



VILLAGE OF WARNER

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

AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – AUGUST 20, 2025 AT 5:30 P.M.

1. CALL TO ORDER
2. AGENDA
 - A) Items added or deleted
 - B) Adoption of the Agenda
3. MINUTES
 - A) Approval of Minutes
4. DELEGATIONS
 - A) Warner Community Agricultural Project Committee
 - B) Devil's Coulee Museum
5. ITEMS ARISING FROM THE MINUTES
6. FINANCIAL REPORT
 - A) Financial Report (quarterly)
7. ADMINISTRATIVE REPORTS
 - A) Municipal Enforcement Report
 - B) Chief Administrative Officer Report
 - C) Solar Report (quarterly)
8. COUNCIL REPORTS
9. CORRESPONDENCE
 - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
 - A) Advertising Bylaw 646-25: First reading
11. NEW BUSINESS
12. CLOSED SESSION
 - A) Section 20: Disclosure Harmful to Personal Privacy x 3
13. NEXT REGULAR COUNCIL MEETING DATE
Wednesday – September 17, 2025, at 5:30 p.m.
14. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the June 18, 2025 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Bylaw 643-25 Procedural Bylaw Revised

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: June 18, 2025 regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, June 18, 2025, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3rd Avenue, Warner, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. CALL TO ORDER

Mayor Lindsay called the meeting to order at 5:55 p.m.

2. AGENDA

A) Items added or deleted

Addition: 11G) Chief Administrative Officer Agreement

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the June 18, 2025, regular council meeting agenda be accepted as amended."

Motion Carried 2025-120

3. MINUTES

A) Approval of Minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the May 21, 2025, regular council meeting be accepted as presented."

Motion Carried 2025-121

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the minutes for the April 16, 2025, regular council meeting be amended as follows: "that Council hold a Special Meeting on April 30, 2025, at ~~9:00 a.m.~~ 2:00 p.m. for the 2025 draft operating budget."

Motion Carried 2025-149

4. DELEGATIONS

Deputy Mayor Kirby joined the meeting at 6:00 p.m.

A) Fortis Alberta

Mr. Cody Webster, Stakeholder Relations Manager, spoke to the presentation outlined in the agenda package and the upcoming franchise fee renewal process.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Fortis Alberta presentation be accepted as information."

Motion Carried 2025-122

Agenda Item 12 Closed Session, was moved to this portion of the meeting.

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 6:12 p.m., to discuss two matters exempt from disclosure under FOIP Section 16: Disclosure Harmful to Business Interests of a Third Party and FOIP Section 17: Disclosure harmful to personal privacy, with Council and the CAO remaining in attendance."

Motion Carried 2025-123

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council reconvene to the regular meeting at 7:02 p.m."

Motion Carried 2025-124

Rise and Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council postpone proceeding with a formal endorsement for CAJHL for the 2025-2026 hockey year, however, ice rental is available."

Motion Carried 2025-125

5. ITEMS ARISING FROM THE MINUTES

None.

6. FINANCIAL REPORT

A) Financial Report (quarterly)

None.

7. ADMINISTRATIVE REPORTS

Deputy Mayor Kirby left the meeting at 7:04 p.m.

A) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending May 31, 2025, be accepted as information."
Motion Carried 2025-126

Deputy Mayor Kirby rejoined the meeting at 7:09 p.m.

B) Chief Administrative Officer Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending May 31, 2025, be accepted as information."
Motion Carried 2025-127

C) Solar Report (quarterly)

None.

8. COUNCIL REPORTS

Councillor Koehn spoke to the Veterans Memorial Highway Association, the Revitalization Committee as well as the Warner Community Agriculture Project.

Councillor Toovey attended Ridge Regional Public Safety Services, Ridge Country Housing and Community Bus meetings.

Mayor Lindsay spoke to the Ridge Water Services and Chief Mountain Regional Solid Waste Services Commission meetings.

Deputy Mayor Kirby reported on the Family & Community Social Services, Oldman River Regional Services Commission, the Mayors and Reeves meeting as well as the Village of Warner Library Board meeting.

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

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the committee reports for the period ending June 18, 2025, be accepted as information."
Motion Carried 2025-128

9. CORRESPONDENCE

A) Correspondence

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the correspondence for the period ending June 18, 2025, be accepted as information."
Motion Carried 2025-129

Councillor Baron left the meeting at 7:37 p.m.

10. BYLAW/AGREEMENT/POLICY REVIEW

A) 643-25 Procedural Bylaw Revised

Councillor Baron rejoined the meeting at 7:40 p.m.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that first reading be given to Bylaw 643-25, being the Procedural Bylaw Revised."

Motion Carried 2025-130

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that second reading be given to Bylaw 643-25, being the Procedural Bylaw Revised."

Motion Carried 2025-131

Moved by Councillor Baron, seconded by Councillor Koehn, "that unanimous consent be given to Bylaw 643-25, being the Procedural Bylaw Revised, for consideration of third reading."

Motion Carried 2025-132

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the third and final reading be given to Bylaw 643-25, being the Procedural Bylaw Revised."

Motion Carried 2025-133

B) 644-25 Chief Administrative Officer Bylaw

Moved by Councillor Toovey, seconded by Councillor Koehn, "that first reading be given to Bylaw 644-25, being the Chief Administrative Officer Bylaw."

Motion Carried 2025-134

Moved by Councillor Baron, seconded by Councillor Koehn, "that second reading be given to Bylaw 644-25, being the Chief Administrative Officer Bylaw."

Motion Carried 2025-135

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that unanimous consent be given to 644-25, being the Chief Administrative Officer Bylaw, for consideration of third reading."

Motion Carried 2025-136

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the third and final reading be given to Bylaw 644-25, being the Chief Administrative Officer Bylaw."

Motion Carried 2025-137

C) 645-25 Bylaw Enforcement Bylaw

Moved by Councillor Baron, seconded by Councillor Koehn, "that first reading be given to Bylaw 645-25 Bylaw Enforcement."

Motion Carried 2025-138

Moved by Councillor Toovey, seconded by Councillor Koehn, "that second reading be given to Bylaw 645-25 Bylaw Enforcement."

Motion Carried 2025-139

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that unanimous consent be given to Bylaw 645-25 Bylaw Enforcement, for consideration of third reading."

Motion Carried 2025-140

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the third and final reading be given to Bylaw 645-25 Bylaw Enforcement."

Motion Carried 2025-141

11. NEW BUSINESS

A) July Meeting

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council cancel the July 16, 2025, Council meeting."

Motion Carried 2025-142

B) Water Averaging

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the report on water averaging as information."

Motion Carried 2025-143

C) 3 Year Financial Plan

Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that the 2026-2028 Financial Plan be tabled to a future Council meeting."

Motion Carried 2025-144

D) Warner Community Agriculture Project Extension

Moved by Councillor Baron, seconded by Councillor Koehn, "that the Warner Community Agriculture Project move from pilot project status to a permanent endeavour."

Motion Carried 2025-145

E) Municipal Accountability Program Report Action Plan

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Accountability Program Action Plan be approved as presented."

Motion Carried 2025-146

F) 2025 Capital Budget

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve an adjustment in the 2025 Capital Budget to total \$414,000."
Motion Carried 2025-147

G) Chief Administrative Officer Agreement

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Mayor enter into contract with the Chief Administrative Officer for the Village of Warner."
Motion Carried 2025-148

12. CLOSED SESSION

- A) Section 16: Disclosure Harmful to Business Interests of a Third Party
- B) Section 17: Disclosure Harmful to Personal Privacy

These two items were dealt with under Delegations, item 4.

13. NEXT REGULAR COUNCIL MEETING DATE

Wednesday – August 20, 2025, at 5:30 p.m.

14. ADJOURNMENT

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the regular council meeting for June 18, 2025, adjourn at 8:09 p.m."
Motion Carried 2025-150

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the XX day of XXXX 2025.



Request for Decision Warner Community Agriculture Project Delegation

RECOMMENDATION

That Council approve the Warner Community Agriculture Project (WCAP) Sponsorship Criteria as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act
Warner Community Agriculture Project Bylaw 633-24

BACKGROUND

The WCAP Committee has met a couple of times to create the sponsorship criteria, as presented on the agenda. As per Bylaw 633-24, Council is the authority to approve the criteria.

Further work by the committee will be undertaken once the scholarship component is completed. This work will encompass a community component that requires a review of the current Council Policy 104, being Community Grants, in order to ensure consistency without overlap. This work will come 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.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Warner Community Agriculture Project Sponsorship Criteria



2025 Warner Community Agriculture Project Committee (WCAPC) Scholarship

Scholarship Overview: The Warner Community Agriculture Project Committee (WCAPC) is proud to offer a \$1500 scholarship to one Grade 12 student graduating from the Warner School in 2025. This scholarship aims to recognize and support a student who demonstrates a deep connection to and meaningful involvement in the community of Warner.

Eligibility Criteria: To be considered for the WCAPC Scholarship, applicants must meet the following requirements:

- Be a Grade 12 student currently attending the Warner School.
- Submit a 1000-word essay answering both of the following questions:
 1. *How has the community of Warner shaped you as a person?*
 2. *How has your involvement in the community of Warner made you a better person?*
- Provide a copy of their acceptance letter from the post-secondary institution they plan to attend.
- Present their essay in person to the Warner Community Agriculture Project Committee.

Essay Guidelines:

- Length: Approximately 1000 words
- Format: Typed and double-spaced.
- Content: The essay should reflect on personal growth, values, and life lessons influenced by the community of Warner.
- Submission Deadline: September 15, 2025

Selection Process: The WCAPC board will assess both the written essay and the oral presentation. Applicants will be scored based on a rubric that includes:

1. Written Essay (100%)
 - Relevance to questions - 40%
 - Organization and clarity - 40%
 - Depth of insight and personal reflection - 10%
 - Grammar, spelling, and overall writing quality - 10%

Award:

- One recipient with the highest combined essay score will be awarded the 2025 WCAPC Scholarship of \$1500.
- The scholarship will be presented at the Warner School Awards Ceremony.

Submission Instructions: Please submit your essay and a copy of your post-secondary acceptance letter to the Village administration in a sealed envelope addressed to the WCAPC by September 15, 2025 4:30pm. Please include your contact information (name, phone, and email address) to the end of your essay.



Request for Decision Delegation – Devil's Coulee Museum

RECOMMENDATION

That Council

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Ms. Amy Chandler, executive director for the Devil's Coulee Museum, will be attendance to speak on needed accommodations for museum workers that is cost efficient.

It has been suggested that travel trailers could be put on a Village lot along 5th Avenue.

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 Financial Report

RECOMMENDATION

That the Financial Report for the period ending July 31, 2025 be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The year-to-date operating budget is presented to council.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2025 Operating Budget Year to Date

2025 Operating Budget - Village of Warner - Approved April 30

		2022	2023	2024	YTD	2025	2025/2024	Explanation
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	
Tax Requirement Summary								
0	General Government Services	(491,047.52)	(488,066.23)	(658,324)	(629,509.26)	(678,981)	(20,657)	
11	Council	41,790.68	30,523.93	14,844	17,434.85	63,000	48,156	
12	Finance / Administration	247,223.99	235,295.23	246,638	149,247.78	203,015	(43,623)	
23	Fire Services	446.50	32,464.30	67,897	25,156.76	76,870	8,973	
26	Municipal Enforcement	28,059.62	35,602.68	26,046	27,952.46	29,667	3,622	
32	Roads	232,065.77	201,901.81	224,198	74,602.36	194,490	(29,708)	
33	Airport	9,318.81	21,587.83	4,052	825.30	9,167	5,115	
41	Water	18,497.14	6,654.82	7,502	2,271.91	7,835	333	
42	Wastewater	24,648.78	33,195.65	(32,344)	(4,433.20)	5,500	37,844	
43	Solid Waste	(6,371.89)	(1,204.54)	(514)	10,250.03	(3,449)	(2,935)	
61	Planning & Development	7,954.32	6,727.03	(19,900)	(26,928.70)	(1,000)	18,900	
72	Recreation Administration	(44,056.85)	43,121.57	(1,845)	20,755.40	11,660	13,505	
74	Civic Centre	81,905.63	114,517.27	134,928	58,180.66	82,226	(52,702)	
	Operating (Surplus) Deficit	150,434.98	272,321.35	13,179	(274,193.65)	(0)	(13,179)	
0	General Government Services	(577,012.16)	(565,338.00)	(760,301)	(678,991.97)	(791,218)	(30,917)	
11	Council	-	-	(14,746)	(1,000.00)	(10,000)	4,746	
12	Finance	(60,419.90)	(51,586.31)	(67,516)	(21,645.38)	(99,906)	(32,390)	
23	Fire Services	(78,409.68)	(34,969.51)	(14,833)	(30,778.03)	(10,000)	4,833	
26	Municipal Enforcement	(5,269.38)	146.00	(5,656)	(845.29)	(3,150)	2,506	
32	Roads	(7,098.05)	(3,246.50)	(2,842)	(1,663.76)	(2,000)	842	
33	Airport	(8,383.12)	(3,600.00)	(3,100)	(1,500.00)	(2,000)	1,100	
41	Water	(237,975.55)	(211,302.44)	(227,194)	(112,594.46)	(214,250)	12,944	
42	Wastewater	(27,385.00)	(27,490.00)	(27,980)	(14,055.00)	(28,000)	(20)	
43	Solid Waste	(53,909.00)	(47,506.50)	(53,563)	(28,716.15)	(61,406)	(7,843)	
61	Planning & Development	(190.48)	(980.96)	(35,114)	(34,134.62)	(19,000)	16,114	
72	Recreation Administration	(51,367.00)	-	(53,472)	-	(17,100)	36,372	
74	Civic Centre	(47,119.08)	(60,609.88)	(51,466)	(35,239.96)	(85,500)	(34,034)	
	Total Revenues	(1,154,538.40)	(1,006,484.10)	(1,317,782)	(961,164.62)	(1,343,530)	(25,748)	
0	General Government Services	85,964.64	77,271.77	101,978	49,482.71	112,237	10,260	
11	Council	41,790.68	30,523.93	29,590	18,434.85	73,000	43,410	
12	Finance	307,643.89	286,881.54	314,154	170,893.16	302,921	(11,233)	
23	Fire Services	78,856.18	67,433.81	82,729	55,934.79	86,870	4,140	
26	Municipal Enforcement	33,329.00	35,456.68	31,702	28,797.75	32,817	1,116	
32	Roads	239,163.82	205,148.31	227,040	76,266.12	196,490	(30,550)	
33	Airport	17,701.93	25,187.83	7,152	2,325.30	11,167	4,015	
41	Water	256,472.69	217,957.26	234,697	114,866.37	222,085	(12,612)	
42	Wastewater	52,033.78	60,685.65	(4,364)	9,621.80	33,500	37,864	
43	Solid Waste	47,537.11	46,301.96	53,049	38,966.18	57,957	4,908	
61	Planning & Development	8,144.80	7,707.99	15,214	7,205.92	18,000	2,786	
72	Recreation Administration	7,310.15	43,121.57	51,627	20,755.40	28,760	(22,867)	
74	Civic Centre	129,024.71	175,127.15	186,393	93,420.62	167,726	(18,667)	
	Total Expenditures	1,304,973.38	1,278,805.45	1,330,962	686,970.97	1,343,530	12,568	

2025 Operating Budget - Village of Warner - Approved April 30

		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
GENERAL GOVERNMENT REVENUE								
1-00-00-00-00-110	REAL PROPERTY TAX	(410,644.64)	(454,096.44)	(510,097.18)	(537,049.58)	(539,516)	(29,419)	
1-00-00-00-00-111	TAX SHARE AGREEMENT - COUNTY	(10,975.47)	-	-	(16,891.85)	(13,200)	(13,998)	
1-00-00-00-00-115	ALBERTA SCHOOL FOUNDATION FUND	(74,777.54)	(74,277.00)	(81,923.06)	(100,703.79)	(100,757)	(18,834)	
1-00-00-00-00-116	REQUISITION - SENIORS	(8,404.31)	(8,567.56)	(8,481.62)	(8,475.31)	(8,480)	2	
1-00-00-00-00-121	LINEAR PROPERTY TAX	(32.97)	(33.97)	(41.10)	(36.90)	(41)	0	
1-00-00-00-00-250	LAND RENTAL REVENUE	(19,960.23)	(13,700.00)	(8,315.00)	(2,100.00)	(13,000)	(4,685)	
1-00-00-00-00-251	LEASE AGREEMENT - BELL	-	-	(1,788.90)	(13,734.54)	(1,790)	(1)	
1-00-00-00-00-510	PENALTIES ON TAXES	-	(14,663.03)	(15,220.27)	-	(10,000)	5,220	
1-00-00-00-00-745	GRANTS - LGFF OPERATING	(52,217.00)	-	(104,434.00)	-	(104,434)	-	
1-00-00-00-00-755	PROVINCIAL GRANT	-	-	(30,000.00)	-	-	(80)	
	TOTAL REVENUE	(577,012.16)	(565,338.00)	(760,301.13)	(678,991.97)	(791,218)	(61,715)	
GENERAL GOVERNMENT EXPENSES								
2-00-00-00-00-270	ALBERTA SCHOOL FOUNDATION FUND	74,776.91	56,082.68	82,004.93	41,002.47	100,757	18,752	
2-00-00-00-00-271	SENIORS HOUSING	8,404.36	18,588.67	17,107.68	8,480.24	8,480	(8,627)	
2-12-00-00-00-275	TAX DISCOUNTS	2,783.37	2,600.42	2,864.93	-	3,000	135	
	TOTAL EXPENSES	85,964.64	77,271.77	101,977.54	49,482.71	112,237	10,260	
	NET	(491,047.52)	(488,066.23)	(658,323.59)	(629,509.26)	(678,981)	(51,456)	

2025 Operating Budget - Village of Warner - Approved April 30

		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
COUNCIL REVENUE								
1-11-00-00-00-777	DONATIONS	-	-	(14,746.38)	(1,000.00)	(10,000.00)	-	includes WCAP
	TOTAL REVENUE	-	-	(14,746.38)	(1,000.00)	(10,000.00)	-	
COUNCIL EXPENSES								
2-11-00-00-00-110	WAGES	17,525.00	20,983.33	19,547.82	11,604.10	24,500	4,952	
2-11-00-00-00-152	TRAVEL AND SUBSISTANCE	-	3,075.52	2,082.97	1,009.33	5,000	2,917	
2-11-00-00-00-153	CONFERENCES AND CONVENTIONS	1,972.09	-	601.68	1,685.42	8,000	7,398	AB Munis / Regional Orientation
2-11-00-00-00-211	MEMBERSHIPS	1,577.27	1,990.08	1,850.90	1,733.62	3,000	1,149	
2-11-00-00-00-230	LEGAL/AUDIT	4,308.00	-	1,512.00	-	5,000	3,488	
2-11-00-00-00-510	GENERAL SUPPLIES	1,758.32	-	58.57	-	6,000	5,941	
2-11-00-00-00-770	DONATIONS	14,650.00	4,475.00	3,936.43	2,402.38	17,500	13,564	
2-11-00-00-00-	ELECTION HONORARIUM	-	-	-	-	3,000	3,000	
2-11-00-00-00-	ELECTION SUPPLIES	-	-	-	-	1,000	1,000	
	TOTAL EXPENSES	41,790.68	30,523.93	29,590.37	18,434.85	73,000	43,410	
	NET	41,790.68	30,523.93	14,843.99	17,435	63,000	43,410	

2025 Operating Budget - Village of Warner - Approved April 30

		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
FINANCE / ADMINISTRATION REVENUE								
1-11-00-00-00-410	SALE OF SUPPLIES	(120.50)	-	-	-	-	(3,538)	
1-12-00-00-00-250	GRANT SUPPORT SHARE	-	(1,250.00)	-	-	-	-	
1-12-00-00-00-410	TAX CERTIFICATES	(750.00)	(1,050.00)	(1,655.00)	(720.00)	(800)		
1-12-00-00-00-550	INTEREST	(14,199.81)	(29,475.64)	(26,733.73)	(3,228.77)	(10,000)		
1-12-00-00-00-551	NSF FEES	(220.00)	-	-	-	-		
1-12-00-00-00-560	RENT	(3,850.00)	(2,450.00)	(7,850.00)	(4,100.00)	(6,600)		
1-12-00-00-00-570	UTILITY ADMIN FEE	(21,613.59)	-	-	-	-		
1-12-00-00-00-575	OTHER	(2,000.00)	-	(2,726.62)	(126.26)	-		
1-12-00-00-00-591	FRANCHISE FEES	(17,326.00)	(17,360.67)	(27,206.17)	(13,470.35)	(28,000)	(28,000)	
1-12-00-00-00-777	DONATIONS	(340.00)	-	(1,344.00)	-	-	-	
	TRANSFER FROM RESERVES	-	-	-	-	(54,506)		
	TOTAL REVENUE	(60,419.90)	(51,586.31)	(67,515.52)	(21,645.38)	(99,906)	(31,538)	
FINANCE / ADMINISTRATION EXPENSES								
2-12-00-00-00-110	SALARY - GEN GOVT	133,382.94	120,820.80	146,685.63	83,671.97	160,000	13,314	
2-12-00-00-00-131	EMPLOYER RRSP CONTRIBUTION	10,000.00	2,000.00	4,273.68	2,500.00	5,700	1,426	
2-12-00-00-00-153	TRAVEL & SUBSISTENCE	47.11	-	3,902.35	191.64	3,000	(902)	
2-12-00-00-00-154	TRAINING	-	234.00	-	701.20	1,800	1,800	
2-12-00-00-00-215	FREIGHT & POSTAGE	12,422.79	6,342.93	2,944.59	3,332.02	3,000	55	
2-12-00-00-00-216	TELEPHONE/FAX	11,056.67	7,066.40	5,471.58	2,883.54	6,000	528	
2-12-00-00-00-220	MEMBERSHIPS	2,176.32	511.06	2,688.90	2,185.23	600	(2,089)	
2-12-00-00-00-230	PROFESSIONAL FEES	14,779.56	12,681.31	13,360.00	-	17,500	4,140	
2-12-00-00-00-233	ASSESSOR	-	10,400.00	10,640.00	8,154.00	10,875	235	
2-12-00-00-00-239	IT NETWORK SYSTEMS/WEBSITE	-	5,384.83	21,548.40	8,651.86	20,000	(1,548)	
2-12-00-00-00-250	CONTRACTED SERVICES	38,554.88	40,286.36	27,603.21	16,026.83	14,850	(12,753)	
2-12-00-00-00-252	REPAIRS AND MAINTENANCE - BUILDING	-	2,705.43	2,705.28	7,392.67	17,700	14,995	
2-12-00-00-00-253	REPAIRS AND MAINTENANCE - EQUIPMENT				2,193.25			
2-12-00-00-00-272	LIBRARY/CARLS REQUISITION	4,580.72	4,394.48	4,386.72	2,912.32	4,925	538	
2-12-00-00-00-273	FCSS REQUISITION	2,924.32	4,932.00	2,912.00	2,970.24	2,971	59	
2-12-00-00-00-274	INSURANCE	36,343.66	10,979.67	12,633.00	13,950.00	13,950	1,317	
2-12-00-00-00-276	HERITAGE HANDI-BUS	-	-	2,020.00	2,020.00	2,020	-	
2-12-00-00-00-350	LEASES	-	5,038.20	2,893.80	2,768.65	3,000	106	
2-12-00-00-00-510	GENERAL SUPPLIES AND GOODS	5,700.46	11,766.87	2,345.30	2,272.80	1,500	(845)	
2-12-00-00-00-515	BANK SERVICE CHARGES	908.43	922.12	2,018.52	846.72	800	(1,219)	
2-12-00-00-00-516	PENALTIES INCURRED	203.02	38.76	35.00	5.82	-	(35)	
2-12-00-00-00-523	OFFICE EQUIPMENT & FURNISHINGS	3,881.00	-	3,014.53	-	3,500	485	
2-12-00-00-00-540	NATURAL GAS	5,016.29	3,722.24	5,246.82	2,837.67	6,110	863	
2-12-00-00-00-541	ELECTRICITY	1,092.51	2,550.64	3,029.68	2,424.73	3,120	90	
2-12-00-00-00-700	AMORTIZATION	-	24,450.51	25,103.11	-	-	(25,103)	
2-12-00-00-00-701	ACCRETION	-	3,965.92	4,124.56	-	-	(4,125)	
2-12-00-00-00-780	BAD DEBT AR/TAXES	24,573.21	5,687.01	2,567.14	-	-	(2,567)	
	TOTAL EXPENSES	307,643.89	286,881.54	314,153.80	170,893.16	302,921	20,562	
	NET	247,223.99	235,295.23	246,638.28	149,247.78	203,015	(10,976)	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
MUNICIPAL ENFORCEMENT REVENUE								
1-26-00-00-00-250	BYLAW FINES	(2,600.00)	-	(2,850.00)	-	(750)	2,100	
1-26-00-00-00-525	ANIMAL TAGS, LICENSES, FINES	(1,145.00)	146.00	(1,946.00)	(691.00)	(1,900)	46	
1-26-00-00-00-530	TRAFFIC FINES	(1,524.38)	-	(860.00)	(154.29)	(500)	360	
	TOTAL REVENUE	(5,269.38)	146.00	(5,656.00)	(845.29)	(3,150)	2,506	
MUNICIPAL ENFORCEMENT EXPENSES								
2-26-00-00-00-250	CONTRACTED SERVICES	20,600.00	17,864.68	13,158.00	10,980.75	15,000	1,842	
2-26-00-00-00-275	PROVINCIAL POLICING	12,194.00	17,592.00	18,543.50	17,817.00	17,817	(727)	
2-26-00-00-00-510	SUPPLIES	535.00	-	-	-	-	-	
	TOTAL EXPENSES	33,329.00	35,456.68	31,701.50	28,797.75	32,817	1,116	
	NET	28,059.62	35,602.68	26,045.50	27,952.46	29,667	3,622	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
ROADS REVENUE								
1-32-00-00-00-511	SERVICES PROVIDED TO RESIDENTS	(7,098.05)	(3,246.50)	(2,841.75)	(1,592.14)	(2,000)	842	includes cemetery opening and closing
	EV CHARGER	-	-	-	(71.62)	-	-	
	TOTAL REVENUE	(7,098.05)	(3,246.50)	(2,841.75)	(1,663.76)	(2,000)	842	
ROAD EXPENSES								
2-32-00-00-00-110	SALARY - PUBLIC WORKS	66,669.74	38,866.34	47,120.29	36,105.03	86,000	38,880	
2-32-00-00-00-215	FREIGHT	-	-	95.24	-	100	5	
2-32-00-00-00-216	TELEPHONE	-	1,260.00	1,407.22	887.56	1,500	93	
2-32-00-00-00-250	CONTRACTED SERVICES	9,568.00	5,374.00	14,733.28	7,076.22	30,000	15,267	sweeping/grading/crushing/sidewalk repairs
2-32-00-00-00-251	ROAD AND SIDEWALK REPAIRS	-	1,196.48	20,913.36	-	-	(20,913)	
2-32-00-00-00-260	RENTALS & LEASES EQUIPMENT	-	-	-	-	500	500	
2-32-00-00-00-274	INSURANCE	-	3,668.14	5,957.00	6,520.00	6,520	563	
2-32-00-00-00-275	WCB	3,966.84	-	1,421.30	1,007.44	1,220	(201)	
2-32-00-00-00-510	GOODS and SUPPLIES	2,342.19	3,498.25	1,209.27	849.36	5,000	3,791	line painting supplies / road signs and posts
2-32-00-00-00-511	MAINTENANCE MATERIALS	48,181.86	36,594.44	535.24	1,260.00	10,000	9,465	MG 30/crushed gravel/washed gravel/topsoil/
2-32-00-00-00-520	EQUIPMENT PARTS and TOOLS	(666.67)	-	-	-	500	500	
2-32-00-00-00-521	FUEL/OIL	8,141.74	3,987.41	8,039.68	3,033.23	6,500	(1,540)	
2-32-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	166.26	7,787.04	4,320.24	98.62	5,000	680	
2-32-00-00-00-523	REPAIRS & MAINT. VEHICLES	3,868.64	-	45.00	58.14	1,000	955	
2-32-00-00-00-530	REPAIRS & MAINT. BUILDING	-	-	599.59	-	5,000	4,400	Building Painting
2-32-00-00-00-540	NATURAL GAS	2,393.66	2,062.21	2,235.40	1,252.03	2,580	345	
2-32-00-00-00-541	ELECTRICITY	3,219.36	3,967.95	2,469.51	775.25	2,900	430	
2-32-00-00-00-542	STREET LIGHTS	19,241.73	19,510.21	31,284.53	17,256.92	32,000	715	
2-32-00-00-00-700	AMORTIZATION	71,855.31	75,053.28	82,247.50	-	-	(82,248)	
2-32-00-00-00-701	ACCRETION	-	2,122.45	2,207.34	-	-	(2,207)	
2-32-00-00-00-830	LOAN INTEREST	215.16	200.11	199.05	86.32	170	(29)	
	TOTAL EXPENSES	239,163.82	205,148.31	227,040.04	76,266.12	196,490	(30,550)	
	NET	232,065.77	201,901.81	224,198.29	74,602.36	194,490	(29,708)	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
WATER REVENUE								
1-41-00-00-00-250	WATER SERVICE HOOK UP	(2,757.07)	-	-		-	-	
1-41-00-00-00-410	WATER SALES	(137,762.40)	(159,245.57)	(162,731.43)	(81,251.79)	(160,000)	2,731	
1-41-00-00-00-412	WATER LINE REPYAMENT	(42,081.00)	(40,373.00)	(42,191.50)	(23,595.00)	(42,000)	192	
1-41-00-00-00-415	WATER SALES - BULK	(53,571.56)	(9,299.12)	(19,566.10)	(6,645.58)	(10,000)	9,566	
1-41-00-00-00-430	UTILITY CROSSING	-	-	(233.33)	-	(250)	(17)	
1-41-00-00-00-510	PENALTIES ON UTILITIES	(1,803.52)	(2,384.75)	(2,471.89)	(1,002.09)	(2,000)	472	
					(100.00)			
	TOTAL REVENUE	(237,975.55)	(211,302.44)	(227,194.25)	(112,594.46)	(214,250)	12,944	
WATER EXPENSES								
2-41-00-00-00-110	SALARY - WATER	5,942.62	2,291.60	247.50	684.48	-	(248)	
2-41-00-00-00-211	COURSES, MEALS, TRAVEL	-	-	-	-	2,000	2,000	
	Telephone and Internet	-	-	65.00	1,297.50			
2-41-00-00-00-220	MEMBERSHIPS	-	-	-	-	-	-	
2-41-00-00-00-230	CONTRACTED SERVICES	126,014.35	104,271.81	135,123.84	51,130.50	140,000	4,876	.98 m3
2-41-00-00-00-240	RESIDENT REPAIRS	-	-	225.00	26,783.61	10,000	9,775	
2-41-00-00-00-250	CONTRACTED PURCHASE & WO	1,252.94	-	-	-	20,000	20,000	
2-41-00-00-00-260	UTILITY CROSSING	220.43	1,880.25	2,193.00	7,235.00	2,500	307	
2-41-00-00-00-274	INSURANCE	-	5,546.93	4,055.00	-	7,235	3,180	
2-41-00-00-00-415	BULK WATER SALES REFUNDS	7,407.72	-	330.60	-	-	(331)	
2-41-00-00-00-510	GENERAL SUPPLIES & GOODS	3,594.28	(1,337.84)	711.92	3,535.95	2,000	1,288	
2-41-00-00-00-520	EQUIPMENT PARTS & SUPPLIES	5,706.56	4,258.50	3,344.74	3,410.55	5,000	1,655	
2-41-00-00-00-521	FUEL/OIL	380.50	-	-	-	500	500	
2-41-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	1,758.80	-	2,067.36	13,429.20	5,000	2,933	
2-41-00-00-00-531	CHEMICALS	12,044.50	9,487.20	933.20	365.40	10,000	9,067	
2-41-00-00-00-540	NATURAL GAS	5,193.41	4,119.21	4,091.01	2,438.44	4,650	559	
2-41-00-00-00-541	ELECTRICITY	3,045.41	4,629.56	9,455.26	4,555.74	9,200	(255)	
2-41-00-00-00-700	AMORTIZATION	65,607.58	65,700.96	48,729.18	-	-	(48,729)	
2-41-00-00-00-830	DEBT SERVICING - WATERLINE L	18,303.59	17,109.08	23,124.09	-	4,000	(19,124)	
		256,472.69	217,957.26	234,696.70	114,866.37	222,085	(12,547)	
	NET	18,497.14	6,654.82	7,502.45	2,271.91	7,835	398	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
WASTEWATER REVENUE								
1-42-00-00-00-250	CONTRACT WORK FOR RESIDENTS	-	-	(550.00)	-	(500)	50	
1-42-00-00-00-410	WASTEWATER FEES	(27,385.00)	(27,490.00)	(27,430.00)	(14,055.00)	(27,500)	(70)	
							-	
	TOTAL REVENUE	(27,385.00)	(27,490.00)	(27,980.00)	(14,055.00)	(28,000)	(20)	
WASTEWATER EXPENSES								
2-42-00-00-00-240	RESIDENT REPAIRS	-	6,609.00	2,500.00	-	10,000	7,500	
2-42-00-00-00-250	CONTRACTED SERVICES	-	2,575.01	9,268.01	-	10,000	732	
2-42-00-00-00-260	RENTALS & LEASES EQUIPMENT	-	-	869.61	139.80	1,000	130	
2-42-00-00-00-510	GENERAL SUPPLIES & GOODS	532.14	-	-	-	500	500	
2-42-00-00-00-531	CHEMICALS	-	-	9,132.00	9,482.00	12,000	2,868	
2-42-00-00-00-700	AMORTIZATION	51,501.64	51,501.64	(26,134.11)	-	-	26,134	
	TOTAL EXPENSES	52,033.78	60,685.65	(4,364.49)	9,621.80	33,500	37,864	
	NET	24,648.78	33,195.65	(32,344.49)	(4,433.20)	5,500	37,844	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
SOLID WASTE REVENUE								
1-43-00-00-00-410	GARBAGE FEES	(47,409.00)	(47,506.50)	(47,062.70)	(24,096.00)	(47,500)	(437)	
1-43-00-00-00-411	RECYCLING REVENUE	-	-	-	(4,425.15)	(7,406)	(7,406)	CM July-Dec
1-43-00-00-00-840	COUNTY COST SHARE	(6,500.00)	-	(6,500.00)		(6,500)	-	
					(195.00)			
	TOTAL REVENUE	(53,909.00)	(47,506.50)	(53,562.70)	(28,716.15)	(61,406)	(7,843)	
SOLID WASTE EXPENSES								
2-43-00-00-00-110	SALARY - SOLID WASTE	13,403.39	14,610.01	15,184.50	9,547.70	16,000	816	
2-43-00-00-00-205	BOARDS & AGENCIES	11,722.91	11,313.09	11,652.52	12,002.06	12,002	350	increase of 3% from 31.24 to 32.18
2-43-00-00-00-231	CONTRACTED RECYCLING	2,335.45	1,055.44	6,428.22	3,300.60	7,000	572	
2-43-00-00-00-250	CONTRACT LABOUR	161.95	-	-	-	-	-	
2-43-00-00-00-251	CONTRACTED SOLID WASTE PICKUP	18,600.00	18,600.00	17,885.00	9,300.00	20,000	2,115	
2-43-00-00-00-510	GENERAL SUPPLIES & GOODS	97.49	-	-	3,850.00	500	500	
2-43-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	402.00	-	-	-	500	500	
2-43-00-00-00-541	ELECTRICITY	813.92	723.42	1,898.79	965.82	1,955	56	
							-	
	TOTAL EXPENSES	47,537.11	46,301.96	53,049.03	38,966.18	57,957	4,908	
	NET	(6,371.89)	(1,204.54)	(513.67)	10,250.03	(3,449)	(2,935)	

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		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
PLANNING REVENUE								
1-61-00-00-00-410	ZONING & DEVELOPMENT PERMITS	(190.48)	(930.96)	(3,151.90)	(723.82)	(1,000)	2,152	
1-66-00-00-00-464	LAND SALES	-	(50.00)	(31,962.30)	(33,410.80)	(18,000)	13,962	4 lots at 18000
	TOTAL REVENUE	(190.48)	(980.96)	(35,114.20)	(34,134.62)	(19,000)	16,114	
PLANNING EXPENSES								
2-61-00-00-00-230	PLANNING SERVICES	8,144.80	7,707.99	7,866.29	4,125.67	12,000	4,134	ortho
2-61-00-00-00-251	ECONOMIC DEVELOPMENT	-	-	4,853.50	-	1,000	(3,854)	wayfinding
2-61-00-00-00-252	LAND SALE COSTS	-	-	2,494.40	3,080.25	5,000	2,506	RPR/Legal/Realtor
	TOTAL EXPENSES	8,144.80	7,707.99	15,214.19	7,205.92	18,000	2,786	
	NET	7,954.32	6,727.03	(19,900.01)	(26,928.70)	(1,000)	18,900	

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		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
	RECREATION ADMINISTRATION REVENUE							
1-72-00-00-00-850	COUNTY RECREATION GRANT	(51,367.00)	-	(53,472.00)	-	(15,000)	38,472	
	SUMMER JOBS GRANT	-	-	-	-	(2,100)	(2,100)	
	TOTAL REVENUE	(51,367.00)	-	(53,472.00)	-	(17,100)	36,372	
	RECREATION ADMINISTRATION EXPENSES							
2-72-00-00-00-110	SALARY - RECREATION	17.79	31,468.41	30,895.99	15,157.49	8,000	(22,896)	only summer staff
2-72-00-00-00-250	CONTRACTED	3,756.87	5,250.00	13,782.14	3,350.00	15,000	1,218	spraying/trees
2-72-00-00-00-251	REPAIRS AND MAINTENANCE	-	-	1,364.16	126.58	1,500	136	
2-72-00-00-00-510	GENERAL SUPPLIES	327.99	1,335.96	460.41	500.00	2,000	1,540	siloutte - Christmas light
2-72-00-00-00-521	FUEL	-	556.02	511.56	943.93	1,000	488	
2-72-00-00-00-541	ELECTRICITY	678.76	1,125.71	1,220.91	677.40	1,260	39	
2-72-00-00-00-700	AMORTIZATION	2,528.74	3,214.45	3,214.45	-	-	(3,214)	
2-72-00-00-00-	ACCRETION	-	171.02	177.86	-	-	(178)	
	TOTAL EXPENSES	7,310.15	43,121.57	51,627.48	20,755.40	28,760	(22,867)	
	NET	(44,056.85)	43,121.57	(1,844.52)	20,755.40	11,660	13,505	

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		2022	2023	2024	YTD	2025	2025/2024	Budget
		ACTUAL	ACTUAL	ACTUAL	July 31 2025	BUDGET	Diff	Explanation
	CIVIC CENTRE REVENUE							
1-74-00-00-00-100	KITCHEN LEASE	(800.00)	(2,750.00)	(650.00)	(1,325.00)	(1,500)	(850)	
1-74-00-00-00-400	RINK FEES	(31,131.58)	(37,270.59)	(36,221.87)	(18,629.59)	(36,000)	222	
1-74-00-00-00-410	KEY FOBS - CIVIC CENTRE	(1,240.00)	(260.00)	(1,566.00)	(50.00)	(1,000)	566	
1-74-00-00-00-541	ELECTRICITY	-	-		(7,540.37)	-	-	
1-74-00-00-00-570	RINK RENTALS	(770.00)	(4,799.29)	(1,586.00)	(961.00)	-	1,586	
1-74-00-00-00-575	DONATIONS	(1,800.00)	-			-	-	
1-74-00-00-00-850	COUNTY RECREATION GRANT	-	-			(35,000)	(35,000)	
1-74-00-00-01-560	GYM MEMBERSHIP FEES	(11,377.50)	(15,530.00)	(11,442.00)	(6,734.00)	(12,000)	(558)	
	TOTAL REVENUE	(47,119.08)	(60,609.88)	(51,465.87)	(35,239.96)	(85,500)	(34,034)	
	CIVIC CENTRE EXPENSES							
2-74-00-00-00-109	LIBRARY (JANITORIAL)	1,672.00	2,753.66	3,694.50	1,777.50	4,000	306	
2-74-00-00-00-110	WAGES - CIVIC CENTRE	19,340.32	40,683.87	39,454.13	20,619.61	45,000	5,546	
2-74-00-00-00-211	TRAVEL & TRAINING	1,295.30	-	641.80	-	-	(642)	
2-74-00-00-00-216	TELEPHONE AND INTERNET	-	-	823.28	523.26	900	77	
2-74-00-00-00-220	MEMBERSHIPS	1,555.00	179.97	840.37	49.05	750	(90)	
2-74-00-00-00-230	CONTRACTED PERSONNEL	13,060.22	-	-	-	-	-	
2-74-00-00-00-239	IT SUPPORT/EQUIPMENT	-	-	-	-	500	500	
2-74-00-00-00-250	REPAIRS & MAINT	8,067.58	7,078.18	897.87	-	-	(898)	
2-74-00-00-00-274	INSURANCE	-	34,622.23	33,526.00	37,941.00	37,941	4,415	
2-74-00-00-00-350	CONTRACTED SERVICES	15,389.99	5,407.89	1,537.50	725.00	5,000	3,463	
2-74-00-00-00-360	LEASES	-	-	202.40	(202.40)	-	(202)	
2-74-00-00-00-510	GENERAL SUPPLIES & GOODS	5,944.95	6,433.30	7,297.51	1,075.98	5,000	(2,298)	
2-74-00-00-00-511	JANITORIAL SUPPLIES	-	164.14	2,479.51	715.87	1,000	(1,480)	
2-74-00-00-00-520	REPAIRS & MAINT EQUIPMENT	4,948.24	9,482.31	32,798.51	5,880.89	15,000	(17,799)	
2-74-00-00-00-521	FUEL / OIL / PROPANE	-	1,469.71	873.46	612.98	1,000	127	
2-74-00-00-00-522	REPAIRS & MAINT. BUILDING	3,350.85	3,939.33	1,208.94	3,901.92	5,000	3,791	
2-74-00-00-00-540	NATURAL GAS	11,321.51	10,394.10	11,160.37	5,702.55	13,000	1,840	
2-74-00-00-00-541	ELECTRICITY	11,416.46	11,643.43	9,259.95	12,420.51	13,360	4,100	
2-74-00-00-00-700	AMORTIZATION	27,483.88	33,499.87	32,203.13	-	-	(32,203)	
2-74-00-00-00-701	ACCRETION	-	3,487.95	3,627.47	-	-	(3,627)	
2-74-00-00-01-831	SOLAR PANEL DEBENTURE	4,178.41	3,887.21	3,866.69	1,676.90	3,275	(592)	
	transfer to capital	-	-	-	-	17,000	17,000	
	TOTAL EXPENSES	129,024.71	175,127.15	186,393.39	93,420.62	167,726	(18,667)	
	NET	81,905.63	114,517.27	134,927.52	58,180.66	82,226	(52,702)	



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending July 31, 2025, 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



Cases by Offence

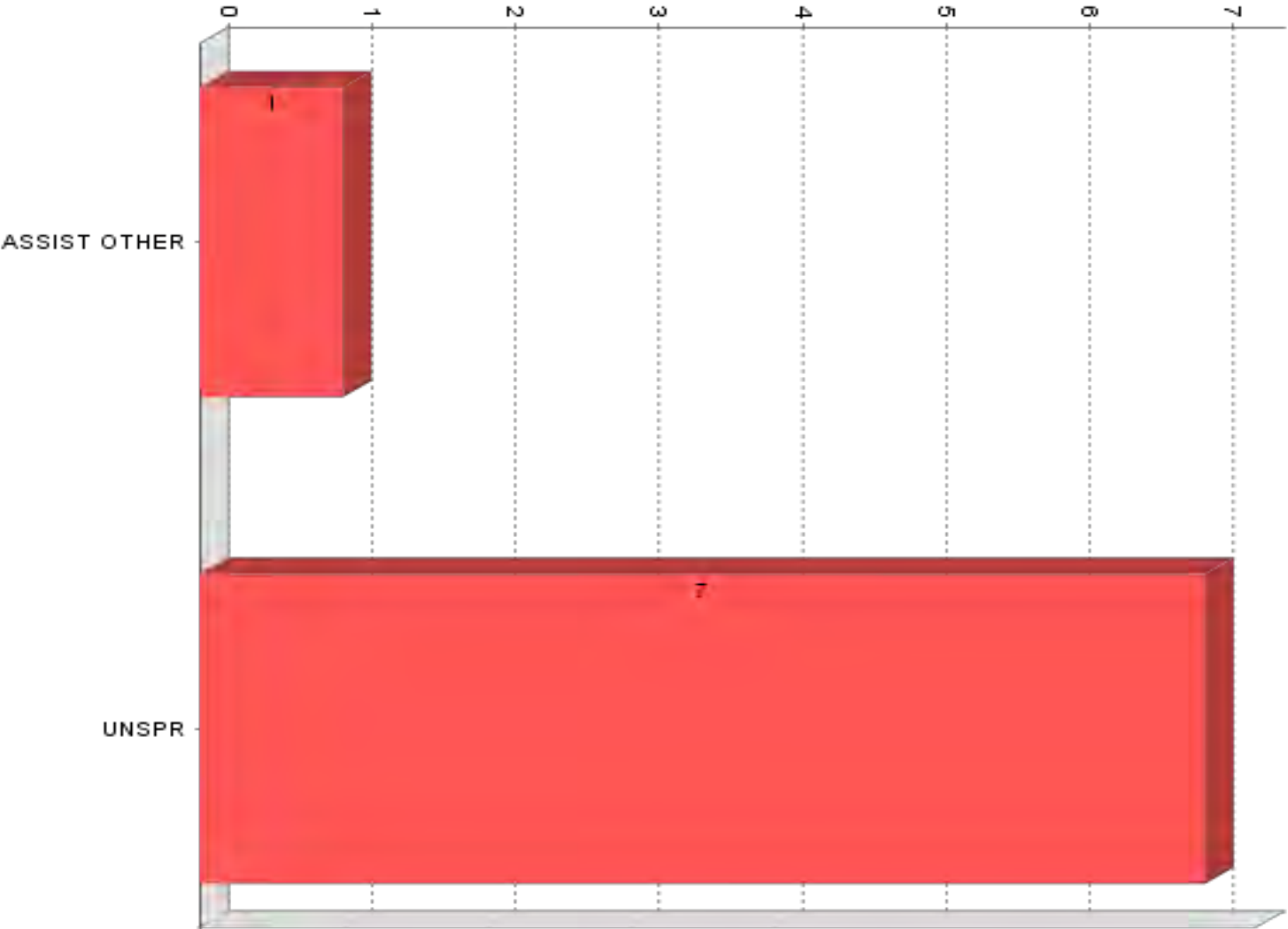
RRCPO

Date Range 06-01-25 00:00:00 - 06-30-25 23:59:59
Print Date 07-02-25 08:37:40 TZ Canada/Mountain

RRCPO / WARNER

Offence ID	Offence Description	Reporting District	Total
ASSIST OTHER	ASSIST		1
UNSPR	UNSIGHTLY PREMISES	COUNTY OF WARNER	7
Total			8

RRCPO / WARNER



Cases by Offence



RRCPO

Date Range 07-01-25 00:00:00 - 07-31-25 23:59:59

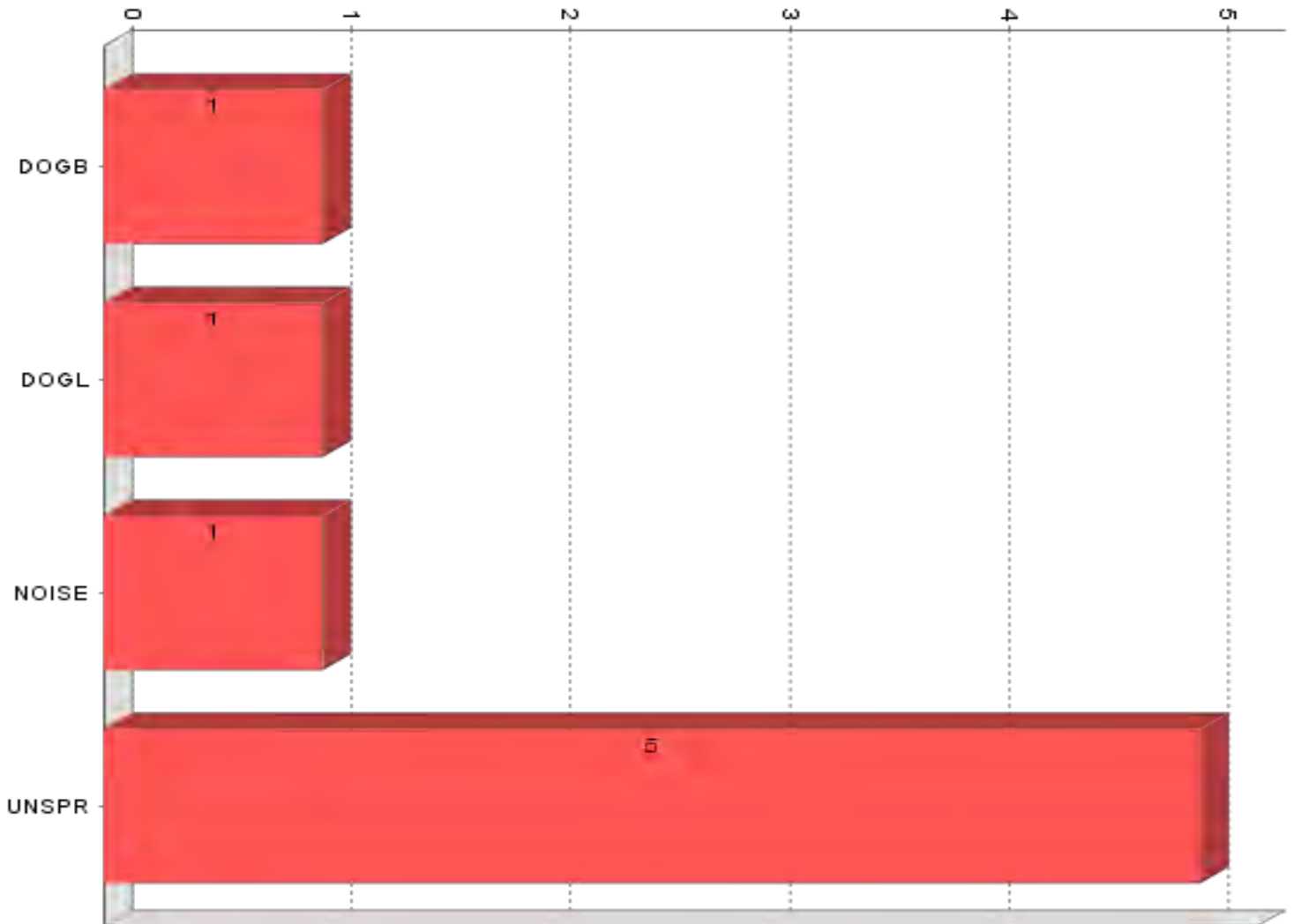
Print Date 08-02-25 11:17:41 TZ Canada/Mountain

2 / 8

RRCPO / WARNER

Offence ID	Offence Description	Reporting District	Total
DOGB	DOG BITE	COUNTY OF WARNER	1
DOGL	DOG AT LARGE	COUNTY OF WARNER	1
NOISE	NOISE COMPLAINT	COUNTY OF WARNER	1
UNSPR	UNSIGHTLY PREMISES		5
Total			8

RRCPO / WARNER





Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending July 31, 2025, 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 June and July 2025

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
- Development inquiries
- Follow up correspondence regarding development permits
- Updates from CPO's (when applicable)
- Complete some Municipal Accountability Program (MAP) recommendations and report for June Council meeting
- Send MAP action plan to province
- Vacation
- Scheduling for ICF meeting with the County
- Civic centre laneway discussions
- Ice scheduling meeting with user groups
- MPC meeting preparation
- MPC meeting attendance
- MCP minutes
- Development Permit processing – 5 permits to date (2 sheds/solar roof system/detached garage and front yard fence variance/change of use from retail to light fabrication)
- Records Management – Destruction
- Occupational Health & Safety inspection/discussion with safety officer
- Airport user group meetings and discussions
- WCAP meetings and criteria development
- Property tax education discussions
- Canada's Western Gateway meeting <https://www.canadaswesterngateway.ca/>
- Discrepancies between GIS/Muniware addressing and google
- Survey of Commercial and Institutional Energy Use (SCIEU) - Statistics Canada
- Chamber of Commerce storage review
- IT assistance for electronic sign

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
<u>Motion Carried 2024-179</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council reallocate \$10,000 in the budget for grant writing services and approve the purchase of the air-cooled chiller from Trane Technologies for the Civic Centre in the amount of \$680,187.00. to be in place by fall 2025."	On hold
<u>Motion Carried 2024-259</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to explore the cost of relocating the old fire hall siren."	WIP
<u>Motion Carried 2025-19</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that administration research residential sub-class tax rates and prepare scenarios."	WIP
<u>Motion Carried 2025-60</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to research and formulate a draft lease agreement for the airport."	WIP
<u>Motion Carried 2025-72</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election."	WIP
<u>Motion Carried 2025-82</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to begin the ICF conversation with County of Warner administration, schedule meetings with appointed elected officials and to further begin gathering data as it relates to the list of mandatory services for the ICF as per the Municipal Affairs Statutes Amendment Act."	WIP
<u>Motion Carried 2025-118</u>	Moved by Deputy Mayor Kirby, seconded by Councillor Toovey, "that Council hold a public engagement on the Civic Centre at the Seniors Centre on June 16, 2025 at 6:30 p.m."	Complete
<u>Motion Carried 2025-142</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council cancel the July 16, 2025, Council meeting."	Complete
<u>Motion Carried 2025-144</u>	Moved by Councillor Koehn, seconded by Deputy Mayor Kirby, "that the 2026-2028 Financial Plan be tabled to a future Council meeting."	WIP

Motion
Carried
2025-148

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the Mayor enter into contract with the Chief Administrative Officer for the Village of Warner."

WIP

2025 Operational Projects

Council	
Election	October
Regional Orientation	October
WCAP 1st year Disbursement	Fall
2 to AB Munis	November
Technology (ipads)	October
EO Honorarium Increase	Complete
Administration	
Chamber Flooring	Complete
Village Admin building sign	
Paint Admin building	
Paint PW building	WIP
IT	WIP
Owl	Complete
Fire	
Training	Ongoing
New pumper equipment/turn out gear	Complete
Roads	
Playground zone signs/posts	
Crosswalk painting	
Water	
Training	
Planning and Development	
Orthophoto	Complete
Wayfinding	
Parks and Recreation	
Christmas Lights (\$1,200 per siloutte)	
Civic Centre	
Camera for online monitoring of systems	
EV Charger light	
Line for Live Barn	

2025 Capital Projects

Administration	
HVAC Replacements	WIP
Roads	
Civic Centre Laneway - engineering	WIP
Sidewalks - wheelchair ramp at office	WIP
Road Rehabilitation	August
Wastewater	
Camera along 4th Avenue	
Manholes	Complete - none in 2025
Civic Centre	
Ice plant	
Brine pump	Complete
LED Lights - Library	



CERTIFICATE OF ANALYSIS

REPORTED TO Warner, Village of (Alberta)

Warner, AB T0K 2L0

ATTENTION Rick Lowry

PO NUMBER

PROJECT Warner - THM/HAA/Lead

PROJECT INFO WARNER THM HAA LEAD

WORK ORDER

25G1621

RECEIVED / TEMP

2025-07-11 09:00 / 19.6°C

REPORTED

2025-07-21 12:54

COC NUMBER

eCOC#00025385

Introduction:

CARO Analytical Services is a testing laboratory full of smart, engaged scientists driven to make the world a safer and healthier place. Through our clients' projects we become an essential element for a better world. We employ methods conducted in accordance with recognized professional standards using accepted testing methodologies and quality control efforts. CARO is accredited by the Canadian Association for Laboratories Accreditation (CALA) to ISO/IEC 17025:2017 for specific tests listed in the scope of accreditation approved by CALA.

Big Picture Sidekicks



You know that the sample you collected after snowshoeing to site, digging 5 meters, and racing to get it on a plane so you can submit it to the lab for time sensitive results needed to make important and expensive decisions (whew) is VERY important. We know that too.

We've Got Chemistry



It's simple. We figure the more you enjoy working with our fun and engaged team members; the more likely you are to give us continued opportunities to support you.

Ahead of the Curve



Through research, regulation knowledge, and instrumentation, we are your analytical centre for the technical knowledge you need, BEFORE you need it, so you can stay up to date and in the know.

By engaging our services, you are agreeing to CARO Analytical Service's Standard Terms and Conditions outlined here:
<https://www.caro.ca/terms-conditions>

If you have any questions or concerns, please contact me at hhannaoui@caro.ca

Authorized By:

Hanane El Hannaoui
Junior Account Manager

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#108 4475 Wayburne Drive Burnaby, BC V5G 4X4



TEST RESULTS

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25G1621
2025-07-21 12:54

Analyte	Result	Guideline	RL	Units	Analyzed	Qualifier
Warner (25G1621-01) Matrix: Water Sampled: 2025-07-08 10:30						
<i>Calculated Parameters</i>						
Total Trihalomethanes	0.0190	MAC = 0.1	0.00400	mg/L	N/A	
<i>Haloacetic Acids</i>						
Monochloroacetic Acid	< 0.0030	N/A	0.0020	mg/L	2025-07-17	RA3
Monobromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-07-17	
Dichloroacetic Acid	0.0108	N/A	0.0020	mg/L	2025-07-17	
Trichloroacetic Acid	0.0082	N/A	0.0020	mg/L	2025-07-17	
Dibromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-07-17	
Total Haloacetic Acids (HAA5)	0.0190	MAC = 0.08	0.00300	mg/L	N/A	
Surrogate: 2-Bromopropionic Acid	70		70-130	%	2025-07-17	
<i>Total Metals</i>						
Lead, total	< 0.00020	MAC = 0.005	0.00020	mg/L	2025-07-13	
<i>Volatile Organic Compounds (VOC)</i>						
Bromodichloromethane	0.0015	N/A	0.0010	mg/L	2025-07-12	
Bromoform	< 0.0010	N/A	0.0010	mg/L	2025-07-12	
Chloroform	0.0175	N/A	0.0010	mg/L	2025-07-12	
Dibromochloromethane	< 0.0010	N/A	0.0010	mg/L	2025-07-12	
Surrogate: Toluene-d8	113		70-130	%	2025-07-12	
Surrogate: 4-Bromofluorobenzene	94		70-130	%	2025-07-12	

Sample Qualifiers:

RA3 The Reporting Limit has been raised due to comparable level detected in the blank(s).



APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25G1621
2025-07-21 12:54

Analysis Description	Method Ref.	Technique	Accredited	Location
Haloacetic Acids in Water	EPA 552.3*	Liquid-Liquid Microextraction, Derivatization and GC-ECD	✓	Richmond
Total Metals in Water	EPA 200.2 / EPA 6020B	HNO ₃ +HCl Hot Block Digestion / Inductively Coupled Plasma-Mass Spectroscopy (ICP-MS)	✓	Richmond
Trihalomethanes in Water	EPA 5030B / EPA 8260D	Purge&Trap / GC-MSD (SIM)	✓	Edmonton

Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method

Glossary of Terms:

RL	Reporting Limit (default)
<	Less than the specified Reporting Limit (RL) - the actual RL may be higher than the default RL due to various factors
MAC	Maximum Acceptable Concentration (health based)
mg/L	Milligrams per litre
EPA	United States Environmental Protection Agency Test Methods

Guidelines Referenced in this Report:

Guidelines for Canadian Drinking Water Quality (Health Canada, September 2022)

Note: In some cases, the values displayed on the report represent the lowest guideline and are to be verified by the end user

General Comments:

The results in this report apply to samples received by CARO and analyzed in accordance with the Chain of Custody document. This analytical report must be reproduced in its entirety and must not be modified. CARO is not responsible for losses or damages resulting directly or indirectly from errors or omissions in the conduct of the testing. Any liability is limited to the cost of analysis. CARO will dispose of all samples within 30 days of sample receipt, unless otherwise agreed.

Results in **Bold** indicate values that are above CARO's method reporting limits. Results in **red** indicate values above the regulatory limits where these have been included. Any Bold and/or highlighted results do not take into account method uncertainty. If you would like method uncertainty or regulatory limits to be included on your report, please contact your Account Manager: hhannaoui@caro.ca

Regulatory limits are added to test reports on request and are as a convenience only. While CARO makes every effort to ensure accuracy of regulatory limits, CARO assumes no liability for the use of this information. It remains the client's responsibility to ensure that regulatory limits are correct for their circumstances.



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25G1621
2025-07-21 12:54

The following section displays the quality control (QC) data that is associated with your sample data. Groups of samples are prepared in "batches" and analyzed in conjunction with QC samples that ensure your data is of the highest quality. Common QC types include:

- **Method Blank (BLK):** A blank sample that undergoes sample processing identical to that carried out for the test samples. Method blank results are used to assess contamination from the laboratory environment and reagents.
- **Duplicate (Dup):** An additional or second portion of a randomly selected sample in the analytical run carried through the entire analytical process. Duplicates provide a measure of the analytical method's precision (reproducibility).
- **Blank Spike (BS):** A sample of known concentration which undergoes processing identical to that carried out for test samples, also referred to as a laboratory control sample (LCS). Blank spikes provide a measure of the analytical method's accuracy.
- **Matrix Spike (MS):** A second aliquot of sample is fortified with a known concentration of target analytes and carried through the entire analytical process. Matrix spikes evaluate potential matrix effects that may affect the analyte recovery.
- **Reference Material (SRM):** A homogenous material of similar matrix to the samples, certified for the parameter(s) listed. Reference Materials ensure that the analytical process is adequate to achieve acceptable recoveries of the parameter(s) tested.

Each QC type is analyzed at a 5-10% frequency, i.e. one blank/duplicate/spike for every 10-20 samples. For all types of QC, the specified recovery (% Rec) and relative percent difference (RPD) limits are derived from long-term method performance averages and/or prescribed by the reference method.

Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Haloacetic Acids, Batch B5G3598									
Blank (B5G3598-BLK1)			Prepared: 2025-07-17, Analyzed: 2025-07-17						
Monochloroacetic Acid	0.0041	0.0020 mg/L							BLK
Monobromoacetic Acid	< 0.0020	0.0020 mg/L							
Dichloroacetic Acid	< 0.0020	0.0020 mg/L							
Trichloroacetic Acid	< 0.0020	0.0020 mg/L							
Dibromoacetic Acid	< 0.0020	0.0020 mg/L							
Surrogate: 2-Bromopropionic Acid	0.00876	mg/L	0.0116		75	70-130			
LCS (B5G3598-BS1)			Prepared: 2025-07-17, Analyzed: 2025-07-17						
Monochloroacetic Acid	0.0580	0.0020 mg/L	0.0558		104	75-117			
Monobromoacetic Acid	0.0385	0.0020 mg/L	0.0374		103	83-113			
Dichloroacetic Acid	0.0583	0.0020 mg/L	0.0563		104	78-112			
Trichloroacetic Acid	0.0197	0.0020 mg/L	0.0186		106	81-110			
Dibromoacetic Acid	0.0198	0.0020 mg/L	0.0188		105	89-112			
Surrogate: 2-Bromopropionic Acid	0.0122	mg/L	0.0116		105	70-130			
LCS Dup (B5G3598-BS1)			Prepared: 2025-07-17, Analyzed: 2025-07-17						
Monochloroacetic Acid	0.0546	0.0020 mg/L	0.0558		98	75-117	6	30	
Monobromoacetic Acid	0.0367	0.0020 mg/L	0.0374		98	83-113	5	30	
Dichloroacetic Acid	0.0538	0.0020 mg/L	0.0563		96	78-112	8	30	
Trichloroacetic Acid	0.0178	0.0020 mg/L	0.0186		95	81-110	10	30	
Dibromoacetic Acid	0.0178	0.0020 mg/L	0.0188		95	89-112	11	30	
Surrogate: 2-Bromopropionic Acid	0.0110	mg/L	0.0116		95	70-130			
Matrix Spike (B5G3598-MS1)			Source: 25G1621-01	Prepared: 2025-07-17, Analyzed: 2025-07-17					
Monochloroacetic Acid	0.0528	0.0020 mg/L	0.0558	< 0.0030	90	60-140			
Monobromoacetic Acid	0.0376	0.0020 mg/L	0.0374	< 0.0020	98	60-140			
Dichloroacetic Acid	0.0623	0.0020 mg/L	0.0563	0.0108	91	60-140			
Trichloroacetic Acid	0.0238	0.0020 mg/L	0.0186	0.0082	84	60-140			
Dibromoacetic Acid	0.0141	0.0020 mg/L	0.0188	< 0.0020	75	60-140			
Surrogate: 2-Bromopropionic Acid	0.0112	mg/L	0.0116		97	70-130			

Total Metals, Batch B5G3117

Blank (B5G3117-BLK1)			Prepared: 2025-07-13, Analyzed: 2025-07-13						
Lead, total	< 0.00020	0.00020 mg/L							



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - THM/HAA/Lead

WORK ORDER REPORTED 25G1621
2025-07-21 12:54

Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Total Metals, Batch B5G3117, Continued									
LCS (B5G3117-BS1)				Prepared: 2025-07-13, Analyzed: 2025-07-14					
Lead, total	0.0392	0.00020 mg/L	0.0400		98	80-120			
Matrix Spike (B5G3117-MS1)				Source: 25G1621-01	Prepared: 2025-07-13, Analyzed: 2025-07-13				
Lead, total	0.0400	0.00020 mg/L	0.0400	< 0.00020	100	70-130			
Volatile Organic Compounds (VOC), Batch B5G2979									
Blank (B5G2979-BLK1)				Prepared: 2025-07-11, Analyzed: 2025-07-12					
Bromodichloromethane	< 0.0010	0.0010 mg/L							
Bromoform	< 0.0010	0.0010 mg/L							
Chloroform	< 0.0010	0.0010 mg/L							
Dibromochloromethane	< 0.0010	0.0010 mg/L							
Surrogate: Toluene-d8	0.0209	mg/L	0.0188		111	70-130			
Surrogate: 4-Bromofluorobenzene	0.0188	mg/L	0.0199		95	70-130			
LCS (B5G2979-BS1)				Prepared: 2025-07-11, Analyzed: 2025-07-12					
Bromodichloromethane	0.0222	0.0010 mg/L	0.0201		110	70-130			
Bromoform	0.0231	0.0010 mg/L	0.0201		115	70-130			
Chloroform	0.0185	0.0010 mg/L	0.0201		92	70-130			
Dibromochloromethane	0.0228	0.0010 mg/L	0.0201		114	70-130			
Surrogate: Toluene-d8	0.0207	mg/L	0.0188		110	70-130			
Surrogate: 4-Bromofluorobenzene	0.0190	mg/L	0.0199		96	70-130			

QC Qualifiers:

BLK Analyte concentration in the Method Blank is above the Reporting Limit (RL).



Request for Decision Solar Report

RECOMMENDATION

That the July 31, 2025 solar report be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

At the October 2024 regular council meeting, the following resolution was passed:

Moved by Councillor Toovey, seconded by Councillor Koehn, "that administration prepare a quarterly solar report for inclusion into Council's agenda."

Motion Carried 2024-200

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. Solar Analysis

Village of Warner Solar Savings
Year End: December 31, 2025

Microgen Credits				
Month	Rink	Fire Hall	Maintenance Shop	Total
January	\$ 69.72	\$ 48.30	-	\$ 118.02
February	\$ 111.22	\$ 27.90	-	\$ 139.12
March	\$ 169.32	\$ 89.40	-	\$ 258.72
April	\$ 1,333.80	\$ 186.60	-	\$ 1,520.40
May	\$ 4,566.00	\$ 371.70	102.68	\$ 5,040.38
June	\$ 5,244.00	\$ 483.30	79.50	\$ 5,806.80
July	\$ 5,730.00	\$ 246.90	227.70	\$ 6,204.60
August				\$ -
September				\$ -
October				\$ -
November				\$ -
December				\$ -
	\$ 17,224.06	\$ 1,454.10	\$ 409.88	\$ 19,088.04

Loan

Principal	\$ 10,526.49	\$ 1,191.28	\$ 541.95	\$ 12,259.72
Interest	\$ 3,274.95	\$ 370.64	\$ 168.57	\$ 3,814.16
Total	\$ 13,801.44	\$ 1,561.92	\$ 710.52	\$ 16,073.88

Total Profit (loss)

Total Power Expense	\$ 18,460.21	\$ 3,299.25	\$ 1,534.25	\$ 23,293.71
Total Loan Payments	\$ 8,050.84	\$ 911.12	\$ 414.47	\$ 9,376.43
Total Credit	-\$ 17,224.06	-\$ 1,454.10	-\$ 409.88	-\$ 19,088.04
Total	\$ 9,286.99	\$ 2,756.27	\$ 1,538.84	\$ 13,582.10



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending August 20, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
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. Family and Community Support Services
2. Oldman River Regional Services Commission

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, April 2, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Chapman, Bill – Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Caldwell, Heather – Town of Coalhurst
Deleeuw, Shelley – Town of Vauxhall
Doell, Daniel – Village of Barons
Feist, Teresa – Town of Picture Butte
Harris, Merrill – M.D. of Taber
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Jensen, Kelly – Town of Raymond
Jensen, Melissa – Town of Nobleford
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Payne, Megan – Village of Coutts

Absent – Board Members

Degenstein, Dave – Town of Milk River, Board Chair
Foster, Missy – Village of Barnwell

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator

Call to Order

B. Chapman called the meeting to order at 4:02 p.m.

Approval of Agenda

- M. Payne moved the Board to approve the agenda as amended.
2. Delegation
 - a. Auditor, Daniel Bosters, KPMG
 3. Minutes
 - a. March 5, 2025

Carried

Delegation

Audited Financial Statement – Daniel Bosters, KPMG
Daniel Bosters, KPMG presented the Year End Audited Financial Statement for 2024.

M. Jensen entered the Board meeting at 4:06 p.m.

Handwritten signature and initials, possibly "JD" and "M", in the bottom right corner of the page.

H. Caldwell entered the Board meeting at 4:22 p.m.

The Board discussed the 2024 draft Audited Financial Statement for 2024.

D. Bosters asked if there are any updates to previous responses from management and/or the Board of any subsequent events, commitments or contingencies, legal matters (litigation or claims) that would affect the year end as the KPMG audit opinion goes until the date that the audit is signed.

Management and the Board answered no to the question.

L. Hickey moved the Board to approve the audited financial statements of Barons-Eureka-Warner FCSS for the year ended December 31, 2024, as presented.

Carried

Daniel Boster left the meeting at 4:45 p.m.

Minutes

L. Nilsson moved the minutes of March 5, 2025, FCSS Board meeting be approved as presented.

Carried

Correspondence

The following correspondence was presented for information:

- FCSSAA – News February 2025
- FCSSAA – News March 2025
- FCSSAA Board Meeting Highlights – March 14, 2025

K. Jensen moved the Board to receive the correspondence as presented for information.

Carried

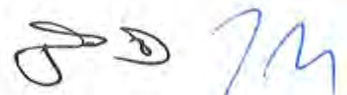
Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- County of Warner Regional Emergency Tabletop Exercise on March 25, 2025.
- FCSSAA South Region Director's Meeting on April 9, 2025.
- Professional Development – Who's Leading You on April 17, 2025.
- FCSSAA Board Meeting on April 25, 2025.
- Directors Network Conference in Lloydminster - Bridging Borders from April 30 – May 2, 2025.
- Lethbridge County/Town of Coaldale Reception Centre Functional Exercise on May 6, 2025.
- FCSSAA South Regional Meeting on May 28, 2025.



Z. Morrison reported on the Biannual and Annual financial reports that are coming due.

Z. Morrison reported on staffing updates.

T. Feist moved the Board to approve the Executive Director's Report as presented.

Carried

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

H. Caldwell moved the Board to approve the February 2025 Financial Report including:

- Financial statement for February 2025.
- Monthly accounts for February 1-28, 2025; and
- ATB Mastercard Statement February 13, 2025, to March 12, 2025.

Carried

New Business

M. Harris moved the Board to cancel the May 2025 Board Meeting and for the next Board meeting to be held on June 4, 2025

Date of Next Meeting

The date of the next regular Board meeting will be June 4, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

Adjournment

J. Heggie moved the meeting to adjourn at 5:11 p.m.

Carried



Chairperson

04 JUN 25

Date



Executive Director

June 4/2025

Date



BOARD OF DIRECTORS' MEETING MINUTES

Thursday, March 6, 2025 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Absent) Village of Arrowwood
Shayla Anderson (Absent) Village of Barnwell
Dan Doell (In Person) Village of Barons
Mike Wetzstein (Absent) Town of Bassano
Ray Juska (Virtual) City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (Absent) Town of Cardston
Sue Dahl (In Person) Village of Carmangay
James F. Smith (Absent) Village of Champion
Brad Schlossberger (Absent) Town of Claresholm
Deborah Florence (In Person) Town of Coalhurst
Tanya Smith (In Person) Village of Coutts
Dave Slingerland (Absent) Village of Cowley
Dave Filipuzzi (In Person) Mun. Crowsnest Pass
Dean Ward (In Person) Mun. Crowsnest Pass
Stephen Dortch (In Person) Village of Duchess
Gord Wolstenholme (In Person) .. Town of Fort Macleod
Joan Hughson (Absent) County of Forty Mile
Mark Peterson (Absent) Village of Glenwood
Suzanne French (Absent) Village of Hill Spring
Morris Zeinstra (Absent) Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (Absent) Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Virtual) Village of Milo
Victor Czop (In Person) Town of Nanton
Marinus de Leeuw (Absent) Town of Nobleford
Teresa Feist (Absent) Town of Picture Butte
Jim Welsch (Absent) M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (In Person) Town of Raymond
Don Norby (In Person) Town of Stavely
Matthew Foss (Absent) Village of Stirling
John DeGroot (In Person) MD of Taber
Russell Norris (In Person) Town of Vauxhall
Christopher Northcott (In Person) Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person) County of Warner
Marty Kirby (In Person) Village of Warner
Evan Berger (In Person) M.D. Willow Creek

STAFF:

Bonnie Brunner Senior Planner
Steve Harty Senior Planner
Diane Horvath Senior Planner
Harsimran Kaur Assistant Planner
Raeanne Keer Executive Assistant
Lenze Kuiper Chief Administrative Officer
Jennifer Maxwell Subdivision Technician

Stephanie Sayer Accounting Clerk
Kattie Schlamp Planner
Rachel Schortinghuis Assistant Planner
Gavin Scott Senior Planner
Jaime Thomas GIS Analyst
Jiayi Wang Assistant Planner

Chair Christopher Northcott called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for March 6, 2025, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Tanya Smith

THAT the Board approves the meeting minutes of December 5, 2024, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. REPORTS

a. Executive Committee Report

Chair Northcott presented the Executive Committee Report to the Board.

5. BUSINESS

a. Housing Needs Assessments

R. Schortinghuis, Assistant Planner, presented on Housing Needs Assessments to the Board.

b. GIS Update

J. Thomas, GIS Analyst, presented on various updates and projects from the GIS Department, including NextGen 911, Elections Alberta addressing, new ortho-photos for 22 participating municipalities, asset management, and the installation of a new view module.

c. Regional Assessment Review Board

L. Kuiper presented on the Regional Assessment Review Board to the Board.

d. Subdivision Activity – As of January 31, 2025

L. Kuiper presented the Subdivision Statistics as of January 31, 2025 to the Board.

e. ORRSC Periodical Spring 2025: Brownfield Sites

G. Scott, Senior Planner, presented the Spring 2025 ORRSC Periodical topic Brownfield Sites to the Board, and highlighted some of the topics that will be covered.

f. New Agreements – Status Update

Chair Northcott stated that the Executive and Administration are working on updating the ORRSC Service Agreements and noted that we hope to have more information for the June 2025 Meeting.

g. Bear Pit Session

L. Kuiper introduced the Bear Pit Session, and encouraged Board Members to ask any planning or GIS related questions they may have.

The Board asked various questions on recruitment strategies for more Planners, collaborative planning, additional visits by the CAO and Chair to municipal members, and the benefits of having long range plans in place.

7. ACCOUNTS

a. Balance Sheet and Comparative Income Statement

- As of January 31, 2025

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of January 31, 2025.

Moved by: Don Anderberg

THAT the Board approves Balance Sheet and Comparative Income State, as of January 31, 2025, as presented.

CARRIED

8. NEW BUSINESS

There was no new business.

9. NEXT MEETING – Thursday, June 5, 2025 (BBQ and Board Meeting)

10. ADJOURNMENT

Moved by: Gord Wolstenholme

THAT the Board hereby closes the meeting.

CARRIED AT 8:34 PM



Christopher Northcott, Chair



Lenze Kuiper, Chief Administrative Officer



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

May 8, 2025; 4:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 8, 2025, at 4:00 pm, in the ORRSC Administration Building.

Attendance

Executive Committee

Christopher Northcott, Chair
Don Anderberg, Vice Chair
Evan Berger
David Cody
Brad Schlossberger
Neil Sieben
Gordon Wolstenholme

Staff

Bonnie Brunner, Senior Planner
Carlin Groves, CAD/GIS Technologist
Steve Harty, Senior Planner
Diane Horvath, Senior Planner
Raeanne Keer, Executive Assistant
Mladen Kristic, CAD/GIS Technologist
Jennifer Maxwell, Subdivision Technician
Kaylee Sailer, CAD/GIS Technologist
Stephanie Sayer, Accounting Clerk
Kattie Schlamp, Planner
Rachel Schortinghuis, Assistant Planner
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst
Jordan Thomas, GIS Analyst

Chair Northcott called the meeting to order at 4:02 pm.

1. Approval of Agenda

Moved by: Brad Schlossberger

THAT the Executive Committee adopts the May 8, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Consent Agenda

- a. Minutes of April 17, 2025
- b. Recommendation of 2024 ORRSC Annual Report to Board of Directors
- c. Subdivision Activity – April 2025
- d. Office Accounts
 - (i) Monthly Office Accounts
 - March 2025
 - (ii) Payments and Credits
 - March 2025

- e. Financial Statements
 - (i) Balance Sheet
 - March 2025
 - (ii) Comparative Income Statement
 - March 2025
 - (iii) Details of Account:
 - As of March 31, 2025

Moved by: Don Anderberg

THAT the Executive Committee approves the consent Agendas as distributed.

CARRIED

3. New Business

a. Meeting with Staff (Dinner Break at 5:30 pm)

Chair Northcott welcomed and thanked everyone for taking the opportunity to participate in this meeting with the Executive Committee and ORRSC staff.

Chair Northcott provided details on the format for tonight's discussion including an All-Staff roundtable, breakout sessions with individual departments, and a dinner break.

(i) Roundtable Discussion - All Staff

The Executive Committee and staff discussed various topics regarding the organization and future Chief Administrative Officer.

(ii) Breakout Session with Administrative Staff

The Executive Committee and the Administrative staff discussed various topics regarding the organization and future Chief Administrative Officer.

(iii) Breakout Session with GIS Staff

The Executive Committee and the GIS staff discussed various topics regarding the organization and future Chief Administrative Officer.

(iv) Breakout Session with Planning Staff

The Executive Committee and the Planning staff discussed various topics regarding the organization and future Chief Administrative Officer.

Moved by: Evan Berger

THAT the Executive Committee moves into Closed Session in accordance with Section 24 of the *Freedom of Information and Protections of Privacy Act*.

CARRIED AT 9:24 PM

4. Closed Session

b. Follow-up to Meeting with Staff

Pursuant to section 197(6) of the *Municipal Government Act*, the following member of Administration were in attendance for Agenda Item 4.a – Follow-up to Meeting with Staff: R. Keer.

Moved by: Evan Berger

THAT the Executive Committee moves into Open Session

CARRIED AT 9:44 PM

- 5. Next Meeting** – Board of Directors & BBQ – June 5, 2025
Executive Committee – June 12, 2025

6. Adjournment

Moved by: Neil Sieben

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 9:46 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending August 20, 2025 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

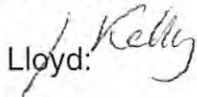
ATTACHMENTS

1. Municipal Affairs – Municipal Accountability Program (MAP)
2. Municipal Affairs – Education Property Tax
3. Municipal Affairs – Viability Review Directives
4. Municipal Affairs – Community Organization Property Tax Exemption Regulation
5. Municipal Affairs – What We Heard Report: Real Property Governance
6. Alberta Municipalities – Recall Rule Recommendations
7. Municipal Affairs – Local Authorities Election Act Fact Sheets
8. Alberta Care Conference
9. Alberta Government – Access to Information Act and Protection of Privacy Act

AR117996

June 30, 2025

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

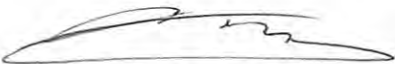
Dear Ms. Lloyd: 

Thank you for your email of June 19, 2025, and the accompanying action plan, in response to the 2024 Municipal Accountability Program (MAP) report for the Village of Warner.

I have reviewed the plan, and I am satisfied with the actions and timelines proposed. Please provide a report by June 19, 2026, which includes copies of resolutions passed, any new or updated bylaws, and any other documents which were changed. This information will be used to confirm the satisfactory completion of the legislative gaps identified in the report. Your MAP review is not concluded until this report has been received and the gaps are confirmed to have been completed satisfactorily.

To ensure the MAP continues to be effective and of value to Alberta municipalities, the ministry will request your feedback about the program soon. In the meantime, should you have any questions related to the MAP, please contact Ruth McCuaig, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-0611 or ruth.mccuaig@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

cc: Jonah Mozeson, Deputy Minister, Municipal Affairs
Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR119459

July 4, 2025

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

Dear Mayor Lindsay:

Thank you for your letter of June 10, 2025, regarding education property taxes for the 2025/26 year. I appreciate the Village of Warner Council taking the time to share its concerns.

I recognize municipalities play a vital role in collecting education property taxes, and residents often express their frustration with rising tax bills to their local government, even when the cause is beyond municipal control. As outlined in the March 14, 2025 letter from the former Minister to all chief elected officials, one way municipalities can support public understanding is by including information on education property taxes with their property tax bills. Several municipalities already include this information to help residents understand the structure of their tax bill.

Your letter also references the broader concern of tax burden shifts between levels of government. I would like to clarify that while the education property tax requisition has increased for 2025, this follows several years in which the increase in the total requisition was held below inflation or frozen entirely. The decision to increase the requisition reflects the growing cost of delivering education in Alberta. These revenues help mitigate the cost pressures of rising school enrolment levels, classroom resources, and infrastructure maintenance. As always, the full amount of the funds collected through education property taxes remain within the education system to support our schools and students.

Our government values the essential partnership between the province and municipalities, and I am committed to ongoing dialogue and collaboration to ensure both levels of government serve Albertans effectively and sustainably.

Thank you again for raising your concerns.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

AR119576

August 5, 2025

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

Dear Mayor Lindsay and Council:

Thank you for the recent email from Chief Administrative Officer Kelly Lloyd, submitting the 2025 action plan and 10-year capital plan update for the Village of Warner, as required under Directives 3a and 3b of Ministerial Order No. MSD:030/22.

It is encouraging to see the recommendations outlined in the viability review report and capital plan are being revisited and further action is being taken where appropriate. I am also pleased to learn the village has engaged the public as part of the strategic planning process. I would appreciate the village sharing a copy of the strategic plan with the ministry in early 2026, ahead of the next annual update submission due by June 1, 2026.

On behalf of the Honourable Dan Williams, Minister of Municipal Affairs, I am pleased to advise your submission satisfies the requirements of Directive 3 for 2025. The continued efforts of the village are commendable and reflect the dedication of both council and the community to ensuring long-term sustainability.

Sincerely,



Jonah Mozeson
Deputy Minister

cc: Honourable Dan Williams, ECA, Minister of Municipal Affairs
Gary Sandberg, Assistant Deputy Minister, Municipal Affairs
Kelly Lloyd, Chief Administrative Officer, Village of Warner

Amendments to the Community Organization Property Tax Exemption Regulation

Regulation Change Summary - July 2025

Overview

The *Municipal Government Act (MGA)* provides the legislative framework for Alberta's municipal governments and establishes the province's property assessment and taxation system.

Under the *MGA*, the Community Organization Property Tax Exemption Regulation (COPTER) establishes the criteria under which municipalities provide property tax exemptions to non-profit organizations (NPOs). Many organizations in Alberta rely on these exemptions to support their operations and fulfill their charitable or benevolent purposes that serve the public interest.

The Government of Alberta has approved amendments to COPTER that improve clarity and consistency in the application of property tax exemptions.

Key Changes

Eligibility for Organizations Serving Disadvantaged People

COPTER now clearly indicates NPOs with a primary purpose to serve disadvantaged people are eligible for property tax exemptions, provided their activities meet the regulation's charitable or benevolent use criteria.

This interpretation aligns with policies in the *Alberta Human Rights Act (AHRA)* that help to address disadvantages, by recognizing that serving a specific disadvantaged population—when done for a charitable purpose that benefits the broader public—does not disqualify an organization from exemption.

- Stakeholders raised concerns that a key purpose of the NPO sector is improving lives of disadvantaged people and that the restricted access provisions in COPTER may prevent some of this work.

Continuing Care and Supportive Living Facilities

The updates will clearly allow for certain types of non-profit continuing care homes, licensed under the *Continuing Care Act (CCA)*, to be eligible for tax exemption. This clarification helps municipalities and non-profits better understand which care facilities are eligible for property tax exemptions.

Eligible facilities include type B (formerly known as designated supportive living) and type C (hospice and palliative) continuing care homes and Supportive Living Accommodations (such as group homes) licensed under the *CCA*. The facilities still must be held by a NPO and meet the relevant conditions of COPTER. These updates improve equitable treatment of properties that provide similar services.

Temporary and Transitional Housing

Clear property tax exemption criteria are added for non-profit temporary and transitional housing to provide greater certainty to organizations and promote consistent application across the province.

- Temporary and transitional accommodations offer wraparound services such as mental health and addiction support along with accommodations for disadvantaged persons.

Administrative Updates

For clarity and consistency of interpretation, updates include several administrative changes.

The *MGA* was amended, effective 2025, to establish property tax exemptions for subsidized affordable housing. These updates to COPTER clarify that affordable housing accommodations are not eligible for property tax exemption under COPTER.

A definition of minor entrance or service fee was added to clarify fees should not impede the use of property by the general public.

The list of 'Professional Sports Franchises' was updated to reflect Alberta's current professional teams.

Amendments also clarify that restricting access to administrative, parking, or storage areas for the purposes of safety, liability, or property protection does not affect exemption eligibility, if these areas support the NPO's purpose.

Implementation

Amendments to COPTER will take effect January 1, 2026, with the regulation extended so that it expires on December 31, 2030.

The Property Tax Exemptions in Alberta: a guide will be updated to reflect changes to COPTER and will be available on Open Alberta.

Resources

To learn more, please refer to:

- COPTER amendment regulation: [M.O. MAG:007/25 - Municipal Affairs](#)
- Current version of COPTER: https://open.alberta.ca/publications/1998_281
- Current version of the Property Tax Exemptions in Alberta: a guide: <https://open.alberta.ca/publications/0778541894>

Contact us

Phone:	780-422-1377
Toll-free in Alberta:	310-0000
Email:	ma.aptp@gov.ab.ca

What We Heard

Stakeholder Consultation Sessions

Real Property Governance: K-12 School Ownership Changes -
Infrastructure/ Education and Childcare/ Municipal Affairs

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Background and Context

Bill 50 *Municipal Affairs Statutes Amendment Act, 2025*, and Bill 51 *Education Amendment Act, 2025*, received royal assent on May 15, 2025, enabling the province to own all new K-12 real property related to new or replacement school projects. The real property includes land, buildings, playgrounds, sports fields, and parking lots. New schools also include buildings that are repurposed as new schools. The legislation will take effect for projects announced in Budget 2025 and onwards.

Infrastructure will assume ownership of all new and replacement K-12 school real property and then lease the property to school jurisdictions (including public, separate, francophone, and charter schools) for operation and maintenance. The transfer of ownership will occur once provincial funding to design and/or build the school is secured, and written notice is provided by the Minister of Infrastructure.

Infrastructure will be responsible for overseeing the transfer of ownership and managing leasing of these properties, ensuring better oversight, transparency, and strategic use of assets in alignment with broader government priorities. The separation of ownership and operations allows Infrastructure to use its expertise in real estate, construction, and managing public infrastructure, allowing school jurisdictions to focus on delivering education and maintaining the schools with their specialized knowledge.

Through discussions with impacted stakeholders¹, Infrastructure is seeking to support better effective and efficient implementation of the new ownership model. While Infrastructure will own school real property, school jurisdictions will continue to be responsible for the operation and maintenance of the properties through a leasing arrangement.

Framework of Stakeholder Sessions

Purpose

In spring 2025, the ministries of Infrastructure, Education and Childcare, and Municipal Affairs conducted virtual stakeholder engagement sessions with impacted education and municipal stakeholders. The purpose of these sessions was to provide stakeholders with information regarding changes in ownership and leasing arrangements and clarify the respective roles and responsibilities of all parties involved. Dialogue at the sessions was intended to provide Infrastructure, Education and Childcare, and Municipal Affairs with a better understanding of the potential impacts and considerations for implementation of the new ownership model.

Infrastructure hosted and facilitated the stakeholder engagement sessions with support from Education and Childcare, and Municipal Affairs. The sessions focused on:

- Ownership Changes
 - The Crown is enabled to own K-12 schools.
 - Future planning and reserve designations

¹ First Nations reside on federal Crown land and Metis Settlements are governed by the Metis Settlements General Council under the Metis Settlements Act, which provides for autonomy and self-governance, including the management and ownership of land. Their K-12 school real property is not subject to the GOA Real Property Governance or *Real Property Governance Act*.

- Written notice of transfer
 - Scope of ownership
 - Partnership/shared ownership considerations and municipal interests
- Leasing
 - Insurance and liability
 - Joint usage
 - Subleases
- Legislative and Other Amendments
 - Amendments to the *Municipal Government Act* and *Education Act* enable the change in ownership.
 - Joint Use and Planning Agreements (JUPAs)
 - Compensation
- Implementation
 - To ensure seamless implementation with no impact to educational programming, thorough input was required from stakeholders.

Virtual Stakeholder Sessions

Infrastructure hosted virtual stakeholder engagement sessions via Zoom, supported by Education and Childcare and Municipal Affairs, who provided both the invite list of impacted stakeholders and subject matter expertise to support the sessions. As mentioned, the purpose of the sessions was to share the legislative amendments and discuss potential impacts to implementation. Due to volume of attendees, two separate sessions were held, one for Education and Childcare stakeholders and one for Municipal Affairs stakeholders. A duplicate, third session was held for a subset of municipal stakeholders due to scheduling challenges.

Following each session, a follow up survey was emailed to attendees providing them with an opportunity to share additional implementation considerations that were either not raised at the session, or where they wished to provide additional information or context. The surveys were open for two weeks.

Education and Childcare Stakeholder Session - May 29, 2025

260 representatives from school boards and associations across Alberta were invited to the stakeholder session with approximately 162 attendees.

Municipalities Stakeholder Session - June 12 (and July 3, 2025)

Almost 400 representatives from municipalities and associations across Alberta were invited to the stakeholder session with almost 100 attendees.

Follow Up Survey Responses

A total of 45 survey responses were received: 16 responses from Municipal Affairs stakeholders and 29 responses from Education and Childcare stakeholders.

The survey responses provided following the stakeholder sessions have been integrated into this document in the “Key Themes and Insights” section. Stakeholder responses provided valuable input that helped identify priorities and concerns.

What We Heard - Key Themes and Insights

Participants shared a range of perspectives on Real Property Governance: K-12 School

Ownership changes. Presented below are the collective key observations and concerns that stakeholders raised with respect to each theme discussed during the stakeholder consultation session.

Disclaimer:

- The terms 'playing fields' and 'sports fields' are used interchangeably and are intended to convey the same meaning. Both refer to outdoor areas designated for athletic and recreational activities.
- Questions about the *Real Property Governance Act* (RPGA) are not included within this document as it was out of scope for these stakeholder consultation sessions. However, they have been retained by Infrastructure.

Ownership Changes

New Ownership Model

What We Heard
Stakeholders expressed an interest in:
A clear rationale behind the ownership changes of K-12 schools' real property and the problem it aims to address. <ul style="list-style-type: none"> • Stakeholders pointed out they feel as if they now have reduced autonomy in long-term planning for school sites, and there is a perception this is a land grab from the province that provides no benefit to Albertans.
Earlier engagement in policy discussions versus only being engaged at the implementation stage.
Preserving municipal land use authority and the ability to determine permissible land use. <ul style="list-style-type: none"> • Stakeholders are concerned that if municipal school reserve (MSR) land remains undeveloped and not designated for a school project, it will be transferred to the province. • Also concerned about whether the entire parcel of land will need to be transferred to Infrastructure even if the school site itself is smaller. • The public will be concerned about loss of green space in the future if site is no longer needed for a school.
Clarity around compensation given both Bill 50 <i>Municipal Affairs Statutes Amendment Act, 2025</i> , and Bill 51 <i>Education Amendment Act, 2025</i> , do not indicate what the compensation to school jurisdictions or municipalities will be if costs were incurred prior to transfer to Infrastructure.
Clarity on whether stakeholders will retain a role in shaping school design and size, or if Infrastructure will be leading this process with accompanying guidance.
Certainty on how the province will own the land while municipalities build, maintain, and modify playgrounds and sports fields, and what happens if a municipality withdraws from these responsibilities.
Any planned changes to the naming process of schools.
Which school projects are subject to the new legislation. <ul style="list-style-type: none"> • Are the schools approved through the Alberta's School Construction Accelerator Program included? • Clarification on whether new and replacement schools, and non-school facilities such as administrative buildings and bus garages are subject to the new ownership model.

School and Municipal Reserve Designations and land Allocation

What We Heard
Stakeholders expressed an interest in:
Designations related to Municipal Reserve (MR), School Reserve (SR), or Municipal and School Reserve (MSR) designations and impacts related to capital planning, subdivision, timing of transfer of real property to the Crown, site servicing, and transfer of title. <ul style="list-style-type: none"> Municipalities have traditionally owned, operated, and maintained sports fields with MSR/MR designations and wonder why the government would now wish to own it. Stakeholders inquired who pays the costs of subdivision. If the government owns playgrounds and playing fields, municipalities commented there is no longer an incentive to make significant investment when they no longer own or control the land. Municipalities may quietly attempt to block transfer of sports fields through further subdivision, zoning of land, or not sub leasing sports fields for operation and maintenance. This may hinder cooperative long-term planning for school sites. Clarification regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities. Municipalities also lose the ability to have the land transferred back to them once a school jurisdiction no longer has a program use for it in the future.
Incentives for municipalities to provide MR, MSR, or SR land for school sites if they will not own the land. <ul style="list-style-type: none"> Without consideration to incentive, there may be additional contemplation on not allocating reserve lands for schools, so they can retain ownership.
Process for Infrastructure to change the minimum percentage of reserve land allocated for school sites.
School jurisdictions agree sites need to be fully serviced (stripped, graded, and utility ready) before title transfer; however, expressed concern that municipalities and developers may deprioritize site servicing, which may delay a school building project.
The mechanisms around the transfer of the land to Infrastructure. <ul style="list-style-type: none"> Education and Childcare stakeholders indicated a preference for land transfers to be dealt with directly between municipalities and Infrastructure.
The status of past municipal restrictive covenants on land transferred to school boards and how that would be impacted with the new ownership model.
How the process for any major modification, maintenance repairs, or recapitalization projects would work.
If there will be potential for joint ownership. <ul style="list-style-type: none"> E.g.) A school board with a private investor and/or municipality where the investor or municipality are contributing the capital amenities.

Playgrounds and Playing Fields/Sports Fields

What We Heard
Stakeholders expressed an interest in:
Ownership related to playgrounds and playing fields and requested consideration be given to only transferring the school building envelope (i.e., school building(s), parking lot).

<p>Lost incentive for municipalities to use their funds (municipal reserve funds, parent/community investments) to build playgrounds.</p> <ul style="list-style-type: none"> Stakeholders noted that the province's \$250,000 playground funding covers only a small portion of costs, with municipalities often investing millions in related park infrastructure. They seek clarification on whether the province plans to expand funding to fully support playgrounds, sports fields, and trails for new schools.
<p>Community access to playing fields and playgrounds will be affected for charter schools that have unique programming that may not always be accessible to the public.</p>
<p>Clarity regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities.</p>
<p>In the absence of appropriate incentives, municipalities may choose to limit the transfer of sports fields by means such as restricting further subdivision, implementing specific zoning measures, or opting to not sublease fields for ongoing operation and maintenance.</p>

Leasing

Master Lease and Sub-Lease

What We Heard
Stakeholders expressed an interest in:
<p>Clarity regarding master leases and sub-leases.</p> <ul style="list-style-type: none"> The terms of the master lease and sub-leases. Duration of the lease term, as well as grounds to terminate a lease between Infrastructure and school boards. What is the dispute resolution mechanism for the master lease and sub-leases. Will sub-leases require approval from the Crown. Will there be a consultation process with the community once the lease of a school board ends. The costs for the lease between Infrastructure and school boards.
<p>Challenges related to current and future schools share joint-use sites or in rural areas with multi-use facilities, creating complexity in ownership and operational responsibilities.</p>
<p>Clarity on the nature of leases, operating vs. capital.</p> <ul style="list-style-type: none"> If the lease is operating, it affects the school boards' cash flow.
<p>Continuation of operations and maintenance grants, and whether lease funding is restricted to leased buildings, or if it can be combined with other operation and maintenance funds.</p>
<p>Questions raised concerning the delineation of insurance responsibilities in the lease agreement, including asset coverage, and liability in the event of accidents or emergencies.</p>
<p>Requested guidance on how the new ownership model and post-lease will be reflected in their financial statements, including any new accounting requirements.</p>
<p>Collaboration with the Auditor General and external auditors to ensure that lease agreements align with their expectations.</p>
<p>Clarification on whether charter schools will be subject to the same lease conditions as public and separate school boards, with consideration given to accommodating their unique programming needs.</p>
<p>Risks related to a school being identified as underutilized being reassigned by Infrastructure</p>

to another school board once a lease ends.

Legislative and Other Amendments

Joint Use and Planning Agreements (JUPAs)

What We Heard
Stakeholders expressed an interest in:
The need for JUPAs deadline to be extended due to the new ownership changes. <ul style="list-style-type: none">The deadline to submit school board and municipality JUPAs to Municipal Affairs was previously extended to June 10, 2026.
Clarification if Infrastructure will be a part of JUPAs.
A change in ownership may impact how JUPAs are drafted and support in re-draft would be helpful.
JUPAs do not apply to land without an MR, MSR, or SR designation. Reserve designation will dissolve upon transfer to Infrastructure.

Off-Site Levies

What We Heard
Stakeholders expressed an interest in:
Who will be responsible for off-site infrastructure costs (e.g., road upgrades and servicing extensions).
How sites are exempted from levies, particularly in cases where, for example, a municipality uses transportation levies at subdivision. <ul style="list-style-type: none">Municipalities wondered if they must amend their off-site levy bylaws as a result.

Public Hearings

What We Heard
Stakeholders expressed an interest in:
Requirements for public hearings when land parcels change reserve designation. Reserves are particularly important to the public because they are limited in what uses are allowed.
Adequate public consultation when a site is no longer required for school use and community may lose green space if redeveloped.

Other

What We Heard
Stakeholders expressed an interest in:
An opportunity to review and provide input into the development of the regulations and a timeline for when regulations are expected to be finalized.
Analysis and compliance of the new ownership structure with the Public Sector Accounting Standards.
Joint consultation sessions with municipal representatives, board chairs, and superintendents.
More resources so stakeholders can better understand the changes.

Conclusion

The stakeholder engagement sessions and follow-up surveys provided valuable insight into the perspectives and priorities of school jurisdictions and municipalities with respect to the implementation of the new K–12 school ownership model.

Feedback highlighted key considerations related to land ownership and reserve designations, leasing arrangements, compensation, joint use, and the need for clear roles and responsibilities. Stakeholders expressed a strong interest in ongoing communication and involvement, particularly in the development of regulations, leases, and supporting processes. The input received to date, as well as that received through ongoing discussions with stakeholders, will help inform implementation and guide future policy and regulatory development.

Next Steps

This document is intended to ensure the concerns and questions are reflective of the discussion and information provided via the Q&A in Zoom as well as the follow-up survey responses. It is circulated only for validation by the stakeholders. Responses are not presented in this format; however, work is underway to review and analyze the comments and questions and prepare a Frequently Asked Questions (FAQ) document to provide clarity and responses to stakeholders. Work is also underway in collaboration with Service Alberta and Red Tape Reduction on a land titles transfer process that meets the legislated transfer requirements.

Stakeholders are requested to review the “What We Heard – Key Themes and Insights” section of this document to ensure its accuracy, completeness, and relevance during the stakeholder consultation session(s). Feedback is essential in validating information and will directly contribute to the FAQ document which will be shared after all necessary revisions have been made.

Infrastructure, in collaboration with Education and Childcare and Municipal Affairs, is committed to supporting a smooth transition that maintains continuity in educational programming and promotes effective use of public assets. Further updates will be shared as implementation proceeds.

From: Tyler Gandam <president@abmunis.ca>
Sent: July 21, 2025 11:54 AM
To: Jon Hood
Subject: ABmunis updated recommendations on recall rules
Attachments: ABmunis Recommendations on Recall of a Municipal Elected Official 20250630.pdf

Dear Mayors, Councillors, and CAOs:

We are pleased to share Alberta Municipalities updated recommendations on how the province can improve the rules for recall of a municipal elected official (attached). We had shared our initial recommendations with you in early June but after speaking with members at our Summer Municipal Leaders' Caucus last month, ABmunis' Board has expanded our recommendations. Many municipalities have not experienced a recall petition so we are sharing this information to help your council respond to Municipal Affairs' online survey that was sent out to municipalities on July 18, 2025.

What has ABmunis added to its recommendations?

1. Change the signature threshold for a recall petition to be 40% of eligible voters (except for summer villages).
2. If the number of required signatures is greater than 15,000 then allow 90 days for the organizer to collect signatures. Otherwise, maintain the time period at 60 days.
3. Municipal governments should have zero involvement in the management of a recall petition due to the power structure between council and municipal staff and the related challenges with public perception. All aspects of a recall petition should be managed by an independent body similar to how the Chief Electoral Officer manages all aspects of recall of MLAs.
4. Require the petition organizer to provide a written statement on the reasons for recall and allow the elected official to provide a statement in response that is printed on the petition form.
5. Require petition canvassers to register and follow a code of conduct guideline (same as MLA recall).
6. Create a regulatory framework for advertising, fundraising, and financial disclosures.
7. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.

ABmunis has sent a total of 16 recommendations to Municipal Affairs. The complete list is included in our attached report. Many of our recommendations are designed to create greater consistency between the rules for recalling a municipal official and recall of an MLA.

We encourage you to review our recommendations and complete the province's survey to inform their next steps on recall rules. Thank you to all members that have provided input to us through various meetings throughout the last year.

Any questions about our recommendations can be sent to our Advocacy team at advocacy@abmunis.ca.

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Recommendations on Recall of a Municipal Elected Official



Submitted to Alberta Municipal Affairs

June 30, 2025

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Executive Summary

In May 2025, Alberta Municipal Affairs began engagements on potential improvements to the rules for recall of a municipal elected official as prescribed in the *Municipal Government Act* (MGA). This report represents Alberta Municipalities' recommendations to Municipal Affairs based on the input we have collected from our member municipalities since the inception of recall in 2023. Our recommendations are based on the premise that recall represents the undoing of a democratic election. Therefore, the framework and processes for a municipal recall petition should be structured to provide the same standard of trust and transparency for the public.

Recommendations to Improve Municipal Recall

Alignment with
the *Recall Act*

Transparency and Trust in the System	
1. Appoint the Minister of Municipal Affairs, a municipal ethics commissioner, or other independent body to manage all activities related to municipal recall petitions. The municipal government and municipal staff should have zero involvement in the management of a recall petition due to the perception and power structure between municipal elected officials and municipal government staff.	✓ (Elections Alberta)
2. Require the petition application and petition form to include a written statement by the organizer explaining why the municipal elected official should be recalled.	✓
3. Require the petition form to include a written statement by the targeted elected official, if provided by the official within the prescribed time period.	✓
4. Require the independent body to vet the rationale for a recall petition to ensure it meets a test of reasonability before approving the petition application. This provides an opportunity to clarify information and a possible resolution prior to a full recall petition process.	No
5. Require the petition organizer to submit the petition at the end of the petition period regardless of how many signatures are collected.	✓
6. Require petition canvassers to register and follow a code of conduct guideline.	✓
7. Prescribe penalties if recall rules are not followed.	✓
Threshold of Signatures Required	
8. Change the threshold for a successful recall petition to be based on signatures from 40 per cent of eligible voters (except for summer villages).	No
Process for Municipal Recall Petitions	
9. Change the eligible period to launch a recall petition to open one year after election and close the eligible period one year prior to the general municipal election.	✓
10. Maintain the current requirement that signatures must be collected within 60 days for all municipal recall petitions. Or set the default to 60 days and increase to 90 days only when a recall petition requires more than 15,000 signatures.	Partial
11. Require the petition organizer to remove a signature if requested by the signatory.	No
Finances Related to Municipal Recall Petitions	
12. Create rules to prevent the offering of gifts and financial incentives to petition signatories.	✓
13. Create rules for advertising, fundraising, and an expense limit for municipal recall petitions. The rules should apply to petition organizers and the targeted elected official.	✓
14. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.	
15. Create rules for petition organizers to disclose finances related to a recall petition.	✓
16. Create rules that prescribe what a petition organizer must do with any surplus funds after a recall petition has been submitted.	✓

Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' May 2025 discussion guide questions on potential improvements to the *Municipal Government Act* relating to the recall of a municipal elected official. ABmunis prepared for this engagement by:

- Meeting with administrators from most municipalities that have managed a recall petition.
- Conducted a comprehensive workshop with ABmunis' Municipal Governance Committee in February 2025.
- Collected input from municipalities during ABmunis' Summer 2025 Municipal Leaders' Caucus.

Comparison of Recall of MLAs versus Municipal Officials

In May 2025, the Government of Alberta amended the *Recall Act* to update the rules for recall of an MLA. The following table summarizes some of the differences in rules for recall of an MLA versus the recall of a municipal elected official.

	Recall of an MLA	Recall of a Municipal Elected Official
Recall Period – Start	12 months after being elected.	18 months after an election.
Recall Period – End	12 months prior to a general election.	January 1 of a general election year.
Signature Collection Timeframe	90 days	60 days
Recall Threshold	60 per cent of the total number of electors who voted in the electoral district in the most recent election	40 per cent of the population of a municipality or ward. For summer villages, it is 50 per cent of the number of residences.
Reasons for recall stated on the petition	Up to 100 words	Not required
Response from the targeted official stated on the petition	Up to 100 words MLA has 7 days to provide a response.	Not required
Petition verification timelines	Determine if requirements have been met within seven days. Verify within 21 days whether a recall is authorized. Report the recall petition results within seven days of completing the verification.	45 days after the date on which a recall petition is filed, determine whether the recall petition is sufficient.
Outcome if the petition is successful	Residents of the division will vote on whether to recall the MLA. The vote must be held within six months from the date on which the successful petition results are published. If the vote is successful, then a by-election must be held.	Elected official is immediately removed from office. The municipality must hold a by-election in accordance with section 162 or 163 of the MGA as applicable. The recalled official may run in the by-election.
Fundraising	An individual in the division may contribute up to \$4,000.	No provisions.
Expense limit	A petitioner organizer may spend up to \$23,000 on a recall petition.	No provisions.

1. Alignment with the Recall Act

The *Recall Act* provides a much more comprehensive set of rules for how recall petitions should be conducted for MLAs compared to the provisions in the *Municipal Government Act* for municipal elected officials. In many cases, there is merit for municipal recall rules to be aligned with the *Recall Act*; however, there are some areas where recall rules need to differ for municipalities because of the differences in:

- The number of people in electoral divisions (small and large communities).
- Municipal governments have financial and human resource capacity challenges to run by-elections.
- The frequency that municipal officials are acclaimed to office.

Areas where MLA and municipal recall rules should be aligned

- An independent body oversees the recall process.
- The reasons for recall must be stated on the petition form in less than 100 words.
- The targeted official's response to those reasons must be stated on the petition in less than 100 words.
- The period for when a recall petition may be launched.
- Rules for advertising, fundraising, and expense limits for a petition.
- Rules for petition canvassers.
- Rules for collection and use of personal information collected on a petition.
- Penalties for violating the rules.

Areas where municipal recall rules should differ for municipal governments

- Threshold used to determine the number of signatures required for a successful recall petition.
- Timeframe to collect the required number of signatures.

2. Threshold of Signatures Required

Background

Section 240.5 (a) of the MGA establishes that a recall petition must be signed by eligible voters representing at least 40 per cent of the municipality or ward's population for municipalities other than summer villages.

2.1. Should the threshold to recall a councillor be lower, higher, or the same as the current threshold? Why?

A recall petition represents the undoing of a democratic election.

Alberta's municipal elections are run in a manner where people have sufficient time to:

- research the issues and the candidates, and
- vote in privacy without the threat of undue influence.

However, when petition organizers approach voters at their home or at events, there are opportunities for residents to feel unsafe or pressured to sign the petition in the moment without sufficient knowledge or consideration of the matter.

Therefore, to undo the results of an election, the Government of Alberta should ensure that the signature threshold continues to be a high bar to meet, regardless of the metric that is used. Particularly since a municipal recall petition results in the immediate removal from office.

We also note a successful recall petition also creates a significant expense for the municipality in the form of a by-election. It requires indirect costs in the form of a reallocation of staff time from other priorities, training of the returning officer (if necessary), and direct costs to run the election.

Recommendations on Recall of a Municipal Elected Official

Outcome of Past Recall Petitions

We note that some recall proponents suggest that the reason all but one of the recall petitions have failed is because the signature threshold is too high. However, the Government of Alberta should consider the reasons that each petition was brought forward. It's possible that those petitions failed, not because of the high threshold, but because the public saw insufficient justification on why that elected official should be removed from office. In addition, organizers of failed petitions have not been transparent about the number of signatures they received, so it's impossible to gauge the impact that a reduced, but still reasonable threshold would have had in those petitions.

2.2. What population should the recall threshold percentage be based on?

- a) Percentage of people that voted in the last general election.
- b) Percentage of eligible voters in the municipality or ward.
- c) Percentage of population.

ABmunis recommends that the signature threshold metric be changed to option B, percentage of eligible voters in the municipality or ward. This recommendation is based on our concerns with options A and C.

Concern with Option A: Percentage of people that voted in the last general election

- Just because a person didn't vote in the last election doesn't mean they aren't eligible or motivated to sign a petition.
- Voter turnout can be lower in elections when there is no contest for the mayor's seat, thereby artificially lowering the threshold for that term.
- If council is acclaimed, there is no voting data available and using voter turnout numbers from prior elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.

Concern with Option C: Percentage of population (current system)

- Potentially unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and permanent residents without citizenship).

Our recommendation is based on the assumption that the recall threshold for summer villages will remain unchanged using the number of residences.

2.3. Based on your answer to 2.2, what should the percentage be?

40 per cent of eligible voters.

Acclamations

In 2013, 37 per cent of candidates ran uncontested and were acclaimed.
In 2017, 28 per cent of candidates ran uncontested and were acclaimed.
In 2021, 26 per cent of candidates ran uncontested and were acclaimed.

2.4. In the event of an uncontested election where the candidate is acclaimed, what population should be considered? Note: option 2.2a would not be applicable.

This problem is overcome if the threshold is based on a percentage of eligible voters.

Tiered Threshold

- 2.5. In the large municipalities there are significant logistical challenges with collecting the volume of signatures required within the petition timeframe. Should there be a tiered threshold for municipalities over a specific population size? Why, or why not?

No, a recall petition represents the undoing of an election so the threshold should be the same regardless of the size of the municipality. However, refer to question 3.10 regarding our recommendation for a tiered approach for the time available to collect signatures.

- 2.6. If tiers of thresholds were considered based on population size, what population level should be considered for tiers?

No comment.

3. Process to Recall a Municipal Elected Official

Stakeholders have expressed concerns with the current process to recall a municipal elected official related to:

- ability to use financial incentives to sign a petition;
- advertising rules;
- fundraising;
- protection of personal information;
- failure for petition organizers to submit a recall petition;
- timelines;
- requirements for recall petition information to be completed on each page of the petition; and
- potential requirement for a rationale for recall.

Section 240.95 of the MGA allows the Lieutenant Governor in Council to make regulations modifying provisions of the LAEA and its regulations for the purposes of a recall petition. There are currently no regulations in place.

- 3.1. Did your municipality develop/implement any internal policies/procedures to support the recall petition validation process?

Recall is a provincial initiative whereby the sufficiency of a petition is determined by the Minister of Municipal Affairs. Therefore, the Government of Alberta should be responsible for all policies, procedures, and end-to-end operations of all recall petition issues.

Residents who are motivated to recall a municipal elected official may perceive that the CAO and municipal administration are not independent of council and will take all orders from the elected official who is the target of a recall petition. This creates an environment for distrust in the system.

For example, the current municipal recall system is structured in a manner that is equivalent to requiring a deputy minister and staff to manage the recall petition of the minister of their department. This context is not present in the provincial recall system because Elections Alberta ensures that there is a separation of powers, but that is not present in the municipal system.

Recommendations on Recall of a Municipal Elected Official

Recommend Independent Body to Manage all Recall Activities

To build trust in government systems, a municipality should have zero involvement in the management of a recall petition. It should be the responsibility of Municipal Affairs, a municipal ethics commissioner, or other appointed body to manage the operations of recall including:

- Prescribe all policies and procedures for recall petitions.
- Provide the template forms and guide to be used by petition organizers.
- Manage all questions and operational matters in the lead up to a recall petition being considered and approved.
- Determine the number of signatures required.
- Oversee all activities during a recall petition.
- Collect the petition and verify if the petition is successful.
- Manage all communications with the petition organizer and to the community.

The municipality's only role should be to direct residents to the independent body that manages recall petitions.

Financial incentives or gifts to sign a petition

Municipal Affairs has been directed to ensure that financial incentives or gifts to sign a councillor recall petition are prohibited.

As a reference, Section 55(1)(c) of the *Recall Act*, which applies to MLAs only, establishes recall petition offences, including when a person in any manner exerts undue influence on an individual in respect of the signing of a recall petition. Section 63(1) of the *Recall Act* outlines that a person who contravenes any of the provisions of the Act is guilty of an offence and liable to: (a) in the case of an individual, a fine not to exceed \$10,000, or (b) in the case of a corporation, unincorporated organization or association, a fine not to exceed \$100,000.

3.2. What mechanisms should be in place to prohibit financial incentives or gifts?

The provisions in the *Recall Act* should also apply to municipal recall petitions and the Government of Alberta's guide should provide examples of activities that would be considered "undue influence".

Advertising for a recall petition

3.3. Should there be rules established around advertising recall petitions? If 'yes', what should be included?

Yes, but ABmunis does not have any specific recommendations and would need additional time to understand what advertising rules apply for recall of an MLA.

Fundraising for a recall petition

3.4. Should fundraising be permitted during a recall petition?

Yes, but there should be a maximum expense limit and any surplus funds must be returned to the contributor or transferred to a charity.

Fundraising by the Petition Organizer and Prevention of Campaigning

ABmunis is concerned about how fundraising for a recall petition could be intertwined with fundraising for an election campaign, particularly since candidates, local political parties, and third-party advertisers can fundraise and spend money in non-election years. Allowing fundraising for a

Recommendations on Recall of a Municipal Elected Official

recall petition creates an opportunity for a local political party, slate, or candidate to collaborate with an individual to launch a recall petition with the alternative motive of using the recall petition to raise funds and indirectly use those funds in ways that will support their own election or issues campaign.

To overcome this, the Government of Alberta will need to prescribe a detailed regulatory framework to prevent the use of recall petitions as a fundraising and campaign strategy.

Fundraising by the Targeted Elected Official

In addition, the elected official who is the target of the petition may be motivated to fundraise to conduct their own campaign to counter or respond to the information being shared by petition organizers. Therefore, fundraising rules should be clear for both parties.

3.5. If fundraising is permitted, should there be rules established around fundraising for recall petitions? If 'yes', what should be included?

- Clear rules to prevent funds from a recall petition being used for any other purpose (e.g. future election campaign, or issues campaign).
- Prescribe a maximum amount that a petition organizer may spend on a recall petition. (e.g. the *Recall Act* limits expenses on a recall petition to \$23,000). Since municipalities are different sizes, the expense limit should be set on a per capita basis.
- Requirement to submit a financial report to the authority that oversees recall.
- Donations may only be accepted from individuals that are eligible to sign the petition.
- Prescribe what the petition organizer must do with any surplus funds remaining after the recall petition has been submitted. For example, the funds must be returned to the contributor(s) or gifted to a registered charity.

Use of personal information for purposes other than the recall petition

Section 226.2(1) (a) and (b) of the MGA establishes that personal information contained in a petition must not be disclosed to anyone except the CAO or their delegate(s) and must not be used for any purpose other than validating the petition. Section 240.2(1)(4) of the MGA states that personal information gathered in a petition must not be disclosed, except to the Minister, the CAO or their delegate(s), as necessary for administration or enforcement of the process, or for judicial review.

3.6. Should penalties be established for misuse and/or unauthorized sharing of personal data collected during the recall process?

Yes. The current system provides an opportunity for petition organizers to use a recall petition to discredit a mayor/councillor to build support for a future election campaign and as such, there may be motivations to use a recall petition to collect personal information of voters for the purposes of future campaigning.

The MGA should prescribe the penalties that apply towards the petition organizer or persons found guilty of the offence. The legislation should be clear that the Minister, not the municipality, is responsible for imposing the penalty.

3.7. What security measures should be mandated for storing personal data collected for recall petitions?

We recommend consulting with data security experts.

Recommendations on Recall of a Municipal Elected Official

- 3.8. Should there be a reporting mechanism for individuals who suspect their data has been misused? If yes, who should oversee this investigation?

Similar to our previous recommendations, investigations should be managed by the appointed body (e.g. Minister, municipal ethics commissioner, other independent body) outside of the municipality.

Timelines

Bill 54 received Royal Assent on May 15, 2025, and upon proclamation will amend the provincial *Recall Act* for Members of the Legislative Assembly (MLAs). The proposed changes will allow that recall petitions can only begin 12 months after an MLA is elected and may not be issued 12 months before a set date general election. Bill 54 also proposed to extend the recall petition signature collection timeline to 90 days.

- 3.9. Should the timeline to submit a recall petition be amended to align with the changes to the *Recall Act* under Bill 54?

Yes, ABmunis is supportive of reducing the wait period from 18 months to 12 months after the election for when a recall petition may be launched. It is also reasonable to change the closing period of municipal recall petitions to be consistent with the *Recall Act*, as it would only reduce the eligible recall window by three months.

- 3.10. Should the recall petition signature collection timeline be extended to 90 days to align with the proposed changes to the *Recall Act* under Bill 54?

Strain on Municipal Government Resources & Progress

Past recall petitions have shown that the time period that a recall petition is open presents a significant strain on municipal administrative resources. For example, it demands time for staff to:

- Respond to media.
- Respond to questions and complaints from residents who have been approached by petition canvassers.
- Answer questions from the petition organizer.
- General management of the issue amongst other operational priorities.

While having an outside body manage a recall petition would mitigate some of the administrative burden, the municipality would likely still need to field questions from the public and media.

A recall petition can also cause the council to feel that they must delay decisions on important matters until the recall petition is resolved. This results in delays in government decision-making which can have adverse effects on the future of the community.

Strain on Mental Health

The time period that a recall petition is open also places a significant burden on the mental health of the targeted elected official as well as the staff involved, particularly when the petition is unjustified or based on misinformation.

At least one municipality who managed a recall petition noted that the recall petition and resulting conversation in the community impacted staff morale resulting in some staff resigning, which created a further challenge for the municipality.

Recommendation

Therefore, ABmunis recommends maintaining the petition period at 60 days to limit the costs and impact on the municipality and community; however, if the Minister determines that 60 days is an

Recommendations on Recall of a Municipal Elected Official

insufficient period to collect the required number of signatures in a large municipality, then the legislation should be drafted to:

- set the default time period to 60 days, and
- increase to 90 days when a recall petition requires more than 15,000 signatures.

Failure to submit a petition as required

Section 240.9 of the MGA establishes that if a recall petition is insufficient or if no recall petition is submitted to the Minister before the end of the recall petition signature period, the Minister must declare the recall petition is insufficient, provide the declaration, and direct the CAO to publish the declaration of insufficiency on the municipality's website no later than seven days after the declaration is provided.

3.11. Should Section 240.9 of the MGA be modified to ensure all recall petitions are submitted, even in cases of insufficient signatures?

Yes, requiring the petition to be submitted is important for several reasons:

- Transparency of information for the media and community to verify the number of signatures the petition received versus relying on a statement by the organizer where there is potential for misinformation.
- Gives confidence to the signatories that their personal information was not collected for alternative motives.
- Provides an opportunity to repair the reputation of the elected official if the number of signatures is low.

Municipalities have reported that petition organizers have not submitted the petition because of concerns that the council or administration will then see the names of signatories and seek retribution. This has a notable context in small communities where most people are known to one another and may impact personal relationships and businesses. This demonstrates the value in removing the municipality from any process associated with a recall petition and require the petition to be submitted directly to the Minister or municipal ethics commissioner where the use and reporting of information will be seen as independent and unbiased.

3.12. Should there be consequences if a petitioner fails to submit a recall petition, even in cases of insufficient signatures? If yes, what kind of legal and/or financial consequences should be in place?

Yes, there should be a financial penalty similar to other offences in the MGA. The Minister or appointed body responsible for managing recall should be responsible for issuing and enforcing the penalty.

3.13. Should there be guidelines and training on the process for filing a recall petition and the roles and responsibilities of the petitioners, the CAO, and the ministry of Municipal Affairs in a recall petition process? If yes, what types of guidelines or training would be beneficial?

ABmunis is recommending that the municipality have no role in the management of a recall petition so that it is seen as independent. Therefore, municipalities would require no training other than knowing where to direct residents who are interested in launching a recall petition.

Potential for requiring grounds for rationale for recall

Section 2(2)(c) of the *Recall Act* for MLAs establishes that the notice of the recall petition must include a statement not exceeding 100 words, and set out why, in the opinion of the applicant, the elected official should be recalled. The targeted MLA then has the option to provide a written response of no more than 100 words. Both statements must be printed on the petition.

3.14. Should a rationale statement be a requirement to submit a councillor recall petition? Why or why not?

Yes, the rules should mirror the *Recall Act* whereby both the petition organizer and the elected official provide a statement that is printed on each page of the petition. This provides transparency of information for residents when considering whether to support the petition.

It also provides an opportunity for the targeted official to correct misinformation.

3.15. Should there be criteria to determine whether the rationale for a recall petition is valid (i.e., legal violation, ethical misconduct, policy failures)? If yes, why should criteria be added?

Yes, the Minister or appointed independent body should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity to:

- Educate the petition organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition.
- Offer an informal resolution process for frivolous matters prior to going through a recall petition process.

This will save time and money for all involved.

Prevention of Unjustified Recall Petitions

There should be guardrails that prevent a resident from launching a recall petition for unjustified and spurious reasons or due to a lack of understanding of how municipal government operates.

Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- A petition that targets the mayor or a minority group of council members instead of all councillors that voted in favour of a decision that is the cause for concern by the petitioner.
- Differing political views.
- Personal grudge towards a member(s) of council.

Justified Recall Petitions

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.
- Inadequate performance (missing multiple board or committee meetings).

4. Other Recommendations

4.1. Do you have any other suggestions related to recall thresholds or processes?

Code of Conduct for Petition Canvassers

There should be a requirement for canvassers to understand the rules by which they can operate to collect signatures from residents. For example, the *Recall Act* prescribes that every petition canvasser must register as a canvasser and read and sign a code of conduct guideline and they are liable for a fine of up to \$10,000 for violating the rules.

Removal of a Signature from a Petition

The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

Responsibility for Enforcement

The MGA includes many provisions related to fines for people who are guilty of an offence under the MGA but it is not always clear whether it is the Minister's responsibility or the municipality's responsibility to enforce those fines. Any amendments to prescribe fines and offences should also prescribe who is responsible to enforce those fines.

Consequences for Violating the Rules

A recall petition carries significant importance as it represents the undoing of a democratic election. Therefore, there should be significant consequences when rules are not followed including fines and potential imprisonment. However, fines may not always serve as an effective deterrent and there should be consideration of what rules are important enough that if violated it would result in a recall petition being declared null and void. For example, the collection of signatures by persons that are not approved canvassers should void the petition.

Resources to Manage a Recall Petition

ABmunis shares the following information to create awareness of the time invested by a municipality when managing a recall petition:

- Clerks/CAO communicate with the applicant about requirements.
- Clerks/CAO communicate with the petition organizer to answer questions about the interpretation of recall rules and any concerns with activities related to the petition.
- Communications staff/CAO manage inquiries by the media.
- Front line staff/CAO manage inquiries by residents about the issues.
- Front line staff/CAO manage complaints from residents about activities by petition canvassers, if necessary.
- Senior management's time invested to adjust schedules for other project work due to the recall petition work.
- If staff need to be hired to verify the petition signatures, then human resources and management need to invest time to write a job description, advertise, interview, hire, and conduct orientation and training for the new staff.



Alberta Municipalities Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



AR119757

July 22, 2025

Dear Chief Administrative Officer:

Subject: Bill 20/50 Resources – LAEA Amendments – Nominations and Forms

Bill 20 and Bill 50, the *Municipal Affairs Statutes Amendment Act, 2024 and 2025*, received Royal Assent on October 31, 2024, and May 15, 2025, respectively. Both Acts made amendments, in part, to the *Local Authorities Election Act (LAEA)*.

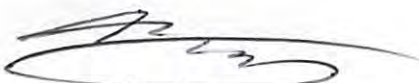
Attached are two fact sheets highlighting changes made under these Acts. The first addresses amendments changing the process when insufficient nominations are received, new rules around withdrawal of candidates, and declaring when an acclamation comes into effect.

The second fact sheet covers changes to the *Local Authorities Election Forms Regulation* that could not be made in advance of the October 20, 2025, general local election. Variations to the prescribed forms are permitted as long as the changes are not intended to mislead and are consistent with the Act. Guidance is also provided on which prescribed forms do not currently align with the Act and may be altered to better align with the amended legislation.

Lastly, the Expense Limits Regulation made under the LAEA has recently been amended to add subsection 5(2). This new clause applies to the 2025 general local election and specifies that the 2024 Municipal Affairs Population List is to be used to determine the number of persons residing in an area for the purposes of the expense limits calculation.

Should you have any questions about the *Municipal Affairs Statutes Amendment Act, 2024 or 2025*, please contact us toll-free in Alberta by first calling 310-0000, then 780-427-2555, or by email at ma.advisory@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachments: Fact Sheet – Bill 20/50 Amendments to the LAEA – Nominations
Fact Sheet -- LAEA Forms Regulation - Variances of Prescribed Forms

Local Authorities Election Act (LAEA)

LAEA Forms Regulation

Variances of Prescribed Forms

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant LAEA sections

- LAEA s. 49
- LAEA s. 53
- LAEA s. 147.25

The Local Authorities Election Forms Regulation and the *Interpretation Act*

The Local Authorities Election Forms Regulation provides the forms prescribed under the LAEA that must be used for all local elections, including byelections, school board trustee elections and votes on bylaws or questions. Due to the time needed to update, translate and prepare the forms each time amendments are needed, it was not possible to amend the Forms Regulation to reflect the newest 2025 LAEA amendments, or to account for nuances that have now been identified.

Section 26(1) of the *Interpretation Act* allows for modifications to a prescribed form as long as the changes align with the LAEA, do not affect the substance of the form, and are not intended to mislead.

Previous LAEA requirements

Previously, the LAEA did not allow for financial transfers to or from a candidate and a local political party (LPP). With the passing of Bill 50: *Municipal Affairs Statutes Amendment Act, 2025*, such transfers of funds may now occur. However, there is no place on the candidate disclosure form (Form 26) to list the transfer amount received or sent to an LPP, as now required under the LAEA.

Secondly, although the Forms Regulation was amended in 2025 to reflect the 2024 LAEA amendments related to a permanent electors register (PER), Forms 7 and 8 do not clearly state that in addition to providing identification, if an elector is not listed on the PER they must complete a statement in the prescribed form (Form 13: *Elector Register*) to confirm their eligibility to vote. Form 13SV also included the option for electors to validate their

residency by vouching, which is no longer an option for residents in a municipality which is not using a PER.

It is noted that prior to the 2024 LAEA amendments, all electors were required to complete a Form 13, thus the need to complete it should be something electors are used to and should not be a concern for most electors who are not on the PER and thus need to complete it now.

Lastly, previous versions of the LAEA only required candidates, local political parties, and third party advertisers to provide annual disclosures by March 1 of each year. The amendments in Bill 50 require a new partial year disclosure by September 30 of data for the year of the general election from January 1 to July 31. The date fields in both Form 26 and Form 28 may be modified to accommodate this requirement.

What Forms are affected

Form 26

Form 26: Campaign Disclosure Statement and Financial Statement may be modified to account for transfers between a candidate and a local political party (and vice versa). As transfers are not considered contributions under the LAEA, transfers to a candidate should be listed on the campaign disclosure statement under the 'Other Sources' section. Likewise, transfers from a candidate to an LPP are not considered to be expenses and should be reported as a separate line item from the existing expenditures section.

The date fields in Form 26 may also be modified to reflect the new partial year disclosure that all candidates, local political parties, and third party advertisers must complete by September 30 in the year of a municipal general election.

Form 28

The date fields in Form 28: Third Party Advertising Contribution Statement may also be modified so that third party advertisers can complete the partial year

disclosure required by September 30 of the year of the municipal general election.

Forms 7 and 8

Form 7: Notice of Election and Requirements for Voter identification, and Form 8: Notice of Vote on a Bylaw or Question, may be modified to include the requirement that an elector not on the PER must complete a statement that they are eligible to vote (Form 13: Elector Register). Adding a clarifying statement would ensure awareness of the LAEA's requirement set out in Section 53 that electors must:

- Provide applicable identification, and
- Either:
 - complete a statement to establish their eligibility to vote, or
 - be listed on the PER.

Form 13SV

Form 13SV: Elector Register for Summer Villages includes a check box in the Deputy Returning Officer section that is listed as 'Elector's residence vouched for, if applicable'. This check box can be removed if the summer village is not using a PER. Where no PER is in use, summer village electors may validate their residency by either producing identification, or a certificate of title with their name listed as a property owner. Vouching is only permitted as an acceptable process for validating an elector's residency in a summer village which is using a PER. An additional check box indicating that the elector has presented a certificate of title with either their name or the name of their adult inter-dependent partner may be used.

What municipalities need to know

For the upcoming local general elections or any byelections that may be held before the Forms Regulation can again be updated, municipalities should review and consider updating any candidate, elector or LPP resources or webpages, or draft language in the materials for the notice of election, to reflect possible modifications to the forms. Municipalities which have been authorized to conduct elections with LPPs should modify the forms required under the Local Political Parties and Slates Regulation for financial disclosure of LPPs.

Effective date

The PER provisions in the LAEA came into effect on October 31, 2024. The LAEA changes related to transfers between candidates and LPPs took effect upon the royal assent of Bill 50 on May 15, 2025.

These changes are in effect for the October 2025 local general elections.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20, *Municipal Affairs Statutes Amendment Act, 2024*:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Bill 50, *Municipal Affairs Statutes Amendment Act, 2025*:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-050.pdf
- Municipal elections – Overview:
<https://www.alberta.ca/municipal-elections-overview>

Contact us

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Email:	ma.advisory@gov.ab.ca

Local Authorities Election Act - Change Summary – Sections 31, 32, 34(1)

Municipal Affairs Statutes Amendment Acts, 2024 and 2025

Nominations

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Local Authorities Election Act* Sections

- Section 31
- Section 32
- Section 34(1)

Previous *Local Authorities Election Act* requirements

Under Section 31, when an insufficient number of nominations was received at the close of nominations, the municipality was required to re-open nominations every day from 10 a.m. to noon (or sooner if dictated by bylaw) for five additional days until enough nominations were received to fill all elected positions.

Under Section 32, if more nominations were received than the minimum to fill all vacancies for that office, candidates had 24 hours, on a first-come-first-withdrawn basis, to withdraw their nomination. As soon as enough nominations were withdrawn such that all vacancies were exactly filled, no further withdrawals could be accepted by the Returning Officer.

Under Section 34(1), if the number of candidates for an office was the same as the number of vacancies, at the close of nominations the Returning Officer would declare those candidates elected.

What has changed?

Now, Section 31 states if an insufficient number of nominations are filed on nomination day, the municipality must re-open the nominations for all five additional days.

Under Section 32, candidates have 24 hours from the close of nominations to withdraw, even if this creates an insufficient number of nominations for that office. If an insufficient number of nominations occurs this way, the municipality would be required to follow the process under Section 31.

Finally, under Section 34(1), the returning officer can only declare a council acclaimed after the 24-hour withdrawal period has passed.

What do municipalities have to do?

If a municipality has received an insufficient number of nominations at the end of nomination day, they **MUST** open nominations for the next five business days (or five calendar days for a Summer Village).

The Returning Officer must accept all candidate withdrawals filed within the 24-hour period (48 for Summer Villages) even if this would create an insufficient number of nominations. This could lead to opening nominations up again to fill all elected positions.

The Returning Officer must monitor withdrawals and the withdrawal period closely to ensure correct action is taken at the end of the withdrawal period.

Effective date

The full suite of changes took effect on May 15, 2025.

Resources

To learn more, please refer to:

- <https://kingsprinter.alberta.ca/documents/acts/l21.pdf>

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

25th Annual Alberta CARE Conference

25th Annual Alberta CARE Conference

25th Annual Alberta CARE Conference

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 1-780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

September 10th-12th

2025

Accommodations

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB
1-780-349-4483

Group Reservation "Alberta CARE"



All Stay Inn
10520-100 Street, Westlock, AB
1-780-349-4102
Group Reservation "Alberta CARE"



Ramada Hotel
11311-100 Street, Westlock, AB
1-780-349-2245
Group Reservation "Alberta CARE"

September 10th-12th

2025

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB



Town Clock



Grain Elevators

Silent Auction Going once... Going twice...

Beginning September 10th
Ending September 11th at 8pm

**Tuesday,
September 9th**

**Thursday,
September 11th**

**Friday,
September 12th**

Course: SWANA - Landfill Fire Training

Where: Westlock Inn

Time: 8:30 a.m. to 4:30 p.m.

Who should attend: landfill operators, managers, scale house operators, equipment operators, spotters, labourers, Municipal Firefighting professionals, Emergency Response staff, landfill regulators, landfill designers, and other employees.

Cost per person: \$350.00

Register: executivedirector@albertacare.org

**Wednesday,
September 10th**

9:00 a.m. - 11:00 a.m. Registration and Exhibit Set Up.

11:00 a.m. - 12:30 p.m. Light Lunch and Refreshments

12:30 p.m. TOUR 1

- Westlock Regional Landfill
- Pilot Project with ARMA and Liberty Tire
- Equipment Overview
- Plastics

AND

- Verticale Swiss Lettuce Farm
David Pfäffle, Owner Operator
Busby, AB

OR

TOUR 2

- 12:45 p.m. • Golf - Westlock Golf Club
18 Holes/ ½ Cart 1:03 p.m. Tee Time

(Travel on your own)

5:00 p.m. Cocktails (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor of Westlock
Welcoming Remarks from the Reeve of
Westlock County

6:15 p.m. BUFFET BANQUET

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....

10% Discount!

Alberta CARE



9:00 a.m.

Welcome - Tom Moore, MC

9:15 a.m.

The Why and How to move from Authority to
Commission
Co-Presenters - Lane Monteith, Big Lakes County
Councillor, Rob Smith, and Tom Moore

10:00 a.m.

Operational Scale Issues
Kendra Johnson, Newell Regional Solid Waste Authority

10:45 a.m.

Alberta Recycling Management Authority EPR
Ed Gugenheimer, CEO

11:30 a.m.

Alberta Recycling Management Authority
Presenting Municipal Awards

NOON

BUFFET LUNCHEON

1:30 p.m.

TOUR 3

- Robotic Dairy Farm New Technologies
Nelson Jespersen, Westlock County

(Bus Provided)

OR

TOUR 4

- Canadian Tractor Museum

(Travel on your own)

OR

TOUR 5

- Golf - Westlock Golf Club

18 Holes/ ½ Cart

(Travel on your own)

5:00 p.m.

Cocktails

6:30 p.m.

BUFFET BANQUET

8:00 p.m.

Silent Auction Ends



County of Westlock

**This Conference is Alberta Environment approved
for Continuing Education Units**



Westlock Rotary Spiritual Centre



Westlock Aquatic Centre



A jaunt for a round of Golf



Westlock Rodeo

**Cancellation Deadline
August 29th 2025**



Printed on 100% Post-Consumer Recycled Paper

ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-780-980-8089 Office
1-780-668-6767 Cell

Registration Form

ALBERTA CARE Conference 2025

September 10th - September 12th 2025
Westlock Inn and Conference Centre, Westlock, AB
Block of Rooms under Alberta CARE

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 (Buses) _____

Please indicate the number attending Wednesday Tour #2 Golf (On your own) _____

Please indicate the number attending Thursday Tour #3 (Buses) _____

Please indicate the number attending Thursday Tour #4 (On your Own) _____

Please indicate the number attending Thursday Tour #5 Golf (On your own) _____

Westlock Golf Club Wednesday \$48.00 with ½ cart
Westlock Golf Club Thursday \$60.00 with ½ cart
Includes GST

Sub Total \$ _____

Conference Fee: \$600.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____
Luncheon @ 30.00 p.p. \$ _____
Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____

Access to Information Act and Protection of Privacy Act

New legislation replaced the *Freedom of Information and Protection of Privacy* (FOIP) Act, June 11, 2025.

Innovation, Privacy and Policy Division
Technology and Innovation

August 6 and 12 2025



Agenda (August 6)

Time	Item
1:30 – 1:35 (5 mins)	Welcome Remarks
1:35 – 1:50 (15 mins)	Government of Alberta: An Overview of ATIA and POPA
1:50 – 2:05 (15 mins)	Office of the Information and Privacy Commissioner: Resources
2:05 – 2:40 (35 mins)	Q&A
2:40 – 2:45 (5 mins)	Closing Remarks

Agenda (August 12)

Time	Item
10:30 – 10:35 (5 mins)	Welcome Remarks
10:35 – 10:50 (15 mins)	Government of Alberta: An Overview of ATIA and POPA
10:50 – 11:05 (15 mins)	Office of the Information and Privacy Commissioner: Resources
11:05 – 11:40 (35 mins)	Q&A
11:40 – 11:45 (5 mins)	Closing Remarks



ATIA and POPA: An Overview

Legislative Transformation

1

FOIP Act Repealed

On June 11, 2025, Alberta replaced the FOIP Act with two distinct pieces of legislation.

2

Protection of Privacy Act

Under Technology and Innovation, includes two regulations: Protection of Privacy Regulation and Protection of Privacy (Ministerial) Regulation.

3

Access to Information Act


Under Service Alberta and Red Tape Reduction, includes Access to Information Regulation and Designated Public Bodies Regulation.



Privacy



Information



Access to Information Act (ATIA): Overview



Principle-Based Legislation

Provides the right to access records in the custody or under the control of Alberta public bodies.



Balanced Access Rights

Access is subject to limited and specific exceptions.



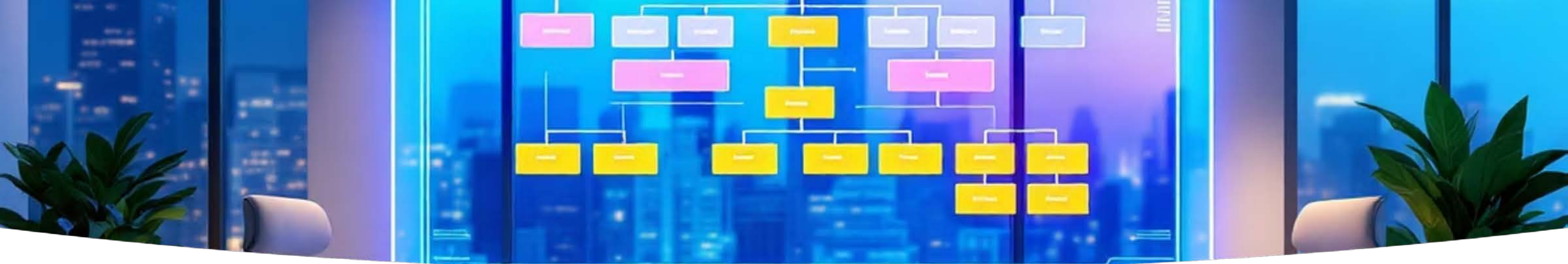
Personal Information Access

Allows individuals to access their own personal information.



Independent Reviews

Information and Privacy Commissioner provides oversight.



ATIA: Key Changes

- Procedures and timelines for processing requests.
- Clarified exceptions related to advice to officials, Cabinet Confidence, and other types of privileged information.
- Updated application of the Act.
- Clarified records available without a request.
- Updated Information and Privacy Commissioner powers.
- Regular reviews of the Act.
- Records Available without a request – proactive disclosure.

Resources



Available on www.alberta.ca/access-to-information-act

- Access to Information for Public Bodies course
- Access to Information Act – Guide
- Fact sheets:
 - Key Differences between the ATIA and the FOIP
 - Table of Concordance
 - Disregarding Requests
 - Duty to Assist
 - Time Extensions
 - Fees
 - Request Requirements
 - Delegation



Protection of Privacy Act (POPA): Overview



Authority -based legislation

Governs protection of personal information in the custody or under the control of Alberta public bodies.



Independent reviews

Provides for independent reviews of decisions and resolution of complaints.



Personal information control

Controls collection, use and disclosure of personal information. Allows correction requests.



Individual Rights

Provides right to request corrections to personal information.

POPA: Key Highlights

- Updated collection notices and requirement to notify if information is used in an automated system.
- Ability to create and use non-personal data.
- Increased fines and new fines for data misuse.
- Updated Information and Privacy Commissioner powers.
- Regular reviews of the Act.
- Increased privacy by design principles.



Resources



Available on www.alberta.ca/protection-of-privacy-act

- Overview of Alberta's Access to Information Act course
- *Protection of Privacy Act for Public Bodies* Course
- *Protection of Privacy Act* – Guide
- Fact sheets:
 - *Protection of Privacy Act* – For Albertans
 - *Protection of Privacy Act Regulations* – For Albertans
 - Artificial Intelligence and Automated Systems
 - Collection Notice
 - Common or Integrated Program or Service
 - Creation and Use of Non-Personal Data
 - Data Matching and Data Derived from Personal Information
 - Delegation under the Protection of Privacy Act
 - Disclosures of Non-Personal Data
 - Key differences between the POPA and the FOIP Act
 - Privacy Impact Assessments
 - Privacy Incident Notifications
 - Privacy Incident Response
 - Privacy Management Program
 - Request for Correction of Personal Information
 - Table of Concordance – Protection of Privacy Act





The GoA Role in Supporting Public Bodies

- Redefined to provide essential guidance and support in relation to the application of ATIA and POPA



Official Websites

- POPA: www.alberta.ca/protection-of-privacy-act
- ATIA: www.alberta.ca/access-to-information-act



Contact Information

- Goa.privacyoutreach@gov.ab.ca
- Goa.ati-program@gov.ab.ca





ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR119711

August 8, 2025

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

Dear Mayor Lindsay:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Village of Warner, your 2025 CCBF allocation is \$72,108.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

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

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

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



2025-08-15

Mayor and Councils of Milk River, Warner County, and Coutts

Hello,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Milk River RCMP Detachment.

K Division has a new Commanding Officer, Deputy Commissioner Trevor Daroux. Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sergeant Liam Shiels
Chief of Police
Milk River RCMP





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Milk River

Detachment Commander

Sgt. Liam Shiels

Report Date

August 15, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)**Updates and Comments:**

Daily proactive patrols are conducted each shift by all members. This includes patrols on the major Hwy 4 from the Coutts border to Warner. Patrols are regularly conducted on 501 west and east (including Writing-on-stone provincial park) as well as secondary highways/roads in our detachment area. This helps to ensure visibility/police presence throughout our area.

7 violation tickets and documented warnings were issued during this time.

At least 2 suspension/drive while unauthorized sanctions were issued during this time.

We now have 3 of 4 members trained in radar/laser.

Priority #2: Police / Community Relations - Crime prevention**Updates and Comments:**

Coutts Days

Parade River Road Colony Visit

Warner Days Visit





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	0	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: There are four established positions, and four officers are currently working with none on special leave. There is currently no hard vacancy.

Detachment Support: There are two established positions that are filled with none on special leave. There is no hard vacancy at this time.



Milk River Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		0	0	0	0	3	N/A	N/A	0.6
Assault		2	2	4	3	6	200%	100%	0.9
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	3	0	2	3	200%	50%	0.3
Uttering Threats		3	0	4	1	4	33%	300%	0.3
TOTAL PERSONS		6	5	8	6	16	167%	167%	2.1
Break & Enter		0	1	0	0	0	N/A	N/A	-0.1
Theft of Motor Vehicle		0	0	0	1	0	N/A	-100%	0.1
Theft Over \$5,000		1	0	0	1	0	-100%	-100%	-0.1
Theft Under \$5,000		0	2	5	1	1	N/A	0%	0.1
Possn Stn Goods		0	0	0	0	2	N/A	N/A	0.4
Fraud		5	6	0	7	4	-20%	-43%	-0.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		4	1	1	1	1	-75%	0%	-0.6
Mischief - Other		1	5	1	2	3	200%	50%	0.1
TOTAL PROPERTY		11	15	7	13	11	0%	-15%	-0.2
Offensive Weapons		2	1	1	0	0	-100%	N/A	-0.5
Disturbing the peace		0	1	5	1	0	N/A	-100%	0.0
Fail to Comply & Breaches		4	1	1	6	3	-25%	-50%	0.3
OTHER CRIMINAL CODE		2	2	2	1	1	-50%	0%	-0.3
TOTAL OTHER CRIMINAL CODE		8	5	9	8	4	-50%	-50%	-0.5
TOTAL CRIMINAL CODE		25	25	24	27	31	24%	15%	1.4



Milk River Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Other		1	0	1	0	1	0%	N/A	0.0
Total Drugs		1	0	2	0	1	0%	N/A	0.0
Cannabis Enforcement		0	2	0	0	0	N/A	N/A	-0.2
Federal - General		1	8	8	1	1	0%	0%	-0.7
TOTAL FEDERAL		2	10	10	1	2	0%	100%	-0.9
Liquor Act		0	0	0	1	0	N/A	-100%	0.1
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		2	7	5	9	5	150%	-44%	0.8
Other Provincial Stats		6	7	5	6	6	0%	0%	-0.1
Total Provincial Stats		9	14	10	16	11	22%	-31%	0.6
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	0	3	5	5	67%	0%	0.9
Total Municipal		3	0	3	5	5	67%	0%	0.9
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	0	0	1	0%	N/A	0.0
Property Damage MVC (Reportable)		6	6	8	3	5	-17%	67%	-0.5
Property Damage MVC (Non Reportable)		2	0	2	2	4	100%	100%	0.6
TOTAL MVC		9	6	10	5	10	11%	100%	0.1
Roadside Suspension - Alcohol (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Roadside Suspension - Drugs (Prov)		1	0	0	0	0	-100%	N/A	-0.2
Total Provincial Traffic		77	203	313	78	17	-78%	-78%	-24.5
Other Traffic		1	1	2	3	0	-100%	-100%	0.0
Criminal Code Traffic		0	1	1	0	0	N/A	N/A	-0.1
Common Police Activities									
False Alarms		1	0	1	0	8	700%	N/A	1.4
False/Abandoned 911 Call and 911 Act		13	10	4	2	4	-69%	100%	-2.6
Suspicious Person/Vehicle/Property		9	10	12	7	10	11%	43%	-0.1
Persons Reported Missing		0	1	0	2	1	N/A	-50%	0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	5	4	6	10	400%	67%	1.7
Form 10 (MHA) (Reported)		0	0	1	0	0	N/A	N/A	0.0



Request for Decision Advertising Bylaw 646-25

RECOMMENDATION

That Council give first reading to the Advertising Bylaw 646-25.

That a public hearing be set for Bylaw 646-25 for September 17, 2025 at 5:30 p.m. in Council Chambers.

LEGISLATIVE AUTHORITY

Municipal Government Act
Division 9 Passing a Bylaw
Section 153 General duties of councillors
Section 606

BACKGROUND

Municipalities must advertise notice of certain proposed bylaws, resolutions, public hearings, and other things in accordance with the *Municipal Government Act* (MGA). Section 606 of the MGA establishes three methods of advertising which are allowed. Notice of the bylaw, resolution, meeting, public hearing or other thing must be:

- Published *at least* once a week for two consecutive weeks in *at least* one newspaper or other publication circulating in the area to which the proposed matter relates.
- Mailed or delivered to every residence in the area to which the proposed matter relates.
- Given by a method provided for in an advertisement bylaw pursuant to section 606.1.

The first two methods – publishing notice in a local newspaper or mailing to every residence – offer little flexibility, take time and can be expensive and inconvenient.

Advertising bylaws allow municipalities to adopt different and often more practical methods of providing notice to the public, including by electronic means.

Before passing an advertising bylaw under section 606.1, Council must:

- Be satisfied that the method(s) of advertising the bylaw would provide for is likely to bring the matter advertised by that method to the attention of substantially all residents in the area to which the matter relates.
- Advertise notice of the bylaw in accordance with section 606, which must be by publishing in a local newspaper or mail unless the municipality already has an advertising bylaw.
- Conduct a public hearing before second reading.
- Make the bylaw available for public inspection.



Request for Decision Advertising Bylaw 646-25

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Advertising Bylaw 646-25

**VILLAGE OF WARNER
BYLAW NO. 646-25**

A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO ESTABLISH ALTERNATIVE METHODS OF PUBLIC NOTIFICATION AND ADVERTISEMENT.

WHEREAS, pursuant to Section 606 of the *Municipal Government Act*, a Council must give notice of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1; and

WHEREAS, pursuant to Section 606.1 of the *Municipal Government Act*, a Council may by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606; and

WHEREAS, the Council of the Village of Warner is satisfied that the advertising method set out in this bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

1. Title

1.1. This bylaw may be cited as the "Advertising Bylaw."

2. Purpose

2.1. The purpose of this bylaw is to provide alternative methods for advertising proposed bylaws, resolutions, meetings, public hearings, and other things required to be advertised by the Village, and to modify certain advertising requirements.

3. Definitions

In this bylaw, unless the context otherwise requires:

Act means the *Municipal Government Act*, RSA 2000 c. M-26, and all amendments and revisions thereto;

Notice means any advertisement, notice, notification, or other form of communication required by s. 606 of the Act.

Thing means any proposed bylaw, resolution, meeting, public hearing or other things referred to in s 606 of the Act.

Village means the corporate of the Village of Warner.

4. Advertising Methods

4.1. General

- 4.1.1. Except where otherwise specified in this bylaw, where the Act requires notice of a Thing, the Village may electronically advertise the notice:
 - 4.1.1.1. by prominently post on the Village website at www.warner.ca; or
 - 4.1.1.2. by posting the Notice prominently on any of the Village's official social media sites;
 - 4.1.1.3. notwithstanding 4.1.1.1. and 4.1.1.2. anything required to be advertised under Part 17 of the Municipal Government Act or relating to development permits identified in the Land Use Bylaw must also be advertised in print media.
- 4.1.2. Notices advertised pursuant to 4.1.1. must remain accessible from the initial date of posting, through to the date of the thing advertised.
- 4.1.3. In addition to advertising pursuant to 4.1.1, the Village may also use the following methods to enhance and support advertisements posted on the Village's website:
 - 4.1.3.1. Newspapers or other print publications that circulate in the Village;
 - 4.1.3.2. Village of Warner Social Media sites;
 - 4.1.3.3. signage;
 - 4.1.3.4. newsletters, fliers, and other print media;
 - 4.1.3.5. mail;
 - 4.1.3.6. email and other electronic communications;
 - 4.1.3.7. any emergent technologies sufficient for these purposes.
- 4.1.4. Unless otherwise stated in this bylaw, any other bylaw of the Village of Warner, or any other applicable legislation, the methods used to advertise legislated notifications are at the discretion of the Village Chief Administrative Officer.

4.2. Tax Auctions

- 4.2.1. Tax Auctions shall be advertised by at least one of the following methods:
 - 4.2.1.1. in one issue of the Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the tax auction is to be held, and in one issue of a newspaper having general circulation in the municipality, no less than 10 days and not more than 20 days before

the date on which the tax auction is to be held; or

- 4.2.1.2. on the Village's website not less than 10 days before the date on which the tax auction is to be held.

This Bylaw will come into force on the date of third and final reading.

Read a first time this XX day of XXXX 2025

Read a second time this XX day of XXXX 2025

Unanimous consent be given to present for third reading this XX day of XXXX 2025

Read for a third and final time this XX day of XXXX 2025

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.