



## 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.

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### 1. CALL TO ORDER

### 2. DELEGATIONS

- A) Dieslr Corp.
- B) Anita Fewer

### 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) Chief Administrative Officer Report
  - C.1) Resolutions
  - C.2) Water Report
- D) Financial Report
- E) Committee Reports

### 5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

- A) Correspondence

### 6. BYLAW/AGREEMENTS / POLICY REVIEW

- A) 628-24 2024 Tax Rate Bylaw
- B) 629-24 Water Use and Conservation Bylaw
- C) Lions Campground Rules Policy 702

### 7. ACTION ITEMS/COUNCIL DECISION

- A) Transfer Station Hours
- B) 10 Year Capital Plan
- C) July Council Meeting
- D) Riding Arena

### 8. CLOSED MEETING

### 9. NEXT REGULAR COUNCIL MEETING

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

### 10. ADJOURNMENT



## Request for Decision Delegation: Dieslr Corp.

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### RECOMMENDATION

That the presentation from Dieslr Corp. be accepted as information.

### LEGISLATIVE AUTHORITY

Procedural Bylaw

### BACKGROUND

A representative from Dieslr Corp. will be in attendance to provide Council with an overview of activities related to the Warner Airport.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None



## Request for Decision Delegation: Anita Fewer

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### RECOMMENDATION

That the report from delegate Anita Fewer be accepted as information.

### LEGISLATIVE AUTHORITY

Procedural Bylaw

### BACKGROUND

Ms. Anita Fewer will be in attendance regarding the urban bee special permit approved by Council at the May Council meeting.

### 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. Letter

June 4/2024

From: Brandon Fewer  
Anita Fewer

Attention: Mayor/Council Members

Hello, I am writing council on behalf of my son Brandon Fewer - 509-4th Ave. and myself with regards to your consideration of the permit for urban bees at the property 504-5th Ave. that has been presented to council. We are concerned about the approval for the location as it is close to school and playground. I have noticed the bees have been active this year and are becoming a ~~big~~ concern as I am allergic to bees/wasps and so is other members of my family. Also my husband is unable to run from bees that are flying around him. There also has been times I had to go inside because so many bees were around the property. Brandon has owned the property for about 8 years and has not seen so many bees on the property until last year and this year. We would like to oppose the special permit. The bee hives were on the property both years. Thank you  
Anita Fewer  
Brandon Fewer



## Request for Decision Adoption of Minutes

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### RECOMMENDATION

That the minutes for the May 15, 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: May 15, 2024, regular council meeting minutes

## Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, May 15, 2024, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3<sup>rd</sup> Avenue, Warner, Alberta.

### Present – Elected Officials

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

### Absent – Elected Officials

Councillor Derek Baron

### 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) Chief Mountain Regional Solid Waste Services Commission

Marian Carlson, SEO for Chief Mountain Regional Solid Waste Services Commission, spoke to the presentation as found in the agenda package.

Moved by Councillor Toovey, seconded by Councillor Koehn, “that the Chief Mountain Regional Solid Waste Services Commission report be accepted as information.”

Motion Carried 2024-83

## 3. AGENDA

A) Items added or deleted

Added: 7G) Bill 20: Municipal Affairs Statutes Amendment Act

B) Adoption of the Agenda

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, “that the May 15, 2024, regular council meeting agenda be accepted as amended.”

Motion Carried 2024-84

## 4. REPORTS/FINANCIALS

A) Approval of April 17, 2024, Regular Council Meeting minutes

Moved by Councillor Koehn, seconded by Councillor Toovey, “that the minutes for the April 17, 2024, regular council meeting be accepted as amended under item 4C) Moved by ~~derek~~ Councillor Baron.”

Motion Carried 2024-85

B) Municipal Enforcement Report

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, “that the Municipal Enforcement report for the period ending April 30, 2024, be accepted as information.”

Motion Carried 2024-86

C) RCMP Report

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the Chief Administrative Officer report for the period ending April 30, 2024, be accepted as information."

Motion Carried 2024-87

D) Chief Administrative Officer Report

Moved by Councillor Koehn, seconded by Mayor Kirby, "that the Village of Warner end the relationship with the grant writer."

Motion Carried 2024-88

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending April 30, 2024, be accepted as information."

Motion Carried 2024-89

E) Financial Report  
None.

F) Committee Reports

Councillor Koehn attended a Veterans Memorial Highway as well Revitalization meetings.

Councillor Toovey attended a Heritage Handi-Bus meeting.

Mayor Lindsay attended a day care meeting.

Deputy Mayor Kirby attended the Mayors and Reeves meeting.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the committee reports for the period ending May 15, 2024, be accepted as information."

Motion Carried 2024-90

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Koehn, seconded by Councillor Toovey, "that the correspondence for the period ending May 15, 2024, be accepted as information."

Motion Carried 2024-91

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Borrowing Bylaw 626-24

Moved by Councillor Toovey, seconded by Councillor Koehn, "that first reading be given to the Borrowing Bylaw 626-24."

Motion Carried 2024-92

Moved by Councillor Koehn, seconded by Councillor Toovey, "that second reading be given to the Borrowing Bylaw 626-24."

Motion Carried 2024-93

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that unanimous consent be given to present for third reading of the Borrowing Bylaw 626-24."

Motion Carried 2024-94

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the third and final reading be given to the Borrowing Bylaw 626-24."

Motion Carried 2024-95

B) Borrowing Bylaw 627-24

Moved by Councillor Toovey, seconded by Councillor Koehn, "that first reading be given to the Borrowing Bylaw 627-24."

Motion Carried 2024-96

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that second reading be given to the Borrowing Bylaw 627-24."

Motion Carried 2024-97

Moved by Councillor Koehn, seconded by Mayor Lindsay, "that unanimous consent be given to present for third reading of the Borrowing Bylaw 627-24."

Motion Carried 2024-98

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the third and final reading be given to the Borrowing Bylaw 627-24."

Motion Carried 2024-99

C) Council Code of Conduct Bylaw 597-18 Revised

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that first reading be given to the Council Code of Conduct Bylaw 597-18 Revised."

Motion Carried 2024-100

Moved by Councillor Koehn, seconded by Councillor Toovey, "that second reading be given to the Council Code of Conduct Bylaw 597-18 Revised."

Motion Carried 2024-101

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that unanimous consent be given to present for third reading of the Council Code of Conduct Bylaw 597-18 Revised."

Motion Carried 2024-102

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the third and final reading be given to the Council Code of Conduct Bylaw 597-18 Revised."  
Motion Carried 2024-103

D) Chief Administrative Officer Bylaw 625-24

Moved by Councillor Toovey, seconded by Councillor Koehn, "that first reading be given to the Chief Administrative Officer Bylaw 625-24."  
Motion Carried 2024-104

Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that second reading be given to the Chief Administrative Officer Bylaw 625-24."  
Motion Carried 2024-105

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that unanimous consent be given to present for third reading of the Chief Administrative Officer Bylaw 625-24."  
Motion Carried 2024-106

Moved by Councillor Toovey seconded by Councillor Koehn, "that the third and final reading be given to the Chief Administrative Officer Bylaw 625-24."  
Motion Carried 2024-107

E) Warner Transfer Station Access Policy 501

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept Council Policy 501: Warner Transfer Station Access as information."  
Motion Carried 2024-108

## 7. ACTION ITEMS/COUNCIL DECISION

A) Seniors Week Proclamation

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that June 3 – 9, 2024 be recognized as Seniors Week in the Village of Warner."  
Motion Carried 2024-109

B) 2025-2027 Financial Plan

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the 2025-2027 Financial Plan be approved as presented."  
Motion Carried 2024-110

C) Bee Permit Request

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council grant the request for a special permit to house urban bees at the property of 504 - 5th Avenue, Warner to the period ending December 31, 2025."  
Motion Carried 2024-111

D) Viability Review Action Plan Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve the Viability Review Action Plan Update for June 2024, as presented."

Motion Carried 2024-112

E) Ten Year Capital Plan

This item was not completed for this meeting.

F) Joint Municipal Recycling Roundup

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village of Warner participate in the Municipal Recycling Roundup on July 22, 2024."

Motion Carried 2024-113

G) Bill 20: Municipal Affairs Statutes Amendment Act

Moved by Mayor Lindsay, seconded by Councillor Koehn, "That the Village of Warner send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including the Village of Warner Council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta."

Motion Carried 2024-114

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

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

10. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the regular council meeting for May 15, 2024, adjourn at 8:01 p.m."

Motion Carried 2024-115

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Tyler Lindsay  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

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



# Request for Decision Municipal Enforcement Report

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## RECOMMENDATION

That the Municipal Enforcement report for the period ending May 31, 2024, be accepted as information.

## LEGISLATIVE AUTHORITY

Peace Officer Act  
Various municipal bylaws

## BACKGROUND

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

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

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

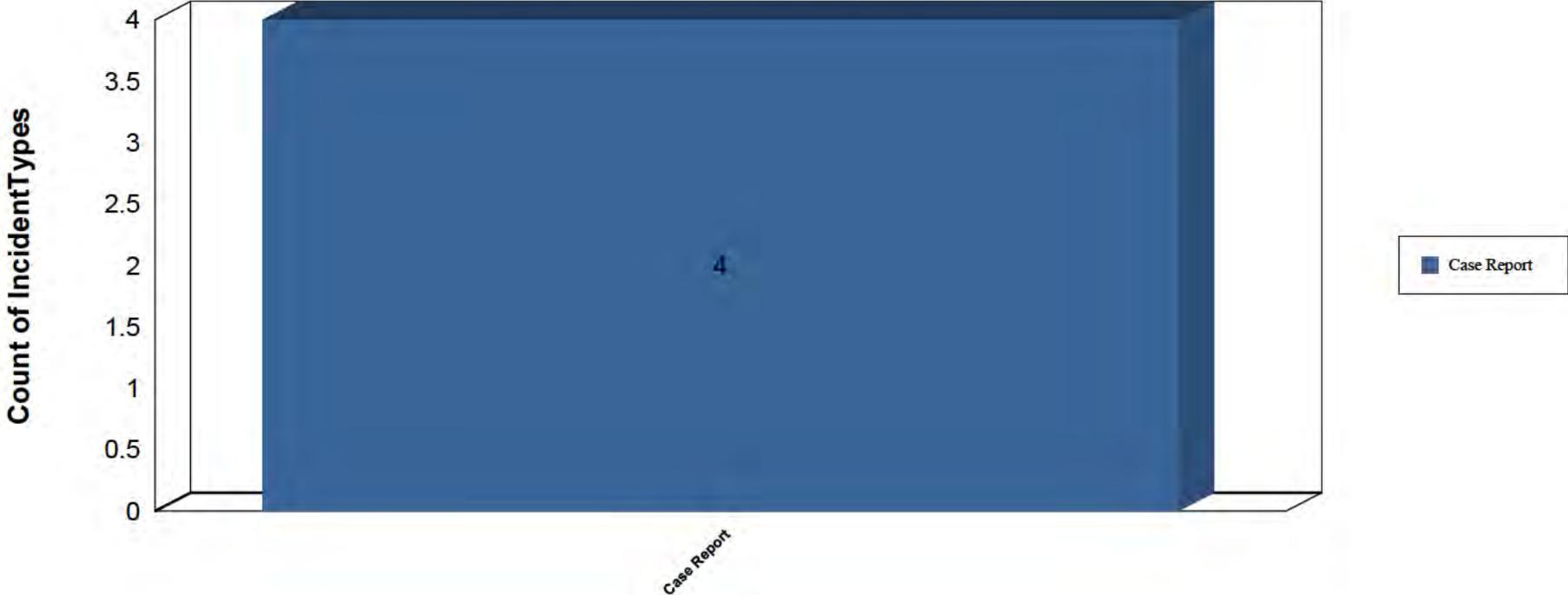
## ATTACHMENTS

1. Municipal Enforcement Report

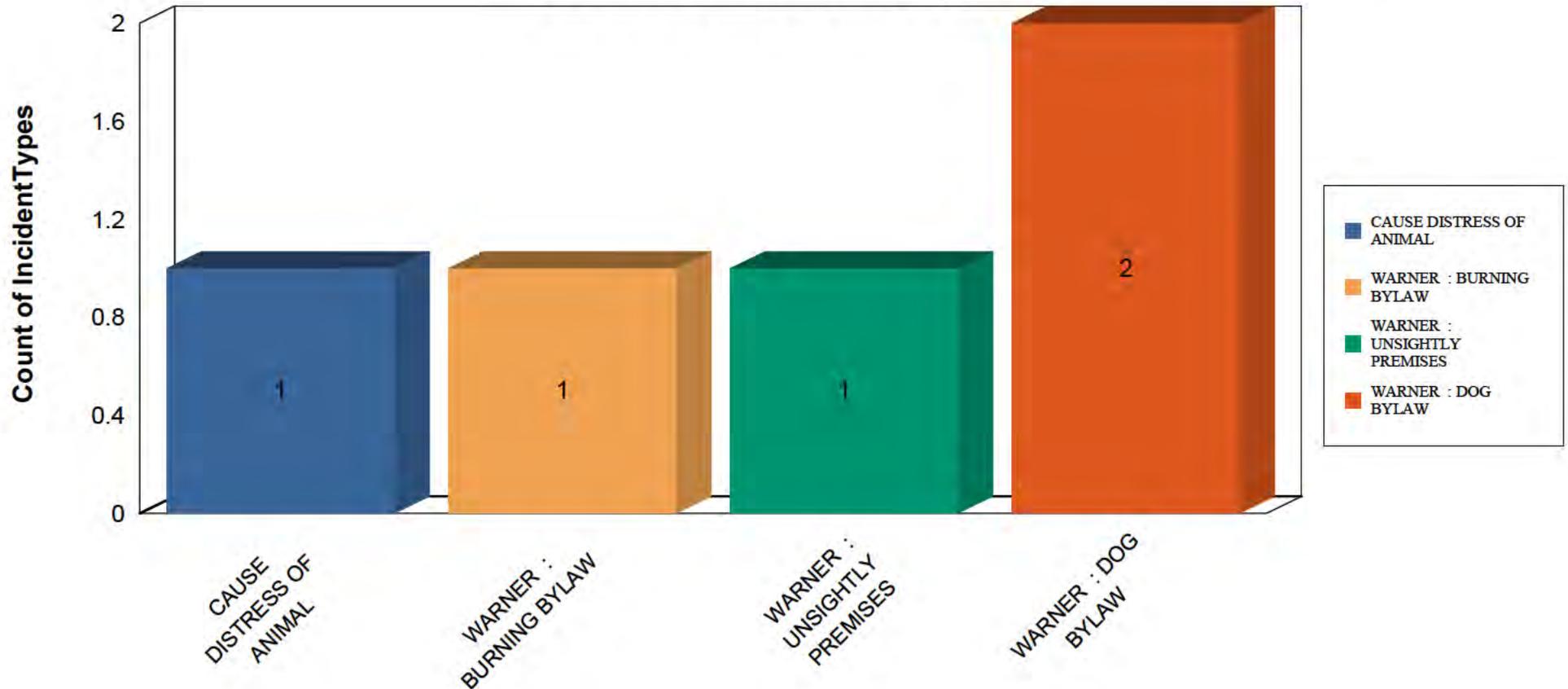
# Municipal Enforcement

Statistics from: 5/1/2024 12:00:00AM to 5/31/2024 11:59:00PM

## Count of Reports Completed



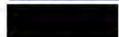
## Count of Incident Types



### 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	RRPSS2024-0162	ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL	BRAYDEN FENZ	2024/05/21 1340

Specific Location



Report Synopsis : complaint of animal neglect

20.00% # of Reports: 1 Case Report ANIMAL PROTECTION ACT : CAUSE DISTRESS OF ANIMAL

**WARNER : BURNING BYLAW**

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
<b>Case Report</b> RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0163	WARNER : BURNING BYLAW	BRAYDEN FENZ	2024/05/21 1354

Specific Location  
[REDACTED]

Report Synopsis : resident burning outside of allowed times as per the bylaw

20.00% # of Reports: 1 Case Report WARNER : BURNING BYLAW

**WARNER : UNSIGHTLY PREMISES**

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
<b>Case Report</b> RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0187	WARNER : UNSIGHTLY PREMISES	ROSS BOND	2024/05/30 1351

Specific Location  
[REDACTED]

Report Synopsis : unsightly vacant lot overgrow grass

20.00% # of Reports: 1 Case Report WARNER : UNSIGHTLY PREMISES

**WARNER : DOG BYLAW**

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
<b>Case Report</b> RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0133	WARNER : DOG BYLAW	MELANIE MAREK	2024/05/04 1523

Specific Location  
[REDACTED]

Report Synopsis : call to check on status of a dog

<b>Case Report</b> RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0162	WARNER : DOG BYLAW	BRAYDEN FENZ	2024/05/21 1340
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Specific Location  
[REDACTED]

Report Synopsis : complaint of animal neglect

40.00% # of Reports: 2 Case Report WARNER : DOG BYLAW

**Grand Total: 100.00% Total # of Incident Types Reported: 5 Total # of Reports: 4**

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Grand Total: 100.00% Total # of Incident Types Reported: 5



# Request for Decision Chief Administrative Officer Report

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## RECOMMENDATION

That the Chief Administrative Officer report for the period ending May 31, 2024, be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

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

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. CAO Report



Chief Administrative Officer Report  
May 2024

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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
- Begin website review
- Development inquiries
- Begin compiling information for a Water Shortage Plan
- **Updates from CPO's (when applicable)**
- AHS meeting attendance
- 10-year capital plan – extension requested
- Viability Review Action Plan report submitted
- Airport rental inquiries
- Lions Club Campground Management Agreement
- Lions Club Campground Rules Policy
- Vacation

<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."	Complete
<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 2024-55</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."	Complete
<u>Motion Carried 2024-88</u>	Moved by Councillor Koehn, seconded by Mayor Kirby, "that the Village of Warner end the relationship with the grant writer."	Complete
<u>Motion Carried 2024-109</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that June 3 – 9, 2024 be recognized as Seniors Week in the Village of Warner."	Complete
<u>Motion Carried 2024-111</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council grant the request for a special permit to house urban bees at the property of 504 - 5th Avenue, Warner to the period ending December 31, 2025."	

<u>Motion Carried 2024-113</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Village of Warner participate in the Municipal Recycling Roundup on July 22, 2024."	
<u>Motion Carried 2024-114</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "That the Village of Warner send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including the Village of Warner Council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta."	Complete







## Request for Decision Committee Reports

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### RECOMMENDATION

That the committee reports for the period ending June 12, 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. Oldman River Regional Services Commission Minutes
2. Ridge Country Housing Minutes
3. Chinook Arch Regional Library Board Report

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**April 11, 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, April 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair  
Scott Akkermans  
David Cody  
Christopher Northcott, Virtual  
Brad Schlossberger, Virtual

**Absent**

Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Guest

Derek Taylor, KPMG LLP

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

**1. Approval of Agenda**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the April 11, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the March 14, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. KPMG LLP – Auditors’ Report and Financial Statements 2023**

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2023 to the Committee.

D. Taylor stated that the purchase of the Parking Lot Improvement Project was funded from the Operating Reserve Fund, as there was no resolution indicating how the project would be funded. D. Taylor stated that the Committee could pass a resolution for the project to be retroactively paid through the Capital Reserve Fund as it is a capital improvement if they would like.

**Moved by: Don Anderberg**

THAT the Executive Committee fund the capital acquisition for the Parking Lot Improvement Project for \$165,481 out of the Capital Reserve Fund as of December 31, 2023.

**CARRIED**

The Committee discussed the report and presentation.

**Moved by: David Cody**

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2023 prepared by KPMG LLP, as presented subject to the approved change; and,

That the documents be sent to Municipal Affairs.

**CARRIED**

**5. Official Business**

**a. Alberta Municipal Services Corporation Electricity Contract**

L. Kuiper stated that we have recently re-signed with Alberta Municipal Services Corporation for a preferred electricity rate.

**b. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2024 for information.

**c. Office Lighting Upgrades**

L. Kuiper stated that we have been collecting quotes from our local electricians to upgrade our current fluorescent lights to LED lights, as we have a number of lights that are in need of repair and the parts for fluorescent lights are becoming obsolete.

The Committee discussed the quotes presented, and potential grant funding.

**Moved by: David Cody**

THAT the Executive Committee directs Administration to move forward with replacing the interior lights, with the condition of researching potential grant funding, with the project to be funded from Capital Reserves up to a maximum of \$15,000.00.

**CARRIED**

**d. Vehicle Replacement Discussion**

L. Kuiper stated that the oldest fleet vehicle is a 2018 Chevy Equinox with approximately 150,000 kilometers. L. Kuiper stated that the vehicle was recently in for a check engine light because of a sensor detecting moisture, which has since dried up and is working normally. He stated that this is an issue that Chevrolet is aware of, and that the issue only occurs in extremely specific conditions of cold humid weather. L. Kuiper stated that the repair to negate the issue was quoted at \$1,800.00 and at this time Administration has determined that it will not be repairing the issue.

L. Kuiper stated that he was interested in selling the vehicle this year, which would result in the fleet being short 1 vehicle if a new one was not purchased.

The Committee discussed that a vehicle was initially included in the 2024 Budget but was removed due to budget constraints. The Committee discussed keeping the vehicle for the time being and reevaluating the situation in the fall once there is a better understanding of the year's financial outcome.

**e. 2023 Annual Report Draft**

R. Keer presented the 2023 Annual Report Draft to the Committee for review and feedback.,

**Moved by: Don Anderberg**

THAT the Executive Committee approves the 2023 Annual Report Draft, as presented, to be presented to the Board of Directors at the June Annual General Meeting.

**CARRIED**

**6. Accounts**

**a. Office Accounts**

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

**b. Financial Statements**

L. Kuiper presented Details of Account as of February 29, 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Account for February 2024 and the Payments and Credits for January 2024; and,

The Details of Account as of February 29, 202.

**CARRIED**

**7. New Business**

There was no new business for discussion.

**8. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

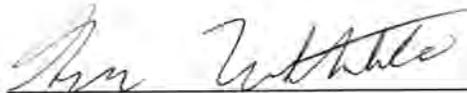
**9. Round Table Discussions**

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

**10. Next Meeting – May 9, 2024**

**11. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# **RIDGE COUNTRY HOUSING**

April 18<sup>th</sup>, 2024

A Ridge Country Housing Organizational Meeting was held at the Ridgeview Lodge in Raymond AB, on Thursday April 18<sup>th</sup>, 2024.

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

Absent: Don Toovy

Guest: Allen Tollestrup, and Kyle Stone

## BUSINESS MEETING

RCH Board Chair, Peggy Losey called the meeting to order at 4:00 p.m.

1) Addition to Agenda – No additions.

## AGENDA

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

Motion Carried

## RM MINUTES

2) Minutes of the previous RCH Board Meeting held on March 21<sup>st</sup>, 2024, were reviewed.

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

Motion Carried

3) 2023 Audit presented by Kyle Stone (Price and Comin) for both Lodge and Housing operations. Clean audit report. Accounting material is all accurate.

3.1) Megan Payne made a motion to adopt the audit report.

3.2) Financial Report prepared by Allen Tollestrup. Everything looks normal. A year ago, was a transition period, so totals looked higher. Allen Tollestrup and Bruce Jackson will look at loans and annual payments due. Larry Nilsson asked about GIG/cash revenue, Allen Tollestrup will determine when the payment is due. Not a lot of activity in housing noted.

3.3) Dave Degenstein made a motion to adopt the audit report.

Motion Carried

## REGIONAL MANAGER'S

4) Regional Managers Reports presented as follows:

4.1) The RCH South Regional Managers' report was prepared and presented by Karen Geddert. Noted that PRL has available employment positions posted.

4.2) The RCH North Regional Managers' report was prepared and presented by Bruce Jackson – Discussion about status of wait lists in the North region.

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

Motion Carried

5, 5.1) CAO Report – prepared and presented by CAO Bruce Jackson – discussed grievance progress – still no change. Larry Nilsson noted that he will be meeting

with Grant Hunter and investors for Sterling expansion options. Also discussed ongoing hiring process for North Regional Managers position.

5.2) Dave Degenstein made motion to approve.

Motion Carried

OLD BUSINESS

6) Old Business –

6.1) Met with Edwin Quinteros, Larry Nilsson, and Client about possible build in Stirling on April 9<sup>th</sup>. Larry is having a meeting with MLA (Grant Hunter) and I am looking to set something up with the Deputy minister David Williams to get further clarification. The current program is being reviewed and no dates have been announced for new applications.

6.2) Bruce Jackson made request for approval for requisitions.  
Megan Payne made motion to approve.

Motion Carried

NEW BUSINESS

7) New Business: None.

SPECIAL REPORTS

8) Special Reports – None.

CORRESPONDENCE  
RECEIVED

9) Correspondence – None.

ROUND TABLE

9) A round table discussion was initiated.

Megan Payne noted that there may be one other donation coming in for Coutts, Wheatland Manor. Once that is in, Karen Geddert will initiate some kind of written acknowledgment thanking the community for their assistance. Also discussed each region initiating their own social media (Facebook) accounts for the sharing of knowledge within each community.

Larry Nilsson offered an invitation to the 125<sup>th</sup> Birthday Party, May 5<sup>th</sup>, 2024.

CLOSED SESSION

10) None.

NEXT MEETING

11) The next RCH Board of Directors meeting will be held at 4:00 pm on Thursday, May 16<sup>th</sup>, 2024. We will be meeting at the Prairie Rose Lodge in Milk River.

ADJOURNMENT

13) Phil Jensen made a motion to adjourn the meeting at 5:04pm.

Motion Carried

-----  
Chairperson - RCH

-----  
CAO



# Memo

**Date: May 22, 2024**

**To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities**

**Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements**

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

**Vic Mensch, Chair**

**Chinook Arch Library Board**



**CHINOOK  
ARCH** REGIONAL  
LIBRARY SYSTEM

# IMPACT REPORT 2023

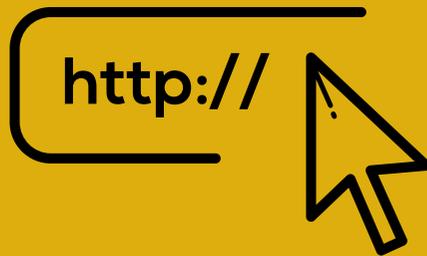
## Chinook Arch Snapshot



## Highlights from 2023

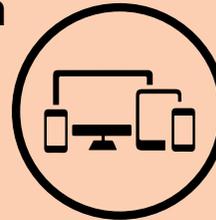
### New Library Websites

Introduced new websites for all member libraries in April.



**20%** increase in website visits

Digital Literacy Clinics were held in member libraries across the region.



**85** classes booked

**187** attendees

**9,100 km** travelled



### VoIP Telephone Services

installed at 20 member libraries saving **\$19,000** per year collectively



**20** new kits were added to the regional programming collection



Usage of this collection increased by

**400%**

### Wi-Fi Hotspots

borrowed **1,098** times



**75** Hotspots added to the collection

# Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



## Direct Library Support

**1,419**

support consultations  
(in-person and virtual)



**218**

Library programs in  
member libraries with



**674** attendees

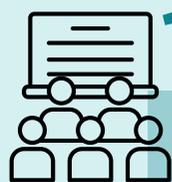


**328**

direct patron  
interactions



## Connection and Learning Opportunities



**17** training  
events held

**307**  
attendees

**10** Coffee  
Chats

(a chance for library  
managers to connect  
on various topics)



**148** people attended the 14th Annual  
Southern Alberta Library Conference



## Sharing Resources

**3** delivery vans

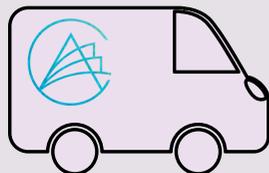
**5** drivers



**50,887**

items added to shared  
library catalogue

**559,100**  
items moved  
between libraries



That's 4,008  
stops a year!



## Online Services Management



audiobook  
borrowing up

**25%**

**14%** increase of library material  
checkouts on OverDrive



**36%**

increase in monthly  
Solaro activities  
(Solaro provides homework  
help and test prep for  
students in grades 3 to 12.)

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2023**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

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

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

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

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

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

(continues)

<sup>\*</sup> denotes professional corporation

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

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

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

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

Lethbridge, AB  
April 4, 2024

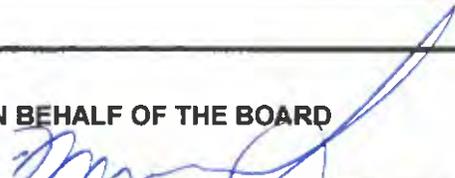
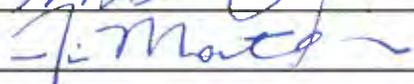
**INSIGHT**<sup>CPA</sup>

Chartered Professional Accountants

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Financial Position**  
**December 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 3)	\$ 1,392,190	\$ 1,595,396
Restricted cash (Note 4)	56,721	25,211
Accounts receivable	15,411	37,323
Goods and services tax recoverable	29,327	18,123
Employee computer loans (Note 5)	2,569	871
Prepaid expenses	240,820	173,471
	<b>1,737,038</b>	<b>1,850,395</b>
PROPERTY AND EQUIPMENT (Note 6)	2,381,613	2,486,851
	<b>\$ 4,118,651</b>	<b>\$ 4,337,246</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 59,137	\$ 54,582
Receiver General payroll liabilities	17,263	16,970
Employee benefit obligations (Note 7)	178,500	191,065
Deferred revenue (Note 8)	56,721	25,211
	<b>311,621</b>	<b>287,828</b>
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,877,724	1,958,796
	<b>2,189,345</b>	<b>2,246,624</b>
<b>NET ASSETS</b>	<b>1,929,306</b>	<b>2,090,622</b>
	<b>\$ 4,118,651</b>	<b>\$ 4,337,246</b>

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2023**

	Unrestricted Fund 2023	Internally Restricted Fund 2023 <i>(Note 10)</i>	Externally Restricted Fund 2023 <i>(Note 10)</i>	Capital Fund 2023	Total 2023	Total 2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,561,657</b>	<b>\$ 1,041</b>	<b>\$ 527,924</b>	<b>\$ 2,090,622</b>	<b>\$ 2,147,521</b>
Deficiency of revenues over expenses	(160,275)	-	-	-	(160,275)	(56,899)
Amortization of capital assets	105,240	-	-	(105,240)	-	-
Amortization of deferred capital contributions	(81,072)	-	-	81,072	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	12,434	(12,434)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	143,037	(143,037)	-	-	-	-
Use of Building Fund reserves <i>(Note 10)</i>	22,800	(22,800)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(42,164)	42,164	-	-	-	-
Returned to funder	-	-	(1,041)	-	(1,041)	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,425,550</b>	<b>\$ -</b>	<b>\$ 503,756</b>	<b>\$ 1,929,306</b>	<b>\$ 2,090,622</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2023**

	Budget 2023	Total 2023	Total 2022
<b>REVENUES</b>			
Municipal levies	\$ 1,586,222	\$ 1,590,280	\$ 1,597,254
Provincial operating grant	1,016,828	1,038,499	1,003,511
Library board membership fees	639,798	642,471	638,412
Other income (Schedule 1)	394,500	416,578	359,154
Contract services (Schedule 1)	141,000	144,613	124,121
Provincial rural library services grant	124,000	134,125	123,693
Other grants (Schedule 1)	80,000	91,740	41,671
Municipal rural services fees	61,980	58,504	55,209
Amortization of deferred capital contributions (Note 9)	85,000	81,072	84,283
	<b>4,129,328</b>	<b>4,197,882</b>	<b>4,027,308</b>
<b>EXPENSES</b>			
Salaries and benefits	2,183,100	2,150,956	2,123,177
Library materials and collections	796,767	879,119	882,374
Programs and services (Schedule 2)	452,100	413,923	402,921
Network services (Schedule 2)	112,000	198,556	107,529
Contract and other services (Schedule 2)	141,500	147,732	127,649
Bibliographic services (Schedule 2)	79,500	89,328	88,363
Shipping and delivery (Schedule 3)	51,000	59,237	58,523
Building and maintenance	51,000	53,732	58,958
Training and development (Schedule 2)	37,000	48,835	30,734
Administration (Schedule 3)	35,600	34,457	27,810
Board expenses	8,500	11,205	6,881
Amortization of capital assets	181,000	105,240	111,623
	<b>4,129,067</b>	<b>4,192,320</b>	<b>4,026,542</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>261</b>	<b>5,562</b>	<b>766</b>

*(continues)*

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses (continued)**  
**Year Ended December 31, 2023**

	Budget 2023	Total 2023	Total 2022
<b>BOARD APPROVED PROJECTS FUNDED BY RESERVES</b>			
Projects funded by Technology Fund reserves (Note 10)	(130,000)	<b>(143,037)</b>	(46,690)
Projects funded by Building Fund reserves (Note 10)	(45,000)	<b>(22,800)</b>	-
Projects funded by Operating Fund reserves	-	-	(10,975)
	(175,000)	<b>(165,837)</b>	(57,665)
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>\$ (174,739)</b>	<b>\$ (160,275)</b>	<b>\$ (56,899)</b>

**CHINOOK ARCH LIBRARY BOARD**

**Revenue Schedule (Schedule 1)**

**Year Ended December 31, 2023**

	Budget	2023	2022
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 294,417	\$ 306,724
Interest and investment income	40,000	102,576	48,030
Southern Alberta Library Conference	10,000	14,002	-
Employment programs	5,000	3,735	4,350
Gain on disposal of property and equipment	7,500	1,848	-
Fundraising and donations	30,000	-	50
Miscellaneous	2,000	-	-
	<b>\$ 394,500</b>	<b>\$ 416,578</b>	<b>\$ 359,154</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 106,478	\$ 88,147
Contracts	39,000	37,244	35,846
Staff book purchases	2,000	891	128
	<b>\$ 141,000</b>	<b>\$ 144,613</b>	<b>\$ 124,121</b>
<b>OTHER GRANTS</b>			
Civil Society Fund grant	\$ 80,000	\$ 87,500	\$ 28,401
CFLSA grant	-	4,240	-
Nobleford establishment grant	-	-	10,270
Community Root grant	-	-	3,000
	<b>\$ 80,000</b>	<b>\$ 91,740</b>	<b>\$ 41,671</b>

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 2)**

**Year Ended December 31, 2023**

	Budget	2023	2022
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 170,100	\$ 148,115	\$ 147,575
Support subscriptions	155,000	143,300	130,253
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	14,989	17,239
Membership programs	10,000	9,337	9,887
Special projects	1,000	7,107	4,249
Summer programs	2,000	1,075	1,524
Library membership cards	4,000	-	2,194
	\$ 452,100	\$ 413,923	\$ 402,921
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 65,000	\$ 94,070	\$ 53,243
Equipment and software	20,000	53,297	27,223
Telecommunications	27,000	51,189	27,063
	\$ 112,000	\$ 198,556	\$ 107,529
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 109,614	\$ 91,674
ILS maintenance and service contract	39,000	37,244	35,846
Staff purchases	2,000	874	129
Better Beginnings card coupons	500	-	-
	\$ 141,500	\$ 147,732	\$ 127,649
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 65,000	\$ 74,313	\$ 71,645
Supplies for library materials	12,000	11,136	11,246
Cataloguing subscriptions	2,500	3,879	5,472
	\$ 79,500	\$ 89,328	\$ 88,363
<b>TRAINING AND DEVELOPMENT</b>			
Southern Alberta Library Conference	\$ 15,000	\$ 19,578	\$ 10,624
Conferences, courses and staff travel	13,000	14,262	11,545
Librarian meetings and training	8,000	14,017	8,565
Programs and training for libraries	1,000	978	-
	\$ 37,000	\$ 48,835	\$ 30,734

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 3)**

**Year Ended December 31, 2023**

	Budget	2023	2022
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 40,000	\$ 47,672	\$ 48,516
Postage and shipping	3,000	5,367	2,980
Freight	5,000	3,297	4,274
Vehicle insurance	3,000	2,901	2,753
	\$ 51,000	\$ 59,237	\$ 58,523
<b>ADMINISTRATION</b>			
Professional fees	\$ 9,500	\$ 9,499	\$ 7,200
Office equipment maintenance	7,500	8,375	7,542
Office supplies and equipment	8,000	7,554	7,905
Coffee services	1,800	2,603	1,650
Subscriptions	2,400	2,037	2,355
Bank charges	1,600	1,677	1,719
Foreign currency exchange	2,000	1,087	(783)
Recruitment	800	763	167
Memberships	500	400	55
Advertising	500	298	-
Printing	500	139	-
Miscellaneous	500	25	-
	\$ 35,600	\$ 34,457	\$ 27,810

**CHINOOK ARCH LIBRARY BOARD****Statement of Cash Flows****Year Ended December 31, 2023**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 4,064,918	\$ 3,947,137
Cash paid to suppliers and employees	(4,339,190)	(3,944,342)
Interest received	102,576	48,030
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(171,696)</b>	<b>50,825</b>
Cash - beginning of year	1,620,607	1,569,782
<b>CASH - END OF YEAR</b>	<b>\$ 1,448,911</b>	<b>\$ 1,620,607</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,392,190	\$ 1,595,396
Restricted cash	56,721	25,211
	<b>\$ 1,448,911</b>	<b>\$ 1,620,607</b>

See notes to financial statements

1. PURPOSE OF THE BOARD

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

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

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Fund accounting

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

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

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

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

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

Cash and cash equivalents

Cash includes cash and cash equivalents.

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

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

*(continues)*

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and equipment

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

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

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

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

Revenue recognition

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

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

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

Measurement uncertainty

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

Financial instruments policy

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

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**CHINOOK ARCH LIBRARY BOARD**

**Notes to Financial Statements**

**Year Ended December 31, 2023**

**3. CASH AND CASH EQUIVALENTS**

	<b>2023</b>	<b>2022</b>
Cash	\$ 1,392,190	\$ 1,345,396
Guaranteed investment certificate	-	250,000
	<b>\$ 1,392,190</b>	<b>\$ 1,595,396</b>

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

**4. RESTRICTED CASH**

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

**5. EMPLOYEE COMPUTERS LOANS**

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

**6. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	<b>2023 Net book value</b>	<b>2022 Net book value</b>
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,276,115	<b>2,287,894</b>	2,383,222
Equipment	116,136	63,023	<b>53,113</b>	61,526
Automotive	187,175	187,149	<b>26</b>	52
Computer equipment	123,130	123,130	-	1,471
	<b>\$ 4,031,030</b>	<b>\$ 1,649,417</b>	<b>\$ 2,381,613</b>	<b>\$ 2,486,851</b>

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

7. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation accrual	\$ 170,685	\$ 181,813
Health spending account	7,815	9,252
	<b>\$ 178,500</b>	<b>\$ 191,065</b>

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

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

8. DEFERRED REVENUE

	2023	2022
<u>Indigenous grant</u>		
Opening balance	\$ 18,430	\$ -
Funds received	75,331	71,352
Amounts recognized	(38,805)	(52,922)
	<b>54,956</b>	<b>18,430</b>
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	(4,240)	-
	<b>-</b>	<b>4,240</b>
<u>Other</u>		
Opening balance	2,541	243
Funds received	1,765	2,541
Amounts recognized	(2,541)	(243)
	<b>1,765</b>	<b>2,541</b>
<b>Total</b>	<b>\$ 56,721</b>	<b>\$ 25,211</b>

9. DEFERRED CAPITAL CONTRIBUTIONS

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

	2023	2022
Opening balance	\$ 1,958,796	\$ 2,043,079
Additions during the year	-	-
Amortization	(81,072)	(84,283)
	<b>\$ 1,877,724</b>	<b>\$ 1,958,796</b>

10. RESTRICTED RESERVE FUNDS

	2022	Additions	Uses	2023
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 269,515	\$ 42,164	\$ 143,037	\$ 168,642
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	22,800	336,554
Operating Fund	454,408	-	-	454,408
Book Allotment Fund	232,020	645,310	657,744	219,586
	\$ 1,561,657	\$ 687,474	\$ 823,581	\$ 1,425,550
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ 1,041	\$ -

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

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

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

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

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13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

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

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

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

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## Request for Decision Correspondence

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### RECOMMENDATION

That the correspondence for the period ending June 12, 2024 be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Municipal Affairs Letter from Minister – Bill 20
2. Bill 20 Fact Sheet – Amended
3. Environment and Protected Areas - Notice of Activation
4. Ridge Water Services Commission – Letter
5. Municipal Affairs – 2024 LGFF Funding Letter
6. Plant Based Treaty Endorsement
7. County of Warner – Economic Development
8. Municipal Affairs – Municipal Accountability Program



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

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contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: [www.alberta.ca/strengthening-local-elections-and-councils](http://www.alberta.ca/strengthening-local-elections-and-councils).

Sincerely,



Ric McIver  
Minister

Attachment: Bill 20 – Fact Sheet

# Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections 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.

**On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.**

## 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
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	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.
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 <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
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.
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.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from 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.
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.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
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.
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.

Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
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
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.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<b>AMENDED:</b> Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
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.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
<b>AMENDED:</b> Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan.  No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
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
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.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
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 that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.

**From:** [Environment and Protected Areas](#)  
**To:** [cao@warner.ca](mailto:cao@warner.ca)  
**Subject:** Notice of Activation for the Southern Tributaries Water-Sharing Agreement  
**Date:** May 17, 2024 3:40:11 PM

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## Environment and Protected Areas

May 17, 2024

### **Subject: Notice of Activation for the Southern Tributaries Water-Sharing Agreement**

Dear Water Licence Holder,

This letter is to notify you that the water-sharing agreement between major water users in the Southern Tributaries (Waterton, Belly and St. Mary Rivers) was activated on May 9, 2024. You have been identified as a water licence holder affected by this activation and are being asked to immediately begin voluntary water conservation to match those being taken by signatories of this agreement.

In April, you would have received a letter from Minister Rebecca Schulz detailing Alberta's proactive and risk-based approach to managing the stage four drought conditions in Alberta. This approach involves the adoption of water-sharing agreements (WSAs) among the largest water licence holders in each basin, with the goal of ensuring all users have access to meet their water use needs. These basins are:

- Bow River Basin
- Red Deer River Basin
- Oldman South Saskatchewan River Basin
- Southern Tributaries

Signatories of each water-sharing agreement meet bi-weekly to determine if conditions require activation of their agreement and/or to identify specific actions signatories agree to take. To maximize the effectiveness of these agreements for all water users, Minister Schulz asked all water licence

holders to match the water conservation actions being taken through the relevant water-sharing agreement.

On May 9, 2024, the signatories agreed to the conservation reductions outlined in the table below. As a non-signatory licensee that withdraws water from a source contributing to the Southern Tributaries of the Oldman River (i.e., Waterton, Belly, and St. Mary Rivers) we are asking you to reduce your water use as outlined in the third column.

<b>Sector</b>	<b>Conservation Reductions by Signatories</b>	<b>Conservation Reductions by Non-Signatories</b>
<b>Private Irrigation</b> (including those with irrigation type activities, like golf courses).	Irrigation districts pulling from the Oldman and South Saskatchewan Systems agree to 8 inches/acre (approximately 50% of their allocation)	All other private irrigators not part of the irrigation districts but also pulling water from the Southern Tributaries, reduce to 8 inches/acre or approximately 50% of your allocation.
<b>Municipal Uses</b>	Reduce consumption by 5-10% compared to expected 2024 summer demand (May to October)	Reduce consumption by 5-10% from ideal use for this time of year over the period May to October
<b>Other Uses</b> (Industrial, Commercial, Agricultural, etc.)	N/A – no signatories representing these uses in this basin	Reduce consumption to the minimum volume needed to maintain operations

Licensees should continue to adhere to the conditions of their licence (e.g., rate of diversion, timing, and instream flow restrictions, retaining and/or submitting water use records)

We encourage you to refer to [Alberta.ca/Drought](https://alberta.ca/drought) for up-to-date information about the status of water-sharing agreements, drought conditions, and resources available to you. The website will be updated with guidance to support your planning and decision-making, including templates to guide your water reduction planning, and guidance for assessing your water use.

Environment and Protected Areas staff will be in the field this summer to monitor drought conditions and answer your questions.

If you need assistance related to your licence or licence conditions, locating your nearest irrigation district, water conservation expectations, please contact (403) 381-5546 or [epa.drought-response@gov.ab.ca](mailto:epa.drought-response@gov.ab.ca).

Please visit [Your.Alberta.ca/Drought](http://Your.Alberta.ca/Drought) to update your water licence contact information and email address.

Yours truly,

Coreen Bates

Oldman South Saskatchewan Milk River Basin Lead

Drought Command Team | Deerfoot Square Building

[www.alberta.ca/drought](http://www.alberta.ca/drought)

You are subscribed to this email as [cao@warner.ca](mailto:cao@warner.ca).  
Click here to modify your [preferences](#) or [unsubscribe](#).

May 31, 2024

Mayor Lindsay  
Village of Warner



## **Ridge Water Services Commission – Water Restrictions**

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As we approach the summer months, we would like to acknowledge the rainfall we have received throughout the spring. This rainfall has been beneficial for our water resources and has temporarily alleviated some concerns regarding water supply.

However, we must remain vigilant and proactive in our water management practices due to the potential for drought conditions as the season progresses. The Minister of Environment and Protected Areas, Rebecca Shulz, has emphasized the importance of preparing for such eventualities. Considering this, small license holder municipalities are expected to implement a reduction in water use of 5-10%.

We strongly encourage your municipality to develop and implement a comprehensive plan to achieve this reduction. Such a plan should include strategies for forward planning to address the potential of worsening drought conditions and measures to encourage responsible water usage among residents. Even if mandatory water restrictions are not currently in place, promoting voluntary conservation efforts will be crucial in maintaining our water resources.

If you require any further information, please reach out to our Manager Kurtis Pratt via email at [kurtispratt@raymond.ca](mailto:kurtispratt@raymond.ca) or by phone at 403-752-3322.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in blue ink, which appears to read "Bryce Coppieters".

Bryce Coppieters  
Chair  
Ridge Water Services Commission

cc: Scott Donselaar, CAO Village of Stirling  
Kelly Lloyd, CAO Village of Warner  
Shawn Hathaway, CAO County of Warner  
Kurtis Pratt, CAO Town of Raymond



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114112

May 21, 2024

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

Dear Mayor Lindsay:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Village of Warner:

- The 2024 LGFF Capital allocation is \$245,019.
  - This includes \$36,338 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$104,434.

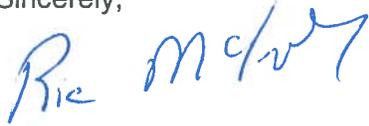
LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$257,603. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at [www.alberta.ca/LGFF](http://www.alberta.ca/LGFF).

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The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive style with a large initial "R" and a stylized "M".

Ric McIver  
Minister

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

From: Andrew Garner <andrew@plantbasedtreaty.org>  
Sent: Monday, May 27, 2024 10:45 AM  
To: admin@warner.ca  
Subject: Re: Plant Based Treaty Endorsement

Hello, I'm writing in regards to the Plant Based Treaty

Dear Mayor Tyler Lindsay,

Rainbow Lake in Alberta has become the first place in Canada to endorse the call for a Plant Based Treaty.

29 municipalities worldwide, including Los Angeles, Amsterdam, Edinburgh, and Belfast, have endorsed the call for a Plant Based Treaty, which aims to promote a shift towards healthier, sustainable plant-based diets.

A coalition of individuals, groups and businesses, including Toronto350, Odd Burger, Ocean Preservation Society and chapters of Greenpeace and Friends of the Earth, are urging councillors across the country to support sustainable diets by signing the Plant Based Treaty initiative.

Greenhouse gases must be cut in a rapid and sustained manner to avoid temperatures rising above 1.5C. According to the 2021 UN Global Methane Assessment, methane, of which a third comes from animal agriculture, must be cut by 45% by 2030. Doing so will prevent a 0.3C temperature rise by 2045, buying us time for carbon dioxide, a longer-lived gas, to reduce.

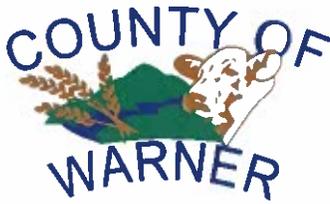
More than 1000 politicians back the treaty, along with IPCC scientists Dr. Peter Carter and Professor Julia Steinberger, and Nobel Laureates, including Klaus Hasselmann and Roger D. Kornberg. Leah Taylor Roy, MP for Aurora Oak Ridges Richmond Hill, Ontario, said, We can all support this! You don't need to be vegan - eating more plant-based meals is easy. You can make a difference in fighting climate change.

Please visit [www.plantbasedtreaty.org](http://www.plantbasedtreaty.org), where you can sign your name to endorse the Plant Based Treaty or consider putting forward a motion for your city to endorse. You can email [hello@plantbasedtreaty.org](mailto:hello@plantbasedtreaty.org) for a sample motion.

Thank you for your consideration, we look forward to working with you.

Kind regards,  
Andrew Garner

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# COUNTY OF WARNER NO. 5

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

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

May 13, 2024

VILLAGE OF WARNER  
P.O. BOX 88  
WARNER, AB T0K2L0

Dear Sir/Madam:

**Re: Economic Development Land Database**

---

The County of Warner is launching a pilot project which will create a database for land that developers within a variety of industries may be interested in. Through this project a virtual map will become available online indicating which parcels are part of the database. Contact information will have to be requested from the Administration office and will be considered public information. Taking part in having your contact information on the list will not create an obligation to accept a purchase or business proposal but could open the door to economic opportunities.

You are receiving this letter since according to our records you have property along Highway 4 outside of the Village of Warner. Should you wish to take part in this pilot project, you can go to the County of Warner website and fill out the Economic Development Land Database form (<https://warnercounty.ca/p/land-database>).

Should you have any questions regarding this letter or other economic development initiatives, please contact the Administration office.

Regards,

Nikki Stevens  
Municipal Clerk

AR114370

May 27, 2024

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

Dear Ms. Lloyd:

**Subject: Municipal Accountability Program Cycle 2 – Scheduling for 2024/25**

The Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in municipalities. Municipal accountability advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and chief administrative officers (CAOs) can confirm areas where the municipality is doing well and receive guidance on areas for improvement.

Since 2018, 210 municipalities have participated in, and benefited from, a MAP review. The program is mandatory for municipalities with populations of 2,500 or less, with reviews for eligible municipalities scheduled once over a five-year cycle. MAP reviews may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise your municipality has been selected to participate in a MAP review during the 2024/25 program year, which is the second year of the second cycle of the program. As your municipality may have previously undergone a MAP review, you may already have some familiarity with the program. To ensure MAP retains its value for municipalities, the program has been revised to include areas of legislation not previously addressed.

The MAP process will include a meeting with you to review municipal documents and discuss policies, procedures, and processes. A report identifying areas of legislative compliance and any gaps that may exist will be provided to you. To assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each gap identified. It is my expectation the report generated, as a result of the MAP review, will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program, as well as to discuss requirements and scheduling of the review. Scheduling will take into consideration your workload and availability.

.../2

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

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

Brandy Cox  
Deputy Minister



# Request for Decision Tax Rate Bylaw 628-24

---

## RECOMMENDATION

That Council give first reading to the Tax Rate Bylaw 628-24;

That Council give second reading to the Tax Rate Bylaw 628-24;

That Council give unanimous consent for presentation of the third reading of the Tax Rate Bylaw 628-24;

That the Tax Rate Bylaw 628-24 is given third and final reading.

## LEGISLATIVE AUTHORITY

MGA Section 353 – Each council must pass a property tax bylaw annually. The property tax bylaw authorizes council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of a) the expenditures and transfers set out in the budget of the municipality, and b) the requisitions.

MGA Section 369 – If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year; pass a bylaw authorizing it to impose supplementary tax in respect of that property.

## BACKGROUND

The assessed value of a residential property is a calculation based upon the market value of a property and reflects a combination of any changes/improvements made to the property and the current real estate market conditions for residential properties. For non-residential properties the assessed value could reflect one or more of the estimated business value based on profit estimates, the estimated value of the investment in the business or the estimated cost of replacement of the business or components of the business. The valuation date for property assessment is July 1 of the previous year. Meaning the assessment values used for 2024 property taxes reflects the value of the property as of July 1, 2023. The second date used for valuation is the 'characteristics and physical condition' date. This is the date on which the condition of the property is recorded. In Alberta this date is December 31 of the previous year.

## RISKS/CONSEQUENCES

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

## ATTACHMENTS

1. Tax Rate Bylaw 628-24

**VILLAGE OF WARNER  
BYLAW NO. 628-24**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF WARNER FOR THE 2024 TAXATION YEAR.**

**WHEREAS**, the Village of Warner has prepared and adopted detailed estimates of the municipal revenue and expenditures as required for 2024, at the council meeting held on April 17, 2024; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in budget for the Village of Warner for the 2024 Budget total \$2,663,963; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$2,153,644; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund	
Residential/Farmland	\$65,587
Non-residential	\$16,418
Senior Foundation	\$ 8,491
Designated Industrial Properties	\$ 41

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

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

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

	<u>Assessment</u>
Residential & Farmland	\$27,973,880
Non-residential	\$4,412,340
Linear	\$533,020
Machinery & Equipment	\$713,960
	<u>\$33,633,200</u>

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

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

of the Village of Warner:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential & Farmland	\$405,621	\$27,973,880	14.50
Non-residential	\$104,698	\$5,659,320	18.50
<b>Municipal Totals</b>	<b>\$510,319</b>	<b>\$33,633,200</b>	
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential & Farmland	\$65,587	\$27,973,880	2.34458
Non-residential	\$16,418	\$4,945,360	3.31988
<b>ASFF Totals</b>	<b>\$82,005</b>	<b>\$32,919,240</b>	
<b>Senior Foundation</b>	<b>\$8,491</b>	<b>\$33,633,200</b>	<b>0.25245</b>
<b>Designated Industrial Property</b>	<b>\$41</b>	<b>\$533,020</b>	<b>0.0765</b>

2. The minimum amount payable for all properties as property tax for general municipal purposes shall be \$300.00.
3. If, as of closing time of the Village Office on the 31<sup>st</sup> day of August, 2024, any taxes which remain unpaid shall receive a 12% penalty on the 1<sup>st</sup> day of September, 2024.
4. A 12% penalty will be imposed on the unpaid balance on the 1<sup>st</sup> day of January, 2025.
5. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this xx<sup>th</sup> day of June 2024.

Read a second time this xx<sup>th</sup> day of June 2024.

Received Unanimous Consent for presentation of third reading this xx<sup>th</sup> day of June 2024.

Read a third time and passed this xx<sup>th</sup> day of June 2024.

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Tyler Lindsay, Mayor

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Kelly Lloyd, Chief Administrative Officer



# Request for Decision Water Use and Conservation Bylaw 629-24

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## RECOMMENDATION

That Council give first reading to the Water Use and Conservation Bylaw 629-24;

That Council give second reading to the Water Use and Conservation Bylaw 629-24;

That Council give unanimous consent for presentation of the third reading of the Water Use and Conservation Bylaw 629-24;

That the Water Use and Conservation Bylaw 629-24 is given third and final reading.

## LEGISLATIVE AUTHORITY

Alberta Environment and Protected Areas  
Municipal Government Act

## BACKGROUND

At the May Council meeting, Council motioned directing administration to consolidate Bylaws 416-88 and 537-12 and bring back to a future council meeting.

## RISKS/CONSEQUENCES

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

## ATTACHMENTS

1. Water Use and Conservation Bylaw 629-24

**VILLAGE OF WARNER  
BYLAW 629-24**

**A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO GOVERN WATER USE AND WATER CONSERVATION MEASURES DURING EVENTS OF WATER SHORTAGE**

**WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a municipal council has authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality;

**AND WHEREAS** the Council of the Village of Warner deems it advisable and necessary to make provisions for the conservation and restriction of the use of water and for the protection of the supply of water;

**THEREFORE, BE IT RESOLVED THAT** the Council of the Village of Warner, duly assembled in Council Chambers in Warner, Alberta, enacts as follows:

**1. TITLE**

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

**2. AUTHORITY**

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

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

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

**3. WATER USE RESTRICTIONS**

3.1. There will be a shut-down of all yard and garden watering during the following hours:

- 3.1.1. 12 noon to 5:00 p.m. Daily.
- 3.1.2. 12 Midnight to 6:00 a.m. Daily.

3.2. Yard and garden watering is further restricted to:

- 3.2.1. EVEN CALENDAR DAYS – All houses on the South side of 4<sup>th</sup> Avenue (Main Street) – CAN WATER.
- 3.2.2. ODD CALENDAR DAYS – All houses on the North side of 4<sup>th</sup> Avenue (Main Street) CAN WATER

3.3. No private residence or business enterprise are to have hoses or sprinklers running or trickling during these hours.

- 3.4. There is to be no irrigating at any time, all hoses must have a sprinkling device attached at all times.
- 3.5. In the event of a fire in the Village of Warner all outside watering devices are to be shut off immediately.
- 3.6. There may be further emergency watering restrictions imposed by Council Resolution, and to be actioned on a routine basis on the authority of the Mayor, and Chief Administrative Officer.

#### **4. FINES**

- 4.1. A person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine as per the Village of Warner's Rates Bylaw exclusive of costs.
- 4.2. Where the Village of Warner believes that a person has contravened this Bylaw, they may serve upon a person an offence ticket as per the Village of Warner's Rates Bylaw. The Village of Warner shall accept voluntary payment of an offence ticket, in lieu of prosecution for the offence, within ten (10) days of issuance by hand or registered mail.
- 4.3. Failure to voluntarily pay an offence ticket within the time specified may result in prosecution under Sections 4.1 and 4.2 of this Bylaw, shall no longer apply.

#### **5. REPEAL OF BYLAW**

- 5.1. That Bylaws 416-88 and 537-12 are hereby repealed.

#### **6. EFFECTIVE DATE**

- 6.1. This Bylaw shall come into force and effect on the date of the final 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 702: Lions Campground Rules

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### RECOMMENDATION

That Council approve Council Policy 702: Lions Campground Rules as presented.

### LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

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

Part 6: Municipal Organization and Administration

**Council's principal role in municipal organization**

201(1) A council is responsible for

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

### BACKGROUND

The creation of this policy is to provide a set of standards for campers to be aware of and to assist in enforcement issues when it comes to the Lions Campground.

Administration worked with the Lions Club to streamline the rules for the utilization of the campground.

### 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 702: Lions Campground Rules



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References:  
Municipal Government Act  
Records Management Bylaw

Effective Date: \_\_\_\_\_  
Council Resolution No: \_\_\_\_\_

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#### POLICY STATEMENT

It is the policy of the Village of Warner to set guidelines for use of the municipally owned campground to promote safe and responsible recreation activities.

#### PURPOSE

These rules, regulations and standards were developed to maintain a level of safety and consistency at the Warner Lions Campground.

#### SCOPE

All Warner Lions Campground users are responsible for knowing all the rules and regulations. Violations may result in eviction without refund, a permanent ban, and the possibility of court action. The Warner Lions campground staff are responsible for interpretation and enforcing of these rules and regulations and standards.

#### STANDARDS

##### 1. Camping

- a. Sites can be occupied by guests up to 14 days. For maintenance reasons, after 14 days, guests shall move to another site.
- b. Camping permits must be displayed prominently on your camper.
- c. Transferring a camping permit to another person is not permitted.
- d. Campsites are designed for one RV/Trailer and one tent, OR one dining tent per site..
- e. A maximum 1 vehicle per site for overnight stay. Others must be left at street parking.
- f. Quiet time is from 11:00 p.m. to 8:00 a.m. Excessive noise is not allowed at any time. Loud partying, stereos at high volume and other rowdy behaviour will not be tolerated at any time.
- g. Alcoholic beverages and cannabis are to be confined to individual sites, being mindful of the sites around.
- h. Visitors are permitted from 8:00 a.m. to 11:00 p.m. Registered campsite permit holders are responsible for the actions and safety of all persons of their site.
- i. Due to electrical demand on individual sites the use of more than 1 air conditioner is not allowed.
- j. All exterior decorative lighting must be turned off at 12:00 a.m. (midnight).
- k. Drive carefully (15 km/hr MAX). Watch for people, pets, and vehicles.
- l. Please respect occupied and unoccupied sites alike.
- m. Please ensure generators are not run constantly. This will be considered excessive noise unless it is for medical reasons.
- n. All sites must be cleaned and vacated by 12:00 p.m. on checkout day.

2. Fire
  - a. All fires must be confined in the provided designated firepit, or a portable propane pit.
  - b. Fires will not be left unattended.
  - c. All fires, coals or smoldering materials must be extinguished at night and before leaving the campsite.
  - d. Fires may only be fueled with seasoned wood. Leaves, tree pruning's and garbage are not permitted.
3. Waste
  - a. Please put all garbage in the bins located in the campground.
  - b. Any person using the campground will restore the area used to a clean and tidy condition.
4. Pets
  - a. As per the Village of Warner Bylaw 619-23, pets must always be kept on a 2-metre leash, and owners will promptly clean up animal feces from animals that they own, or which are under their care or control.
  - b. Pets are not allowed in any building.
  - c. Pets are to be kept from barking excessively.
5. Registration Fees
  - a. Are to be paid before a camping unit will be permitted to stay.
  - b. If the campground attendant is unavailable to take the fee, registration envelopes containing the money will be deposited into the designated registration box.
6. Prohibitions
  - a. Abusive or insulting language or threatening behaviour made by campers or their pets will not be tolerated.
  - b. Parking is not allowed on roadways within the campground.
  - c. No person will remove, deface, injure, or destroy any object in the campground, naturally or otherwise created.
  - d. No person will display or post any signs or advertisements in the campground unless approved by the campground attendant.
  - e. No person will discharge a firearm within the campground.
  - f. No loitering in the bathrooms.
  - g. No fireworks will be set off within the campground.
  - h. No person will sell any goods or services in the campground, unless written approval has been obtained from Village Administration.
  - i. No dumping of grey water and/or wastewater in individual sites. It must be disposed of properly.
  - j. No permanent structures, household general items or debris allowed on the campsite.

- k. No person will operate an off-highway vehicle (ATV, dirt bike) or snow vehicle in the campground.
  - l. Miniature electrical vehicles are not allowed on the roads without the supervision of an adult.
  - m. No minibikes or scooters allowed.
  - n. No riding bicycles after dark unless equipped with a light.
7. Should a vehicle be left in the campground and/or registration fees not paid after the period of three weeks, wheels on the vehicle will be chocked. Owners will be contacted.
8. The campground attendant will assume all authority for the campground. They will coordinate with the Lions Club of Warner Alberta on issues, and call Community Peace Officers (CPOs) when issues arise. The campground attendant and CPOs have the authority to evict guests who contravene the above rules.

DRAFT



## Request for Decision Transfer Station Hours

---

### RECOMMENDATION

That the Transfer Station Hours report be accepted as information.

### LEGISLATIVE AUTHORITY

Municipal Government Act  
Ridge Regional Solid Waste Services Commission

### BACKGROUND

The item of Transfer Station hours is on the agenda for discussion, as per an elected official's request.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. None



# Request for Decision 2024-2033 Capital Plan

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## 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

Revenue											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
CCBF	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 54,530	\$ 545,300
Local Government Fiscal Framework Begins	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 245,019	\$ 2,450,190
Self Funded		\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 4,059
(may include tax and utility fee increases)											
Reserves		\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 4,059
Operating Budget											
Utility Levy											
Borrowing	\$ 200,000										\$ 200,000
Other (Specify): grants	\$ 975,400										\$ 975,400
Total Revenue	\$ 1,474,949	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 4,174,949
Expenses											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
General Government											
Administration Building Roof	\$34,000										
HVAC Replacement	\$142,100										
Digital Sign		\$50,000									
Protective Services											
1998 Freightliner Water Truck ^				\$ 140,000							
30,000 Gallon Water Tank	\$ 20,000										
Solar Panels										\$ 50,000	
95 Ford 250						\$ 50,000					
2009 CMC c550 4x4							\$ 50,000				
Roads											
Street Rehabilitation	\$ 100,000					\$ 100,000			\$ 100,000	\$ 100,000	
2 Street: 2 to 3 Avenue (asphalt)*		\$ 100,000									
5 Street: 5 to 6 Avenue*			\$ 100,000								
1 Avenue: 4 to 5 Street*			\$ 100,000								
2011 Chev Silverado (10 yrs)					\$ 39,500						
Storm Water											
2 Avenue Drainage Improvements****				\$ 60,000							
AB Avenue Drainage Improvements*****					\$110,500						
3 Street Drainage		\$ 40,000									
Intersection at 5th Street and 2nd Avenue		\$ 10,000									
Water											
Main Rehabilitation				\$ 100,000			\$ 100,000	\$ 100,000			
Waste Water											
Manhole Replacements (2)	\$48,850										
Camera 4th Avenue	\$20,000										
Mains at 1 Avenue and 5 street		\$ 100,000									
Mains at 4 Avenue: 5 and 6 Street*****			\$ 100,000								
Mains at 4 Avenue: 3 and 4 Street*****					\$150,000						
Mains at 3 Avenue: 2 and 4 Street*****						\$150,000					
Mains at 2 Avenue: west side of 1 street									\$ 150,000		
Mains at 1 Avenue: 2 street east side along avenue										\$ 150,000	

Mains at 2 Avenue: south part of intersection on 3 Street*****						\$150,000					
Mains at 1 Avenue and 6 Street intersection*****								\$150,000			
Mains at 1 Avenue: 1/2 block between 2 and 1 Street*****									\$50,000		
Recreation											
Civic Centre Ice Plant*****	\$ 1,000,000										
Zamboni^ (2001)	\$ 100,000										
Radiant Heaters^	\$ 10,000										
Solar Panels								\$ 50,000			
Total Expenses	\$1,474,950	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$5,408,950

^ items not identified in IMP, however, are assets that have long since passed their estimated useful life and will need to be replaced  
\* as per IMP, these road surfaces are poor to very poor. Condition rating is 5 to 6.5  
\*\* as per IMP, this is priority 2  
\*\*\* as per IMP, this is priority 3  
\*\*\*\* as per the IMP, this is priority 4  
\*\*\*\*\* as per the IMP, this is priority 5  
\*\*\*\*\* not identified in the IMP, the chiller is in dire need of repair



## Request for Decision July Council Meeting

---

### RECOMMENDATION

That Council cancel the July 17, 2024, Council meeting.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

In previous years, the Village of Warner Council has traditionally not met during the month of July.

As the meeting schedule is set during the October organizational meeting, a resolution is required by Council to change the meeting dates.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. None



## Request for Decision Riding Arena

---

### RECOMMENDATION

That the Riding Arena report be accepted as information.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

A group of parents are interested in creating an area for a riding arena on the Civic Centre grounds.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

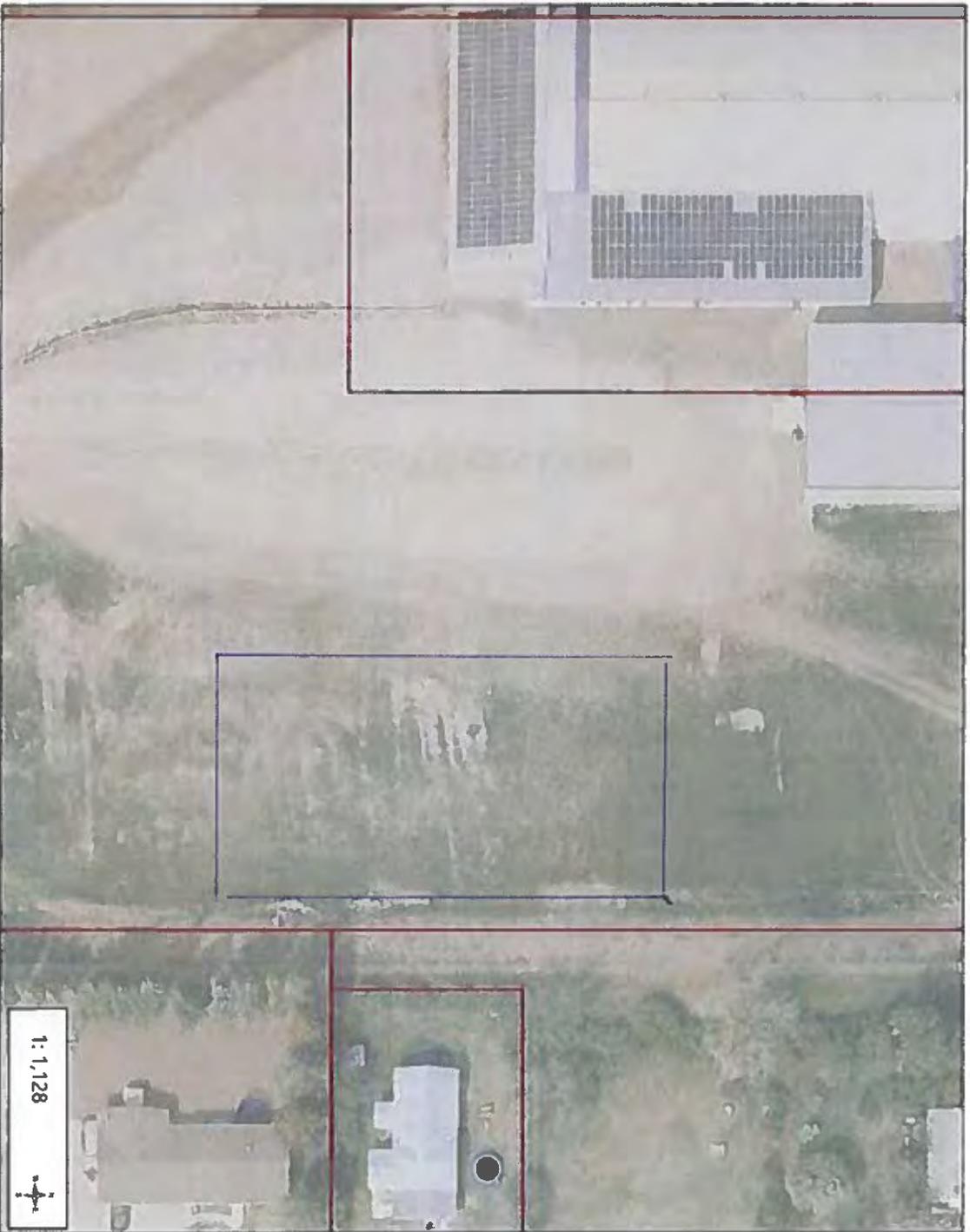
1. Letter

To the Village of Warner Council

We are a group of parents looking to create a place for ourselves and our kids to come together and ride with peers from around the village and community. We would like to propose the possibility of turning some of the Village owned property Lot: 6 Block:23 Plan: 2565U into a 100 x 150 horse riding arena. Our group consists of young and old Warner residents of the Village and the County of Warner. Years ago, there used to be a rodeo grounds in Warner that was turned into a dog park, but we would like to see if we could get an arena for riding started. We know that some of that property is the arena parking lot, and we will not interfere with the parking lot. We have drawn out where we would put the area, we would like to use on the map attached. We will be getting help working up the grass and getting dirt and sand for the base as well as getting fence panels to keep the horses in. We would keep up with any maintenance in and around the riding arena, so the Village does not have to. Right now, we are starting out with a small group of 10-15 people and hope to grow. We think it will bring people into town and help generate revenue to Warner businesses.

Tracy Jones & Amanda Wiskerke

# Village of Warner



0.1  
0  
0.03  
0.1 Kilometers

WGS, 1984, Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors

The map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on the map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

1:1,128




## Legend

- Boundary
- Highway Symbol
- 35
- 4
- 504
- Highway
- Adjacent Roads
- Road Labels
- Railway
- Reservoirs
- Lagoons
- Title Linework
- Parcels

## Notes

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