



VILLAGE OF WARNER

BOX 88, WARNER, ALBERTA, T0K 2L0
PHONE 642-3877 FAX 642-2011

AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – MAY 15, 2024 AT 5:30 P.M.

1. CALL TO ORDER

2. DELEGATIONS

- A) Chief Mountain Regional Solid Waste Services Commission

3. AGENDA

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

4. REPORTS/FINANCIALS

- A) Approval of the April 17, 2024 Regular Council meeting minutes
- B) Municipal Enforcement Report
- C) RCMP Report
- D) Chief Administrative Officer Report
 - D.1) Resolutions
 - D.2) Water Reports
- E) Financial Report
- F) Committee Reports

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

- A) Correspondence

6. BYLAW/AGREEMENTS / POLICY REVIEW

- A) Borrowing Bylaw 626-24
- B) Borrowing Bylaw 627-24
- C) Council Code of Conduct 597-18 Revised
- D) CAO Bylaw 625-24
- E) Warner Transfer Station Access Policy 501

7. ACTION ITEMS/COUNCIL DECISION

- A) Seniors Week Proclamation
- B) 2025-2027 Financial Plan
- C) Bee Permit Request
- D) Viability Review Action Plan
- E) Ten Year Capital Plan
- F) Joint Municipal Recycling Roundup

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday – June 19, 2024, at 5:30 p.m.

10. ADJOURNMENT



Request for Decision Chief Mountain Regional Solid Waste Services Commission

RECOMMENDATION

That the Chief Mountain Regional Solid Waste Services Commission report be accepted as information.

LEGISLATIVE AUTHORITY

Procedural Bylaw

BACKGROUND

Marian Carlson, SEO for Chief Mountain Regional Solid Waste Services Commission will be in attendance to speak to updates for the Commission.

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. PowerPoint Presentation



Chief Mountain Regional Solid Waste Services Commission



2023

PROGRESS TO DATE



Chief Mountain
Regional Solid Waste Services Commission



2023

WASTE DIVERSION

- **PRE-DIVERSION TONNAGE UP 7.6%**
- **EPR PROGRAM**



Chief Mountain
Regional Solid Waste Services Commission



2023

TRANSFER STATIONS

- **ANNUAL TRAINING SESSION**
- **RAYMOND PILOT PROJECT**



Chief Mountain
Regional Solid Waste Services Commission



2023

ASSET IDENTIFICATION AND OPTIMIZATION

- **5 YEAR CAPITAL PLAN**
- **RESERVE ACCOUNTS**



Chief Mountain
Regional Solid Waste Services Commission



2023

EDUCATE MUNICIPALITIES

➤ **COMMUNICATIONS PLAN**

➤ **WEBSITE**

WWW.CHIEFMOUNTAINSOLIDWASTE.CA



Chief Mountain Regional Solid Waste Services Commission



2024

WHAT'S NEXT?

- **CONTINUE WITH PROGRESS STRATEGIC PRIORITIES**



Chief Mountain
Regional Solid Waste Services Commission



2024

ORGANIZATIONAL CAPACITY BUILDING

**PURPOSE: TO ALIGN OPERATIONAL AND
STRATEGIC OBJECTIVES OF THE
COMMISSION**



Chief Mountain
Regional Solid Waste Services Commission



2024

REGIONAL TRANSFER STATIONS REDEVELOPMENT

- **ACP GRANT**
- **SCOPE OF THE PROJECT**



Chief Mountain
Regional Solid Waste Services Commission



QUESTIONS?

THANK YOU



Request for Decision Adoption of Minutes

RECOMMENDATION

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

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, April 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, Deputy Mayor Marty Kirby, Councillor Chris Koehn, and Councillor Derek Baron

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 5:31 p.m.

2. DELEGATIONS

A) MWG Chartered Professional Accountants

Hayden Wilde, MWG Chartered Professional Accountants and Clark Holt, Financial Services Manager with the Town of Raymond, were in attendance to speak to the 2023 Financial Statements.

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accepts the 2023 audited financial statements as presented."

Motion Carried 2024-60

3. AGENDA

A) Items added or deleted

- Added:
- 7E) Warner Community Agriculture Project
 - 7F) Summertime Use of the Civic Centre
 - 7G) Municipal Library Requisition
 - 7H) Letter of Support

B) Adoption of the Agenda

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

Motion Carried 2024-61

4. REPORTS/FINANCIALS

A) Approval of March 20, 2024, Regular Council Meeting minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the March 20, 2024, regular council meeting be accepted as presented."

Motion Carried 2024-62

B) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending March 31, 2024, be accepted as information."
Motion Carried 2024-63

C) Chief Administrative Officer Report

Moved by derek, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending March 31, 2024, be accepted as information."
Motion Carried 2024-64

D) Financial Report

None.

E) Committee Reports

Councillor Koehn did not have a report for this meeting.

Councillor Toovey attended the following meetings: Ridge Country Housing, Heritage Handi-bus, and Ridge Public Safety Services.

Mayor Lindsay attended a Ridge Water Services Commission meeting and the Quad Council meeting.

Deputy Mayor Kirby attended the FCSS meeting.

Councillor Baron reported on the Milk River Health Attraction and Retention Committee as well as the Chinook Arch Regional Library meeting.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the committee reports for the period ending April 17, 2024, be accepted as information."
Motion Carried 2024-65

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Councillor Koehn, "that the correspondence for the period ending April 17, 2024, be accepted as information."
Motion Carried 2024-66

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Utility Bylaw 620-23

Moved by Councillor Toovey, seconded by Councillor Koehn, "that second reading be given to the Utility Bylaw 620-23, with amendments."
Motion Carried 2024-67

Moved by Councillor Baron, seconded by Councillor Koehn, "that the third and final reading be given to the Utility Bylaw 620-23, with amendments."
Motion Carried 2024-68

B) Chief Administrative Officer Bylaw 624-24
Moved by Mayor Lindsay, seconded by Councillor Koehn, "that first reading be given to the Chief Administrative Officer Bylaw 624-24."
Motion Carried 2024-69

Moved by Councillor Koehn, seconded by Mayor Lindsay, "that second reading be given to the Chief Administrative Officer Bylaw 624-24."
Motion Carried 2024-70

Moved by Councillor Baron, seconded by Councillor Toovey, "that unanimous consent be given to present for third reading of the Chief Administrative Officer Bylaw 624-24."
Motion Carried 2024-71

Moved by Deputy Mayor Kirby, seconded by Mayor Lindsay, "that the third and final reading be given to the Chief Administrative Officer Bylaw 624-24."
Motion Carried 2024-72

C) Chief Administrative Officer Performance Review Policy
Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the Chief Administrative Officer Performance Review Policy 303 as presented."
Motion Carried 2024-73

7. ACTION ITEMS/COUNCIL DECISION

A) Chief Administrative Officer Job Description
Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council approve the Chief Administrative Officer Job Description as presented."
Motion Carried 2024-74

B) Veterans News
Councillor Baron left the meeting at 6:56 p.m.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council not purchase advertising in the Veterans News publication."
Motion Carried 2024-75

Councillor Baron rejoined the meeting at 6:58 p.m.

C) 2024 Operating Budget
Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the 2024 operating budget in the amount of \$1,279,508.00"
Motion Carried 2024-76

D) 2024 Capital Budget
Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve the 2024 Capital Budget in the amount of \$1,474,950."
Motion Carried 2024-77

E) Warner Community Agriculture Project
Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept the Warner Community Agriculture Project report as information."
Motion Carried 2024-78

F) Arena Summertime Use
Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to determine the rate for Civic Centre summertime use."
Motion Carried 2024-79

G) Village of Warner Library
Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve payment of the requisition in the amount of \$1,500.00 to the Village of Warner Library."
Motion Carried 2024-80

H) RCMP Member Letter of Support
Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that Council write a letter in support of retaining Corporal Brown within the Milk River Detachment."
Motion Carried 2024-81

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING
Wednesday – May 15, 2024, at 5:30 p.m.

10. ADJOURNMENT
Moved by Councillor Baron, seconded by Councillor Koehn, "that the regular council meeting for April 17, 2024, adjourn at 7:52 p.m."
Motion Carried 2024-82

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 April 30, 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

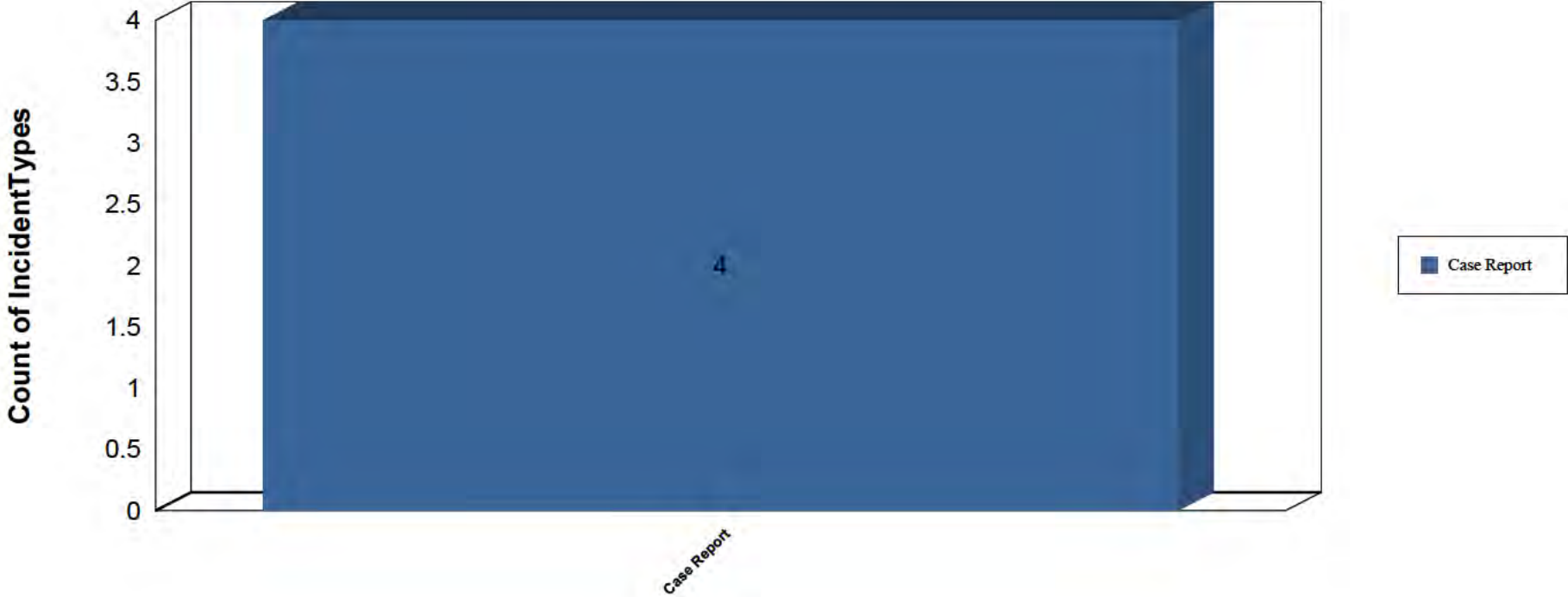
ATTACHMENTS

1. Municipal Enforcement Report

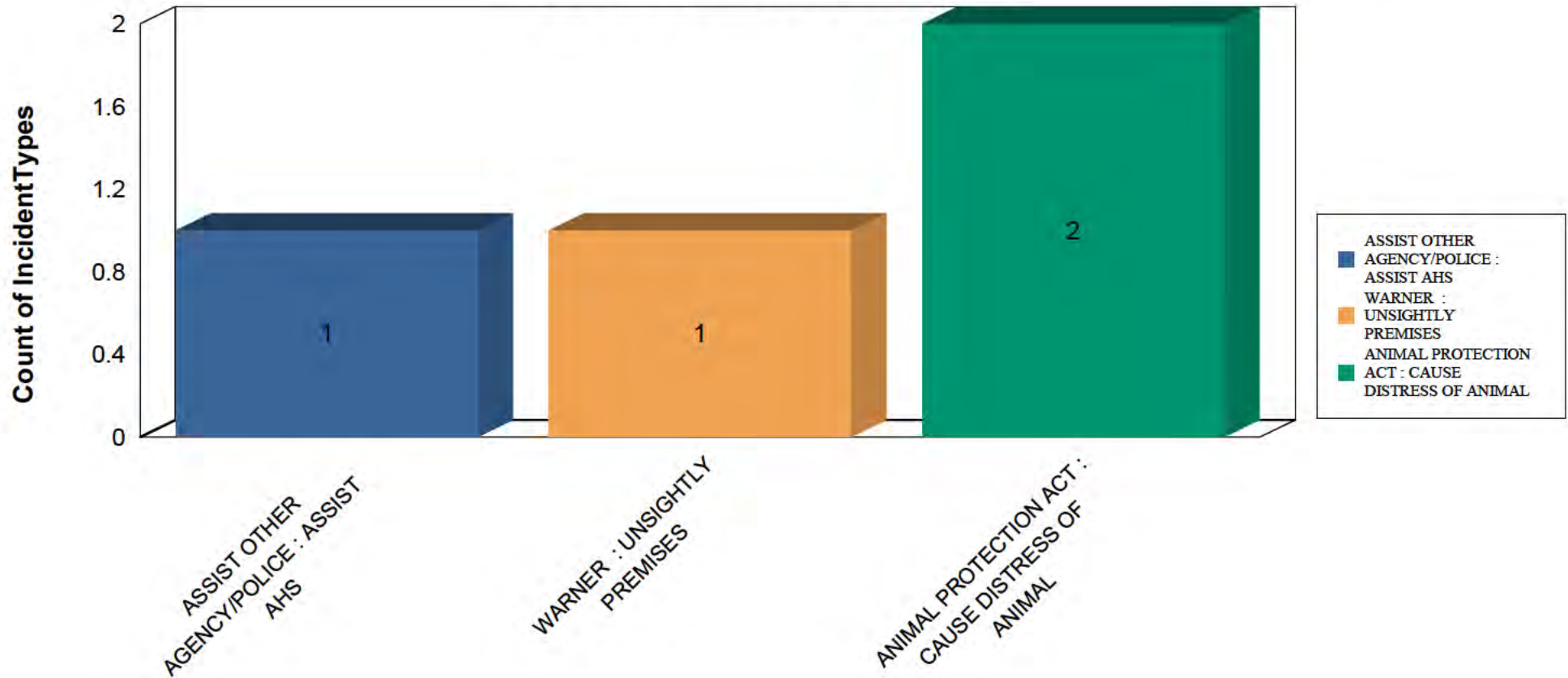
Municipal Enforcement

Statistics from: 4/1/2024 12:00:00AM to 4/30/2024 11:59:00PM

Count of Reports Completed



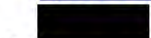
Count of Incident Types



ASSIST OTHER AGENCY/POLICE : ASSIST AHS

<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	RRPSS2024-0119	ASSIST OTHER AGENCY/POLICE : ASSIST AHS	ROSS BOND	2024/04/17 1125

Specific Location



Report Synopsis : request for AHS to check living conditions of a residence

25.00% # of Reports: 1 Case Report ASSIST OTHER AGENCY/POLICE : ASSIST AHS

WARNER : UNSIGHTLY PREMISES

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0105	WARNER : UNSIGHTLY PREMISES	TODD NELSON	2024/04/10 0816

Specific Location
[REDACTED]

Report Synopsis : Unsightly complaint ongoing issue

25.00% # of Reports: 1 Case Report WARNER : UNSIGHTLY PREMISES

ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL

<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	RRPSS2024-0099	ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL	MELANIE MAREK	2024/04/05 1556

Specific Location
[REDACTED]

Report Synopsis : APA - Cat killed by drugs

Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0103	ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL	MELANIE MAREK	2024/04/05 1556
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Specific Location
[REDACTED]

Report Synopsis : Animal Protection Act - Distress and Neglect

50.00% # of Reports: 2 Case Report ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL

Grand Total: 100.00% Total # of Incident Types Reported: 4 Total # of Reports: 4

Grand Total: 100.00% Total # of Incident Types Reported: 4



Request for Decision RCMP Report

RECOMMENDATION

That the RCMP Report for the period ending March 31, 2024, 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. Q4 Quarterly Letter
2. Q4 Community Report
3. Milk River Provincial Report
- 34 Provincial Crime Stats



May 1st, 2024

Cpl. Mike Brown
Detachment Commander
Milk River, Alberta

Dear, Mayor Lindsay

Please find the quarterly Community Policing Report attached that covers the January 1st to March 31st, 2024 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 Detachment.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

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 Information

Name of Detachment

Milk River

Name of Detachment Commander

Cpl. Mike BROWN

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under

Municipal Policing Report Over

PPSA

Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-01-20

Meeting Type

Community Connection

Topics Discussed (this field expands)

Education Session, Crime Reduction Initiatives, Annual Planning

Notes /Comments (this field expands)

Members attended the Gold Springs Colony. Members met with the Minister and received a tour of the Colony facilities and introduced to residents.

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 2

Date (yyyy-mm-dd)

2024-01-30

Meeting Type

Community Connection

Topics Discussed (this field expands)

Youth

Notes /Comments (this field expands)

Members of the Milk River RCMP played a fun basketball game vs the Milk River Junior high boys team. The RCMP need to work on their basketball skills for a rematch in the future.

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 3

Date (yyyy-mm-dd)

2024-02-22

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Annual Planning, Crime Reduction Initiatives, Education Session

Notes /Comments (this field expands)

Milk River RCMP Detachment Commander met with Mayor and Council at the Village of Warner. Annual priorities were discussed and agreed upon. Member answered questions and provided a Detachment Staffing update.

Delete Current Consultation



Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 4

Date (yyyy-mm-dd) Meeting Type
 2024-02-29 Community Connection

Topics Discussed (this field expands)
 Education Session, Crime Reduction Initiatives

Notes /Comments (this field expands)
 Member attended Bordertown Auto body and met with the regular morning crowd. Different topics were discussed such as Border Patrols and Crime prevention

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 5

Date (yyyy-mm-dd) Meeting Type
 2024-03-04 Community Connection

Topics Discussed (this field expands)
 Crime Reduction Initiatives, Education Session

Notes /Comments (this field expands)
 Member attended seniors coffee at the Heritage Hall. Detachment priorities and crime reduction strategies were discussed.

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 6

Date (yyyy-mm-dd) Meeting Type
 2024-03-09 Community Connection

Topics Discussed (this field expands)
 Education Session

Notes /Comments (this field expands)
 Member attended the Southern Alberta gun show that was held at the Milk River Civic Centre. Member interacted with residents, guests and vendors.

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It

Consultation No. 7

Date (yyyy-mm-dd) Meeting Type
 2024-03-11 Meeting with Elected Officials

Topics Discussed (this field expands)
 Crime Reduction Initiatives, Regular reporting information sharing

Notes /Comments (this field expands)
 Detachment Commander attended the regular Milk River Mayor and council meeting. Reports and Detachment update provided. Detachment and community priorities agreed upon for upcoming fiscal year.

Delete Current Consultation

Insert Consultation Before This One and Go to It

Insert Consultation After this One and Go to It



Consultation No. 8

Date (yyyy-mm-dd) Meeting Type
 2024-03-12 Meeting with Stakeholder(s)

Topics Discussed (this field expands)
 Crime Reduction Initiatives, Education Session

Notes /Comments (this field expands)
 Detachment Commander met with the Milk River public works staff during coffee and discussed a number of topics including stop signs, school bus zone and any potential issues.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It

Consultation No. 9

Date (yyyy-mm-dd) Meeting Type
 2024-03-12 Community Connection

Topics Discussed (this field expands)
 Education Session

Notes /Comments (this field expands)
 Member participated in Pickleball with local residents at the Milk River civic centre. This has been well received in the community and has formed partnerships.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It

Consultation No. 10

Date (yyyy-mm-dd) Meeting Type
 2024-03-16 Town Hall

Topics Discussed (this field expands)
 Education Session, Crime Reduction Initiatives, Annual Planning

Notes /Comments (this field expands)
 Members attended the Gold Springs Colony and spoke to residents about issues, crime prevention and annual planning. Members visited with the German class and learned about their culture.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It

Consultation No. 11

Date (yyyy-mm-dd) Meeting Type
 2024-03-16 Town Hall

Topics Discussed (this field expands)
 Education Session, Crime Reduction Initiatives, Annual Planning

Notes /Comments (this field expands)
 Members held a town hall at Milltow Colony in Warner County. Members spoke to residents and explained crime trends, annual planning, resources. Members were invited to stay for lunch and answered questions.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It



Consultation No. 12

Date (yyyy-mm-dd) Meeting Type
 2024-03-21 Meeting with Stakeholder(s)

Topics Discussed (this field expands)
 Traffic

Notes /Comments (this field expands)
 Member met with the Milk River public works crew and discussed any issues regarding traffic or safety concerns with the upcoming weather forecast.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It

Consultation No. 13

Date (yyyy-mm-dd) Meeting Type
 2024-03-25 Meeting with Stakeholder(s)

Topics Discussed (this field expands)
 Education Session, Drugs

Notes /Comments (this field expands)
 Members and Munn attended the Coutts fire department training exercise at the Milk River waste transfer facility. RCMP disposed of exhibits while speaking with the Fire Department staff and discussing any concerns.

	Delete Current Consultation
Insert Consultation Before This One and Go to It	Insert Consultation After this One and Go to It



Community Priorities

Priority No. 1

Priority (this field expands)

Traffic - Safety (motor vehicles, roads)

Current Status and Results (this field expands)

The Milk River Detachment received a new member from Depot during the 4th quarter to assist with the resourcing levels. Detachment members have been working a lot of overtime to maintain service level in the area. The detachment members ensured the communities they serve always received quality service and assistance. The Detachment surpassed two of their target measures relating to road and highway safety relating to vehicles speeding and issuing warnings for a number of related traffic safety act violations. The two targets that were not met were mainly due to resource levels and attending calls for service.

Priority No. 2

Priority (this field expands)

Police / Community Relations - Crime prevention

Current Status and Results (this field expands)

The Milk River Detachment excels in Proactive Crime Reduction and this is evident as they have surpassed three of four targets that were set out completing proactive patrols of area campgrounds, school zones and the Canadian/USA Border. The detachment has received various positive feedback from partners, other agencies and residents because of their visibility, willingness to help and positive attitudes. This initiative has also assisted the detachment strengthen their working relationship with the area schools, CBSA, USBP and partner agencies. The target that was not met was an initiative of the member who resigned from the RCMP during the start of the 2nd quarter and due to resourcing levels and the other targets having a high importance the proactive checks of commercial vehicles was not selected.

Delete Last Community Priority and Results

Add Additional Community Priority and Results



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	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	8	1	-88.00%	40	30	-25.00%
Property Crime	3	6	100.00%	41	41	0.00%
Other Criminal Code	1	3	200.00%	36	24	-33.00%
Total Criminal Code	12	10	-17.00%	117	95	-19.00%
Drugs Offences	0	0		1	5	400.00%
Other Federal Acts	10	3	-70.00%	31	28	-10.00%
Other Provincial Acts	9	5	-44.00%	50	36	-28.00%
Municipal By-Laws	0	0		4	5	25.00%
Motor Vehicle Collisions	7	17	143.00%	54	50	-7.00%
Provincial Code Traffic	215	154	-28.00%	906	970	7.00%
Other Traffic	0	1		1	3	200.00%
Criminal Code Traffic	1	1	0.00%	5	3	-40.00%
Total Traffic Offences	216	156	-28.00%	912	976	7.00%

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

Trend / Points of Interest (this field expands)



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	4	0	0
Detachment Support	2	1	0	1

2. Data extracted on March 31, 2024 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 (this field expands)

Police Officers: Of the four established positions, four officers are currently working. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, one resource is currently working with none on special leave. There is one hard vacancy at this time.



Milk River Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	0	N/A	N/A	-0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		0	2	5	4	0	N/A	-100%	0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	0	2	2	0	N/A	-100%	0.2
Uttering Threats		0	5	2	2	1	N/A	-50%	-0.1
TOTAL PERSONS		0	9	10	8	1	N/A	-88%	0.1
Break & Enter		1	0	1	0	0	-100%	N/A	-0.2
Theft of Motor Vehicle		0	0	0	0	1	N/A	N/A	0.2
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		1	4	3	0	2	100%	N/A	-0.2
Possn Stn Goods		1	0	0	0	0	-100%	N/A	-0.2
Fraud		0	1	3	3	1	N/A	-67%	0.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		1	2	0	0	0	-100%	N/A	-0.4
Mischief - Other		0	2	1	0	2	N/A	N/A	0.2
TOTAL PROPERTY		4	9	8	3	6	50%	100%	-0.2
Offensive Weapons		0	0	0	0	0	N/A	N/A	0.0
Disturbing the peace		0	0	5	0	0	N/A	N/A	0.0
Fail to Comply & Breaches		2	1	1	1	3	50%	200%	0.2
OTHER CRIMINAL CODE		0	2	3	0	0	N/A	N/A	-0.2
TOTAL OTHER CRIMINAL CODE		2	3	9	1	3	50%	200%	0.0
TOTAL CRIMINAL CODE		6	21	27	12	10	67%	-17%	-0.1



Milk River Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	0	0	0	N/A	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		2	2	0	0	0	-100%	N/A	-0.6
Total Drugs		2	4	0	0	0	-100%	N/A	-0.8
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		6	2	7	10	3	-50%	-70%	0.2
TOTAL FEDERAL		8	6	7	10	3	-63%	-70%	-0.6
Liquor Act		0	2	0	0	0	N/A	N/A	-0.2
Cannabis Act		0	0	4	0	0	N/A	N/A	0.0
Mental Health Act		3	6	5	3	2	-33%	-33%	-0.5
Other Provincial Stats		4	6	11	6	3	-25%	-50%	-0.2
Total Provincial Stats		7	14	20	9	5	-29%	-44%	-0.9
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	1	0	0	0	N/A	N/A	-0.1
Total Municipal		0	1	0	0	0	N/A	N/A	-0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	1	0	0	0	N/A	N/A	-0.1
Property Damage MVC (Reportable)		16	9	12	5	11	-31%	120%	-1.4
Property Damage MVC (Non Reportable)		3	1	0	2	6	100%	200%	0.7
TOTAL MVC		19	11	12	7	17	-11%	143%	-0.8
Roadside Suspension - Alcohol (Prov)		0	2	2	1	0	N/A	-100%	-0.1
Roadside Suspension - Drugs (Prov)		0	0	2	0	0	N/A	N/A	0.0
Total Provincial Traffic		16	34	244	215	154	863%	-28%	45.7
Other Traffic		0	0	0	0	1	N/A	N/A	0.2
Criminal Code Traffic		4	1	3	1	1	-75%	0%	-0.6
Common Police Activities									
False Alarms		1	2	1	0	2	100%	N/A	0.0
False/Abandoned 911 Call and 911 Act		2	7	4	2	1	-50%	-50%	-0.7
Suspicious Person/Vehicle/Property		8	14	7	2	14	75%	600%	0.0
Persons Reported Missing		0	0	2	0	0	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	3	1	2	2	0%	0%	-0.1
Form 10 (MHA) (Reported)		0	0	0	2	0	N/A	-100%	0.2



Milk River Provincial Detachment Crime Statistics (Actual) January to December: 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	1	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		3	1	1	3	1	-67%	-67%	-0.2
Other Sexual Offences		0	2	0	2	0	N/A	-100%	0.0
Assault		9	4	7	13	18	100%	38%	2.7
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		1	4	4	14	2	100%	-86%	1.2
Uttering Threats		7	5	12	7	9	29%	29%	0.6
TOTAL PERSONS		21	17	25	40	30	43%	-25%	4.1
Break & Enter		3	7	5	6	4	33%	-33%	0.1
Theft of Motor Vehicle		2	2	2	1	0	-100%	-100%	-0.5
Theft Over \$5,000		1	0	2	1	1	0%	0%	0.1
Theft Under \$5,000		12	9	6	9	12	0%	33%	0.0
Possn Stn Goods		0	2	2	1	3	N/A	200%	0.5
Fraud		12	8	13	15	11	-8%	-27%	0.5
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		6	8	12	1	6	0%	500%	-0.7
Mischief - Other		9	2	5	7	4	-56%	-43%	-0.5
TOTAL PROPERTY		45	38	47	41	41	-9%	0%	-0.5
Offensive Weapons		3	0	2	2	2	-33%	0%	0.0
Disturbing the peace		10	8	0	9	7	-30%	-22%	-0.5
Fail to Comply & Breaches		7	7	6	13	11	57%	-15%	1.4
OTHER CRIMINAL CODE		2	3	7	12	4	100%	-67%	1.3
TOTAL OTHER CRIMINAL CODE		22	18	15	36	24	9%	-33%	2.2
TOTAL CRIMINAL CODE		88	73	87	117	95	8%	-19%	5.8



Milk River Provincial Detachment Crime Statistics (Actual) January to December: 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		1	0	3	1	0	-100%	-100%	-0.1
Drug Enforcement - Trafficking		1	0	0	0	3	200%	N/A	0.4
Drug Enforcement - Other		4	2	3	0	2	-50%	N/A	-0.6
Total Drugs		6	2	6	1	5	-17%	400%	-0.3
Cannabis Enforcement		1	0	0	2	0	-100%	-100%	0.0
Federal - General		24	29	5	28	23	-4%	-18%	-0.3
TOTAL FEDERAL		31	31	11	31	28	-10%	-10%	-0.6
Liquor Act		0	1	2	1	0	N/A	-100%	0.0
Cannabis Act		0	0	1	5	0	N/A	-100%	0.5
Mental Health Act		27	8	13	21	17	-37%	-19%	-0.7
Other Provincial Stats		23	39	31	23	19	-17%	-17%	-2.4
Total Provincial Stats		50	48	47	50	36	-28%	-28%	-2.6
Municipal By-laws Traffic		0	0	1	1	0	N/A	-100%	0.1
Municipal By-laws		9	3	6	3	5	-44%	67%	-0.8
Total Municipal		9	3	7	4	5	-44%	25%	-0.7
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		4	1	2	2	0	-100%	-100%	-0.7
Property Damage MVC (Reportable)		59	51	47	47	43	-27%	-9%	-3.6
Property Damage MVC (Non Reportable)		19	11	5	5	7	-63%	40%	-3.0
TOTAL MVC		83	63	54	54	50	-40%	-7%	-7.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	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		78	64	280	906	970	1144%	7%	262.6
Other Traffic		2	1	1	1	3	50%	200%	0.2
Criminal Code Traffic		12	10	2	5	3	-75%	-40%	-2.3
Common Police Activities									
False Alarms		7	4	5	3	5	-29%	67%	-0.5
False/Abandoned 911 Call and 911 Act		20	14	29	30	17	-15%	-43%	1.0
Suspicious Person/Vehicle/Property		30	29	43	27	31	3%	15%	0.0
Persons Reported Missing		9	2	1	4	2	-78%	-50%	-1.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		26	27	13	10	10	-62%	0%	-4.9
Form 10 (MHA) (Reported)		0	0	0	1	3	N/A	200%	0.7



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending April 30, 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 April 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
- Legal
- Housing Subcommittee meetings
- Begin website review
- Development inquiries
- Begin compiling information for a Water Shortage Plan
- Finalize 2024 operating and capital budgets
- Updates from CPO's (when applicable)
- AHS meeting attendance
- Summer Job posting
- Attend Quad Council meeting
- 10 year capital plan
- Viability Review Action Plan reporting
- Term Loan renewal
- Increase to line of credit
- ATB and FCSS Lease Agreements
- OTP on rental lot properties. Speak with renters
- RCMP Border Unit and airport
- Tax recovery post letters
- Communication with organization to rent airport
- Lions Club Campground Management Agreement
- Lions Club Campground Rules Policy
- Meeting with planner and surveyor regarding 5th Avenue properties
- Ice plant presentation from vendor
- Finalize public works yearly maintenance plan and project list for 2024

<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
Motion Carried 2023-261	Moved by Mayor Lindsay, seconded by Councillor Baron, "that the school zones be changed to playground zones and to include a playground zone at the Lions Campground."	WIP
Motion Carried 2023-267	Moved by Councillor Baron, seconded by Mayor Lindsay, "that Council directs administration to send out a Request for Proposal for financial auditing services."	WIP
<u>Motion Carried 2024-11</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept the Reserves Policy 202 as information."	WIP
<u>Motion Carried 2024-47</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to review the Code of Conduct Bylaw and bring back changes to a future council meeting."	May Agenda
<u>Motion Carried 2024-49</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to consolidate Bylaws 416-88 and 537-12 and bring back to a future council meeting."	WIP
<u>Motion Carried 2024-54</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that a counter offer be made on the offer to purchase Block 15, Lot 61, Plan 1911323 in the amount of the 2022 assessed market land valuation."	Complete
<u>Motion Carried 2024-55</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to offer to the other renters the 2022 assessor market land valuation on the	WIP
<u>Motion Carried 2024-79</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to determine the rate for the Civic Centre rate for summertime use."	
<u>Motion Carried 2024-80</u>	Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve payment of the requisition in the amount of \$1,500.00 to the Village of Warner Library."	Complete
<u>Motion Carried 2024-81</u>	Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that Council write a letter in support of retaining Corporal Brown within the Milk River Detachment."	Not needed



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending May 15, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 561-18 Procedural Bylaw

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. FCSS minutes
2. Chinook Arch Regional Library Board report
3. Oldman River Regional Services Commission minutes
4. Mayors and Reeves minutes

**Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, March 6, 2024
Coaldale Hub (2107-13th Street)
In-person and Online**

Attendance (in-person)

Board Members:

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

Attendance (on-line):

Chapman, Bill - Town of Coaldale, Vice-Chair
Payne, Megan – Village of Coutts

Absent

Hickey, Lorne – Lethbridge County
Kirby, Martin – Village of Warner

Staff (in-person):

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

Call to Order

D. Degenstein called the meeting to order at 4:04 p.m.

Approval of Agenda

J. Heggie moved the Board to approve the agenda as amended.

- Items under Delegation 3b will present first, 3a second.

Carried Unanimously



Minutes

T. Feist moved the minutes of the February 7, 2024, FCSS Board meeting be approved as presented.

Carried Unanimously

Delegation

Leanne Coquet, Counsellor & Co-Chair Joint Health and Safety Committee reported to the Board on the Activities of the Joint Health and Safety Committee for 2022/2023.

D. Degenstein asked where the Muster point is located at the Coaldale office.

L. Coquet stated that the Coaldale Muster point is located by the Little Free Pantry Box on the northwest side of the building.

G. Bekkering asked about single person worksites and safety around working alone.

L. Coquet stated:

- FCSS has a policy regarding working alone.
- Working alone training is provided.
- Door chimes were installed to alert staff when someone enters building.

L. Nilsson moved the Board to accept the Joint Health and Safety Committee Report for 2022/2023 for information.

Carried Unanimously

Leanne Coquet left the meeting at 4:15 pm.

Jillian Boyd, Youth Development Coordinator, and four Youth DO Crew participants presented information on the Youth Sensory Suitcase including background information, funding, and details on their contents.

The Board discussed the Youth Sensory Suitcase and asked questions.

T. Feist moved the Board to thank Jillian Boyd, Youth Development Coordinator and the Youth DO Crew participants for their time and receive the presentation as information.

Carried Unanimously

Jillian Boyd and the Youth DO Crew participants left the meeting at 4:45 pm.



Correspondence

The following correspondence was presented for information:

- SAKA AGM Meeting Minutes – January 17, 2024
- 2024-02-09 – Village of Stirling – Updated Council Appointments – Deputy Mayor Larry Nilsson and Councilor Alternate Matt Foss to the FCSS Board for 2023-2024 year.

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

Carried Unanimously

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- National Volunteer Week (NVW 2024) from April 14th – 20th.
- The Community Volunteer Income Tax Program is a **FREE** service and is available to all eligible residents in the Barons-Eureka-Warner FCSS service area. More information at <https://fcss.ca/community-volunteer-income-tax-program/>
- Emergency Response Provider Counselling Services. More information at <https://fcss.ca/counselling-services/>

J. Heggie moved the Board to approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

G. Bekkering moved the Board approve the March 2024 Financial Report including:

- Financial statement for January 31, 2024;
- Monthly accounts for January 1-31, 2024;
- ATB Mastercard statement January 12, 2024 to February 12, 2024

Carried Unanimously

New Business

Z. Morrison shared with the Board that an invitation was received from the Consulate of Mexico in Calgary for an information exchange with two of our staff.

Round Table:

T. Feist shared FCSS held a Newcomer Event on March 1, 2024, in Picture Butte.

L Nilsson shared Stirling is celebrating their 125 Anniversary on May 5, 2024 and invited the Board members to attend.

M. Harris shared the province is discussing drought strategies.

J. Heggie asked how the FCSS Tax season is progressing.

Z. Morrison responded that the tax season is busy.

J. Heggie asked if the construction of the office space was completed and if it is satisfactory.

Z. Morrison responded the construction has been completed and Management has found it is working well.

H. Caldwell reported Coalhurst is starting a Community Garden, has a Community Grant and Neighborhood Grant program.

H. Caldwell indicated she will connect with Zakk Morrison regarding some statistics from the Early Childhood Mapping Project from several years ago.

M. Jensen shared a clothing exchange was held in Nobleford. They are renovating a building to house the new Town Office and have implemented SeeClickFix click fix app that residents can access for increased community and public works information in Nobleford.

B. Chapman attended the budget speech held by Nate Horner in Lethbridge.

Date of Next Meeting

The date of the next regular Board meeting will be April 3, 2024, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams) starting at 4:00 p.m.

Adjournment

D. Doell moved the meeting adjourn at 5:07 p.m.

Carried Unanimously



Chairperson

03 APR 24



Executive Director

April 9/2024

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 4, 2024

Chinook Arch Receives Clean Audit Option

Auditors from Insight LLP reviewed the 2023 Audited Financial Statements with the Board. The Statements show that Chinook Arch is in sound financial shape, despite recent funding challenges due to a flat levy rate. In 2023, Chinook Arch invested \$160,000 in reserve funds to replace all member library websites, and upgrade the wireless access points in all member libraries. It was also able to seal coat the Chinook Arch parking lot. The Board's Audited Financial Statements can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/financial-statements>.

Annual Reports Approved

Municipal Affairs requires that all Alberta public libraries submit an annual report. The 2023 Chinook Arch annual report showed that library services are continuing to rebound in the wake of the pandemic, with most indicators showing modest increases over 2022.



Strong Support for Public Libraries in Alberta

A recent telephone survey commissioned by Alberta's library systems found that 71% of Albertans agree that convenient access to the public library is important to them, and 81% agree that there is value in public libraries as free spaces to read, learn, have fun, and access the Internet.

Board Members Present

Arrowwood	Corry Walk
Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	Tom Nish
Champion	Terry Penney
Claresholm	Kelsey Hipkin
Coalhurst	Lyndsay Montina
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Milo	Christopher Northcott
Nanton	Amanda Bustard
Nobleford	Melissa Jensen
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Stirling	Gary Bikman
Taber	Daniel Remfert
Taber M.D.	Merrill Harris
Vauxhall	Marilyn Forchuk
Vulcan	Debra Wyatt
Warner	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Brendan Cummins

Regrets

Coaldale	Jordan Sailer
Picture Butte	Crystal Neels
Stavely	Chelsey Hurt
Vulcan County	Doug Logan
Ministerial Appointment	Vic Mensch (Chair)

Absent

Carmangay	Blanche Anderson
Glenwood	Linda Allred

Chinook Arch VOIP Telephone System Saves Members \$19,000 Annually

In 2021, Chinook Arch started offering VOIP telephone services on a cost-recovery basis. Many of the 20+ participating libraries saw their bills drop from \$200 to \$15/month. Collectively, this service saves the libraries \$19,000 per year!



Policies Reviewed

The Board reviews its policy manual every three years. At the April 2024 meeting, the following policies were approved. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Management of System Funds
- Backup of Financial Data
- Hours of Work and Overtime
- Annual Vacation
- Employee Benefits
- Drugs, Alcohol, and Medication

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North

Lethbridge, AB T1H 5C6 | 403-380-1500

www.chinookarch.ca | arch@chinookarch.ca



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



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



[@chinooklibs](https://www.twitter.com/chinooklibs)

EXECUTIVE COMMITTEE MEETING MINUTES
March 14, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, March 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Scott Akkermans
David Cody
Christopher Northcott
Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Absent

Don Anderberg, Vice Chair
Brad Schlossberger

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the March 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the January 11, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Staff Update

L. Kuiper stated that we welcomed a new Assistant Planner, Rachel Schortinghuis, who joined us this week.

He stated that in addition, we have received notice from Sherry Johnson, Bookkeeper, of her retirement at the end of April, and have hired her replacement to start in mid-April.

L. Kuiper further explained that we have been advertising for a Planner but have been unsuccessful in finding a candidate and therefore we will be starting another round of interviews for a second Assistant Planner to be able to assist the Planners with their work loads.

b. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of February 29, 2024 for information.

The Committee discussed the average number of applications received and the correlating number of lots created.

c. Municipal Outreach and Communication

L. Kuiper stated that he has been in conversation with a nearby municipality who is interested in joining the Commission and that we hope to make a presentation to their Council and Administration soon.

L. Kuiper stated that some questions have come out of the 2024 membership fee increase, and that many of them are connected to some of our members still operating with the 1995 agreement. He stated that we will be starting to review our contracts to update them to current practices.

d. GIS Update

L. Kuiper stated that some changes will be coming to our hosting platform for GIS and as a result we will need to purchase additional servers to handle the capacity.

e. SDAB and ARB Update

L. Kuiper stated that we are looking for new ways to manager our board members for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Appeal Board to help alleviate some of the work from member municipalities regarding recruitment and work to find efficiencies in managing the board.

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for December 2023 to January 2024 and the Payments and Credits for November to December 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approve the Monthly Office Account for December 2023 to January 2024 and the Payments and Credits for November to December 2023.

CARRIED

b. Financial Statements

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

Moved by: Scott Akkermans

THAT the Executive Committee approve the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

8. Round Table Discussions

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

9. Next Meeting – April 11, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:03 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

1.0 WELCOME AND INTRODUCTIONS

Reeve Randy Taylor called the meeting to order at 1:00 pm.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Motion to adopt the minutes, moved Reeve Tory Campbell, **Carried**.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 MP AND MLA UPDATES

5.1 MP Reports –

MP Martin Shields

- Discussed Bill C-385 – a private members bill to address the challenges with moving livestock.
- Discussed invasive species and looking into funding for inspections. British Columbia is talking about closing it's borders to any watercraft coming in to the province.

5.2 MLA Reports –

MLA Grant Hunter

- Discussed the \$224 million allotted for the rural education training centers. In the past doctors trained in rural areas will stay working in rural communities.
- Discussed invasive species – the premier has been pushing hard to ramp up inspections. There were 11 inspection stations in Alberta in 2014. We went down to 4 but back up to 6 inspection stations. A task force has been formed to address interprovincial and international border collaboration.
- Discussed party aligned political parties at municipal levels – believes this does not include rural Alberta but is intended for major cities along with some mid-sized municipalities.

Mayor Dwight Davis asked how the province plans to enforce boat inspections – educating people on the dangers of invasive species entering our waterways, as well as repercussions including losing your boat.

MLA Nathan Neudorf

- Discussed electricity – due to no wind Alberta lost out on 2000 megawatts of electricity along with technical issues with the thermal units causing rolling brownouts in Edmonton and Calgary. This time of the year is when scheduled maintenance is occurring. The province is going to be putting in provisions to try to mitigate this from happening again.

6.0 PRESENTATION – United Irrigation District, Fred Price

- UID was established by local land owners in 1919.
- The belly river has been diverting water since 1923, providing water for drinking, recreation and wildlife.

- The Belly River is the only river in the South Saskatchewan River basin that does not have direct storage.
- In 2016 UID hired Wilde Bros Engineering to explore options to build additional flood and drought storage. Estimated construction cost more than \$300 million, with estimated earthwork volume being 987000 cubic meters.
- Estimated water storage 55000 acre-foot to 100000 acre-foot for UID and 45000 acre-foot for other irrigation districts.
- Discussed the phase 3 report released on March 28th, highlighting the potential benefits ranging from economic growth, agriculture production, drought resilience, environmental flow maintenance, increased water availability for other irrigation districts, improved river ecology, infrastructure development and community and regional economic benefits.
- It would make it so there would be no need to enlarge canals by holding the water in the dam until later in the season.

7.0 Reports -

7.1 RMA – Reeve Jason Schneider

- Discussed working with the NRC and getting input on the decision-making process. Some of the projects proposed are very large with financial impacts to municipalities. Rural Alberta is unique and what may work in one area may not be beneficial to another area.
- Discussed regionalization of victim's services and the concerns of members. Many have stated they are not happy about this and will no longer be an advocate.
- Discussed being caught off guard by the announcement of Bill 11.
- Discussed hosting a risk mitigation conference. Encourages all municipalities to make sure they are taking an active role in risk mitigation and insurance.
- ICF consultations are happening until April 19th and the seniors lodge program review happening until April 9th.

7.2 AM – Mayor Tanya Thorn

- Discussed drought and water sharing agreements that will be made public on April 19th. Many areas are not included in the agreements but municipalities are asked to mirror what is happening.
- AM is advocating that the local fiscal framework pot is too small and needs to be increased.
- Discussed the increase in medical response calls and the increase in time to get to a call. Many rural ambulances are being pulled to urban areas.
- Discussed the conflicting information in regards to what the police advisory board's role is. The police advisory board is hoping for a meeting with Minister Ellis to discuss this issue.
- Discussed Bill 11 and in agreement with oversight of the sheriff's roles, however don't understand why another advisory board was formed.
- Discussed the Canadian billing fund replacing the gas tax fund. AM is concerned changes will be tied to federal mandates.

8.0 Terms of Reference

- Please see changes made in the Terms of Reference attached in the agenda package.

9.0 NEXT MEETING DATE

Friday, May 3, 2024 at 1:00 – Culver City Room, Lethbridge City Hall/Virtual via Zoom

10.0 ADJOURNMENT:

Mayor Linda Allred **moved** to adjourn the meeting at 3:57 pm - **Carried**

Alberta's government is investing \$224.8 million to develop two Rural Medical Education Program Training Centres (RMEPTCs) in Lethbridge and Grande Prairie.

Key messages:

- Every Albertan deserves timely access to high-quality medical care regardless of where they live.
- We know that students who learn in rural communities are more likely to work in rural communities.
- That's why we are investing over \$220 million to develop new training centres for physicians in Grande Prairie and Lethbridge.
- These centres will provide increased access to medical education for rural and Indigenous students, increasing the number of family medicine and generalist physicians in regional and rural areas in Alberta.
- Once completed, both training centres will contribute over 100 doctors every year.

Alberta's government is providing \$1.13 million in grant funding to regional airports across the province to develop business cases and feasibility studies for airport growth and improvements.

Key messages:

- Alberta's aviation industry plays a critical role in strengthening and diversifying our economy by expanding access to markets and creating jobs.
- Alberta's government is supporting 10 regional airports to help them increase economic competitiveness by providing funding that will allow the airports to develop business cases and feasibility studies for improved airport infrastructure and air transportation.
- This \$1.13 million investment demonstrates Alberta's commitment to supporting the growth of Alberta's regional airports and helping restore or develop connections between our regional and international airports.
- Regional airports are key assets in supporting the air sector and the movement of goods and people and we look forward to working more closely with them to ensure they are drivers of economic growth in the province.



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending May 15, 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. Environment and Protected Areas – small water license holders
2. Municipal Affairs – LGFF Capital
3. MCCAC – Electric Vehicle Charging Stations
4. Municipal Affairs – Bill 20 Fact Sheet
5. Stats Can Census Communication
6. MP Glen Motz Carbon Tax
7. Telus Shockware Letter



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Alberta is currently experiencing drought conditions. This is especially true in the South Saskatchewan River Basin (SSRB) and, based on current forecasts, it is expected to continue throughout this year. These conditions mean there is potential for the drought to worsen, and we must be prepared.

Over the past two months, the largest water licence holders in the SSRB have worked to develop water sharing agreements to mitigate the risks posed by drought.

These discussions have been the largest and most comprehensive in Alberta’s history. Four memorandums of understanding (MOUs) have been drafted covering the: Bow River Basin, Red Deer River Basin, Oldman River Basin, and the Upper Tributaries of the Oldman River Basin.

The MOUs require all major water licence holders to reduce their water use. It is expected the MOUs will be completed by April 18, 2024. These MOUs will be released publicly shortly thereafter.

I am writing to ask that all remaining two thousand plus small licence holders implement the same water conservation measure as outlined in the MOUs.

You have been identified as a small licence holder falling into the following categories, with the following commitment expectations:

Sector	Expectation
All municipalities in the SSRB	Implement a 5-10% reduction in water use.
Private Irrigation (including those with irrigation type activities, like golf courses).	Implement the same restriction of water use as the current on-farm water limit set by your closest irrigation district.
Industrial and Commercial	Withdrawal of the minimum volume of water needed to maintain operations.
Feedlots and Stock Growers	
Oil and Gas	
All others	

The Drought Command Team will continue to provide regular updates on the drought conditions, including actions related to water reduction and conservation measures that may be required.

Please assist the Drought Command Team by updating your contact information by visiting: https://your.alberta.ca/drought/survey_tools/licence-holder-contact-information. You can also email: epa.drought-response@gov.ab.ca or call 403-381-5546.

For general enquiries, email epa.drought@gov.ab.ca or call EPA Outreach Services at 310-3773.

For the latest updates on drought in Alberta, please visit alberta.ca/drought.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Schulz". The signature is written in a cursive, flowing style.

Rebecca Schulz
Minister of Environment and Protected Areas

AR113560

April 5, 2024

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

Dear Ms. Lloyd:

Municipal Affairs is committed to ensuring that provincial funding provided under the Local Government Fiscal Framework (LGFF) prioritizes critical infrastructure needs in instances when municipalities face potential viability and infrastructure management challenges.

For the purpose of the LGFF capital program, municipalities are recognized as having these potential challenges when they trigger the following two measures for three consecutive years:

- Investment in Infrastructure ratio – triggered when it falls below 1.0, which indicates municipal capital spending is less than depreciation of municipal assets.
- Capital Grants as Percentage of Investment in Infrastructure ratio – triggered when the indicator is above 0.8 (i.e. 80 per cent), which indicates significant reliance on allocation-based infrastructure grants.

Municipalities that triggered both measures in the 2020 – 2022 period will be subject to project eligibility restrictions, if the measures are also triggered in the fourth consecutive year, based on 2023 data.

A review of the Investment in Infrastructure and the Grants as Percentage of Investment in Infrastructure ratios over the 2020 – 2022 period concluded that the Village of Warner triggered both indicators in each of the three years, as outlined below.

Investment in Infrastructure			Capital Grants as Percentage of Investment in Infrastructure		
2020	2021	2022	2020	2021	2022
0.93	0.84	0.90	99%	113%	94%

.../2

This letter is a courtesy warning advising you that such restrictions could be put in place in fall 2024. If restrictions are put in place, any new project the Village of Warner chooses to submit for LGFF funding will have to pertain to core infrastructure. As outlined in the LGFF Capital Program Guidelines, core infrastructure is defined as capital assets related to:

- roads and bridges;
- water, wastewater and storm water systems;
- police, fire and emergency services;
- infrastructure management systems; and
- disaster mitigation.

In addition, if cash-flow updates are required to previously approved LGFF projects not related to core infrastructure, they will be subject to a higher degree of scrutiny. These restrictions will be in place until at least one of the two ratios is at the required level, for a minimum of three years.

Review of 2023 data will take place in late summer/early fall 2024. At that point, if the Village of Warner continues to trigger both measures, it will be notified that project eligibility restrictions are being placed upon the village.

At this time, you have the opportunity to explain if there are any extenuating circumstances justifying the village's low Investment in Infrastructure ratio and high Capital Grants as Percentage of Investment in Infrastructure ratio. In addition, to avoid the imposition of project eligibility restrictions, you can demonstrate that the village's core infrastructure is in good condition. This can be done through the submission of an asset condition assessment. Please direct all related correspondence to ma.lgffcapital@gov.ab.ca.

If the Village of Warner's core infrastructure condition is not known at that time, you can make the decision to evaluate your infrastructure as part of an asset management plan. This activity can be funded through the LGFF capital or operating programs or with any remaining Municipal Sustainability Initiative capital or operating funding.

Additional information on project eligibility restrictions is outlined in Section 12 of the LGFF Capital Program Guidelines, available on the program website at www.alberta.ca/LGFF. Municipal Affairs staff are also available to you if you have any questions or require assistance. To speak to a grant advisor, please dial toll-free at 310-0000, then 780-422-7125.

Sincerely,



Ethan Bayne
Assistant Deputy Minister



Municipal
Climate Change
Action Centre

April 10, 2024

ATTN: Kelly Lloyd, CAO
Village of Warner Office
210 - 3rd Avenue
Warner, Alberta
T0K 2L0

RE: Electric Vehicles for Municipalities Project

The Municipal Climate Change Action Centre (MCCAC) congratulates you on your participation in the Electric Vehicles for Municipalities (EVM) program.

This letter confirms that we have received the completion documentation required for your project. Based on this documentation, and determined in accordance with the EVM Funding Agreement you will receive a rebate in the amount of \$30,000.00. A cheque from Alberta Municipalities, administrator of the MCCAC, made out to the Village of Warner in this amount is enclosed.

We hope that this project helps you meet your environmental and economic goals. From all of us here at the Municipal Climate Change Action Centre, we thank you for your leadership in taking action on climate change by participating in this program and look forward to future opportunities we have to work with you again.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trina Innes'.

Trina Innes
Executive Director
Municipal Climate Change Action Centre

A handwritten signature in black ink, appearing to read 'Calvin Lechelt'.

Calvin Lechelt
Program Manager
Municipal Climate Change Action Centre



Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024*

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two key pieces of municipal-related legislation: the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA).

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Proposed changes to the LAEA aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none">• Align candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
<ul style="list-style-type: none">• Allow municipalities to require criminal record checks for candidates.	No provisions in place.
<ul style="list-style-type: none">• Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).• Allow donations outside the local election year and require annual reporting of donations.	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
<ul style="list-style-type: none">• Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The LAEA only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
<ul style="list-style-type: none">• Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
<ul style="list-style-type: none">• Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
<ul style="list-style-type: none">• Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
<ul style="list-style-type: none">• Require municipalities to prepare a permanent electors register and align that information with Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.

<ul style="list-style-type: none"> Expand the use of special ballots while strengthening special ballot processes. 	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
<ul style="list-style-type: none"> Limit vouching to the ability to vouch for someone's address. 	An elector can vouch for an individual's age, residence, and identity.
<ul style="list-style-type: none"> Repeal the ability for a candidate's official agent or scrutineer to object to an elector. 	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
<ul style="list-style-type: none"> Enable regulation-making authority to postpone elections in emergencies. 	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.
<ul style="list-style-type: none"> Prohibit automated voting equipment, such as electronic tabulators. 	The LAEA permits municipalities, by bylaw, to process ballots by automated voting equipment.
<ul style="list-style-type: none"> Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes. 	Returning officers have discretion regarding recounts.
<ul style="list-style-type: none"> Clarifying rules and streamlining processes for scrutineers. 	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the MGA

Proposed changes to the MGA will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none"> Require a councillor's seat to become vacant upon disqualification. 	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
<ul style="list-style-type: none"> Require mandatory orientation training for councillors. 	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<ul style="list-style-type: none"> Allow Cabinet to remove a councillor if in the public interest, or to order a referendum to determine whether the councillor should be removed. 	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
<ul style="list-style-type: none"> Allow elected officials to recuse themselves for real or perceived conflicts of interest. 	Elected officials can only recuse themselves for matters in which they have a financial interest.
<ul style="list-style-type: none"> Make the Minister responsible for validating municipal recall petitions. 	A municipality's chief administrative officer is responsible for validating recall petitions.
<ul style="list-style-type: none"> Enable Cabinet to require a municipality to amend or repeal a bylaw. Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety. 	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.

<ul style="list-style-type: none"> • Allow the Minister to outline joint use planning agreement criteria and requirements. 	All criteria for these agreements are currently in the <i>MGA</i> .
<ul style="list-style-type: none"> • Specify that the assessed person for an electric generation system is the operator. 	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the MGA

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta’s government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the MGA.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none"> • Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation. 	No requirements in place for digital options. Municipalities can hold extra hearings beyond what’s legislated.
<ul style="list-style-type: none"> • Fully exempt non-profit subsidized affordable housing from property taxation. 	No provisions in place.
<ul style="list-style-type: none"> • Enable multi-year residential property tax incentives. 	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
<ul style="list-style-type: none"> • Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits. 	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated the legislation would come into force upon Royal Assent.

From: Census Communications <statcan.census-recensement.statcan@statcan.gc.ca>
Sent: April 30, 2024 9:08 AM
To: cao@warner.ca
Subject: The 2024 Census Test is coming in May | Le Test du recensement de 2024 aura lieu en mai

(La version française suit)

Hello,

I am reaching out to inform you about the upcoming 2024 Census Test.

As part of its standard process, Statistics Canada conducts a comprehensive test of the revised census questionnaire and collection procedures two years before every census. The census test is designed to improve the clarity of the census questions and effectiveness of the collection procedures, helping to ensure accurate and efficient data collection for the 2026 Census of Population and the 2026 Census of Agriculture.

In turn, these data help inform municipal policy and planning decisions in areas that matter most to the people and communities – like housing, transit, schools, infrastructure, and the environment.

About the 2024 Census Test

The census test will take place between May 6 and June 28, 2024, spanning across all 10 provinces. Approximately 198,000 households and 10,000 agricultural operations have been randomly selected to participate in this test.

Out of the total sample, 89,000 households were randomly selected from Nova Scotia, Québec, and Saskatchewan. Statistics Canada enumerators will assist respondents in these communities in completing their census test questionnaire.

The remaining 108,700 households were randomly selected from all 10 provinces. These households will be required to complete census test questionnaires but will not receive in-person follow-up visits from census enumerators.

Participation and confidentiality

Households selected to participate in the 2024 Census of Population Test will receive a letter containing instructions on how to fill out a questionnaire. The easiest way to complete the census test questionnaire is online. However, paper questionnaires will be available on demand. If a household is selected for the census test, it is legally required to participate.

All information is collected under the authority of the Statistics Act and will be kept strictly confidential.

Census test data are collected for test purposes only and will not be released to the public.

The 2024 Census of Agriculture Test, by contrast, is voluntary. Nevertheless, Statistics Canada relies on the responses from farmers across Canada to assess their understanding of the questionnaire content.

This year, Statistics Canada is introducing a new participation method for a selected number of households (around 8,700). These households will be given two options. They can:

- * fill out a questionnaire, or
- * allow Statistics Canada to count the members of their household using pre-existing information already provided to the government.

If households choose this latter option, no further action is required from them, and their legal obligation to participate in the census test is fulfilled.

For more information

For more information, visit the [2024 Census Test page](#). To learn more about other milestones related to the 2026 Census, visit [The road to the 2026 Census](#).

If you have any questions, please contact Census Communications at statcan.census-recensement.statcan@statcan.gc.ca.

Sincerely,

Geoff Bowlby

Director General, Census Program

Statistics Canada / Government of Canada

Bonjour,

Je tiens à vous informer du Test du recensement de 2024 à venir.

Dans le cadre de son processus normalisé, Statistique Canada mène une évaluation exhaustive du questionnaire et des procédures de collecte révisés deux ans avant chaque recensement. Le test du recensement est conçu en vue d'améliorer la clarté des questions du recensement et l'efficacité des procédures de collecte, afin d'assurer une collecte de données précise et efficace pour le Recensement de la population de 2026 et le Recensement de l'agriculture de 2026.

Les données contribuent à éclairer les politiques municipales et les décisions de planification dans les domaines qui comptent le plus pour les personnes et les communautés, comme le logement, le transport, les écoles, l'infrastructure et l'environnement.

À propos du Test du recensement de 2024

Du 6 mai au 28 juin 2024, le test du recensement sera mené dans les 10 provinces auprès d'environ 198 000 ménages et 10 000 exploitations agricoles sélectionnés au hasard.

De l'échantillon total, 89 000 ménages ont été sélectionnés de façon aléatoire en Nouvelle-Écosse, au Québec et en Saskatchewan. Les agents recenseurs de Statistique Canada aideront les répondants de ces communautés à remplir le questionnaire du test du recensement.

Les 108 700 ménages restants ont été sélectionnés au hasard dans les 10 provinces. Ces ménages devront remplir un questionnaire du test du recensement, mais ils ne recevront pas de visite de suivi de la part d'agents recenseurs.

Participation et confidentialité

Les ménages sélectionnés pour participer au Test du recensement de 2024 recevront une lettre indiquant comment répondre au questionnaire. Le plus simple est de remplir le questionnaire du test du recensement en ligne. Des questionnaires papier seront toutefois offerts sur demande. Si un ménage est sélectionné pour participer au test du recensement, il est tenu de le faire en vertu de la Loi.

Tous les renseignements sont recueillis en vertu de la Loi sur la statistique et resteront strictement confidentiels. Les données du test du recensement sont recueillies uniquement à des fins de mise à l'essai et ne seront pas diffusées au public.

En revanche, la participation au Test du recensement de l'agriculture de 2024 est volontaire. Statistique Canada s'appuie néanmoins sur les réponses fournies par les agriculteurs de partout au pays pour évaluer la clarté du contenu du questionnaire.

Cette année, Statistique Canada adopte une nouvelle méthode de participation pour environ 8 700 ménages sélectionnés, qui pourront choisir l'une de deux options :

- * remplir un questionnaire;
- * permettre à Statistique Canada de dénombrer les membres du ménage au moyen de renseignements déjà fournis au gouvernement.

Les ménages qui choisissent la deuxième option auront satisfait à leur obligation légale de participer au test du recensement et aucune autre mesure ne sera requise de leur part.

Pour en savoir plus

Pour obtenir de plus amples renseignements, veuillez consulter la page du Test du recensement de 2024. Pour en apprendre davantage au sujet des autres étapes importantes menant au Recensement de 2026, visitez la page [En route vers le Recensement de 2026](#).

Si vous avez des questions, veuillez communiquer avec les Communications du recensement à statcan.census-recensement.statcan@statcan.gc.ca.

Cordialement,

Geoff Bowlby

Directeur général, Programme du recensement

Statistique Canada / Gouvernement du Canada

Dear Prime Minister Trudeau,

As you know, Canada is facing a significant cost-of-living crisis. Many people are simply unable to afford the basic necessities that they would have taken for granted just a few years ago.

Despite this, the Federal Government increased the carbon tax on April 1st by 23%. We are deeply concerned about the harm this increase will have on the people we serve in our communities.

In 2024, a Canadian family will already have to spend \$700 more for groceries than they had to last year, and the cost of gas and heating is forcing too many people to make impossible financial decisions. Food banks are reporting that they will have to handle an additional million visits this year on top of last year's record high, and a third of charities are expecting to have to turn hungry people away as they cannot keep up with demand.

The carbon tax impact, just on our municipality alone, amounted to (\$ amount in 2023), which will be even more in 2024. We are forced to add this cost on to an already overburdened tax base, or drastically cut services, or both. This is unacceptable.

The Federal Government should be working to find solutions to the affordability crisis, not making this difficult situation even worse.

For this reason, I am requesting you create a permanent carve-out for municipal governments in the Carbon Tax before people living in (insert municipality here) suffer even more. By doing so, you will demonstrate your commitment to making Canada a more affordable country for everyone.

We hope you seriously consider stopping your costly carbon tax on municipalities and work to achieve lower prices for all Canadians.

Sincerely,

From: Motz, Glen - Riding 1 <Glen.Motz.C1@parl.gc.ca>

Sent: Wednesday, May 1, 2024 2:42 PM

To: clerk@medicinehat.ca; office@cardstoncounty.com; info@cypress.ab.ca; info@fortymile.ab.ca; admin@warnercounty.ca; townoffice@bowisland.com; info@cardston.ca; info@magrath.ca; main@milkriver.ca; contact@raymond.ca; redcliff@redcliff.ca; vilcouth@telus.net; vlg4most@telusplanet.net; office@stirling.ca; admin@warner.ca; info@bloodtribe.org

Subject: Carbon Tax Impact on Municipal Governments

Dear Municipal Government Councils of Medicine Hat-Cardston-Warner,

We all are well aware that Canada is facing a cost-of-living crisis. Many people are simply unable to afford life's basic necessities. Despite this, the Federal Government increased the carbon tax on April 1st by 23%.

What is often forgotten is the impact the carbon tax is having on municipalities and the communities you serve. I have heard from many of you that the carbon tax is forcing you to cut services or raise property taxes. This will only get worse if the carbon tax continues.

I am encouraging individual councils to send a letter to the Prime Minister, calling on him to create a permanent carbon tax carve-out for municipal governments. To that end, I have attached a sample letter that you may wish to use as a guide in your letter to the Prime Minister.

I would appreciate being copied any letters you send in this regard. The Prime Minister can be reached by email at pm@pm.gc.ca or regular mail (no postage required):

Office of the Prime Minister

80 Wellington Street

Ottawa, ON K1A 0A2

If you have any questions, do not hesitate to contact my office at 403-528-4698 or this email address.

Sincerely,

Glen

Team Motz

Office of Member of Parliament Glen Motz, M.O.M.

Medicine Hat-Cardston-Warner

Suite 306, 2810 - 13 Avenue SE

Medicine Hat, Alberta T1A 3P9

Office | Bureau: 403.528.4698; 1-844-781-9061 Fax | Tél copieur: 403.528.4365

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April 29, 2024

**Re: Shockware Wireless Inc. ("Shockware") Internet Agreement transfer to
TELUS Communications Inc. ("TELUS")**

We hope this message finds you well. TELUS has entrusted Cypress Land Services Inc. to facilitate the formal transition of Shockware's internet infrastructure into the TELUS network, effective July 1, 2024.

As part of this transition, TELUS is acquiring all assets of the Fixed Wireless network, including tower sites critical for delivering service under the Mascon by TELUS brand to former Shockware customers.

TELUS proposes entering into a new license agreement directly with you, with an initial term of five (5) years with a further five (5) year option with the annual fee increased by 10%. Instead of providing free internet packages, TELUS will introduce an annual license fee, payable on an annual basis.

Please find attached the license agreement for your review and signature. Additionally, we have enclosed an EFT form; completing this, along with a void cheque, will enable TELUS to facilitate direct deposits annually. Should you prefer cheques, they will be mailed to the address specified in the license agreement, ensuring it's accuracy is crucial.

TELUS is looking to ensure a smooth transition and requires the license agreement to be finalized so that TELUS can set landlords up for automatic rental payments before July 1, 2024. Please note that if we receive the signed license agreement by May 15, 2024, TELUS will pay a further \$500.00 signing bonus (which is to be paid upon full execution of the license agreement and all related documents).

We appreciate your loyalty and trust in Cypress Land Services Inc. during this transition to TELUS. If you have any questions or require clarification, please feel free to contact me at your convenience at 403.968.0646 or justin@cypresslandservices.com.

Thank you for your cooperation.

Regards,

A handwritten signature in black ink that reads "Justin Rockafellow".

Justin Rockafellow
Cypress Land Services Inc.
C: 403.968.0646
E: justin@cypresslandservices.com



Request for Decision 626-24 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 626-24, being the Borrowing Bylaw.

That second reading be given to Bylaw 626-24, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 626-24, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 626-24, 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.

BACKGROUND

In preparation for a potential capital purchase, administration is requesting to increase the line of credit to \$300,000. The increase would allow for a possible downpayment on a new ice plant and with the downpayment, can be ordered.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 626-24

**VILLAGE OF WARNER
BYLAW 626-24**

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 Three Hundred Thousand Dollars (\$300,000.00).

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 Three Hundred Thousand (\$300,000.00) 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 626-24
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. Bylaw 624-24 is hereby repealed.
8. 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 627-24 Borrowing Bylaw

RECOMMENDATION

That first reading be given to Bylaw 627-24, being the Borrowing Bylaw.

That second reading be given to Bylaw 627-24, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 627-24, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 627-24, 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.

BACKGROUND

The purpose of this borrowing bylaw is to renew the term loan originally set in 2014 for the purposes of installing the regional water line.

As the term of that loan is coming to an end, the Village requires a renewal of that loan. The term for the renewal is one year, at a rate of 6.85% and blended payments will be moved from quarterly to weekly for \$1,041.00.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Borrowing Bylaw 627-24

**VILLAGE OF WARNER
BYLAW 627-24**

A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RENEWAL OF A TERM LOAN FROM THE ALBERTA TREASURY BRANCH.

WHEREAS the Council of the Village of Warner has decided to issue a bylaw pursuant to Section 257 of the Municipal Government Act to authorize the renewal of financing created under Bylaw 541-14 (Regional Water Line Term Loan);

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 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;

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 renew the term loan to provide for the continuation of payments in the amount of Four Hundred Thousand Dollars (\$400,000.00), on the original term loan.

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

1. The Municipality borrow from Alberta Treasury Branches ("ATB") the principal sum of \$400,000.00 repayable weekly at a rate of 6.85% interest, in the amount of \$1,041.00.
2. The Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to:
 - 2.1. renew the term loan from the Alberta Treasury Branch, the sum of Four Hundred Thousand (\$400,000.00);
 - 2.2. to arrange with ATB the amount, terms and conditions of the loan and security of securities to be given to ATB;
 - 2.3. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - 2.4. to given or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - 2.5. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Municipality or

in which the Municipality may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

3. The Village of Warner shall repay the indebtedness according to the repayment structure in effect, namely weekly equal payments of combined principal and interest.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are from the operating budget.
5. 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.
6. 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.
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 Code of Conduct Bylaw 597-18 Revised

RECOMMENDATION

That first reading be given to the Code of Conduct Revised Bylaw 597-18.

That second reading be given to the Code of Conduct Revised Bylaw 597-18.

That unanimous consent be given to present for third reading of the Code of Conduct Revised Bylaw 597-18

That the third and final reading be given to the Code of Conduct Revised Bylaw 597-18.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Code of Conduct Bylaw was reviewed at the April Council meeting. Council directed administration to complete some housekeeping items and bring back to Council.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Code of Conduct Bylaw 597-18 Revised

VILLAGE OF WARNER
BYLAW 597-18 REVISED

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 XX day of XXXX 2024

Read a second time this XX day of XXXX 2024

Unanimous consent be given to present for third reading this XX day of XXXX 2024

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

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision 625-24 Chief Administrative Officer Bylaw

RECOMMENDATION

That first reading be given to the Chief Administrative Officer Bylaw 625-24

That second reading be given to the Chief Administrative Officer Bylaw 625-24.

That unanimous consent be given to present for third reading of the Chief Administrative Officer Bylaw 625-24.

That the third and final reading be given to the Chief Administrative Officer Bylaw 625-24.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

At the April Council meeting, Council gave three readings to the new Chief Administrative Officer Bylaw 624-24. Subsequent to that meeting, it was determined that Bylaw number 624-24 was already assigned to a previously approved bylaw.

As a result, the CAO Bylaw is on the agenda to give three readings to with a new bylaw number.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Chief Administrative Officer Bylaw 625-24

VILLAGE OF WARNER
BYLAW ~~624-24625-24~~

A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWER AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, the Municipal Government Act, being Chapter M26 of the Revised Statutes of Alberta, 2000, as amended, provides that a Council must, by Bylaw, establish the position of Chief Administrative Officer;

AND WHEREAS, Section 205 of the Municipal Government Act requires that Council establish a position of Chief Administrative Officer by bylaw;

AND WHEREAS, the Council may, in accordance with Section 203 of the Municipal Government Act, delegate any or all of its executive and administrative duties and powers;

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

1. TITLE

1.1. This Bylaw shall be cited as the "Chief Administrative Officer" or "CAO" Bylaw.

2. DEFINITIONS

In this Bylaw:

"Act" means the Municipal Government Act., R.S.A. 2000, c. M-26, and associated regulations, as amended.

"Administration" means the administrative and operational arm of the Municipality, comprised of various departments, including all employees who operate under the leadership and supervision of the Chief Administrative Officer.

"Chief Administrative Officer" means the Chief Administrative Officer (CAO) of the Village of Warner or their delegate, who as per the Municipal Government Act, is the only employee of Council.

"Council" means the municipal Council of the Village of Warner.

"Municipality" means the municipal corporation of the Village of Warner.

"Municipal Assessor" means the designated officer position created under the Municipal Assessor Bylaw and the individual appointed to that position.

3. OFFICE

3.1. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title "Chief Administrative Officer."

4. APPOINTMENT

- 4.1. Council must, by resolution, appoint an individual to the position of Chief Administrative Officer including:
 - 4.1.1. the term of the appointment; and
 - 4.1.2. the salary and benefits to be paid or provided to the Chief Administrative Officer, which may be varied from time to time by Council.
- 4.2. The Council may appoint an Acting Chief Administrative Officer (CAO) to act during an illness, absence or other incapacity of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than a month.

5. ACCOUNTABILITY

- 5.1. The Chief Administrative Officer shall be accountable to Council for the exercise of all the powers, duties, and functions delegated to the Chief Administrative Officer by the Act, this Bylaw, or another enactment, any other Bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties, and functions are exercised by the Chief Administrative Officer personally, or by someone to whom the Chief Administrative Officer has delegated that power, duty, or function.
- 5.2. The Chief Administrative Officer shall carry out their powers, duties, and functions in compliance with:
 - 5.2.1. The Act;
 - 5.2.2. This Bylaw
 - 5.2.3. Any other enactment
 - 5.2.4. Any other bylaws, resolution, policy or procedure passed or adopted by Council;
or
 - 5.2.5. Any contract binding on the Municipality.

6. GENERAL POWERS AND DUTIES

- 6.1. The Chief Administrative Officer has:
 - 6.1.1. all of the powers, duties, and functions that are given to a Chief Administrative Officer under the Act or any other enactment;
 - 6.1.2. all of the powers, duties and functions that are given to a designated officer under the Act, or any other enactment, except for the designated officer powers, duties and functions expressly given to the Municipal Assessor; and
 - 6.1.3. all the powers, duties and functions delegated to the Chief Administrative Officer by Council in this or any other bylaw, resolution, policy or procedure.
- 6.2. The Chief Administrative Officer shall:
 - 6.2.1. be the contact between the Administration of the Municipality and Council and communication from the Administration to Council shall flow through the Chief Administrative Officer;
 - 6.2.2. be responsible for advising on and communicating with Council with respect to:

- 6.2.2.1 the operations of the Municipality,
 - 6.2.2.2 the financial state of the Municipality,
 - 6.2.2.3 Council policies and procedures, and
 - 6.2.2.4 Administrative policies and procedures.
- 6.2.3 prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council;
- 6.2.4 attend all Council meetings and the meetings of such other boards, authorities or other bodies as might be required by Council.
- 6.3 Any information requested by an elected official about the operation or administration of the municipality must be shared with all elected officials, at the same time. All of the elected officials must hear/be provided the same information.

7. RESPONSIBILITY OF THE CHIEF ADMINISTRATIVE OFFICER

The CAO shall be responsible for:

- 7.1 Directing the Administration.
- 7.2 The development and maintenance of a civic administration capable of effectively and efficiently implementing the civic policies approved by the Council.
- 7.3 The provision of information, advice, and staff recommendations required by the Council for the consideration of policy alternatives.
- 7.4 The carrying out of research and the presentation to the Council alternatives in any area requiring policy formulation or reconsideration.
- 7.5 The preparation and presentation to the Council of the annual operating and capital budgets for the Municipality and for controlling approved budgetary expenditures on an ongoing basis.
- 7.6 Keeping the Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties, and responsibilities of the Council.
- 7.7 In conjunction with the Chief Elected Official, endorsing the proposed agenda for the Council and Committee of the Whole meetings.
- 7.8 Acting as the Deputy Director of Emergency Management.
- 7.9 The purposes of the Freedom of Information and Protection of Privacy Act, R. S. A. 2000 c. F-25 and any amendments thereto, the designated officer to receive requests.
- 7.10 Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments of assigned by the Council.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

In order to carry out the responsibilities of the position, the CAO has the authority to:

- 8.1 Hire, dismiss, promote, demote, reward, or discipline any employee of the Municipality.
- 8.2 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a major organizational change is affected, the CAO shall report such a change to the Council.
- 8.3 Be present at any meeting of the Council or Committee of the Council and be recognized to speak on any subject brought before Council.
- 8.4 In the case of an emergency, incur any expenditure not previously approved the Council provided a detailed report on such expenditure and its need is presented to the next meeting of the Council, subject to the limits imposed by Council policy.
- 8.5 Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality and to recommend the approval of such contracts, agreements, and transactions by the Council.
- 8.6 Sign any order, agreement, and cheque, negotiable instrument of document made or executed on behalf of the Municipality as per Council policy.
- 8.7 Take such actions necessary to carry out the responsibilities assigned by the Council.
- 8.8 In accordance with Section 209 of the Municipal Government Act, delegate any of the Chief Administrative Officer's powers, duties or functions under the Municipal Government Act or any other enactment of Bylaw to a Designated Officer of an employee of the Municipality.
- 8.9 The Chief Administrative Officer shall designate the financial institution(s) to be used by the Municipality and shall open and close accounts that hold the Municipality's money as per Council motion.
- 8.10 The Chief Administrative Officer is authorized to invest funds on behalf of the Municipality in accordance with the provisions of the Act.
- 8.11 The Chief Administrative Officer may pay any amounts the Municipality is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against or by the Municipality, provided that all rights to appeal the Order or Judgement have expired.
- 8.12 Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Municipality including, without limiting the foregoing:
 - 8.9.1 providing legal services to Council and the Administration, and
 - 8.9.2 appearing in all legal and administrative proceedings including commencing, defending, and intervening in such proceedings to

define, enforce and defend the Municipality's (and such other boards, authorities' agencies and other entities as may be required by Council) legal and equitable rights;

- 8.10 Compromise all actions, claims or demands against or by the Municipality and complete all related documentation;
- 8.11 Accept service of all notices and other documents on behalf of the Municipality;
- 8.12 Provide any and all certificates or statutory declarations on behalf of the Municipality;
- 8.13 Temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- 8.14 Prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Municipality for the recovery of tax arrears;
- 8.15 Carry out inspections, remedies, enforcement or other actions pursuant to the Act, any other enactment, or any bylaw where the Act or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Municipality;
- 8.16 Make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Municipality is authorized to enforce including without limitation, matters related to dangerous or unsightly property;
- 8.17 Act as the Development Authority and provide administrative support to the Municipal Planning Commission of the Municipality;
- 8.18 Extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the Act;
- 8.19 Revise bylaws in accordance with the Act;
- 8.20 Consolidate bylaws, including the preparation of administrative consolidations; and
- 8.21 Ensure the sufficiency of any petitions that may be submitted to the Municipality in accordance with the requirements of the Act.

9. INDEMNIFICATION

- 9.1 The Municipality shall indemnify the Chief Administrative Officer provided that the Chief Administrative Officer was acting in good faith to carry out the powers, duties and functions given to the Chief Administrative Officer by this Bylaw, the Act, any other enactment, any other bylaw, resolution, policy or procedure.

10. INTERPRETATION

- 10.1 Any reference in this Bylaw to the Act, any other enactment, any other bylaw, resolution, policy or procedure shall include all amendments thereto, all regulations and orders thereunder and any successor thereto.

11. REPEAL

11.1 Bylaws 188, 327, 378, 517-10 and 624-24 and all amendments thereto are hereby repealed.

This Bylaw come into force on the final date of passing thereof.

Read a first time this XX day of XXXX 2024

Read a second time this XX day of XXXX 2024

Unanimous consent be given to present for third reading this XX day of XXXX 2024

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

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Policy 501: Transfer Station Access

RECOMMENDATION

That Council approve Council Policy 501: Warner Transfer Station Access as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

(b) to participate generally in developing and evaluating the policies and programs of the municipality.

Part 6: Municipal Organization and Administration

Council's principal role in municipal organization

201(1) A council is responsible for

(a) developing and evaluating the policies and programs of the Municipality.

BACKGROUND

Historically, certain major users have been provided with an access code to the Warner Transfer Station. It seems as if this code has been shared with other individuals.

In order for the transfer station to remain a clean, safe environment, a limitation is proposed to be placed on the major users to be the only allowed patrons when the Warner Transfer Station is closed.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Council Policy 501: Warner Transfer Station Access
2. Chief Mountain Transfer Regulations



References:
Municipal Government Act
Chief Mountain Regional Solid
Waste Services Commission Regulations
Records Management Bylaw

Effective Date: _____

Council Resolution No: _____

POLICY STATEMENT

The Village of Warner operates the Transfer Station in a safe and efficient manner, ensuring waste is disposed of in an orderly fashion.

PURPOSE

The purpose of the policy is to create a standard of use for the major users of the facility.

SCOPE

This policy affects the Transfer Station Operator and major users of the facility.

RESPONSIBILITIES

The Chief Administrative Officer and/or designate is responsible for the implementation of this policy.

STANDARDS

1. A code is required to enter into the Transfer Station property.
2. Normal operating hours of the Village of Warner Transfer Station are Thursdays and Saturdays from 10:00 a.m. – 3:00 p.m.
3. The Village of Warner extends the privilege to major users to utilize the facility outside of normal operating hours.
4. Abuse and loss of privilege to the major users will occur should the code to enter the facility is disseminated to other parties not identified as major users.

**CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION
POLICY ON TRANSFER STATION REGULATIONS**

- Category:** Administration
- Title:** Transfer Station Regulations
- Date Approved:** June 9, 2010
- Date Reviewed/** February 8, 2012 / April 11, 2012 / April 10, 2019
Revised:
- Purpose:** To set the regulations for waste disposal at the Transfer Stations by Chief Mountain Regional Solid Waste.
- Statement:** Ratepayers must adhere to the following regulations:
1. Check with Operator before unloading any waste.
 2. The Station Operator will inspect each load before unloading.
 3. Turn off vehicle while unloading in station.
 4. Please ensure that all garbage is secured while transporting to the Transfer Stations.
 5. All children are to remain in the vehicle while unloading.
- A. WASTE TYPES TO BE STORED OR PLACED IN TRANSFER STATIONS**
1. Domestic Garbage Only.
 2. No liquid wastes will be accepted at Transfer Stations.
 3. No person shall dispose of toxic or hazardous wastes, such as flammable liquid or solid or any substance considered being toxic or hazardous.
 4. All white goods or metal scrap or wood scrap to be disposed of at a Special Waste Site Location.
 5. Large items such as p.v.c. pipe, vinyl siding etc. are to be broken into 4-ft. pieces. Placement of larger items such as couches, mattresses, box springs, rolls of carpet, large volumes of plastic sheeting such as silage cover etc., or other such items (as determined by the operator) are to be placed separately against right-hand side of building (outside only if there is not sufficient room in the building). *Excluding New Dayton & Wrentham Transfer Stations.
 6. Demolition/renovation materials from ratepayers are accepted at the Transfer Stations at a rate of one pick-up truck per day. Contractors must bring their construction waste directly to the Landfill Site. There is a disposal fee for these items.
 7. Twine - to be piled separately as directed by Station Operator.

8. Burning barrels and/or contents will be refused at the Transfer Station Building. The Station Operator will allow contents from a burning barrel if completely extinguished to be placed in the burn pit if one is available on site but never in the building. All cooled burning barrels must be placed in the metal disposal area on site. The jurisdiction responsible for the Transfer Station Operator may be held liable for any damages to the equipment or site resulting from non-compliance to this regulation.
9. Small animals will be accepted only if placed and sealed in plastic bags. Larger animals will not be accepted.
10. No person shall dispose of straw, hay, rock, brick, cement or dirt in the Transfer Station building.
11. At stations and compounds, there is to be no scavenging permitted, unless authorized by the Municipality in charge. All items or waste placed in the stations or at the station site becomes the property of Chief Mountain Regional Solid Waste.

B. SPECIAL WASTE SITE LOCATIONS - (WHITE GOODS COMPOUNDS)

Larger material or hard to handle waste such as car or truck bodies, fridges, stoves, or other appliances to be taken to Special Waste Sites located in Cardston, Hill Spring-Glenwood and Magrath. The Milk River/Coutts, Warner, Raymond and New Dayton sites also have white goods sites, but do not take car or truck bodies.

1. Sorting & storage of white goods & scrap metals as follows:
 - a. White goods in one pile.
 - b. Scrap in one pile.
 - c. All refrigerators and freezers should be lined up sitting upright with the back of unit easily accessible to technicians in separate area.
 - d. Car bodies stored in separate area.
2. No Farm Machinery will be accepted at any of the white goods sites.
3. Only authorized personnel are to remove scrap metal from the above sites.

C. SPECIAL BURNING SITES AT CARDSTON, HILLSPRING/GLENWOOD, MAGRATH, WARNER, MILK RIVER/COUTTS, NEW DAYTON AND WRENTHAM

WILL ACCEPT:

1. Only wastes defined as burnable debris in the Clean Air Regulations will be allowed at the burning sites, i.e. trees, branches, garden waste, straw, grass, wooden construction material, etc.
2. Wood must not be treated. Treated wood may be delivered directly to the Landfill Site. There will be a disposal fee.

3. Transfer Stations without Special Burning sites, must direct all burnable debris to a special burning site that are set up to handle this material.

WILL NOT ACCEPT:

1. Waste as defined as prohibited debris in the Clean Air Regulations, i.e. construction and demolition waste, rubber or plastic, used oils, asphalt shingles, cement, chemicals, wire, manure, etc.

D. REFRIGERATION, FREEZER AND AIR CONDITIONING UNITS

The following regulation applies before the disposal of refrigeration; freezer or air conditioning unit is permitted at one of the White Goods Sites located at Cardston, Hill Spring/Glenwood or Magrath, Raymond, Milk River/Coutts, Warner and New Dayton sites.

1. Each municipality will set rates for refrigeration units. Payment is to be made at the local Town, Village or Municipality office and a receipt must be presented to the operator of the disposal site before the refrigeration unit can be accepted.

E. TIRES ACCEPTED AT CARDSTON, MAGRATH, RAYMOND, HILLSPRING/GLENWOOD, MILK RIVER/COUTTS, WARNER AND NEW DAYTON STATIONS

1. No tires will be accepted in the Transfer Station Buildings.
2. Tires mounted on rims will not be accepted.
3. Tires are to be piled in a gravel area accessible to a large truck and trailer.

G. PAINT RECYCLING PROGRAM

1. Check with Transfer Station Operator for proper disposal of paints.
2. Those communities without a collection site are encouraged to save it for the round-ups.

H. Transfer Station Operators have the right to inspect any load.

The Station Operator may refuse any waste that in the judgement of the Operator should be rejected by reason of unknown content that may be a hazard.

IF THESE REGULATIONS ARE NOT ADHERED TO, THE MUNICIPALITY IN QUESTION MAY BE HELD LIABLE FOR ANY DAMAGES TO THE EQUIPMENT OR SITE RESULTING FROM NON-COMPLIANCE.



Request for Decision Seniors Week Proclamation

RECOMMENDATION

That June 3 – 9, 2024 be recognized as Seniors Week in the Village of Warner.

LEGISLATIVE AUTHORITY

BACKGROUND

For more than 30 years, the Government of Alberta has celebrated the first week in June to honour and recognize seniors for their many contributions to our province. Seniors' Week 2024 is June 3 to 9. Seniors and Housing encourages communities, organizations, and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week.

All municipalities, First Nations communities and Metis Settlements are encouraged to officially declare Seniors' Week. Attached is a Community Declaration to show your community's support and to generate greater awareness of the importance of seniors in Alberta.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Seniors Week Proclamation



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be 'J. Nixon', written over a horizontal line.

The Honourable Jason Nixon; Minister of Seniors, Community
and Social Services



Request for Decision 2025-2027 Financial Plan

RECOMMENDATION

That the 2025-2027 Financial Plan be approved as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act: Financial Plans and Capital Plans
Required plans 283.1

(1) In this section,

(a) "capital plan" means a plan referred to in subsection (3);

(b) "financial plan" means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

BACKGROUND

The 2025-2027 Financial Plan is presented to council for discussion and approval.

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. 2025-2027 Financial Plan

	2024	2025	2026	2027
	BUDGET			
General Government Services	(720,251)	(734,656)	(749,349)	(764,336)
Council	-	-	-	-
Finance	(98,857)	(100,834)	(102,851)	(104,908)
Fire Services	(15,000)	(15,300)	(15,606)	(15,918)
Municipal Enforcement	(3,400)	(3,468)	(3,537)	(3,608)
Roads	(3,000)	(3,060)	(3,121)	(3,184)
Airport	(900)	(918)	(936)	(955)
Water	(210,650)	(214,863)	(219,160)	(223,543)
Wastewater	(28,000)	(28,560)	(29,131)	(29,714)
Solid Waste	(56,900)	(58,038)	(59,199)	(60,383)
Planning & Development	(28,500)	(29,070)	(29,651)	(30,244)
Recreation Administration	(19,400)	(19,788)	(20,184)	(20,587)
Civic Centre	(94,650)	(96,543)	(98,474)	(100,443)
Total Revenues	(1,279,508)	(1,305,098)	(1,331,200)	(1,357,824)
General Government Services	82,917	84,575	86,267	87,992
Council	69,100	70,482	71,892	73,329
Finance	293,694	299,568	305,559	311,670
Fire Services	72,045	73,486	74,956	76,455
Municipal Enforcement	36,846	37,583	38,335	39,101
Roads	177,368	180,915	184,534	188,224
Airport	7,127	7,270	7,415	7,563
Water	190,507	194,317	198,203	202,168
Wastewater	41,435	42,264	43,109	43,971
Solid Waste	62,902	64,160	65,443	66,752
Planning & Development	30,500	31,110	31,732	32,367
Recreation Administration	56,661	57,794	58,950	60,129
Civic Centre	158,406	161,574	164,806	168,102
Total Expenditures	1,279,508	1,305,098	1,331,200	1,357,824



Request for Decision Bee Permit Request

RECOMMENDATION

That Council grant/not grant the request for a special permit to house urban bees at the property of 504 - 5th Avenue, Warner.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 616-23 Animal Control
Land Use Bylaw Map

BACKGROUND

A resident of the Village has been housing urban bees and is requesting a special permit in order to comply with the existing bylaw for Animal Control.

While the bylaw notes that bee colonies are not allowed in the Village, the resident has noted that the keeping of bees is for personal use only.

There are many municipalities in the province that have bylaws specifically for urban beekeeping.

RISKS/CONSEQUENCES

Should Council allow for this request, Bylaw 616-23 could be amended to reflect this decision.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Request Letter
2. Bylaw 616-23 Animal Control

rec'd Apr 13

April 26, 2024

TO: VILLAGE OF WARNER COUNCIL

RE: PERMIT APPLICATION – ANIMAL BYLAW 616-23

Further to the above noted bylaw, please accept this as application for a permit to house 4 honey bee hives on our residential property located at 504 5th Avenue, Warner, AB T0K 2L0

The hives are for personal use to extract honey for our large family. Additionally, with the wild bee population in serious decline these bees pollinate our large vegetable garden and trees in our yard.

Honey bees are not aggressive and typically do not sting unless seriously provoked. To avoid the bees travel, we regularly provide appropriate feed and water and with our garden vegetables, the bees do not leave our yard.

The complaint recently received by the Village Administration was caused by the opening up of the hives from the winter. With the feeding/watering, any movement will be minimized.

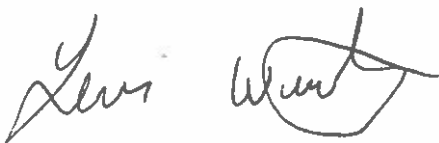
I did not understand that a permit was required for the bees and apologize to Village Council and Administration for this late application.

Also, we would hope that Council would consider amending the Animal Bylaw to allow residents to keep a personal and small hive of bees for personal use much like chickens are allowed. This would certainly enhance the pollination of gardens/trees in the Village as the wild bee population is basically non-existent due to the extensive spraying of pesticides.

We appreciate your kind consideration of our permit application and await your decision.

Sincerely,

Levi Wurtz



403 458 4961

**VILLAGE OF WARNER
ANIMAL BYLAW 616-23**

BEING A BYLAW OF THE VILLAGE OF WARNER TO PROVIDE FOR THE REGULATION AND CONTROL OF ANIMALS WITHIN THE VILLAGE OF WARNER.

WHEREAS pursuant to the Municipal Government Act, Chapter M-26 RSA 2000, and any amendments thereto, the Council may pass a bylaw to regulate and control Animals within the Village of Warner.

WHEREAS Bylaw 613-23 regulates dogs in the Village and are thus not addressed within this Bylaw.

WHEREAS Council deems it advisable to regulate and control the Animals within the Village of Warner in the Province of Alberta to provide for the safety, cleanliness and environmental protection of the Village and its residents.

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

1. TITLE

1.1. This Bylaw may be cited as the "Animal Control" Bylaw.

2. DEFINITIONS

"Animal" shall mean any bird, reptile, amphibian, or mammal excluding humans and Wildlife.

"Designated Officer" means the Chief Administrative Officer, Bylaw Enforcement Officer, RCMP Officer, Peace Officer, and/or Fire Chief of the Village of Warner or their duly authorized assistants.

"Livestock" includes, but is not limited to:

- a) a horse, mule, donkey, swine, camel, llama, alpaca, sheep or goat;
- b) domestically reared or kept deer, reindeer, moose, elk, or bison;
- c) farm bred fur bearing Animals including foxes or mink;
- d) Animals of the bovine species;
- e) Animals of the avian species including emus, ostriches, chickens, turkeys, ducks, geese, peacocks, peahens, or pheasants; and
- f) all other Animals that are kept for agricultural purposes including bee colonies, and does not include cats, dogs, or other domesticated household pets.

"Livestock Emotional Support Animal" means a companion Animal that a mental health professional has determined provides a benefit for an individual with a disability.

"Owner" means any Person:

- a) who has the care, charge, custody, possession or control of the Animal;
- b) who owns or claims a proprietary interest in the Animal; or
- c) who harbours, suffers, or permits an Animal to be present on any property owned or under their control.

"Village" shall mean the Village of Warner.



3. LIVESTOCK

- 3.1. No person shall keep or maintain any Livestock in the Village, without first obtaining an Animal Control Permit issued by the Village office, within the areas as described below:
 - 3.1.1. In the Village of Warner South of First (1st) Avenue and only on properties that are at the least 2.4711 acres
 - 3.1.2. Chickens - 1st Avenue North
- 3.2. Livestock will be allowed within the Village, without a permit, only on days when a parade or a celebration is being held.

4. PERMITS

- 4.1. Application for a permit will be obtained from the Village office in the form provided. Applications will be completed in detail. Any other information the Village may require, or consider appropriate, shall be supplied to ensure all information is considered in each application.
- 4.2. The Village and/or its Designated Officers shall take into consideration all factors which may be to the best interest of the Village as a whole and, in particular, the surrounding neighbourhood and may:
 - 4.2.1. Grant permit; or
 - 4.2.2. Grant a permit subject to conditions; or
 - 4.2.3. Refuse any application as they may deem advisable.
- 4.3. The Village may revoke any permit or vary the terms and conditions of such at any time. In particular, any permit shall be revoked, but not limited to, if the premises where the Animal is being kept is not kept clean and sanitary, so as to control the nuisance of manure, flies, odour or filth. Upon receipt of a written complaint with justifiable concerns, each permit location is subject to an unscheduled inspection by the Village and/or its Designated Officer.
- 4.4. Permits will be issued in accordance to the following guidelines:
 - 4.4.1. All permit requests for Animals (excluding dogs and cats) will be reviewed and approved according to the regulations and guidelines provided by the appropriate Provincial and Federal government departments.
 - 4.4.2. One (1) large Animal per acre, no matter the age (for example, two (2) horses and (one)1 cow with calf would be four (4) permits; or one (1) mare with foal would be two (2) permits)
 - 4.4.3. Two (2) small Animals per acre (goat, sheep, etc.) No more than six (6) chickens will be allowed in the Village, with absolutely no allowance for roosters.
 - 4.4.4. Permits shall not be issued for pigs. Pigs shall not be allowed in the Village.
 - 4.4.5. Stallions (possibly short term, with special security requirements and upon individual request to council).
 - 4.4.6. Bulls (possibly short term, with special security requirements and upon individual request to council).
 - 4.4.7. Livestock Emotional Support Animal(s) may be permitted in the Village outside of provision 3.1.1, provided conditions set during the permit stage are met.
- 4.5. Permits may be issued after an inspection of the location noted on the application to ensure adequacy of fence/corral, security, and space for forage.

7/2 W

- 4.6. Following an issuance of a permit, the Village and/or its Designated Officer, shall inspect each permit location to determine its validity.
- 4.7. Within seven (7) days of the expiration of a permit or as otherwise required by the Village, each property owner is responsible for a general cleanup of the Animal area, complete to the abatement of all nuisances and to the satisfaction of the Village. Failure to do so will be justification for the Village to have the cleanup undertaken and to assess any incurred costs against the property.

5. FEE SCHEDULE

- 5.1. There will be an administration fee assessed for each permit, in accordance with the fee policy, attached as Schedule A. Recipients of an Animal control permit shall comply with all provincial regulations and legislation concerning public health and the keeping of Animals.
- 5.2. All Animal permits will be issued for a twelve (12) month period from the date of issuance unless otherwise stated on the application.
- 5.3. Any person keeping or maintaining any Animal in the Village without a permit, or any person failing to remove any Animal from the Village after a permit to keep such Animal has been revoked and/or expired, is guilty of an offense and may be issued a violation ticket as indicated in Schedule B.

6. GENERAL

- 6.1. Where a contravention of this Bylaw is of a continuing nature, further violation tickets may be issued by the Village and/or its Designated Officer, provided that no more than one violation ticket shall be issued for each day that the contravention continues.
- 6.2. Nothing in this Bylaw shall prevent the Village from immediately issuing a violation ticket for the mandatory Court appearance of any person who contravenes any provision of this Bylaw.
- 6.3. All charges and costs that are left unpaid shall be added to the landowner's property tax account and collected in that manner.

7. SEVERABILITY

- 7.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

8. REPEAL OF BYLAW

- 8.1. That Bylaw No. 543-13 and amendments thereto are hereby repealed.

9. EFFECTIVE DATE

- 9.1. This Bylaw shall take effect at the date of final passing thereof.

Read for the first time this 17th day of May, 2023



Read for the second time this 17th day of May, 2023

Unanimous consent be given consideration for third reading this 17th day of May, 2023.

Read for a third and final time this 17th day of May, 2023



Tyler Lindsay
Mayor



Kelly Lloyd
Chief Administrative Officer



Schedule A: Permit Fee

Large Animals	\$20.00/Head
Small Animals	\$15.00/Head
Chickens	\$3.00/Head

Schedule B: Animal Control Bylaw Penalty Schedule

- 1. Keeping or harbouring any Animal where prohibited in the bylaw \$250.00
- 2. Keeping or harbouring any Animal in numbers more than those described in the bylaw \$250.00





Request for Decision Viability Review Action Plan

RECOMMENDATION

That Council approve the Viability Review Action Plan Update for June 2024, as presented.

LEGISLATIVE AUTHORITY

Viability Review Ministerial Order
Municipal Government Act

BACKGROUND

Following the Viability Review conducted by Municipal Affairs and the subsequent recommendations and directives ordered by the Minister of Municipal Affairs, the attached action plan is the third iteration, providing an update on the actions previously submitted in 2023.

The Village of Warner is required to provide an update to the Ministry on the action plan by June 1, 2024, and annually up to 2027.

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. Viability Review Action Plan Update – June 2024



Viability Recommendations

June 2024 Update

Minister Ordered Directives from the Viability Review, May 9, 2022

1.	<ul style="list-style-type: none"> Complete a comprehensive Strategic Planning session, discussing the 15 recommendations <i>Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the preliminary focus areas consisting of, community development, fiscal responsibility and governance for the 2022-2025 Strategic Plan."</i> <i>Motion Carried 108-22 June 15, 2022 Regular Council Meeting</i> Develop an action plan to address each recommendation <i>Moved by Mayor Lindsay, seconded by Councillor Alexander, "that Council approve the Viability Action Plan as information."</i> <i>Motion Carried 107- 22 June 15, 2022 Regular Council Meeting</i> Provide a copy of the plan to Municipal Affairs 	June 30, 2022 Complete
2.	<ul style="list-style-type: none"> Prepare a written capital plan over the 2022-2032 period Provide a copy of capital plan and funding sources to Municipal Affairs 	July 30, 2022 Complete
3.	<ul style="list-style-type: none"> Update and submit the approved capital plan and budget amounts on June 1 of each year for the subsequent four years to Municipal Affairs 	June 1, 2023-2027
4.	<ul style="list-style-type: none"> Council and CAO to carry out the directives within timelines stated 	Ongoing

Viability Action Plan

Recommendation	Action Plan	Timeline	Status	
Sustainable Governance				
1.	Develop a long-term municipal strategic plan.	<ul style="list-style-type: none"> Due to time constraints, a preliminary session was completed at a regular council meeting. Future work will entail developing values and value statements; creating a vision and mission statement; identifying results and strategies based on agreed focus areas. Create an operational plan Assign KPI's 	<p>June 2022</p> <p>Summer of 2022</p> <p>Spring /Summer 2023</p> <p style="color: red;">February 2024</p> <p style="color: red;">Week of May 13</p>	<p>Focus areas identified June 15</p> <ul style="list-style-type: none"> Community Development Fiscal Responsibility Governance <p>Council held a council (governance) refresher and strategic planning session on February 23, 2023.</p> <p>Council decision to engage the public on vision for the Village</p> <p style="color: red;">Public Engagement strategy prepared in collaboration with consultant</p> <ul style="list-style-type: none"> - Business visitation - Community organization

			First part of June	engagement - Public open house engagement
2.	Review and update local policies and enact new policies in order to guide staff and to communicate service level expectations to the public.	<ul style="list-style-type: none"> • Inventory completion • Develop review schedule • Prioritize • Review or create new • Council approval 	<p>Summer 2022</p> <p>Fall 2022 – Fall 2025</p> <p>Fall 2022 – Fall 2025</p>	<p>Bylaw inventory begun completed 11/28/2022</p> <p>559 bylaws in inventory. 119 are active. 99 identified to be reviewed.</p> <p>Policy inventory completed 11/1/2022</p> <p>Review schedule complete</p>
3.	Share all policies, bylaws and strategic planning documents on its website.	<ul style="list-style-type: none"> • Inventory of Bylaws • Review schedule for Bylaws (in tandem with policy review) • Prioritize • Review and/or create new • Scheduled website revamp • As components are approved, • they will be posted to the website. 	August 2022 Fall 2022 – Fall 2025	<p>As bylaws and policies have been approved and signed, they are posted on the website. (6 since January 2023)</p> <p>2023 13 Bylaws approved</p> <p>2024 3 bylaws to date</p> <p>22/2023 9 policies created and approved</p> <p>2024 1 policy created and approved</p>
4.	Continue involvement in regional partnerships that have a positive impact for residents and may choose to pursue further opportunities to further enhance regional efficiencies.	<ul style="list-style-type: none"> • Elected officials are currently appointed to 14 authorities, boards and commissions. • Work continues regionally for a water line (need funding) through Ridge Water Services Commission. 	<ul style="list-style-type: none"> • October Organizational meeting • Fall 2022 	<ul style="list-style-type: none"> • Governance documents for each ABC have been collected to ensure proper governance from council to those ABC's. • Support provided from quad councils for AMWWP grant lead by Milk River. Support also for ACP grant (successful) to explore the design concept further for regional line. Included in concept is decommissioning water reservoir and a new above ground build.

		<ul style="list-style-type: none"> Revival of Quad Council meetings post Covid (County of Warner, Village of Coutts, Town of Milk River, Village of Warner) 	Fall 2022	<ul style="list-style-type: none"> The Village hosted Quad Council on 11/23/2022, with a subsequent quad council on 4/13/2023. Rotated amongst the four municipalities. Milk River hosts October 2023.
		<ul style="list-style-type: none"> Review Quad shared services recommendations/strategy and create action plan and new meeting schedule. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Interest is not there at this time to review.
Administration and Operations				
5.	Review operational and administrative functions to assess its staffing levels, and budget accordingly.	<ul style="list-style-type: none"> Complete function inventory, in tandem with job descriptions (items 6-8) and services (item 9) offered. Analysis and formalize HR Policies and processes. Succession planning: Discussion between Milk River and Warner council (PW function) 	<ul style="list-style-type: none"> 	<p>Currently underway as the CAO is learning about the organization and has identified several areas. Will have a better grasp for 2022 and therefore the 2023 budget.</p> <p>Function inventory complete. Job description revisions - 5 completed and two left to do.</p> <p>Employee handbook approved.</p> <p>Workplace Violence and Harassment policy approved.</p>
6.	Review the roles and responsibilities of the CAO position described in the MGA and consider increasing the number of hours required to perform the duties.	<ul style="list-style-type: none"> Review MGA section 207 and 208. Review CAO Bylaw. Analyze number of hours for CAO Review job description Modify job description if needed Succession planning to establish a dedicated CAO 	<ul style="list-style-type: none"> Fall 2022 	<p>WIP</p> <ul style="list-style-type: none"> CAO Bylaw, CAO Job Description and CAO Performance Review Policy and Performance Review process approved by Council – April 2024

7.	Update the job description for the Municipal Clerk to accurately describe the full scope of responsibilities; include information on reporting structure, skills and competencies; and include hours and compensations expected by the position.	<ul style="list-style-type: none"> Review job description Modify job description if needed Succession planning 	<ul style="list-style-type: none"> Fall 2022 	<p>Employee was provided job description to review and update.</p> <p>This is a WIP.</p> <p>Job description a WIP. Reorganize roles – hired p/t reception. Clerk role is completed by CAO. That role is now focused on finance in order to reduce the third-party oversight expenses.</p>
8.	Update the job description for the Public Works Supervisor position to reflect the change in staffing levels and reporting structure and to remove reference to the Public Works Manager.	<ul style="list-style-type: none"> Review job description Modify job description if needed Explore partnership with Milk River for PW relief/backup 	<ul style="list-style-type: none"> Fall 2022 	<p>Employee was provided job description to review and update. This is a WIP.</p> <p>Job description revised and signed off. Creation of yearly maintenance schedule. Creation of 2024 public works plan.</p>
9.	Conduct a services review to explore more opportunities to offer services on a regional basis (e.g., some public works functions) in order to alleviate the administrative burden on existing staff.	<ul style="list-style-type: none"> Inventory of services offered Data to support Explore municipal partnerships regarding: shared public works and procurement (fire gear, supplies, etc.) and other identified In tandem with items 4 and 14 	<ul style="list-style-type: none"> Fall 2022 	<p>Service Review creation to be completed.</p> <p>Work with Milk River and Coutts on public works procurement (i.e., street sweeping, hold harmless agreement for public work human resource assistance)</p> <p>Continuation of sharing resources and bulk purchasing split between Milk River and the Village</p>
Finances, Assessment, and Taxation				
10.	Continue to comply with the tax recovery process outlined in the MGA.	<ul style="list-style-type: none"> Creation of a tax recovery workbook to document files Public auction 	<ul style="list-style-type: none"> Fall 2022 July 2022 	<p>Advertised in gazette.</p> <p>Public Auction held on October 19, 2022</p> <p>Missed the March 31 deadline to submit list of tax recovery properties</p>

				for 2023 and 2024.
11.	Consider dedicating funds annually to infrastructure to encourage proactive funding and improvements.	<ul style="list-style-type: none"> • Complete individual asset management plans (10). • Determine the level of reserves to be dedicated. • Creation of a reserve policy. 	<ul style="list-style-type: none"> • Due June 1, 2027 	<p>Asset management plans have yet to be created.</p> <p>Draft Reserve Policy created.</p>
Infrastructure				
12.	Develop a 10-year plan for addressing the repairs, maintenance, and replacements identified in the infrastructure study. The plan should include a projected funding model.	<ul style="list-style-type: none"> • Creation of asset management policy and strategy • Inventory of assets • Identify replacement costs • Identify condition • Identify operations and maintenance costs • Identify level of service • Create individual asset management plans • Create an investment strategy • Annual review of the 10-year capital plan 	<ul style="list-style-type: none"> • Due June 1, 2027 	<p>A 10-year capital plan was submitted in 2022 as well as the June 2023 report deadline.</p> <p>10 Year capital plan to be approved during May's Council meeting.</p>
Services				
13.	Increase utility fees to reflect future full cost-recovery, including costs of consumption, emergency repairs, billing, and allocations to reserves for future infrastructure replacement.	<ul style="list-style-type: none"> • Inventory of fees • Analysis of fees • Creation of new rates bylaw 	<p>Business cases for 2023</p> <ul style="list-style-type: none"> • deliberations 	<p>Increase in overconsumption fee for water.</p> <p>Analysis still required.</p> <p>Rates bylaw approved Dec 2023. Revision to rates to come 2nd Q 2024</p>
14.	Complete a service capacity review to align service levels, and council and resident expectations, and budget for the required staffing/contracting.	<ul style="list-style-type: none"> • Create service level document • Complete a service level review 	<p>October 2022 for</p> <ul style="list-style-type: none"> • the 2023 budget to be approved in December 2022 	<p>This project is yet to be created</p>

15.	Develop a policy and procedures to formalize funding support to community organizations and events.	<ul style="list-style-type: none"> This will be in tandem with the policy review under Sustainable Governance. It is a priority policy. 	<ul style="list-style-type: none"> Fall 2022 	<p>This is as WIP</p> <p>Policy 103 and 104 created and approved.</p> <p>New Project called Warner Community Agriculture Project: donated inputs for farmable land (approx. 50 acres)</p> <p>Revenue from this project to be given back to the community.</p> <p>Plan to involve school in a harvest wind up in the field.</p>
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Request for Decision 2024-2033 Capital Plan

RECOMMENDATION

That Council approve the 2024-2033 Capital Plan for the Village of Warner.

LEGISLATIVE AUTHORITY

Viability Review Ministerial Order
Municipal Government Act

BACKGROUND

Following the Viability Review conducted by Municipal Affairs and the subsequent recommendations and directives ordered by the Minister of Municipal Affairs, the attached ten-year capital plan is the third iteration.

The Village of Warner is required to provide an update to the Ministry on the action plan by June 1, 2024, and annually up to 2027.

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. 2024-2033 Capital Plan



Request for Decision Joint Municipal Recycling Roundup

RECOMMENDATION

That Council

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The County of Warner is planning on utilizing the Municipal Recycling Roundup Grant (Muni RU Grant) to hold a roundup event for electronics, paints, tires, and used oil this summer in Masinasin and in Wrentham.

They propose a joint effort to encourage residents throughout the area to recycle. Coordinating a series would allow advertising to include details on multiple upcoming events so residents unable to make it to one date may be able to attend an event of another municipality. Each municipality would apply for the Muni RU Grant for their own event and determine details such as whether to host the event at your transfer station during regular hours, or at a different location. I have contacted the grant administrator, and she indicated that if the advertisements follow the overall approved layout, we can include the dates and sites of the roundups as a series while applying for our own funds.

While municipalities already receive a rebate through ARMA Connect this grant creates the opportunity for general education on the recycling options for these items. This will divert extra waste from the Chief Mountain Landfill while recycling non-renewable and dangerous items. In addition, when hosting the event at different sites compared to the usual transfer stations it will create a more convenient and accessible recycling option for all residents.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. County of Warner Letter
2. Poster
3. Grant Application



COUNTY OF WARNER NO. 5

PO BOX 90
300 COUNTY ROAD
WARNER, AB T0K 2L0

Phone: 403-642-3635
www.warnercounty.ca

May 1, 2024

Councils of the Urban Municipalities bordering the County of Warner

Via email: vilcouth@telus.net, cao@milkriver.ca, cao@warner.ca, cao@stirling.ca, jessesalmon@raymond.ca

Re: Regional Recycling Roundup Series Proposal

The County of Warner is planning on utilizing the Municipal Recycling Roundup Grant (Muni RU Grant) to hold a roundup event for electronics, paints, tires, and used oil this summer in Masinasin and in Wrentham.

We would like to propose a joint effort to encourage residents throughout the area to recycle. Coordinating a series would allow advertising to include details on multiple upcoming events so residents unable to make it to one date may be able to attend an event of another municipality. Each municipality would apply for the Muni RU Grant for their own event and determine details such as whether to host the event at your transfer station during regular hours, or at a different location. I have contacted the grant administrator, and she indicated that if the advertisements follow the overall approved layout, we can include the dates and sites of the roundups as a series while applying for our own funds.

While municipalities already receive a rebate through ARMA Connect this grant creates the opportunity for general education on the recycling options for these items. This will divert extra waste from the Chief Mountain Landfill while recycling non-renewable and dangerous items. In addition, when hosting the event at different sites compared to the usual transfer stations it will create a more convenient and accessible recycling option for all residents.

For your convenience I have enclosed the 2024-25 Municipal Recycling Roundup Grant Guide. Enclosed is also a draft poster to show what a joint effort could look like and similarly their radio ad template could easily be adjusted to include the series dates.

Regards,

Nikki Stevens
Municipal Clerk

Enclosures

2024 RECYCLING ROUNDUP SERIES



Hosted By the County of Warner

July 22, 2024

10 AM – 3 PM

Masinasin Waste Station

All County and local urban residents welcome!
Collecting Electronics, Paint, Tires, and Used Oil

Other Dates

Town of Milk River – Public Works Yard – *Month Day*

Town of Raymond – Transfer Station – *Month Day*

Village of Stirling – Fire Hall Parking Lot – *Month Day*

Village of Warner – Public Works Yard – *Month Day*

County of Warner – Wrentham Grader Shack – *Month Day*

Village of Coutts – Public Works Yard – *Month Day*

Alberta
recycling
MANAGEMENT AUTHORITY



PARTICIPANT INFORMATION		
Participant:	Phone No.:	
Mailing Address:		
Contact Name:	Title:	Email:
ROUNDUP EVENT INFORMATION to be posted on our website and included in all your advertising. (attach summary sheet if needed)		
Location Name:		Address:
Event Date(s):	Time(s):	Phone Number:
Indicate material stream(s) to be collected at the event: <div style="display: flex; justify-content: space-around; text-align: center;"> Electronics/ePilot Electronics Paint Tires Used Oil Materials HHW </div>		
Are you willing to accept large paint volumes from local businesses at your roundup event(s)?		YES NO
Are you willing to accept electronics from local businesses at your roundup event(s)?		YES NO
POPULATION & MAXIMUM ELIGIBLE FUNDING LEVELS (please see Table 1):		
Population Served:	Advertising Max Funding (non-matching):	Expenses Max Funding (matching):
Advertising Plan Information: Please list the advertising options you will be using to promote your roundup e.g. print ads, signage, radio, etc.:		
REGISTERED PROCESSOR INFORMATION		
Please detail who will be handling the materials at the event and their end destination. Here is a link to the list of registered processors https://www.albertarecycling.ca/processors/		
Material:	At the event (In-house, Processor, Transporter):	After the event (Processor/Handler) :
Electronics/ePilot materials		
Paint		
Tires		
Used Oil		
HHW		

I have read and understand the 2024-25 Municipal Recycling Roundup Grant Program Requirements. I am fully aware of the eligible and ineligible expenses, and I certify I will ensure all event requirements will be met. I understand the information I provide to Alberta Recycling Management Authority (ARMA) is subject to review and audit.

Signature: _____ Date: _____
 Name: _____ Title: _____

Email completed forms to grants@albertarecycling.ca