2023, Financial Statement.

Carried

Approval of Bills

Bills for the month of May 2023 were reviewed.

Tanya Smith moved to approve the bills for May 2023.

Carried

Allan Burton requested that the board meetings be changed to 5 or 5:30 p.m.

23-09 Allan Burton moved to have the board meetings start at 5:00 p.m.

Carried

ADJOURNMENT

Bryce Coppieters moved the meeting adjourned.

Adjournment at 5:32 p.m.

The Next Commission board meeting is scheduled for Wednesday, July 12, 2023, at 5:00 p.m. in the Town of Magrath.


Chairman

EXECUTIVE COMMITTEE MEETING MINUTES
May 11, 2023; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 11, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Brad Schlossberger
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Chair Wolstenholme called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee adopts the May 11, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Jesse Potrie

THAT the Executive Committee approves the April 13, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. 2022 Annual Report - Draft

L. Kuiper presented the draft 2022 Annual Report to the Committee

The Committee discussed the report.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the presentation of 2022 Annual Report to the Board of Directors on June 1, 2023 Annual General Meeting for approval, as presented.

CARRIED

b. Brownlee Planning and Development Law: Current Trends, Issues & Updates Webinar; May 17, 2023

L. Kuiper stated that staff have registered to participate in the Brownlee LLP Planning and Development Law: Current Trends, Issues & Updates webinar scheduled for May 17, 2023.

c. Subdivision Internal Database - Update

L. Kuiper stated that Administration has been working to digitize our subdivision records to develop an internal digital database. He stated that the objective of the internal database is to streamline searchability of our subdivision records and to mitigate risk management that is associated with historical records.

L. Kuiper noted that to date 12,236 records have been digitized, and that it is estimated that we are in possession of over 20,000 subdivision files.

d. June 1, 2023 Board of Directors Annual General Meeting and BBQ

L. Kuiper stated that in conjunction with the Annual General Meeting on June 1, 2023, a BBQ will be hosted prior to the start of the meeting.

R. Keer stated that the invitation will be distributed to the Board on Friday, May 12, 2023.

e. Summer Meeting Schedule

L. Kuiper stated that historically the Executive Committee only meets once through the summer months, and inquired if the Committee would like to cancel would of the summer meetings.

The Committee discussed the Regular Meetings schedule for 2023.

The Committee determined that the Regular Meeting scheduled for July 13, 2023 would be held and that the Regular Meeting of August 10, 2023 would be cancelled.

f. Vehicle Update

L. Kuiper stated that the third vehicle was ordered in December 2022, and that notice was received that it has gone to production on May 1, 2023. He stated that it is anticipated to be delivered in June 2023.

g. Subdivision Activity

- As of April 30, 2023

L. Kuiper presented the Subdivision Activity as of April 30, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee accepts the Subdivision Activity as of April 30, 2023 for information purposes.

CARRIED

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- March 2023

(ii) Payments and Credits

- February 2023

L. Kuiper presented the Monthly Office Accounts for March 2023 and the Payments and Credits for February 2023 to the Committee.

Moved by: Christopher Northcott

THAT the Executive Committee approves the Monthly Office Account for March 2023 and the Payments and Credits for February 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of January 31, 2023 to March 31, 2023

(ii) Comparative Income Statement

- As of January 31, 2023 to March 31, 2023

(iii) Details of Account

- As of March 31, 2023

L. Kuiper presented the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

8. Round Table Discussions

Committee members reported on various projects and activities in their respective municipalities.

9. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:05 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending August 16, 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. Municipal Affairs: Minister McIver
2. Municipal Affairs: Municipal Accountability Program Cycle 2
3. Canadian Badlands Shareholder Disposal
4. Alberta Fire Training Conference Sponsorship
5. Star of Alberta Volunteer Award
6. Municipal Affairs 2022-2023 Annual Report
7. Municipal Affairs Funding Letter
8. Municipal Affairs Viability Annual Submission
9. Stirling Wind Project
10. SouthGrow
11. Alberta Municipalities Elections – Villages South



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

AR111594

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

Dear Ms. Lloyd:

Subject: Municipal Accountability Program Cycle 2

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

.../2

If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brandy Cox', with a stylized flourish at the end.

Brandy Cox
Deputy Minister



June 30, 2023

Dear Shareholder,

Canadian Badlands Limited has concluded all financial reporting and has dispersed all assets. CBL's domains has been intrusted to Travel Alberta.

After all expenses we have a balance of \$33,388.23 which is being distributed to all shareholders with the same calculations that were used within the Shareholder policy. The cheque that you have received with this letter must be deposited before Dec 31, 2023. At that time any monies left will be forwarded to Travel Alberta and the bank account will be closed.

SINCERELY

Donna Biggar



VILLAGE OF WARNER

BOX 88
WARNER AB T0K 2L0
(403) 642-3877

OFFICIAL RECEIPT

Canadian Badlands Ltd.-CAF
BOX 1408

Drumheller, AB
T0J0Y0
CANADA

Page 1 of 1

RECEIPT #

20231547

DATE OF ISSUE

2023-07-17

11:49:32AM

POSTING DATE

2023-07-17

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
112000000575 GL	ADMIN - OTHER REVENUE		120.92		0.00
CHEQUE (1453)	120.92				
GST REG. # 108180845RT0001			\$0.00		
LEVY			\$0.00		
TOTAL AMOUNT RECEIVED			\$120.92		
Received By					KO
Batch #					10888



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

The Alberta Fire Training Conference Committee is excited to announce our **18th Annual Alberta Fire Training Conference**.

The conference will take place from **October 19 to October 21** at the Lethbridge Coast Hotel. This year's theme is **"Back to the Basics"**.

The Alberta Fire Training Conference brings modern training information to firefighters across Western Canada through educational seminars and hands-on training, as well as hosts a wide variety of service-related vendors at the walk-through tradeshow.

The conference begins on Thursday with Captain Sean Gray from Cob County Fire & Emergency Services and Captain John Ceriello from FDNY instructing our "Hands On Training". These two world-class instructors will share their knowledge on fire behaviour, fire control, airflow and flow paths, etc.

Both Captain Gray and Captain Ceriello will join us again on Friday with a full-day seminar discussing topics such as the coordinated attack, search and rescue, and fireground operations.

On Saturday, the participants can choose from several sessions with topics such as fire service leadership, flow paths, VES techniques, etc.

The conference also includes our annual tradeshow on Friday and Saturday.

Mark your calendar for this exciting training and educational opportunity!



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Sponsorships

Donations can be made for meals or the following 5 levels:

First Alarm:

\$100 - \$300 which will have you identified as a sponsor in the conference program, as well as being featured on the PowerPoint.

Two Alarm:

\$301 - \$600 which will have you identified in the conference program, featured in medium font on the power point, and have promotional literature (if provided) included in delegates' welcome bag.

Three Alarm:

\$601 - \$999 which will have you identified in the conference program, featured in medium font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag and be announced as a sponsor at coffee breaks.

Four Alarm:

\$1,000 – \$2,000 which will have you identified in the conference program, featured in large font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag, and be announced as a sponsor at coffee breaks.

Five Alarm:

\$2,001 < greater which will have you identified in the conference program, featured in extra-large font on the power point, have their link/logo on our website, receive sponsorship recognition at the lunch/banquet and of Guest Speaker, have promotional literature (if provided) included in delegates' welcome bag, and have their banner displayed at the lunch/banquet (if a banner is provided).

Regardless of the amount you choose to donate, your business will be seen by other vendors, and delegates from across the western region! Sponsors will be listed on overhead screens continuously throughout the tradeshow hours and linked on our website. If a monetary donation is not an option, no problem, we have another way you can show your support! The second option is to donate to the silent auction or to our swag bags. Donations can include but are not limited to, gift certificates, getaway packages, household items, vehicle items, firefighter tools, gear, etc.



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Silent Auction

Proceeds from the silent auction will be given to John Pace. John is a current member of the Tsuut'ina Nation Fire and Rescue Service who is battling cancer. All monies collected will assist John and his family. All donations are greatly appreciated for this worthy cause.

Sponsors and Silent Auction Donations

Please provide your website address and artwork for your logo (in either bitmap or jpeg format) for linking and posting on the website. All sponsors will be listed by sponsorship level in the program booklet that are included in the delegates packages. Sponsorship literature, when provided, will also be included in the delegate packages. All information and material MUST be received before September 15 to allow time for printing of programs and assembly of delegate packages.

To sponsor or donate, please visit www.abfiretraining.org after July 1.

Arrangements for pick up/drop off Silent Auction items will be made upon confirmation of donation.

Any questions, please contact Jenn McMaster:
(403) 485-3122
jennifer.mcmaster@vulcancounty.ab.ca



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

SPONSORSHIP REGISTRATION

Company Name																	
Company Representative																	
Address																	
City	Province	Postal Code															
Phone Number	Email																
<p>Sponsorship Level:</p> <table><tr><td><input type="checkbox"/></td><td>5 Alarm</td><td>\$2,001 or greater</td></tr><tr><td><input type="checkbox"/></td><td>4 Alarm</td><td>\$1,000 - \$2,000</td></tr><tr><td><input type="checkbox"/></td><td>3 Alarm</td><td>\$601 - \$999</td></tr><tr><td><input type="checkbox"/></td><td>2 Alarm</td><td>\$301 - \$600</td></tr><tr><td><input type="checkbox"/></td><td>1 Alarm</td><td>\$100 - \$300</td></tr></table> <p>TOTAL: \$ _____</p>			<input type="checkbox"/>	5 Alarm	\$2,001 or greater	<input type="checkbox"/>	4 Alarm	\$1,000 - \$2,000	<input type="checkbox"/>	3 Alarm	\$601 - \$999	<input type="checkbox"/>	2 Alarm	\$301 - \$600	<input type="checkbox"/>	1 Alarm	\$100 - \$300
<input type="checkbox"/>	5 Alarm	\$2,001 or greater															
<input type="checkbox"/>	4 Alarm	\$1,000 - \$2,000															
<input type="checkbox"/>	3 Alarm	\$601 - \$999															
<input type="checkbox"/>	2 Alarm	\$301 - \$600															
<input type="checkbox"/>	1 Alarm	\$100 - \$300															
<input type="checkbox"/> Cheque	Mail completed sponsorship form and cheque to: Southern Alberta Fire Department Conference 7019 Township Road 114, Cypress County, AB T0K 1Z0																
<input type="checkbox"/> Cash/Online	Contact Dustin at dustin.vossler@cypress.ab.ca to arrange payment																

OFFICE USE ONLY	Donation Received by	Date
	Signature	

From: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>
Sent: June 15, 2023 9:43 AM
Subject: Nominations are Open for the Stars of Alberta Volunteer Awards

Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Michelle Smook
Director
Non-profit Voluntary Sector Policy and Strategy Unit
Community Engagement Branch
Alberta Arts, Culture and Status of Women
Government of Alberta

Classification: Protected A

From: municipalservicesdivision@gov.ab.ca
Sent: July 12, 2023 10:16 AM
To: Kelly Lloyd
Subject: Release of Municipal Affairs 2022-23 Annual Report

Attention: All CAOs

Subject: Release of Municipal Affairs 2022-23 Annual Report

I am very pleased to share the Ministry of Municipal Affairs' 2022-23 Annual Report with you. This year's report is a great reminder of the diverse, collaborative, and valuable work of our ministry.

The report provides a comprehensive review of the programs and initiatives the ministry has undertaken over the past fiscal year to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans. It offers a detailed analysis of the Ministry's performance in relation to its 2022-25 Business Plan, and highlights many of the Ministry's accomplishments, opportunities, and challenges in 2022-23, including the following.

- * Continued to strengthen municipal accountability and transparency through the Municipal Accountability Program, the municipal inspection process, and the annual Alberta Municipal Measurement Index.
- * Collaborated with stakeholders to conduct a review of the newly published editions of the national building, fire, and energy codes to ensure they align with the best interests of Albertans. By maintaining the exclusion of large farm buildings, Alberta will preserve affordability for the agricultural industry, and protect jobs and the economy while maintaining public safety. Adopting tier 1 as the minimum province-wide standard for energy efficiency in buildings and homes will allow Alberta to set a consistent framework for achieving higher levels of energy efficiency in housing and small buildings, while maintaining affordability.
- * Continued to support Alberta's municipalities with stable funding for capital projects through the Municipal Sustainability Initiative, the province's primary capital grant program for municipalities. The Ministry provided \$486 million in capital funding to Alberta municipalities through this initiative, as well as \$255 million through the federal Canada Community-Building Fund. Additionally, \$29 million in operating grant funding was provided to municipalities and Metis Settlements. The ministry continued to collaborate with stakeholders on the program design and allocation formula for the future Local Government Fiscal Framework.
- * Provided \$16 million in funding for the Alberta Community Partnership, a grant program that enables municipalities to advance local and regional priorities, including municipal regional collaboration and capacity-building initiatives.
- * Engaged in a series of meetings with the Government of Saskatchewan, City of Lloydminster, and the Lloydminster public and separate school divisions to review and update the Lloydminster Charter. The resulting amendments better aligned the charter with municipal legislation in both provinces and addressed, where possible, the unique status of the city.
- * Delivered funding under the Fire Services Training Program to supplement training supports for fire departments across municipalities. A total of \$500,000 was provided, with funds disbursed to 63 successful applicants, including municipal fire services in cities, towns, villages, counties, and improvement districts, as well as First Nations.
- * Continued to address the unpaid oil and gas property tax issue within municipalities. To gain a

better understanding of the issue, the Ministry conducted a municipal survey in fall 2022. A summary of the results is published at www.alberta.ca/unpaid-oil-and-gas-property-taxes.aspx. Municipal Affairs supported the Minister of Energy to issue a new directive to the Alberta Energy Regulator (AER) to make payment of municipal taxes a mandatory condition for the AER to approve license transfers between oil and gas companies or to grant new licenses. Municipal Affairs is supporting the implementation of the directive by compiling and maintaining a list of companies with unpaid taxes for the AER to reference.

* Continued to manage a high volume of appeals and applications made to the Land and Property Rights Tribunal, the majority of which were filed under the Surface Rights Act by rural landowners to recover unpaid surface lease payments owing from oil and gas operators, and made significant improvements to modernize and improve processes to make intake of these applications more efficient.

* Granted Municipal Stimulus Program time extensions for 94 municipalities and two Metis Settlements for projects under the program. By extending program time limits to December 31, 2022, 169 projects were successfully completed.

* Provided \$30.8 million to 165 municipalities under the Grants in Place of Taxes program in 2022-23. This program provided municipalities with grant funding equivalent to the municipal property taxes on more than 5,100 properties the Crown owns or leases, which would otherwise be tax exempt under the Municipal Government Act.

* Provided advice and guidance to the Village of Glendon and Frog Lake First Nation as they each formed new library boards. Public libraries or outreach services are now available on numerous First Nation reserves and Metis Settlements throughout the province.

Within this report, you can see how actions and decisions connect to the Ministry's goals and key strategies, and how Municipal Affairs is progressing. I invite you to look through our annual report online at <https://open.alberta.ca/publications/1925-9247>.

I look forward to our continued partnership.

Brandy Cox
Deputy Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111593

July 7, 2023

His Worship Tyler Lindsay
Mayor
Village of Warner
PO Box 88
Warner AB T0K 2L0

Dear Mayor Lindsay:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Village of Warner:

- The **2023 MSI Capital allocation is \$75,919.**
- The **2023 MSI Operating allocation is \$104,434**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$50,000.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications.

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver
Minister

cc: Kelly Lloyd, Chief Administrative Officer, Village of Warner

AR111763

July 17, 2023

His Worship Tyler Lindsay
Mayor
Village of Warner
PO Box 88
Warner AB T0K 2L0

Dear Mayor Lindsay and Council:

Subject: VILLAGE OF WARNER JUNE 2023 ANNUAL SUBMISSION

Thank you for your submission of May 18, 2023, providing the Village of Warner's June 2023 updates on the village's viability review directives 3a and 3b under Ministerial Order No. MSD:030/22.

On behalf of the Honourable Ric McIver, Minister of Municipal Affairs, I am pleased to advise your 2023 updates on the capital and implementation plans satisfy the requirements of Directive 3. I would also like to congratulate council on initiating additional governance and strategic planning sessions this spring, as well as commend both council and administration for moving the viability action plan forward by completing a bylaw and policy review.

I appreciate the village's progress in addressing the recommendations to ensure its viability and I look forward to receiving the village's next annual progress reports, which are due by June 1, 2024, as directed in the order.

Sincerely,



Brandy Cox
Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs
Kelly Lloyd, Chief Administrative Officer, Village of Warner
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs



July 17, 2023

Hello Neighbours,

We hope you have been well since our last communication about the Stirling Wind Project. The Stirling Wind Project team would like to provide you with an update on Phase 2 of the Stirling Wind Project (SWP II).

SWP II received Alberta Utilities Commission (AUC) approval in December 2021 for the construction and operation of five Siemens Gamesa SG 5.0-145 model wind turbines which would have been located adjacent to phase 1 of the Stirling Wind Project. Furthermore, the AUC also approved amendments to the Red Coat 306S substation (Stirling Substation) permit and licence to accommodate additional equipment required for the connection of SWP II.

In our previous February 2023 update newsletter, we communicated that SWP II had been put on indefinite hold as we evaluated the viability of the project. After careful evaluation, we regret to inform you that we cannot proceed with the development of SWP II. Therefore, the project will be officially cancelled. For clarity, there are no changes to the 23-turbine phase 1 of the Stirling Wind Project, which is now under construction.

In the coming weeks, we will apply to the AUC for a substation permit amendment to remove the equipment previously approved for SWP II from the Stirling Substation. We will also be formally cancelling the SWP II AUC power plant approval.

We are providing this letter to notify potentially affected stakeholders of the cancellation of SWP II and changes to the Stirling Substation AUC permit and licence. If you have any questions or concerns related to the above, please reach out to the undersigned.

Sincerely,

Keaton Lever
Senior Manager, Development & Origination
(647) 248-7946
klever@potentiarenewables.com

July 1, 2023

Village of Warner

P.O. Box 88
Warner, AB
T0K 2L0

RE: Certificate of Recognition

On behalf of the SouthGrow Regional Initiative it is with great pleasure and sincere gratitude that we present this Certificate of Recognition to our esteemed members. This certificate serves as a token of our deepest appreciation for your commitment and continuous support towards our shared vision of fostering regional economic development.

We recognize that our success as a Regional Economic Development Alliance (REDA) would not be possible without the dedication, collaboration, and financial contributions of our valued members. Your ongoing support demonstrates your belief in our mission and the importance of our collective efforts in building a prosperous and sustainable future for our communities. This collective effort has been looked upon by both federal and provincial governments as exemplary and continuously receives accolades for the work we do.

Through your membership, you have played a vital role in empowering SouthGrow to pursue bold strategic initiatives, drive economic growth, attract investment, and create opportunities for our communities. Together, we have worked tirelessly to strengthen our regional economy, promote innovation, and enhance the quality of life for all those who call this region home.

We continuously see our multi-year efforts yield important results. SouthGrow Regional Initiative's achievements in advocating for funding, global marketing, energy partnerships, investment attraction, tourism, reconciliation, and other key areas highlight our commitment to regional economic development. Through our members and partners, we are shaping a prosperous and sustainable future for Southern Alberta.

Once again, thank you for your valuable partnership and membership in the SouthGrow Regional Initiative.

Sincerely,



Mayor Jim Willett
Chairperson
SouthGrow Regional Initiative
jimwillett@coulttsalberta.com
(403) 492 6592

From: Deborah Reid <dreid@eidnet.org>
Sent: August 3, 2023 11:54 AM
To: cao@warner.ca
Subject: Alberta Municipalities Elections - Villages South
Attachments: Villages Bio.pdf

Good morning Mayor Lindsay and CAO Lloyd,
My name is Deborah Reid-Mickler, Deputy Mayor for the Village of Duchess. I am reaching out to you today as I have submitted my nomination papers run for the position of Director Villages South at Convention this September 2023.
I know first hand how busy we are as Village leaders and how challenging it can be serving our communities and I respect your valuable and precious time.
So to help out I am attaching a brief biography to introduce myself. If you have any questions, concerns, issues that you feel Alberta Municipalities should be addressing or you would simply like to meet me please do reach out. I would be happy to come to see you, zoom, email, phone or text if you prefer. I will also be making time to connect with as many people as possible at Convention and would be delighted to sit down for a coffee or something!
My contact information is included on the biography as well as in this email. Please feel free to share with the Warner Council.
Best regards,
Deborah

Deborah Reid-Mickler B.A., M.A.
Deputy Mayor – Village of Duchess

dreid@eidnet.org
1-403-376-0057
www.linkedin.com/in/deborahreidcouncilduchess

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Sent from Mail for Windows



Introducing Deborah Reid-Mickler

Candidate for Director of Villages South on the Alberta Municipalities' Board

Elections to be held at Convention in September 2023

Hello Villages South,

Villages are the “arterial lifeforce” of rural Alberta. We are the communities that help support all rural Albertans, providing their schools, libraries, coffee shops, community halls, arenas and all the other services that are vital for our rural residents to thrive. And we are **unique**.

I have submitted my nomination papers to run as a candidate to represent Villages South on the Alberta Municipalities' Board. As a second term elected official I currently serve as the Deputy Mayor for the Village of Duchess. Since 2020 I have been an active member on two Alberta Municipalities Committees – Small Communities and Economic Strategy. At all committee meetings I am a passionate and vocal advocate for the needs of Villages and have broadened the committees' understanding of the unique context of Villages. This experience has provided me with valuable knowledge about the needs of all the Alberta Municipalities' members, and I am continuously learning about the challenges facing all our great communities.

Over the last six years as an elected official, I have represented the Village and region on several Boards and Committees as Member, Chair, Vice-Chair and Secretary/Treasurer. In addition, for six years I have served on the for-profit Corporate Board – Newell Regional Services where I am the current Vice-Chair. Recognising the importance of rural health, I am also an active member of our regional Health Advisory Council (Palliser Triangle). My municipal education includes completion of the Municipal Elected Leaders Certificate through Augustana in 2022 and currently, I am working to complete the Community Economic Development program through Economic Developers of Alberta.

I would be proud to serve Villages South on the Alberta Municipalities Board and would be honoured to work with all our unique Villages. My goal is to understand **your** challenges, advocate for **your** needs and, to provide that critical “village lens” to all priorities and decisions. To that end I would like to hear from you. Please reach out to me, I value all your insights, questions and concerns.



Phone: [403-376-0057](tel:403-376-0057)

Website: www.villageofduchess.com

Email: dreid@eidnet.org



www.linkedin.com/in/deborahreidcouncilduchess

Fun Facts: I am a big fan of Biathlon and Cricket

And yes, the accent is real. I emigrated to Alberta in 1981!



Request for Decision Tax Rate Bylaw 617-23 (REVISED)

RECOMMENDATION

That Council ratify electronic motions for the Revised Tax Rate Bylaw 617-23.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Council gave third and final reading to the Tax Rate Bylaw 617-23 at the June 21, 2023 regular council meeting.

Subsequent to that meeting, it was noted that there were three date errors as highlighted below. These numbers should be 2023, 2023, and 2024 respectively.

3. If, as of closing time of the Village Office on the 31st day of August, 2022, any taxes which remain unpaid shall receive a 12% penalty on the 1st day of September, 2022.
4. A 12% penalty will be imposed on the unpaid balance on the 1st day of January, 2023.

Prior to signing the bylaw, an electronic vote was cast:

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council give first reading to the revised Tax Rate Bylaw 617-23."

Motion Carried

Moved by Deputy Mayor Kirby, seconded by Mayor Lindsay, "that Council give second reading to the revised Tax Rate Bylaw 617-23."

Motion Carried

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council give Unanimous Consent for presentation of third reading."

Motion Carried

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council give third and final reading to the revised Tax Rate Bylaw 617-23."

Motion Carried

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. Tax Rate Bylaw 617-23 Revised

**VILLAGE OF WARNER
BYLAW NO. 617-23 REVISED**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF WARNER FOR THE 2023 TAXATION YEAR.

WHEREAS, the Village of Warner has prepared and adopted detailed estimates of the municipal revenue and expenditures as required for 2023, at the council meeting held on June 21, 2023; and

WHEREAS, the estimated municipal expenditures and transfers set out in budget for the Village of Warner for the 2023 Budget total \$2,456,688; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,999,842; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund	
Residential/Farmland	\$58,861
Non-residential	\$15,810
Senior Foundation	\$ 8,617
Designated Industrial Properties	\$ 34

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

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

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

	<u>Assessment</u>
Residential & Farmland	\$24,906,350
Non-residential	\$3,922,340
GIL – Federal Non-Residential	\$103,110
Linear	\$431,110
Designated Industrial Property	\$24,180
Machinery & Equipment	\$692,420
	<hr/>
	\$30,079,510

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Warner:



	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal			
Residential & Farmland	\$361,142	\$24,906,350	14.50
Non-residential	\$95,703	\$5,173,160	18.50
Municipal Totals	\$456,846	\$30,079,510	
Alberta School Foundation Fund (ASFF)			
Residential & Farmland	\$58,861	\$24,906,350	2.36330 or 2.36
Non-residential	\$15,810	\$4,480,740	3.52840 or 3.53
ASFF Totals	\$74,671	\$29,387,090	
Senior Foundation	\$8,617	\$30,079,510	0.28647
Designated Industrial Property	\$34	\$24,180	


2. The minimum amount payable for all properties as property tax for general municipal purposes shall be \$300.00.
3. If, as of closing time of the Village Office on the 31st day of August, 2023, any taxes which remain unpaid shall receive a 12% penalty on the 1st day of September, 2023.
4. A 12% penalty will be imposed on the unpaid balance on the 1st day of January, 2024.
5. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 21st day of June 2023.


Read a second time this 21st day of June 2023.

Received Unanimous Consent for presentation of third reading this 21st day of June 2023.

Read a third time and passed this 21st day of June 2023.



 Tyler Lindsay, Mayor



 Kelly Lloyd, Chief Administrative Officer



Request for Decision Policy 601: Compliance Letters

RECOMMENDATION

That Council approve Council Policy 601: Compliance Letters 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

The issuance of Certificates of Compliance is a service provided by the Village of Warner to property owners within the **Village's** jurisdiction to assist with arrangements for the sale or transfer of properties. It clarifies for property owners and those involved in real estate transactions the process used for Certificates of Compliance.

The Village of Warner should establish a standardized and consistent approach to the processing and issuance of Certificates of Compliance. This policy sets the guidelines for the submittal requirements, review of submission and review limitations when issuing a compliance letter.

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 601: Compliance Letters
2. Compliance Letter Template



COUNCIL POLICY 601 Compliance Certificates

References:
Municipal Government Act
Records Management Bylaw
Land Use Bylaw
Signing Authority Policy

Effective Date: _____

Council Resolution No: _____

POLICY STATEMENT

The issuance of Certificates of Compliance is a service provided by the Village of Warner to property owners within the **Village's** jurisdiction to assist with arrangements for the sale or transfer of properties. The Village of Warner will provide a standardized and consistent approach to the processing and issuance of Certificates of Compliance. This policy sets the guidelines for the submittal requirements, review of submission and review limitations when issuing a compliance letter.

PURPOSE

To establish a system regarding requests for Certificates of Compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant. To clarify for property owners and those involved in real estate transactions the process used for Certificates of Compliance.

DEFINITIONS

Certificate of Compliance or Compliance Certificate means a document issued by the municipality, certifying whether a development complies with the current Land Use Bylaw with respect to use and setback requirements and insofar as represented on an Alberta Land Surveyors' Real Property Report.

Council means the elected officials of the Village of Warner, including the Mayor and Councillors.

Development Officer means a person appointed as a Development Officer (or their designate) pursuant to the Land Use Bylaw.

Development Permit means a permit issued with or without conditions pursuant to the Land Use Bylaw authorizing a development. A Development Permit does not constitute a building permit.

Land Use Bylaw means the bylaw that has been adopted by Council for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Village of Warner.

Real Property Report (RPR) means a legal document that illustrates in detail the location of all relevant, visible public and private improvements relative to property boundaries prepared by a registered Alberta Land Surveyor.



Village means the Municipal Corporation of the Village of Warner.

SCOPE

This policy applies to Planning and Development staff dealing with the processing and issuing of Certificates of Compliance for property owners.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established. Staff shall process requests for Certificates of Compliance, review Real Property Reports and issue Certificates of Compliance in a timely manner.

STANDARDS

1. The fee for a compliance review shall be as prescribed by Council and is payable prior to the compliance review.
2. The Development Officer, the Village of Warner CAO, or a designate authorized by the CAO shall be responsible for the issuance of all compliance letters.
3. A Real Property Report with the signature of the Alberta Land Surveyor clearly shown must accompany the request for a compliance letter.
4. If the Real Property Report is older than one (1) year and no older than three (3) years from the date submitted for compliance review it must be accompanied by an affidavit, executed within 30 days of submission for compliance, signed by the vendor that no additions of structures or changes to existing structures have occurred since the date of the survey. A Real Property Report older than three (3) years will not be accepted for a compliance review.
5. If the Real Property Report submitted is not legible or is missing information required to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request.
6. All measurements shown on a Real Property Report are deemed to be accurate within a tolerance of 0.1 m (10 cm or 3.94 inches).
7. The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings with the Land Use Bylaw in effect. Fences shown on the Real Property Report will not form part of the compliance letter but will be noted in the letter if the fence encroaches upon public/municipal land or road right-of-way.
8. The position of the Village shall be based solely on the information contained in

the Real Property Report supplied and referred to in the compliance letter. The Village will advise that it has not in any way verified any document, plan, affidavit, statutory declaration, or letter provided. The letter and compliance review is based exclusively upon the accuracy and legitimacy of the information provided by the applicant.

9. The basic format of the letter is shown in Schedule A. Additional phrases may be added and/or the format of the letter modified, as circumstances require.
10. A compliance letter does not constitute a Development Permit. A compliance letter cannot approve or grant variances to Land Use Bylaw standards. An applicant may be instructed or advised to apply to the Village for a relaxation or variance request, which is processed through the development approval process. Such advice does not bind the municipality or indicate that a variance application will be approved, and it is acknowledged that variances to bylaw standards may be appealable by any party deemed to be affected.



COUNCIL POLICY 601
Compliance Certificates

SCHEDULE A

DRAFT



Village of Warner
Box 88
Warner, AB T0K 2L0
Ph.: 403-642-3877
Fax: 403-642-2011

Date

RE: Compliance Letter
Lot X – Block XX – Plan XXXXXX
Property Address, Warner, AB

To Whom It May Concern:

I hereby confirm the following with respect to the above-mentioned property:

- a) The above-mentioned property is designated as "XXXXXX" in the Village of Warner No. 538-12, and the present use, [insert description of use] is a permitted use/discretionary use/prohibited use.
- b) A review of the Surveyor's Real Property Report dated XXXXXX, and signed by XXXXXX, Alberta Land Surveyor, which is attached and forms part of this letter, indicates that the location of the [insert principal building description] complies/does not comply with the setback requirements of Bylaw No. 538-12 and the location of the [insert accessory building descriptions] complies/does not comply with the setback requirements of Bylaw No. 538-12.
- c) As per the Real Property Report, setback requirements for the principal building and accessory buildings are as follows:

Principal Building [Insert Description]

<u>Location</u>	<u>Required</u>	<u>Actual</u>	
Front Yard	XX m	XX m	Setback met / not met
Side Yard (East)	XX m	XX m	Setback met / not met
Side Yard (West)	XX m	XX m	Setback met / not met
Rear Yard	XX m	XX m	Setback met / not met

Accessory Building [Insert Description]

<u>Location</u>	<u>Required</u>	<u>Actual</u>	
Front Yard	XX m	XX m	Setback met / not met
Side Yard (East)	XX m	XX m	Setback met / not met
Side Yard (West)	XX m	XX m	Setback met / not met
Rear Yard	XX m	XX m	Setback met / not met



Village of Warner
Box 88
Warner, AB T0K 2L0
Ph.: 403-642-3877
Fax: 403-642-2011

If applicable: The [insert building description] does not comply with the setback requirements of Land Use Bylaw No. 538-12; however, the dwelling may be considered a non-confirming building in accordance with Section 643 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended. Please be advised, a non-confirming building may continue to remain at its current location but may not be enlarged, added to, rebuilt, or structurally altered except to make it a conforming building.

The Village advises that it has not in any way verified, checked, or reviewed any document plan, affidavit, statutory declaration, or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided in the real property report which was enclosed in your request. The Village makes no representations as to building, improvements or measurements incorrectly shown or not shown on the survey document.

Should you have any questions or concerns regarding the above compliance report, please contact the office.

Sincerely,

Kelly Lloyd
CAO / Development Officer



Request for Decision Bell Lease

RECOMMENDATION

That the Leased Premises Agreement between Bell West Inc. and the Village of Warner at 202 - 4th Avenue, Warner, be approved for five years from September 16, 2023 to September 28, 2025.

LEGISLATIVE AUTHORITY

Municipal Government Act
Signing Authority Policy

BACKGROUND

Since September of 2003, Bell has leased the property at 202 – 4th Avenue for the purposes of the Supernet. This agreement has been extended every five years since 2003, as per provisions set out in the 2003 agreement and it is now time to redo the whole agreement, based on those provisions.

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

This agreement has been revised to include a rent increase based on the Consumer Price Index (CPI). The increase would be from the annual rent of \$1,555.57 to \$1,788.90.

ATTACHMENTS

1. Bell West Inc. Draft Lease Agreement

LEASE CONFIRMING AND AMENDING AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 202 ____.

BETWEEN:

THE VILLAGE OF WARNER

(the “Landlord”)

- and -

BELL CANADA

(the “Tenant”)

BACKGROUND TO THIS LEASE CONFIRMING AND AMENDING AGREEMENT:

By a lease dated September 16, 2003 (the “Original Lease”) between The Village of Warner, as landlord, and Bell West Inc. (hereinafter referred to as the “Original Tenant”), as tenant, in respect of certain space located 202 4th Avenue, Warner, Alberta as more particularly described therein (the “Leased Premises”), the Leased Premises were leased to the Original Tenant on the terms set out in the Original Lease.

- A. By a Certificate of Amalgamation dated February 1, 2005, the Original Tenant was amalgamated with the Tenant and in this transaction assigned to the Tenant, all its right, title, interest and obligations in and to the Original Lease and the Lease as defined herein.
- B. The Landlord and Tenant have agreed to extend the term of the Lease and the Landlord and Tenant have agreed upon the rent payable and other terms respecting such extension as more particularly set out herein.

NOW, THEREFORE, in consideration of the sum of TEN DOLLARS (\$10.00) and other consideration now paid by each party to the other, the receipt and sufficiency of which are acknowledged, the Landlord and the Tenant agree as follows:

- 1. The Original Lease, as it is being amended and extended as described above, is referred to in this Lease Confirming and Amending Agreement as the “Lease”.
- 2. The parties hereto hereby acknowledge, confirm, and agree that the foregoing recitals are true and accurate in substance and in fact, and the terms defined therein will bear the meanings indicated throughout this Lease Confirming and Amending Agreement.
- 3. The Term of the Lease has been extended for five (5) years for the period from September 16, 2023, up to and including September 15, 2028 (the “First Extension Term”).

4. The Tenant shall pay to the Landlord Rent as set forth in Schedule "C" annexed hereto.

Landlord represents and warrants to Tenant that it is a not registered nor required to be registered under the Excise Tax Act (Canada) (GST/HST). Since the Landlord is not registered for GST, any amount of GST indicated in this Agreement is not owed by the Tenant to the Landlord. Furthermore, if an amount is paid as GST, by the Tenant to the Landlord by error, the Tenant has the right, without prior approval from the Landlord, to offset the amount paid as sales taxes against future Rent or additional rent, or any other amount owed to the Landlord by the Tenant. If there are no amounts payable by the Tenant to the Landlord, then the Landlord must repay the Tenant for the amounts overpaid as sales taxes within sixty (60) days from the date the Tenant communicated the overpayment to the Landlord.

5. The address(es) for service referred to in Section 17 Notices in the Original Lease is hereby deleted in its entirety and replaced with:

Landlord:

The Village of Warner
P.O. Box 88
210 3rd Avenue
Warner, AB
Via email to: admin@warner.ca

Tenant:

Bell Canada
c/o BGIS O & M SOLUTIONS INC.
87 Ontario St. West, 8th Floor
Montreal, QC H2X 0A7
Attention: Transactions and Lease Management
Fax: 514-840-8404

With a copy to:

Bell Canada Real Estate Services
87 Ontario St. West, 8th Floor
Montreal, QC H2X 1Y8
Attention: Director, Strategic Asset Planning
Fax: 514 391 7990."

6. Provided the Tenant in not in breach of the Lease at the end of the First Extension Term, the Tenant shall have three (3) options to extend the Term of the Lease (each an "Option to Extend") for a further term of five (5) years each upon the same terms and conditions as contained in the Lease save only for Rent and for any other option(s) to extend. The Rent for the extension term(s) shall be as set forth in Schedule "C" attached hereto. The Option to Extend, shall be automatically exercised unless the Tenant gives notice in writing to the

Landlord no later than ninety (90) days prior to the date of the expiry of the then current Term of its intention not to exercise the Option to Extend.

If the Tenant does not exercise the Option to Extend, the Tenant shall have no obligation to pay the Rent or any other amounts under this Lease after the expiration of the then current Term, and any proportion of the Rent paid by the Tenant in advance shall be refunded by the Landlord to the Tenant on a pro rated basis.

7. The Tenant will be permitted to register notice of this Lease Confirming and Amending Agreement on title to the Leased Premises, and the Landlord will take such steps as the Tenant may reasonably require to make such registration possible.
8. Any capitalized word used herein and not defined will have the meaning attributed thereto in the Lease unless the context does not permit.
9. Except as specifically amended by the terms, covenants, and agreements of this Lease Confirming and Amending Agreement, all covenants, conditions and agreements as reserved and contained in the Lease are hereby ratified and confirmed.
10. The parties agree to execute such further and other agreements from time to time as may be reasonably necessary in order to give effect to this Lease Confirming and Amending Agreement.
11. This Lease Confirming and Amending Agreement will enure to and be binding upon the parties and their respective successors and assigns.
12. The provisions hereto will be interpreted according to the laws of the province of Alberta.
13. The invalidity or unenforceability of any provision of this Lease Confirming and Amending Agreement will not affect the validity or enforceability of any other provision but will be deemed to be severable.
14. If the party executing this Lease Confirming and Amending Agreement in the Landlord's signature block herein is any party other than the beneficial owner(s) of the property legally described in the Lease (being the Landlord), such party, as the agent, nominee or trustee of the beneficial owner(s), as registered owner or otherwise (the "Intermediary") represents and warrants that it has the good, right, full power and absolute authority to enter into this Lease Confirming and Amending Agreement and grant this Lease and all of the rights hereunder to the Tenant as the duly authorized agent, nominee or trustee of the Landlord, and that all representations, warranties, covenants and agreements contained herein made on behalf of the Landlord will bind the Landlord.
15. This Lease Confirming and Amending Agreement may be executed in several counterparts and delivered by facsimile or pdf copy, each of which when so executed will be deemed to be an original and such counterparts together will constitute one and the same instrument.
16. All schedules attached to this Lease Confirming and Amending Agreement will: (a) be binding on the parties, and (b) form part of the Lease:

The Landlord and the Tenant have executed this Lease Confirming and Amending Agreement.

THE VILLAGE OF WARNER (Landlord)

Per: _____

Name:

Title:

Per: _____

Name:

Title:

I/We have authority to bind the Corporation.

Bell Canada (Tenant)

Per: _____

Name: Rob Malvern

Title: Senior Manager, Real Estate

**SCHEDULE “C”
RENT PAYMENT SCHEDULE**

The Tenant shall pay Rent to the Landlord as follows:

The Rent is payable in advance in annual installments of One Thousand Seven Hundred Eighty-Eight Dollars and Ninety Cents (\$1,788.90) commencing on July 30, 2023, and thereafter on the anniversary of same each and every year during the First Extension Term.

The Rent payable during each Extension Term shall be equal to the Rent prevailing in the immediately preceding Term changed by an amount equal to the Canadian Consumer Price Index (all items) in such immediately preceding Term.

The Landlord shall notify the Tenant, in writing, the new Rent payable for each Extension Term calculated in accordance with the provisions hereof.



Request for Decision Assessment And Budget

RECOMMENDATION

That the Assessment and Budget discussion be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

At the request of Councillor Baron, the topic of property assessment, as it pertains to the budget and property tax rate, is on the agenda for Council to have a discussion.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None



Request for Decision Warner Winter Fun Request

RECOMMENDATION

That Council approve the donation request from Warner Winter Fun in the amount of \$_____.

LEGISLATIVE AUTHORITY

BACKGROUND

The Warner Winter Fun preschool program is a non-profit organization offering quality programs for young children at a reasonable cost. Enrollment fees usually cover operating costs, however, during times of low enrollment, the organization reaches out for contributions.

In 2022, Council provided a donation to Warner Winter Fun in the amount \$250.00.

RISKS/CONSEQUENCES

1. Council may direct Administration on any item contained in this report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

G/L Number	Description	YTD (July 31)	2023 Budget
211000000770	Council – Donations		\$15,000
	• County Fire Appreciation	\$225	
	• Men's and Women's Curling Bonspiel	\$500	

ATTACHMENTS

1. Warner Winter Fun Request

Warner Winter Fun
Box 195
Warner, AB
TOK 2L0

July 20, 2023

Village of Warner
Box 88
Warner, AB
TOK 2L0

Dear Village of Warner:

The Warner Winter Fun preschool program has been a part of the Warner and surrounding communities for many years. Our organization has been devoted to offering a quality program for young children at a reasonable cost to parents.

We believe it is extremely important for rural communities to offer children and families an opportunity to come together; to play and learn. It is a time for children from both communities to socialize and get to know each other better.

Our organization is non-profit and relies solely on our enrollment fees to cover our operating costs. In order to be able to continue to offer our program during times of low enrollment, we reach out to other community groups and ask them to consider a small donation.

We are asking for help, any donations would be used for offsetting instructor fees as well as replacing broken or unusable toys and equipment.

Your donation will be acknowledged in the Warner Village Newsletter and will help ensure the success of future classes. Warner Winter Fun appreciates the support of generous donors such as you.

Thank you in advance for considering our request. If you have any questions or require any additional information please don't hesitate to contact me.

Sincerely,



Becky Doenz/ Kelsey Gillette/ Tracy Jones
Warner Winter Fun Coordinators
(403) 642-2244
warnerwinterfun@gmail.com