



VILLAGE OF WARNER

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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 – FEBRUARY 21, 2024 AT 5:30 P.M.

1. CALL TO ORDER

2. DELEGATIONS

- A) Benchmark Assessment Consultants Inc.
- B) RCMP

3. AGENDA

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

4. REPORTS/FINANCIALS

- A) Approval of the January 17, 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
- B) Borrowing Bylaw
- C) Employee Handbook

7. ACTION ITEMS/COUNCIL DECISION

- A) Airport Rental
- B) Fire Chief and Deputy Fire Chief Appointments
- C) Pink Shirt Day Proclamation
- D) Warner Memorial Library Appointment

8. CLOSED MEETING

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

9. NEXT REGULAR COUNCIL MEETING

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

10. ADJOURNMENT



Request for Decision Delegation: Benchmark Assessment Consultants Inc.

RECOMMENDATION

That the presentation from Benchmark Assessment Consultants Inc. be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Mr. Ryan Vogt, Assessor for Benchmark Assessment Consultants Inc., will be in attendance at the request of Council to provide an overview of the property assessment process.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None



Introduction to Assessment & Taxation

“Property assessment is the cornerstone of municipal financing. The importance of ensuring that the highest quality assessment services are provided to every urban and rural municipality cannot be overstated.” (Practicing Assessment in Alberta Handbook Preface)



Presented by Ryan Vogt, AACI, P.App

WHO ARE WE?



- We are Benchmark Assessment Consultants. Our company was formed in 1995, we supply assessment services to 50 municipalities in Southern Alberta. We have a team of 9 made up of four accredited municipal Assessors, two Accredited Appraisers, two Candidate Assessors and one office manager.





WHAT IS AN ASSESSOR?

- Person employed by the Municipality to prepare and defend the assessment roll in accordance with the Municipal Government Act (MGA) and the Regulations.
- The “Designated Assessor” is appointed by the Municipality and **MUST** have qualifications pursuant to Provincial Statutes. These include the following designations:
 - AMAA – Accredited Municipal Assessor of Alberta
 - CAE – Certified Assessment Evaluator
 - AACI – Accredited Appraiser Canadian Institute



WHAT IS ASSESSMENT?

- Property Assessment is the process of calculating/assigning a dollar value to each property for the purpose of property taxation.
- Based on Legislation, this “dollar value” can be:
 - Market Value
 - Regulated Value



MARKET VALUE

- Section 1(n) of the MGA defines market value as:
 - “the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the **open market by a willing seller to a willing buyer**”
- Section 284(1)(r) defines property as:
 - a parcel of land,
 - an improvement, or
 - a parcel of land and the improvements to it;



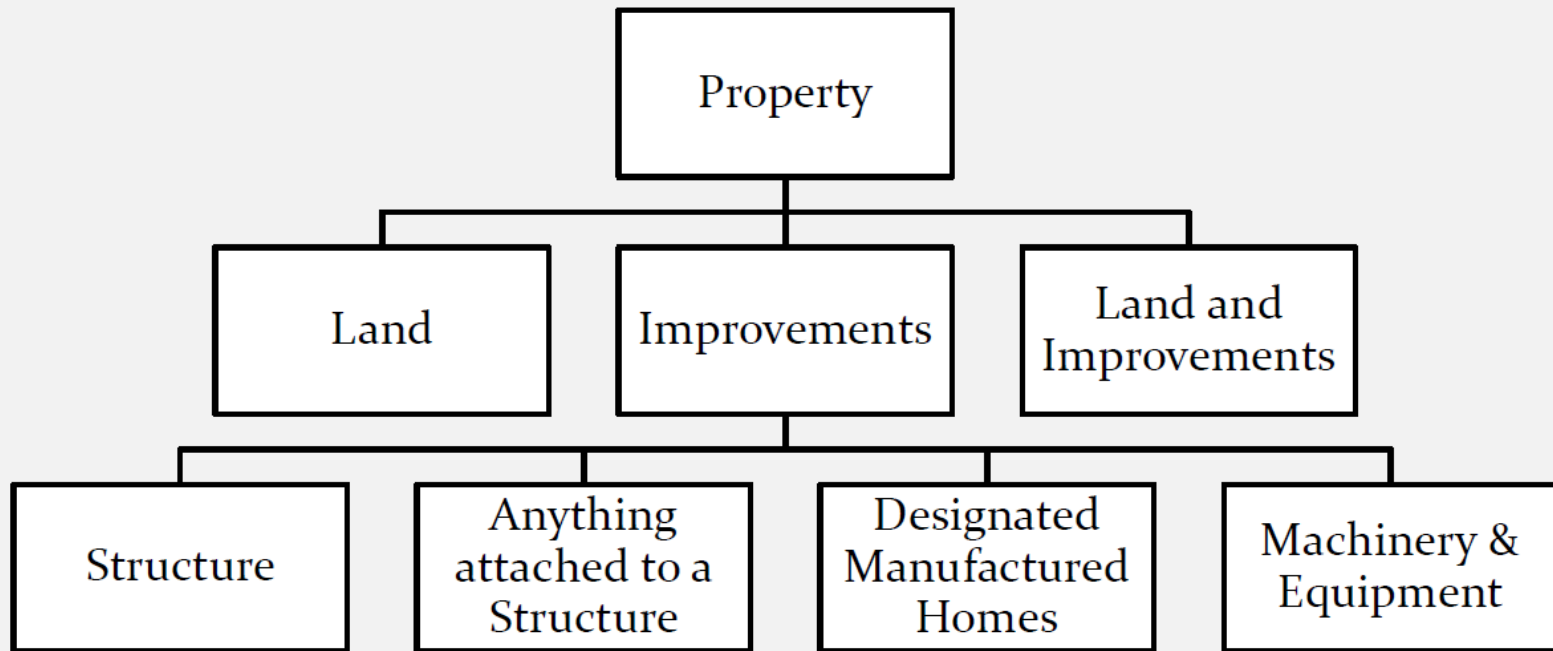
REGULATED VALUE

- A regulated value is a rate set by the Province. Property types assessed with regulated rates are:
 - Farmland (Agricultural Use Value)
 - Railway
 - Machinery & Equipment
 - Linear Property
- These types of properties, for various reasons, are difficult to assess using the market value standard.

REGULATED VALUE \neq MARKET VALUE



WHAT IS ASSESSED?





WHAT IS ASSESSED?

- The MGA outlines what types of property are assessable for taxation, but not all property are assessable for property tax purposes.
- A few examples of non-assessable property are:
 - Municipal Water Treatment Plants
 - Farm Buildings
 - Airport improvements (roads, sidewalks, runways, reservoirs, etc...)
 - Travel trailers



ASSESSMENT CLASSES

- The assessor must assign one or more of the following assessment classes to property:
 - Class 1: Residential
 - Class 2: Non-Residential
 - Class 3: Farmland
 - Class 4: Machinery & Equipment



ASSESSMENT STANDARDS

- The MGA and *Matters Relating to Assessment and Taxation* Regulation (MRAT) define the **method and standards** that must be met when assessments are prepared.
- A property assessment based on MARKET VALUE must:
 - be prepared using mass appraisal
 - be estimate of the value of the fee simple estate in the property, and
 - reflect typical market conditions for properties similar to that property;



HOW ARE ASSESSMENTS PREPARED

- Section 1(n) of MRAT defines **mass appraisal** as:
“the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing”
- Mass Appraisal allows the Assessor to accurately value a large number of properties in a short period of time.



HOW ARE ASSESSMENTS PREPARED

- Valuation and Condition Dates
 - In Alberta, there are two key legislated dates by which certain assessment processes must be complete – the valuation date and physical condition date.
- Valuation Date
 - Assessed value must reflect **market conditions** as of July 1 of the assessment year.
- Condition Date
 - Assessed values must reflect the **physical condition** of a property as of December 31 of the assessment year.



HOW ARE ASSESSMENTS PREPARED

- Assessors can utilize **three different approaches** to value when assessing property:
 - Cost Approach
 - Non-residential and special purpose properties
 - Sales Comparison Approach
 - Residential properties
 - Income Approach
 - Multi-family, commercial, and industrial properties



COST APPROACH

- This approach to value is based on the premise that market participants relate the value of their property to the cost of construction.
- Under this approach, the value of a property is determined by adding the value of the land to the current cost of constructing the improvement(s) and then subtracting an amount for depreciation.
- The cost approach is a very reliable when valuing new/nearly new improvements or properties that exchange very seldom in the marketplace.



SALES COMPARISON APPROACH

- This approach to value is based on the premise that the value of a property is directly related to the prices of comparable properties.
- Under this approach, value is determined by comparing properties similar to the one being assessed that have recently sold or are listed for sale.
 - Adjustments for differences are made to the sale price of the comparable properties being analyzed to bring them more in line with the property being assessed.



INCOME APPROACH

- This approach to value is based on the premise that the value of a property reflects the quality and quantity of the income* it is expected to generate.
 - *REAL ESTATE INCOME ONLY
- The Assessor:
 - collects lease rates and expense information
 - places properties into similar groupings (based on type, use, age, size, quality of construction, etc...)
 - assigns a “market rent” to each property based on its grouping



INCOME APPROACH

- The Assessor.....:
 - applies standardized deductions for vacancy and collection losses and deductions for operational expenses to create a

NET OPERATING INCOME (NOI)

- NOI is then divided by a market derived capitalization rate to determine a final value.

VALUE = NOI / CAP RATE

- * Capitalization Rate represents the return of and return on the investment.



FARMLAND

- Farmland is **NOT** assessed at market value. This property type is assessed based on regulated rates set by the Province and on the **PRODUCTIVE CAPABILITY** of the soil.
 - Irrigated Farmland = \$450/Acre
 - Non-Irrigated Farmland = \$350/Acre
- If a residence(s) is situated on farmland then 3 acres of land **MUST** be assessed at market value. The remaining land remains assessed using the regulated rates.



FARM RESIDENCES

- Rural Assessment Policy (RAP)
- Exemption applied to residence(s) based on the total assessed value of farmland owned by assessed person
- Maximum RAP exemption on first residence = \$61,540
- Maximum RAP exemption on secondary residences = \$30,770

Assessed Value of Residence	\$300,000
Assessed Value of Farmland	\$40,000
Taxable Assessed Value of Residence	<u>\$260,000</u>



ASSET

- Assessment Shared Systems EnvironmenT
 - Provincial database designed by Municipal Affairs to monitor the quality of assessments throughout Alberta.
 - Ensures that assessed values comply with quality standards.
- On an annual basis, a Municipalities' Assessment Database must be loaded directly to ASSET by February 28.
- Any changes made after this date (i.e. corrections or changes resulting from appeals) are loaded throughout the year.



ASSET COMPLIANCE

- The Assessment Roll is not “legal” unless it meets these standards set out in MRAT.
 - Compliant assessment roll must be between 95% - 105% of Market Value.
 - The Designated Assessor will not be able to “Declare” the Assessment Roll until corrections are made to bring assessed values into compliance with the legislated quality standards.
- ASSET could be considered a “Stage 1” audit that is legislatively required to be met by the Assessor every year.
- Municipal Affairs also conducts a more thorough audit, known as a “Detailed Audit”, on all Municipalities in Alberta over a five year period.



ASSESSMENT APPEALS

- The *Matters Relating to Assessment Complaints (MRAC)* Regulation provides ratepayers with the legal right to appeal their property assessment.
 - MRAC was enacted in 2010
 - Appeal Period changed from 30 days to 60 days
 - Two levels of Appeal:
 - Local Assessment Review Board (LARB)
 - Residential (3 dwellings or less) and Farmland
 - Composite Assessment Review Board (CARB)
 - Everything Else



WHAT IS TAXATION?

- Taxation is the process of applying a tax rate (mill rate) to a property's assessed value to determine the taxes payable by the owner of that property.
- Property taxes are the major revenue source of local governments.



WHAT IS A MILL RATE?

- The Mill Rate (or Tax Rate) is the relationship between the total taxable assessed value and the tax levy.

$$\frac{\text{Municipal Budget}}{\text{Taxable Assessment}} = \text{Mill Rate}$$

- Mill Rates fall under the following four categories:
 - Residential
 - Non-Residential (includes Linear)
 - Farmland
 - Machinery & Equipment



PROVINCIAL EDUCATION

- The amount of taxes needed for education is set by the Province but are collected by the Municipality through property taxes.
- Who pays this tax?
 - All property owners:
 - It does not matter if your property is residential/non-residential
 - It does not matter if you have children in school or at all
 - It does not matter if you are a senior citizen



TAXABLE OR EXEMPT?

- The MGA exempts several types of properties from taxation:
 - Schools
 - Churches/Cemeteries
 - Hospitals
 - Nursing Homes
 - Municipally Owned Properties
 - Crown
- COPTER
 - *Community Organization Property Tax Exemption Regulation*
- Some property is assessable but exempt from taxation, while other property is simply non-assessable.



SUMMARY

- Property Assessment is the process of annually assigning a dollar value to property for taxation purposes.
- Council sets the appropriate tax rates for each assessment class (and sub-class) to raise revenue for the municipality, the Provincial education requisition, and management bodies.
- Property Assessment is simply a mechanism to fairly and equitably distribute the tax burden amongst all property owners.



QUESTIONS ?





Request for Decision RCMP Report

RECOMMENDATION

That the RCMP Report for the period ending December 31, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

On a quarterly basis, the Milk River RCMP detachment will provide a Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data, and crime statistics.

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. Q2 Quarterly Letter
2. Milk River Provincial Report
3. Provincial Crime Stats



February 1st, 2024

Cpl. Mike Brown
Detachment Commander
Milk River, Alberta

Dear Mayor Lindsay,

Please find the quarterly Community Policing Report attached that covers the October 1st to December 31st, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Milk River RCMP.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Cpl. Mike Brown
Detachment Commander
Milk River RCMP Detachment



RCMP Provincial Policing Report

Detachment	Milk River
Detachment Commander	Cpl. Mike BROWN
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	

Community Consultations

Date	
Meeting Type	
Topics Discussed	
Notes/Comments	No CCT Information Provided.

Insert Consultation Before this One and Go to it

Insert Consultation After this One and Go to it



Community Priorities

Priority 1	
Current Status & Results	
Priority 2	
Current Status & Results	
Priority 3	
Current Status & Results	

Delete Last Priority

Add and go to Priority



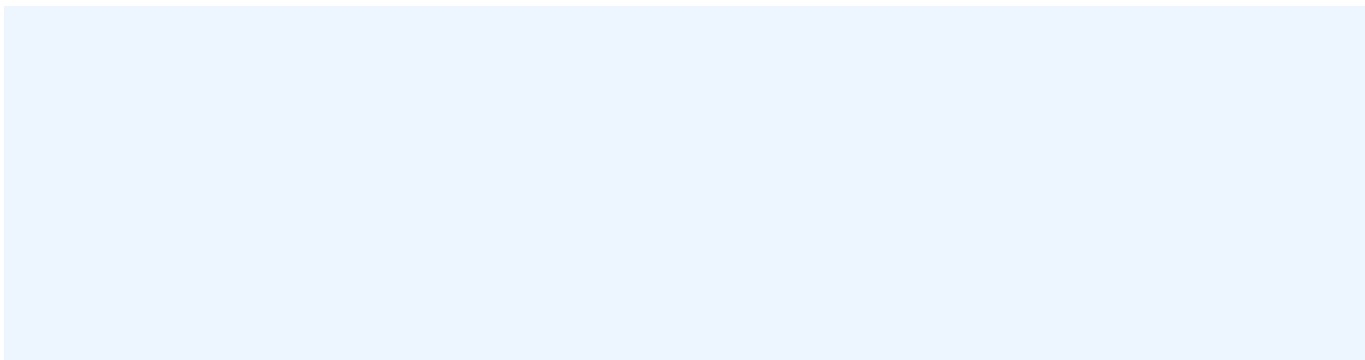
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Total Criminal Code	34	29	-15%	117	95	-19%
<i>Persons Crime</i>	11	8	-27%	40	30	-25%
<i>Property Crime</i>	11	16	45%	41	41	0%
<i>Other Criminal Code</i>	12	5	-58%	36	24	-33%
Traffic Offences						
<i>Criminal Code Traffic</i>	0	0		5	3	-40%
<i>Provincial Code Traffic</i>	181	212	17%	906	970	7%
<i>Other Traffic</i>	0	1		1	3	200%
CDSA Offences	0	3		1	5	400%
Other Federal Acts	6	3	-50%	31	28	-10%
Other Provincial Acts	11	10	-9%	50	36	-28%
Municipal By-Laws	0	0		4	5	25%
Motor Vehicle Collisions	21	18	-14%	54	50	-7%

1. Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	4	0	0
Detachment Support	1	1	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the four established positions, four officers are currently working. There are no hard vacancies.

Detachment Support: There is one established position with one resource working. There are no hard vacancies at this time.

Quarterly Financial Drivers

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Milk River Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	1	N/A	N/A	0.2
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		1	1	1	3	5	400%	67%	1.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		0	1	0	6	0	N/A	-100%	0.5
Uttering Threats		3	2	2	2	2	-33%	0%	-0.2
TOTAL PERSONS		5	5	3	11	8	60%	-27%	1.2
Break & Enter		0	5	2	3	2	N/A	-33%	0.2
Theft of Motor Vehicle		0	1	1	0	0	N/A	N/A	-0.1
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		2	4	0	3	1	-50%	-67%	-0.3
Possn Stn Goods		0	0	0	0	2	N/A	N/A	0.4
Fraud		3	1	4	5	4	33%	-20%	0.6
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		3	3	1	0	4	33%	N/A	-0.1
Mischief - Other		3	0	1	0	3	0%	N/A	0.0
TOTAL PROPERTY		11	14	9	11	16	45%	45%	0.7
Offensive Weapons		1	0	0	1	0	-100%	-100%	-0.1
Disturbing the peace		0	0	0	2	1	N/A	-50%	0.4
Fail to Comply & Breaches		2	0	0	5	3	50%	-40%	0.7
OTHER CRIMINAL CODE		1	1	2	4	1	0%	-75%	0.3
TOTAL OTHER CRIMINAL CODE		4	1	2	12	5	25%	-58%	1.3
TOTAL CRIMINAL CODE		20	20	14	34	29	45%	-15%	3.2



Milk River Provincial Detachment

Crime Statistics (Actual)

Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		1	0	0	0	2	100%	N/A	0.2
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
Total Drugs		1	0	0	0	3	200%	N/A	0.4
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		11	6	0	6	0	-100%	-100%	-2.2
TOTAL FEDERAL		12	6	0	6	3	-75%	-50%	-1.8
Liquor Act		0	1	0	1	0	N/A	-100%	0.0
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		14	2	1	6	6	-57%	0%	-1.2
Other Provincial Stats		6	10	10	3	4	-33%	33%	-1.1
Total Provincial Stats		20	13	11	11	10	-50%	-9%	-2.2
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		4	2	0	0	0	-100%	N/A	-1.0
Total Municipal		4	2	0	0	0	-100%	N/A	-1.0
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		0	0	0	2	0	N/A	-100%	0.2
Property Damage MVC (Reportable)		17	17	18	15	15	-12%	0%	-0.6
Property Damage MVC (Non Reportable)		8	3	0	4	3	-63%	-25%	-0.9
TOTAL MVC		26	20	18	21	18	-31%	-14%	-1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		18	11	54	181	212	1078%	17%	55.8
Other Traffic		1	0	0	0	1	0%	N/A	0.0
Criminal Code Traffic		5	1	1	0	0	-100%	N/A	-1.1
Common Police Activities									
False Alarms		1	0	0	2	3	200%	50%	0.6
False/Abandoned 911 Call and 911 Act		2	3	2	4	1	-50%	-75%	-0.1
Suspicious Person/Vehicle/Property		3	2	7	6	12	300%	100%	2.2
Persons Reported Missing		2	0	1	1	1	-50%	0%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		7	3	3	1	2	-71%	100%	-1.2
Form 10 (MHA) (Reported)		0	0	0	1	0	N/A	-100%	0.1



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the January 17, 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: January 17, 2024, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, January 17, 2024, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3rd Avenue, Warner, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

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

1. CALL TO ORDER

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

2. DELEGATIONS

None.

3. AGENDA

- A) Items added or deleted
- B) Adoption of the Agenda
Added 7D) Mayors and Reeves Terms of Reference

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the January 17, 2024, regular council meeting agenda be accepted as amended."

Motion Carried 2024-01

4. REPORTS/FINANCIALS

- A) Approval of the December 20, 2023, Regular Council meeting minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the December 20, 2023, regular council meeting be accepted as presented."

Motion Carried 2024-02

- B) Municipal Enforcement Report

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

Motion Carried 2024-03

- D) Chief Administrative Officer Report

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

Motion Carried 2024-04

E) Financial Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that the Financial Report for the period ending December 31, 2023, be accepted as information."

Motion Carried 2024-05

F) Committee Reports

Councillor Koehn attended the Milk River Health Professionals Attraction and Retention Housing Sub-Committee and the Veterans Memorial Highway Attraction meeting.

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)."

Motion Carried 2024-06

Councillor Toovey attended a Heritage Handibus meeting,

Mayor Lindsay attended a Ridge Regional Solid Waste Services Commission meeting. Mayor Lindsay also provided an update on the proposed field fundraising project.

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council directs administration to advise bidders that the cultivated farmland around the lagoon is off the table to lease, while the airport land is still a work in progress."

Motion Carried 2024-07

Deputy Mayor Marty Kirby attended the Oldman River Regional Services Commission and FCSS meetings.

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

Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that the committee reports for the period ending January 17, 2024, be accepted as information."

Motion Carried 2024-08

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the correspondence for the period ending January 17, 2024, be accepted as information."

Motion Carried 2024-09

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Procurement Policy 204

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."

Motion Carried 2024-10

B) Reserves Policy 202

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept the Reserves Policy 202 as information."

Motion Carried 2024-11

7. ACTION ITEMS/COUNCIL DECISION

A) CoWREP Letter of Support

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village of Warner provide a letter of support to the County of Warner No. 5 application for an AEMA Emergency Preparedness Program Grant."

Motion Carried 2024-12

B) Palliser Economic Partnership Housing Initiative

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to participate in the Palliser Economic Palliser Housing Initiative."

Motion Carried 2024-13

C) Chief Mountain Regional Solid Waste Commission Appointment

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council appoint Councillor Derek Baron as the alternate to the Chief Mountain Regional Solid Waste Commission."

Motion Carried 2024-14

D) Mayors and Reeves Terms of Reference

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Deputy Mayors and Deputy Reeves be added under the Official Formation and Participants section in the Mayors and Reeves Terms of Reference."

Motion Carried 2024-15

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday – February 21, 2024, at 5:30 p.m.

10. ADJOURNMENT

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the regular council meeting for January 17, 2024, adjourn at 7:06 p.m."

Motion Carried 2024-16

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending January 31, 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

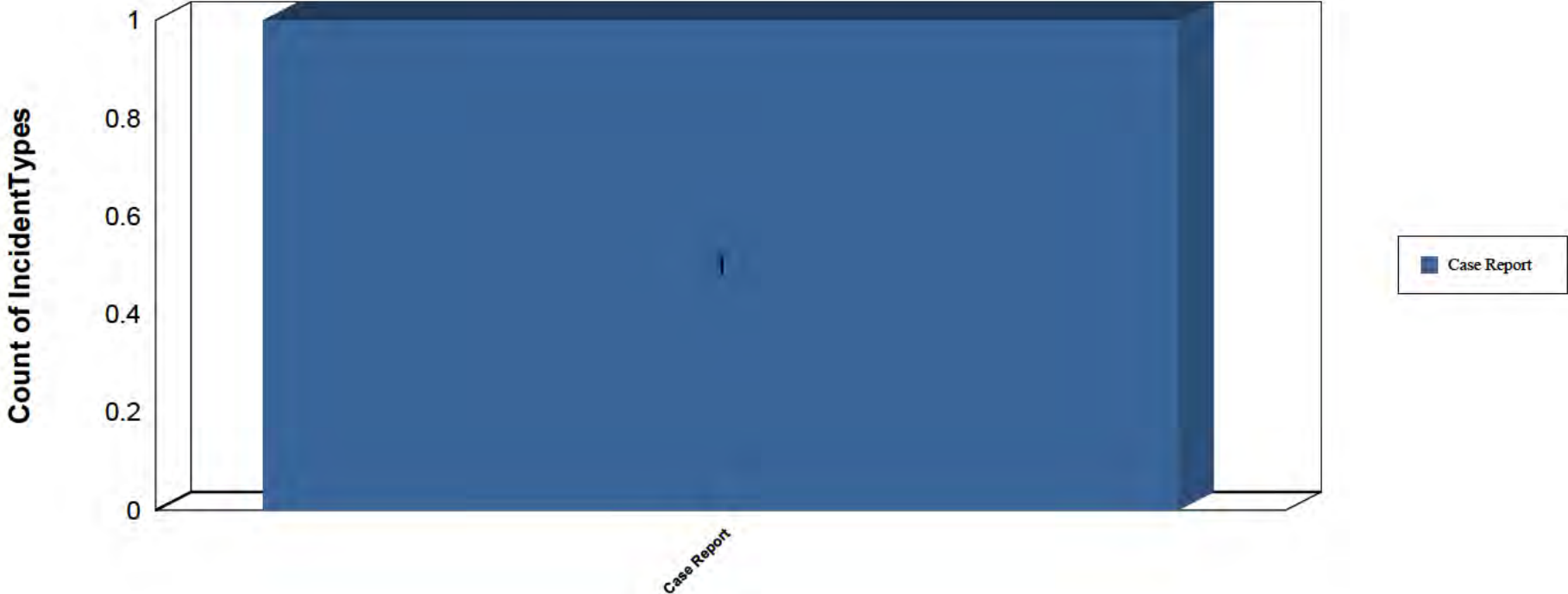
ATTACHMENTS

1. Municipal Enforcement Report

Municipal Enforcement

Statistics from: 1/1/2024 12:00:00AM to 1/31/2024 11:59:00PM

Count of Reports Completed



Count of Incident Types



WARNER : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0021	WARNER : DOG BYLAW	JONAS SOMMERVILL	2024/01/25 1500

Specific Location

[REDACTED]

Report Synopsis : loose dog complaint

100.00% # of Reports: 1 Case Report WARNER : DOG BYLAW

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

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



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending January 31, 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



Chief Administrative Officer Report January 2024

Administration

- Council meeting preparation
- Council meeting attendance
- Council minutes and highlights for newsletter. Copies of newsletter at grocery store
- Meetings/communication (walk in, email and phone)
- Bi-Weekly staff meetings
- Bylaw work
- Policy work
- Job Description Updates
- Finalize Employee Handbook
- Insurance files
- Legal
- ATB – logistics and arrangements
- Housing Subcommittee meetings
- 2024 operational and capital project list
- CoWREP meeting
- Research emergency funding thresholds
- Communication regarding airport land lease
- Attend Alberta Municipalities and Municipal Affairs LGFF information sessions
- Begin website review
- Attend Fire Department AGM
- Office move
- MPC meeting – 2 development permits to date
- Development inquiries
- Attend Joint EMS and Fire/Dispatch South Zone quarterly meeting
- Ladies and Men's Curling Bonspiel Donations - \$500.00 total
- Begin compiling information for a Water Shortage Plan
- Asset Retirement Obligations

<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."	February agenda
<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 2023-274</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village temporarily withhold leasing the current cropland around the lagoon to explore a fundraising venture."	Complete
<u>Motion Carried 2023-275</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village temporarily withhold leasing land at the airport in order to properly measure the land at the airport and investigate future use."	Complete
<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)."	WIP
<u>Motion Carried 2024-07</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council directs administration to advise bidders that the cultivated farmland around the lagoon is off the table to lease, while the airport land is still a work in progress."	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 2024-12</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village of Warner provide a letter of support to the County of Warner No. 5 application for an AEMA Emergency Preparedness Program Grant."	Complete
<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 2024-14</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council appoint Councillor Derek Baron as the alternate to the Chief Mountain Regional Solid Waste Commission."	Complete

8806066, Warner Waterworks System

Box 88

 Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-24-0000191
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-01-02	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Received Date and Time	2024-01-03 0840	
Analyzed Date	03-JAN-2024	
ID Number	2611408	
Sample Collected By	Derek H	
Collected By Phone Number	403-421-0030	
Sample Collection Site.	Shop	

Interpretive Data

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

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

Cc:

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

Report Request ID: 350401706

Print Date/Time: 2024-01-04 14:15

XR Env: ER4 - Provider - Permanent

8806066, Warner Waterworks System

Box 88

 Warner, AB T0K2L0
 4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-24-0002908
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-01-15	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL

Drinking Water Sample Category	Treated Public	
Water Sample Source	Surface Water	
Received Date and Time	2024-01-16 0821	
Analyzed Date	16-JAN-2024	
ID Number	2611409	
Sample Collected By	Blake Atwood	
Collected By Phone Number	403-360-1452	
Sample Collection Site.	Arena	

Interpretive Data

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

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

Cc:

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

Report Request ID: 350434052

Print Date/Time: 2024-01-17 14:15

XR Env: ER4 - Provider - Permanent

8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

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

Accession #: WC-24-0005820
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-01-29	
Collected Time	13:46:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Untr. Public	
Received Date and Time	2024-01-30 0821	
Analyzed Date	30-JAN-2024	
ID Number	2173659	
Sample Collected By	Ed S	
Collected By Phone Number	403-634-9511	
Sample Collection Site.	Pump Station	

Interpretive Data

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

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

Cc:

**Information on this report is related only to this sample as received.
 For further information contact the Environmental Public Health Agency**

Report Request ID: 350471506

Print Date/Time: 2024-01-31 14:15

XR Env: ER4 - Provider - Permanent
 Page 1 of 1

8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877**Environmental Public Health, Raymond -ER4**c/o Lethbridge Environmental Public Health
801 - 1st Avenue South 1-833-476-4743
Lethbridge, AB T1J 4L5**Accession #:** WC-24-0006553
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-01-30	
Collected Time	10:00:00	
Procedure	Units	
Total Coliforms by Enzyme Substrate	ABSENT ^{In1} per 100mL	
E coli by Enzyme Substrate	ABSENT per 100mL	

Drinking Water Sample Category	Treated Public	
Received Date and Time	2024-01-31 0810	
Analyzed Date	31-JAN-2024	
ID Number	2611410	
Sample Collected By	Blake Atwood	
Collected By Phone Number	403-360-1452	
Sample Collection Site.	Town Shop	

Interpretive Data

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

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

Cc:

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

Report Request ID: 350476056**Print Date/Time:** 2024-02-01 14:16XR Env: ER4 - Provider - Permanent
Page 1 of 1



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending February 21, 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. Ridge Country Housing Minutes

RIDGE COUNTRY HOUSING

January 18th, 2024

A Ridge Country Housing Organizational Meeting was held at the Ridgeview Lodge in Raymond AB, on Thursday January 18th, 2024.

In attendance were Peggy Losey, Kelly Jensen, Phil Jensen, Megan Payne, Dave Degenstein, Don Toovey, Jim Depew, Larry Nilsson, CAO Bruce Jackson, South Regional Manager Karen Geddert.

Absent: none

Guest: Allen Tollestrup

BUSINESS MEETING

RCH Board Chair, Peggy Losey called the meeting to order at 4:03 p.m.

1) Addition to Agenda – none

AGENDA

1.1) Larry Nilsson made a motion to adopt the agenda.

Motion Carried

RM MINUTES

2) Minutes of the previous RCH Board Meeting held on November 16th, 2023, were reviewed.

2.1) Phil Jensen made a motion to adopt the previous RCH Board Meeting minutes, as presented.

Motion Carried

3) Financial Report – prepared and presented by guest Allen Tollestrup

3.1) Financial Report – F/S's for Lodge Operations and Housing Operations – Balance Sheets and profit and loss reports as of December 31, 2024. Also, December 2024 cheque listings for Lodge Operations and Housing Operations were provided for review, comment, and approval.

REGIONAL MANAGER'S

4) Regional Managers Reports presented as follows:

4.1) The RCH South Regional Managers' report was prepared and presented by Karen Geddert. Noted that PRL gained 2 residents but lost 3 to higher levels of care. Dave Degenstein asked if there were any losses due to recent covid outbreak. Response was none.

4.2) The RCH North Regional Managers' report was prepared and presented by Bruce Jackson – Discussion about ongoing problems with fire suppression repairs.

4.3) Megan Payne made a motion to approve/accept the Regional Managers' reports as presented.

Motion Carried

5) CAO Report – prepared and presented by CAO Bruce Jackson – Discussion

regarding request for Allen Tollestrup to have access to ATB online banking, Larry Nilsson inquired about moving to all online banking.

5.1) Dave Degenstein made motion to approve Allen Tollestrup's access.
Motion Carried

5.2) Discussion regarding expanding Raymond Lodge. Peggy Losey presented letter from the town regarding expansion.

5.3 Status of operations – Staffing issues and maintenance issues to be discussed in closed session. No North region Manager right now – with Allen Tollestrup having been hired to help with accounting needs, Bruce Jackson will continue to manage the roll of management as well as CAO.

5.4) Kelly Jesen made motion to approve report.

Motion Carried

OLD BUSINESS

6) Old Business – brought forward for discussion at this time.

6.1) Mileage rate for maintenance employees – discussion to raise rate to \$0.70 per/km, and management to receive same rate if/while performing maintenance duties.

6.2) Dave Degenstein made motion to approve new rate.

Motion Carried

NEW BUSINESS

7) New Business:

7.1) Increased phone allowance for CAO – discussed an addition \$25.00.

7.1a) Meagan Payne made motion to approve.

Motion Carried

7.2) Discussed reduction of employee hours for step 2 of salary schedule. Moved from 1976 hours to 700 hours. Bruce Jackson will present this decision to the Union for their approval as well.

7.2a) Dave Degenstein made motion to approve.

Motion Carried

7.3) Discussion of moving \$1400 GIC emergency housing funds which need to be invested in a redeemable account.

7.3a) Don Toovy made motion to approve.

Motion Carried

7.4) Status of Operations at Prairie Rose Lodge – discussion of not receiving any more covid funding. Potential for an additional \$1400 grant which Bruce Jackson will talk to Amber Gallant about. Tabled discussion on DORF account.

Discussion on how Bruce Jackson and Karen Geddert are seeking potential opportunities for more SL3 beds at Prairie Rose Lodge, and how to potentially access the ability to house SL4 beds as well. Discussions to be had with AHS, and their representatives.

SPECIAL REPORTS

7) Special Reports – none

CORRESPONDENCE RECEIVED

8) Correspondence – none.

ROUND TABLE

9) A round table discussion was initiated.

Megan Payne discussed Wheatland Manor and noted that she would like to continue to solicit donations for furnishings for the outdoor space. One donation has already been received.

Bruce Jackson made enquiry as to what copies of Board Meeting minutes go to the Municipalities. Peggy Losey confirmed where to send.

CLOSED SESSION

10) A closed "In Camera" session was called to order at 5:29pm and called out of order at 5:39pm.

10.1) Megan Payne made motion.

Motion Carried

NEXT MEETING

11) The next RCH Board of Directors meeting will be held at 4:00 pm on Thursday, February 15th, 2024. We will be meeting at the Prairie Rose Lodge in Milk River.

ADJOURNMENT

13) Kelly Jensen made a motion to adjourn the meeting at 5:40pm.

Motion Carried

Chairperson - RCH

CAO



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending February 21, 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. SouthGrow – Government of Alberta Outcomes from Regional Economic Development
2. Ridge Utilities – Solar Club
3. FCSS – 2023 Report
4. Warner Community Profile
5. National Police Federation

From: Peter Casurella <peter.casurella@southgrow.com>
Sent: January 29, 2024 2:13 PM
To: colin.bexte@outlook.com; Shayla.anderson@barnwell.ca; diandrabh@bloodtribe.org; mayor@bowisland.com; m.jensen@cardston.ca; Roger.houghton1@yahoo.ca; wayne.harris@cardstoncounty.com; dougrfraser@outlook.com; dale.pickering@coaldale.ca; lmontina@coalhurst.ca; jimwillett@coulttsalberta.com; division5@fortymile.ab.ca; trevor@chooselethbridge.ca; msayers@lethcounty.ca; robertmd123@hotmail.com; byrne@magrath.ca; jturcato@mdtaber.ab.ca; cclaassen@mdtaber.ab.ca; johnson@milkriver.ca; dmelnyk@villageofmilo.ca; hdekok@picturebutte.ca; evans@raymond.ca; tollestrup@raymond.ca; m.foss@stirling.ca; sandra.nelson43@gmail.com; Daniel.remfert@taber.ca; Joanne.sorensen@taber.ca; rcoad@town.vauxhall.ab.ca; kegeland@town.vauxhall.ab.ca; cdunham@townofvulcan.ca; bmoorecoffey@townofvulcan.ca; laurie.lyckman@vulcan.ca; councillorcolleen2017@gmail.com; Doug.Logan@vulcan.ca; frasercabin1@gmail.com; tp@villageofchamp.com; mike.cutler@claresholm.ca; brad.schlossberger@claresholm.ca; lbuis@telus.net; rford@warnercounty.ca; glen.alm@mdwillowcreek.com; general.manager@mrcable.ca; marcus@terralta.ca; cyndi@lethbridgechamber.com; mike.warkentin@exhibitionpark.ca; bchapman@coaldale.ca; admin@twin3.ca; ed@nikkayuko.com; rishikesh.kumar@fortisalberta.com; leanne.kubiseski@fortisalberta.com; scott.alexander@d-com.ca; erin@tourismlethbridge.com; Linda.erickson@prairiescan.gc.ca; Martin.Ebel@gov.ab.ca; bev@albertasouthwest.com; lbuis@telus.net; edo@southgrow.com; jessie@southgrow.com; peter.casurella@southgrow.com; makayla@southgrow.com
Cc: cao.arrowwood@gmail.com; rcrow@bloodtribe.org; dave@bowisland.com; jeff@cardston.ca; murray@cardstoncounty.com; cao@villageofcarma.com; cao@coaldale.ca; cao@coalhurst.ca; vilcouth@telus.net; Keith.Bodin@fortymile.ab.ca; cao@lethcounty.ca; villageoflmond@gmail.com; james@magrath.ca; Bpeers@mdtaber.ab.ca; cao@milkriver.ca; cao@villageofmilo.ca; cao@nobleford.ca; keith@picturebutte.ca; kurtispratt@raymond.ca; cao@stirling.ca; chris.eagan@taber.ca; cburns@town.vauxhall.ab.ca; kfath@townofvulcan.ca; cao@vulcancounty.ab.ca; cao@warner.ca; cao@villageofchampion.ca; Abe@claresholm.ca; vlg4mostt@telus.net; shathaway@warnercounty.ca; Derrick@mdwillowcreek.com; rachel.s@barnwell.ca
Subject: GOA outcomes from Regional Economic Development: Part 1 of Many
Attachments: Regional Economic Development and Provincial Outcomes.pdf

Dear SouthGrow Board Members and Friends,

In 2018 when the NDP was evaluating the value of the REDA program our organizations sent success stories from the partnership to a mailing list of ~200 government staff and elected officials, reminding them of what they get out of our partnership. I've started that up again and will copy you on the stories as they go out. Please feel free to share them with your own communities. Because we labour out of sight and out of mind, its occasionally important to remind people of what we do for our regions, our municipalities, and our Province.

I am particularly proud of our own accomplishments and look forward to also sharing the stories of the other regions around the province who also do good work that benefits us here in SouthGrow just as we do work that benefits them as well.

Please find attached just one story of Provincial economic development outcomes that the GOA has achieved by partnering with the REDAs. I will faithfully continue to share these stories with our MLA's, ministerial staff, and other stakeholders to remind all involved of the important outcomes of this program and how these partnerships serve the GoA's own interests.

TLDR: Over 3 years the GoA partnered with SouthGrow to the tune of ~\$300,000. In

those three years, we have pulled off a province wide Electric Vehicle Charging Infrastructure project funded by the Federal Government, with matching funding from businesses, municipalities, and institutions, that totals \$4,421,112.55 in work. Once complete in 2024, we will have built 188 charging stations across the province giving you a leverage ratio of 16 - 1 on this program alone. Key point: This is just ONE of many programs we currently have underway AND there are 9 organizations like ours also doing projects with big provincial impacts.

The entire REDA program which the ministry is proposing to end currently costs the GoA only \$1,125,000 per year.

Sincerely,

Peter Casurella
Executive Director
SouthGrow Regional Initiative
Creating Opportunity in Southern Alberta

1-403-394-0615

peter.casurella@southgrow.com

southgrow.com

Regional Economic Development and Provincial Outcomes

Telling the stories of the Government of Alberta's Outcomes through our Partnerships.

The Issue

The Regional Economic Development Alliances are municipally owned non-profits which have been in a partnership with the Government of Alberta since the early 2000's. The organizations were started by the Provincial Government with the intent that the Provincial Government wanted to achieve economic development outcomes and that an excellent way to do that would be to partner with groups of municipalities in economic regions of the province because of their shared interest in advancing opportunities locally. The Government of Alberta sought these partnerships as an excellent way of leveraging local expertise and knowledge, and municipal, business, and federal dollars towards realizing provincial outcomes.

Overall, this has gone very well and today there are 9 thriving Regional Economic Development Alliances that produce outcomes for the province for very little investment from the Provincial Government.

However from time to time we get a new Premier and a new Minister in charge of the portfolio and they sometimes look to cut the budget or end the partnership until we are able to adequately communicate the outcomes and benefits of the partnership to the new personalities involved.

So that's what this is about. Each week I'm going to bombard you all with stories of the success of this Partnership in the hope that the Ministry reconsiders its current decision to end the partnership with the Regions in three years time and keep partnering with us to achieve outcomes for your government like those on display here.

Episode #1: Building a Provincial Network of Chargers without a Cent of Provincial money.

In 2022, Alberta had 44,705 cars on the road that were battery, hybrid, or plug-in electric. While this only constituted 1.2% of all cars on the road, the market share of such vehicles is rapidly increasing. In Alberta, sales of electric vehicles rose in 2022 by 63.7% and Enmax predicts that Calgary alone will be home to some 300,000 EV's by 2030. But just like internal combustion engine cars need gas stations, EV's need charging stations and someone has to build them!

In 2020, the Government of Canada put out a call through Natural Resources Canada for third-party delivery organizations to manage the disbursement of up to \$2 million in rebates to help interested parties build EV chargers across the country. Only two organizations in Alberta applied, Alberta Municipalities and SouthGrow, and without SouthGrow stepping up to the plate, Alberta would have had half the share that it did get in the end of this federal funding.

To make the program work, the Board of SouthGrow decided to offer our funding program at the provincial scale rather than just in our own region. We didn't think there was enough demand to use up

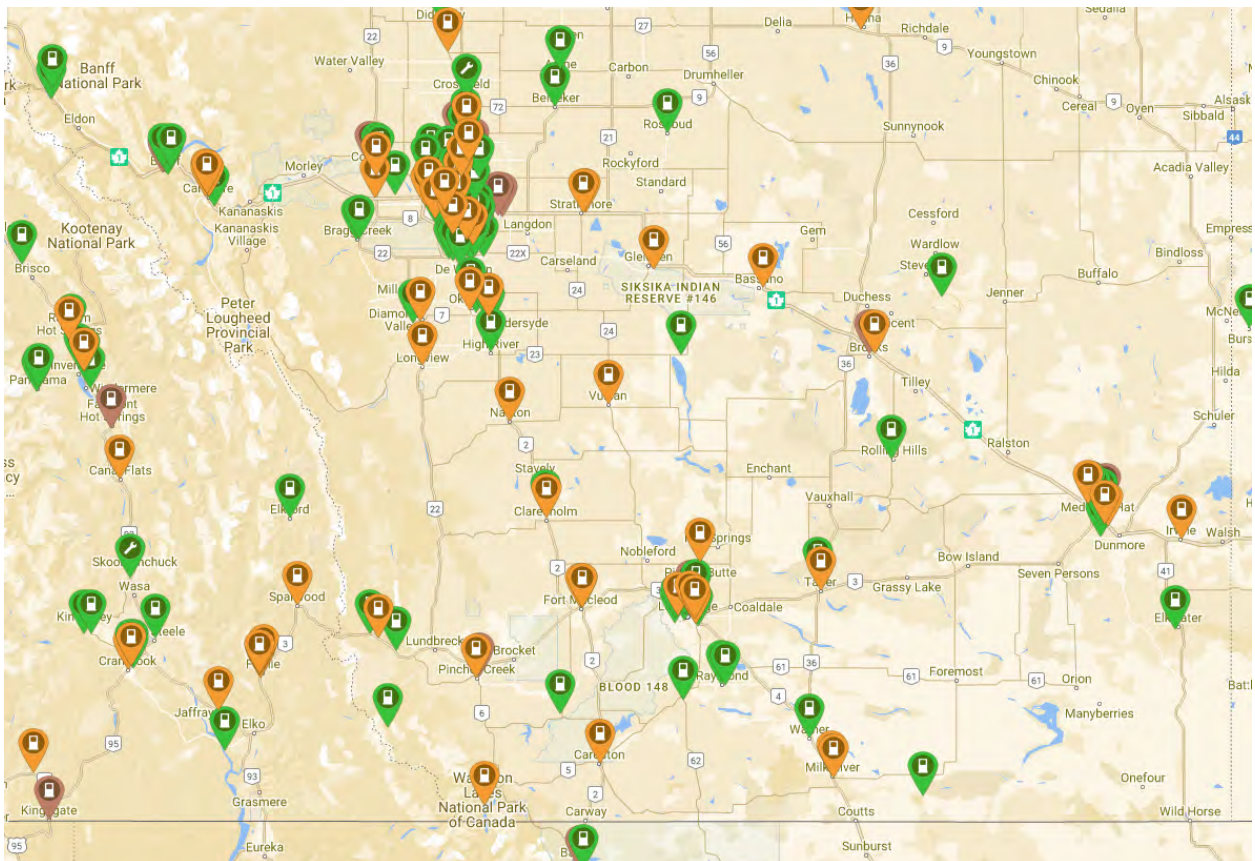
all the funding in our own region, and since the Government of Alberta is a partner in our REDA, there was a logical rationale for offering the program to anyone in Alberta.

The results have been impressive. By the end of the program in 2024, we will have built at least 188 Charging stations across the province for a total project value of \$4,421,112.55. In doing so, we will have leveraged \$1,603,498.99 from the Government of Canada and matching funds from the program participants of \$2,817,613.56. In addition, SouthGrow will have received up to \$300,000 in administrative support from the Federal Government to support this work.

What has this cost the Government of Alberta? When done, this program will have spanned three operational years for us. In that time, the GOA's cost of partnership with SouthGrow will have been \$300,000. For that \$300k, we have delivered all of the value profiled above for a simple leverage ratio of almost 16 to 1.

And this is ONLY ONE OF THE PROGRAMS THAT SOUTHGROW IS RUNNING.

And SouthGrow is only ONE of NINE Regional Economic Development Alliances.



February 7, 2024

Regional Economic Development and Provincial Outcomes

Episode 2: The Provincial Investment Network



TLDR: The REDAs have spent the past 4 years building relationships with Invest Alberta. Presently most of the regions have provided Invest Alberta with detailed information sheets on the opportunities in our communities and Invest Alberta routinely reaches out to REDA offices to help them find and short-list communities as part of a site selection process. This has made Invest Alberta much more efficient and the province as a whole more competitive. If we lose REDAs, we lose this advantage.

The Issue:

The Regional Economic Development Alliances are municipally owned non-profits which have been in a partnership with the Government of Alberta since the early 2000's to realize provincial and municipal economic development outcomes. Minister Jones of Jobs, Economy and Trade is proposing to end the GOA's partnership with the REDAs, putting the entire program and all of its good outcomes in peril.

These briefings are the story of those outcomes.

Last week: I discussed how REDA's massively leverage the GOA's investment by bringing funding from other sources to impactful projects, highlighting SouthGrow's EV Charging Network project as an example in which we've turned \$300,000 of investment from the GOA into a \$4.5 million capital project to build charging stations across the entire province.

Episode #2: Collaborating for Investment Attraction Success

There are a LOT of communities in Alberta and it would be inefficient for either the Minister or Invest Alberta to have enough boots on the ground to know about all of the opportunities throughout the province. However, our REDA's DO know their areas, and have direct contact with all the municipalities in the regions where they work and can track down and stay on top of information in those regions.

A natural partnership, the value of which has been recognized repeatedly, has developed. Invest Alberta has invested time and effort in building relationships with our REDAs as a way of opening avenues for collaboration that branch out like a tree and extend into almost every municipality in Alberta.

In 2021, Invest Alberta and the Battle River Alliance for Economic Development (BRAED) developed a process together and a template for capturing local intelligence and information for IA's databases and feeding that information back to their offices and investment attraction officers. In return, IA worked with the REDA to help train their people on best practices for being investment ready. This process was extended in 2022/23 to SouthGrow, Alberta SouthWest and AlbertaHub, with opportunity profiles being

created for all of the communities in each of these three REDAs. The rest of the REDAs are in various stages of collaboration with Invest Alberta as well and a true province-wide network of collaboration is developing a promising fashion.

How does this yield dividends?

I have an example from this last week. Invest Alberta had a \$1 billion capital inquiry for an agri-food / cosmetics facility that needed to be sighted in a rural region on around 600 acres of land. Invest Alberta reached out through the networks that they have developed with our regions and had about 75 people on the call together from all over the province. They answered questions, and shared the site selection requirements and information.

After the call, I organized my notes and forwarded them out to the 30 communities of the SouthGrow region along with specific advice on how to build a successful response to the site selection inquiry. From this reach out, at least one collaboration of a rural and urban municipality is working on a response to the inquiry and the REDA office is assisting them in locating labour force and demographic data that they otherwise don't have the resources to access. In fact, we are leveraging our own partnerships from one of our associate members to get high-quality data over to the communities.

Another good example happened about a year ago. Invest Alberta reached out with a large inquiry from a food processing company. The site selection requirements were high but also very specific to our region here in Southern Alberta because of adjacency to customers. The REDA prequalified our member communities, discovered that four of them met the criteria. One opted out, and we supported the other three to complete their bids. The investment landed in one of our communities and construction is going ahead in 2024 with an over \$100 million capital investment and around 100 new jobs.

All of the REDAs have such stories to tell.

What happens if the GOA exists the partnership with the REDAs?

1. Several of the REDAs may go under in year 1 or 2 of the proposed agreement as the GOA demands a higher leverage ratio from the municipalities. Our municipalities have already increased their investment into the REDAs and now the GOA is asking them to do so again. If REDAs go under, the province will have fewer resources by which to pursue investment leads in rural Alberta. As a reminder, the Province is the government entity that has the mandate for regional economic development, and our municipalities partner with them out of mutual common interest.
2. Entities like Invest Alberta, or the Investment Attraction team with Agriculture and Irrigation who currently leverage our network will NOT have that network anymore. They will lose local contacts and expertise and have to invest MUCH more than the GOA currently invests to build out the same level of local expertise. It is likely that they will also experience reduced collaboration and partnership from municipalities as well both from a lack of help on the file, but also from a sense that the partnership has gone cold and among many competing priorities, it isn't as valuable to work with the GOA as in the past when they were an official partner.

Why is the Ministry of Jobs Economy and Trade doing this?

We have no idea and strongly recommend that you reach out to Minister Jones to inquire how his proposals are in line with the Economic Development in Rural Alberta Plan OR his own mandate letter which directs him to partner with the REDAs on investment attraction efforts in Rural Alberta.

Another Example of how REDA's improve Provincial Outcomes on Investment Attraction:

All of our REDAs are working on this file to one extend or another, here's an example of what SouthGrow and Alberta Southwest are up to in partnership with Economic Development Lethbridge and Lethbridge County:

The Southern Alberta Investment and Trade Initiative is a regional investment attraction partnership which profiles and markets economic opportunities in southern Alberta to the world, with a strong emphasis on Agri-food opportunities. (www.saiti.ca)

I've attached the Year 2: Awareness Campaign Analysis of our latest marketing campaign for your consideration.

Our two REDAs, in partnership with Economic Development Lethbridge and Lethbridge County, leveraged our member and provincial resources to secure a CanExport grant for the 4th year in a row to do regional investment attraction marketing.

We put together a \$40,000 program to a.) market the region online to agri-food companies, b.) put together profile sheets on 41 communities for Invest Alberta, and c.) send a representative on a trade mission with Invest Alberta. We accomplish all three tasks.

Outcomes:

- Ben Young from Economic Development Lethbridge attended the Site Selectors Guild conference in Austin Texas in 2023.
- A local consultant completed community profiles for Invest Alberta on all 41 communities in the two Regions.
- We achieved just under 20 Million impressions for our ads across LinkedIn

Action Request: Please contact Minister Matt Jones and ask him to reconsider the course he is on. We've got a good thing going that is worth working together to build up, rather than tear down.



Regional Economic Development Alliances In Alberta

Fostering broad based economic prosperity
through regional collaboration across rural Alberta



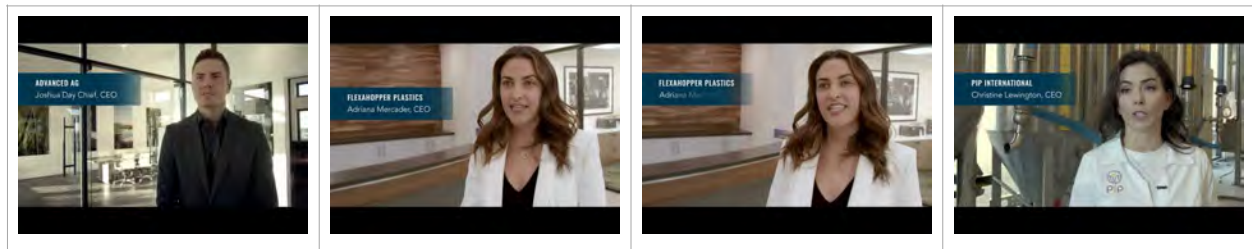


Year 2
Awareness Campaign Year End Analysis

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.

Kim Owen

From: Ridge Utilities <customercare-ridge@utilitynetservices.ca>
Sent: January 25, 2024 4:48 PM
To: admin@warner.ca
Subject: Your Ridge Utilities 2023 Solar Club Cash Back Has Arrived! Account 550000025200



Suite 200, 1316 9th Avenue S.E.
Calgary, Alberta T2G 0T3

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What does that mean? At a time when climate change is top of mind, and everyone is looking for ways to reduce their carbon footprint, our Members are exporting more renewable energy into the grid than they are using. Moreover, the value that Members received from the Solar Club in 2023 is \$8.9 million, a 78% increase over 2022!

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3. **Environmental Impact:** The Solar Club is committed to a collective environmental statement by exporting 100 million kWh of renewable energy into Alberta's grid by 2030.
4. **Promoting Renewables:** By encouraging the use of Renewable Energy Certificates (RECs) alongside solar energy exports by our Members.

In 2023, all Solar Club Members received RECs equivalent to 50% of the energy they consumed, for a total of 10 million kWh of renewable energy. In 2024, this program will continue and will include a blend of RECs from biomass, solar, wind, and hydro generators. When we factor in the impact of RECs that were purchased and retired on behalf of Solar Club Members in 2023, the net impact pushes our climate-positive position from 20% to 57%. This year, we intend to gift \$100,000 worth of RECs to Solar Club customers to keep our microgen customers "in the green" and to shift the ratio of emissions-heavy generation fuels towards renewables.

We also encourage Members to check out the [Carbon Offset Credit Platform](#), launched in 2022. This is an opportunity to improve the return on your solar investment by being paid for the carbon offset credits generated by your solar PV system.

SOLAR CLUB REFUND

Today, we deposited your cash back benefit into your bank account. The amount was calculated based on what you paid for the electricity you purchased from the grid in 2023. Furthermore, to help support renewable energy, we purchased and retired a number of RECs on your behalf, free of charge. Plus, you earned a reasonable income stream on what you exported to the grid.

Export Value

Cash Back Value

REC Value

Total Solar Club Value

\$2529.85

\$29.99

\$46.43

\$2606.27

NUMBERS YOU CAN BE PROUD OF

Export Value: You were paid \$2529.85 for 9576 kWh exported to the grid during 2023. The credits are reported on your monthly invoice.

Cash Back Value: You earned \$29.99 based on the kWh you imported from the grid in 2023. Your cash back has been electronically deposited directly into your bank account. The cash back deposit will appear with the description "Solar-Cash-Back" on your next bank statement.

The Value of RECs: During 2023, we purchased and retired 2799 kWh equivalent RECs on your behalf. The offset purchase was calculated based on 50% of the number of kWh you imported from the grid. The value is \$46.43. The Solar Club funded this at no cost to you. NOTE: We sold out our supply of RECs in September 2023, which is why there are no RECs for October to December.

\$8.9 Million: During 2023, Solar Club Members received \$8.9 million in cumulative value from our cash back program, free RECs, and what Members earned on exports sold back onto the grid. This is a nine-fold increase compared to the million dollars earned by Members in 2020 and nearly double the \$5 million paid out last year.

100 Million kWh: When we launched the Solar Club in 2019, the goal was for Members to collectively achieve 100 million kWh of electricity exported to the grid by 2030. Since the Solar Club's inception, Members have exported 79 million kWh of green energy onto the grid. We're just 21 million kWh shy of our goal! Growth patterns suggest we will meet our goal in 2024, six years ahead of schedule. To that end, we are setting a **new goal of 250 million kWh** of solar energy exports by 2030. Congrats to our Members!

Your Historical Analytics for 2023:

Invoice Month	Export Value	Cash Back Value	REC Value	Solar Club Value	Imported (kWh)	Exported (kWh)	Solar Club RECs (kWh)	Additional Customer RECs (kWh)	Net Zero Target (kWh)
January	\$14.53	\$2.48	\$12.35	\$29.36	1488	175	744	0	569
February	\$24.99	\$1.52	\$7.57	\$34.08	912	301	456	0	155
March	\$24.48	\$0.68	\$3.39	\$28.55	409	295	205	0	-91
April	\$121.13	\$1.04	\$4.14	\$126.31	499	840	250	0	-591
May	\$214.04	\$2.47	\$3.60	\$220.11	433	751	217	0	-535
June	\$387.04	\$2.21	\$3.22	\$392.47	388	1358	194	0	-1164
July	\$427.22	\$1.98	\$2.89	\$432.09	348	1499	174	0	-1325
August	\$364.52	\$3.64	\$5.31	\$373.47	639	1279	320	0	-960
September	\$355.62	\$2.76	\$3.96	\$362.34	477	1119	239	0	-881
October	\$304.38	\$3.74	\$0.00	\$308.12	623	986	0	0	-363

November	\$179.70	\$3.27	\$0.00	\$182.97	544	599	0	0	-55
December	\$112.20	\$4.20	\$0.00	\$116.40	699	374	0	0	325
Totals	\$2529.85	\$29.99	\$46.43	\$2606.27	7459	9576	2799	0	-4916

Rate Switching: Remember, you can switch rates between low (LO) to high (HI) or vice versa within your current Member Group. Only you know when the time is right to do so. Simply watch your consumption, generation, and exports. You can use [MyAccount](#) to submit Rate Changes. This process guarantees Members the best value for the solar electricity generated and exported to the grid. When you are exporting more than you are importing - it's the right time to be on the HI Solar Club rate.

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The Hummingbird VSC is made possible by Alberta's Microgeneration Regulation, one of Canada's most successful renewable energy models.

The launch of the Hummingbird Virtual Solar Community marks a significant milestone in Alberta's journey towards a sustainable and carbon-neutral future. The Hummingbird VSC showcases the potential of leveraging abundant solar resources and community-driven initiatives, and underscores the importance of innovative solutions like rooftop solar installations. As Alberta navigates the evolving landscape of renewable energy, the Hummingbird VSC stands as a testament to the power of collaboration, innovation, and localized efforts to shape a more sustainable energy future.

Community Partner Fund: Our Community Partner support initiatives align with one of our guiding principles in that we have a shared responsibility to lend a helping hand when we can. We support charitable and community organizations located in the same regions as our Solar Club retailers. The 40+ organizations receiving donations from Community Retailers include the likes of the Calgary Public Library Foundation, the Calgary Seniors' Resource Society, the Canadian Parks and Wilderness Society (CPAWS), the Canadian Mental Health Association, Habitat for Humanity, the Open Doors, various food banks, and the Kids Cancer Care Foundation, among others.

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percentage of our retail income to deserving organizations that offer support and wellness services to Albertans in need.

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Sent: January 25, 2024 4:47 PM
To: admin@warner.ca
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Suite 200, 1316 9th Avenue S.E.
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Export Value	Cash Back Value	REC Value	Total Solar Club Value
\$0.29	\$24.07	\$46.45	\$70.81

NUMBERS YOU CAN BE PROUD OF

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February	\$0.00	\$1.61	\$8.04	\$9.65	969	0	485	0	484
March	\$0.00	\$1.72	\$8.58	\$10.30	1034	0	517	0	517
April	\$0.00	\$2.54	\$6.56	\$9.10	790	0	395	0	395
May	\$0.00	\$1.62	\$2.36	\$3.98	285	0	142	0	143
June	\$0.00	\$1.82	\$2.64	\$4.46	319	0	159	0	160

July	\$0.29	\$2.02	\$2.95	\$5.26	355	1	178	0	176
August	\$0.00	\$1.80	\$2.62	\$4.42	316	0	158	0	158
September	\$0.00	\$1.88	\$2.64	\$4.52	318	0	159	0	159
October	\$0.00	\$1.74	\$0.00	\$1.74	290	0	0	0	290
November	\$0.00	\$2.95	\$0.00	\$2.95	492	0	0	0	492
December	\$0.00	\$2.36	\$0.00	\$2.36	394	0	0	0	394
Totals	\$0.29	\$24.07	\$46.45	\$70.81	6774	1	2799	0	3974

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Kim Owen

From: Ridge Utilities <customercare-ridge@utilitynetservices.ca>
Sent: January 25, 2024 4:47 PM
To: admin@warner.ca
Subject: Your Ridge Utilities 2023 Solar Club Cash Back Has Arrived! Account 550000025000



Suite 200, 1316 9th Avenue S.E.
Calgary, Alberta T2G 0T3

YOUR 2023 SOLAR CLUB CASH BACK HAS ARRIVED!



Village Of Warner,

In 2019, we dreamed of a world where homeowners with solar photovoltaic (PV) systems on their rooftops could play an important role in Alberta's deregulated energy market. Five years later, the Solar Club stands as a testament to the willingness of Albertans to embrace renewables and the incredible success that comes with empowering Albertans to be directly part of the energy transition.

The need for global conferences like COP28 highlights the urgency of reaching net zero across markets, jurisdictions, and industries. That's where the success of the Solar Club really shines. We can proudly say that as of 2024, Solar Club Members have not only reached net zero, they are collectively climate-positive by just over 20%!

What does that mean? At a time when climate change is top of mind, and everyone is looking for ways to reduce their carbon footprint, our Members are exporting more renewable energy into the grid than they are using. Moreover, the value that Members received from the Solar Club in 2023 is \$8.9 million, a 78% increase over 2022!

YOUR CHANCE TO WIN \$1,000!

We are thrilled to see more and more Members joining the Solar Club every day! With your help, the Solar Club can make a genuine difference. We are so grateful for the support we have received that we are giving away \$1,000 to five lucky Solar Club Members this year! There is nothing you need to do except sit back and wait for us to draw a winner's name. If you know someone on the fence about installing solar, let them know about the Solar Club and our upcoming contest draw.

Watch for the official announcement in a few weeks!

SOLAR CLUB GOALS REVISITED

The Solar Club operates on four core pillars:

1. **Improving ROI:** By providing excellent rates, a cash back program, and the chance to profit from the sale of carbon credits, Members have vastly improved the returns on their solar investments.
2. **Achieving Net Zero:** By aggregating all Member's exports, we can achieve net zero or even climate-positive status.
3. **Environmental Impact:** The Solar Club is committed to a collective environmental statement by exporting 100 million kWh of renewable energy into Alberta's grid by 2030.
4. **Promoting Renewables:** By encouraging the use of Renewable Energy Certificates (RECs) alongside solar energy exports by our Members.

In 2023, all Solar Club Members received RECs equivalent to 50% of the energy they consumed, for a total of 10 million kWh of renewable energy. In 2024, this program will continue and will include a blend of RECs from biomass, solar, wind, and hydro generators. When we factor in the impact of RECs that were purchased and retired on behalf of Solar Club Members in 2023, the net impact pushes our climate-positive position from 20% to 57%. This year, we intend to gift \$100,000 worth of RECs to Solar Club customers to keep our microgen customers "in the green" and to shift the ratio of emissions-heavy generation fuels towards renewables.

We also encourage Members to check out the [Carbon Offset Credit Platform](#), launched in 2022. This is an opportunity to improve the return on your solar investment by being paid for the carbon offset credits generated by your solar PV system.

SOLAR CLUB REFUND

Today, we deposited your cash back benefit into your bank account. The amount was calculated based on what you paid for the electricity you purchased from the grid in 2023. Furthermore, to help support renewable energy, we purchased and retired a number of RECs on your behalf, free of charge. Plus, you earned a reasonable income stream on what you exported to the grid.

Export Value	Cash Back Value	REC Value	Total Solar Club Value
\$22114.13	\$268.52	\$708.93	\$23091.58

NUMBERS YOU CAN BE PROUD OF

Export Value: You were paid \$22114.13 for 84596 kWh exported to the grid during 2023. The credits are reported on your monthly invoice.

Cash Back Value: You earned \$268.52 based on the kWh you imported from the grid in 2023. Your cash back has been electronically deposited directly into your bank account. The cash back deposit will appear with the description "Solar-Cash-Back" on your next bank statement.

The Value of RECs: During 2023, we purchased and retired 42706 kWh equivalent RECs on your behalf. The offset purchase was calculated based on 50% of the number of kWh you imported from the grid. The value is \$708.93. The Solar Club funded this at no cost to you. NOTE: We sold out our supply of RECs in September 2023, which is why there are no RECs for October to December.

\$8.9 Million: During 2023, Solar Club Members received \$8.9 million in cumulative value from our cash back program, free RECs, and what Members earned on exports sold back onto the grid. This is a nine-fold increase compared to the million dollars earned by Members in 2020 and nearly double the \$5 million paid out last year.

100 Million kWh: When we launched the Solar Club in 2019, the goal was for Members to collectively achieve 100 million kWh of electricity exported to the grid by 2030. Since the Solar Club's inception, Members have exported 79 million kWh of green energy onto the grid. We're just 21 million kWh shy of our goal! Growth patterns suggest we will meet our goal in 2024, six years ahead of schedule. To that end, we are setting a **new goal of 250 million kWh** of solar energy exports by 2030. Congrats to our Members!

Your Historical Analytics for 2023:

Invoice Month	Export Value	Cash Back Value	REC Value	Solar Club Value	Imported (kWh)	Exported (kWh)	Solar Club RECs (kWh)	Additional Customer RECs (kWh)	Net Zero Target (kWh)
January	\$30.88	\$34.91	\$174.55	\$240.34	21030	372	10515	0	10143
February	\$154.71	\$41.56	\$207.77	\$404.04	25033	1864	12516	0	10653
March	\$195.38	\$31.65	\$158.27	\$385.30	19069	2354	9534	0	7181
April	\$742.47	\$52.17	\$134.31	\$928.95	16183	4606	8091	0	3486
May	\$3142.41	\$6.53	\$9.51	\$3158.45	1145	11026	573	0	- 10454
June	\$4478.49	\$6.65	\$9.69	\$4494.83	1167	15714	583	0	- 15130
July	\$3756.30	\$3.80	\$5.53	\$3765.63	667	13180	333	0	- 12846
August	\$3955.80	\$1.94	\$2.83	\$3960.57	341	13880	171	0	- 13710

September	\$2720.26	\$4.68	\$6.47	\$2731.41	780	8360	390	0	-7970
October	\$2593.81	\$6.93	\$0.00	\$2600.74	1216	9100	0	0	-7884
November	\$190.90	\$39.73	\$0.00	\$230.63	23932	2300	0	0	21632
December	\$152.72	\$37.97	\$0.00	\$190.69	22872	1840	0	0	21032
Totals	\$22114.13	\$268.52	\$708.93	\$23091.58	133435	84596	42706	0	6133

Rate Switching: Remember, you can switch rates between low (LO) to high (HI) or vice versa within your current Member Group. Only you know when the time is right to do so. Simply watch your consumption, generation, and exports. You can use [MyAccount](#) to submit Rate Changes. This process guarantees Members the best value for the solar electricity generated and exported to the grid. When you are exporting more than you are importing - it's the right time to be on the HI Solar Club rate.

2024 Solar Show: The Solar Show is Solar Alberta's five-day annual online trade show and conference. There will be content for the general public, solar industry-oriented sessions, and one big networking evening to bring everyone together. Learn more about the event by clicking [here](#).

The Hummingbird Virtual Solar Community Takes Flight: All Solar Club Members are part of our Hummingbird Virtual Solar Community (VSC), one of the largest distributed solar farms in Alberta. As a distributed virtual solar farm, the Hummingbird VSC leverages Alberta's abundant solar resources and the many homeowners willing to invest in solar PV technology. The Hummingbird VSC now represents the installation of over 100,000 solar modules, and a total capacity of approximately 65 MW. With the exception of outliers like the Travers Solar Project, the average solar farm size in Alberta is 28 MW.

The Hummingbird VSC is made possible by Alberta's Microgeneration Regulation, one of Canada's most successful renewable energy models.

The launch of the Hummingbird Virtual Solar Community marks a significant milestone in Alberta's journey towards a sustainable and carbon-neutral future. The Hummingbird VSC showcases the potential of leveraging abundant solar resources and community-driven initiatives, and underscores the importance of innovative solutions like rooftop solar installations. As Alberta navigates the evolving landscape of renewable energy, the Hummingbird VSC stands as a testament to the power of collaboration, innovation, and localized efforts to shape a more sustainable energy future.

Community Partner Fund: Our Community Partner support initiatives align with one of our guiding principles in that we have a shared responsibility to lend a helping hand when we can. We support charitable and community organizations located in the same regions as our Solar Club retailers. The 40+ organizations receiving donations from Community Retailers include the likes of the Calgary Public Library Foundation, the Calgary Seniors' Resource Society, the Canadian Parks and Wilderness Society (CPAWS), the Canadian Mental Health Association, Habitat for Humanity, the Open Doors, various food banks, and the Kids Cancer Care Foundation, among others.

Since the birth of the Solar Club, we have donated \$300,000 to the various charities and community organizations. These funds support local and community initiatives and the clients they serve. This program is a priority for us, and we will continue to contribute a percentage of our retail income to deserving organizations that offer support and wellness services to Albertans in need.

Documentation: Lastly, if we have not yet received a copy of either an attestation from the solar installer, a final invoice, or an interconnection agreement showing the installed system's capacity, please send that to the Customer Care team along with your system size (in kW), the number of solar panels installed, and year of installation.

Thank you! Solar Club Members truly embody the ethos of "Doing what we can," one kilowatt-hour at a time.

Cheers from the

Ridge Utilities Customer Care Team
Monday to Friday, 9 am - 5 pm
(403) 308-8850
customercare-ridge@utilitynetservices.ca

P.S. Today, we published a [blog](#) featuring the Solar Club. Your support is important, please take a moment to like and share the blog on our [Facebook page](#).



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2023



REPORT TO MUNICIPALITIES
FAMILY SERVICES



Strengthening Families in rural Alberta

www.fcss.ca





VISION | Residents living their full potential.

MISSION | FCSS enhances the social well-being of individuals, families and communities within our region.

CORE VALUES:

Integrity | *We strive to be accountable and transparent to all whom we serve.*

Innovation | *We remain open to changing needs and ensure services remain timely and relevant.*

Inclusiveness | *We are committed to building a spirit of acceptance and respect with those we work with and support.*

FAMILY SERVICES

OUTCOME STATEMENT

Parents/Caregivers have increased knowledge, abilities and confidence to develop healthy family relationships and to enhance their child's development.

PRIORITIES:

- Exceed the annual Triple P targets.
- Distribute and complete ASQ's for all infants attending programs.
- Collect evaluations quarterly from all participants attending drop-in programs.
- Promote the importance of early childhood development through social media.

Strengthening Families

INTRODUCTION

FAMILY SERVICES AT A GLANCE

	2023	2022
Total Service Hours	28,143	19,421
Total Service Visits	16,603	12,492
Information and Referrals provided	1,120	1,438
Total New Clients	1,446	1,072
One-time Essential Services	592	809

WHAT WE DO

- Parent Education & Family Support
- Early Childhood Development Programs
- Youth Programs
- Community Events & Family Programs

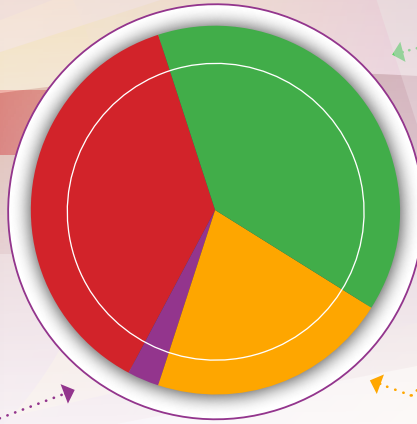


WHO WE SERVE

CLIENT AGE

ADULT AGE 18+ **37%**

SENIOR AGE 55+ **3%**

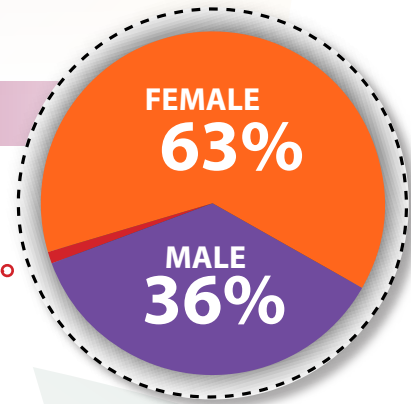


CHILDREN AGE 0-5 **39%**

YOUTH AGE 6-17 **21%**

CLIENT GENDER

NON/BINARY **1%**

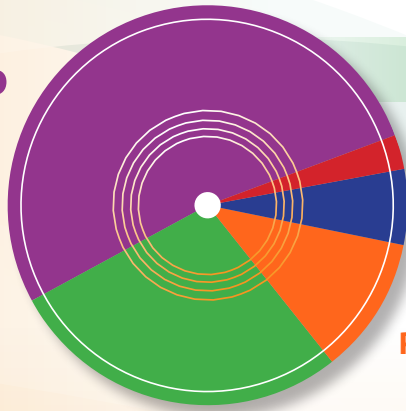


FEMALE **63%**

MALE **36%**

WALK-INS **52%**

EVENT/PROGRAM **28%**



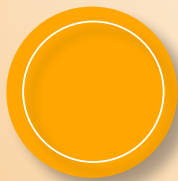
HOW FAMILIES FIND US

WEBSITE/SOCIAL MEDIA **3%**

EMAIL **6%**

PHONE/TEXT **11%**

CLIENT SELF-IDENTIFY AS



LGM **12%**



INDIGENOUS **7%**



2SLGBTQ+ **2%**

PARENT EDUCATION AND SUPPORT PROGRAMS

2,339 Total service hours

1,593 Total service visits

The Family Services team offer a variety of Parent Education and support programs. They are designed to increase the knowledge and confidence of parents/caregivers, thereby building resiliency, healthy families, and improved child and adolescent development.

- Baby Signing • Caregiver Cafe • Baby & Me • Infant Massage • Triple P Discussion groups
- Triple P Fearless • Walk & Talk • Autism Support Group • Down Syndrome Support Group

EVALUATIONS

92% Strongly agree or agree they have more information on what resources are available for their family

93% Strongly agree or agree they are more aware of how their child's needs change as they grow and develop

83% Strongly agree or agree they have met other parents in their neighborhood/community they can ask for help and support

TESTIMONIALS

"Originally, I am from the Ukraine and don't have family here. That is why this course is a lifesaver for me. invited guests were super useful to understand. This is my first baby. Greatly appreciate all the work." – Parent

"I love the sense of community within our group. An incredible facilitator and everyone who comes to class feels welcome. The facilitator is so loving and relatable, too. My kids and I look forward to going each week." – Parent

"I loved seeing how different we Moms are but can still be supportive of each other. How much I learnt about doing for my baby and how to spend more time together." – Parent



ONE-ON-ONE PARENT SUPPORT

1,123 Total service hours

869 Total service visits

110 Caregivers received this service

The Family Support Workers and the Family Liaison Workers provide families with one-on-one Triple P and family support. The purpose of these sessions is to help families increase positive parenting skills, gain knowledge of child development, increase protective factors and build familial resilience. This is done by first helping the family to identify parenting strengths and challenges and then to set goals for positive change and lastly develop a parenting/family plan where new skills and strategies are introduced and practiced. During these sessions staff may also support families with basic needs referrals or help with a financial support application such as child tax benefits.

2023 Most common challenges families report:

- 1 Child behaviour
- 2 Family/Relationship dynamic stress
- 3 Financial stress
- 4 Food security
- 5 Child development/Attachment
- 6 Mental health

2022 Most common challenges families report:

- 1 Child behaviour
- 2 Family/Relationship dynamic stress
- 3 Financial stress
- 4 Mental health concerns
- 5 Self-care
- 6 Child with disability



ONE-ON-ONE PARENT SUPPORT FEEDBACK

EVALUATIONS

I am more aware of how my child's needs change and develop as they grow

**FIRST
SESSION SURVEY**

62.29%

**MOST RECENT
SESSION SURVEY**

75.51%

I have confidence in my parenting skills

44.89%

66.33%

I have more information on what resources are available for my family

69.39%

79.59%

TESTIMONIALS

WHAT DID YOU LIKE BEST ABOUT OUR TIME TOGETHER?

"The practical ways to put into practice the principles that were taught." – Parent

"The facilitator is very easy to talk to. I enjoyed how invested she was in helping both my child and my family as a whole." – Parent

"I feel more confident and happier after doing this program I feel like I can parent again and that I'm excited about it. This program brought the joy of parenting back in me." – Parent

"I learned how to more effectively handle my child's emotions and speak to him on a level playing field. I feel that I am more in tune with him. I feel more in sync with him and feel more confidence in speaking with him." – Parent

"When we went over my child's temperament it really helped me understand my child better and how my husband and I could change how we parented to fit his temperament style better." – Parent

REFLECTIONS

"I felt like I was going down. It was tough leaving my child at school as he was struggling to stay there. I started Stay and Play, then Triple P Parenting and then Conversation classes. I also now send my oldest two children to Do Drew Jr. and that really helps! It made my life easier and my daughter's life too. I know it has made a difference in her too. Since my child is very strong willed, the parenting classes are helping and I feel less stressed. It makes it easier to parent. Now, just in the last week, I am enjoying doing my housework. It makes a huge difference just getting out of the house. I don't need to go and talk about my stress. For me it's just getting out and realizing that I'm not alone, to see there are more people who feel the same way. I now feel supported. Now, I want to have people over, where before I didn't. I also want to start sewing again. Coming here has made a huge difference to me and my family!" – Parent

"I am grateful for the support I received from my family support worker. She has helped me navigate the hard road I am on. My children are all dealing with the separation in different ways. They have been angry, closed off, trouble sleeping at night, clingy. It has been hard. I have really appreciated the parenting help. I am trying to be present, mindful of their feelings and patient when they express their feelings. I feel more confident as a parent, although some days it is still a struggle, but I know I can come here to get support and encouragement. She helped me with finding a counsellor for myself, and the online separation class I took. Also, the food we receive at times is very much appreciated. Thank you so much." – Parent

EARLY CHILDHOOD DEVELOPMENT PROGRAMS

24,771 Total service hours

10,782 Total visits

Early childhood development programs are designed for caregivers and children aged 0-6 to attend together, learn new skills through play, meet other families and get connected to resources in their community.

- Stay & Play • Outdoor Play • Physical Literacy (Move it, Move it) • Summer Fun

EVALUATIONS

88%

Strongly agree or agree they are more aware of how their child's needs changes as they grow and develop

91%

Strongly agree or agree they have more information on what resources are available for their family

88%

Strongly agree or agree they have met other parents in their neighborhood/community they can ask for help and support

TESTIMONIALS

"I like to see how my children, despite the language barrier, play and communicate with other children." – Parent

"We learn new things every day, starting with new English words, what possibilities there are in the community and much more. I like that the children here learn to communicate with other children and solve conflicts and find agreements." – Parent

"I like the inviting environment & the local location. I appreciate that there is a place that I can consistently take my child to play & interact, outside the home." – Parent

"Meeting new moms; Without FCSS, I wouldn't have the strong circle of support I do now. Such a relief to have." – Parent

"Having this service, especially in the winter, as a first time mom has been huge for me. My mental & emotional health has been hugely benefiting from this. Thank you." – Parent



YOUTH PROGRAMS

1,383 Service hours

930 Service visits

The Family Services team offers programs for youth ages 6-14. These programs are designed to provide a safe and inclusive environment for youth where they can make social connections and learn new skills.

- Do Crew Jr
- Rainbows
- Lego Club
- Indigenous Arts & Culture
- After School programs

EVALUATIONS

90% Strongly agree or agree they know adults they can go to for help

91% Strongly agree or agree that they understand that it is okay to be themselves

TESTIMONIALS

"I know that I can talk to adults about stuff that is going on in my life and who are the safe adults I can talk to." – Youth

"It's FUN! It doesn't matter what gender you are, girls can play with boys. Loved all the activities and the snacks." – Youth

"We learned lots about team work, and how to communicate better. We did activities that made us learn about trust and emotions. I also really liked making ice cream!" – Youth



FAMILY & COMMUNITY EVENTS

3,129 Service visits

150 Events

Community events and family programming during 2023 included Clothing Fests, Family Nights, Corn Fest, Pride, National Indigenous peoples Day Celebrations, Farmers markets, back to school events and cultural programming.

EVALUATIONS

93%

Strongly agree or agree they have more information on what resources are available to their family.

93%

Strongly agree or agree they have met other parents in their neighbourhood/community they can ask for help and support.



MEET THE FAMILY SERVICES TEAM



Tashina Calf Robe



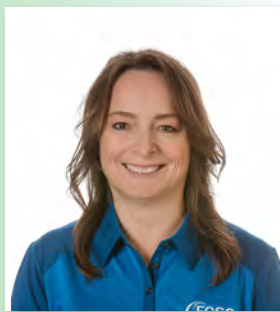
Kim Febr



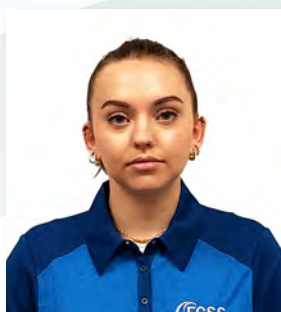
Janet Fekete



Jackie Fiorino



Kim Forchuk



Susana Friesen



Jessica Goodrider-Loewen



Kim Hardy



Susy Hiebert



Maria Klassen



Stacey Maynes



Penny Pittman



Margarita Sawatsky



Christie Saddleback



Myrna Sopal



Lauren Tams



Jess Walton



Amanda Weaselfat



Amanda Webster



Serving:

Barnwell | Barons | Coaldale | Coalhurst | Lethbridge County
County of Warner | Coutts | Milk River | M.D. of Taber | Nobleford
Picture Butte | Raymond | Stirling | Taber | Vauxhall | Warner

Community Profile

Municipal/County Name	Warner	Contact Name	Kelly Lloyd
		Email	cao@warner.ca
Date	December 2023	Phone Number	403-642-3877
Give an overview of your region (150-200 words)			
<p>Warner, Alberta, stands as a central jewel within the county, embodying a unique blend of community, culture, and growth. Nestled at the heart of the county, Warner boasts a big rink culture, where hockey and other winter sports are deeply ingrained in the community's identity. This close-knit town thrives on a strong sense of community, fostering connections that create a welcoming atmosphere.</p> <p>As Warner continues to grow, it remains true to its roots, preserving the warmth and camaraderie that define its character. The town is becoming increasingly recognized for its burgeoning tourism, with the Devil's Coulee Dinosaur Heritage Museum standing as a captivating attraction. Visitors are drawn to the museum's rich exhibits, offering a glimpse into the prehistoric wonders that once roamed the area.</p>			
Sectors			
What sectors are you most competitive for and why?			
<ol style="list-style-type: none"> 1. Agriculture- due to the surrounding farmland and the large elevator with Canola plant, the village lends itself to supporting the sector. 2. Tourism- its central location along a major corridor lends itself to recreational tourism, add to that the high-quality sports facility and sports tourism comes into play. 			
What is your value proposition?			
<p>Discover the exceptional value of Warner, Alberta, where affordability meets strategic centrality. Positioned at the heart of the county, Warner offers an affordable lifestyle without compromising on quality. Its central location ensures easy access to surrounding areas, making it a hub for both residents and businesses alike. With access to water and rail, Warner provides the infrastructure necessary for diverse economic activities and transportation needs, fostering growth and connectivity. Residents benefit from low utility rates, enhancing the overall affordability of living in this vibrant community. Choose Warner for an unparalleled value proposition – an affordable haven centrally located with vital access points, making it a town where quality living and economic opportunities converge seamlessly.</p>			
Costs of Doing Business			
Tax rates			
Residential: 14.5 Commercial/Industrial: 18.5			
Land Costs per acre (average)			
Two commercial lots available: \$8363 for 6248-6429 square feet			
Real estate costs per sq. ft (average)			
\$152,000 average house price YTD (www.realtor.ca) and 9,000 square foot lots are \$18,000			
Incentives or cost advantages (if any)			
No formal program but open to conversation			
Other	No Business Licenses Power + program: lower utility rates		
Ease of Doing Business			
What supports do you bring for new businesses (try to be specific)?			
With the Power + program, businesses can take advantage of lower utility rates. Access to quality water is stable, and promotion of the business is done through a listing on the website in the business directory.			
Are there major transport access (road, rail, air)			
Road: Highway 4 (CANAMEX) N/S connection and Highway 36 N/S connection			
Rail: CPKC main line			
Airport: Warner Airstrip			
Describe the business culture in the community			
With twenty-eight businesses in the village of which 96% are small businesses, the culture is supportive, welcoming, and encouraging. There is a mix of home-grown business owners with people that have moved to the community. A deep understanding of connection runs through the community with several			

business owners banding together to purchase the bar so that citizens have a place to socialize and connect.
How do you make new businesses feel welcomed? Feel supported?
There is a large number of service groups, so the ability to become engaged and connect is one of the ways in which businesses can feel supported. A council committed to growth underpins policy and decision making to ensure that resources and support are in place for success.
Who is the point of contact for inquiries?
Kelly Lloyd
Speed of Doing Business
What are the permitting & zoning timelines?
Permitted: < 2 weeks Discretionary: < 1 month
Is the point of contact for inquiries familiar with land use planning, development approvals and the building process?
Yes, and will function as a concierge
Talent
What does your talent pipeline look like? How do you attract talent? What is the affordability look like (e.g., Average housing costs)
With a small population of 372 people, the talent pool relies on drawing from the other communities in the area including the City of Lethbridge. There is an increase in apprenticeship and K-9 enrollment giving promise for future. Known as a commuter community, it is easy for employees to get to Warner as Highway 4 is a double lane highway and major corridor.
Is there access to post-secondary or training programs offered?
Closest is in Lethbridge.
What are the stats about the local workforce?
Alberta Regional Dashboard: 110 people in the labour force with 43% participation rate, 12% unemployment rate, and a couples family income of \$109,000. Stats Canada Census: 45.2% are between the ages of 15-64 with an average age of 48.7
How do you retain talent? What is the quality of life like in your community? (schools, recreation etc.) How do you ensure new residents feel welcome?
Warner excels in retaining talent by fostering a community atmosphere that prioritizes the well-being and fulfillment of its residents. The town's emphasis on a close-knit environment creates a sense of belonging, making individuals and families feel connected and valued within the community. Warner's recreational offerings, especially the local rink and athletic center, provide not only a hub for sports and activities but also a gathering place for the community, enhancing the town's family-focused appeal. Service clubs play a vital role in Warner, providing a platform for residents to connect, collaborate, and contribute to the betterment of the community.
ESG (Environmental, Social and Governance) + DEI (Diversity, Equity & Inclusion) ESG compliance and disclosure are top drivers of investor trust as there is a growing awareness that communities, companies, government etc. have the responsibility and resources to accomplish positive climate action and build a more sustainable and resilient future.
What are the environmental, sustainability or emission reduction initiatives in your community?
With a large number of solar initiatives to power municipality buildings plus the installation of EV chargers, Warner is looking to play a role in mitigating climate change.
What are the DEI initiatives in your community?
The municipality is reviewing the accessibility of all buildings and improving on them. There is a large population of women that are engaged in civic duty including volunteering with many service clubs, so equity has been naturally occurring.
Other
Are there any other aspects that make your community unique?
Warner's allure lies not only in its central location but also in its commitment to preserving its cultural heritage while embracing growth and tourism. As a hub of community spirit, sports culture, and historical fascination, Warner invites residents and visitors alike to experience the charm of a town that seamlessly balances tradition with progress.

Include any relevant maps or photos of investment ready sites

Commercial/Industrial



\$8,362.50

112 4 Avenue
Warner, Alberta T0K2L0
MLS® Number: A1253897



\$8,362.50

110 4 Avenue
Warner, Alberta T0K2L0
MLS® Number: A1253900

From: Maryanne King <mking@npf-fpn.com>
Sent: Thursday, February 8, 2024 8:40 AM
To: admin@warner.ca
Subject: Budget 2024 Update from the National Police Federation

Hello Mayor Lindsay,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

Maryanne King

Policy Advisor | Conseiller Politique
National Police Federation | F d ration de la Police Nationale
(587) 672-0695

npf-fpn.com

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la F d ration de la police nationale est de fournir une repr sentation forte,

professionnelle, juste et

progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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DE LA POLICE
NATIONALE™

2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



NPF Contact:

Sarah Nolan | Director, Government Relations & Policy | snolan@npf-fpn.com

INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

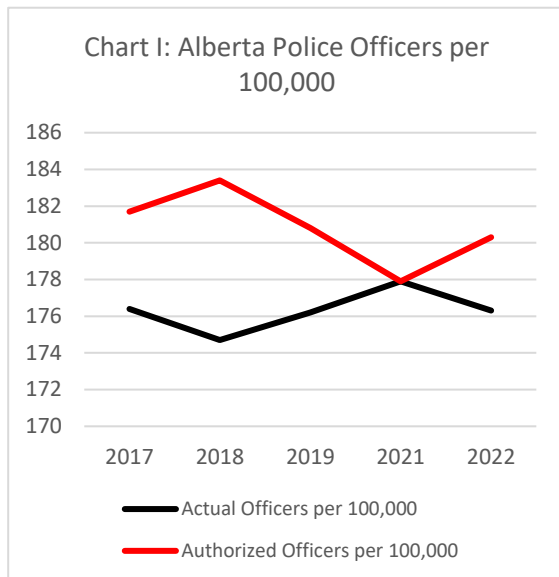
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.ⁱ While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial province that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

NPF RECOMMENDATIONS

1. **Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.ⁱⁱ For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta’s population growth. By the province’s stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.ⁱⁱⁱ All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

2. \$4m in grant funding to support the implementation of policing committees

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under

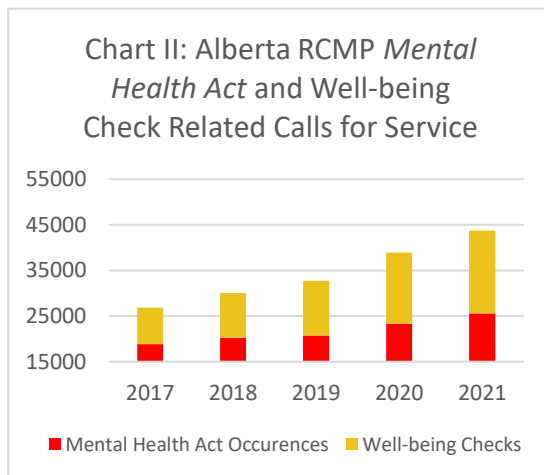
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.^{iv} This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.^v

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.

ⁱ December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

ⁱⁱ Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

ⁱⁱⁱ Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

^{iv} Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

^v March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>

Dear Premier Smith,

The government's renewed interest in supporting public safety across the province is appreciated by my community and others. To ensure that every community across our province has the resources they need to continue to keep the public safe, I'm writing to ask you to include the Alberta RCMP in Budget 2024.

As you know, the Commissioner of the RCMP establishes a minimum level of policing in consultation with the Provincial Minister, who then decides if that standard will be met or exceeded per Article 6 of the Provincial Police Service Agreement (PPSA). The number of officers is reviewed annually by the Provincial Minister as part of planning for each upcoming fiscal year. The Provincial Minister can increase the number of Members in the service through Article 5 of the PPSA.

We are asking the Government of Alberta to invest \$80 million in our Alberta RCMP in pursuit of hiring an additional 400 new RCMP officers across the province. Our community could specifically benefit from an additional ## officers from these new positions. The government can utilize the PPSA as described above to request additional personnel that will bolster the safety of Albertans across the province, and we invite you to act on this function.

Over the past few years, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under-resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to go towards reinvestment in policing, with a priority on increasing core policing.

We need your reassurance that communities served by the RCMP are just as crucial to your government's public safety plans as others. We know that the impact of crime and the number of Albertans needing help aren't limited to the boundaries of Calgary and Edmonton, which is why we are asking you to equitably invest in the Alberta RCMP.

Sincerely,



Request for Decision Code of Conduct Bylaw

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:

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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

- 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:

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:

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 624-24 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 624-24, being the Borrowing Bylaw.

That second reading be given to Bylaw 624-24, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 624-24, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 624-24, being the Borrowing Bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act

Borrowing bylaw

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

(2) A borrowing bylaw must set out

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

(3) A borrowing bylaw must be advertised.

Operating expenditures

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

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

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

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 624-24

**VILLAGE OF WARNER
BYLAW 624-24**

A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2024 EXPENDITURES FROM THE ALBERTA TREASURY BRANCH.

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

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

WHEREAS the Council of the Village of Warner estimates that the taxes to be levied for the year 2024 by the Village of Warner for all purposes will be in excess of the sum of Four Hundred Thousand Dollars (\$400,000.00); and

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

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

1. THAT the Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the Alberta Treasury Branch, the sum of One Hundred and Twelve Thousand (\$112,000.00) when the Council deems it necessary to meet the expenditures and obligations of the Village of Warner for the year 2024 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
2. THAT for in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Village of Warner under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said Alberta Treasury Branch;
3. THAT the Council of the Village of Warner hereby pledges to the said Alberta Treasury Branch as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Village of Warner in prior years, together with those taxes and penalties on taxes to be levied in 2024 for such payment to be levied and collected, nor shall the said Alberta Treasury Branch be bound to wait for payment, until such taxes and penalties can be collected;
4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said Alberta Treasury Branch;

Bylaw 624-24
Borrowing Bylaw

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

Read a first time this _____ day of _____, 2024

Read a second time this _____ day of _____, 2024

Unanimous consent be given to present for third reading this _____ day of _____, 2024

Read for a third and final time this _____ day of _____, 2024

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ___ day of _____, 2024.



Request for Decision Village of Warner Employee Handbook

RECOMMENDATION

That Council approve the Village of Warner Employee Handbook.

LEGISLATIVE AUTHORITY

Alberta Employment Standards
Occupational Health and Safety

BACKGROUND

At the November Council meeting, Council reviewed the Employee Handbook and denoted a couple of areas that required some further research.

Section 1.17 Use of Corporate Vehicles, Tools and Equipment

Section 3.1.1 Sick Leave

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

ATTACHMENTS

1. Village of Warner Employee Handbook

EMPLOYEE HANDBOOK



January 2024

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INTRODUCTION

The purpose of this handbook is to foster harmonious and mutually beneficial relationships between the employer and the Employee. The Village wishes to ensure that all reasonable measures are provided for the safety and occupational health of all Employees. The Village is also desirous of improving the quality of the service that all Employees provide and promoting the well-being and increased productivity of its Employees with the result that the people of Warner will be well and efficiently served. Accordingly, the Village is determined to establish, within the framework of law, effective working relationships at all levels of public service.

The Village shall provide an environment that is free from unlawful harassment or discrimination of any kind including, but not limited to, that which is sexual, age related or ethnic in nature.

In cases of conflict of opinions to the intent of the conditions laid out in this manual, the final interpretation shall rest with the Chief Administrative Officer.

WORKPLACE HEALTH & SAFETY

The Village is committed to maintaining a safe a healthy work environment. The Employer and the Employee are both responsible for the safety of all Employees of the municipality and both will work together to ensure a healthy safe work place for all. The Employer and the Employee are responsible to determine each department's health and safety needs. These needs should be addressed within the municipality's annual department budget recommendations. The Village will allocate budget funds for health and safety within the confines of their financial ability.

References:

- Canada Revenue Agency
- Alberta Human Rights Act
- Alberta Employment Standards & Regulation
- Occupational Health and Safety
- Workers Compensation Act
- Municipal Government Act
- Village of Warner Policies

DEFINITIONS

ANNIVERSARY DATE shall mean the date on which an Employee commenced continuous employment with the Village.

CHIEF ADMINISTRATIVE OFFICER (CAO) shall mean the Chief Administrative Officer.

COUNCIL shall mean the current elected Municipal Council of the Village of Warner.

EMPLOYEES

Permanent Employee shall mean any Employee who is filling a permanent full time or part time position established by Council, and who has successfully completed the required probationary period.

Temporary Employee shall mean an Employee who in a position for a fixed period of time or a season, with a known expected date of termination, and who may work either full time or part time.

Casual Employee shall mean an Employee who works occasional and irregular hours on an as-needed basis.

Probationary Employee shall mean an Employee who is currently serving the required probationary period.

FAMILY MEMBER shall mean Family Member as defined by Alberta Employment Standards.

LEAVE OF ABSENCE shall mean a period of time granted to an Employee to be away from work, and may be with or without pay.

LENGTH OF SERVICE shall mean the length of continuous service in permanent positions commencing at the Employee's start date, i.e., Anniversary Date.

MATERNITY LEAVE shall mean female Employees who are on an approved Leave of Absence in connection with pregnancy. Maternity Leave consists of a maximum of 16 weeks.

OVERTIME shall mean all hours worked in excess of an Employee's daily or weekly regularly scheduled hours for positions as defined in section 1.6.

PARENTAL LEAVE means a voluntary Leave of Absence related to the birth or adoption of a child. Parental Leave may be taken by one parent or shared between the two parents. Total combined Parental Leave cannot exceed 62 weeks.

PROMOTION shall mean a permanent move to a position at a higher Wage Range.

SICK LEAVE shall mean the period of time an Employee is absent from work at the Employee's current pay rate by virtue of being sick or disabled.

STANDBY means on call.

SUPERVISOR shall mean a person who is responsible for and who directly supervises Employees.

VILLAGE shall mean The Corporation of the Village of Warner.

TRANSFER shall mean a permanent move to a different position at the same Wage Range.

VOLUNTEER FIREFIGHTER shall mean a Village of Warner Firefighter who is alerted to emergencies and who is available, goes to the Fire Hall to dress in protective gear, and is transported in Village emergency vehicles to provide emergency response services.

WAGE RANGE shall mean the Wage Range for a position, which outlines the minimum and maximum wage rates.

WORKDAY shall mean any day an Employee is normally expected to work.

DRAFT

1. CONDITIONS OF EMPLOYMENT

1.1. Management Rights

All Employees acknowledge that it is the right of the Village to manage the affairs of the Village and direct the Employees to meet the goals and objectives established by Village Council.

1.2. Equal Opportunity Employment

The objective of equal opportunity employment is to ensure that all Village Employees will be treated equitably and fairly and that all positions are staffed on the basis of job-related criteria and in accordance with pertinent government-legislated acts.

Employment Opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes, qualifications and abilities.

Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for Promotion.

The Village shall comply with all government regulations.

1.3. Recruitment

The recruitment of positions shall be authorized by the Chief Administrative Officer (CAO). The Village may utilize or modify any part of the recruitment or selection process as circumstances require.

The first and primary goal of the Village in the hiring and recruitment process will be to identify and hire the best candidate for each position, in the opinion of the Village. All recruitment shall be conducted in a manner that is open, fair and equitable, and which is seen to be fair and equitable by all Employees, avoiding any appearance or perception of favouritism, pressure to hire from any source, or nepotism.

Hiring and recruitment to identify the best candidate will often, but is not required to, involve the posting of a vacancy or new position within the workplace and the consideration of internal as well as external candidates.

Prospective Employees may be required to undergo a medical examination at the expense of the Village, prior to being employed, where such is a bona fide occupational requirement.

To avoid potential situations of nepotism, the Village of Warner prohibits any Employee from directly or indirectly supervising, scheduling, hiring, terminating or being involved in the work, supervision, performance appraisal or wage increment process, or duties of Family Members. Family Members are defined by Alberta Employment Standards. Employees are required to disclose family relationships that may result in the potential for nepotism, to ensure effective supervision, internal discipline, and positive morale in the workplace. The Village seeks to avoid the perception of favouritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

1.3.1 Promotions and Transfers

The Chief Administrative Officer must approve all Promotions and Transfers. Generally speaking, a Promotion indicates a change in position with a higher wage, while a Transfer implies that no wage change is attached to the new position.

Promotion to another position may involve an internal recruitment or interview process. All lateral Transfers will be discussed with the affected Employee and CAO prior to implementation to ensure the Employee agrees to the lateral Transfer. Nevertheless, it is understood that is the sole right of the Village to initiate and approve Promotions and Transfers.

1.4 New Employee Orientation

The Chief Administrative Officer, or designate, is responsible for introducing Employees, orienting the new Employee to Village policies, procedures and practices, and for providing detailed health and safety orientation and job task orientation.

The CAO will ensure that new Employees receive general health and safety orientation and sign the necessary employment documents (where required) before commencing employment. Employees may not commence employment until all the necessary documents have been signed or provided to the satisfaction of the CAO.

1.5 Probationary Period

The purposes of the probationary period are to evaluate the suitability of the Employee to the position and to allow the Employee sufficient time to evaluate the position.

It is the responsibility of the immediate Supervisor to effectively manage the probationary process PRIOR to the end of the Probationary Period.

New Employees shall serve a Probationary Period of at least 90 calendar days full time continuous service from the date of hiring. The Probationary Period may or may not be tied to the benefits start date. The Supervisor shall conduct a probationary Performance Appraisal with the Employee BEFORE the end of the probationary period is reached. If an Employee has been absent for five working days or more during the Probationary Period, the Probationary Period may be extended for an equal amount of time to make up for such loss, and the Employee will be advised in writing.

An Employee who moves to a different position within the Village with a new employment contract may be required to serve an Assessment Period effective the date of the new contract.

Probationary Employees shall be evaluated with a probationary Performance Appraisal prior to the completion of the Probationary Period by the immediate Supervisor, who shall advise the CAO to:

- Grant the Employee permanent status, or
- Extend the probation, or
- Discharge the Employee from employment

The Chief Administrative Officer, may dismiss probationary Employees at any time during the probationary period for any reason without notice or payment in lieu of notice. A probationary Employee may also resign employment for any reason without notice or payment in lieu of notice.

1.6 Hours Of Work

General working hours and schedules are designed to meet the needs of the Village and the public. The provisions of this section are intended to establish a basis for the computation of Overtime and shall not be construed as a guarantee of hours of work or hours per day.

At the beginning of a shift, in a situation when an Employee is either on the way to work or already at work and an emergency occurs requiring a facility to close, the Employee shall receive a minimum of two hours regular wages for the time spent.

FULL-TIME HOURS (including temporary or seasonal positions):

Shall mean regularly scheduled hours of work of either 37.5 (Administration Office) or 40 (Public Works) hours per week based on position job descriptions and stipulated in employment contracts.

PART-TIME HOURS:

Shall mean hours of work that average less than 37.5 or 40 hours per week, as specifically outlined in the employment contract.

1.7 Rest Periods

In accordance with Alberta Employment Standards, during each shift in excess of five consecutive hours of work, an Employee is entitled to one half-hour unpaid meal break. Employees working shifts as described in section 1.6 shall also normally receive two fifteen-minute paid rest periods within any working day, with one being granted prior to the meal break and one after the meal. The meal break is not to be adjusted to provide additional time in the work schedule.

In emergent situations, Employees may be required to work through a rest period or rest periods.

1.8 Overtime

For the purposes of this policy, Overtime shall mean all hours worked in excess of an Employee's daily or weekly regularly scheduled hours for each category as defined in section 1.6.

For payroll purposes, as an additional benefit, time paid but not worked on statutory holidays will be included in the calculation of Overtime.

Employees may be required to work Overtime on occasion, outside regularly scheduled work hours, to meet an extraordinary situation. If Overtime is required, it is the intention of the Village to provide Overtime pay or an Overtime bank pursuant to the requirements of Alberta Employment Standards, and specifically, the following stipulations apply:

- All Overtime requires prior approval by the immediate Supervisor.
- It is the responsibility of the Employee and the immediate Supervisor to manage Overtime.
- Authorized Overtime shall be paid at 1.5 times for each hour worked.
- Alternately, permanent Employees may sign an Overtime Agreement, in which Overtime may be banked at 1.5 times, per Alberta Employment Standards.
- If banked Overtime is not taken within six months of the end of the pay period in which it was earned, the Village will pay out such Overtime to the Employee at 1.5 times Employee's current hourly wage, per Alberta Employment Standards.
- At any given time, an Employee may not have more than one work week of Overtime banked. Any excess that is over the above banked maximum within a pay period will be paid out within the current pay period.
- Employees may carry over a maximum of one year's entitlement into the following year, unless

prior approval to carry over more is granted by the CAO. Any excess of the annual allotment not approved for carryover will be paid out on the last payroll run of the year at the current hourly rate of pay.

1.9 Time And Attendance Reporting

The purpose of recording Time and Attendance, i.e., timesheets, is to ensure accurate pay records for all Employees.

The Village relies on accurate timesheets for payroll processing, accrual and banked time tracking, and audit purposes.

All Employees of the Village are required to account for their time each pay period. All time within the Employee's prescribed work hours must be accounted for, in addition to time worked outside of prescribed work hours. The Village may utilize an electronic system for time and attendance reporting. An Employee who does not submit a time card per the established schedule may not receive pay in the current pay period.

The established schedule for time sheet submission is the end of the Employee's working day on the last Monday of the month. Employees who will be away when time sheets are required must submit a time sheet in advance of the absence.

Employees are responsible for accurately tracking and reporting the hours they work each day and in each pay period. All hours worked, banked or taken off will be documented on the monthly time sheet.

The CAO is required to authorize Employees' time sheets and in doing so verify the Employees' reports of hours worked. This policy and Alberta Employment Standards gives Payroll the authority to revise time sheets as deemed necessary.

Full time Employees can receive an advance on or before the 15th day of each month, with the balance of pay to be received on or before the 31st of the month. Employees are paid by direct deposit. Every Employee is required to notify Finance of any changes in their personal status.

1.10 Call Out

The purpose of On Call is to provide base compensation for Employees who as part of their job are required to be available for work during weekends and statutory holidays to address water, waste water, ice arena or road maintenance issues.

Call Out pay is applicable only to Employees who are actively on Standby. Employees called back to work after regularly scheduled work hours but who are not actively on Standby will be paid Overtime rates for actual time worked.

Employees called out to work as a result of actively being on Standby shall receive pay at 1.5 times the regular hourly wage for a minimum of three hours, for each time they are required to leave their residence as a result of being called to the worksite. For example, if an Employee on Standby is called out on two separate occasions in the same day, returns home between each call out, and each call out lasts 30 minutes, compensation for each call out will be three hours, for a total of six (6) hours of call out pay; if an additional call is received while an Employee is responding to the first call, but the Employee has not returned home yet, the Employee should record the actual time spent for the second call, i.e. not a minimum of three hours.

Employees required to be on Standby for winter snow removal on weekends or statutory holidays, will be paid a minimum of four (4) hours pay per day.

Employees on Standby shall not use or be under the influence of alcoholic beverages, drugs or other substances, whether legal or illegal, that may impair their judgement. Employees who must take medication that may impair their judgement, or which may impair their ability to do the job shall immediately inform the Supervisor who shall make arrangements for another Employee to be on Standby.

1.11 Resignation

Employees are expected to give notice of resignation consistent with the minimum requirements of the Alberta Employment Standards Code, which at this time requires one **week's** notice if the Employee has been employed for more than three months but less than two years; and two **weeks'** notice if the Employee has been employed for more than two years. The Chief Administrative Officer is expected to give one **month's** written notice, or per the provisions of their employment contracts.

When an Employee terminates employment with the Village, banked vacation, banked Sick Leave, banked Overtime or any other banked time may not be used to extend the resignation or termination date. The termination date will be the last day physically worked.

1.12 Retirement

Employees are encouraged to provide at least three to six months written notice of their intention to retire from the Village of Warner. This time will allow the Village and the Employee to work together to ensure a smooth transition.

Employees drawing other pensions such as Canada Pension Plan (CPP) or Old Age Security (OAS) will provide official written notification from the applicable agency to Finance as soon as possible and will be subject to applicable payroll regulations as established by the Canada Revenue Agency or other legislation.

1.13 Working Conditions

1.13.1 Smoking

Smoking is strictly prohibited in any Village-owned or Village-operated facility, vehicle, equipment or machinery.

Alberta's *Smoke-free Places Act* and the *Tobacco and Smoking Reduction Act* bans smoking any substance in any public place or workplace in the province, as well as within five meters of doorways, windows or air intake vents of public places and workplaces.

1.13.2 Clothing

Employees are expected to wear appropriate attire for the business setting and task being done that reflects the professional environment of the Village of Warner.

Supervisors will ensure that Employees wear protective clothing that is appropriate for the hazards associated with the work being performed.

With the exception of CSA-approved safety footwear, the Village will provide all specialty Personal Protective Equipment (PPE) as dictated by the Village's Health & Safety Program and other legislation.

For permanent Employees in positions that require them, the Village will reimburse the Employee up to \$300.00 every two years for CSA-approved safety footwear, upon submission of a purchase receipt. The Village's **Safety program** and other legislation outline which tasks require Employees to wear CSA-approved safety footwear.

Temporary and casual Employees who are required to wear safety footwear as designated by the Village's Health & Safety program and other legislation will be required to supply their own CSA-approved footwear at their own cost.

Safety equipment specified or supplied for a particular task must be worn while the task is being performed.

1.13.3 Cell Phone-Free Driving

Alberta's Distracted Driving Legislation places restrictions on activities while driving. Village of Warner Employees will adhere to the provisions of this legislation and will only use hands-free devices for answering cell phones while operating Village of Warner vehicles and equipment. The use of voice-activated calling is permissible.

If a hands-free device is not available, Employees are required to pull over safely and stop the vehicle/equipment before engaging in any and all cell phone use, including texting.

1.13.4 Medical Examinations

The Village has the right to require an Employee to provide a medical certificate to their Supervisor or CAO from a Medical Doctor indicating the Employee's ability to carry out the full duties and requirements of the position.

Where the medical examination of an Employee is not otherwise required by the Employee or the Employee's physician, the Village will only require it when such medical examination is a bona fide occupational requirement in the circumstances.

Medical examinations required by the Village will be at the Village's expense.

If an Employee's position duties specify a **driver's** license class or endorsement requiring periodic medical examinations, the Village of Warner will reimburse the Employee for the cost of the medical examination.

1.14 Corrective Action and Discipline (for non-probationary Employees)

The goal of corrective action and/or discipline is improved performance. It is the responsibility of the Chief Administrative Officer to address the disciplinary process. Investigation and discipline regarding Workplace Violence, Bullying and Harassment is addressed in Policy.

All corrective action discussions are confidential and will take place in a private setting with the Employee and will not be discussed publicly or in the presence of other Employees.

An Employee's conduct may be such that it causes this process to begin at Step 2 or Step 3 (see below).

The CAO is responsible to see that the Employee is kept informed throughout this process.

When required, the Employee may be suspended with or without pay as a disciplinary action or to

allow for investigation of an incident or problem, upon the approval of the Chief Administrative Officer. This step may be taken at any time during the disciplinary process and will be noted in the Employee's **personnel file**.

If an Employee has met all requirements for improvement, and after an additional period of six months observation the performance remains satisfactory, the problem shall be considered corrected and noted in the Employee's **personnel file**. **Past disciplinary records or letters will never be removed from an Employee's personnel file.**

The following steps shall be followed to ensure that discipline is applied fairly to all Employees.

STEP 1 - VERBAL WARNING AND PROBLEM-SOLVING SESSION

The Supervisor will discuss the problem needing corrective action with the Employee in a confidential manner and private setting. The Employee will be issued a verbal warning defining what improvement is expected and the time frame in which it is to be achieved. Evidence that the verbal warning was discussed with the Employee will be placed in the Employee's **personnel file**. The Employee will also be advised that failure to improve or further concerns or misconduct will result in further disciplinary action.

STEP 2 – WRITTEN WARNING

Failing improvement, the Supervisor will further discuss the problem needing corrective action with the Employee in a confidential manner and private setting and will issue a written warning defining what improvement is expected and the time frame in which it is to be achieved. The warning will also advise the Employee that failure to improve or further misconduct or concerns will result in further disciplinary action up to the possibility of termination for Just Cause.

One copy of the written warning will be given to the Employee. Evidence that the written warning was discussed with the Employee and that the Employee received a copy of the written warning will be placed in the Employee's **personnel file**.

STEP 3 – DISMISSAL

It may be necessary to terminate employment for Just Cause without notice or payment in lieu of notice if:

- Despite progressive disciplinary warnings, misconduct or concerns continue; or
- The Employee has engaged in a single incident of misconduct of a very serious nature, regardless of any past disciplinary history.

A dismissed Employee will not be allowed to return to the employment of the Village.

1.15 Grievance Procedure

It is the firm belief of the Village that all Employees receive fair and equitable treatment. In line with this belief, all Employees will have access to a resolution process if they feel aggrieved per the definition below.

A "grievance" under this policy may include a specific complaint or formal notice of Employee dissatisfaction related to adequacy of pay, job requirements, work conditions, or other aspects of employment.

No grievance shall be considered if it is not presented within 15 working days of the event or circumstance(s) giving rise to the grievance or from the time when the Employee has knowledge, or

may be reasonably presumed to have knowledge, of such event or events.

STEP 1:

An Employee is responsible for initiating discussion with their immediate Supervisor in an attempt to resolve the issue of concern.

STEP 2:

If the issue remains unresolved, the Employee and the Supervisor are to submit their positions in writing to the Chief Administrative Officer within five working days.

STEP 3:

The decision of the Chief Administrative Officer is final and binding and will be submitted in writing to the Employee within 10 working days.

Council is responsible for the discipline and dismissal of the Chief Administrative Officer (CAO). The CAO is responsible for the discipline of the other Employees.

Any grievance against the Chief Administrative Officer will follow steps 1 and 2 of the grievance procedure and if the grievance proceeds to Step 3, the Employee, and the Supervisor (if applicable) will submit their positions in writing to the Mayor and Council within five working days. The decision of the Mayor and Council is final and binding and will be submitted in writing to the Chief Administrative Officer within 10 working days.

1.16 Violence, Bullying, Harassment and Discrimination

The Village of Warner is committed to ensuring that all its Employees are treated with dignity, consideration and respect in the workplace. Employees shall not be subject to abusive language or behaviour from any person. Every Employee is entitled to a workplace free of harassment, bullying, and discrimination, including sexual harassment.

Procedures for complaints, investigation and discipline regarding Workplace Violence, Bullying and Harassment are outlined in Policy.

The Village shall make every effort to address workplace violence, bullying and harassment in a fair, unbiased, and thorough manner, and Employees found in breach of Policy will be subject to corrective action, which may include termination of employment.

1.17 Use Of Corporate Vehicles, Tools and Equipment

For Employees who require a vehicle to perform their normal duties or who require occasional use of a vehicle for municipal purposes, the Village will provide:

- A vehicle owned or leased by the Village.

As an added benefit to Village Employee's, tools, vehicles and equipment may be used for personal purposes, and must be approved by the Chief Administrative Officer prior to use.

Employees operating their own vehicles under this policy will:

- Supply a drivers abstract, at the Village's cost, upon request
- At all times consider safety when working around or operating a vehicle
- Adhere to all traffic laws and regulations
- Operate the vehicle in accordance with the conditions of the road
- Prior to operating the vehicle, inspect the vehicle to ensure it is in safe operating condition

- and that there are no hazards in the immediate vicinity
- Supply a valid **driver's** license upon request
- Apply for reimbursement based on the kilometre rate approved by the Provincial Government for each kilometre travelled from Warner
- Receive federal tax form for kilometre's driven using personal vehicle for work purposes in town

An Employee on Standby who resides within the Village of Warner corporate limits may be allowed to take a corporate vehicle home for the days actively on Standby, upon the approval of the Supervisor.

1.18 Right To Information

Current or former Employees of the Village have the right to view their personnel file contents, which are property of the Village of Warner. Copies of documents in the Employee's personnel file may be provided on written request by the Employee, entirely at the discretion of the CAO. Viewing may be arranged by appointment with the CAO during regular office hours. Such review of a personnel file by an Employee shall be in the presence of the CAO.

Employee files relating to medical claims or absences may only be viewed by the Employee, in the presence of the CAO. Files relating to Employee legal matters may not be viewed or released to any Employee or representative of the Employee (e.g., legal counsel).

2. VACATION

The primary purpose of paid vacation is to allow Employees to refresh their physical and mental capabilities to remain fully productive. It is the responsibility of the Employee to request preferred dates for vacation leave. All vacation requests are subject to the **Supervisor's approval** and scheduling. The CAO is responsible to ensure that levels of service provided by the Village are maintained.

2.1 Vacation Entitlements

Vacation leave shall not be taken before it has been earned. Vacation leave must be taken in half-day increments, per Alberta Employment Standards.

Eligible Employees shall accrue vacation leave effective their Anniversary Date. Vacation hours are accrued every pay period. Employees working less than full time hours as established in section 1.6 shall receive vacation hours prorated to their full-time equivalency (FTEs).

If a former Employee is rehired, the Employee shall start at the beginning of the vacation entitlement scale, unless specifically outlined in the Employee's **employment contract**, or the Employee is rehired within three months of termination, per Alberta Employment Standards.

Vacation leave will not accrue during an Unpaid Leave of Absence or while the Employee is on an approved disability or WCB claim.

Employees may take annual vacation leave once it has been earned. Employees may carry over a **maximum of one year's** vacation entitlement into the following year, unless prior approval to carry over more is granted by the CAO. Any excess of the annual allotment not approved for carryover will be paid out on the last payroll run of the year at the current hourly rate of pay.

An Employee who suffers the death of an immediate Family Member during the Employee's vacation shall be entitled to Bereavement Leave per Section 3.1.3, and such leave shall not be considered as

vacation.

When an Employee falls ill or is hospitalized for a period of at least 21 hours during a period of vacation, the Employee may use Sick Leave instead of vacation for such absence. No allowance will be considered without verification or proof. Refer to Sick Leave Section 3.1.1 for guidelines on how compensation will be determined during this period.

When an Employee terminates employment with the Village, banked vacation may not be used to extend the resignation or termination date. The termination date will be the last day physically worked.

2.1.1 Vacation Entitlement for Permanent Employees

Vacation is accrued in hours and is pro-rated to the position FTE (full time equivalency).

Vacation time is allowed to be taken in half-day increments.

A permanent Employee who has completed 12 calendar months of continuous service shall accrue in hours, the equivalent of two (2) weeks of vacation in the subsequent year and years following, unless specifically outlined in the Employee's employment contract.

A permanent Employee who has completed four (4) calendar years of continuous service shall accrue in hours, the equivalent of three (3) weeks of vacation in the subsequent year and years following, unless specifically outlined in the Employee's employment contract.

A permanent Employee who has completed ten (10) plus calendar years of continuous service shall accrue in hours, the equivalent of four (4) of vacation in the subsequent year and years following unless specifically outlined in the Employee's employment contract.

A permanent Employee who has completed sixteen (16) years continuous service or more shall accrue in hours, the equivalent of five (5) weeks of vacation in the subsequent year and years following, unless specifically outlined in the Employee's employment contract.

Vacation time can be taken at any time provided that reasonable notice is given to the CAO. Unused accumulated time off that has not been taken from previous year will be paid out to the Employee in the last pay period of December of each year, unless approved by the CAO.

2.1.2 Vacation Entitlement for Non-Permanent Employees

Non-permanent Employees (Casual, Temporary, or Seasonal) shall be entitled to vacation pay paid every pay period as specified by Alberta Employment Standards.

2.2 Statutory Holidays

All Employees are entitled to receive the benefit of Statutory Holidays. Eligibility for pay or paid time off for Statutory Holiday entitlements is outlined in Alberta Employment Standards.

In general, permanent Employees (full time or part time) shall receive the day off with pay for all Statutory Holidays, if the Statutory Holiday falls on a day the Employee would normally be at work. As an additional benefit, permanent Employees will be eligible for Statutory Holiday days off with pay upon commencement of employment.

For payroll purposes, as an additional benefit, time paid but not worked on statutory holidays will

be included in the calculation of Overtime.

Non-permanent Employees (casual, temporary or seasonal) shall receive Statutory Holiday pay in accordance with Alberta Employment Standards.

Employees who are required to work on a Statutory Holiday will be compensated per Alberta Employment Standards, with the exception that the Village does not allow banking of Statutory Holidays.

The Village currently recognizes the following statutory holidays for all Employees:

New Year's Day	Alberta Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Labour Day	Heritage Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

The Village of Warner offices (administration and public works) will be closed over the Christmas Holidays.

The Village will recognize any other statutory holiday which may be proclaimed by the Province of Alberta in the future, or in turn, may cease to recognize any statutory holiday that the Province of Alberta may cancel. The Village may also, at its discretion, designate additional statutory holidays on a one-time or ad hoc basis.

3. LEAVES OF ABSENCE

The Village may provide Paid or Unpaid leaves of absence to support an Employee's absence from work. Leaves of Absence with Pay include but are not limited to:

- Sick Leave
- Vacation leave
- Bereavement leave
- WCB leave (paid by WCB)
- ~~Short Term~~ Long-Term Disability leave (paid by Insurance carrier)
- Court leave
- Firefighter leave

Leaves of Absence Without Pay include but are not limited to:

- Personal Leave of Absence
- Leave Without Salary due to denial of a WCB, ~~STD~~ or LTD claim
- Leave Without Salary while waiting for notification of approval of a WCB, ~~STD~~ or LTD claim

Employee granted a Leave of Absence for a period in excess of thirty (30) calendar days shall make the necessary arrangements to prepay both the Employer's share and Employees share of all contributing benefit plans.

3.1 Leaves Of Absence with Pay

3.1.1 Sick Leave

Each permanent Employee shall accrue in hours, the equivalent of one day of Sick Leave for each completed calendar month to a maximum, in hours, equivalent to ~~four~~ sixteen (16) work weeks. Employees have no inherent right to Sick Leave funds, and if an Employee terminates employment with the Village, will not be paid any Sick Leave balances.

With authorization from the Supervisor, an Employee may use Sick Leave to care for sick immediate Family Members or to attend medical appointments with those immediate Family Members.

Employees are required to notify their Supervisor immediately when aware they will be unable to report to work. In cases of repeated or chronic absences, the Village may require a medical certificate or note for absences. The Village may ask for additional relevant medical information consistent with the Employee's and the Village's rights and responsibilities pursuant to Human Rights legislation.

In certain cases of absence due to illness or disability, an Employee may apply for, if eligible, Long Term Disability benefits.

If an Employee is entitled to receive WCB ~~or Short Term~~ or Long-Term Disability payments, the Employee shall not be eligible for Sick Leave during the absence.

Where appropriate and within the restrictions of Alberta Human Rights, the Village may require an Employee to be examined by a medical doctor designated by the Village and at the cost of the Village, where such examination is a bona fide occupational requirement.

~~Unused Sick Leave for any year will expire at the end of each year and may not be accumulated and/or carried over.~~

3.1.2 Workers Compensation Board (WCB) Leave

Employees who are injured on the job during the hours of their scheduled work shift or when working approved Overtime and who are required to leave the job site for treatment, or who are sent home as a result of accident or injury, will be paid for a full day's shift, regardless of the time of injury.

A permanent Employee who is on an approved claim from WCB Alberta and who may not work as a result of an injury will continue to be paid regular wages by the Village equivalent to the amount of approved WCB benefits. Wages will be subject to applicable source and benefits deductions for the duration of the absence.

Vacation and/or sick days and other entitlements will not accrue during a WCB claim.

A casual, temporary, or seasonal Employee who is on an approved claim from WCB Alberta and who may not work as a result of an injury will be paid directly by WCB Alberta with no additional compensation from the Village.

If an Employee's WCB claim is denied, the Employee will:

- 3.1.2.1 Use any banked Sick Leave, banked Overtime, or vacation leave to cover the absence;
or
- 3.1.2.2 Apply for a personal Unpaid Leave of Absence

Should the WCB claim be denied, the Employee will be responsible for paying back the Village for any compensation received from the Village from the time of the injury to the date the claim was denied, unless other arrangements have been made per the above.

3.1.3 Bereavement Leave

An Employee not on Unpaid Leave of Absence may be granted bereavement leave at the

Employee's basic rate of pay.

In the event of the death of an Employee's Family Member, the Employee will be granted bereavement leave with pay as follows:

- 3.1.3.1 Up to 5 days of bereavement leave in the event of the death of the Employee's legal or common-law spouse, child, father, mother, (step) sister, (step) brother.
- 3.1.3.2 Up to 3 days of bereavement leave in the event of the death of a Family Member not listed above, as defined by Alberta Employment Standards.
- 3.1.3.3 Two additional travel days of bereavement leave will be provided where the Employee attends a Family Member's funeral and the distance travelled is more than 500 km one way from Warner.

Up to one day of bereavement leave per occurrence will be granted to an Employee to attend the funeral of a friend or colleague, at the discretion of the Employee's Supervisor.

3.1.4 Court Leave

An Employee summoned to appear as a witness during court proceedings or to serve jury duty shall be paid the difference between what the Employee would have earned, and the fee received. The Village **may require** the Employee to provide a certificate of service from an officer of the court before making any payment.

Employees will come to work during those hours that they are not required to attend by the court, taking into account travel time.

3.1.5 Firefighter Leave

The Village of Warner supports Employee participation and membership in the Warner Fire Department.

Interested Employees should meet with their Supervisor to discuss this pursuit and the impact it may have on the Employee's **work schedule**.

A Village Employee who serves as a Firefighter who has received a call to attend a fire or emergency during the Employee's regularly scheduled work hours will be compensated at the Employee's regular hourly wage for the work hours spent attending the emergency. When responding during scheduled working hours, the Employee shall not receive Firefighter pay in addition to regular pay.

For time served as a Firefighter outside the Employee's **regularly** scheduled hours of work, Employees shall be paid at the rates established for Firefighters. Time required by the Fire Department for training is the responsibility of the Employee. Overtime does not apply in any case.

It is up to the Employee's Supervisor to determine whether or when an Employee may respond to a fire or emergency call during the Employee's **scheduled work hours**. This **determination** should not be based on individual calls or incidents but should be agreed to through prior discussion with the Supervisor. An understanding should be developed that indicates, as clearly as possible, those circumstances in which the Employee may respond, and those circumstances where the Employee may not respond.

Generally, the Employee will be allowed to respond to fire or emergency calls whenever possible, as long as doing so does not place equipment, facilities, or other individuals at risk, and which does

not interfere with the work of fellow Employees as a result of the Employee's absence or incur Overtime either by the Employee or fellow Employees.

When called to a fire or emergency during regular work hours, the Employee will notify the Supervisor before leaving work.

When the Employee is no longer needed at the fire or emergency, the Employee will return to work to finish any remaining time on the shift, if applicable.

The Village of Warner reserves the right to limit the number of Employees responding to fire or emergency calls depending on organizational needs. Situations not included in these guidelines will be addressed by the Supervisor on a case-by-case basis.

3.2 Leaves Of Absence Without Pay

The Village of Warner recognizes that Employees may choose or be faced with circumstances that require unpaid leaves of absence from work. Where possible, the Village will cooperate with Employees in granting such requests for unpaid leave.

Supervisors may approve Unpaid leaves of absence in consultation with the Chief Administrative Officer.

All requests for, or extensions to, unpaid leaves of absence must be in writing to the Employee's Supervisor with as much notice as possible. The Chief Administrative Officer must be notified as soon as possible of the leave and provided with the original request for leave document(s). The Village reserves the right to request certification or documentation regarding the reasons for the Leave of Absence request.

An Employee who is absent without notification or written authorization for an unpaid Leave of Absence or who does not receive written consent for an extension to an unpaid Leave of Absence and who does not return to the employ of the Village by the date prescribed will be considered to have forfeited the Employee's position with the Village.

While on unpaid Leave of Absence, any Employee found to be in receipt of remuneration for services other than from the Village without direct authorization from the Chief Administrative Officer to do so will be subject to disciplinary action as set out in this policy.

Vacation and/or sick days and other entitlements will not accrue during an unpaid Leave of Absence. Earned vacation or sick days will not be used to cover or extend such leaves unless otherwise authorized.

If or when an Employee returns to work after an unpaid Leave of Absence, the leave will be considered as continuous service and the Anniversary Date for recognition and service purposes shall remain the same.

3.2.1 Personal Unpaid Leave of Absence

An Employee may be granted a personal Unpaid Leave of Absence for a period up to one calendar year at the discretion of the Chief Administrative Officer.

A personal Unpaid Leave of Absence may include many different circumstances, including absence as a result of a disability claim being denied, or depletion of accrued sick or vacation time.

An Employee who is granted a personal Unpaid Leave of Absence has the option to remain on the Village's **benefits** plan (if applicable) for up to one year of the absence. If the Employee chooses to remain on the benefits plan, the Employee shall make arrangements for the payment of premiums for both the Employee and employer share for the applicable benefit plans for the duration of the Unpaid leave, effective the start date of the unpaid leave. An Employee who is in default of payment by one month after any invoice due date may be subject to immediate discontinuation of benefits.

Vacation and Sick Leave and other entitlements will not accrue while an Employee is on a personal Unpaid Leave of Absence.

While on unpaid Leave of Absence, any Employee found to be in receipt of remuneration for services other than from the Village without direct authorization from the Chief Administrative Officer to do so will be subject to disciplinary action as set out in this policy.

An Employee who is absent without notification or written authorization for an unpaid Leave of Absence or who does not receive written consent for an extension to an Unpaid Leave of Absence may be considered to have forfeited the Employee's position with the Village.

3.2.2 Maternity Leave

Maternity Leave will be granted in accordance with Alberta Employment Standards and the Federal Employment Insurance Act. An Employee is expected to work out a Maternity Leave plan with their Supervisor at least three months prior to the expected delivery date. Maternity Leave consists of a maximum of 16 weeks.

An Employee has the option to keep all benefits active or no benefits active during maternity and/or Parental Leave. Per legislation, the birth mother must take 6 weeks off work after the birth of her child, which is considered the health-related portion of the Maternity Leave. The Village will continue to pay premiums for medical and dental benefits for the health-related portion of the Maternity Leave.

After the 6-week health-related portion of the Maternity Leave is over, if the Employee has chosen to keep all benefits active, then the Employee is responsible for paying all applicable monthly premiums, both the Employee and employer portions, for the remainder of the leave, to a maximum of 78 weeks if Maternity Leave is combined with Parental Leave. An Employee who is in default of payment by one month after any invoice due date may be subject to immediate discontinuation of benefits.

Vacation and/or Sick Leave or other entitlements will not accrue while an Employee is on Maternity Leave.

3.2.3 Parental Leave

Parental Leave will be granted in accordance with Alberta Employment Standards and the Federal Employment Insurance Act. Parental Leave is a voluntary Leave of Absence related to the birth or adoption of a child. Parental Leave may be taken by one parent or shared between the two parents. Total combined Parental Leave may not exceed 62 weeks.

An Employee on the Village's benefits plan has the option to keep all benefits active or no benefits active during Parental Leave. An Employee who chooses to remain on the benefits plan shall be required to pay the monthly premiums for both the Employee and employer portions of the applicable benefit plans. An Employee who is in default of payment by one month after any invoice due date may be subject to immediate discontinuation of benefits.

Vacation and/or sick benefits will not accrue while an Employee is on Parental Leave.

3.2.4 Long Term Disability (LTD)

In certain cases of prolonged absence due to illness or injury not incurred during the work shift, after an Employee has reached the maximum period for Sick Leave (16 weeks), an Employee may apply, through [Human Resources Finance](#), for Long Term Disability benefits. This benefit is determined by and paid by the benefits carrier.

If an LTD claim is approved, premiums for certain insurance benefits may be waived by the benefit carrier, and the Employee may remain on the Village's benefit plan for up to three months after the date that LTD benefits are approved. The Employee will still be required to pay for any Employee-paid monthly premiums that were in place prior to the LTD claim. Failure to pay invoices by any due dates may result in immediate discontinuation of benefits.

After three months of being on LTD, an Employee may choose to remain on the Village's benefit plan for a maximum of two calendar years after the date that LTD benefits are approved. The Employee will be required to pay 100% of the monthly cost for all applicable premiums. An Employee who is in default of payment by one month after any invoice due date may be subject to immediate discontinuation of benefits.

Vacation and/or Sick Leave or other entitlements will not accrue while an Employee is on approved LTD leave. At any point during the leave, the Village may pay out, or the Employee may request the Village to pay out, any banked Overtime and/or banked vacation time without affecting the amount of LTD benefits.

If an Employee's LTD claim is denied, or the Employee does not return to work after the closure of a claim, the Employee may:

- Use any banked Sick Leave, banked Overtime or vacation leave to cover the absence; or
- Apply for a personal Unpaid Leave of Absence

An Employee who does not return to work after the closure of an LTD claim and who provides no written medical evidence supporting further absence or who does not apply for a personal Unpaid Leave of Absence may be considered as to have forfeited the Employee's position with the Village.

3.2.5 Compassionate Care Leave

Compassionate Care Leave as legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave to care for a Family Member with a serious medical condition with a significant risk of death. This leave will be granted per Alberta Employment Standards.

3.2.6 Death or Disappearance of Child Leave

Death or Disappearance of Child Leave as legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave when their child(ren) disappear as the result of a crime, or if the child(ren) die(s) as the result of a crime. This leave will be granted per Alberta Employment Standards.

3.2.7 Critical Illness Leave

Critical Illness Leave as legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave to care for an Employee's Family Member who become(s) critically ill. This leave will be granted per Alberta Employment Standards.

3.2.8 Long-term Illness and Injury Leave

Long-term Illness and Injury Leave legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave for long term personal sickness or injury. This leave will be granted per Alberta Employment Standards.

3.2.9 Domestic Violence Leave

Domestic Violence Leave as legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave if they become victims of domestic violence. This leave will be granted per Alberta Employment Standards.

3.2.10 Personal and Family Responsibility Leave

Personal and Family Responsibility Leave legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave for personal sickness or short-term care of an immediate Family Member, including attending to personal emergencies and caregiving responsibilities related to education of a child. This leave will be granted per Alberta Employment Standards.

3.2.11 Citizenship Ceremony Leave

Citizen Ceremony as legislated by Alberta Employment Standards provides Employees with unpaid, job-protected leave to obtain a certificate of citizenship. This leave will be granted per Alberta Employment Standards.

4. COMPENSATION AND BENEFITS

The goal of the Village of Warner is to provide a sustainable compensation and benefits program.

The CAO and/or designate shall act as the main information resource regarding benefits and is responsible for the administration of Employee benefits.

Employees receive detailed orientation and information on the Village's **benefits program** from the CAO and/or designate upon benefits enrolment. It is the responsibility of Employees to ensure that they understand the benefits they receive.

4.1 Health And Insurance Plans

Participation in insurance programs is mandatory for all eligible permanent Employees. Employees who have, upon application, or who obtain at a later date, alternate coverage for Extended Health and/or Dental care may opt out of this coverage by completing the "**Refusal of Benefits**" portion of the enrolment form. All other benefits are mandatory.

If both an Employee and the Employee's **Spouse or Common-Law** partner (as defined by the benefits carrier) are both employed by the Village and are or become eligible to participate in the Village's benefits plan, only one of the Employees may choose Family coverage; the other spouse or common-law partner may waive Health and Dental coverage per the above and be covered under the spouse/common-law partner's **Family plan**. **Alternately both** Employees may participate under the plan through individual single coverage. Per the above, participation in all other benefits, i.e., life insurance, etc. are mandatory.

Benefits come into effect after the Employee's **benefits probationary period** has been successfully completed, unless otherwise specified in the Employee's employment contract.

When an Employee terminates employment with the Village, all benefits coverage will cease at

midnight effective the last day physically worked.

Programs currently in place for eligible Employees are as follows:

BENEFIT	VILLAGE PAID	EMPLOYEE PAID
Basic Life Insurance	100%	0%
Accidental Death & Dismemberment Insurance	100%	0%
Dependent Life Insurance	100%	0%
Long Term Disability (taxable)	100%	0%
Critical Illness Insurance (optional)	0%	100%
Spouse Critical Illness (optional)	0%	100%
Child Critical Illness (optional)	0%	100%
Extended Health Care	100%	0%
Dental Care	100%	0%
Vision Care	100%	0%

4.2 RRSP

Employees shall have the option to purchase a self-directed RRSP and the Village will match the Employee contribution up to a maximum of 5% of their annual gross salary.

4.3 Subrogation Of Benefits

In order for the Village to continue to provide Employees with paid absences and health and insurance benefits, it is necessary for the Village to minimize the costs of providing these benefits. To the extent that these benefits provide indemnity to an Employee for expenses or loss of wages which an Employee might otherwise incur as a result of the wrongful act of a third party, the Employee should not be able to collect from both the Village's benefit plans and from the third party to the point where the Employee is more than fully indemnified. It is not the intention of the Village to penalize an Employee or to cause an Employee to receive less than that to which the Employee is entitled. Once the Employee makes full recovery of expenses and lost wages, any excess received or recoverable by the Employee from the third party should be repaid or directed to the Village or its benefit plan carrier.

Any Employee who receives benefits from a Village benefit plan for expenses or lost wages incurred or suffered as a result of the act of a third party shall notify the Village of the fact and shall account for and pay to the Village any amount which represents excess recovery from the third party.

On request from the Village and as a condition of receiving benefits from the Village benefit plan, the Employee shall:

- 4.3.1 Provide full particulars of the potential claim against the third party including the name of the third party, names and particulars of insurance adjusters appointed, lawyer and/or insurance companies involved and shall keep the Village advised of the progress of any claim.
- 4.3.2 Deliver to the Village an acknowledgement agreeing to the terms of this policy and an assignment of the proceeds from any such claim.
- 4.3.3 Authorize the Village on behalf of the Employee to bring claim or action against the third party to recover such losses or expenses.

Examples of situations where the Village may exercise its rights of recovery include, but are not limited to, automobile accidents or medical malpractice.

4.4 Compensation and Salary Administration

Supervisors are responsible for evaluating their Employees and recommending any salary adjustments.

Supervisors will complete Performance Appraisals for their Employees at least annually, based on each Employee's **established Position Anniversary Date** (which may be different from the Anniversary Date), which will be reviewed and filed by the Chief Administrative Officer. Performance Appraisals may or may not be tied to wage adjustments.

Performance appraisal will be based upon the responsibilities, skills and attributes outlined in the Position Job Description of each Employee. The appraisal process will also include an evaluation of the **successfulness of the Employee's accomplishment** of the short and long-term strategic priorities and objectives.

4.5 Wage Adjustments

Employees may receive wage increases based on the following:

- 4.5.1 Performance Appraisal
- 4.5.2 Cost of Living Adjustments (COLA)
- 4.5.3 Certification achieved (i.e., Operator 1, 2)

To ensure fair and equitable application and practice regarding wage increases, the Village utilizes a Wage Scale which is divided into position Levels and Wage Steps. Each Level is divided into 6 steps with each step being a 2.5% increase over the previous step.

Employees in the wage scale will advance one wage step annually within their wage level to a maximum of wage step 6 effective their Position Anniversary Date (which may be different from the Anniversary Date), provided they achieve a satisfactory Performance Appraisal.

Employees who reach Step 6 within their wage levels will remain at Step 6, and any future increases will be based on COLA and/or Market Adjustments only.

Market trends will be analyzed every two years by the Chief Administrative Officer. Any wage scale adjustments based on such analysis will be at the discretion of the Village through budget approval.

5. EDUCATION, TRAINING AND TRAVEL EXPENSES

Through training and professional development, the Village will assist Employees to become more adept in the performance of their duties or to explore succession-related possibilities.

In conjunction with their Supervisor, it is the responsibility of Employees to assess or identify specific training needs or career-related possibilities and to incorporate them into their annual Personal Learning Plans as part of the annual Performance Appraisal process.

5.1 Training

Employees may request, or may be required, to attend various programs for the purposes of upgrading their skills or knowledge related to their duties.

Employees will be compensated at their base rate of pay for hours actively attending a conference, course, or workshop during their regular scheduled working hours, to the maximum regular daily hours.

Any additional compensation for an Employee travelling to or from training and development

programs outside regular scheduled hours of work shall be reviewed and pre-approved by the CAO prior to the travel date. Employees are encouraged to flex their working hours to accommodate time to travel during normal working hours.

All applications for training are subject to resource availability, operational requirements and CAO approval.

An Employee may be granted an Unpaid personal Leave of Absence to complete an approved course, at the discretion of the Chief Administrative Officer. In most cases a written agreement will be required. Provisions regarding continuation of benefits and payment of benefits premiums will apply as per section 3.2.

Applications for attendance at any workshop, course, symposium, seminar, or convention shall be incorporated into the Employee's **annual Performance Appraisal and be approved by the Employee's Supervisor** or CAO. Requests should outline the program and its benefits and must include an estimate of costs and the number of days or hours an Employee will be absent while attending the training, including travel and accommodation plans.

When the Village approves an Employee's attendance at a training program, the Village may pay for directly or reimburse the Employee for the following receipted expenses:

- Text and course manuals
- Travel expenses (as per current rate for travel allowance)
- Accommodation
- Meals, gratuities and incidental expenses to the daily maximum allowances
- Registration and examination fees

Alcohol is not an allowable expense that can be claimed.

If an Employee receives financial assistance from another source, the Employee must notify the Village, and reimbursement from the Village will be offset accordingly.

If an Employee leaves the employ of the Village before successfully completing a course, or if the Employee does not successfully pass the course, the Employee will repay the cost of tuition paid by the Village or have the cost of tuition deducted from the Employee's pay. The Employee's agreement to have such amount deducted from pay will be specified and agreed to in writing, prior to the start date of the course.

The Employee must provide proof of completion within 60 days of completion of the course.

5.2 Memberships In Organizations and Associations

Memberships in Provincial or Professional organizations that benefit the Village are encouraged.

The Village encourages Employees who are members of work-related professional and provincial organizations to contribute to the leadership of those organizations. Employees are requested to discuss their participation with their Supervisors who shall bring it to the attention of the Chief Administrative Officer. If the organization does not pay the Employee's expenses, the Village may pay them.

The Village encourages membership in non-work-related local organizations and associations. Any membership or other fees will be the responsibility of the Employee.

6. EMPLOYEE RECOGNITION

Employees who meet the requirements of both sections 6.1 and 6.2 shall receive the benefit of both awards.

Employee recognition awards may be subject to taxable benefits, per Canada Revenue Agency regulations.

6.1 Voluntary Termination Awards

The Village will recognize Employees resigning or retiring for their service to the Village.

After a minimum of one year of service, a gift shall be provided to an Employee retiring or resigning as follows:

- 1 to 5 years of service \$20 per year
- 5+ to 10 years of service \$40 per year
- 10+ to 20 years of service \$60 per year
- 20+ to 25 years of service \$80 per year
- 25+ years of service \$100 per year

"Years of service" will be continuous active employment based on the calendar year (12-month periods).

6.2 Long Term Service Awards

The Village will provide appreciation for long term continuous service to permanent Village Employees, based on each Employee's established and most recent employment Anniversary Date.

When Employees have completed 5 full years of continuous service, they will be presented with the appropriate gift value as listed below.

Permanent Employees shall be presented with a gift for the completion of an appropriate years of service shall also be received in the value identified as follows:

5 continuous years	\$100 value gift	20 continuous years	\$250 value gift
10 continuous years	\$150 value gift	25 continuous years	\$300 value gift
15 continuous years	\$200 value gift	30 continuous years	\$400 value gift

Long Term Service awards will be given annually to Employees who reached their service within the calendar year.

7. PROVIDING OF INFORMATION

7.1 Confidential Information

Employees have access to confidential information by reason of their employment with the Village.

Employees must not make confidential information available to the public, including their immediate families, relatives, or friends. This obligation of confidentiality continues indefinitely, even after the Employee's conclusion of employment with the Village.

7.2 Public Statements

Only the Mayor, the Chief Administrative Officer, or designated Employees may make public

statements on behalf of the Village.

8. OUTSIDE EMPLOYMENT and RELATIONSHIPS

An Employee may engage in any outside paid work or a business undertaking or contractual relationship:

- That does not interfere with the performance of duties as a Village Employee.
- While not on an unpaid or paid Leave of Absence.
- In which no advantage is derived from employment with the Village.
- In which no financial benefit may be derived by the Employee or the Employee's family as a result of information received by virtue of employment with the Village.

9. ACCEPTANCE OF GIFTS

In order to preserve the image and integrity of the Village, business gifts should be discouraged. However, the Village recognizes that moderate hospitality is an accepted courtesy of a business relationship. Employees should not allow themselves to reach a position where they might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality.

Employees may individually accept a gift(s) of moderate cost made up of a supplier's own product or which are clearly promotional items such as calendars, golf balls, etc. which bear the imprint of the company.

Employees may not individually accept a gift(s) of substantial value (e.g., \$500, and greater) or which is unrelated to a supplier's product or company. Gifts provided to a Village of Warner department, facility or to the corporation (e.g., Christmas baskets) that are large, unique, or of substantial value which are not corporately shared, or which may not be appropriately shared (e.g., liquor) will be distributed by a draw.

10. RUNNING FOR POLITICAL OFFICE

Employees will be granted an unpaid Leave of Absence to run for elected office. Provisions regarding continuation of benefits and payment of benefits premiums will apply per section 3.2.



Request for Decision Request to Use Airport

RECOMMENDATION

That Council approve/not 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 events.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Devils Warriors Motorcycle Club is requesting the use of the Warner Airport to host basic arm drop drag race events during the summer of 2024.

Dates at this time are not confirmed, but the events could be held Fridays and Sundays from 11:00 a.m. to 9:00 p.m.

Administration has reached out to previous renters and are waiting for a response from one organization.

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. Airport Use Request Letter

From: chad petruk <chad.petruk@gmail.com>
Sent: January 30, 2024 6:45 PM
To: cao@warner.ca
Subject: Airstrip rental.

Subject: Request for Airport Rental Approval for Community Event

Dear Village Council

I hope this letter finds you well. We are writing to formally request the rental of the village airport for a community event that aims to bring our residents together while supporting local charities. The event is scheduled to take place on (please provide dates available so we can coordinate dates that work for both parties Friday and Sundays are the best for us, Saturday can work depending. We anticipate requiring the airport facilities during the hours of 11:00 am to 9:00pm. Or if the time is done differently we are able to accommodate depending on the rental time you offer. We have all permits and insurance in place.

In addition to the airport rental, we would like to outline the services we are able to provide if not included for the successful execution of the event:

1. **Concession Stands:** We plan to set up concession stands offering a variety of food and beverages to enhance the overall experience for attendees. We also plan to sell merchandise, hats, shirts, stickers, pins.
2. **Security:** Ensuring the safety of all participants is of utmost importance to us. We will provide security personnel to monitor the event. We will also be able to provide water and bathroom services.
3. **Gate Staff:** Trained gate staff will be essential to manage the flow of traffic and assist with the smooth entry and exit of attendees.

As for the event itself, it will be a basic arm drop drag race event, we will have basic classes for fairness. Cars and bikes will be welcome, all drivers will be required to provide licences and insurance to be eligible to race. Our goal is to foster community spirit and contribute to the well-being of our residents.

Moreover, we are pleased to inform you that any earnings from this event will be donated as a gift to support local charities, we support woods homes in Lethbridge helping youth in the community have a place to sleep and food to eat. . We believe this aligns with the entire event participants commitment to community welfare.

We kindly request your approval for the rental of the airport and the associated services outlined above, if not provided. We are confident that this event will not only bring joy to our community but also contribute to the greater good through our charitable donations.

Thank you for your time and consideration. We look forward to the opportunity to discuss this proposal further and address any questions or concerns you may have. My mother lives in Warner and suggested this as a good community to host an event like this. The event last year was great to see.

Sincerely,

Chad Petruk
Devils Warriors Motorcycle Club
Chad.petruk@gmail.com
403 715 2797



Request for Decision Fire Appointments

RECOMMENDATION

That Council appoint Deven Owen as Fire Chief, and Robert Lien as Deputy Fire Chief for the Warner Volunteer Fire Department.

LEGISLATIVE AUTHORITY

Municipal Government Act

Bylaw 389-84 Establishment and Operation of a Fire Department

BACKGROUND

As per bylaw 389-84, Council is required to appoint a Fire Chief and Deputy Fire Chief.

RISKS/CONSEQUENCES

Should the appointments not be made, Council would be in contravention of Bylaw 389-84.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None



Request for Decision Pink Shirt Day Proclamation

RECOMMENDATION

That Council proclaim February 28, 2024, as Pink Shirt Day in the Village of Warner.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

It was nearly a decade ago at Central Kings Rural High School in Cambridge, Nova Scotia, when grade 12 students Travis Price and David Sheppard caught wind of a grade nine student being bullied for wearing a pink shirt to school.

Instead of standing idly by and watching it happen, they decided to step up and do something about it. Almost 10 years after the fact, their act of standing up to bullying has grown into a worldwide movement called Pink Shirt Day.

The following is an excerpt from an interview with co-founder Travis Price.

"Pink Day started when a grade 9 student was bullied for simply wearing a pink shirt. Myself and David Sheppard, the other co-founder, heard about this, saw it and thought that bullying had gone on long enough in our school and we could make a difference. We didn't immediately know how so we went home that day and started thinking about ideas.

Eventually, we came up with the idea that if we wore pink and got other people to wear pink that they couldn't bully all of us essentially. So, we went out and bought everything we could find that was pink, tried to encourage our school to wear pink the next day and fortunately for us our school got behind us. Out of 1,000 kids we got about 850 people wearing some kind of pink and from there Pink Day started.

Within the week we had schools throughout Nova Scotia and the next week schools throughout Canada and within a month there were schools all over the world that were taking part in the movement that we started, kind of accidentally.

It just took a life of its own, it grew organically and so many youths were affected by the issue of bullying that this is kind of their chance to raise up, use their voice and say hey I've been bullied but it's okay. Now we can have a conversation about it and Pink Day has taught us about it.

As much as Pink Day is important, we want kids to understand that it's not just about the shirt. It's about the everyday actions that they make, it's the choices they make and it's the person wearing the shirt that makes those choices."

World News posted Feb 22, 2017 @ 06:00am by Josh Duncan



Request for Decision Pink Shirt Day Proclamation

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

ATTACHMENTS

1. Pink Shirt Day Proclamation



OFFICE OF THE MAYOR PROCLAMATION

"PINK SHIRT DAY"

Wednesday, February 28, 2024

In 2007, Nova Scotia, after a new student was bullied for wearing a pink shirt, two grade 12 students bought 50 pink shirts and encouraged their classmates to wear pink. This small act of kindness has grown into an international movement, known as Pink Shirt Day.

On February 28, 2024, everyone is encouraged to practice kindness and wear pink to symbolize that bullying is not tolerated. Wearing pink on February 28th sends a strong message that society cares.

WHEREAS, A partnership of youth, parents, educators and other school employees, police, youth-serving organizations and community members have a role to play in highlighting the dangers of bullying;

AND WHEREAS, It is important that we encourage everyone throughout the Town to be caring and respectful to one another so that all can live in a safe environment.

THEREFORE, we, the Elected Officials of the Village of Warner, do hereby proclaim Wednesday, February 28, 2024, as "PINK SHIRT DAY" in the Village of Warner.

Signed this _____ day of _____, 2024

His Worship
Mayor Tyler Lindsay



Request for Decision Village of Warner Library Board Appointment

RECOMMENDATION

That Council appoint Maureen White to the Village of Warner Library Board for a three-year term, from February 18, 2024 to February 17, 2027.

LEGISLATIVE AUTHORITY

Libraries Act

Municipal Government Act

BACKGROUND

The Village has received an application from a resident who wishes to volunteer their time on the Library Board. As such, this application is in front of council for appointment.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None