



## 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 – MARCH 20, 2024 AT 5:30 P.M.

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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 February 21, 2024 Regular Council meeting minutes
- B) Municipal Enforcement Report
- C) Chief Administrative Officer Report
  - C.1) Resolutions
  - C.2) Water Reports
- D) Financial Report
- E) Committee Reports

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

- A) Correspondence

6. BYLAW/AGREEMENTS / POLICY REVIEW

- A) Code of Conduct Bylaw 597-18
- B) Utility Bylaw 620-23
- C) Watering Restriction Bylaw 416-88
- D) Water Conservation Bylaw 537-12
- E) Procurement Policy 204

7. ACTION ITEMS/COUNCIL DECISION

- A) Fire Pumper

8. CLOSED MEETING

- A) Section 17: Disclosure harmful to personal privacy x 2

9. NEXT REGULAR COUNCIL MEETING

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

10. ADJOURNMENT



## Request for Decision Adoption of Minutes

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### RECOMMENDATION

That the minutes for the February 21, 2024 regular council meeting be accepted as presented.

### LEGISLATIVE AUTHORITY

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

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Prior to Adoption: February 21, 2024, regular council meeting minutes

## Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, February 21, 2024, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3<sup>rd</sup> Avenue, Warner, Alberta.

### Present – Elected Officials

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

### Absent – Elected Officials

Councillor Chris Koehn

### Present – Administration

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

## 1. CALL TO ORDER

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

## 2. DELEGATIONS

### A) Airport Rental

Mr. Chad Petruk, on behalf of the Devils Warriors Motorcycle Club, was in attendance to speak to the request to rent the airport for a basic arm drop drag race event.

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council accept the Airport Rental presentation as information."

Motion Carried 2024-17

### B) Benchmark Assessment Consultants

*Director Owen left meeting at 5:47 p.m.*

*Director Owen returned to the meeting at 5:48 p.m.*

Mr. Ryan Vogt, Assessor for Benchmark Assessment Consultants Inc., was in attendance and spoke to the presentation as circulated to Council, an overview of the property assessment and taxation process.

Moved by Councillor Baron, seconded by Councillor Toovey, "that Council accept the Assessment and Taxation presentation as information."

Motion Carried 2024-18

### C) RCMP

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that Council accept the RCMP report as information."

Motion Carried 2024-19

### 3. AGENDA

#### A) Items added or deleted

7D) Delete

8A) Additional Closed Item under FOIP Section 17

#### B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the February 21, 2024, regular council meeting agenda be accepted as amended."

Motion Carried 2024-20

### 4. REPORTS/FINANCIALS

#### A) Approval of January 17, 2024, Regular Council Meeting minutes

Moved by Councillor Baron, seconded by Councillor Toovey, "that the minutes for the January 17, 2024, regular council meeting be accepted as presented."

Motion Carried 2024-21

#### B) Municipal Enforcement Report

Moved by Deputy Mayor Kirby, seconded by Mayor Lindsay, "that the Municipal Enforcement report for the period ending January 31, 2024, be accepted as information."

Motion Carried 2024-22

#### C) Chief Administrative Officer Report

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the Chief Administrative Officer report for the period ending January 31, 2024, be accepted as information."

Motion Carried 2024-23

#### D) Financial Report

None

#### E) Committee Reports

Councillor Toovey provided an update on the Heritage Handibus EV Bus project and attended two Ridge Country Housing meetings.

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

Deputy Mayor Kirby attended the Village of Warner Memorial Library board and the Mayors and Reeves meetings.

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

Moved by Deputy Mayor Kirby, seconded by Councillor Baron, "that the committee reports for the period ending February 21, 2024, be accepted as information."

Motion Carried 2024-24

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the correspondence for the period ending February 21, 2024, be accepted as information."

Motion Carried 2024-25

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Code of Conduct Bylaw

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that the Code of Conduct Bylaw agenda item be tabled to the March Council meeting."

Motion Carried 2024-26

B) Borrowing Bylaw

Moved by Councillor Toovey, seconded by Councillor Baron, "that first reading be given to Bylaw 624-24, being the Borrowing Bylaw."

Motion Carried 2024-27

Moved by Councillor Baron, seconded by Councillor Toovey, "that second reading be given to Bylaw 624-24, being the Borrowing Bylaw."

Motion Carried 2024-28

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that unanimous consent be given to Bylaw 624-24, being the Borrowing Bylaw, for consideration of third reading."

Motion Carried 2024-29

Moved by Councillor Toovey, seconded by Mayor Lindsay, "that the third and final reading be given to Bylaw 624-24, being the Borrowing Bylaw."

Motion Carried 2024-30

C) Employee Handbook

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that Council approve the Village of Warner Employee Handbook with discussed amendments."

Motion Carried 2024-31

7. ACTION ITEMS/COUNCIL DECISION

A) Airport Rental

Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve the request from Mr. Chad Petruk, on behalf of the Devils Warriors Motorcycle Club, to rent the airport for a basic arm drop drag race event."

Motion Carried 2024-32

B) Fire Chief and Deputy Fire Chief Appointments

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council appoint Deven Owen as Fire Chief for the Warner Volunteer Fire Department."

Motion Carried 2024-33

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Moved by Deputy Mayor Kirby, seconded by Mayor Lindsay, "that Council appoint Robert Lien as Deputy Fire Chief for the Warner Volunteer Fire Department."  
Motion Carried 2024-34

C) Pink Shirt Day Proclamation

Moved by Councillor Toovey, seconded by Mayor Lindsay, "that Council proclaim February 28, 2024, as Pink Shirt Day in the Village of Warner."  
Motion Carried 2024-35

8. CLOSED MEETING

A) FOIP Section 17 – Disclosure harmful to personal privacy

Moved by Deputy Mayor Kirby, seconded by Councillor Baron, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 7:14 p.m., to discuss three matters exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with CAO Lloyd and Director Owen to remain in attendance."  
Motion Carried 2024-36

The gallery cleared.

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the meeting reconvene to the regular council meeting at 7:33 p.m."  
Motion Carried 2024-37

Rise and Report

Moved by Councillor Toovey, seconded by Councillor Baron, "that the Village exercise its option to not proceed with purchasing Block 39, Lot 14, Plan 2110668."  
Motion Carried 2024-38

Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council direct administration to move forward with item number three as discussed."  
Motion Carried 2024-39

9. NEXT REGULAR COUNCIL MEETING

Wednesday – March 20, 2024, at 5:30 p.m.

10. ADJOURNMENT

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the regular council meeting for February 21, 2024, adjourn at 7:36 p.m."  
Motion Carried 2024-40

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Tyler Lindsay  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

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



## Request for Decision Municipal Enforcement Report

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### RECOMMENDATION

That the Municipal Enforcement report for the period ending February 29, 2024, be accepted as information.

### LEGISLATIVE AUTHORITY

Peace Officer Act

Various municipal bylaws

### BACKGROUND

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

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

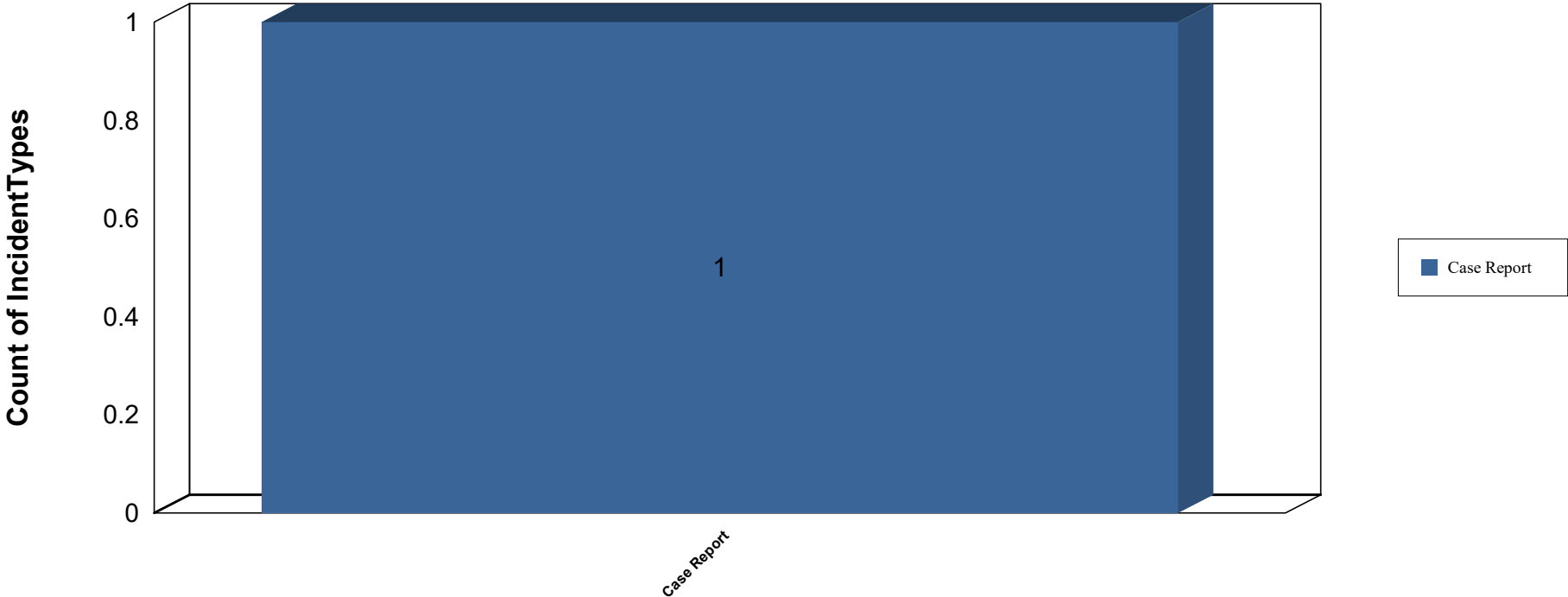
None

### ATTACHMENTS

1. Municipal Enforcement Report

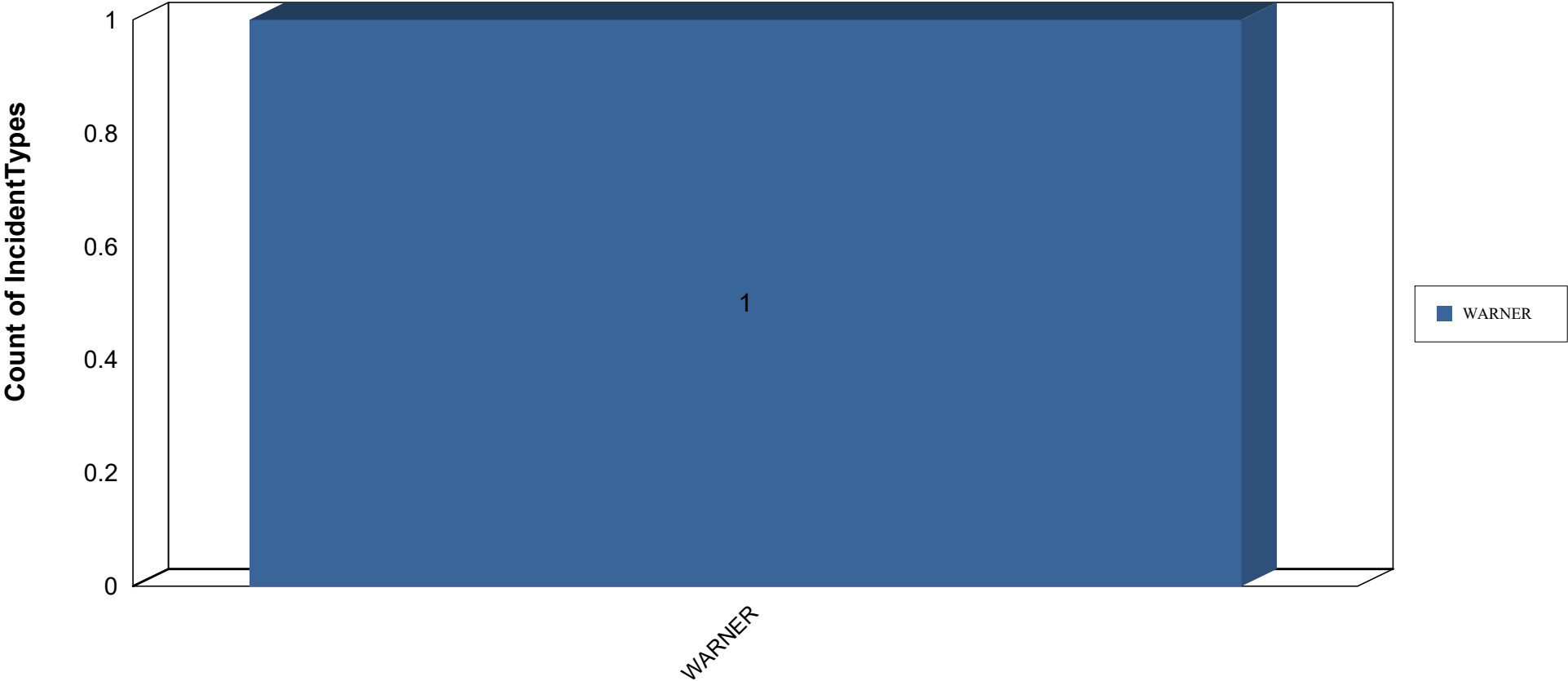
Statistics from: 2/1/2024 12:00:00AM to 2/29/2024 11:59:00PM

Count of Reports Completed





# Count of Incident Types



**WARNER**

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0046	WARNER	BRAYDEN FENZ	2024/02/13 1335
<u>Specific Location</u> LIONS RV PARK STORAGE				
<u>Report Synopsis</u> : assist Warner Lions RV park in removing a trailer				

100.00% # of Reports: 1 Case Report WARNER

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

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



## Request for Decision Chief Administrative Officer Report

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### RECOMMENDATION

That the Chief Administrative Officer report for the period ending February 29, 2024, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. CAO Report

<u>Motion Carried 2023-65</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that administration follow up on any outstanding conditions of development permits and proceed with future tracking."	WIP
<u>Motion Carried 2023-234</u>	Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council direct administration to make amendments to the Village of Warner Employee Handbook and bring back to a future council meeting."	Complete
<u>Motion Carried 2023-252</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council table Utility Bylaw 620-23 in order to make discussed amendments."	WIP
Motion Carried 2023-261	Moved by Mayor Lindsay, seconded by Councillor Baron, "that the school zones be changed to playground zones and to include a playground zone at the Lions Campground."	WIP
Motion Carried 2023-267	Moved by Councillor Baron, seconded by Mayor Lindsay, "that Council directs administration to send out a Request for Proposal for financial auditing services."	WIP
<u>Motion Carried 2024-06</u>	Moved by Councillor Baron, seconded by Councillor Toovey, "that Council supports the Milk River Health Professionals Attraction and Retention Housing Sub-Committee option two (Jayco) and three (RPAP)."	Complete
<u>Motion Carried 2024-10</u>	Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council accept for information Procurement Policy 204 and directs administration to bring back the policy with amendments to emergency funding authorization."	WIP
<u>Motion Carried 2024-11</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept the Reserves Policy 202 as information."	WIP
<u>Motion Carried 2024-13</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to participate in the Palliser Economic Palliser Housing Initiative."	WIP
<u>Motion Carried 2024-26</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that the Code of Conduct Bylaw agenda item be tabled to the March Council meeting."	March agenda

<u>Motion</u> <u>Carried</u> <u>2024-32</u>	Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve the request from Mr. Chad Petruk, on behalf of the Devils Warriors Motorcycle Club, to rent the airport for a basic arm drop drag race event."	WIP
<u>Motion</u> <u>Carried</u> <u>2024-38</u>	Moved by Councillor Toovey, seconded by Councillor Baron, "that the Village exercise its option to not proceed with purchasing Block 39, Lot 14, Plan 2110668."	Complete
<u>Motion</u> <u>Carried</u> <u>2024-39</u>	Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council direct administration to move forward with item number three as discussed."	Complete



## Request for Decision Committee Reports

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### RECOMMENDATION

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

### LEGISLATIVE AUTHORITY

Municipal Government Act  
Bylaw 561-18 Procedural Bylaw

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. FCSS Minutes
2. Mayors and Reeves
3. SouthGrow
4. FCSS Minutes
5. Veteran's Memorial Highway Minutes

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, December 6, 2023**  
**Lethbridge County Office (#100, 905 – 4<sup>th</sup> Ave. South, Lethbridge)**  
**In-person and Online**

**Attendance (in-person)**

**Board Members:**

Degenstein, Dave – Town of Milk River, Chair  
Chapman, Bill - Town of Coaldale, Vice-Chair  
Bekkering, Garth – Town of Taber  
Caldwell, Heather – Town of Coalhurst  
Coad, Ray – Town of Vauxhall  
Doell, Daniel – Village of Barons  
Feist, Teresa - Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Harris, Merrill – M.D. of Taber  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County  
Jensen, Kelly – Town of Raymond  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling

**Attendance (on-line):**

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

**Staff (in-person):**

Morrison, Zakk - Executive Director  
Florence-Greene, Evelyn – Accounting Assistant  
Hashizume, Linda – Executive Assistant

**Call to Order**

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

**Approval of Agenda**

L. Nilsson moved the Board approved the agenda as presented.  
**Carried Unanimously**

**Minutes**

T. Fiest moved the minutes of the November 1, 2023, FCSS Board meeting be approved as presented.  
**Carried Unanimously**

**Business Arising from Minutes**

Family and Community Support Services Association of Alberta (FCSSAA)  
Conference

3A 7M

K. Jensen, D. Doell, R. Coad and L. Hickey discussed the FCSSAA Conference they attend.

Z. Morrison shared that Michelle McKenzie was re-elected to the position of FCSSAA South Region representative.

G. Bekkering moved to receive the Business Arising from the minutes as presented for information.

**Carried Unanimously**

### Correspondence

The following correspondence was presented for information:

- Food Security Guidelines for Food Banks and Community Organizations
- FCSSAA Board Meeting Highlights October 12, 2023
- FCSSAA November News
- FCSSAA Annual Report 2023
- 2023-10-27 – Town of Raymond – Kelly Jensen appointed to FCSS Board
- 2023-10-27 – Town of Coaldale – Bill Chapman appointed to FCSS Board
- 2023-10-30 – Village of Coutts – Megan Payne appointed to FCSS Board
- 2023-10-30 – Town of Milk River – Dave Degenstein appointed to FCSS Board
- 2023-10-31 – Town of Nobleford – Melissa Jensen appointed to FCSS Board
- 2023-10-31 – Village of Warner – Martin Kirby appointed to FCSS Board
- 2023-10-26 – Town of Taber – Garth Bekkering appointed to FCSS Board
- 2023-11-15 – Town of Picture Butte – Teresa Feist appointed to FCSS Board

M. Harris moved to receive the correspondence as presented for information.

**Carried Unanimously**

### Reports

#### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- Monthly Message. **#OvercomingHolidayBlues**. For many, the holiday season is filled with fun, friends and family, and happiness. But, for others, the holiday season can be a reminder of challenging times, the loss of a loved one, or feelings of loneliness. Visit: <https://fcss.ca/monthly-message/overcomingholidayblues/>

M. Foster entered the Board meeting at 4:20

L. Hickey moved the Board to approve the Executive Director's Report as presented.

**Carried Unanimously**





Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report and monthly accounts.

J. Heggie moved the Board approve the October 2023 Financial Report including:

- Financial statement for October 31, 2023;
- Monthly accounts for October 1-31, 2023;
- Mastercard statement for October 12 to November 13, 2023.

Carried Unanimously

**New Business**

Interim Budget 2024

Z. Morrison presented the proposed interim budget for 2024.

The Board discussed the interim budget.

**Barons-Eureka-Warner FCSS**  
**Proposed Interim Budget 2024**

**REVENUE**

Provincial FCSS funding	1,493,196
Municipal Requisitions	440,328
Interest Income	25,000
Revenue Other	70,656
Family Resource Network (Children's Services)	588,500
Farm Family Outreach (Canadian Red Cross)	5,949
Youth Services (ESDC)	30,389
Project Grant Funding	2,735
<b>TOTAL</b>	<b>2,656,753</b>

**EXPENDITURES**

Counselling Services	693,111
Family Services	721,197
Program Support	280,879
Senior Services	226,072
Youth Services	107,921
Youth Services (ESDC)	30,389
Family Resource Network (Children's Services)	588,500
Farm Family Outreach (Canadian Red Cross)	5,949
Project Grant Funding	2,735
<b>TOTAL</b>	<b>2,656,753</b>

24

L. Hickey moved the Board approve the interim budget as presented.  
**Carried Unanimously**

Municipal Requisitions

The Board discussed the 2024 Municipal Requisition rate.

G. Bekkering moved the Board approve 0% increase in the Municipal Requisition for 2024.

**Carried Unanimously**

All-Councils meeting 2024

The All-Councils meeting was discussed.

T. Fiest moved the Board approve FCSS to host the All-Council Meeting on a two-year cycle rotation.

**Carried**

Plaque Presentation

M. Harris was presented with a plaque by the FCSS Board recognizing his 6 years as Board Chair for FCSS.

The Board thanked M. Harris for his years of service.

**Round Table:**

M. Harris mentioned that he and B. Chapman attended the RMA provincial convention.

H. Caldwell mentioned that the Town of Coalhurst is hosting Santa's Gone Looney event.

R. Coad appreciates the support he has received.

B. Chapman attended the RMA convention with M. Harris, The FCSS Women in Farming Conference was of great interest to the Mayors and Reeves.

B. Chapman tasked Z. Morrison to look into the vandalism of the DO Crew's Little Pantry.

Z. Morrison responded that the door to the pantry has been replaced with a modified door with 4 separate panes of acrylic.

Z. Morrison thanked both M. Harris and B. Chapman for their support and leadership.

D. Degenstein asked that childcare be offered for Board Members with small children during Board Meetings.

Z. Morrison responded when notice is given prior to the Board meeting, FCSS could accommodate the childcare request.

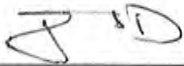
**Date of Next Meeting**

The date of the next regular Board meeting will be February 7, 2024, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams) starting at 4:00 p.m.

**Adjournment**

M. Harris moved the meeting adjourn at 5:14 p.m.

**Carried Unanimously**



Chairperson



Executive Director

***Alberta's government is protecting Albertans' privacy by strengthening protections.***

**Key messages:**

- Alberta's privacy protections are outdated and need updating.
- We are providing strengthened privacy protections for Albertans and ensuring that their data is not misused, and providing them with a portal to view where their data has been requested.
- Government uses data, and needs to use data, to deliver services from driver's licenses to health care effectively. These frameworks ensure we collect that data safely.
- We will also be engaging to ensure that the penalties for misusing the data of Albertans or violating their privacy, whether by government or by private entities, are the strongest in Canada.

***Alberta's government is winning the battle against red tape. In 2019, we made a commitment to cut red tape by 1/3 and we did it!***

**Key messages:**

- We have saved Albertans and Alberta businesses more than \$2.75 billion by updating rules and improving procedures while continuing to make Alberta the best place to live, invest, and do business.
- We have hit the 33-percent milestone, but we are not slowing down. We will continue to make high-impact changes that drive economic growth, job creation, and improve service delivery.
- Our work in red tape reduction has changed the culture across government to regulate only when needed, with the lightest touch while continuing to ensure the health and safety of Albertans, and the protection of our environment.
- When we introduce a new regulation, we ensure we have eliminated four regulations, making the process leaner and efficient.

***Alberta's government is investing \$1.2 million through the Alberta Community Justice (ACJ) Grant to empower community-based organizations and interest groups to increase access to justice for Albertans.***

**Key messages:**

- Many Albertans prefer to resolve legal issues within their communities, which provides a more culturally appropriate process that aligns with their values.
- To empower communities to resolve issues outside the traditional court system, Alberta's government has created a one-time grant to boost community-justice programs.
- Community-justice programs operate within a framework that is culturally sensitive and encourages collaborative problem-solving to address the root causes of crime.
- By engaging community members in the decision-making process to address the root causes of crime, this new grant aims to build safer and stronger communities through community involvement, prevention programs, and alternative approaches to justice.
- Applications for one-time grants of \$5,000 to \$25,000 will be accepted Jan. 31 through Feb. 29 from eligible organizations.

***Alberta has scored another 'A' on the CFIB's annual red tape report card and is leading all provinces in Canada in red tape reduction.***

**Key messages:**

- The CFIB has again given Alberta's government an 'A' grade, which keeps us ahead of all other provinces for the fourth year in a row, and it coincides with the milestone of cutting regulation by one-third that we recently reached.
- By making our programs faster, more accessible, and more efficient, we're not only making it easier for businesses to thrive, we're making life more affordable as well.
- We're proud to be top of the class, but that doesn't mean our work is done. There's always room for improvement, and we want Albertans to continue to send us their ideas on cutting red tape.
- If there's a government rule or process that's too complex, takes too long, or serves no real purpose, Albertans can let us know about it by emailing the link on our Cut Red Tape page on [alberta.ca](http://alberta.ca).
- Together, we'll continue to strive for excellence to ensure Alberta remains the best place to live, work, and do business.

***Led by WaterSMART Solutions, Alberta's government will begin stakeholder engagement on water sharing agreements starting Feb. 1.***

**Key messages:**

- Due to El Niño, Alberta is currently experiencing one of its warmest and driest winters on record. As such, the province is at high risk of experiencing a significant drought.
- This is not exclusive to Alberta. According to Agriculture and Agri-Food Canada's latest assessment, more than 72 per cent of the country is experiencing moderate to exceptional drought conditions.
- Alberta's government will begin meeting with major water users to develop voluntary agreements to share water if there's a severe drought.
- This includes meeting with municipalities, irrigation districts, industry, and other major users to develop voluntary water-sharing agreements.
- Once completed, these water-sharing agreements will maximize the chances of all Albertans and Alberta businesses having sufficient supply this year, even during a significant drought.
- This is part of Alberta's work to ensure the province is fully prepared for the possibility of a severe drought in 2024.

***Alberta is investing \$18 million to help communities become more energy efficient and reduce costs. This funding will help communities across our province rural and urban to save energy, lower costs, all while reducing emissions.***

**Key messages:**

- Alberta is investing \$18 million to help municipalities and communities reduce energy costs, increase energy efficiency, and reduce emissions.
- Rural and urban communities of all sizes can apply for funding to make buildings more energy efficient and make other important improvements that will lower energy costs.
- This funding provides crucial support for smaller communities that might not have the resources needed to make energy efficient upgrades or implement other energy saving solutions.
- This will also enable new programs to help Alberta's communities access supports for energy conservation, energy management, outreach, and engagement, and more.

***Alberta's government is introducing policies to make sure children are supported as they grow into adults to become the people they want to be.***

**Key messages:**

- We, as a society, must support and reach out with kindness and inclusion to those who identify as transgender, and work to eliminate the discrimination they often experience in their lives.
- Alberta's government will continue to ensure that every Albertan who identifies as transgender is supported, and that their rights are protected.
- One of the greatest responsibilities we as parents, teachers and community leaders have, is to preserve for our children, the right to grow and develop into mature adults so they are better prepared to make the most impactful decisions affecting their lives.

***Alberta has established a new Water Advisory Committee which will help prepare for drought and work to make every drop count in 2024.***

**Key messages:**

- Due to El Niño, Alberta is currently experiencing one of its warmest and driest winters on record. As such, the province is at high risk of experiencing a significant drought.
- This is not exclusive to Alberta. According to Agriculture and Agri-Food Canada's latest assessment, more than 72 per cent of the country is experiencing moderate to exceptional drought conditions.
- The committee includes leaders with experience in agriculture, irrigation, Indigenous, industry, rural issues, and urban concerns, providing a diverse sounding board to help support farmers and ranchers, businesses and communities share, conserve and manage water in 2024.
- This committee will help give advice directly to Alberta's Minister of Environment and Protected Areas, providing an independent sounding board on the needs and perspectives of Albertans during a drought.

***Alberta's Treasury Board and Finance department commissioned The Conference Board of Canada to complete an analysis report on the proposed federal oil and gas cap.***

**Key messages:**

- This policy could reduce Canada's nominal GDP by \$600 billion to \$1 trillion between 2030 and 2040.
- The Conference Board of Canada's report also found the proposed oil and gas production cap could cut our provincial government revenue between \$73 and \$127 billion in the same period.
- Alberta can, and will, continue regulating and reducing emissions from the oil and gas sector to achieve a carbon-neutral economy by 2050.
  - This will be done through investments in emission-reducing technologies combined with practical emission offsets, all while continuing to develop Alberta's world-class natural energy resources.

***Family doctors will soon be receiving additional payments to help manage an increasing number of patients.***

**Key Messages:**

- Alberta's government is pulling out all the stops to stabilize, strengthen and improve Alberta's primary health care system.
- We are providing \$57 million over three years to provide family doctors and nurse practitioners with support to help manage costs related to their increasing number of patients.
- This funding is part of our commitment to stabilize, strengthen and improve Alberta's primary health care system.

***Alberta added 23,800 full time jobs in January, building on the strong job growth we saw last year.***

**Key messages:**

- Alberta continues to be the best place to live, work, invest or grow a business and raise a family.
- Alberta saw an increase of 23,800 full time jobs in January. This builds on the overall growth we saw last year.
- Alberta has added 84,800 jobs over the last 12 months, more than 85 per cent have been full-time positions.
- Our competitive tax rate, highly skilled workforce, abundant natural resources, and world-class education system means we will continue to be the economic engine of Canada.

***Alberta is seeing more women enter the workforce and engage meaningfully in Alberta's economy.***

**Key messages:**

- Alberta's women are leaders within of our communities and our economy, and when they can fully participate in our economy and civil society, our province thrives.
- Ensuring women in Alberta have access to good quality jobs and can succeed in fulfilling careers is crucial to the success of our province.
- Alberta's government is committed to finding new ways to ensure Alberta's women have every opportunity to fully participate in our province's economy.
- We are seeing impressive results from our efforts, for example, we have seen women's unemployment in Alberta drop below five per cent.

***Alberta's government is launching a new tourism and hospitality immigration stream to help address labour gaps and challenges in Alberta's tourism and hospitality sectors.***

**Key messages:**

- Alberta's government is advancing economic growth by tackling labour shortages and positioning Alberta as the premier destination for jobs and investment in Canada.
- The tourism and hospitality sector in Alberta propels economic growth, fosters prosperity, and generates jobs, particularly in communities beyond urban centers.
- Our new Tourism and Hospitality stream will help attract and retain the experienced workers needed, providing stability for businesses to focus on growing the visitor economy throughout the province.
  - Tourism and Hospitality Stream applicants must have a valid full-time, non-seasonal job offer from an approved employer operating within the appropriate industry.
- This new stream helps address concerns voiced by Alberta tourism and hospitality operators about chronic labour shortages.
- The Tourism and Hospitality stream is designed to supplement existing immigration pathways already attracting international talent to in-demand sectors in Alberta.

***Nominations are now open for the 2024 Alberta Agriculture Hall of Fame.***

**Key messages:**

- The Alberta Agriculture Hall of Fame honours individuals who have made significant contributions to the agriculture and food industry, and to the development and sustainability of rural life in Alberta.
- Every two years, up to three individuals who have demonstrated exemplary leadership while making a province-wide impact on Alberta's agriculture and food industries are inducted.
- Albertans are encouraged to nominate an agricultural leader in their community by May 3, 2024.
- The 2024 Agriculture Hall of Fame inductees will be celebrated at an induction ceremony later this year.

***Alberta's government has officially submitted its response to the methane regulations being proposed by the federal government.***



**Key messages:**

- We strongly oppose the federal government's draft methane regulations and are calling on Ottawa to stop any further development.
- Managing emissions from Alberta's oil and gas industry is our constitutional responsibility, and jurisdiction, and we are getting the job done in a cost-effective way.
- We already reached our methane reduction target of 45 per cent by 2025, three years ahead of schedule while saving industry over \$600 million. These regulations are flawed and rely on unrealistic targets and timelines, as well as technologies not readily available at scale.
- These regulations will require \$9.4 billion in infrastructure upgrades in Alberta alone while risking thousands of jobs in Alberta due to the increased costs and reduced production.
- We support reducing methane emissions. This is why we have invested tens of millions into developing these technologies and are engaging with industry on new paths to reduce emissions in the years ahead.

***On April 1, the financial threshold for which an individual can access Legal Aid Services will be increasing from \$24,456 (gross) to \$30,000 so that more vulnerable Albertans can access the legal aid support they may need.***

**Key messages:**

- Legal Aid Alberta plays an integral role in the administration of justice by supporting some of our most vulnerable citizens, but many Albertans can simply not qualify to access the services they need.
- To remove some of the financial eligibility barriers to accessing legal aid, Alberta's government is increasing financial eligibility guidelines for which an individual can qualify for Legal Aid so that more Albertans can get the help they need.
- By expanding who can access Legal Aid services, Alberta's government is strengthening the justice system and making it more accessible for Albertans.
- Alberta's government remains committed to working collaboratively with legal aid to ensure the optimal delivery and long-term sustainability of legal aid in our province.

***Alberta's government has signed a memorandum of understanding with the Blood Tribe Department of Health to continue operating the Lethbridge shelter and is investing \$4 million in its expansion.***

**Key messages:**

- Alberta's government has built a strong partnership with the Blood Tribe in caring for those experiencing homelessness in southern Alberta.
- Indigenous-led programs such as the Lethbridge emergency shelter are an act of true reconciliation as those in need receive culturally appropriate supports.
- Our government is providing \$4 million to support an expansion of the Lethbridge emergency shelter in response to capacity concerns, ensuring more people can access the supports and services they need such as social benefits, healthcare, addiction treatment, and housing.
- With continued partnership and Indigenous-led services, vulnerable Albertans are receiving the support they need to connect to addiction treatment and recovery, housing, and other social supports.

***Alberta's government is providing \$2.8 million in grant funding over two years to Women Building Futures to support its commercial trucking program.***

**Key messages:**

- Alberta's women are leaders within our communities and our economy, and when they can fully participate in our economy and civil society, our province thrives.
- Alberta's government is proud to support Women Building Futures with \$2.8 million in funding over two years to expand training opportunities for women pursuing careers in commercial transportation.
- Ensuring women in Alberta have access to good quality jobs and can succeed in fulfilling careers is crucial to the success of our province.
- This funding will help Women Building Futures provide programming to unemployed or underemployed women while continuing our government's work to address skilled worker labour shortages in commercial trucking.
- Now more than ever, drivers are needed in the commercial transportation sector to help get Alberta products to market and ensure communities have access to essential goods and services.
  - Women Building Futures is part of the solution to address these challenges.
- We continue working with community leaders to find ways to help women break into fields of employment that they are traditionally under-represented in, including the transportation industry.

***EMS response times and workforce shortages are improving provincially; however, we recognize and value the important role our medical first response (MFR) partners play, in rural, remote, and Indigenous communities where support is delivered through this established program.***

**Key messages:**

- Albertans deserve the best health care possible, which is why we are investing in emergency care delivery for Albertans across the province.
- Medical first responders are often the first to arrive on the scene of an emergency and provide life-saving care until an ambulance arrives.
- A total of \$3.85 million will be distributed to over 200 Medical First Response agencies across the province, supporting rural, remote, and Indigenous communities with training, equipment, and direct financial aid to strengthen emergency medical services.
- Alberta's government is committed to working with EMS providers and community partners to bring better emergency medical services to communities across the province.

***Forestry and Parks Minister Todd Loewen has declared an early start to the 2024 wildfire season and has requested funding for 100 new wildland firefighters.***

**Key messages:**

- Alberta continues to experience warmer than normal temperatures and below average precipitation in many areas of the province, leading to heightened risk of wildfire.
- Alberta's government is declaring an early start to the 2024 wildfire season, which means additional regulations are in place for Albertans within the Forest Protection Area.
- To help reduce the risk of wildfires, Albertans must have a permit for any burning planned in the Forest Protection Area, while Alberta Wildfire will also use the fire ban and restriction system to help reduce human caused wildfires in response to hazardous conditions.
- In addition to declaring an early wildfire season, if Budget 2024 is passed, it will provide funding for 100 new firefighters resulting in five additional 20-person crews available to fight wildfires within our province.
- These additional firefighters will be a critical help to the Alberta Wildfire team.
- Wildfire prevention is a shared responsibility, and we all need to remain vigilant and recreate responsibly to reduce the risk of wildfire.

***Today, on National Human Trafficking Awareness Day, Alberta's government is announcing grant funding for the Alberta Office to Combat Trafficking in Persons (AOCTIP) community partner organizations and two co-chairs to lead its board of directors.***

**Key messages:**

*Funding announcement*

- Alberta's government is announcing \$3.5 million in funding to support survivor-centered services and combat human trafficking in our province.
- This year's funding will enhance frontline service delivery, building capacity in organizations, and reaching communities at risk, such as youth, Indigenous and newcomers.
  - Community partner organizations are sharing knowledge and expertise to help to ensure that resources are allocated where they will have the greatest impact.
- Fighting human trafficking is a key priority, and we will continue to work on uprooting the associated criminal networks, while also supporting those impacted by these crimes.
- Alberta's government will do whatever it takes to combat human trafficking and keep people safe.

***If passed, Budget 2024 will invest \$24 million per year over the next three years to create 3,200 additional apprenticeship seats at 11 post-secondary institutions across Alberta.***

**Key messages:**

- As our economy and the world around us evolve, Alberta's government is helping students get the skills they need to meet labour market demands and succeed in the economy of the future.
- The skilled trades provide an opportunity for Albertans to earn money while they learn skills for good paying, in-demand jobs.
- We are making a targeted investment that responds to industry needs and supports long term growth.
- Additional apprenticeship seats will connect more Albertans to good-paying jobs.

***Alberta saw steady venture capital investment in 2023, while Canada as a whole dropped by 30 per cent.***

**Key messages:**

- While the rest of Canada is seeing declines in tech investment, Alberta is holding steady.
- Meanwhile, Edmonton's tech sector saw an increase in investment of over 300 per cent in 2023.
- Alberta's tech sector growth over the last five years is more than triple that of Canada overall, showing that our province is an engine of growth.
- Our tech sector has grown by over 600 per cent since 2017, showing that we are experiencing exponential growth.

***Alberta's government is supporting 10 major international hockey events and development camps through 2027.***

**Key messages:**

- If Budget 2024 is passed, Alberta's government will commit \$11 million to deliver several world-class hockey events and development camps in our province.
- These world-class hockey events and development camps will foster diversity and inclusion in hockey, provide players with the opportunity to play in front of a hometown crowd, and inspire the next generation of athletes.
- The economic impact of hosting these events is significant, at over \$55 million across Alberta while showing the breathtaking landscape of our province to millions of viewers around the world.
- In addition, hosting these international tournaments, games, and national development camps will continue to build the province's reputation as a premier host for major events and an attractive travel destination for visitors from around the country and world.

***Alberta's government is providing an additional \$1.2 million in capital maintenance and renewal (CMR) funding to invest in affordable housing units.***

**Key messages:**

- Alberta's government is helping repair and revitalize housing facilities to ensure they can be a safe place for families to call home for years to come.
- We heard from housing providers that their facilities needed improvements, and we are taking action and we are providing \$1.2 million to support improvements in 245 units across the province.
- We are continuing to work closely with housing providers to identify priority projects for future funding.
- Investing in affordable housing repairs keeps affordable units usable and facilities safe, accessible, and up to date.

***Latest results from Statistics Canada's Canadian Survey on Business Conditions point to an increase in overall business confidence in Alberta.***

**Key messages:**

- Alberta continues to be the best jurisdiction to invest in due to the lowest tax rates in Canada, a young, highly skilled, and productive workforce, and an environment that embraces innovation and entrepreneurship.
- The overall business confidence in Alberta continues to grow, according to Statistics Canada's Canadian Survey on Business Canada.
- This confidence in Alberta is out pacing the rest of the country.
- Optimism improved in 12 out of 16 industries.
- The biggest jump came in the professional, scientific, and technical services sector, boosted largely by Alberta's burgeoning tech sector which continues to be one of the hottest in Canada.
- The most optimistic sector to start the year was the arts, entertainment, and recreation sectors, they have been buoyed by the film and television sector which has had record investment with major productions that have helped put Alberta on the map.

***Alberta's government has introduced Budget 2024, a responsible plan to strengthen health care and education, build safe communities, and manage resources wisely to support a growing Alberta.***

**Key messages (main):**

- Budget 2024 is a responsible plan to strengthen health care and education, build safe communities, and manage resources wisely to support a growing Alberta.
- With a steady focus on fiscal responsibility and wise spending, Alberta's government will continue to meet the needs of Albertans today and tomorrow.
- Budget 2024 presents three more years of balanced budgets, beginning with a forecast surplus of \$367 million in 2024-25.
- Budget 2024 is a responsible plan that puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable.
- Budget 2024 is a responsible plan that invests in Alberta's safe, secure communities by managing our resources wisely.
- Budget 2024 is a responsible plan that maintains Alberta's competitive advantage, so businesses and industry continue to thrive, innovate, and create jobs.

*Supporting a growing province*

- Budget 2024 is a responsible plan that puts Albertans and Alberta families first by investing in their health, education, safety, and economic growth and success.
- Our \$25 billion Capital Plan builds the schools, hospitals, and roads our communities will rely on as they grow. That's an increase of \$2 billion from Budget 2023.
- \$1.9 billion over the next three years will fund the planning, design, or construction of 98 new or modernized schools, including 43 new projects announced in Budget 2024.
- 717 million in capital grants to give Albertans and families access to more affordable housing, in line with Stronger Foundations – Alberta's 10-year strategy designed to increase affordable housing supply and supports for Albertans.
- \$20 million over the next three years, including \$17 million in new funding, to continue planning for a stand-alone Stollery Children's Hospital.

*Savings for the future*

- Alberta's commitment to reducing debt and to increase savings and bring the province's finances into the black are not going unnoticed, nor unrewarded.
- The province is retaining more than \$1 billion in investment earnings from 2023-24 in the Alberta Heritage Savings Trust Fund. Alberta's government will also deposit another \$2 billion from the Alberta Fund, increasing the value of the Heritage Savings Trust Fund to a forecast \$25 billion. This is a significant investment in the future of Albertans and the province's main long-term savings fund.
- Prior to the end of this year, government will release its long-term plan charting a path to a Heritage Fund worth between \$250 billion and \$400 billion dollars by the year 2050.
- Alberta will join the ranks of jurisdictions such as Alaska, Norway, and many other resource-based jurisdictions around the world who boast sovereign wealth funds large enough to replace their reliance on resource revenues.
- It is important to our government to not burden our children and grandchildren with debt.
- Our framework will require us to reduce taxpayer-supported debt by a forecast \$3.2 billion in 2023-24.

### Health care

- \$475 million to modernize Alberta's primary health care system, including:
  - \$200 million over two years to improve access to family physicians;
  - \$10 million for primary health care initiatives in Indigenous communities; and,
  - \$15 million to further develop a compensation model for nurse practitioners.
- \$6.6 billion for physician compensation and development, up from \$6.1 billion in Budget 2023.
- \$1 billion over three years to transform the continuing care system to shift care to the community, enhance workforce capacity, increase choice and innovation, and improve the quality of care within the continuing care sector.
- \$287 million over four years, part of a bilateral agreement with the federal government, for new mental health and addiction facilities, as well as for targeted supports for children and youth, adults, and Indigenous communities.
- \$62.4 million over three years to create two rural health professional training centres and expand physician education.
- \$20 million over the next three years, including \$17 million in new funding to continue planning for a standalone Stollery Children's Hospital.
- \$35 million in capital funding over the next three years to purchase new emergency medical services vehicles and ambulances, upgrade the existing fleet and acquire additional equipment.
- \$1.55 billion total expense to continue building the Alberta Recovery Model and ensure anyone suffering from the deadly disease of addiction or facing mental health challenges has an opportunity to pursue recovery.

### Education

- Budget 2024 invests in a bright future for Alberta students with new and modernized schools, learning supports for students of all abilities and post-secondary programs to help build a skilled workforce.
- \$1.9 billion in capital funding over the next three years for planning, design, or construction of new and modernized school projects across the province. This includes \$681 million in new funding for 43 priority projects that will create 35,000 new or modernized student spaces. A

total of 98 school projects are in various stages of the planning, design, or construction process in 2024.

- \$842 million in new operating funding over the next three years to further support enrolment growth, bringing additional enrolment-based funding to more than \$1.2 billion over the next three years to enable schools to hire more than 3,100 education staff.
- More than \$1.5-billion operating expense funding for educational learning supports for vulnerable students, children with specialized learning needs and other students requiring additional supports.
- \$26 million over the next three years in additional funding for Program Unit Funding (PUF). PUF will total \$209 million in the 2024-25 fiscal year.
- \$103 million in capital funding over three years to increase modular classroom spaces to address the most urgent needs for additional student spaces across the province.
- \$55 million in capital funding starting in 2025-26 for the University of Calgary's multidisciplinary hub to add 1,000 spaces in science, technology, engineering, and math (STEM) programs.
- \$63 million in capital funding over the next three years for Olds College to renovate and expand student spaces in the WJ Elliot Building.
- \$43 million in capital funding over the next three years for NAIT's trades and technology learning facility.
- \$13 million in capital funding over the next three years for Red Deer Polytechnic to create a new space to help businesses conduct applied research.

#### Keeping communities safe

- Albertans deserve to feel safe in their communities, whether they are at their homes, studying at school or commuting to work. Budget 2024 helps promote a safe environment, so Albertans feel secure, welcomed, and valued through:
  - \$49 million in capital funding over three years to better support first responders and sheriffs by providing them with the equipment and facilities they need to protect Albertans;
  - \$10 million in 2024-25 to support 100 police officers deployed to high-crime areas in Calgary and Edmonton through the Safe Streets Action Plan;
  - \$8 million in community-based grants to continue addressing crime prevention, community safety and hate crimes; and,
  - \$85 million in operating expense to the Prevention of Family and Sexual Violence program, an increase of \$5 million from the 2023-24 budget, to support victims and women at risk of assault.

#### Supporting Albertans

- We are keeping our promise to Albertans and intend to introduce a new personal income tax bracket of eight per cent on the first \$60,000 of income, which would save individual taxpayers up to \$760 per year once the tax cut is fully implemented.
  - As we implement the new tax bracket, we must proceed in a responsible way. Based on the current fiscal plan, the government expects to implement the tax cut over two years.
    - Albertans will see the full impact of the new tax bracket in 2027.



- \$717 million in capital grants to give Albertans and families access to more affordable housing, in line with Stronger Foundations – Alberta's 10-year strategy designed to increase affordable housing supply and supports for Albertans.
- \$355 million for the Alberta Child and Family Benefit to provide lower-income families with benefits, an increase of \$31 million from last fiscal year.
- \$980 million in savings for Albertans in 2024-25 because of indexation of personal income taxes.
  - Budget 2024 formalizes the schedule to phase in a new personal income tax bracket on the first \$60,000 of income, which would save individual taxpayers up to \$760 per year once the tax cut is fully implemented.
- 25 per cent discount for seniors on personal registry services and medical driving tests, scheduled to come into effect in 2024-25.
- \$38 million increase to operational funding for the Seniors Lodge, Social Housing and Specialized Housing and Rental Assistance programs in 2024-25.
- \$22 million increased operating expense over the next three years to index foster, kinship, and other caregiver rates, which will support stronger foundations for children in care and provide them with the care and protection they need for a brighter and secure future.

#### Wildfire supports

- \$151 million operating expense over the next three years for enhancements to the Wildfire Management Program and \$55 million in capital investment for new firefighting equipment and facilities.
  - The fiscal framework provides the flexibility the government needs to respond quickly to disasters and emergencies as they arise, including a \$2-billion contingency.

#### Water management and drought preparedness

- \$1.3 billion in capital funding over the next three years, including \$251 million to better prepare the province for floods and droughts; \$272 million for irrigation projects; and \$539 million to support municipal water supply and wastewater infrastructure.
  - Budget 2024 also provides additional operating support of \$19 million over three years for the Strategy to Increase Water Availability and \$9 million for water management initiatives.

#### Revenue

- In 2024-25, total revenue is estimated to be \$73.5 billion, which is \$2.1 billion lower than the third-quarter forecast for 2023-24.
- Revenue from personal income taxes is estimated to increase to \$15.6 billion in 2024-25, up \$365 million from the third-quarter forecast, and grow in the following two years as more people continue to move to Alberta.
- Corporate income tax revenue is estimated at \$7 billion in 2024-25, down \$176 million from the third-quarter forecast for 2023-24 but rising over the next two years.
- Non-renewable resource revenue is estimated to drop to \$17.3 billion in 2024-25, from \$19.4 billion forecast for 2023-24, and is forecast to pick up over the medium term.

#### Expense

- Total expense in 2024-25 is \$73.2 billion, a 3.9 per cent increase from the forecast for 2023-24.
- Total expense is expected to be \$74.6 billion in 2025-26 and \$76.2 billion in 2026-27.
- Total operating expense in 2024-25 is \$60.1 billion, a 3.9 per cent increase from the 2023-24 forecast.
- A contingency of \$2 billion will help the province respond to disasters and emergencies and other in-year expense pressures, a \$500-million increase from 2023-24.

#### Surplus

- A surplus of \$367 million is forecast for 2024-25.
- Surpluses of \$1.4 billion and \$2.6 billion are forecast for 2024-25 and 2025-26, respectively.

#### Economic outlook

- In 2024, real gross domestic product is expected to grow by 2.9 per cent, up from the 2.6 per cent forecast at mid-year.
- Strong population growth is expected to continue at 3.7 per cent in the 2024 calendar year, down from 4.1 per cent growth in 2023.



SOUTHERN ALBERTA INVESTMENT & TRADE INITIATIVE

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# Monthly Report

For Mayors and Reeves

# March 2024

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**Dear Mayors and Reeves,**

For this month's report, I wanted to include the summary of our 2023 Global Agrifood Marketing Campaign run by SouthGrow on behalf of the Southern Alberta Investment and Trade Initiative which includes SouthGrow, Alberta SouthWest, Economic Development Lethbridge and Lethbridge County.

**Please see the attached report.**

Our global campaign reached over 19 million viewers in North America and Western Europe telling the story of southern Alberta's Agrifood opportunities, and we've started driving thousands of people to learn more on [saiti.ca](https://saiti.ca).

We've already been re-funded for 2024!

In the year ahead we will be:

1. Building 6 more video ads to tell our stories
2. Updating and improving our website and creating a process for sheparding the leads we are getting
3. Continuing our marketing in North America and Europe
4. Sending a representative along with Invest Alberta on another trade mission.

Please share our good work with your communities so that they know how their investment in our collaboration is being spend.

Sincerely,

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

## Headlines for January 2024

Please find below a summary of our operational plan. As the year progresses you will see a rolling report here that tracks our progress on each of the deliverables in real-time. New information each month is highlighted to make it easy for you to spot progress as it happens.

### Pillar I: Strategic Collaboration

#### I. Member Engagement

##### A. Annual Council Presentations

Goal: The Executive Director will endeavor to deliver a direct report to council to 40% of our members on an annual basis. (12) Staff will also provide a once-per-year recorded update to all members that they can play for their councils, and will distribute the monthly Mayors and Reeves reports to the full board with

Progress: Council visits completed for over 40% of member municipalities.

##### B. Councillor Training

Goal: SouthGrow hosts an Economic Disaster Resilience & Recovery Course for Municipal Staff and Councils that is attended by at least 40 individuals from across the region. This session will take place in quarter 1 or quarter 3 of the fiscal year. Amended by Board motion to be a series of webinars delivered over the year.

Progress: Held 7 webinars, in addition to the Economic Summit in March.

##### C. Government Relations

Goal: SouthGrow will work to secure multi-year funding for SouthGrow (at or above current funding levels), to retain the promise of a 10-year commitment to twinning all of Highway 3, to retain the core elements of the present rural economic development strategy, and to secure other regional priorities that only partnerships with other levels of governments can bring. We will do this by proactively communicating the value of our priorities to all personalities involved that we can in a politically neutral fashion and by providing them with data that substantiates our claims.

Progress: BRAED leading on booking annual Chair's meeting in Edmonton for this year. Letters sent to re-elected MLAs in region and to the premier. Letters drafted for sending to all new ministers, specific priorities being added to those letters. Meeting with Minister Matt Jones for Chairs booked. Numerous meetings with Ministers and Chair of SouthGrow have been held or booked. REDA joint initiative requests have been submitted to Matt Jones. Requests are for multi-year funding and \$100k per year for regional investment attraction. Executive Director has consulted extensively with Minister Neudorf on the Renewables file. Minister of JET has agreed in principle to REDA proposals. Long-term predictable funding + Investment attraction support for each region. Decision has been made by JET, expecting news in the mail imminently. **JET proposal ended up being exactly the opposite of what we were led to expect. GoA planning to exit partnership in three years while downloading costs onto municipalities. The Minister is unwilling to move. RMA, Alberta Munis, and the Chambers of Commerce are advancing policies in our favor.**

D. **IEDC Accreditation**

Goal: SouthGrow secures a membership with the International Economic Development Council, applies for Accredited Economic Development Organization status, and completes the deliverables necessary for accreditation. This will be completed early in the fiscal year. The process will culminate in an SGRI representative attending the IEDC annual conference in Dallas TX in October to receive our accreditation (board or staff member as convenient)

Progress: Application Completed and is being adjudicated.

E. **Economic Development Summit**

Goal: SouthGrow hosts a regional Economic Development Summit in 2023 that provides stakeholders with access to speakers and engagement on important economic development topics, trends, and issues that affect our region. Importantly, this year we attempt to expand the summit scope to include active partnerships with stakeholders in the Alberta SouthWest and Palliser regions with the intent of growing the event into a pan southern-Alberta partnership. Dates this year have been left vague to accommodate potential partnerships.

Progress: Post-op conducted on last year's event. Survey of attendees complete. Planning for next year complete. Letters sent to possible partners, waiting to hear back. Strategized event budget of \$40k - \$50k is within reach from our input of \$5k. 5 partners signed up. Applying for event grant from City of Lethbridge. Applying for event sponsorship from Prairies Canada. Steering committee has been formed. Date set for March 21<sup>st</sup>. Also applying for Prairies Canada support. Applied for grant support from City of Lethbridge. Grant support from the City of Lethbridge secured. 7 Partners on-board, PC grant moving forward for multi-year support, keynote speaker secured, marketing about to start, program has been finalized, venue secured. Ticket sales have started, ATB is sending their economist as well. Half Tickets sold.

F. **Community Ec Dev Matchmaking**

Goal: SouthGrow surveys its member municipalities by the end of Q2, 2023 to identify what community level Ec Dev projects are being pursued by our administrations, and then offers matchmaking introductions between communities who are pursuing similar projects for potential collaboration. SouthGrow also identifies resources and connections which might help each community to pursue their projects.

Progress: Process workshopped. Goals refined. Survey outlined. Survey drafted in software. Responsibilities for collecting feedback have been defined. Survey needs some final review then is ready to send out to our communities. Surveys now completed. Working on final reports.

II. **Build and Sustain Collaborations**

A. **Southern Alberta Alternative Energy Partnership – Government Education**

Goal: SouthGrow will continue to advocate for a unified vision for Alberta's electrical grid and regulatory reform within the province with the intent of creating certainty in the market for investment and updating Alberta's regulatory codes to account for the modern energy mix and issues on the ground. We will do this by communicating the issues at stake to decision makers along with SAAEP's partners across the province.

Progress: Director Welby booked to attend Energy Efficiency Conference in Edmonton in June. Executive Director Casurella attending Energy Futures Lab visioning session in Calgary in June. SAAEP working on drafting policy recommendations for rural renewable energy regulations that are missing which would prevent abuses. This is in the works and will be completed in time for delivery to AB Munis for discussion at their policy convention. Extensive conversations with government following renewables pause. Consultations with industry and municipal staff have been had. Recommendations have been shared with Minister Neudorf for specific policies that he requested feedback on. Have participated in AUC

consultations. Have participated in Energy Futures Lab feedback to Government on this issue (supportive of the pause). Have engaged extensively with CANREA's policy team on the issue. Attended energy futures lab planning in Calgary and attended Energy Transformations Conference in Calgary. Group feedback from sessions has been reviewed and comments sent back to EFL. They have shared documents extensively with Minister Neudorf. Our perspectives have been well represented in the rural stream. EFL is releasing their vision document imminently, Minister to release his reports in February. Province released their decisions on renewables and have re-opened applications. EFL press release is on March 4<sup>th</sup>.

**B. Southern Alberta Investment and Trade Initiative**

Goal: SouthGrow maintains its participation and leadership in the Southern Alberta Investment and Trade Initiative, pursuing meaningful projects under its umbrella as detailed in other plan sections.

Progress: CanExport grant was secured along with partner contributions to this years iteration of our Global marketing campaign. Campaign was re-launched after adjustments and additions in April. We are advertising now across the Google network with youtube ads, and on LinkedIn and Twitter. First campaign report will be forthcoming at end of June. Campaign is going really well. Excellent progress on youtube especially. These ads are driving dozens of conversions to the website. Have applied for 2024 funding to build more ads, improve the website, send rep on a trade mission, and run ads for the year. Community profiles are being completed for Invest Alberta by a consultant right now. Secured full funding for 2024. 2023 program has come to an end with excellent metrics. Working on reporting and final reports. 2024 program will start up in February.

**C. Canada's Premier Food Corridor and Canada's Western Gateway**

Goal: SouthGrow supports the growth of sub-regional collaborations that promote industry clusters by convening them when necessary, hosting meetings, providing advisor services, connecting them with resources, and by actively using those brands in our own communications efforts. This support is ongoing and continual.

Progress: Canada's Premier Food Corridor in the process of rapid build out with funding received from Prairies Canada. Being led by EDL. Canada's Western Gateway website is being re-freshed by SouthGrow right now. EDL is leading on another application for funded support of cluster growth for CWG. CPFC has completed hiring for their positions. CWG website has been refreshed. CWG group has met to resource an application for cluster development to Prairies Canada. Transmark has been purchased by Cando and new conversations are being pursued.

**D. Southern Alberta Tourism Collaboration**

Goal: SouthGrow will partner with Tourism Lethbridge and contribute funds to enable digital marketing of regional tour routes that are under development or have been developed through previous partnerships.

Progress: Last Year's program is in full swing by TL. Our \$9000 that we gave them enabled a regional program worth \$321,000 which included the development of three additional regional tours focused on natural resources. They will be on TL's website soon. Our money this year will be used for marketing these routes and the others that were created last year – the Ale Trail and the Food Tours. – All of these are regional in scope. Travel Alberta has finished their strategy for the highway 3 tourism development zone, but hasn't released it publicly due to the election. Contribution for marketing paid to TL. Sip, Taste Explore is live. Regional Natural Resources tours are live on Driftscape. Marketing of regional assets has begun. Expecting a report from TL in 2024 for how our investment was used. Tourism Lethbridge has press released their next large regional support program in partnership with SouthGrow and Alberta Southwest.

E. **Highway 3 Twinning Development Association**

Goal: SouthGrow supports the Highway 3 Twinning Development Association towards its goals by providing matching funding, board representation, in-kind support, and by helping to continually secure regional buy-in from our membership. SouthGrow ensures that the H3TDA remains a vibrant, active, and impactful organization.

Progress: SouthGrow presented on economic trends and the impacts of bypasses to the Crowsnest Pass Chamber of Commerce and Crowsnest Pass Council. SouthGrow facilitated a visioning session that the Board of the H3TDA held in Lethbridge. SouthGrow presented on bypasses to the Town of Bow Island. Contrary to media, construction is proceeding. Just not the road-work phase yet. SouthGrow covering the cost of Agrifood speaker for H3TDA meeting. Premier has NOT confirmed that 10-year funding is actually committed. Was asked at Alberta Municipalities. H3TDA has put together a federal letter writing campaign. Contractors have been picked and actual roadwork expected in the spring.

F. **REDA Collaboration**

Goal: SouthGrow collaborates with the other Regional Economic Development Alliances to promote the value of regional partnerships, encourage government interaction with, and leveraging of, the REDAs, and helps to position the REDAs as key players in the provincial Economic Development ecosystem.

Progress: Annual Chairs meeting with the new Minister is in the planning stages. SouthGrow, ABSW, and PEP presenting to Mayors and Reeves on June 16<sup>th</sup>. JET very amenable to our proposals. Negotiations moving ahead. REDAs have sponsored EDA conference again and it is already paid. REDAs are considering doing joint strategic planning together in 2024 to update the REDA renewal strategic guidelines for the program.

III. **Sustain or Expand Membership**

A. **Sustain Membership**

Goal: SouthGrow sustains its paying membership within 10% of its current membership income levels (+ or - \$10,000).

Progress: Invoices due out this month to members. Letter from full board set to go to the City of Lethbridge as per board motion in April. Most payments collected. Village of Lomond has given 1-year notice to exit partnership citing financial difficulties.

B. **Expand Associate Memberships**

Goal: SouthGrow retains at least 4 existing associate members and adds 2 more for a total end of year of no fewer than 6 associate members. (Current 10)

Progress: Payments collected. FortisAlberta has been added as an associate member. D-Com has been added as an associate member. (Currently at 12)

**Pillar II: Marketing & Communications**

I. **Regional Promotion**

A. **Website Improvements**

Goal: SouthGrow updates its website toolkit with additional resources for our communities and enhances the content on our website to host information for site selectors looking at the region. This site selector



information is also plugged into our other core websites (SAITI, SAAEP) and is provided to our partner brands or municipalities for their use.

Progress: Local intel tools installed on main website and SAITI website. SAAEP being re-worked. Consultations on CWG website underway for refresh and addition of tools. Partners have had Localintel tools installed on ABSW website and EDL website. All websites have had a refresh this year. Already identifying additional improvements for next year.

## B. **Market the Region Globally**

Goal: SouthGrow project manages a global digital marketing campaign to promote the agrifood opportunities in southern Alberta. This is based on content created in 2021 and run as a global campaign in 2022. Content is refreshed in early 2023, youtube ads are created and added to our stable of ads in early 2023. Global marketing is continued through 2023 with these ads. In addition, SouthGrow supports the attendance of a regional representative at the Site Selectors Guild conference in Texas in the spring of 2023 (grant dependent).

The region continues its unified digital campaign and has increased global awareness as measured by digital metrics. The region continues to build partnerships with global site selectors.

Progress: Same metrics as SAITI reporting above. Going very very very well.

## II. **Internal Communications**

### A. **Newsletters**

Goal: SouthGrow keeps its internal members and stakeholders well-advised of trends, opportunities, threats, and events that impact community and regional economic development. We also keep them well informed of Provincial Government initiatives.

Progress: Newsletters rolling out regularly. AB Today rolling out regularly. Policy advisor to Minister Jones commended SouthGrow on our excellent newsletter. Readership has increased.

### B. **Regional Sponsorships**

Goal: SouthGrow supports stakeholder or partner initiatives with sponsorships to help enable their success. Sponsorships are selected on a case-by-case basis. Requests that provide benefits in the economic sphere to as many of our member communities as possible are prioritized. The sponsorships will not go to any organizations that exist outside of member communities.

Progress: Notice of available sponsorships has been sent out to all members to remind them of the available funding. Sponsorships to the JEDC and Nikka Yuko have been paid out. \$1000 in sponsorship money remaining. \$500 given to Blood Tribe regional MOU signing event and \$500 committed to regional innovation conference planned for April.

## **Pillar III: Economic Development & Innovation**

### **I. Ag-Tech Market Development**

#### **A. Agri-food Scholarship Program**

Goal: SouthGrow actively supports youth engagement in the Hi-Tech Ag sector by partnering with educational organizations in the region to deliver up to 4 scholarships to students attending Lethbridge College or the University of Lethbridge who plan to build a career in agri-food in southern Alberta.

Progress: Sponsorships received from MNP Taber, Ridge Utilities, and Community Futures. Guidelines sent out. Three scholarships were awarded to deserving students.

#### **B. Agri-food Conference Representation**

Goal: SouthGrow represents southern Alberta at one global agri-food convention or trade show to build relationships and increase awareness of opportunities within the region. Furthermore, we collaborate with our partners to divide up conference attendance so that we have the maximum reach possible.

Progress: Kim Welby attended SIAL Canada in Toronto. EDL provided access to Gazelle AI to allow her to develop targeted contacts. Kim learned a lot and provided the Executive with a full report. 8 individual meetings with prospects held. Trip came in underbudget. Excess of budget applied to sending Kim to Energy Efficiency Conference in Edmonton in June. Budget room has been found to send Kim Welby to the Protein Industries Canada AGM in Edmonton in September. She attended.

### **II. Broadband Deployment**

#### **A. Project Manage upgrade of remaining regional POP sites.**

Goal: SouthGrow identifies remaining regional supernet POP sites that require upgrading to 10G, and works with regional ISPs, municipalities, Service Alberta, and Axia-Bell to secure the funding to upgrade as many sites as possible or which make sense. The projects will be identified and funded within the year.

Progress: Met with Phil Wright from the MCCAC to get initial direction for project. Key contacts secured and file on project is open. Opened conversation with Marnie from Bell to get access to site data for whole region. There's 9 POP sites left to upgrade in the entire region. 4 of them are likely targets. Not finding much interest from private industry on these 4 sites. Broadband work in the south might be done?

### **III. Labour Market Solutions**

#### **A. Regional Grad Retention Strategy**

Goal: SouthGrow serves as the funding partner for the ongoing regional grad retention strategy project and successfully administers it to completion in May of 2023.

Progress: SouthGrow amended project agreement to extend deadlines until November of 2023. Project was completed just before Christmas. Final report to be unpacked by the partners and then sent out to membership. Then we will look at next steps for implementation. Final reports were received in January. Committee looking at next steps.

## **B. Implementation of Regional Grad Retention Strategy**

Goal: SouthGrow leads on the implementation of strategies arising out of the regional grad retention study by serving as the lead funding applicant and convener of partners.

Progress: Committee is planning to meet to draft next steps. Likely will take the form of recommendations to stakeholders. There are numerous recommendations to send out. Need a full day of typing.

## **IV. Community Supports**

### **A. Regional Investment Initiative**

Goal: Through our SAITI partnership SouthGrow will work with Invest Alberta to create a network of connected communities who share information and act as ground-level support for the provincial investment attraction ecosystem. SouthGrow will utilize a template provided by Invest Alberta, hire an appropriate contractor in collaboration with Alberta SouthWest, and get the opportunity identification template filled out for all of our communities. We will then submit these templates to Invest Alberta and utilize the information in our own marketing efforts with SAITI. The project is complete within the operational year.

Progress: Initial conversations with Alberta Southwest held. Project pending official kick off. Project has been awarded to a consultant and kick off meetings are booked. Project completed and deliverables given back to SouthGrow. Next step is to share with Invest Alberta and post onto website and unpack for lessons learned to inform investment attraction work going forward.

## **V. Special Projects**

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

Goal: SouthGrow manages the disbursement of ZEVIP funding from NRCAN to fund a wide array of charging infrastructure in the region. This project is completed by 2024 and involves an active partnership with the MCCAC allowing many of our member municipalities to get fully subsidized infrastructure, and institutions and businesses to get 46% matching funding for their projects. The full amount is successfully spent by project end in 2024.

Progress: Program is fully subscribed. Completion documents starting to roll in. Coalition of partners has been gathered and permission given to pursue a second program. Fortis and ATCO are on-board as marketing partners and AB Munis is willing to continue working with us. NRCAN fully allocated current intake before we could apply. They are working to open a 2024 intake for a continued program for existing delivery organizations. This is going very well. NRCAN attempting to change the rules again. This is a problem. Still, we are on track to build 197 stations across Alberta. Money for reimbursements has been paid out up until October of 2023. Reimbursement money for projects claimed up till October has gone out. End of the program is in sight for 2024. Amounts amended forward to 2024 year successfully and program looks like it will finish out nicely despite all the bumps along the way. **When this is done we will have built almost 200 stations across the entire province.**

### **B. EV Bus Project**

Goal: SouthGrow completes multi-year application process to get EV bus for highway 4 corridor funded, with funding landed within 2022 and bus purchased and operational in-region by Fall of 2022.

Progress: Deposit has been paid by Milk River to Crestline Motors in Saskatoon for order of the bus. Agreement with FCM has been amended for new timelines. Next step is to get payouts from FCM for the

bus deposit and then wait on delivery of the vehicle. Bus provider pivoted to a different company but same deliverable and same cost. New agreement signed and sent. They've promised on-time delivery for our funding deadlines. 25% deposit paid. Bus is under construction. Insanely, the company in the US that we were working with is in receivership but still in operation. Bus is still on schedule to actually be delivered. This project is straight up wild.

More wild updates. ELighting cannot do the conversion. The FCM is willing to extend the grant deadlines, BUT Alberta Municipalities cannot. Their hands are tied. Even if we could find someone to do the conversion in short order, everyone in the industry is getting scared to warrantee their work, so the handibus society would have to pay over \$80,000 to get a vehicle that no one now will warrantee. We are recommending to the Handibus society that we cancel the project. A sad end to a long road.

### **C. Demand Side Management Pilot Project (PENDING)**

Goal: SouthGrow partners with Fortis to deliver a Demand Side management program funded by NRCAN's Toward Net Zero Homes program, applied for in Q4 of 2022. This partnership would see SouthGrow serve as money handler for a \$600,000 project to install and monitor demand side management technology in homes and businesses in SouthGrow Communities so that Fortis can measure the impact on demand management from these pilots to be able to project to the regulator the impact on grid function that can be achieved from mass implementation. This project specifically focuses on the installation of heat pumps to measure their efficacy year-round and demand side impact on energy use. The program study would be conducted by Dr. Myers from the University of Calgary.

Progress: Grant application to Towards Net Zero Homes was unsuccessful. Conversations for pivoting the project to a new grant target are underway. SouthGrow has applied along with Fortis to the ERA to deliver battery supported EV charging station to two SouthGrow communities (TBD) as part of a technology pilot. Battery EV project is advancing to full application. SouthGrow is responsible for helping find sites. We have facilitated conversations with Bow Island and Coaldale on this as per FortisAlberta's interest. Full application has been submitted. Presentation to the ERA on Monday. \$150,000 has been resourced from ZEVIP project for the Fortis project. Need to find \$50,000 more to fully fund program.

### **D. Supply Chain Opportunity Identification Project**

Goal: Together with Economic Development Lethbridge, SouthGrow launches a 2-year Supply Chain Identification project that profiles regional inputs and outputs from our 200 largest industrials, investment opportunities, red flags, and more, and captures that information in a database to begin matchmaking and the sharing of opportunities. This project is underway by summer of 2022 with a contractor hired and implementing the deliverables. Project moves into phase 2 by summer of 2023 for completion in 2024.

Progress: Initial setup done. Waiting on EDL to complete Stats Can compilation of in-region business for SouthGrow and contractor to sort and filter. Then it will be off to the interview and surveying stages of the project. Master lists received from EDL. Interviews and surveying are underway. Lots of work was needed to update contact lists and expenses increased. In January, interviews are now complete, survey work is underway.

### **E. Blackfoot Language Signage**

Goal: SouthGrow, Community Futures Lethbridge Region, and Tourism Lethbridge lead a partnership that includes the Blood Tribe with the intent of leveraging partner contributions against grant funding to assemble a pool of money used to fund the deployment of Blackfoot language place signage across south-western Alberta. This project will pursue the assemblage of a significant funding package for Q4 of 2023 (grant timelines) and a project implementation date in Q1 of 2024. Funding will be given in the form

of micro-grants to applicants with the Blood Tribe informing the language on the sign. The partners will utilize a common brand for the deployment.

Progress: Steering committee has been struck. Intake portal in development. Securing key contacts from Blood Tribe. Community Futures has received the NRED grant dollars. SouthGrow developing style guide right now. All processes and documents have been created. Program launched! Applications are rolling in. Reconciliation committee from Lethbridge joined partnership. Applications have increased and are being steadily processed. January: program is tentatively fully subscribed. Community Futures has submitted an application for \$70,000 for a continued program next year.

## VI. Flagship Project

### A. SouthGrow Power Project

Goal: SouthGrow advances the implementation of a < 5MW solar installation that will be owned and operated by SouthGrow the intent of funding the organization. Within the operational year, we will attempt to Identify eligible land, purchasers for the power, and a viable grid connection while completing a feasibility study. By the end of the operational year, we will reach the point where the Board will need to decide on a go-no-go for the project.

Progress: NRED grant received to support application costs. Grant received from Fortis to lower application costs. Waiting on final paperwork from Fortis to confirm grant then applications going in. Proceeding well. Renewables Pause affected us. Working aggressively with Prairies Canada on securing a contribution. The pause gives us some breathing space as we navigate pieces of the project. No reason we won't be able to proceed as we have designed this. Our land is 'effluent spreading land' around a wastewater pond. Prairies Canada has declined to fund the project and have offered to refer us to an NRCAN program. Still alive but have to change our approach for funding.

Government's announcements on the renewables front have probably killed the project. Still finding out details. But if we are subject to new additional transmission costs, the project won't be economically viable.

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



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[About SouthGrow Regional Initiative](#)

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

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, February 7, 2024**  
**Coaldale Hub (2107-13<sup>th</sup> Street)**  
**In-person and Online**

**Attendance (in-person)**

**Board Members:**

Degenstein, Dave – Town of Milk River, Chair  
Chapman, Bill - Town of Coaldale, Vice-Chair  
Bekkering, Garth – Town of Taber  
Coad, Ray – Town of Vauxhall  
Doell, Daniel – Village of Barons  
Feist, Teresa - Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Harris, Merrill – M.D. of Taber  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County  
Nilsson, Larry – Village of Stirling

**Attendance (on-line):**

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

**Absent**

Caldwell, Heather – Town of Coalhurst  
Kirby, Martin – Village of Warner

**Staff (in-person):**

Morrison, Zakk – Executive Director  
DeBow, Petra – Manager  
Krahn, Tim – Counsellor  
Weaver, Kaitlynn – Outreach Services Supervisor  
Florence-Greene, Evelyn – Accounting Assistant

**Call to Order**

D. Degenstein called the meeting to order at 4:05 p.m.

**Approval of Agenda**

T. Feist moved the Board to approve the agenda as amended.  
6 b) Coaldale Handi-Ride Association  
6 c) Southern Alberta Kanadier association (SAKA)

**Carried Unanimously**





### Minutes

J. Heggie moved the minutes of the December 6, 2023, FCSS Board meeting be approved as presented.

**Carried Unanimously**

### Delegation

T. Krahn presented a mindfulness session for the Board.

L. Nilsson moved the Board thank Tim Krahn, BEW FCSS Counsellor for his time and receive the presentation as information.

**Carried Unanimously**

Petra DeBow, Manager, presented the Draft Report to Municipalities – Family Services 2023.

The Board discussed the information provided in the Draft Report to Municipalities – Family Services 2023.

G. Bekkering moved the Board approve the Report to Municipalities – Family Services 2023 as presented and requested Administration distribute the report to our Municipalities and Alberta Government funders.

**Carried Unanimously**

K. Weaver highlighted *Cheers to Volunteers* as a volunteer recognition initiative in the FCSS area. Criteria categories will include Individual, Youth and Group.

B. Chapman moved the Board approve the *Cheers to Volunteers* volunteer recognition initiative as presented.

**Carried Unanimously**

L. Hickey moved the Board to accept the *Cheers to Volunteers* information presented by Kaitlynn Weaver, Outreach services supervisor.

**Carried Unanimously**

### Correspondence

The following correspondence was presented for information:

- FCSSAA December 2023 News
- FCSSAA January 2024 News

D. Doell moved to receive the correspondence presented for information.

**Carried Unanimously**



## Reports

### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- The month of February includes two nationally recognized days that aim to celebrate and promote kindness: Random Acts of Kindness Day, February 17th, and Pink Shirt Day February 28<sup>th</sup>.
- Z. Morrison discussed with the Board an upcoming *Come Together* Canadian College of Health Leaders conference to be held in June 2024 in Halifax with Z. Morrison and two staff members attending to present.

L. Nilsson moved the Board to approve the Executive Director's Report as presented.

**Carried Unanimously**

### Financial Report

Z. Morrison reviewed the Financial Report.

J. Heggie moved the Board approve the February 2024 Financial Report including:

- Financial statement for December 31, 2023;
- Monthly accounts for December 31, 2023;
- ATB Mastercard statement November 15, 2023 to December 12, 2023
- ATB Mastercard statement December 13, 2023 to January 11, 2024

**Carried Unanimously**

### Professional Development Report 2023

Z. Morrison presented an overview of FCSS Employee Professional Development Report for 2023.

Z. Morrison amended the number from 7 to 38 staff attending the FOIP session in 2023.

L. Hickey moved the Board receive the FCSS Employee Professional Development Report for 2023 for information as presented.

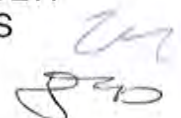
**Carried Unanimously**

## New Business

### Alberta Community Partnership Program – Update

L. Nilsson shared the Village of Stirling Alberta Community Partnership Program proposal was approved. The funds have not been received. Awaiting the final contract.

D. Degenstein shared the Board is required to establish a steering committee to support the Alberta Community Partnership Program initiative. Committee members include the Barons-Eureka-Warner (BEW) FCSS Board Chair, BEW FCSS Village of Stirling Councillor, Village of Stirling CAO, the BEW FCSS





Executive Director and up to three BEW FCSS Board members.

K. Jensen volunteered to be a member of the steering committee.

B. Chapman thanked the Village of Stirling for applying for this program.

B. Chapman motioned the Board strike a steering committee for the duration of the contract to include:

- Dave Degestein, BEW FCSS Board Chair
- Larry Nilsson, BEW FCSS Village of Stirling Counsellor
- Scott Donselaar, CAO Village of Stirling
- Kelly Jensen, BEW FCSS Town of Raymond Counsellor
- Zakk Morrison, BEW FCSS Executive Director

**Carried Unanimously**

Coaldale Handi-Ride Association

B. Chapman discussed the funding and resources required to operate in Coaldale. The Coaldale Handi-Ride Association is in the process of applying for a Healthy Aging Alberta grant. The grant does require partnerships and asks that FCSS support this initiative.

G. Bekkering moved the FCSS Board fully support the Development of a partnership with the Coaldale Handi-Ride Association and the application of the Healthy Aging Grant.

**Carried Unanimously**

Southern Alberta Kanadier Association (SAKA)

B. Chapman asked the FCSS Board if they would like to receive minutes from the SAKA Board meetings. This will create a supportive bridge between FCSS and SAKA.

The Board discussed SAKA minutes being received in the future as correspondence for information purposes.

Z. Morrison to include SAKA meeting minutes as part of Correspondence.

**Round Table:**

K. Weaver discussed the Alberta Irrigation District Association When in Drought conference and the FCSS presentation that was held at the conference.

P. DeBow discussed a FRN presentation that was given by M. Sawatzky and P. DeBow that highlighted the needs for rural services, Low German Mennonite/Newcomer supports, and the successes of our services.

M. Jensen left the meeting at 5:44 pm.

J. Heggie shared how important FCSS services are to the communities.

L. Hickey shared the coming drought will affect all our communities.

B. Chapman was appointed to the Aberta Watershed Counsel.

Z. Morrison expressed gratitude to the FCSS management team for providing a supportive work culture to ensure staff are at their best to support residents.

M. Harris expressed the willingness of communities to share and conserve water in the face of the coming drought and appreciates the services FCSS will provide to the mental health of our communities.

T. Fiest thanked FCSS for the services provided in Picture Butte.

**Date of Next Meeting**

The date of the next regular Board meeting will be March 6, 2024, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams) starting at 4:00 p.m.

**Adjournment**

M. Harris moved the meeting adjourn at 5.54 p.m.

**Carried Unanimously**



Chairperson



Executive Director

MINUTES  
VETERANS MEMORIAL HIGHWAY ASSOCIATION  
BOARD OF DIRECTORS MEETING

Friday, March 8, 2023

County of Paintearth Admin Office and Zoom

Elroy Yakemchuk	County of Two Hills	Chair
Fred Crowle	Town of Hanna	Board of Directors
John Petrie	City of Brooks	Board of Directors
Dale Pederson	Beaver County	Board of Directors
Dale Norton	County of Paintearth	Board of Directors
Howard Shield	Flagstaff County	Board of Directors
Sonny Rajoo	Town of Two Hills	Board of Directors
Tammy Thompson	Village of Vilna	Board of Directors
David Degenstein	Town of Milk River	Board of Directors
John De Groot	MD of Taber	Board of Directors
Doug Lefsrud	Town of Viking	Board of Directors
Chris Koehn	Village of Warner	Board of Directors
Margaret Plumtree	Executive Director	

**Call to Order**

Chair called the meeting to order at 11:06 am

**Agenda**

Moved by Dale Norton to approve the agenda. Carried

**Minutes of January 12, 2024**

Moved by Howard Shield to adopt the minutes of January 12, 2024. Carried

**Financial Report**

Move by Dale Pederson to approve the financial report with Cash Statement for January 31, 2024. Carried.

Sonny Rojoo abstained from voting.

## **New Administration**

Moved by Dale Norton and seconded by Harold Shield to approve the appointment of Margaret Plumtree as the new executive director. Carried.

## **Membership**

Review of current membership and progress being made with potential new members.

## **New Business:**

### **North South Split**

John De Groot brought up the discussion held of the possibility of going back to having north and south subcommittee meetings. Margaret will reach out to board representatives to see if they would be interested in starting this again. Our regular meetings will continue to be held in Paintearth with zoom at present. We will return to moving the regular meetings around to different communities again at a later date. Margaret will survey municipalities to see if there is interest in a couple of north and south meetings per year.

### **VMHA Metal Sign**

Dale Pederson presented a nostalgic sign that was crafted by a local company years ago, the company is now closing due to retirement and they gave us this sign. It was agreed upon that Fred Crowle will make a plaque acknowledging the donation from the company. Sign is currently being stored at County of Paintearth Office.

## **Political Update**

John Petrie gave the following update from Premier Danielle Smith:

- Highway 41 scheduled for upgrade.
- Highway 3 schedule for the next three years.
- Road to JBS in the County of Newell will be upgraded.
- Prediction that oil will go from approximately 3.8 Million to 6 Million barrels per day.
- Texas to Highway 36 to Fort McMurry and Alaska important oil producing corridor.

Directly from the Budget:

Roads and bridges 9% of capital funding at \$2.2 Billion

- Twinning of Highway 3 and
- \$129 Million to support ongoing work to twin Highway 11 between Rocky Mountain House and Sylvan Lake
- Safety and Road improvements on Highway 881 including passing lanes, new staging and rest area, improved intersections and roadside turnouts. Estimated \$52 Million
- Lac La Biche County phase 2 and 3 of Main Street Revitalization Estimated \$25 Million
- \$955 Million to improve major roadway corridors in Calgary and Edmonton
- \$30 million bundle to support maintenance of close to 5,000 bridges on Alberta's roadways

Website Links:

<https://saferalbertaroads.ca/highways/albertas-highway-881/>

<https://majorprojects.alberta.ca/details/Highway-881-Improvements/4062>

<https://majorprojects.alberta.ca/details/Lac-La-Biche-Main-Street-Revitalization/10524>

### **Signing Authority**

Moved by John Petrie, seconded by John De Groot to remove Carol as signing authority and to add Dale Norton and Margaret Plumtree as signing authority, Elroy will continue to have signing authority. Carried.

### **Honorarium**

Moved by David Degenstein and seconded by Fred Crowle to pay Margaret mileage to attend meetings and for any work-related mileage as well as her honorarium as written in contract. Carried.

### **Business Cards**

Moved by Dale Pederson to have Margaret order business cards for herself and the board of directors. Carried.

### **Old Business:**

#### **Canada's Western Gateway**

Chris Koehn brought to the attention of the board the Canada's Western Gateway, a trade and transportation corridor that will support and enhance the economic opportunities in southern Alberta. Chris will keep us apprised of the organization and any partnership opportunities.

#### **Dangerous Goods Stats on VHM**

This was going to be presented by Carol, Margaret will gather data from Carol on any current policies.

## **Brochure**

Sonny Rajoo gave an update on the brochure, there have been many small changes being made by municipalities that have resulted in printing delay.

Moved by Howard Shield to give municipalities until May 1<sup>st</sup> to submit edits then document will be finalized for printing. Carried

## **Membership Highway Concerns**

This is a standing item; Margaret will reach out to municipalities to introduce herself and to see what problems they may be encountering with the highway or any success stories that can be shared. Will also discuss the possibility of a north and south district meeting to further discuss these concerns as mentioned previously under New Business.

## **Strategic Plan**

Part of a plan was being developed but the board decided to move forward with finding a grant and earmarking funds to hire a consultant. Margaret will find the information and bring forward for next meeting.

Margaret gave an update on one current social media strategy, each Friday a member municipality will be highlighted for tourism adventure initiative for our highway based on roadside attractions, history sites, events and more. Reminding people to put that visit in the calendar.

We will also be highlighting any funding the government is putting forward that is of interest to our highway.

Discussion held on other events and cultural recognition we could be assisting our members with to promote or help with organizing such as our previous discussions on a brewery, wine and distillery tour, golf tournaments along highway, cultural events and more.

## **Next Meeting**

Friday, April 26<sup>th</sup>, in Paintearth with zoom option at 11 am.

June meeting to be held in Lac La Biche, date to be determined.

## **Adjournment**

Moved by Sonny Rajoo to adjourn the meeting at 12:24 pm. Carried.



## Request for Decision Correspondence

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### RECOMMENDATION

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

### LEGISLATIVE AUTHORITY

### BACKGROUND

Correspondence is a collection of general information received at the Village Office and is provided to Council as information.

### RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
2. Council may direct Administration on any item contained in correspondence.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Municipal Affairs – ACP
2. Municipal Affairs – Budget 2024
3. Municipal Affairs – Municipal Excellence Awards
4. Natural Resources Conservation Board Notice of Decision
5. Municipal Affairs – ICF Survey
6. Municipal Affairs Services Division Update
7. SouthGrow Year End Analysis
8. Nutrien
9. Chief Mountain Regional Solid Waste Services Commission
10. Curling Club





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113641

February 12, 2024

His Worship Jim Depew  
Mayor  
Town of Raymond  
PO Box 629  
Raymond AB T0K 2S0

Dear Mayor Depew:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you that the Town of Raymond has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of your Investigation of Enhancement of Regional Solid Waste Collection through Design and Efficiencies project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

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I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Ric McIver  
Minister

cc: Honourable Joseph Schow, MLA, Cardston-Siksika  
Honourable Grant Hunter, MLA, Taber-Warner  
Chelsae Petrovic, MLA, Livingstone-Macleod  
Mayor Maggie Kronen, Town of Cardston  
Mayor Byrne Cook, Town of Magrath  
Mayor Larry Liebelt, Town of Milk River  
Mayor Scott MacCumber, Village of Coutts  
Mayor Linda Allred, Village of Glenwood  
Mayor Dwight L. Davis, Village of Hill Spring  
Mayor Trevor Lewington, Village of Stirling  
Mayor Tyler Lindsay, Village of Warner  
Reeve Randy Bullock, Cardston County  
Reeve Randall Taylor, County of Warner  
Kurtis Pratt, Chief Administrative Officer, Town of Raymond  
Jeff Shaw, Chief Administrative Officer, Town of Cardston  
James Suffredine, Chief Administrative Officer, Town of Magrath  
Kelly Lloyd, Chief Administrative Officer, Town of Milk River and Village of Warner  
Lori Rolfe, Chief Administrative Officer, Village of Coutts  
Cynthia Vizzutti, Chief Administrative Officer, Village of Glenwood  
Greg Robinson, Chief Administrative Officer, Village of Hill Spring  
Scott Donselaar, Chief Administrative Officer, Village of Stirling  
Murray Millward, Chief Administrative Officer, Cardston County  
Shawn Hathaway, Chief Administrative Officer, County of Warner



Office of the Minister  
MLA, Calgary-Hays

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

*Budget 2024* is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

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As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

*Budget 2024* puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver", with a stylized flourish at the end.

Ric McIver  
Minister





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

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- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver  
Minister

March 6, 2024

*sent by email*

To Referral Agencies:

- Wade Goin, Alberta Health Services
- Jeff Gutsell, Alberta Environment & Protected Areas
- Alberta Agriculture & Irrigation
- Leah Olsen, Alberta Transportation & Economic Corridors
- Micaela Azzarello, St. Mary River Irrigation District
- Prairie Sky Royalty, ROW / Easement holder
- Triple W Natural Gas Co-op Ltd., ROW / Easement holder
- Montana Alberta Tie Ltd., ROW / Easement holder
- Village of Warner, ROW / Easement holder
- Fortis Alberta Ltd., ROW / Easement holder
- Alpha Bow Energy, ROW / Easement holder

**Re: Application LA23043 – Notice of Decision**  
**Miami Colony Farming Co. Ltd.**  
**E½ 1-5-19 W4M and NW 6-5-18 W4M**

Please be advised that Application LA23043 for the expansion at an existing multi species confined feeding operation has been approved.

Enclosed you will find a copy of the decision with respect to the application. If you are interested in viewing the detailed technical review of the application, LA23043 TD 06 Mar 24 is available on the NRCB website at [www.nrcb.ca](http://www.nrcb.ca).

If you have any questions or concerns, please contact me at 403-381-5416 or [kelsey.peddle@nrcb.ca](mailto:kelsey.peddle@nrcb.ca).

Yours truly,



Kelsey Peddle  
Approval Officer

Encl. Permit  
Decision Summary

**Total permitted animal capacity from all permits for this site:**

90 milking cows (plus associated dries and replacements)

30,000 chicken layers

15,000 chicken pullets

1,000 chicken broilers

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In consideration of Decision Summary LA23043, Approval LA23043 is issued to:

Name: Miami Colony Farming Co. Ltd. and Miami Hutterian Brethren (the “co-permit holders”)  
Address: Box 58, New Dayton, AB T0K 1P0  
Contact person: Willie Hofer

**Permitted construction** (based on the submitted site plan):

- New layer barn – 26.2 m x 114 m
- Renovation of existing layer barn (pullet barn) – 15.3 m x 61 m

The co-permit holders shall comply with the requirements of the *Agricultural Operation Practices Act* (AOPA) and the regulations passed pursuant to that Act.

The co-permit holders shall adhere to the descriptions, the site plan, building plans, and other attached documents included with filed Application LA23043. Permit LA13013, must also be adhered to unless otherwise noted in the following conditions.

The co-permit holders shall contact the NRCB at least 10 working days in advance of the desired inspection date to schedule the inspections in conditions #4 and 7.

**Construction conditions**

New Layer Barn

1. The concrete used to construct the liner of the new layer barn must meet the specifications for category D (solid manure – dry), in Technical Guideline Agdex 096-93 “Non-Engineered Concrete Liners for Manure Collection and Storage Areas”. The co-permit holders shall provide written confirmation confirming that the concrete used for the manure collection and storages areas meets the required specifications prior to the post construction inspection cited in condition #4.
2. The co-permit holders shall immediately cease construction of the new layer barn and contact the NRCB if the water table is observed to be one meter or less from the bottom of the facility’s liner.
3. The co-permit holders shall complete construction of the new layer barn prior to December 31, 2026. Upon request, this deadline may be extended in writing by the NRCB.
4. The co-permit holders shall not place manure or allow livestock to enter the new layer barn until the facility has been inspected by NRCB personnel and confirmed by them, in writing, to have been constructed in accordance with the terms and conditions of this permit.

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Renovation of Existing Layer Barn (Pullet Barn)

5. The structural integrity of the liner of the existing layer barn must be maintained throughout the entire renovation process. Any cracks that are observed must be repaired appropriately.
6. The co-permit holders shall complete the renovation of the existing layer barn prior to December 31, 2026. Upon request, this deadline may be extended in writing by the NRCB.
7. The co-permit holders shall not place manure or allow livestock to enter the renovated layer barn (pullet barn) until the facility has been inspected by NRCB personnel and confirmed by them, in writing, to have been constructed in accordance with the terms and conditions of this permit.

This Approval becomes effective immediately. The Approval conditions will remain in effect unless amended in writing by the NRCB.

Approval LA05026A and Authorizations LA03006A, LA10037, and LA13013 are hereby superseded, and their content consolidated into this Approval LA23043, unless Approval LA23043 is held invalid following a review and decision by the NRCB's board members or by a court, in which case Approval LA05026A and Authorizations LA03006A, LA10037, and LA13013 will remain in effect.

March 6, 2024



Kelsey Peddle  
Approval Officer



## Approval LA23043 – Appendix

### Existing permitted facilities

Facility	Dimensions (m)	From Permit
Dairy Barn	17.1 m x 61 m	Deemed Permit
Calf Barn	14.6 m x 61 m	Deemed Permit
Dairy Pens 1	43.2 m x 39.3 m	Deemed Permit
Dairy Pens 2 (modified liner)	45.8 m x 91.5 m	LA13013
Earthen Liquid Manure Storage (Lagoon 1)	109 m x 35 m x 3.6 m deep	Deemed Permit
Earthen Liquid Manure Storage (Lagoon 2)	100 m x 35 m x 3.6 m deep	Deemed Permit

### Construction conditions (already met and brought forward from Authorization LA13013)

#### 1. Construction Completion

Construction of the manure collection and storage portions of the dairy pens must be completed prior to July 31, 2016, unless otherwise agreed upon in writing by the NRCB.

#### 2. Inspections

The manure storage portion of the dairy pens must be inspected by NRCB personnel prior to animals or manure being placed in the renovated pens.

## Decision Summary LA23043

This document summarizes my reasons for issuing Approval LA23043 under the *Agricultural Operation Practices Act* (AOPA). Additional reasons are in Technical Document LA23043. All decision documents and the full application are available on the Natural Resources Conservation Board (NRCB) website at [www.nrcb.ca](http://www.nrcb.ca) under Confined Feeding Operations (CFO)/CFO Search. My decision is based on the Act and its regulations, the policies of the NRCB, the information contained in the application, and all other materials in the application file.

Under AOPA this type of application requires an approval. For additional information on NRCB permits please refer to [www.nrcb.ca](http://www.nrcb.ca).

### 1. Background

On November 1, 2023, Miami Hutterian Brethren and Miami Colony Farming Co. Ltd. (collectively referred to as “Miami Colony”) submitted a Part 1 application to the NRCB to construct a new layer barn and convert the current layer barn for chicken pullets at an existing multi species CFO.

The existing CFO has the following facilities:

- Layer barn – 15.3 m x 61 m
- Dairy barn – 17.1 m x 61 m
- Calf barn – 14.6 m x 61 m
- Dairy pens 1 (modified liner) – 43.2 m x 39.3 m
- Dairy pens 2 – 45.8 m x 91.5 m
- Earthen liquid manure storage (Lagoon 1) – 109 m x 35 m x 3.6 m deep
- Earthen liquid manure storage (Lagoon 2) – 100 m x 35 m x 3.6 m deep

The Part 2 application was submitted on December 5, 2023. On January 5, 2024, I deemed the application complete.

The proposed expansion involves:

- Removing 350 swine farrow to finish
- Increasing milking cows (plus associated dries and replacements) from 80 to 90
- Increasing chicken layer numbers from 11,000 to 30,000
- Increasing chicken pullet numbers from 5,500 to 15,000
- Constructing a new chicken layer barn – 26.2 m x 114 m
- Converting the existing chicken layer barn to a chicken pullet barn – dimensions not changing

When the Part 2 application was submitted, it was noted that the following facilities at the CFO have been decommissioned:

- Sow barn – 71.6 m x 12.2 m
- Weanling barn – 89 m x 12.2 m
- Finisher barn – 73 m x 12.2 m
- Quarantine barn with pit – 15.2 m x 2.3 m x 0.4 m deep

- Earthen manure storage (liquid) – 77 m x 37 m x 3.1 m deep
- Broiler barn – 24 m x 10 m
- Dairy catch basin (irregular shape) – 61 m x 30 m

Due to all the swine facilities at the CFO having been decommissioned, the operator requested to remove the 350 swine farrow to finish from its permitted animal numbers. Under Section 23 of AOPA and NRCB Operational Policy 2016-7: *Approvals*, part 11.3, when facilities are decommissioned, an approval officer removes those facilities from the permit and adjusts the livestock numbers. Accordingly, the 350 swine farrow to finish, as well as the decommissioned facilities listed above as decommissioned, are no longer permitted.

#### **a. Location**

The existing CFO is located at E½ 01-05-19 W4M and NW 06-05-18 W4M in the County of Warner No. 5 (County of Warner), roughly 6.5 km southwest of the Hamlet of New Dayton. The terrain is flat to gently rolling, with a general slope to the south. The site is located approximately 4.8 km east of Milk River Ridge Reservoir.

#### **b. Existing permits**

To date, Miami Colony has been issued NRCB Approval LA05026A and Authorizations LA03006A, LA10037, and LA13013. Those permits allowed the renovation, construction, and operation of a multispecies CFO. The CFO's existing permitted facilities are listed in the appendix to the Approval LA23043.

## **2. Notices to affected parties**

Under section 19 of AOPA, the NRCB notifies (or directs the applicant to notify) all parties that are “affected” by an approval application. Section 5 of AOPA’s Part 2 Matters Regulation defines “affected parties” as:

- In the case where part of a CFO is located, or is to be located, within 100 m of a bank of a river, stream or canal, a person or municipality entitled to divert water from that body within 10 miles downstream
- the municipality where the CFO is located or is to be located
- any other municipality whose boundary is within a specified distance from the CFO, depending on the size of the CFO
- all persons who own or reside on land within a specified distance from the CFO, depending on the size of the CFO

For the size of this CFO the specified distance is 1/2 mile. (The NRCB refers to this distance as the “notification distance”).

None of the CFO facilities are located within 100 m of a bank of a river, stream or canal.

A copy of the application was sent to the County of Warner, which is the municipality where the CFO is located.

The NRCB gave notice of the application by:

- posting it on the NRCB website,
- public advertisement in The Prairie Post, a newspaper in circulation in the community affected by the application on January 5, 2024, and

- sending 2 notification letters to people identified by the County of Warner as owning or residing on land within the notification distance.

The full application was made available for viewing during regular business hours and was posted on the NRCB website for public viewing.

### **3. Notice to other persons or organizations**

Under section 19 of AOPA, the NRCB may also notify persons and organizations the approval officer considers appropriate. This includes sending applications to referral agencies which have a potential regulatory interest under their respective legislation.

Referral letters and a copy of the complete application were emailed to Alberta Health Services (AHS), Alberta Environment and Protected Areas (EPA), Alberta Agriculture and Irrigation (AGI), Alberta Transportation & Economic Corridors (TEC), and St. Mary's River Irrigation District (SMRID).

I also sent a copy of the application to Prairie Sky Royalty, Triple W Natural Gas Co-op Ltd., Montana Alberta Tie Ltd., Village of Warner, Fortis Alberta Ltd., and Alpha Bow Energy, as they are right of way holders and/or have easements on the subject land.

I received responses from Wade Goin, a public health inspector with AHS, Jeff Gutsell, a hydrogeologist with EPA, Leah Olsen, a development/planning technologist with TEC, and Micaela Azzarello, a land administrator with SMRID.

Leah Olsen stated that a permit from TEC would not be required for the proposed development.

Micaela Azzarello stated that the applicant has a conveyance agreement with SMRID and that they need to purchase additional water allocation to cover their existing and new expansion development.

I also received a written response from AGI informing of the inspector responsible for this application.

The responses from AHS and EPA are discussed further in Appendix B.

Kelly Lloyd, a chief administrative officer with the Village of Warner, stated that the Village of Warner does not have any comments. I did not receive any other responses from right of way holders and/or easement holders.

### **4. Alberta Land Stewardship Act (ALSA) regional plan**

Section 20(10) of AOPA requires that an approval officer must ensure the application complies with any applicable ALSA regional plan.

As required by section 4(1) of the South Saskatchewan Regional Plan (SSRP), I considered that document's Strategic Plan and Implementation Plan and determined that the application is consistent with those plans. In addition, there are no notices or orders under the Regulatory Details portion of the SSRP that apply to this application.

## **5. Municipal Development Plan (MDP) consistency**

I have determined that the proposed expansion is consistent with the land use provisions of the County of Warner's municipal development plan and land use bylaw. (See Appendix A for a more detailed discussion of the county's planning requirements.)

## **6. AOPA requirements**

With respect to the technical requirements set out in the regulations, the proposed expansion:

- Meets the required AOPA setbacks from all nearby residences (AOPA setbacks are known as the "minimum distance separation" requirements, or MDS)
- Meets the required AOPA setbacks from water wells, springs, and common bodies of water
- Has sufficient means to control surface runoff of manure
- Meets AOPA's nutrient management requirements regarding the land application of manure
- Meets AOPA groundwater protection requirements for the design of floors and liners of manure storage facilities and manure collection areas

With the terms and conditions summarized in part 10 and in Appendix C, the application meets all relevant AOPA requirements.

## **7. Responses from municipality and other directly affected parties**

Directly affected parties are entitled to a reasonable opportunity to provide evidence and written submissions relevant to the application and are entitled to request an NRCB Board review of the approval officer's decision. Not all affected parties are "directly affected" under AOPA.

Municipalities that are affected parties are identified by the Act as "directly affected." The County of Warner is an affected party (and directly affected) because the proposed expansion is located within its boundaries.

Tyler Nelson, a development officer with the County of Warner, provided a written response on behalf of the County of Warner. Tyler Nelson stated that the application is consistent with the County of Warner's municipal development plan and land use bylaw, and there are no Intermunicipal Development Plans (IDP's) that apply in the area. Tyler Nelson stated that the zoning for the area and the surrounding ½ mile are all zoned extensive agriculture and the shown setbacks meet current land use bylaw specifications. The application's consistency with the land use provisions of the County of Warner's municipal development plan and land use bylaw is addressed in Appendix A, attached.

No responses were received from any other person, organization, or member of the public.

## **8. Environmental risk of CFO facilities**

When reviewing a new approval application for an existing CFO, NRCB approval officers assess the CFO's existing buildings, structures, and other facilities. In doing so, the approval officer considers information related to the site and the facilities, as well as results from the NRCB's environmental risk screening tool (ERST). The assessment of environmental risk focuses on surface water and groundwater. The ERST provides for a numeric scoring of risks, within either a low, moderate, or high-risk range. (A complete description of this tool is available under

CFO/Groundwater and Surface Water Protection on the NRCB website at [www.nrcb.ca](http://www.nrcb.ca).) However, if those risks have previously been assessed, the approval officer will not conduct a new assessment, unless site changes are identified that require a new assessment, or the assessment was supported with a previous version of the risk screening tool and requires updating. See NRCB Operational Policy 2016-7: *Approvals*, part 9.17.

In this case, the risks posed by Miami Colony's existing CFO facilities were assessed in 2010. The assessment indicated that the potential risks to surface water and groundwater were low.

Since the 2010 risk assessment, an updated version of the ERST was developed. For this reason, I reassessed the risks posed by the CFO's existing facilities that have the highest potential to pose a risk to surface water and groundwater. These facilities were the dairy pens and both EMSs. The dairy pens are a partially covered manure collection and storage area and the EMSs are the deepest facilities and the closest to the UGR. My reassessment found that these facilities and the proposed layer barn pose a low potential risk to groundwater and surface water. Because these are the CFO's highest relative risk facilities, I presume that the CFO's other existing facilities also pose a low potential risk to both groundwater and surface water. From a review of other information gathered in the course of this application, I am satisfied that the screening provided by the ERST is adequate and that the presumption is not rebutted. A further assessment of the risks posed by the other facilities, using the ERST, is not necessary.

## 9. Other factors

Because the approval application is consistent with the MDP land use provisions, and meets the requirements of AOPA and its regulations, I also considered other factors.

AOPA requires me to consider matters that would normally be considered if a development permit were being issued. The NRCB interprets this to include aspects such as property line and road setbacks related to the site of the CFO. (Grow North, RFR 2011-01 at page 2). Approval officers are limited to what matters they can consider though as their regulatory authority is limited.

Tyler Nelson noted that the shown setbacks meet the current specifications of the County of Warner's Land Use Bylaw (LUB).

I have considered the effects the proposed expansion may have on natural resources administered by provincial departments. EPA has not made me aware of statements of concerns submitted under section 73 of the *Environmental Protection and Enhancement Act* / section 109 of the *Water Act* in respect of the subject of this application.

I am not aware of a written decision of the Environmental Appeals Board for this location (<http://www.eab.gov.ab.ca/status.htm>), accessed February 6, 2024.

Finally, I considered the effects of the proposed expansion on the environment, the economy, and the community, and the appropriate use of land.

Consistent with NRCB Operational Policy 2016-7: *Approvals*, part 9.10.9, I presumed that the effects on the environment are acceptable because the application meets all of AOPA's technical requirements. In my view, this presumption is not rebutted.

Consistent with NRCB Operational Policy 2016-7: *Approvals*, part 9.10.9, if the application is

consistent with the MDP, then the proposed development is presumed to have an acceptable effect on the economy and community. In my view, this presumption is not rebutted.

I also presumed that the proposed expansion is an appropriate use of land because the application is consistent with the land use provisions of the municipal development plan (See NRCB Operational Policy 2016-7: *Approvals*, part 9.10.9). In my view, this presumption is not rebutted.

## **10. Terms and conditions**

Approval LA23043 specifies the cumulative permitted livestock capacity as:

- 90 milking cows (plus associated dries and replacements)
- 30,000 chicken layers
- 15,000 chicken pullets
- 1,000 chicken broilers

and permits the construction of the new layer barn and modification of existing layer barn into a pullet barn.

Approval LA23043 contains terms that the NRCB generally includes in all AOPA approvals, including terms stating that the applicant must follow AOPA requirements and must adhere to the project descriptions in their application and accompanying materials.

In addition to the terms described above, Approval LA23043 includes conditions that generally address construction deadlines, document submission, and post construction inspection. For an explanation of the reasons for these conditions, see Appendix C.

Under Section 23 of AOPA and NRCB Operational Policy 2016-7: *Approvals*, part 11.3, I have removed all swine facilities and adjusted the permitted livestock by removing all swine (350 sow farrow to finish) from the permit. I have also deleted one EMS, a broiler barn, and the dairy catch basin from the list of permitted facilities due to these facilities being decommissioned.

For clarity, and pursuant to NRCB policy, I consolidated the following permits with Approval LA23043: LA03006A, LA05026A, LA10037, and LA13013 (see NRCB Operational Policy 2016-7: *Approvals*, part 11.5). Permit consolidation helps the permit holder, municipality, neighbours and other parties keep track of a CFO's requirements, by providing a single document that lists all the operating and construction requirements. Consolidating permits generally involves carrying forward all relevant terms and conditions in the existing permits into the new permit, with any necessary changes or deletions of those terms and conditions. This consolidation is carried out under section 23 of AOPA, which enables approval officers to amend AOPA permits on their own motion.

## **11. Conclusion**

Approval LA23043 is issued for the reasons provided above, in the attached appendices, and in Technical Document LA23043.

Miami Colony's NRCB-issued Approval LA05026A and Authorizations LA03006A, LA10037, and LA13013 are hereby superseded, and their content consolidated into this Approval LA23043, unless Approval LA23043 is held invalid following a review and decision by the NRCB's board members or by a court, in which case Approval LA05026A and Authorizations LA03006A, LA10037, and LA13013 will remain in effect.

March 6, 2024



Kelsey Peddle  
Approval Officer

### **Appendices:**

- A. Consistency with municipal land use planning
- B. Responses from Alberta Health Services (AHS) and Environment and Protected Areas (EPA)
- C. Explanation of conditions in Approval LA23043



## APPENDIX A: Consistency with municipal land use planning

Under section 20 of AOPA, an approval officer may only approve an application for an approval or amendment of an approval if the approval officer holds the opinion that the application is consistent with the “land use provisions” of the applicable municipal development plan (MDP).

This does not mean consistency with the entire MDP. In general, “land use provisions” cover MDP policies that provide generic directions about the acceptability of various land uses in specific areas.

“Land use provisions” do not call for discretionary judgements relating to the acceptability of a given confined feeding operation (CFO) development. Similarly, section 20(1.1) of the Act precludes approval officers from considering MDP provisions “respecting tests or conditions related to the construction of or the site” of a CFO or manure storage facility, or regarding the land application of manure. (These types of MDP provisions are commonly referred to as MDP “tests or conditions”). “Land use provisions” also do not impose procedural requirements on the NRCB. (See NRCB Operational Policy 2016-7: *Approvals*, part 9.2.7.)

Miami Colony’s CFO is located in the County of Warner and is therefore subject to that county’s MDP. The County of Warner adopted the latest revision to this plan in November 1999, under Bylaw #804-99, which pre-dates Part 2 of AOPA that came into force in 2002.

As relevant here, section 4.1.5 of the MDP states that, “[i]n general, [land] uses will be encouraged to locate in areas discussed below....” Sub-section 4.1.5(c) then states that “intensive agriculture”:

- [Is] generally accepted everywhere in the county within the principles of minimum distance separation and the land use bylaw, particularly in the irrigated areas of the county,
- [Should] have regard for the minimum distance separation calculation,
- [Should] ensure compliance with land use bylaw and any other regulation.

Two of the bullets in section 4.1.5(c) of the MDP refer to the “minimum distance separation” (MDS). The MDP does not define this term so it is reasonable to define it by reference to the MDS requirements under AOPA. As noted in part 5 above, the proposed construction meets these MDS requirements.

The third bullet in section 4.1.5(c) refers to compliance with “any other regulation.” This is likely not a “land use provision,” for purposes of the MDP consistency requirements under AOPA. At any rate, no party, including the county, has identified “any other regulation” that has not been met.

In my view, the text of the County of Warner’s MDP cannot be interpreted without referring to the land use bylaw (LUB). Section 4.1.5(c) of the MDP mentions the LUB twice and requires compliance with the LUB. Following NRCB Operational Policy 2016-7: *Approvals*, part 9.2.4, I also considered the County of Warner’s Land Use Bylaw #988-23, which post-dates Part 2 of AOPA. Under that bylaw, the subject land is currently zoned as Extensive Agriculture and CFOs are listed as a discretionary land use under this zoning category (Schedule 2 (AG), Section 2).

Schedule 3, Section 1.4 of the LUB states that “Confined Feeding Operations that fall under the jurisdiction and requirements of AOPA do not require a municipal development permit but must obtain a provincial NRCB authorization or approval.” In my view, this refers to CFOs above threshold limits set out in Schedule 2 of the Part 2 Matters Regulation of AOPA, and the County of Warner recognized it no longer had permitting authority after AOPA came into effect. Nevertheless, I considered the LUB’s planning requirements for Miami Colony’s application.

As relevant here, Schedule 2 (AG), Section 5 of the LUB lists several minimum setback requirements for developments on Extensive Agriculture zoned land, including setbacks from roadways, side and rear property lines, and neighbouring residences. Miami Colony’s proposed construction meets these setbacks.

Schedule 4, Section 2 of the LUB lists lot size requirements for subdivision of agricultural land for a CFO. Subdivision of lands does not fall under the authority of the NRCB and therefore, I will not include this policy in my MDP consistency determination.

For these reasons, I conclude that the application is consistent with the land use provisions of the County of Warner’s MDP and LUB that I may consider.

## **APPENDIX B: Responses from Alberta Health Services (AHS) and Environment and Protected Areas (EPA)**

### **a. Alberta Health Services (AHS)**

As noted in part 3 above, an AHS public health inspector had questions regarding the status of water wells on the site of the CFO, followed by my response:

*The application did not indicate any water wells. However, the AB Environment Water Wells web application indicated wells in the area. Previous applications indicated 2 wells had been abandoned. Do you know if there are actually any wells any longer? If they have been abandoned, have they been decommissioned properly?*

When the applicant submitted their application, they indicated that all wells on site had been abandoned. I forwarded this response to the applicant to allow them to provide further information as to whether or not the wells had been decommissioned. After a phone conversation with the applicant, they informed me that the wells had been decommissioned “before their time” and due to how long ago the decommissioning happened, they could not provide any information as to how the wells were decommissioned or who did the decommissioning. I passed this information along to AHS and they provided a second response below:

*In response to the request for comment on the above noted application, we have reviewed the provided information and wish to provide the following comments:*

- *Alberta Health Services (AHS) understands that all water wells on the site have been decommissioned.*
- *Alberta Health Services does not object to this project provided all other pertinent bylaws, regulations and standards are complied with.*

This application is consistent with the County of Warner’s MDP and LUB (see Appendix A and response from County of Warner in part 7 above) and meets all of AOPA’s technical requirements for groundwater and surface water protection.

### **b. Alberta Environment and Protected Areas (EPA)**

As noted in part 3 above, an EPA hydrogeologist provided several comments below, followed by my response:

EPA stated in their response that Miami Colony has not submitted an application for groundwater license to address water needs, and it is unclear whether the applicant has sufficient water volumes for their operation, as they cancelled their water license with EPA in July of 2004 because they were diverting their water requirements from St. Mary’s River Irrigation District (SMRID). Additionally, Miami Colony is not within an irrigation district, and must assess their total water requirements for their current and expanding operations (humans and animals), and determine whether sufficient water allocation exists.

EPA is responsible for licencing the use of water in the province. For efficiency and to avoid inconsistent regulation, NRCB approval officers generally do not consider water supply concerns when reviewing AOPA permit applications, other than ensuring that applications sign one of the water licensing declarations and source of water listed in the Part 2 application form.

Miami Colony chose *Option 3: Additional water licence not required of the Declaration and Acknowledgement of Applicant Concerning Water Act License* (page 6 of Technical Document LA23043). I forwarded EPA's response to the applicant, and after a phone conversation with the applicant, Miami Colony indicated to me that they have submitted an application to SMRID for additional water requirements. I reminded the applicant that while I do not consider water supply with respect to the application, it is their responsibility to ensure they have adequate water for their operation. Additionally, SMRID provided a letter stating that Miami Colony has a water conveyance agreement for livestock and they need to purchase additional water allocation to cover their existing and new expansion development (letter on file).

EPA also stated in their response that there are three water wells in the Alberta Water Wells Information Database on E½ 1-5-19 W4M that were not licensed and if Miami Colony wished to license these wells, to contact EPA.

As stated above in my response to AHS and in Technical Document LA23043, all water wells on site have been decommissioned.

## **APPENDIX C: Explanation of conditions in Approval LA23043**

Approval LA23043 includes several conditions, discussed below (part 1). A number of conditions from previous permits are not being carried forward into Approval LA23043 (see part 2 below). Construction conditions from NRCB-issued Authorization LA13013 (modifications to dairy pens) that have been met are identified in the appendix to Approval LA23043.

### **1. New conditions in Approval LA23043**

#### **a. Construction Deadline**

Miami Colony proposes to complete construction of the proposed new layer barn and renovation of the existing layer barn into a pullet barn by December 31, 2026. This time-frame is considered to be reasonable for the proposed scope of work. The deadline of December 31, 2026, is included as a condition in Approval LA23043.

#### **b. Construction above the water table**

Section 9(3) of the *Standards and Administration Regulation* under the *Agricultural Operation Practices Act* (AOPA) requires the bottom of the liner of a manure storage facility or manure collection area to be not less than one metre above the water table of the site “at the time of construction.”

Based on information provided in Technical Document LA23043, the proposed new layer barn may not meet the one metre separation requirement between the bottom of the liner and water table at the time of construction of section 9(3). However, because the height of the water table can vary over time (as indicated from drilling reports on pages 13 and 14 of Technical Document LA23043), the potential lack of adequate depth to water table indicated in Miami Colony's report does not mean that there will be an inadequate depth at the time of construction. To address this variability and ensure that the depth requirement is met at the time of construction, a condition is included requiring Miami Colony to cease construction and notify the NRCB immediately if the water table is observed to be one meter or less from the bottom of the liner.

#### **c. Post-construction inspection and review**

The NRCB's general practice is to include conditions in new or amended permits to ensure that the new or expanded facilities are constructed according to the required design specifications. Accordingly, Approval LA23043 includes conditions requiring:

- a. the concrete used to construct the liner of the manure collection and storage portion of the new layer barn to meet the specification for category D (solid manure – dry) in Technical Guideline Agdex 096-93 “Non-Engineered Concrete Liners for Manure Collection and Storage Areas.”
- b. Miami Colony to provide documentation to confirm the specifications of the concrete used to construct the manure storage and collection portions of the new layer barn.
- c. Miami Colony to ensure the structural integrity of the liner in the existing layer barn is maintained throughout the renovation process and must repair any cracks that are observed appropriately.

The NRCB routinely inspects newly constructed facilities to assess whether the facilities were constructed in accordance with the permit requirements. To be effective, these inspections must occur before livestock or manure are placed in the newly constructed facilities. Approval

LA23043 includes conditions stating that Miami Colony shall not place livestock or manure in the manure storage or collection portions of the new layer barn or the renovated layer barn into a pullet barn until NRCB personnel have inspected the new layer barn and renovated layer barn into a pullet barn and confirmed in writing that they meet the approval requirements.

## **2. Conditions not carried forward from LA03006A, LA05026A, and LA10037**

Approval LA23043 does not include the conditions in Approval LA05026A and Authorizations LA03006A and LA10037, noted below.

Pursuant to section 23 of AOPA (approval officer amendments), I have determined that conditions #1-2 from LA03006A, conditions #1-4 from LA05026A, and conditions #1-3 from LA10037 should be deleted and therefore are not carried forward to Approval LA23043. My reasons for deleting these conditions are as follows.

Condition #1 of LA03006A requiring a visible marker showing the freeboard level and year round access to the liquid manure storage facilities is redundant due to both of these requirements being repealed from AOPA's legislation. I therefore will not be carrying forward this condition.

Condition #2 of LA03006A and conditions #2 and 3 of LA05026A are redundant due to a groundwater monitoring statement that was issued in 2010 suspending leak detection monitoring requirements. As well, the monitoring wells and the swine facilities have all been decommissioned and are no longer permitted. I will therefore not be carrying forward these conditions.

Condition #1 of LA05026A states "[t]he NRCB must be notified immediately if there is an overflow or leak from any of the manure storages." In my view, I presume this condition relates to facilities that collect and/or store liquid manure. In this Approval LA23043, Miami Colony is removing swine farrow to finish from their permitted animal numbers and converting their layer manure handling system from liquid to solid, thus leaving the dairy barn the only remaining facility collecting liquid manure. The remaining two EMSs have sufficient nine month storage for the 90 milking cows plus associated dries and replacements, with very little risk of them overflowing. In my opinion, this condition is no longer applicable, and I will not be carrying it forward.

Condition #4 of LA05026A states "[l]iquid manure must be either directly injected or surface applied and incorporated within 48 hours of spreading. Solid manure applied to cropland must be incorporated within 48 hours of spreading." This condition is redundant as it is repeated in AOPA (Standards and Administration Regulation, Section 24(1)) and the opening paragraph of this approval states "[t]he co-permit holders shall comply with the requirements of the *Agricultural Operations Practices Act* (AOPA) and the regulations passed pursuant to that act." Therefore, I will not be carrying forward this condition.

Conditions #1-3 of LA10037 are redundant as they relate to the construction and inspection of an EMS that has been decommissioned and is no longer permitted. Therefore, I will not be carrying forward these conditions.

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

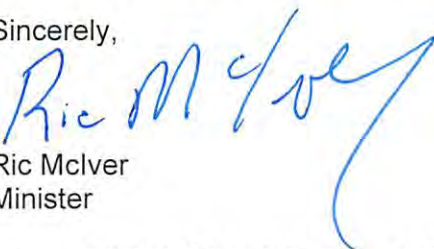
I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at [extranet.gov.ab.ca/opinio6//s?s=ICFReview](https://extranet.gov.ab.ca/opinio6//s?s=ICFReview) and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Thank you for your participation.

Sincerely,



Ric McIver  
Minister

cc: All Chief Administrative Officers



# Municipal Services Division

Update February 2024

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## Recall Petition Populations

- The ministry is aware of some confusion in relation to the source of population data to be used for recall petitions under the *Municipal Government Act*.
- Ministerial Order MSD: 021/23 signed on April 6, 2023, provides recall guidance for Chief Administrative Officers (CAOs) and indicates that the 2019 Municipal Affairs Population List (MAPL), excluding the shadow population, is to be used for the purposes of recall petitions under section 240.5(a) of the *Municipal Government Act*. This Ministerial Order remains in effect.
- For purposes other than recall petitions, Ministerial Order MSD: 004/24 was signed on February 1, 2024, approving the 2023 MAPL.

## Municipal Affairs Administrators' Training Initiative (MAATI) – Spring Sessions

- MSD is hosting two in-person sessions as part of the spring MAATI program.
  - April 16 in Lethbridge
  - April 17 in Cochrane
- Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 4.
- Virtual MAATI sessions will be offered from mid-April to mid-May. Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 15.

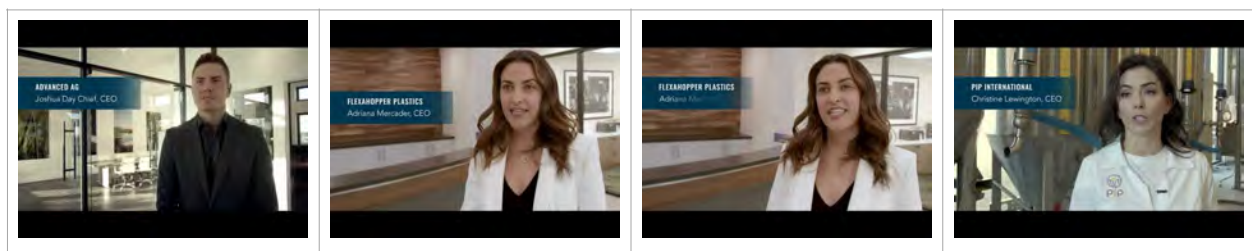




**Year 2**  
**Awareness Campaign Year End Analysis**  
2023

## 2023 Content Strategy

In 2023, the campaign focused on the 4 best performing messages from the 6 categories of the previous year. The messaging categories this year were: sustainable production, high functioning value chain, top notch infrastructure, and emerging technology. In each category, we reused the short animated video from the previous campaign, and then created 5 variations of the ads by writing variations of the headlines, ad copy, and calls to action. By creating ad variations and running them against each other, we allow the ad platforms to identify the higher performing ads which improves our ad performance. In addition to the existing animations, we also spent the first quarter of 2023 creating one 30 second video ad per category for YouTube.



In addition to the sponsored content in the categories above, we are regularly posting organic content. This content spans across a variety of topics, including upcoming ag or food conventions, relevant news stories, cross-posting from similar channels, and content from the Healthy Food and Safely Prepared categories from last year's campaign.

## Updated Website Design

The landing page for the 2023 campaign was also updated in an effort to improve engagement and provide more value to our target audience. We incorporated new content like 3 case studies of local business innovators who are taking advantage of the Southern Alberta benefits, more information about our advantages, and highlights of our key sectors. Our bounce rate fell to 85% despite 10X the incoming traffic. In addition, we logged nearly 2000 sessions on pages that are NOT the homepage. Finally, our contact form saw 318 submissions compared to only 1 last year.

## Keyword Campaign

Another new component of the campaign this year was the use of Google Ads for nonprofits. The program allows up to \$10,000 USD in free keyword advertising available to nonprofits. As a qualifier of the program, we implemented keyword ads and slowly optimized the campaign over the course of the year. To date we have accessed \$1,070 in free advertising from the program.

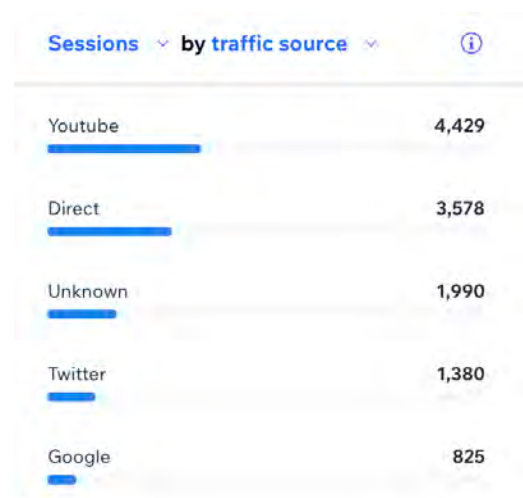
Summary of how your keywords are performing

	Cost	Clicks	CTR
agriculture	\$263.87	20	6.41%
alberta canada	\$125.94	36	5.45%
agribusiness	\$108.05	7	4.58%
development	\$101.24	7	7.37%
economic development	\$89.06	5	5.75%

## 2023 vs 2022 by the Numbers

Impressions of the 2023 campaign are up 423% from 2022. Total impressions for the year reached 19 million compared to 4.5 million last year. Clicks have also significantly increased, totalling 46.7 thousand compared to 11.4 thousand last year. The website saw 11,191 unique visitors in 2023, whereas the previous iteration of the website saw a total of 1,335 in 2022.

Our best source of website traffic was the newly implemented YouTube campaign, totalling 4,171 unique users for the year. X (Twitter) and Google made top 5, while LinkedIn fell to 8th.



		2022	2023	difference
Spend	Linked In	\$9,101.26	\$2,645.52	-\$6,455.74
	X	\$4,300.00	\$2,433.71	-\$1,866.29
	YouTube	-	\$7,942.68	
	Total	\$13,401.26	\$13,021.91	-\$379.35
Impressions	Linked In	395,130	76,399	-318,731
	X	4,111,608	16,441,579	12,329,971
	YouTube	-	2,558,501	
	Total	4,506,738	19,076,479	14,569,741
Clicks	Linked In	2,471	1,519	-952
	X	8,965	26,647	17,682
	YouTube	-	18,564	
	Total	11,436	46,730	35,294

## Takeaways

Updating our ad content and focusing on the 4 best categories significantly improved our ad performance across all platforms, shown by simultaneously higher impressions/clicks and lower costs.

Our new website design is a marked improvement on the last iteration, although the bounce rate is still higher than we'd like, suggesting our ads could be better targeted.

YouTube is an excellent platform for traffic. X is an excellent platform for getting a lot of impressions for a very low cost.

LinkedIn's decrease in performance is almost certainly due to its budget being reduced by two thirds, as the average cost per click (CPC) in 2023 is lower than the CPC in 2022, which shows our ads are better quality to the audience. Our strategy on LinkedIn will need to be adjusted, as the ad performance (although better in 2023 overall than 2022) was starting to decline as time went on.

Date: February 29 20 2024

**To: All Occupants In Our Surrounding Area**

**From: Local Anhydrous Ammonia Retail Outlet**

**Dear Occupant:**

People living near an ammonia operation are entitled to know that the operation is there and what the hazards are in the event of an emergency. In order to minimize the risk to people from an accidental release the following information has been provided to protect you and your family in an emergency situation.

In the event of an incident you may be notified in the following manner:

1. Phone call by a local Nutrien Ag Solutions Canada representative explaining the necessary steps to take in the emergency. The representative will advise you to either:
  - Evacuate - to a location upwind from the incident; or
  - Shelter in place - remain in your home.
2. Contact by local Fire Department or a member of the RCMP, advising you to remain in your home or evacuate the premises.

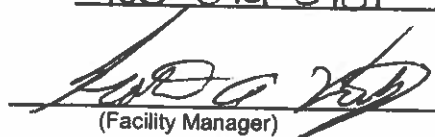
**Emergency Number Contacts:**

1. Nutrien Ag Solutions Canada operates a 24 hour emergency number 1-800-792-8311. Please contact this number if you have been asked to shelter in place or leave your residence.
2. 911 – Police, Fire and Ambulance.

If you have any questions regarding this letter, please contact your local Nutrien Ag Solutions Canada retail outlet at:

Warner, AB Phone: 403-642-3951

Thank you,

  
(Facility Manager)



Chief Mountain

## Regional Solid Waste Services Commission

P.O. Box 1711, Cardston, Alberta T0K 0K0 Phone: 403-653-2703 Fax: 403-653-2704

February 15, 2024

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

Dear Ms. Lloyd,

Last night, the Village of Warner's request for a 2022 Waste Diversion Incentive rebate was discussed at the Commission board meeting.

A motion was passed to pay only for the 2023 Waste Diversion, as this affects the already approved budget. This payment was directly deposited into your account on January 29, 2024.

Yours truly,

Marian Carlson  
SEO



**Warner Curling Club**

**215 4<sup>th</sup> Avenue**

**Warner, AB**

**T0K 2L0**

To: *Village of Warner,*

On behalf of the entire curling club we would like to thank you so much for your generous donation to the 2024 Warner Ladies Bonspiel. We had another successful bonspiel this year with a roster of 10 teams participating. Your support was vital to make this happen. We really appreciate the generosity you showed to this community event!!

Sincerely,

A handwritten signature in black ink, appearing to read "Jaime Metzger", written over a horizontal line.

**Jaime Metzger**

**Ladies Events Organizer**

**Warner Curling Club**



## Request for Decision Code of Conduct Bylaw

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### RECOMMENDATION

That Council accept the review of the Code of Conduct Bylaw 597-18 as information.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

The Code of Conduct Bylaw is on Council's agenda for review.

### 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. Code of Conduct Bylaw 597-18



# VILLAGE OF WARNER

## BYLAW 597-18

### Council Code of Conduct Bylaw

BEING A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**AND WHEREAS**, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Warner;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

#### **1. TITLE AND DEFINITIONS:**

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1.1 **Title** – This bylaw may be cited as the “Council Code of Conduct Bylaw”.

1.2 **Definitions**– In this bylaw words have the meanings set out in the Act, except that:

- (a) **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

- (c) **"CAO"** means the chief administrative officer of the Municipality, or their delegate;
- (d) **"FOIP"** means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) **"Investigation Team"** means the Mayor and Deputy Mayor when investigating a complaint in keeping with this Bylaw.  
Council to investigate and report on complaints;
- (f) **"Member"** means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) **"Municipality"** means the municipal corporation of the Village of Warner.

## **2. PURPOSE AND APPLICATION:**

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- 2.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

## **3. REPRESENTING THE MUNICIPALITY:**

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- 3.1 Members shall:
  - (a) Act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
  - (b) Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - (c) Conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
  - (d) Arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

## **4. COMMUNICATING ON BEHALF OF THE MUNICIPALITY:**

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- 4.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 4.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

- 4.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 4.4 No Member shall make a statement when they know that statement is false.
- 4.5 No Member shall make a statement with the intent to mislead Council or members of the public.

## **5. RESPECTING THE DECISION-MAKING PROCESS:**

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- 5.1 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 5.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 5.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **6. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS:**

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- 6.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 6.2 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 6.3 A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **7. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS:**

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- 7.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 7.2 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 7.3 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 7.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 7.5 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 7.6 Members must not:
  - (a) Involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **8. CONFIDENTIAL INFORMATION:**

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- 8.1 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 8.2 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 8.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

## **9. CONFLICTS OF INTEREST:**

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- 9.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 9.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 9.3 Members shall approach decision-making with an open mind that is capable of persuasion.
- 9.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **10. IMPROPER USE OF INFLUENCE:**

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- 10.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

## **11. USE OF MUNICIPAL ASSETS AND SERVICES:**

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- 11.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

## **12. ORIENTATION AND OTHER TRAINING ATTENDANCE:**

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- 12.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 12.2 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 12.3 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 12.4 Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$200.
- 12.5 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

### **13. INFORMAL COMPLAINT PROCESS:**

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- 13.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;
  - (b) Requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 13.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **14. FORMAL COMPLAINT PROCESS:**

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- 14.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigation team;
    - (i) The investigation team shall consist of the Mayor and Deputy Mayor.
    - (ii) Notwithstanding section 13.1.b.i, if the Mayor or Deputy Mayor are the subject of the complaint, Council shall appoint a member or members of Council to replace the Mayor or Deputy Mayor on the Investigation Team.
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the investigation team;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigation Team shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigation Team is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigation Team may choose not to investigate or, if already commenced,

may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigation Team, shall be notified of the Investigation Team's decision;

- (f) If the Investigation Team decides to investigate the complaint, the Investigation Team shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigation Team regarding the investigation shall be confidential;
- (g) If the Investigation Team is not Council, the Investigation Team shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigation Team's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **15. COMPLIANCE AND ENFORCEMENT:**

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15.1 Members shall uphold the letter and the spirit and intent of this Bylaw.

15.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

15.3 No Member shall:

- (a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

15.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) A letter of reprimand addressed to the Member;
- (b) Requesting the Member to issue a letter of apology;
- (c) Publication of a letter of reprimand or request for apology and the Member's response;
- (d) Suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) Suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) Suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) Suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) Reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**16. REVIEW:**

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16.1 This bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

**17. DATE OF COMMENCEMENT:**


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17.1 This bylaw shall come into effect upon third and final reading.

Read a FIRST time this 15 day of August, 2018.

Read a SECOND time this 19 day of September, 2018.

Read a THIRD time and finally passed this 17th day of October , 2018.

  
\_\_\_\_\_  
Tyler Lindsay  
Mayor

  
\_\_\_\_\_  
Jon Hood  
Chief Administrative Officer





## Request for Decision 620-23 Utility Bylaw

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### RECOMMENDATION

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

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

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

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

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None.

### ATTACHMENTS

1. Utility Bylaw 620-23

**VILLAGE OF WARNER  
BYLAW 620-23**

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

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

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

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

**1. TITLE**

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

**2. DEFINITIONS**

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

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

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

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

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

**3. WATERWORKS**

**3.1. REGULATIONS**

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

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

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

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

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

### **3.2. WATER METER**

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

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

### **3.3. WATER DISCONNECT AND RECONNECT**

- 3.3.1. The owner of a new property may request water shut-off at a fee as per the Village of Warner's Rate Bylaw ~~to avoid receiving a monthly invoice for an unoccupied building~~. A fee as per the Village of Warner's Rate Bylaw will be levied to turn the water back on.
- 3.3.2. If an owner of an existing property requests Public Works to physically shut-off the water at the curb stop valve, the owner will be levied fees as per the Village of Warner's Rate Bylaw for both the disconnect and the re-connect.
- 3.3.3. Notwithstanding ~~5.4~~ **3.3.1.** and ~~5.2~~ **3.3.2.**, if water is disconnected at a vacant dwelling, the property owner will continue to be invoiced for garbage, sewer, administration, and waterline loan fees.

## **4. WASTEWATER**

### **4.1. REGULATIONS**

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

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

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

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

## **5. WASTE MANAGEMENT REGULATIONS**

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

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

## 6. UTILITY FEES, PAYMENT, COLLECTION

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

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

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

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

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

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

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

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

- 7.1. An interest charge of two percent (2%) per month will be imposed on outstanding accounts payable to the Village of Warner which remain unpaid after thirty (30) days from the date of the billing of the account.
- 7.2. Should any combined Water and Wastewater account or portion thereof remain unpaid for more than thirty (30) days following the date of billing, the services may be disconnected.



- 7.3. Where it has become necessary to discontinue service for non-payment of an account, reconnection will not be made until all arrears and penalties have been paid in full and the reconnection charge as specified in the Village of Warner "Rates Bylaw" has been paid in advance. The account will only be opened in the name of the Owner, even if the account that was disconnected was in the name of an Occupant.
- 7.4. Pursuant to Section 553(1)(b) of the Municipal Government Act, overdue utility accounts, including those of tenants, which remain unpaid after ninety (90) days may be added to the property owner's taxes (of the same municipal address).
- 7.5. If a house is being sold, any outstanding utility account balance may be added to the property owner's taxes.
- 7.6. Pursuant to Section 553(2) of the Municipal Government Act, upon being added to the property owner's tax levy, the outstanding amount is subject to the requirements of the tax bylaw.
- 7.7. Any person who violates a provision of this Bylaw is guilty of an offense and liable upon summary conviction to a fine of not more than Two Thousand Five Hundred Dollars (\$2,500.00) and not less than Three Hundred Dollars (\$300.00) exclusive of costs, and in each and every case in default of payment said person shall be liable to imprisonment in the nearest common jail for a period not exceeding six (6) months, unless the fine and costs be sooner paid.

## **8. EFFECTIVE DATE**

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

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

Read for a first time this 20<sup>th</sup> day of September, 2023

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

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

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Tyler Lindsay  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

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



# Request for Decision Watering Restrictions Bylaw 416-88

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## RECOMMENDATION

That Bylaw 416-88, being the Watering Restrictions Bylaw, be accepted as information.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

As Alberta is in Stage 4 of its water management plan, the minister of environment has asked municipalities to develop a water shortage plan.

Part of this development requires a review of the current bylaws pertaining to watering restrictions and water conservation in the Village of Warner to ensure they are relevant and current.

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None.

## ATTACHMENTS

1. Watering Restrictions Bylaw 416-88

BEING A BY-LAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF IMPOSING YARD & GARDEN WATERING RESTRICTIONS IN THE VILLAGE OF WARNER.

UNDER THE AUTHORITY AND SUBJECT TO THE provisions of sections 305 and 314 of the Municipal Government Act, being chapter M-26, R.S.A. 1980, and amendments thereto.

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

1. This By-Law may be cited as the Watering Restrictions By-Law.
2. There will be a shut-down of all yard and Garden Watering during the following hours.  
12 Noon to 5 P.M. Daily  
12 Midnight to 6 A.M. Daily.
3. Yard and Garden Watering is further restricted to:  
EVEN CALENDAR DAYS - All houses on the South Side of 4th Avenue (MAIN STREET) - CAN WATER.  
ODD CALENDAR DAYS- All houses on the North Side of 4th Avenue (MAIN STREET)- CAN WATER
4. No private residence or business enterprise are to have hoses or sprinklers running or trickling during these hours.
5. There is to be no irrigating at any time, all hoses must have a sprinkling device attached at all times.
6. In the event of a fire in the Village of Warner all outside watering devices are to be shut off immediately.
7. There may be further emergency watering restrictions imposed by Council Resolution, and to be actioned on a routine basis on the authority of the Mayor, and Municipal Administrator.
8. Any person who contravenes any of the provisions of this By-Law shall be guilty of an offence and liable on summary conviction to a fine not exceeding five hundred dollars (\$500.00) exclusive of costs, or to an imprisonment for a term not exceeding sixty days.

9. Where the Village of Warner believes that a person has contravened this By-Law, they may serve upon a person an offence Ticket (attached as Appendix A). The Village Of Warner shall accept voluntary payment of an offence ticket, in lieu of prosecution for the offence, within ten (10) days of issuance by hand or registered mail. Specified penalties under this section shall be as follows:

FIRST OFFENCE \$25.00 (Twenty Five Dollars)

SECOND OFFENCE \$50.00 (Fifty Dollars)

THIRD AND SUBSEQUENT OFFENCES- \$100.00 (One Hundred Dollars).

10. Failure to voluntarily pay an offence ticket within the time specified may result in prosecution under Section 8 of this By-Law, and Section 9 of this By-Law shall no longer apply.

READ A FIRST TIME THIS 8th DAY OF JUNE, A.D. 1988  
READ A SECOND TIME THIS 8th DAY OF JUNE, A.D. 1988  
READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY  
OF JUNE, A.D. 1988.

THIS BY-LAW SHALL TAKE EFFECT ON THE DAY OF THE FINAL  
PASSING THEREOF:

*Eva Rains*

MAYOR, MRS EVA RAINS

*Gordon A. Macdonnell*

MUNICIPAL ADMINISTRATOR

GORDON A. MACDONNELL



# Request for Decision Water Conservation Bylaw 537-12

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## RECOMMENDATION

That Bylaw 537-12, being the Water Conservation Bylaw, be accepted as information.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

As Alberta is in Stage 4 of its water management plan, the minister of environment has asked municipalities to develop a water shortage plan.

Part of this development requires a review of the current bylaws pertaining to watering restrictions and water conservation in the Village of Warner to ensure they are relevant and current.

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None.

## ATTACHMENTS

1. Water Conservation Bylaw 537-12

VILLAGE OF WARNER

BYLAW NUMBER 537-12

A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO INSTITUTE WATER CONSERVATION MEASURES IN VILLAGE LIMITS

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, with amendments thereto, states a municipality has natural person powers, except to the extent that they are limited by this or any other enactment; and WHEREAS the Village of Warner owns and operates a water system as a public utility;

And WHEREAS the Municipal Council deems it necessary and advisable to institute certain water conservation measures when current plant operations requires said conservation and/or the Public Works Manager indicates that Village residents are using more than the water plant can safely and effectively maintain the production of.

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

1. TITLE

1.1. That this bylaw be referred to as the, 'Water Conservation Bylaw'

2. APPLICATION

2.1 The Village of Warner council hereby authorizes the CAO to implement either alternating water days or a full water ban or time-restricted variations during times when it is required by weather, excessively high usage and/or water plant operations requires village residents to conserve.

2.2 The Village of Warner will ensure all reasonable efforts are made to properly educate the residents when such a ban or restriction is required. This could mean advertising on the electronic board, signage around town and village newsletter/Facebook/website.

2.3 Further, the Village of Warner public works department will be given authority to physically turn off water taps at the exterior to residents and businesses when required to implement the ban and/or restriction.

Read for a first time the 15<sup>th</sup> day of August, 2012, read a second time the 19<sup>th</sup> day of September, 2012 and read a third a final time this 21<sup>st</sup> day of November, 2012



Mayor



Chief Administrative Officer



## Request for Decision Policy 204: Procurement

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### RECOMMENDATION

That Council approve Council Policy 204: Procurement 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 draft Procurement Policy was presented to Council at the January Council meeting. There was discussion surrounding emergency funding authorization and tasked administration to complete further research on any requirements.

The Alberta Emergency Management Agency recommends setting a pre-authorization of funds to be used during an emergency. These funds could be an amount per day, or a set amount for a set number of operational days. While there is not a stipulated or legislated amount to pre-authorize, determination is generally made on what the community can afford.

### 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 204: Procurement



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References:

Canadian Free Trade Agreement  
New West Partnership Trade Agreement  
Municipal Government Act  
Freedom of Information and  
Protection of Privacy Act  
Records Management Bylaw

Effective Date: \_\_\_\_\_

Council Resolution No: \_\_\_\_\_

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POLICY STATEMENT

To provide a framework for effective access to products, goods and services at competitive prices in a responsible and accountable manner.

PURPOSE

The purpose of this policy is to ensure that:

1. potential and existing vendors are treated in a fair, equitable and transparent manner by establishing procedures to support procurement;
2. best business practices are followed regardless of dollar value;
3. appropriate and consistent practices are followed in the performance of purchasing activities; and
4. the principles of sustainability (namely economic, social, culture, environmental and governance considerations) are respected.

SCOPE

This policy applies to all employees of the Village of Warner.

DEFINITIONS

Emergency Expenditure shall mean a situation in which the Village must expend money in order to protect people or property and which there is not adequate time for Council to approve the expenditure;

Expression of Interest is a preliminary step to a tender and is used to gauge whether there are potential suppliers in the market that are interested in, and capable of satisfying the procurement needs.

Request for Proposal shall mean a notification given to vendors that the Village intends to purchase a good or service and invites vendors to submit a proposal on how they can fill the identified need of the Village;

Request for Quotation shall mean an invitation given to vendors to bid for the supply of a specific good or service for a specific length of time;

Tender shall mean an offer made in writing by a vendor to execute certain work, supply certain services or commodities at a given cost;





## RESPONSIBILITIES

Council's responsibility is to:

1. approve by resolution this policy and any amendments; and
2. consider the allocation of resources for successful implementation of this policy in the annual budget process.

The Chief Administrative Officer's responsibility is to:

1. implement this policy and approve the procedure;
2. approve expenditures for those purchases approved by Council through the budget process.
3. ensure all competitive bids are filed and kept in accordance with the Villages records management bylaw.

It is the responsibility of all Village employees to understand and adhere to this policy and the related procedures.

## STANDARDS

### 1. Purchasing Thresholds

Acquisition value thresholds are based on the premise that the expenditure has been budgeted for. All unbudgeted expenditures are to be approved by Council, except in the case of a **Type 3 event** emergency, when the CAO has the authority to spend up to \$25,000 without adhering to purchase thresholds. Emergency Expenditures in excess of \$25,000 may be approved by the Mayor or Deputy Mayor. In the absence of both, any Councillor and the Chief Administrative Officer or the Director of Emergency Management may approve the expense.

Value	Who can purchase	Competitive Bid Process required (Y/N)
0 - \$5,000	All employees as authorized by their supervisor	N (Direct Purchase)
\$5,001 to \$50,000	A Director as authorized by their supervisor	N (Written quotations from a minimum of three potential vendors)
Over \$50,001	Chief Administrative Officer or designate	Y (Formal process)

### 2. Competitive Bid Process

- 2.1. The formal competitive bid process is intended to ensure that all interested vendors are given equal opportunity to provide the Village with goods or services in response to identified need.
- 2.2. The process is expected to create a competitive environment within which the Village will acquire goods or services at the lowest net cost, unless otherwise

identified (all things being equal) under conditions which maximize the corporation's resources.

2.3. The selection of the appropriate competitive process is relative to the knowledge of the product or service being acquired and the award processes. The four (4) processes that can be used at the discretion of the Village are as follows:

- Tender – A tender process should be used when price or cost is the sole award factor and specifications, terms and conditions are clearly defined. A pre-Tender meeting must be held for all Tenders, Proposals or Quotations estimated at greater than \$500,000.
- Request for Quotation (RFQ) - The "Request for Quotation" process is normally used where cost and other factors are considered in the award. Specifications may not be conclusive and an element of review is required to ascertain lowest net cost and appropriate quality prior to award.
- Request for Proposals (RFP) - The "Request for Proposals" process may be used for goods or services of any dollar value where requirements or specifications are not clearly defined. This method provides the vendor with an opportunity to bid on work or service using their unique skills. An RFP is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of the Village. The selection of the successful vendor is based on the Village's appreciation of the proposal and the vendor's ability to complete the project or provide the service.
- Sole Source – A Sole Source purchase may be used when there is only one available supplier of a required product or service that meets the needs of the Village, subject to regular review. Negotiation should be used to complete the terms and conditions for this purchase.

2.4 Upon completion and award of all purchase transactions where the formal bid or Tender process has been used, the unsuccessful vendors in the competition are to be notified. Only the name of the successful vendor and the total cost paid are to be released.



## Request for Decision Fire Pumper

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### RECOMMENDATION

That Council approve/not approve the purchase of the Fire Pumper.

### LEGISLATIVE AUTHORITY

### BACKGROUND

The MD of Taber is selling their 1990 Fire Pumper. While this vehicle is a pumper with the capacity to hold 300 gallons of water, the intended usage of this vehicle would be to hold equipment and be utilized as a rescue truck. The current rescue truck in inventory is under repair, however, parts to fix it are obsolete.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

\$18,000

### ATTACHMENTS

1. Photo



