



VILLAGE OF WARNER

BOX 88, WARNER, ALBERTA, T0K 2L0
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AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – NOVEMBER 19, 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) Lions Club of Warner
 - B) **Canada's Western Gateway**
 - C) Warner & District Minor Hockey
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 COMMITTEE REPORTS
9. CORRESPONDENCE
 - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
 - A) Procurement Policy 204
 - B) Winter Road Maintenance Policy 501
11. NEW BUSINESS
 - A) Library Fees
 - B) Development Officer Appointment
 - C) **Canada's Western Gateway Appointment**
 - D) Progressive West Consulting
12. CLOSED SESSION
13. NEXT REGULAR COUNCIL MEETING DATE
Wednesday – December 17, 2025, at 5:30 p.m.
14. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the October 15, 2025 regular council meeting be accepted as presented.

That the minutes for the October 29, 2025 organizational 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: October 15, 2025 regular council meeting minutes
2. Prior to Adoption: October 29, 2025 organizational council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, October 15, 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 (via zoom), and Councillor Derek Baron

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer
Kim Owen, Finance Clerk

1. CALL TO ORDER

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

2. AGENDA

A) Items added or deleted

Delete	4B) Lions Club of Warner
Add	11D) Xplore Project

B) Adoption of the Agenda

Moved by Councillor Baron, seconded by Deputy Mayor Kirby, "that the October 15, 2025, regular council meeting agenda be accepted as amended."

Motion Carried 2025-193

3. MINUTES

A) Approval of Minutes

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the minutes for the September 17, 2025, regular council meeting be accepted as presented."

Motion Carried 2025-194

4. DELEGATIONS

A) Public Hearing: Advertising Bylaw 646-25

Mayor Lindsay declared the public hearing for Bylaw No. 646-25, being a bylaw to allow for electronic advertising, open at 5:30 p.m.

Mayor Lindsay called for those in support of the proposed bylaw to make a presentation. No one came forward.

Mayor Lindsay called for those opposed to the proposed bylaw to make a presentation. No one came forward.

Mayor Lindsay then asked if administration had any remarks, to which there were none.

Mayor Lindsay asked members of Council if they were satisfied that they have obtained sufficient information.

Mayor Lindsay declared the public hearing for Bylaw No. 646-25, closed at 5:32 p.m.

C) Warner Community Agriculture Project

Kyleen McKenzie, Chair, Warner Community Agriculture Project Committee, was in attendance to provide the scholarship recommendation to Council.

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the scholarship recommendation to award the scholarship to Joey Nagy."

Motion Carried 2025-195

5. ITEMS ARISING FROM THE MINUTES

A) Fire Department Level of Service

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve the Level of Service for the Warner Volunteer Fire Department as follows: Basic Level of Service – First Aid Training and ICS 100."

Motion Carried 2025-196

B) Devil's Coulee Museum Summer Staff Accommodation

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the report on Devil's Coulee Museum Summer Staff Accommodation as information."

Motion Carried 2025-197

C) Roll 6700 Sewer Work

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council approve a maximum amount of \$6,000.00, plus the asphalt patching repair (to be completed in the next patching rotation) towards a sewer service line repair work for roll 6700."

Motion Carried 2025-198

6. FINANCIAL REPORT

A) Financial Report (quarterly)

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Financial Report for the period ending July 31, 2025 be accepted as information."

Motion Carried 2025-199

7. ADMINISTRATIVE REPORTS

A) Municipal Enforcement Report

Moved by Councillor Baron, seconded by Councillor Toovey, "that the Municipal Enforcement report for the period ending September 30, 2025, be accepted as information."

Motion Carried 2025-200

B) Chief Administrative Officer Report

CAO Lloyd provided a verbal report in addition to the CAO report as contained in the agenda package.

Moved by Don, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending September 30, 2025, be accepted as information."

Motion Carried 2025-201

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to cease airport discussions with DIESEL Corp. and rescind motion 2025-60."

Motion Carried 2025-202

C) Solar Report (quarterly)

Moved by Councillor Baron, seconded by Councillor Koehn, "that the September 30, 2025 solar report be accepted as information."

Motion Carried 2025-203

8. COUNCIL COMMITTEE REPORTS

Councillor Koehn congratulated the WCAP committee for their work.

Councillor Toovey attended Ridge Country Housing, Ridge Regional Public Safety Services, as well as a Community Bus meeting.

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

Deputy Mayor Kirby reported on Family & Community Social Services, and spoke to Mayors and Reeves.

Councillor Baron spoke to the Milk River Health Professionals Attraction and Retention Committee and attended a Municipal Planning Commission meeting.

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Council committee reports for the period ending October 15, 2025, be accepted as information."
Motion Carried 2025-204

9. CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Councillor Koehn, "that the correspondence for the period ending October 15, 2025, be accepted as information."
Motion Carried 2025-205

10. BYLAW/AGREEMENT/POLICY REVIEW

A) Tax Instalment Bylaw 637-25

Moved by Councillor Baron, seconded by Councillor Koehn, "that second reading be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25, as amended."
Motion Carried 2025-206

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the third and final reading be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25, as amended."
Motion Carried 2025-207

B) Advertising Bylaw 646-25

Moved by Councillor Toovey, seconded by Councillor Koehn, "that second reading be given to Bylaw 646-25, being the Advertising Bylaw."
Motion Carried 2025-208

Moved by Councillor Baron, seconded by Councillor Koehn, "that third and final reading be given to Bylaw 646-25, being the Advertising Bylaw"
Motion Carried 2025-209

C) Winter Road Maintenance Policy 501

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to provide a recommendation on priority snow removal routes and bring back to November's meeting"
Motion Carried 2025-210

D) Civic Centre Policy 701

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council approve Council Policy 701: Civic Athletic Centre with the additional amendment."

Motion Carried 2025-211

E) Lions Club of Warner Campground Agreement

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the revised Campground Management Agreement for execution."

Motion Carried 2025-212

11. NEW BUSINESS

A) Alberta Municipalities Resolution Book

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the Alberta Municipalities Resolution Book report be accepted as information."

Motion Carried 2025-213

B) AMWWP Grant Application

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Alberta Municipal Water/Wastewater Partnership grant application discussion be accepted as information."

Motion Carried 2025-214

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to research the feasibility of above ground treated water storage."

Motion Carried 2025-215

C) ACP Grant Application

Moved by Councillor Baron, seconded by Councillor Kohen, "that the Alberta Community Partnership grant application discussion be accepted as information."

Motion Carried 2025-216

D) Xplore Project

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the Xplore Project and direct administration to enter into a municipal access agreement with Xplore."

Motion Carried 2025-217

12. CLOSED SESSION

13. NEXT REGULAR COUNCIL MEETING DATE

Wednesday – November 19, 2025, at 5:30 p.m. (to be confirmed after organizational meeting)

14. ADJOURNMENT

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that the regular council meeting for October 15, 2025, adjourn at 7:02 p.m."
Motion Carried 2025-218

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Prior to Adoption

Minutes of the Village of Warner Organizational Council meeting held on Wednesday, October 29, 2025, at 5:30 p.m. in the Council Chambers, in the Warner Municipal Office, at 210-3rd Avenue, Warner, Alberta.

Present - Elected Officials

Councillor Tyler Lindsay, Councillor Dan Court, Councillor Stephen Fewer, Councillor Derek Baron, and Councillor Ian Glendinning

Absent - Elected Officials None.

Present - Administration

Kim Owen, Finance Clerk

Kelly Lloyd, Chief Administrative Officer

1. CALL TO ORDER

CAO Lloyd called the organizational meeting to order at 5:30 p.m.

2. OATH OF OFFICE

All Councillors were sworn into office during the regional orientation held October 23, 2025.

3. AGENDA

A) Items added or deleted

B) Adoption of the Agenda

Moved by Councillor Baron, seconded by Councillor Glendinning, "that the October 29, 2025, organizational council meeting agenda be accepted as presented."

Motion Carried 2025-219

4. ELECTED OFFICIAL APPOINTMENTS

A) Mayor and Deputy Mayor Vote

Moved by Councillor Baron, seconded by Councillor Court, "to nominate Tyler Lindsay for the position of Mayor."

Motion Carried 2025-220

Moved by Councillor Baron, seconded by Councillor Court "that nominations cease for the position of Mayor."

Motion Carried 2025-221

Tyler Lindsay accepts the nomination.

Moved by Councillor Glendinning, seconded by Councillor Court "to nominate Derek Baron as Deputy Mayor."

Motion Carried 2025-222

Moved by Councillor Lindsay, seconded by Councillor Glendinning "that nominations cease for the position of Deputy Mayor."

Motion Carried 2025-223

Derek Baron accepts the nomination.

Tyler Lindsay and Derek Baron were declared Mayor and Deputy Mayor for 2025-2026.

B) Elected Official Appointments to Authorities, Boards, Commissions and Committees

Moved by Deputy Mayor Baron, seconded by Councillor Court, "that the appointments to various authorities, boards, commissions and committees be made as below for the 2025-2026 year."

Canada's Western Gateway (Highway 4)	1 Councillor	n/a
Chief Mountain Regional Solid Waste Services Commission <ul style="list-style-type: none">Village Bylaw 593-16 / Agreement (2000)	1 Councillor 1 Alternate	Mayor Lindsay Deputy Mayor Baron
Chinook Arch Regional Library System <ul style="list-style-type: none">Village Agreement (2021)	1 Councillor	Deputy Mayor Baron
Chinook Intermunicipal Subdivision Appeal Board <ul style="list-style-type: none">Bylaw 594-19	1 Councillor 2 Public at Large	Councillor Glendinning
Community Handi-Bus Society <ul style="list-style-type: none">Handi-Bus Bylaws	1 Councillor	Councillor Court
Family & Community Support Services (FCSS) <ul style="list-style-type: none">Bylaw 356FCSS Governance Policies	1 Councillor	Councillor Glendinning
Intermunicipal Collaboration Framework Committee <ul style="list-style-type: none">Agreement 2025	2 Councillors 1 Alternate	Deputy Mayor Baron Councillor Fewer
Mayors and Reeves	Mayor or Deputy Mayor	Mayor Lindsay Deputy Mayor Baron
Milk River Health Professionals Attraction and Retention Committee <ul style="list-style-type: none">Committee Bylaws	1 Councillor	Deputy Mayor Baron
Municipal Planning Commission <ul style="list-style-type: none">Bylaw 569-16	2 Councillors	Deputy Mayor Baron Councillor Fewer
Oldman River Regional Services Commission <ul style="list-style-type: none">Bylaws 454-95 & 474-00ORRSC Bylaw 2013-2	1 Councillor	Councillor Glendinning
Quad Council	All of Council	All of Council
Regional Assessment Review Board <ul style="list-style-type: none">Bylaw 611-23 – 3-year term	1 Councillor 1 Public at Large	Councillor Court
Regional Emergency Advisory Committee <ul style="list-style-type: none">Bylaw 586-20Advisory Committee Terms of Reference	1 Councillor	Councillor Fewer
Revitalization Committee	Silent	Councillor Court

Ridge Country Housing <ul style="list-style-type: none"> Housing Business Plan (2023-2025) 	1 Councillor 1 Public at Large	Councillor Court
Ridge Regional Public Safety Services (RRPSS) <ul style="list-style-type: none"> RRPSS Bylaw 001-16 	1 Councillor	Councillor Fewer
Ridge Water Services Commission <ul style="list-style-type: none"> Bylaw 531-11 	1 Councillor	Mayor Lindsay
SouthGrow Regional Initiative <ul style="list-style-type: none"> Article of Association (2021) 	1 Councillor	Councillor Court
Veterans Memorial Highway Association	1 Councillor	Deputy Mayor Baron
Village of Warner Library <ul style="list-style-type: none"> Bylaw 348 Library Act 	1 Councillor	Councillor Glendinning
Warner Community Agriculture Project <ul style="list-style-type: none"> Bylaw 633-24 	1 Councillor	Councillor Fewer

Motion Carried 2025-224

5. DATE, TIME, AND PLACE OF REGULAR COUNCIL MEETINGS

A) Establish Date, Time, and Place of Regular Council Meetings

Moved by Councillor Glendinning, seconded by Councillor Fewer, "that the Regular Council meetings be held the third Wednesday of every month at 5:30 p.m. at the Village Office."

Motion Carried 2025-225

6. ASSESSOR APPOINTMENT

Moved by Deputy Mayor Baron, seconded by Councillor Glendinning, "that Council appoint Benchmark Assessment Consultants Inc., as the Village of Warner's assessor."

Motion Carried 2025-226

7. AUDITOR APPOINTMENT

Moved by Councillor Court, seconded by Councillor Glendinning, "that Council appoint MWG Chartered Professional Accountants as the Village of Warner's financial auditor for 2025-2026."

Motion Carried 2025-227

The gallery cleared.

8. CLOSED SESSION

A) ATIA Section 20: Disclosure harmful to personal privacy

Moved by Deputy Mayor Baron, seconded by Councillor Glendinning, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 5:53 p.m., to discuss matters exempt from disclosure under ATIA Section 20: Disclosure harmful to personal privacy, with CAO Lloyd and Director Owen

to remain in attendance.
Motion Carried 2025-228

Moved by Councillor Court, seconded by Councillor Fewer, "that the meeting reconvene to the Organizational meeting at 6:01p.m."
Motion Carried 2025-229

9. PUBLIC AT LARGE APPOINTMENTS

A) Public at Large Appointments to Authorities, Boards, Commissions and Committees

Moved by Mayor Lindsay, seconded by Councillor Fewer, "that Craig Dies, Marjorie Cronkhite, and Beth Punga be appointed as Commission members to the Municipal Planning Commission for the 2025-2026 year; and that Colette Glynn and Val Lagler be appointed as alternate Commission members to the Municipal Planning Commission for the 2025-2026 year."
Motion Carried 2025-230

Moved by Deputy Mayor Baron, seconded by Councillor Glendinning, "that Council appoint Lindsay Mueller, Kyleen McKenzie, Trista Lindsay and Andrea Tapp as members of the Warner Community Agriculture Project Committee for the 2025-2026 year."
Motion Carried 2025-231

Moved by Councillor Court, seconded by Councillor Fewer, "that Council appoint Norma ZoBell to the Village of Warner Library Board for a three-year term, from October 19, 2025 to October 19, 2028."
Motion Carried 2025-232

9. ADJOURNMENT

Moved by Councillor Court, seconded by Councillor Glendinning, "that the October 29, 2025, organizational council meeting adjourn at 6:07 p.m."
Motion Carried 2025-

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Delegation: Lions Club of Warner

RECOMMENDATION

That the proposed irrigation construction by the Lions Club of Warner be approved as presented/amended.

LEGISLATIVE AUTHORITY

Campground Management Agreement

BACKGROUND

The CAO attended the September Lions Club of Warner meeting to discuss a couple of items. During the meeting it was noted that the Club wishes to install some irrigation lines as proposed on the attached map.

As the Campground Agreement stipulates under item 6, "any changes or improvements are made with the approval of the Village of Warner." Thus, a delegate is in attendance to garner that approval from 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

None



Request for Decision Delegation: Canada's Western Gateway

RECOMMENDATION

That the presentation from Canada's Western Gateway be accepted as information.

LEGISLATIVE AUTHORITY

Campground Management Agreement

BACKGROUND

Mr. Brady Schnell, Cluster Development Manager for Canada's Western Gateway will be in attendance to speak to the purpose and provide updates on the Trade and Logistics Corridor project.

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



Canada's Western Gateway is a 3-year cluster initiative led by Economic Development Lethbridge, partially funded by Prairies Economic Development Canada.

It brings together municipalities to strengthen the transportation, logistics, and warehousing sector, support existing businesses, and attract new investment in both operations and critical infrastructure.

Together, we achieve more than any community could alone

- City of Lethbridge
- Lethbridge County
- County of Warner
- Town of Milk River
- Village of Coutts
- Village of Stirling
- Village of Warner



CWG includes seven municipal partners, from Coutts at the U.S. border to Lethbridge Airport, covering over 200 businesses employing 3,000+ people.

Our corridor benefits from three major highways, the CPKC main line, and the 24-hour Coutts border, connecting Alberta to the Canada–US–Mexico trade route.



Cando provides integrated rail logistics across Canada and the U.S., including first- and last-mile services.

Lethbridge is a strategic site for unit trains, highway access, and future expansion.

“Switching rail cars is like a sliding puzzle — each move opens new opportunities, but you must think steps ahead.”

Cluster Development

- Connect industries, suppliers, & talent
- Boost innovation & competitiveness
- Create jobs, investment & resilience
- Proven driver of regional growth



Clusters combine businesses, municipalities, and institutions to strengthen a sector.

Rather than one community doing it alone, clusters pool expertise and resources, making the region more competitive.

Canada's Premier Food Corridor is a local example of cluster success.



Smaller municipalities often face capacity challenges. CWG helps these communities access opportunities that might otherwise pass them by.

By working together, these towns and villages gain visibility, share knowledge, and make a stronger case for infrastructure funding.

Essentially, it's about punching above their weight — and in doing so, they strengthen the entire region.

Rural areas contribute land, labour, and specialized industries that urban centres often can't provide on their own.

From farm to market, every step counts for the whole region.

Canada's Western Gateway

- Investment Readiness
- Marketing & Awareness
- Workforce Development
- Direct Business Support



Investment readiness: preparing land and processes for growth.

Marketing & awareness: branding Highway 4 as a trade and logistics corridor.

Workforce development: closing skilled labor gaps.

Business support: assisting small and medium enterprise directly.

Together, these pillars make the corridor more attractive to investors and resilient for local businesses.



The Lethbridge Airport, owned by the City of Lethbridge, is more than a transportation hub — it's a gateway for people, goods, and ideas.

Looking ahead, this infrastructure and the Coutts/Sweetgrass border crossing with the United States, positions the region to capitalize on trade opportunity, logistics innovation, and workforce mobility.

As our industries grow and supply chains evolve, having modern, connected facilities like the airport and border will be critical to attracting investment and supporting innovation.

In essence, this image of the airport represents how Lethbridge and its partners can plan for the future, connecting the region locally, nationally, and globally.

Project Outcomes Regional Impact



- Build Awareness of CWG
- Create Asset Map & Directory
- Identify Investment Ready Land
- Collect Industry Feedback
- Skilled Labour Initiatives
- Businesses Support
- Job Creation



CWG aims to support 40 businesses, contribute to the creation of jobs, and to identify and market prime investment sites.

We're building a complete asset map of businesses and partners to guide connections and marketing.

By strengthening Highway 4, Southern Alberta is positioned within the CANAMEX trade corridor — linking Canada to U.S. and Mexican markets.

**Investment
Attraction**

**Industry
Engagement**



Brady Schnell

Rylan Howard



Brady and Rylan work directly with supply chain and logistics businesses in Southern Alberta.

We connect investment opportunities and expansion projects to the region.

Please reach out — we're available to meet anytime.



Legacy & Capacity

- Lasting Capacity
- Communities ready for opportunity
- Growth through collaboration
- Connect with CWG

CWG isn't just a three-year initiative — it builds long-term regional capacity and prepares municipalities for future opportunities.

Collaboration ensures sustainable growth and a resilient local economy.

We invite you to connect with CWG staff, explore partnership opportunities, and help strengthen Southern Alberta's supply chain.



Request for Decision Delegation: Warner & District Minor Hockey

RECOMMENDATION

That the discussion with Warner & District Minor Hockey be accepted as information.

LEGISLATIVE AUTHORITY

Policy 701 – Athletic Civic Centre

BACKGROUND

Mr. Mazutinec, Mr. Thielen, and Mr. Wills have requested to speak 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. Policy 701 – Athletic Civic Centre



Council Policy 701C
ATHLETIC CIVIC CENTRE

References:
Occupational Health and Safety
Municipal Government Act
Records Management Bylaw
Rates Bylaw

Effective Date: October 15, 2025

Council Resolution No: 2025-211

POLICY STATEMENT

The Village of Warner provides residents and visitors with accessible, inclusive, affordable, and safe access to Village operated Athletic Civic Centre.

PURPOSE

To ensure that safe access to its Athletic Civic Centre is fair and equitable for all of its existing and potential users.

SCOPE

This policy applies to all User Groups, Patrons, and Staff wishing to access the Village owned Athletic Civic Centre.

RESPONSIBILITIES

The Chief Administrative Officer (CAO), or designate, is responsible to administer this policy within the terms and conditions established.

Under the jurisdiction of the CAO, staff are responsible for the safety and efficient operation for Village facilities. The CAO and facility staff shall enforce all policies and standards as designated by the Village Council.

The CAO has a right to ban offenders from use of a facility. Individuals who have their use suspended have a right to appeal to Council.

DEFINITIONS

"Patron(s)" shall mean any individual who utilizes the Athletic Civic Centre.

"Primary User(s)" shall mean a User Group that exclusively utilizes space and has been extended individualized negotiated privileges at the Athletic Civic Centre via a Primary User Group Agreement.

"Staff" shall mean those employees working at the Athletic Civic Centre.

"User(s) or User Group(s)" shall mean those formally recognized local groups that regularly book the Athletic Civic Centre.

STANDARDS

1. General

1.1. Establish and maintain ongoing preventative maintenance programs for facilities.



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- 1.2. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.
 - 1.3. Maintain appropriate standards of behaviour at the Village Athletic Civic Centre.
 - 1.4. Establish a set of fees for charges that are fair and equitable for users.
 - 1.5. Provide guidelines for the use and scheduling of activities.
 - 1.6. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site-specific activity.
 - 1.7. All Patrons utilizing the Warner Athletic Centre and the ice surface will be required to sign a release form and waiver of claims.

2. Renters

- 2.1. All ice rentals shall be made through the Athletic Civic Centre Operator.
- 2.2. All other rentals shall be made through the Village Office.
- 2.3. All keys must be signed out and a deposit as per the Rates Bylaw is to be left for security until the keys are returned.
- 2.4. Venue insurance will be required when renting the Athletic Civic Centre.
- 2.5. All groups using the Athletic Civic Centre are responsible for setting up and taking down of chairs and decorations and otherwise cleaning facility as per the facility agreement. Groups failing to do this will be charged the cost of labour of the Village crews. Groups using the arena dressing rooms are asked to leave this in a sanitary and clean state. If any group abuses the facility the privileges of use will be withdrawn.
- 2.6. Users may be required to sign a release of liability, waiver of claims, assumption of risks and indemnity agreement.
- 2.7. User Groups renting on a regular basis will be billed for time used at the end of each month.
- 2.8. All ice bookings that will not be utilized must be cancelled 30 days prior to the date of ice not being used. Ice that is not released back to the Village will be billed to the User.
- 2.9. Fees and charges follow the Village of Warner's Rate Bylaw.



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- 2.10. Organizations or User Groups who do not pay their bill within 30 days will have their regular ice time cancelled immediately.
- 2.11. Each organization or User Group must specify one contact person who will be responsible for bookings, cancellations, receiving and ensuring payment of invoices. Only the specified person(s) will be allowed to change the confirmed times booked for the organization.
3. Athletic Centre (Gym)
- 3.1. 16 years of age or under must be under the direct supervision of an adult.
- 3.2. Dressing room #5 is available for Athletic Centre users for showering purposes. The door MUST be locked while in use.
4. Ice Install and Removal
- 4.1. The normal ice season begins mid October through to the middle of March, annually.
- 4.2. School bookings will not be accepted from mid September to mid October as ice is being made (weather dependent). This schedule can be subject to change.
5. Ice Allocation Prioritization
- To accommodate Prime-time ice allocation in as fair a manner as possible the following priority ranking is established in the following order:
- 5.1. Village programs and/or services that are endorsed by the Village of Warner Council and/or are directly funded by the Village.
- 5.2. Programs and/or services provided by Primary User Groups.
- Primary User Groups will have priority when scheduling ice time in the Civic Athletic Centre.
 - An ice time booking allocation for youth Primary User Groups during Prime-time will be:
 - Monday through Thursday 4:30 p.m. to 9:30 p.m.
 - Friday and Saturday 7:00 a.m. to 9:30 p.m.
 - Sunday from 7:00 a.m. to 7:30 p.m.
 - Public/Family Skating/Stick & Shoot shall be allocated with a minimum of 5 hours per week with minimum of 3 hours per weekend.
 - Local adult organizations have priority after A, B and C (above) are accommodated for. Therefore, they have priority to book ice after 9:30 p.m. Monday through Thursday, and after 7:30 p.m. Sunday.
- 5.3. Programs and/or services provided by schools within the Horizon School Division.

- 5.4. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial or regional governing body.
- 5.5. Participant use by local groups or individuals for not-for-profit recreational activity.
- 5.6. Programs and/or services offered by private groups, organizations or individuals whose primary purpose is to make a profit (i.e., commercial users).

6. Patrons

- 6.1. Patrons shall not obstruct the free use and enjoyment of the facility by any other person.
- 6.2. Absolutely no muddy shoes in the Athletic Civic Centre.
- 6.3. Smoking is strictly prohibited in all areas of the facility.
- 6.4. Alcoholic beverages shall not be allowed in any facilities, unless written consent from the Village is provided. The use of alcohol must comply with Alberta Liquor Laws.

Any person or group found with alcohol in their possession will be ejected and may have privilege for use of the facility suspended. Intoxicated individuals shall not be granted admission to the facility.

- 6.4. Profane or abusive language and conduct considered undesirable will not be tolerated in Village facilities. No person shall interfere with, obstruct, impede, hinder, or prevent the discharge of the duties of any attendant, aid, or other person engaged in superintending, controlling, aiding, instructing or over-seeing any Village of Warner sports program or recreational activity.
- 6.5. During the summer season, and for the purposes of sport boundaries, tape of any kind is not allowed to be placed on the cement surface of the floor. Please contact the Village for this service.
- 6.6. Soap and/or cleaners are not allowed at any time on the cement surface of the floor.
- 6.7. Individuals or groups damaging the premises will be charged with the cost for repairing the damage.
- 6.8. Loitering, running and horseplay is not allowed anywhere in the facility. All children 12 and under must be under the care and control of a parent or at all times.
- 6.9. With the exception of coaches, aids, timers and Village staff, no one is allowed on the ice without skates.

- 6.10 Unless accompanied by an adult, children are not allowed in the timebox.
- 6.11 All persons under 18 years of age must wear a CCA approved sports helmet while on the ice. For all persons over 18 years of age, the Village highly encourages wearing a helmet.
- 6.12 Absolutely no cameras or filming equipment permitted in dressing rooms.
- 6.13 Glass containers, hot drinks, coloured drinks, and chewing tobacco are strictly prohibited on the ice surface.
- 6.14 Absolutely no one permitted on ice while ice surface cleaning is in operation and until overhead door is closed.
- 6.15 Only Village employees are allowed past the entrance to the Zamboni room.
- 6.16 Group or club officials negotiating facility use are responsible for the conduct of their members during their allotted time while using the facility.
- 6.17 The Village of Warner, and the Warner Athletic Civic Centre staff are not responsible for lost, stolen or damaged items.

Recommended Amendments/Additions to Village of Warner Council Policy

701C “ATHLETIC CIVIC CENTRE”

Recommended Addition to Definitions

- Dressing Room/Rooms of Last Resort
 - “Dressing Room/rooms of Last Resort” shall mean that these dressing rooms will be used as a last option only if all other dressing rooms (3,4,5,6) are being occupied. Agreement between rink staff and patron/primary user can be made at any time to use these rooms when requested.

Recommended Amendment to Policy 3.2(Yellow Highlighted)

- Currently reads:
 - Dressing room #5 is available for Athletic Centre users for showering purposes. The door MUST be locked while in use.
- Recommended Amendment:
 - Dressing room #5 is available for Athletic Centre users for showering purposes outside of “Prime Time” hours (See section 5.2b-Pink Highlighted). The door MUST be locked while in use.
 - “Prime Time” hours referred to in section 3.2 will only apply from October 1-March 31 of each year.

Recommended Addition to Policy: Section 7 “Dressing Room Allocation”

- 7. Dressing Room Allocation
 - 7.1 Dressing room 1 and 2 shall be the rooms of last resort
 - 7.2 Every effort will be made by arena staff to use dressing rooms 3,4,5,6 whenever possible during “Prime Time” hours (see section 5.2b)



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending October 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 10-01-25 01:00:00 - 11-01-25 00:59:59

Print Date 11-04-25 07:14:37 TZ Canada/Mountain

RRCPO / WARNER

Offence ID	Offence Description	Reporting District	Total
ASSIST POLICE	ASSIST POLICE	RRPSS	1
BARK	DOG BARKING	RRPSS	1
BURN	BURNING BYLAW	RRPSS	1
DOGL	DOG AT LARGE		2
Total			5

1 / 2

RRCPO / WARNER





Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending October 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 October 2025

Administration

- Council meeting preparation – 2 meetings: regular and organizational
- Council meeting attendance – 2 meetings
- Council minutes and highlights for newsletter. Copies of newsletter at grocery store.
- MPC minutes
- Meetings/communication (walk in, email and phone)
- Bi-Weekly staff meetings
- Bylaw work
- Policy work
- Development inquiries/meetings
- Follow up correspondence regarding development permits
- Updates from CPO's (when applicable)
- Development Permit processing – 9 permits to date (2 sheds/2 solar roof systems/1 detached garage and front yard fence variance/1 change of use from retail to light fabrication/1 dwelling/accessory buildings/dwelling addition)
- Records Management – Destruction
- Work on fixing discrepancies between GIS/Muniware addressing and google
- Multiple discussions with Warner & District Minor Hockey
- Website company research
- Communication to legal regarding curling rink laneway
- Council queries
- Website revision meeting
- Meeting with R. Lowry re: water readings and back feed discussion
- Attend Seniors Coffee
- Attend A. Tapps retirement party
- Attend regional orientation for new council
- Benefit renewal meeting
- Advertising for a concession operator and subsequent meetings
- Prepare technology for new council – including village email addresses
- Conversion to Microsoft 365 in the office and migration of emails
- Meeting with engineer and contractor on site for curling rink laneway
- Communication with residents regarding curling rink laneway
- Adjusting journal entries
- Water break on 1st Avenue
- Inform all Authorities, Boards and Commissions of new Council appointees
- Letters to MPC and WCAP appointees
- Meeting with potential grant writing provider
- Attend Alberta Municipalities Convention
- Complete Summer Jobs Grant Application for 2026

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."	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."	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
<u>Motion Carried 2025-148</u>	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
<u>Motion Carried 2025-160</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to send a letter to K Division regarding the lack of RCMP attendance at vehicle accidents on the highway in the Warner area."	Complete
<u>Motion Carried 2025-183</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council request additional recreational funding, above the annual contribution, from the County of Warner No. 5."	WIP
<u>Motion Carried 2025-188</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council directs administration to research and bring back options to Council for the roadway between 5 th and 6 th Avenue on 6 th Street."	WIP
<u>Motion Carried 2025-191</u>	Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council waive half of the penalties and interest under roll number 2100 and waive the other half of the penalties and interest if the account is paid in full by December 31, 2025."	1/2 Complete

<u>Motion</u> <u>Carried</u> <u>2025-198</u>	Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, "that Council approve a maximum amount of \$6,000.00, plus the asphalt patching repair (to be completed in the next patching rotation) towards a sewer service line repair work for roll 6700."	WIP
<u>Motion</u> <u>Carried</u> <u>2025-210</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to provide a recommendation on priority snow removal routes and bring back to November's meeting"	November meeting
<u>Motion</u> <u>Carried</u> <u>2025-212</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the revised Campground Management Agreement for execution."	Complete
<u>Motion</u> <u>Carried</u> <u>2025-215</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to research the feasibility of above ground treated water storage."	WIP
<u>Motion</u> <u>Carried</u> <u>2025-217</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve the Xplore Project and direct administration to enter into a municipal access agreement with Xplore."	WIP

2025 Operational Projects

Council	
Election	Complete - acclamation
Regional Orientation	Complete
WCAP 1st year Disbursement	Fall
2 to AB Munis	Complete
Technology (ipads)	Complete
EO Honorarium Increase	Complete
Administration	
Chamber Flooring	Complete
Village Admin building sign	WIP
Paint Admin building	
Paint PW building	Primer Complete
IT	Complete
Owl	Complete
Fire	
Training	Ongoing
New pumper equipment/turn out gear	Complete
Roads	
Playground zone signs/posts	WIP
Crosswalk painting	3/4 Complete - Finish in Spring
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	Complete
Road Rehabilitation	Complete
Wastewater	
Camera along 4th Avenue	
Manholes	Complete - none in 2025
Civic Centre	
Ice plant	
Brine pump	Complete
LED Lights - Library	Grant not successful

LOGIN NOTICE CONFIRMATION (Work Order 25J2155)

THIS IS NOT A REPORT

Need help reading your Login Notice? Check out this handy article:

<https://www.caro.ca/quick-guide-to-your-login-notice-how-to-review-your-sample-submission/>

CLIENT Warner, Village of (Alberta)

PO NUMBER

PROJECT Warner - Wastewater

PROJECT INFO [none]

QUOTATION ID

Warner, Village of - Master bid

SUBMITTED BY

COC NO.

eCOC#00028856

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

Receipt Details:

RECEIVED 10/16/2025 9:10:00 A

LOCATION Edmonton Lab

DISPOSAL DATE 11/15/2025

SAMPLES LOGGED IN 1

LOGGED IN 10/16/2025 8:53:00 A

ACCOUNT MGR Hanane El Hannaoui

Sample Condition Summary:

Quantity of Transport Vessels Received: 1

Receipt Temperature = 16.2°C

Broken Container(s)	No	Sampling Date(s) Missing	No	Incorrect Cont./Pres.	No	Custody Seals Intact	
Cooling Initiated	Yes	Sample(s) Frozen	No	Missing/Extra Samples	No	Documentation Issue	No
Environmental	No	Microbiological	No				
Sample(s) >10°C		Sample(s) >8°C					

Note: Sample transport temperatures of less than 8°C for microbiological parameters and less than or equal to 10°C for environmental parameters is recommended. Samples that exceed these values will still be processed. However, please note that the analytical results may be affected, especially for samples collected prior to the day of receipt.

REPORT TO

Rick Lowry
Warner, Village of (Alberta)

Warner, AB T0K 2L0
Tel: (403) 642-3877

INCLUDE QC Yes
INCLUDE COC No
EXTRAS No

INVOICE TO

Kim Owen
Warner, Village of (Alberta)

Warner, AB T0K 2L0
Tel: (403) 642-3877

FREQUENCY With Report
GST EXEMPT No
PAYMENT TERMS Net30
MIN AMOUNT N/A

Delivery Plan:

REPORT DUE 10/23/2025 5:00:00 P to 2025-10-27 17:00 (5-7 day TAT)

Contact Name	Email / Fax / Cellular	Login Notice	Report	Invoice	EDD	EDD Format	CC to	Fax	Text	Mail
Rick Lowry	ricklowry@rwsc.ca	✓	✓		✓	CARO Excel	derekhacke@rwsc.ca publicworks@warner.ca admin@warner.ca			
Kim Owen	admin@warner.ca			✓						

Analysis Schedule:

Analysis / Version	Due	Expires ¹	Status ²	Comments
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LOGIN NOTICE CONFIRMATION (Work Order 25J2155)

THIS IS NOT A REPORT

Need help reading your Login Notice? Check out this handy article:

<https://www.caro.ca/quick-guide-to-your-login-notice-how-to-review-your-sample-submission/>

Analysis Schedule, Continued:

Analysis / Version	Due	Expires ¹	Status ²	Comments
Warner Wastewater (25J2155-01) Matrix: Water Sampled: 10/14/2025 8:30:00 A 				
Container(s) Submitted: <div> <div>A = C11_1 L Plastic (General)</div> <div>B = C13_500 mL Plastic (General)</div> <div>C = C10_125 mL Plastic (H2SO4)</div> </div>				
Biochemical Oxygen Demand	2025-10-27	2025-10-16	Batched	
Biochemical Oxygen Demand, Carbonaceous	2025-10-27	2025-10-16	Batched	
Chemical Oxygen Demand	2025-10-27	2025-11-11	Available	
Solids, Total Suspended	2025-10-27	2025-10-21	Available	

¹ Red font indicates that the analysis has already or is about to expire. Note that all pH in water / Chlorine / Temperature / Dissolved Oxygen results will be automatically be qualified as they should be analyzed in the field for greatest accuracy.

² Subcontracted samples will be sent to a CARO-approved subcontract laboratory for testing, in accordance with our Terms and Conditions. For further information, please contact your account manager or teamcaro@caro.ca

Each Analysis includes the following Analytes and their respective Reporting Limits [RLs]:

Biochemical Oxygen Demand in Water	Reference Method: SM 5210 B (2019)	Units: mg/L
BOD, 5-day [8]		
Biochemical Oxygen Demand, Carbonaceous in Water	Reference Method: SM 5210 B (2019)	Units: mg/L
BOD, 5-day Carbonaceous [8]		
Chemical Oxygen Demand in Water	Reference Method: SM 5220 D* (2022)	Units: mg/L
Chemical Oxygen Demand [20]		
Solids, Total Suspended in Water	Reference Method: SM 2540 D* (2020)	Units: mg/L
Solids, Total Suspended [3]		
Note: RLs on Final Report may be higher than expected due to: 1) limited sample volume, 2) high moisture, 3) analytical interferences		

Please verify that all of the information included in this Login Notice is correct. If there are any errors, omissions, or concerns, please contact us at 1-888-311-8846.

You can expect to receive the analytical report via email on or after the due date shown above.

Thank you for using CARO!

CERTIFICATE OF ANALYSIS

REPORTED TO Warner, Village of (Alberta)

Warner, AB T0K 2L0

ATTENTION Rick Lowry

PO NUMBER

PROJECT Warner - Wastewater

PROJECT INFO

WORK ORDER 25J2155

RECEIVED / TEMP 2025-10-16 09:10 / 16.2°C

REPORTED 2025-10-21 14:14

COC NUMBER eCOC#00028856

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

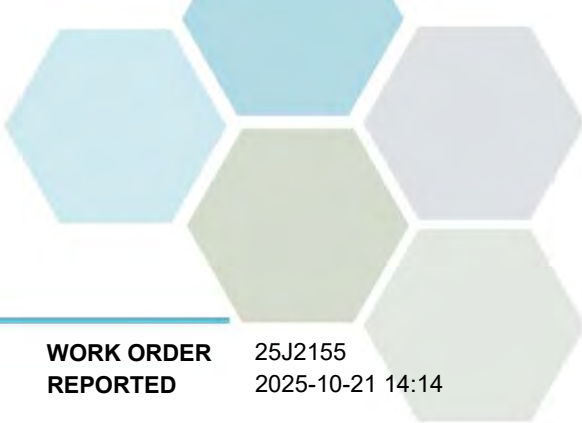
Authorized By:

Hanane El Hannaoui
Junior Account Manager



1-888-311-8846 | www.caro.ca

#110 4011 Viking Way Richmond, BC V6V 2K9 | #102 3677 Highway 97N Kelowna, BC V1X 5C3 | 17225 109 Avenue Edmonton, AB T5S 1H7 |
#108 4475 Wayburne Drive Burnaby, BC V5G 4X4



TEST RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - Wastewater	WORK ORDER REPORTED	25J2155 2025-10-21 14:14
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Analyte	Result	RL	Units	Analyzed	Qualifier
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Warner Wastewater (25J2155-01) | Matrix: Water | Sampled: 2025-10-14 08:30

General Parameters

BOD, 5-day	12.5	8.0	mg/L	2025-10-21	
BOD, 5-day Carbonaceous	10.4	8.0	mg/L	2025-10-21	
Chemical Oxygen Demand	121	20	mg/L	2025-10-21	
Solids, Total Suspended	54.4	3.0	mg/L	2025-10-17	

APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - Wastewater

WORK ORDER REPORTED 25J2155
2025-10-21 14:14

Analysis Description	Method Ref.	Technique	Accredited	Location
Biochemical Oxygen Demand in Water	SM 5210 B (2019)	Dissolved Oxygen Meter	✓	Edmonton
Biochemical Oxygen Demand, Carbonaceous in Water	SM 5210 B (2019)	Dissolved Oxygen Meter	✓	Edmonton
Chemical Oxygen Demand in Water	SM 5220 D* (2022)	Closed Reflux, Colorimetry	✓	Edmonton
Solids, Total Suspended in Water	SM 2540 D* (2020)	Gravimetry (Dried at 103-105C)	✓	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)
mg/L	Milligrams per litre
SM	Standard Methods for the Examination of Water and Wastewater, American Public Health Association

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 - Wastewater

WORK ORDER REPORTED 25J2155
2025-10-21 14:14

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
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General Parameters, Batch B5J3667

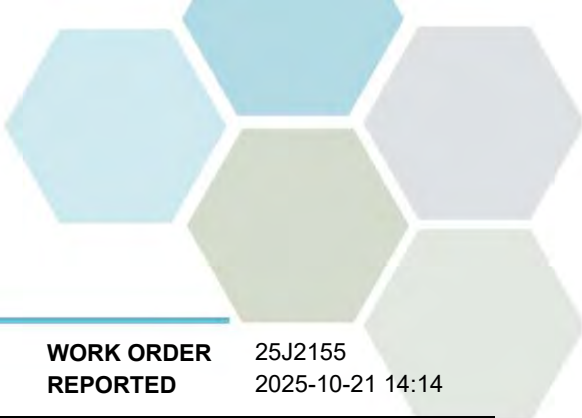
Blank (B5J3667-BLK1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day	< 2.0	2.0 mg/L							BOD6
Blank (B5J3667-BLK2)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day	< 2.0	2.0 mg/L							
LCS (B5J3667-BS1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day	192	66.6 mg/L	211		91	85-115			
Reference (B5J3667-SRM1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day	528	133 mg/L	500		106	80-120			

General Parameters, Batch B5J3668

Blank (B5J3668-BLK1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day Carbonaceous	< 2.0	2.0 mg/L							
Blank (B5J3668-BLK2)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day Carbonaceous	< 2.0	2.0 mg/L							
LCS (B5J3668-BS1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day Carbonaceous	198	66.6 mg/L	211		94	85-115			
Reference (B5J3668-SRM1)			Prepared: 2025-10-16, Analyzed: 2025-10-21						
BOD, 5-day Carbonaceous	529	133 mg/L	500		106	80-120			

General Parameters, Batch B5J3789

Blank (B5J3789-BLK1)			Prepared: 2025-10-17, Analyzed: 2025-10-17						
Solids, Total Suspended	< 1.8	1.8 mg/L							
Blank (B5J3789-BLK2)			Prepared: 2025-10-17, Analyzed: 2025-10-17						
Solids, Total Suspended	< 1.8	1.8 mg/L							
Blank (B5J3789-BLK3)			Prepared: 2025-10-17, Analyzed: 2025-10-17						
Solids, Total Suspended	< 1.8	1.8 mg/L							



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - Wastewater	WORK ORDER REPORTED	25J2155 2025-10-21 14:14
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Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
General Parameters, Batch B5J3789, Continued									
LCS (B5J3789-BS1)				Prepared: 2025-10-17, Analyzed: 2025-10-17					
Solids, Total Suspended	93.0	9.0 mg/L	100		93	80-120			
LCS (B5J3789-BS2)				Prepared: 2025-10-17, Analyzed: 2025-10-17					
Solids, Total Suspended	93.0	9.0 mg/L	100		93	80-120			
LCS (B5J3789-BS3)				Prepared: 2025-10-17, Analyzed: 2025-10-17					
Solids, Total Suspended	101	9.0 mg/L	100		101	80-120			
General Parameters, Batch B5J4186									
Blank (B5J4186-BLK1)				Prepared: 2025-10-21, Analyzed: 2025-10-21					
Chemical Oxygen Demand	< 20	20 mg/L							
LCS (B5J4186-BS1)				Prepared: 2025-10-21, Analyzed: 2025-10-21					
Chemical Oxygen Demand	494	20 mg/L	500		99	85-115			

QC Qualifiers:									
BOD6	The BOD unseeded blank dissolved oxygen depletion exceeded 0.2 mg/L.								

CERTIFICATE OF ANALYSIS

REPORTED TO Warner, Village of (Alberta)

Warner, AB T0K 2L0

ATTENTION Rick Lowry

PO NUMBER

PROJECT Warner - Wastewater

PROJECT INFO

WORK ORDER 25J2928

RECEIVED / TEMP 2025-10-22 09:00 / 12.3°C

REPORTED 2025-10-27 13:21

COC NUMBER eCOC#00028434

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

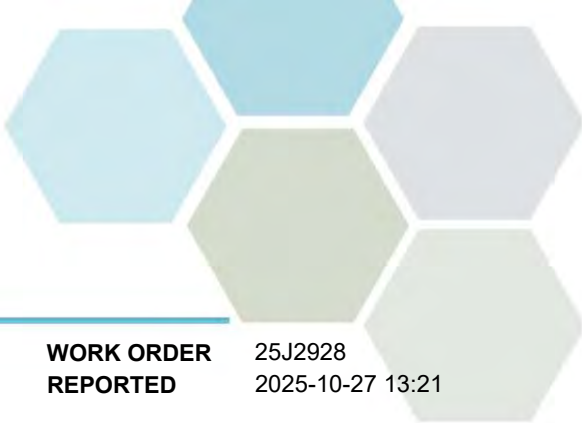
Authorized By:

Hanane El Hannaoui
Junior Account Manager



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TEST RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - Wastewater	WORK ORDER REPORTED	25J2928 2025-10-27 13:21
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Analyte	Result	RL	Units	Analyzed	Qualifier
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Warner Wastewater (25J2928-01) | Matrix: Water | Sampled: 2025-10-01 08:00

General Parameters

BOD, 5-day	< 133	8.0	mg/L	2025-10-27	BOD2, HT1
BOD, 5-day Carbonaceous	< 133	8.0	mg/L	2025-10-27	BOD2, HT1
Chemical Oxygen Demand	99	20	mg/L	2025-10-27	
Solids, Total Suspended	33.2	3.0	mg/L	2025-10-24	HT1

Sample Qualifiers:

BOD2	The sample did not exhibit enough oxygen depletion for all dilutions performed. Resulting in the minimum oxygen depletion criteria not being met, results are reported as less than value.
HT1	The sample was prepared and/or analyzed past the recommended holding time.

APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - Wastewater

WORK ORDER REPORTED 25J2928
2025-10-27 13:21

Analysis Description	Method Ref.	Technique	Accredited	Location
Biochemical Oxygen Demand in Water	SM 5210 B (2019)	Dissolved Oxygen Meter	✓	Edmonton
Biochemical Oxygen Demand, Carbonaceous in Water	SM 5210 B (2019)	Dissolved Oxygen Meter	✓	Edmonton
Chemical Oxygen Demand in Water	SM 5220 D* (2022)	Closed Reflux, Colorimetry	✓	Edmonton
Solids, Total Suspended in Water	SM 2540 D* (2020)	Gravimetry (Dried at 103-105C)	✓	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
mg/L	Milligrams per litre
SM	Standard Methods for the Examination of Water and Wastewater, American Public Health Association

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

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APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT Warner, Village of (Alberta)
Warner - Wastewater

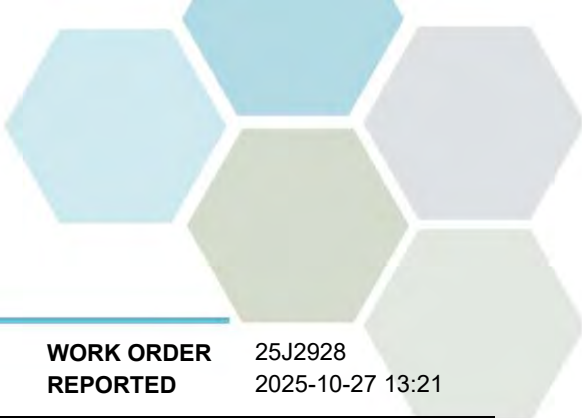
WORK ORDER REPORTED 25J2928
2025-10-27 13:21

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
General Parameters, Batch B5J4384									
Blank (B5J4384-BLK1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day	< 2.0	2.0 mg/L							
Blank (B5J4384-BLK2)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day	< 2.0	2.0 mg/L							
LCS (B5J4384-BS1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day	187	66.6 mg/L	211		89	85-115			
Reference (B5J4384-SRM1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day	474	133 mg/L	500		95	80-120			
General Parameters, Batch B5J4385									
Blank (B5J4385-BLK1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day Carbonaceous	< 2.0	2.0 mg/L							
Blank (B5J4385-BLK2)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day Carbonaceous	< 2.0	2.0 mg/L							
LCS (B5J4385-BS1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day Carbonaceous	199	66.6 mg/L	211		94	85-115			
Reference (B5J4385-SRM1)			Prepared: 2025-10-22, Analyzed: 2025-10-27						
BOD, 5-day Carbonaceous	532	133 mg/L	500		106	80-120			
General Parameters, Batch B5J4493									
Blank (B5J4493-BLK1)			Prepared: 2025-10-24, Analyzed: 2025-10-24						
Solids, Total Suspended	< 1.8	1.8 mg/L							
Blank (B5J4493-BLK2)			Prepared: 2025-10-24, Analyzed: 2025-10-24						
Solids, Total Suspended	< 1.8	1.8 mg/L							
LCS (B5J4493-BS1)			Prepared: 2025-10-24, Analyzed: 2025-10-24						
Solids, Total Suspended	95.0	9.0 mg/L	100		95	80-120			



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - Wastewater	WORK ORDER REPORTED	25J2928 2025-10-27 13:21
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Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
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General Parameters, Batch B5J4493, Continued

LCS (B5J4493-BS2)	Prepared: 2025-10-24, Analyzed: 2025-10-24								
Solids, Total Suspended	100	9.0 mg/L	100		100	80-120			

General Parameters, Batch B5J4875

Blank (B5J4875-BLK1)	Prepared: 2025-10-27, Analyzed: 2025-10-27								
Chemical Oxygen Demand	< 20	20 mg/L							
LCS (B5J4875-BS1)	Prepared: 2025-10-27, Analyzed: 2025-10-27								
Chemical Oxygen Demand	492	20 mg/L	500		98	85-115			

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

WORK ORDER 25J3192

RECEIVED / TEMP 2025-10-23 09:00 / 16.2°C

REPORTED 2025-10-31 12:19

COC NUMBER eCOC#00028639

Introduction:

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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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TEST RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - THM/HAA/Lead	WORK ORDER REPORTED	25J3192 2025-10-31 12:19
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Analyte	Result	Guideline	RL	Units	Analyzed	Qualifier
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Warner (25J3192-01) | Matrix: Water | Sampled: 2025-10-07

Calculated Parameters

Total Trihalomethanes	0.0384	MAC = 0.1	0.00400	mg/L	N/A	
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Haloacetic Acids

						HT1
Monochloroacetic Acid	< 0.0040	N/A	0.0020	mg/L	2025-10-30	RA3
Monobromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-10-30	
Dichloroacetic Acid	0.0215	N/A	0.0020	mg/L	2025-10-30	
Trichloroacetic Acid	0.0152	N/A	0.0020	mg/L	2025-10-30	
Dibromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2025-10-30	
Total Haloacetic Acids (HAA5)	0.0367	MAC = 0.08	0.00400	mg/L	N/A	
Surrogate: 2-Bromopropionic Acid	112		70-130	%	2025-10-30	

Volatile Organic Compounds (VOC)

						HT1
Bromodichloromethane	0.0013	N/A	0.0010	mg/L	2025-10-25	
Bromoform	< 0.0010	N/A	0.0010	mg/L	2025-10-25	
Chloroform	0.0371	N/A	0.0010	mg/L	2025-10-25	
Dibromochloromethane	< 0.0010	N/A	0.0010	mg/L	2025-10-25	
Surrogate: Toluene-d8	110		70-130	%	2025-10-25	
Surrogate: 4-Bromofluorobenzene	91		70-130	%	2025-10-25	

Sample Qualifiers:

- HT1 The sample was prepared and/or analyzed past the recommended holding time.
- 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 25J3192
2025-10-31 12:19

Analysis Description	Method Ref.	Technique	Accredited	Location
Haloacetic Acids in Water	EPA 552.3*	Liquid-Liquid Microextraction, Derivatization and GC-ECD	✓	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:

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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 \(Health Canada\)](#)

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

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APPENDIX 2: QUALITY CONTROL RESULTS

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

WORK ORDER REPORTED 25J3192
2025-10-31 12:19

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Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
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Haloacetic Acids, Batch B5J5171

Blank (B5J5171-BLK1)		Prepared: 2025-10-29, Analyzed: 2025-10-30							
Monochloroacetic Acid	0.0037	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	0.00990	mg/L	0.0116		85	70-130			
LCS (B5J5171-BS1)		Prepared: 2025-10-29, Analyzed: 2025-10-30							
Monochloroacetic Acid	0.0549	0.0020 mg/L	0.0558		98	75-117			
Monobromoacetic Acid	0.0362	0.0020 mg/L	0.0374		97	83-113			
Dichloroacetic Acid	0.0538	0.0020 mg/L	0.0563		96	78-112			
Trichloroacetic Acid	0.0177	0.0020 mg/L	0.0186		95	81-110			
Dibromoacetic Acid	0.0187	0.0020 mg/L	0.0188		100	89-112			
Surrogate: 2-Bromopropionic Acid	0.0106	mg/L	0.0116		92	70-130			
LCS Dup (B5J5171-BSD1)		Prepared: 2025-10-29, Analyzed: 2025-10-30							
Monochloroacetic Acid	0.0577	0.0020 mg/L	0.0558		103	75-117	5	30	
Monobromoacetic Acid	0.0390	0.0020 mg/L	0.0374		104	83-113	7	30	
Dichloroacetic Acid	0.0584	0.0020 mg/L	0.0563		104	78-112	8	30	
Trichloroacetic Acid	0.0197	0.0020 mg/L	0.0186		106	81-110	11	30	
Dibromoacetic Acid	0.0189	0.0020 mg/L	0.0188		100	89-112	< 1	30	
Surrogate: 2-Bromopropionic Acid	0.0126	mg/L	0.0116		108	70-130			

Volatile Organic Compounds (VOC), Batch B5J4629

Blank (B5J4629-BLK1)		Prepared: 2025-10-24, Analyzed: 2025-10-25							
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	0.0210	mg/L	0.0188		112	70-130			
Surrogate: 4-Bromofluorobenzene	0.0179	mg/L	0.0199		90	70-130			
LCS (B5J4629-BS1)		Prepared: 2025-10-24, Analyzed: 2025-10-25							
Bromodichloromethane	0.0198	0.0010 mg/L	0.0201		99	70-130			
Bromoform	0.0193	0.0010 mg/L	0.0201		96	70-130			

APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT	Warner, Village of (Alberta) Warner - THM/HAA/Lead	WORK ORDER REPORTED	25J3192 2025-10-31 12:19
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Analyte	Result	RL	Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Volatile Organic Compounds (VOC), Batch B5J4629, Continued										
LCS (B5J4629-BS1), Continued					Prepared: 2025-10-24, Analyzed: 2025-10-25					
Chloroform	0.0197	0.0010	mg/L	0.0201		98	70-130			
Dibromochloromethane	0.0183	0.0010	mg/L	0.0201		91	70-130			
Surrogate: Toluene-d8	0.0198		mg/L	0.0188		105	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 Council Committee Reports

RECOMMENDATION

That the committee reports for the period ending November 19, 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. Warner Revitalization Society
2. Family and Community Support Services

WARNER REVITALIZATION SOCIETY
JUNE 10, 2025
GENERAL MEETING
Warner Seniors Center

Present: Diane McKenzie, Carol Cronkhite, Beth Punga, Rod Punga, Rodger Shewkenek, Marj Cronkhite, Amy Omelusik, Vicki L'heureux, Colette Glynn, Paula Doenz, Jacob Lim, Amy Son, Jen Hall.

Meeting was called to order by Vice Chair, Diane McKenzie at 6:30 pm

Agenda was presented

Motion: by Colette to adopt agenda as presented. Carried.

Minutes from the May 13, 2025 meeting were presented.

Motion: by Carol to adopt the May 13 minutes, as presented. Carried.

Treasurers report: Marj

- a. Sale proceeds from the Garage Sale: \$516.00
- b. Balance in the account: \$8853.25
- c. Tri Community Child Care Society: \$16,000.00 Space Creation Grant money has been deposited and has been deposited into their account.
- d. Cheque requisition needs to be signed
- e. Bills Presented:
 - Marj- \$39.70 for 2 garage sale signs and holders (they will be in the WCR shed).
 - Amy- \$120.00 for Warner Day children's game costs.

Motion: by Carol to pay Marj \$39.70 for garage sale signs Second: Colette Carried

Motion: by Colette to pay Amy \$120.00 for Children's game costs Second: Rodger Carried

Motion: by Marj to accept her Treasurers Report as presented. Carried

Business Arising from the Minutes.

- a. Garage Sale Report: Marj reported that the sale went well. She thanked Rod for putting the signs out. 12 sales sites were registered on the map, with 4 extra who did not register ahead of time. People from Lethbridge, Billings, MT., Taber, Stirling and Raymond were reported in attendance. Town of Raymond has requested some posters for next years' sale. Diane noted that there are still 3 or 4 of the planters still left and are available at \$40.00 each.
- b. AGLC: Diane has finished and filed the report to them.
- c. WRS email: our new email address is now officially warnerrevitalizationsociety@gmail.com
- d. AGLC: Colette reported that there is approximately \$20,000.00 in the account and we need to add more to the account. 50/50 – if we want to sell 2 different categories of tickets (eg. 1 for \$3 and 3 for \$5.00), then each category needs to be a different color. It was decided to sell 1 for \$5.00, to make sales easier.

Motion: by Paula to set the sale of 50/50 tickets at 1 for \$5.00. Second by Carol Carried.

- e. Village Sign: Diane has talked to the Village about the entrance sign. They will maintain and work toward, the ground around the sign. If we so desire, we can apply for money through the Community Foundation for money to re-landscape, next September through a Community Priorities Grant for up to \$15,000.00 and we can apply every two years.

New Business:

- a. Membership fee: Carol suggested that we charge a membership fee of \$1.00 as is per usual with a Society.
Motion: by Amy to charge a \$1.00 membership fee. Second: Colette Carried
Fee to be pd/collected at the AGM, in the fall.
- b. Carol has received a text from John Preston dated May 13, 2025, indicating that he wishes to resign his chair position, effective immediately and will be submitting a letter to the committee.
Motion: by Carol, to accept John's request to resign, effective immediately.
Second: Paula Carried

Warner Day:

- a. Tri Community Childcare will be running a beer garden and serving Hamburgers in the east parking lot at the Warner Hotel. A band will start at 4:00pm and has been paid for through donation.
- b. The Lions Breakfast and farmers market will be at the Lions Park
- c. Fun Run: Dan Court is organizing.
- d. Car Show will be held at the RV Park
- e. Parade: starts at Noon, Warner Volunteer Fire Department are organizing.
- f. Ken Sutton will be setting up his food truck at the vacant lot next to Reids building. He will be serving Mac and Cheese in a Cup, Brisket, Sloppy Joe with Coleslaw
- g. Warner Grocery Store will be selling Hot Dogs, Ice Cream, Slurpees, Iced Coffee and more.
- h. Corn Hole (possibly) at the Lions Park.
- i. Horseshoe Tournament: Jen suggested that we could have a Horseshoe tournament but we need pits and horseshoes. Was suggested that we look into doing this for the 2026 Warner Day.
- j. Arena Events: There will be Mutton Busting and Barrell Racing at the Arena, north of the ball diamond.
- k. 50/50: Carol and Paula will sell 50/50 tickets at the Breakfast and at the Arena during the events held there.

Next Meeting: A Warner Day wrap up meeting will be held on July 8 at 6:30 at the Seniors Center.

Motion: by Amy to adjourn at 7:47 Carried

Chair_____

Secretary_____

Date:_____

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, October 1, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance

In-person

Degenstein, Dave – Town of Milk River, Board Chair

Chapman, Bill – Town of Coaldale, Vice-Chair

Doell, Daniel – Village of Barons

Deleeuw, Shelley – Town of Vauxhall

Heggie, Jack – County of Warner

Hickey, Lorne – Lethbridge County

Kirby, Martin – Village of Warner

Nilsson, Larry – Village of Stirling

Feist, Teresa - Town of Picture Butte

Staff:

- DeBow, Petra – Manager (Designate for Zakk Morrison, Executive Director)
- Florence-Greene, Evelyn – Finance and Human Resources Coordinator

Online

Jensen, Melissa – Town of Nobleford

Payne, Megan – Village of Coutts

Absent

Foster, Missy – Village of Barnwell

Harris, Merrill – M.D. of Taber

Caldwell, Heather – Town of Coalhurst

Bekkering, Garth – Town of Taber

Jensen, Kelly – Town of Raymond

Call to Order

D. Degenstein called the meeting to order at 4:02 p.m.

1. Approval of Agenda

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

Carried

2. Delegation

a) Report to Municipalities – Community Services

Becky Fitton, Community Services Supervisor presented the Draft Report to Municipalities – Community Services 2025.

The Board discussed the information provided.

The Board thanked Becky Fitton for her presentation.

L. Hickey moved the Board to approve the Report to Municipalities – Community Services 2025 as presented, and request administration to distribute the report to our Municipalities.

Carried

Becky Fitton left the meeting at 4:18 p.m.

3. Minutes

a) September 3, 2025

M. Kirby moved the minutes of September 3, 2025, FCSS Board meeting be approved as presented.

Carried

4. Business Arising from Minutes

a) Community Needs Assessment - Preliminary Results

The Prentice Institute provided a one-page Community Needs Assessment - Preliminary Results summary for distribution.

b) FCSSAA South Region Resolutions Update

Zakk Morrison attended the South Region Director's meeting on Wednesday September 10th and reported no proposed resolutions from the south region at that time.

5. Correspondence

a) Correspondence Received

The following correspondence was presented for information:

- 2025-08-25 - FCSSAA August 2025 News.
- 2025-09-11 – BEW FCSS Board Invitation to Participate in a Scenario Planning Workshop.

L. Nilsson moved the Board to receive the correspondence as presented for information.

Carried

6. Reports

a) Executive Director

P. DeBow reviewed the Executive Director's report.

The following was highlighted:

Upcoming Meetings

- 2025-10-06 – LC Regional Emergency Management Agency.
- 2025-10-09 – FCSSAA Directors Network Fall Meeting.
- 2025-10-10 – FCSSAA Board meeting.

Municipal Update

- Seniors' Expo on October 2nd, 2025.



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

Carried

b) Financial Report

P. DeBow reviewed the Financial Report.

The Board discussed the Financial Report.

M. Kirby moved the Board to approve the August 2025 Financial Report including:

- Financial Statement for August 31, 2025:
- Monthly accounts for August 1 to 31, 2025:
ATB Mastercard Statement from August 14, 2025, to September 11, 2025.

7. **New Business**

a) Family and Community Support Services Association of Alberta (FCSSAA) Annual Conference – November 26th – 28th, 2025

- Board Member Registration
- Honourable Hunter Invitation letter
- Honourable Schow Invitation letter

The Board discussed attendance at the conference is done on a rotating basis with four Board members budgeted to attend the FCSSAA Conference yearly.

L. Hickey moved the Board to direct Z. Morrison to pre-register four Board members for the conference. The Board members to attend the conference will be decided at the November Board meeting.

The Board discussed sending the BEW FCSS and FCSSAA invitation to Honourable Hunter and Honourable Schow to attend the "Breakfast with Your MLA" during the FCSSAA Conference.

B. Chapman moved the Board direct Z. Morrison to send the letter to Honourable Hunter and Honourable Schow inviting them to the "Breakfast with Your MLA" on Thursday November 27, 2025, during the FCSSAA Conference.

Carried

b) 2025-2026 FCSSAA Membership Invoice

The Board discussed the 2025-2026 FCSSAA Membership Invoice.

B. Chapman moved the Board to approve payment of the annual FCSSAA Membership Invoice #2067 for September 1, 2025, to August 31, 2026.

Carried



c) Policy Updates

P. DeBow discussed the modifications to the Occupation Health and Safety Policies.

S. Deleeuw moved the Board to receive the updated Occupation Health and Safety Policies for information.

8. Closed Session

a) Memo – Human Resources

M. Kirby moved the Board move in-camera, based on the Governance Policies - Board Meeting in Absence of the Public, at 4:34 p.m.

Carried

J. Heggie moved the Board back to regular session at 4:48 p.m.

Carried

J. Heggie moved the Board approve the allocation of one (1) floater day for all employees whose regular work schedule exceeds a 0.5 Full-Time Equivalent (FTE). This floater day is to be taken on either Monday, November 10, 2025, or Wednesday, November 12, 2025, at the discretion of the employee, the approval of the supervisor and subject to operational requirements.

Carried

9. Round Table

The Board shared municipal updates.

10. Date of Next Meeting

The date of the next regular Board meeting will be November 5, 2025, at the Coaldale HUB (2107 – 13th St.) in person starting at 4:00pm.

11. Adjournment

L. Nilsson moved the meeting to adjourn at 4:56 p.m.

Carried



Chairperson



Executive Director

05 Nov 25.

Date

Nov 5/2025

Date



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending November 19, 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. Halton Region – Public Safety Requirements
2. Municipal Affairs – Mandate Letter
3. Emergency Health Services – Upcoming Changes to EHS Dispatch
4. Oldman River Regional Services Commission – New Chief Administrative Officer
5. Alberta Transportation and Economic Corridors – Highway 4 Road Rehabilitation
6. Municipal Affairs – Congratulatory Letter
7. FortisAlberta Inc. – Congratulatory Letter
8. RCMP – Quarter 2 Report
9. Glen Motz, MP Medicine Hat-Cardston-Warner – Congratulatory Letter
10. Alberta Museums Association – Municipal Support for Museums in Alberta



VIA EMAIL

Friday, October 3, 2025

Corporate Services Department
Legal Services
Office of the Regional Clerk
1151 Bronte Road
Oakville, ON L6M 3L1

The Right Honourable Mark Carney, Prime Minister of Canada
The Honourable Sean Fraser, Minister of Justice and Attorney General
The Honourable Gary Anandasangaree, Minister of Safety
The Honourable Ruby Sahota, Secretary of State
The Honourable Doug Ford, Premier of Ontario
The Honourable Doug Downey, Attorney General
The Honourable Michael Kerzner, Solicitor General

Please be advised that at its meeting held on Wednesday, September 17, 2025, the Council of The Regional Municipality of Halton unanimously adopted the following resolution:

RESOLUTION: Public Safety Requirements to Protect Our Communities

WHEREAS community safety is the foremost responsibility of all levels of government, including federal, provincial/territorial, and municipal authorities;
AND WHEREAS recent violent home invasions in Halton Region and across Canada highlight the ongoing need to evaluate and strengthen bail laws and the administration of justice to better protect communities;

AND WHEREAS repeat violent offenders continue to be granted bail in some instances, placing victims, families, and first responders at risk, and public confidence in the justice system is undermined when such offenders are quickly returned to the community;

AND WHEREAS the federal government passed Bill C-48, which came into force in January 2024, introducing key reforms to the Criminal Code, including:

- A new reverse onus provision targeting repeat violent offending involving weapons,
- An expanded list of firearms offences triggering reverse onus,

- Requirements for courts to consider an accused's violent history and state on the record their consideration of community safety;

AND WHEREAS the federal government has committed to tabling additional legislation during the Fall 2025 session of Parliament to further strengthen community safety, including reforms related to bail and sentencing;

AND WHEREAS the provinces and territories are responsible for the administration of justice, including:

- Appointing justices of the peace and judges,
- Managing court operations and bail monitoring,
- Hiring and managing Crown Attorneys,
- Funding and overseeing provincial police services and detention centres;

AND WHEREAS on November 13, 2024, the Police Association of Ontario (PAO), the Ontario Provincial Police Association (OPPA), and the Toronto Police Association (TPA), representing 35,000 police members in Ontario, called for urgent action to ensure violent and repeat offenders are not released pending trial, and similar calls have been echoed by the Canadian Association of Chiefs of Police and Canada's Premiers;

AND WHEREAS strengthening bail provisions and the broader justice system requires ongoing collaboration across all levels of government, and doing so would reduce pressures on local police services, the courts, and municipalities;

NOW THEREFORE IT BE RESOLVED:

THAT Halton Regional Council:

1. Recognizes the steps already taken by the federal government through Bill C-48 and acknowledges the commitment to introduce further legislation in Fall 2025;
2. Calls on the Government of Canada to prioritize and expedite the introduction of its promised bail and sentencing reforms in the upcoming session of Parliament;
3. Calls on the Province of Ontario to invest in and strengthen the administration of justice, including:
 - Enhancing bail enforcement and monitoring,

- Increasing resources for Crown prosecutors and court operations, including the previously announced courthouse for Halton
- Expanding judicial capacity and detention infrastructure;
- 4. Encourages a national, coordinated approach involving all levels of government to ensure community safety is not compromised by gaps in bail or sentencing systems.

AND BE IT FURTHER RESOLVED:

- THAT Halton Regional Council calls for the following policy considerations in future reforms:
 - Expanding reverse onus provisions for repeat violent offenders,
 - Establishing stronger mandatory bail conditions, including firearm prohibitions, curfews, electronic monitoring, and no-contact orders,
 - Limiting multiple bail releases for individuals with histories of serious violent offences,
 - Improving inter-agency information sharing among police, Crown prosecutors, and corrections,
 - Prioritizing victim and community impact in bail decisions;
- THAT Halton Regional Council calls on the federal and provincial governments to review Criminal Code time limits and rules for stay of proceedings in cases involving serious and violent offences;
- THAT this motion be forwarded to:
 - The Prime Minister of Canada, the Minister of Justice and Attorney General of Canada, the Minister of Public Safety, the Secretary of State (Combatting Crime),
 - The Premier of Ontario, Attorney General of Ontario, the Solicitor General of Ontario,
 - All federal and provincial parties in the House of Commons and Ontario Legislature;
 - Halton's Members of Parliament and Members of Provincial Parliament,
 - The Canadian Association of Chiefs of Police, the Ontario Association of Chiefs of Police, the Police Association of Ontario, and the Ontario Provincial Police Association;
 - Ontario Association of Police Service Boards (OAPSB) and Canadian Association of Police Governance (CAPG);

- Halton's Local Municipalities;
- THAT this motion be shared with the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and all municipalities across Ontario and Canada, encouraging them to pass similar motions in a spirit of collaborative, cross-jurisdictional reform.

If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne
Regional Clerk
Graham.Milne@halton.ca

c.
The Honourable Pierre Poilievre, Leader of Official Opposition
Yves-François Blanchet, Leader of Bloc Québécois
Don Davies, Interim Leader of NDP
Elizabeth May, Leader of Green Party
Halton MPs
Halton MPPs
Canadian Association of Chiefs of Police
Ontario Association of Chiefs of Police
Police Association of Ontario
Ontario Provincial Police Association
Ontario Association of Police Boards
Canadian Association of Police Governance
City Clerk's Office, City of Burlington
Valerie Petryniak, Town Clerk & Director, Legislative Services, Town of Halton Hills
Meaghen Reid, Director, Legislative & Legal Services/Town Clerk, Town of Milton
William Short, Town Clerk, Town of Oakville
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
all municipalities across Ontario and Canada



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

September 22, 2025

The Honourable Dan Williams
Minister of Municipal Affairs

Dear Minister:

Thank you for your continued service to the people of Alberta and for your leadership within our government.

Albertans have entrusted us with a clear mandate: to deliver results, strengthen our communities, and build a future rooted in prosperity, opportunity, and responsible governance. Our government was elected to get the job done – and that is exactly what we will do.

Your ministry has had great success and accomplished several important milestones that reflect your commitment to serving Albertans. Some of these include:

- Strengthening local governance and updating local election rules with amendments to the *Municipal Government Act*, *Local Authorities Election Act* and the Local Political Parties and Slates Regulation.
- Enhancing construction safety and quality standards for newly built homes with changes to *New Home Buyer Protection Act* and the *Safety Codes Act*.

These achievements have laid a strong foundation for the work ahead and demonstrate your team's ability to turn vision into action.

Under your leadership as Minister of Municipal Affairs, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the Committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

- Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.
- In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.
- Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.
- Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

In addition, I expect you to provide support on further initiatives overseen by your colleagues:

- In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans



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they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to continuing the important work we have started and to get the job done.

Sincerely,

A handwritten signature in black ink that reads "Danielle Smith". The signature is written in a cursive style with a large, stylized "D" and "S".

Hon. Danielle Smith
Premier of Alberta



Memorandum: *Pre-Alert Process Update*

Emergency Health Services-Alberta

Date: October 29, 2025

To: MFR Partners

From: EHS-Alberta Senior Leadership

RE: Upcoming Changes to EHS Dispatch – MFR Partner Information

Dear MFR Partners,

We are modernizing services provided by EHS-Alberta. The goal is to improve patient outcomes and decrease response times to life threatening and high acuity events by improving how we respond to all events. In other words, dispatching the right resource to the right patient.

The first step in this transition will be the removal of the “Pre-Alert” process. ECOs will assess the clinical urgency of the situation before assigning EHS resources. When a life threatening or high-acuity event is identified an ambulance will be dispatched immediately. Starting **November 4, 2025**, Emergency Communications Officers (ECOs) will assess the clinical urgency of the situation before dispatching EHS resources. This change helps ensure that the most appropriate resource is sent based on the patient’s clinical needs. While these changes affect EHS-Alberta dispatch protocols, **response plans for MFR partners are not impacted** by this change.

What’s changing for EHS-Alberta?

Today, when a caller requests EHS and their address is verified, an ambulance is pre-alerted immediately before the nature or urgency of the patient’s condition is fully understood. While this was originally designed to speed up response times, it has created challenges, including an overallocation of resources and potentially a slower response for those who need urgent care.

Going forward, ECOs will continue to triage events through IAED medical protocols and assess the acuity of the event before allocating resources. At any point during a call when it is identified that there is a critical situation an ambulance will be dispatched immediately. For all other calls, an ambulance or care recommendations will be assigned once the clinical need is understood.

Why this matters

This change helps us strengthen how we respond to events by:

- **Deploying resources more effectively:** collect more information about the event before dispatching, reduces unnecessary responses and keeps ambulances available for those who truly need them.
- **Avoiding unnecessary deployments:** reduce when crews are dispatched, stood down, and sometimes re-assigned because the event is not fully understood before dispatching.
- **Supporting responder safety:** responders will know the nature of the call at the time of dispatch. This allows them to prepare appropriately and reduce exposure to risk.
- **Improving patient outcomes:** ensuring the right care gets to the right patient.

What this means for MFR Partners

While these changes affect EHS-Alberta dispatch protocols, **response plans for MFR partners are not impacted** by this change:

- **Community emergency resources will be respected and activated** for the medical events that your agency has selected for participation in the MFR program.
- **MFR agency dispatch centres will be notified** as soon as the medical determinant meets the MFR agency response plan.
- **Notifications for fire rescue response** (e.g. motor vehicle collision, fire, HAZMAT), will continue to be sent to the fire dispatch centre at the earliest opportunity.

Thank you for your continued professionalism, adaptability, and commitment to excellence.

Together, we're strengthening Emergency Health Services in Alberta for patients, the public, and for each of you.

If you have any questions or concerns, please reach out to us at mfr@emergencyhealthservices.ca

October 27, 2025

File: 30A-94
Sent via Email

All Member Municipalities of the
Oldman River Regional Service Commission

Dear Councils and Chief Administration Officers:

RE: Announcement of New Chief Administrative Officer – Tracy Thomas

On behalf of the Executive Committee of the Oldman River Regional Services Commission (ORRSC), we are pleased to announce the appointment of Tracy Thomas as the Commission's new Chief Administrative Officer (CAO), effective January 12, 2026.

Tracy joins ORRSC from the Town of Fort Smith, Northwest Territories, where she currently serves as Senior Administrative Officer. As a board member of the Canadian Association of Municipal Administrators, Tracy brings extensive leadership experience and a proven record of building successful collaborative partnerships. Throughout her career, she has worked closely with councils to stabilize municipal operations and address a wide range of organizational challenges. We are confident that her skill set and professional approach will serve our forty-member municipalities well as she leads the Commission into its next chapter.

The Executive Committee established CAO Hiring Committee to oversee the recruitment and selection process. The Executive Committee selected the following individuals to serve on the Hiring Committee:

- Christopher Northcott, Chair
- Brad Schlossberger, Executive Member
- Neil Sieben, Executive Member
- Gavin Scott, Senior Planner
- Raeanne Keer, Executive Assistant

Over the course of several months, beginning in June 2025, the Hiring Committee dedicated significant time and effort to an extensive and transparent process. This included developing and finalizing a detailed job description and recruitment strategy, conducting a broad advertising and outreach campaign, reviewing and shortlisting applications, holding two rounds of interviews, and completing reference checks, background screening, and contract negotiations.

This process was carried out in accordance with Bylaw No. 2021-01 Board of Directors and Executive Committee Bylaw, which authorizes the Executive Committee to interview applicants for the position of CAO, make the appointment, and set the terms of employment on behalf of the Board.

I wish to thank and extend my sincere appreciation to the members of the Hiring Committee for their diligence, professionalism, and commitment throughout this important process.

We would also like to express our deep gratitude to Lenze Kuiper, ORRSC's current and outgoing Chief Administrative Officer, who will be retiring after more than 20 years of dedicated service to the Commission. Lenze's leadership and commitment have been instrumental in strengthening regional collaboration and guiding ORRSC through decades of growth and change. We wish him the very best in his well-deserved retirement and thank him for ensuring a smooth and thoughtful transition.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

As we look ahead to the new year, the transition process will include orientation and introductions with Tracy, participation in municipal meetings, and her first Board of Directors meeting on March 5, 2026. Further details regarding these introductions and opportunities to meet Tracy will be shared early in the new year.

Please join us in welcoming Tracy Thomas to the Oldman River Regional Services Commission and in thanking Lenze Kuiper for his exceptional contributions and leadership over the past two decades.

Should you have any questions regarding these changes please do not hesitate to reach me by email at christopher.northcott@vulcan.ca.

Sincerely,

Christopher Northcott
Chair

From: Kyle Tait <ktait@islengineering.com>
Sent: November 3, 2025 5:21 PM
To: Kelly Lloyd
Cc: glen.murray@gov.ab.ca; mason.singh@gov.ab.ca; Jared Hirsche
Subject: ATEC Hwy 4:04 Roadway Rehabilitation Project - Stakeholder Notification - Village of Warner
Attachments: 4-04_LP.pdf

Good evening,

I'm writing to inform you that we are currently supporting ATEC on a roadway rehabilitation project on Hwy. 4 in proximity of the Village of Warner. The project limits are shown on the attached location plan and are as follows:

- * Hwy 4:04 (SBL) – Km 3.002 to Km 21.831
- * Hwy 4:04 (NBL) – Km 3.458 to Km 11.608

We are presently in the preliminary engineering phase, with construction anticipated to begin in the summer of 2026. We will share updates regarding the construction schedule as soon as they become available.

In the meantime, if you have any questions, concerns, or relevant information that should be considered as part of this project, please don't hesitate to reach out.

Thank you,

Kyle Tait, P.L.(Eng.) | Transportation Manager
ISL Engineering and Land Services Ltd.
416B Stafford Drive South
Lethbridge, AB T1J 2L2
T: 403.327.3755 C: 403-360-9411
ktait@islengineering.com islengineering.com

The Right Team for Your Project
Integrated Expertise. Locally Delivered.

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Hwy 52

Hwy 4:04 (SBL) Limit
Km 21.831

New Dayton

Hwy 4

Hwy 4:04 (NBL) Limit
Km 11.608

Hwy 506

Hwy 36

Hwy 4:04 (NBL) Limit
Km 3.458

Hwy 4:04 (SBL) Limit
Km 3.002

Warner

Hwy 504





ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR120370

November 4, 2025

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

Dear Mayor Lindsay and Council:

My sincere congratulations on your election to municipal office for the Village of Warner. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Village of Warner's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs



FortisAlberta Inc.
1012 11 Ave
Coaldale, AB
T1M 0E4
Cody Webster
Stakeholder Relations Manager

Oct 24, 2025

Mayor and Council
Village of Warner
PO Box 88
Warner, Alberta T0K 2L0

Dear Mayor and Council,

On behalf of FortisAlberta, your electricity distribution service provider, I would like to extend warm congratulations to all newly elected and returning members of council. Your dedication to public service and your communities is truly commendable.

As your Stakeholder Relations Manager, I look forward to serving as a trusted advisor and partner to you and your municipality. Our team at FortisAlberta values the strong relationships we share with local governments, and we are committed to working alongside you to support the priorities and needs of your community.

As you settle into your new or returning role, please know that I am your primary point of contact. I encourage you to reach out at any time. I am here to listen, provide support and ensure open communication between your council and FortisAlberta.

Wishing you every success in your term ahead. I look forward to connecting with you soon and continuing to strengthen our partnership.

Best regards,

A handwritten signature in black ink that reads "Cody Webster".

Cody Webster
Stakeholder Relations Manager
403-329-7508
cody.webster@fortisalberta.com



November 5th, 2025

Mayor and Councils of the Town of Milk River, Town of Warner, Warner County, and the Village of Coutts

Hello,

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

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

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 other 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

November 5, 2025

Fiscal Year

2025-26

Quarter

Q2 (July - September)

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.

5 Violation tickets issued this period.

1 Suspended driver located and charged.

Members of the RCMP Border Enforcement Team regularly are in the area conducting patrols of the highways and the border.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No Community consultations noted for this time period.	



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 September 29, 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: Of the four established positions, four officers are currently working with none on special leave. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.



Milk River Provincial Detachment

Crime Statistics (Actual)

July - September: 2021 - 2025

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

October 7, 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	2	0	2	0	N/A	-100%	0.0
Other Sexual Offences		0	2	0	0	0	N/A	N/A	-0.2
Assault		2	3	3	3	4	100%	33%	0.4
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		3	3	0	2	1	-67%	-50%	-0.5
Uttering Threats		2	3	1	4	0	-100%	-100%	-0.3
TOTAL PERSONS		7	14	4	11	6	-14%	-45%	-0.5
Break & Enter		3	1	2	0	2	-33%	N/A	-0.3
Theft of Motor Vehicle		1	1	0	2	0	-100%	-100%	-0.1
Theft Over \$5,000		1	1	1	0	0	-100%	N/A	-0.3
Theft Under \$5,000		2	1	5	2	0	-100%	-100%	-0.3
Possn Stn Goods		2	1	1	0	0	-100%	N/A	-0.5
Fraud		3	1	4	4	5	67%	25%	0.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		5	0	2	2	1	-80%	-50%	-0.6
Mischief - Other		1	1	0	0	3	200%	N/A	0.3
TOTAL PROPERTY		18	7	15	10	11	-39%	10%	-1.1
Offensive Weapons		0	0	1	0	0	N/A	N/A	0.0
Disturbing the peace		0	1	1	2	0	N/A	-100%	0.1
Fail to Comply & Breaches		1	6	6	1	7	600%	600%	0.7
OTHER CRIMINAL CODE		1	3	0	1	3	200%	200%	0.2
TOTAL OTHER CRIMINAL CODE		2	10	8	4	10	400%	150%	1.0
TOTAL CRIMINAL CODE		27	31	27	25	27	0%	8%	-0.6



Milk River Provincial Detachment

Crime Statistics (Actual)

July - September: 2021 - 2025

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

October 7, 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		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Trafficking		0	0	0	0	2	N/A	N/A	0.4
Drug Enforcement - Other		0	0	0	0	2	N/A	N/A	0.4
Total Drugs		1	1	0	0	4	300%	N/A	0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	7	5	2	6	200%	200%	0.3
TOTAL FEDERAL		3	8	5	2	10	233%	400%	0.8
Liquor Act		0	0	0	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		4	3	3	7	7	75%	0%	1.0
Other Provincial Stats		9	2	4	8	4	-56%	-50%	-0.4
Total Provincial Stats		13	5	7	15	11	-15%	-27%	0.6
Municipal By-laws Traffic		1	1	0	0	0	-100%	N/A	-0.3
Municipal By-laws		2	3	2	1	7	250%	600%	0.8
Total Municipal		3	4	2	1	7	133%	600%	0.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	1	0	N/A	-100%	0.1
Property Damage MVC (Reportable)		14	14	14	11	7	-50%	-36%	-1.7
Property Damage MVC (Non Reportable)		2	1	1	3	1	-50%	-67%	0.0
TOTAL MVC		16	15	15	15	8	-50%	-47%	-1.6
Roadside Suspension - Alcohol (Prov)		0	1	1	0	0	N/A	N/A	-0.1
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		115	278	228	36	13	-89%	-64%	-44.6
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		0	1	0	0	1	N/A	N/A	0.1
Common Police Activities									
False Alarms		2	0	0	3	0	-100%	-100%	-0.1
False/Abandoned 911 Call and 911 Act		7	12	1	2	5	-29%	150%	-1.4
Suspicious Person/Vehicle/Property		13	4	6	10	6	-54%	-40%	-0.8
Persons Reported Missing		0	0	1	0	0	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	3	2	6	11	120%	83%	1.5
Form 10 (MHA) (Reported)		0	0	0	1	3	N/A	200%	0.7



November 13, 2025

Dear Mayor Lindsay and Warner Village Council,

On behalf of the Constituents of Medicine Hat-Cardston-Warner, I extend my sincere congratulations to you on your recent election. I am confident that you will represent the Village with integrity and dedication in the important decisions ahead. Thank you for your willingness to serve the people of Warner.

My staff and I remain available to support you on issues where federal and municipal interests align. Should you require any assistance, please feel free to contact us.

I wish you continued success as you serve in your vital roles within our community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Glen Motz'.

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



403-528-4698



Glen.motz@parl.gc.ca
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Suite #306, 2810-13 Avenue SE
Medicine Hat AB T1A 3P9



Suite 120, 12420.104 Ave NW
Edmonton, AB T5N 3Z9
780.424.2626
info@museums.ab.ca
museums.ab.ca

November 12, 2025

Mayor Tyler Lindsay and Council
Village of Warner
Box 88
Warner, AB T0K 2L0

Dear Mayor Lindsay and Council:

RE: Municipal Support for Museums in Alberta

On behalf of the over 500 members of the Alberta Museums Association (AMA), it gives me great pleasure to congratulate you on your recent election as representatives for the people of Warner.

The AMA leads, facilitates, and supports the province's museums through multifaceted programs and services, including advisory resources, professional development opportunities, award-winning publications, and a grants program. As an advocate for the museum community, the AMA champions our membership's commitment to creating innovative, sustainable, and engaging opportunities for life-long learning and celebration of Alberta's heritage. This work ensures that Alberta's museums are leading contributors to the social, cultural, and economic fabric of our province.

As representatives for the Village of Warner, I encourage you to continue and strengthen your support for the museums in your municipality, including the Devil's Coulee Dinosaur & Heritage Museum. This museum is among the many participants in the AMA's Recognized Museum Program, an accreditation program for museums in Alberta that ensures proper stewardship of our province's collections and a quality visiting experience for all Canadians.

I wanted to share that in recent national surveys conducted for the *Reconsidering Museums* project (reconsideringmuseums.ca) we learned that members of the public strongly value local museums. 74% of Canadians agreed that local museums bring value to their community, and 70% agreed that local museums provide a sense of community. Your support for museums comes in various forms, but did you know Alberta museums receive the highest proportion of their funding from local governments, at 30%¹? Local governments in Alberta are integral partners in the preservation of our unique heritage and culture, and we appreciate your contribution.

We hope you will endeavour to support and enhance the vital role of museums in Warner, and in the excellent quality of life in Alberta. Please feel free to contact me at 780.424.2626 ext. 1 or jforsyth@museums.ab.ca to discuss how we can best work towards engaged, thriving, and inclusive museums at the heart of Alberta's communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Forsyth".

Jennifer Forsyth
Executive Director / CEO
Alberta Museums Association

¹ Government of Canada Survey of Heritage Institutions: 2021 Report, Department of Canadian Heritage



MUSEUMS MATTER TO CANADIANS

We value museums because they make sense of the world around us. They collect our tangible and intangible heritage and invite us to share in the many stories they help tell. Their collections broaden, inspire, and facilitate a shift in our thinking, but the most important work of museums is in collecting perspectives: in showing us how our stories are told.

3 in 4 Canadians think museums are a very important part of Canadian society.

We heard from Canadians across the country that they value and trust museums, and think they are an important part of Canadian society.

ACCESS:

Canadians know about and visit museums, feel welcome in them, and recognize them as spaces for reflection, learning, and dialogue. They value museums even if they do not visit them regularly. Museums are seen as accessible and inclusive spaces, where people can go to see themselves reflected in exhibits, collections, and programs.

94%

agree that museums make them feel welcome and provide what they need for their visits

88%

agree that the museum is a safe place

76%

agree that museums give people a sense of belonging and membership in a community

Our national identity is changing. As Canada becomes more diverse, it is important to have accessible, inclusive, and welcoming public spaces where Canadians can see themselves in the stories that we tell about our country.

AUTHORITY:

Canadians continue to trust museums and to consider them a credible source of information. They value museums for their role in preservation and learning. Canadians want museums to continue to tell the truth, but to also embrace more diverse types of expertise, including community knowledge and lived experience.

95%

agree that the museum is a place to preserve and care for art and objects, and to tell their stories

95%

agree that the museum is a place to learn and be inspired

80%

agree that museums are a highly credible source of information, above daily newspapers and television

While trust in public institutions is decreasing, museums continue to be seen as trustworthy by Canadians. In an age of misinformation, it is important to have credible institutions that can help us understand ourselves and our place in the world.



RECONSIDERING MUSEUMS

ACTIVISM:

Canadians think that the museum has value as a teacher, ally, and an agent of change. They see museums as a possible leader, and a model, poised to act on important societal issues like reconciliation, climate change, and growing inequalities.

We are living in a time of increased urgency around the need for social change. Museums are positioned to help lead Canadians as they navigate those changes, and to provide a space for critical thinking and dialogue about the issues that matter to them.

94%

think that the museum
can address societal
issues

65%

agree that museums
should play a prominent
role in education when it
comes to addressing
societal issues

88%

agree that museums
give us information
and perspective on
important cultural and
social issues

METHODOLOGY:

Launched in 2020, Reconsidering Museums was undertaken in partnership with a consortium of provincial and territorial museums associations and the Canadian Museums Association, led by the Alberta Museums Association. The online engagement campaign, Museums for Me, asked the public about the role, value, and future of museums. It included a series of consultations including a survey, public opinion polling, and dialogue sessions undertaken by Hill+Knowlton Strategies Canada on behalf of the consortium.

Visit reconsideringmuseums.ca to learn more.

The Alberta Museums Association gratefully acknowledges the financial support of the Government of Canada through the Canada Cultural Investment Fund and the Province of Alberta through the Community Initiatives Program for the Reconsidering Museums project.



RECONSIDERING
MUSEUMS



Request for Decision Policy 204: Procurement

RECOMMENDATION

That Council approve Council Policy 204: Procurement as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

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

Part 6: Municipal Organization and Administration

Council's principal role in municipal organization

201(1) A council is responsible for

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

BACKGROUND

The Procurement Policy has been revised to provide clarity as to what a Type 3 Event means. A definition has been added.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Council Policy 204: Procurement



References:	Effective Date:	March 20, 2024
Canadian Free Trade Agreement		
New West Partnership Trade Agreement		
Municipal Government Act	Council Resolution No:	2024-50
Freedom of Information and Protection of Privacy Act		
Records Management Bylaw		

POLICY STATEMENT

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

PURPOSE

The purpose of this policy is to ensure that:

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

SCOPE

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

DEFINITIONS

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

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

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

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

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



Type 3 Event shall mean a highly complex incident that requires significant resources. An Emergency Operations Centre (EOC) may be activated for Level 3 emergencies (ICS Levels 1-4).

RESPONSIBILITIES

Council's responsibility is to:

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

The Chief Administrative Officer's responsibility is to:

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

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

STANDARDS

1. Purchasing Thresholds

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

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



2. Competitive Bid Process

- 2.1. The formal competitive bid process is intended to ensure that all interested vendors are given equal opportunity to provide the Village with goods or services in response to identified need.
- 2.2. The process is expected to create a competitive environment within which the Village will acquire goods or services at the lowest net cost, unless otherwise identified (all things being equal) under conditions which maximize the corporation's resources.
- 2.3. The selection of the appropriate competitive process is relative to the knowledge of the product or service being acquired and the award processes. The four (4) processes that can be used at the discretion of the Village are as follows:
 - Tender – A tender process should be used when price or cost is the sole award factor and specifications, terms and conditions are clearly defined. A pre-Tender meeting must be held for all Tenders, Proposals or Quotations estimated at greater than \$500,000.
 - Request for Quotation (RFQ) - The "Request for Quotation" process is normally used where cost and other factors are considered in the award. Specifications may not be conclusive and an element of review is required to ascertain lowest net cost and appropriate quality prior to award.
 - Request for Proposals (RFP) - The "Request for Proposals" process may be used for goods or services of any dollar value where requirements or specifications are not clearly defined. This method provides the vendor with an opportunity to bid on work or service using their unique skills. An RFP is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of the Village. The selection of the successful vendor is based on the Village's appreciation of the proposal and the vendor's ability to complete the project or provide the service.
 - Sole Source – A Sole Source purchase may be used when there is only one available supplier of a required product or service that meets the needs of the Village, subject to regular review. Negotiation should be used to complete the terms and conditions for this purchase.
- 2.4 Upon completion and award of all purchase transactions where the formal bid or Tender process has been used, the unsuccessful vendors in the competition are to be notified. Only the name of the successful vendor and the total cost paid are to be released.



Request for Decision Policy 501: Winter Road Maintenance

RECOMMENDATION

That Council approve Council Policy 501: Winter Road Maintenance as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 3: Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

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

Part 6: Municipal Organization and Administration

Council's principal role in municipal organization

201(1) A council is responsible for

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

BACKGROUND

The creation of Policy 501: Winter Road Maintenance creates the standards as it pertains to how the Villages road and sidewalk infrastructure will be maintained.

Since the creation of this policy, two road surfaces have been rehabilitated with a mixture of gravel and oil to which a plow could be utilized to remove snow. These roadways should now be identified as part of a priority route as per Council's decision.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Council Policy 501: Winter Road Maintenance



Council Policy 501 WINTER ROAD MAINTENANCE

References:

Municipal Government Act
Bylaw 539-12: Sidewalk Snow Removal
Records Management Bylaw

Effective Date:

Council Resolution No:

POLICY STATEMENT

To enhance safe traffic and pedestrian movement and provide satisfactory walking and driving surfaces where ever reasonably possible.

PURPOSE

To establish guidelines for the removal of snow from roads and sidewalks owned by the Village of Warner insofar as the **Village's** resources will allow, as well as setting out priorities for winter road maintenance in the Village of Warner.

SCOPE

This policy applies to streets and sidewalks located within the Village of Warner boundary.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.

STANDARDS

1. The Village of Warner Public Works will begin road clearing work with 48 hours after a major snow fall event, where accumulations have occurred which exceed ten centimetres (10 cm), or four inches (4") of overall accumulation.
2. Snow clearing will not occur where a winter snow event causes such reduced visibility that by doing so would endanger the operator or the public at large. Snow clearing will commence when conditions ease to allow for the safe operation to do so.
3. In light snowfall events, less than ten centimetres (10 cm) or four inches (4"), Public Works will ensure the possibility of the roads and may opt for use of sand at intersections, instead of plowing to increase the longevity of oiled road infrastructure.
4. It is expected that there will be extreme weather situations where the immediate demand for snow and ice control services will exceed the available resources.
5. During a blizzard or severe weather conditions, public works and the CAO may use discretion to prioritize any areas they deem essential. Snow removal crews may adjust snow and ice control materials depending on the temperature and weather conditions.



6. As a general rule, laneways (back alleys) are not plowed, unless extensive snow drifting occurs.

7. Sidewalks

- 7.1. All sidewalks adjacent to Village owned property will be cleared of snow in the following order:

- 7.1.1. Administration Office and Library: 3rd Avenue from 2nd Street to 3rd Street.

- 7.1.2. 4th Avenue from County Road to 3rd Street on the north and south side of the road; as well as the block between 4th Avenue on 2nd Street to 3rd Avenue.

- 7.1.2.1. The first pass will be completed by Village staff. Subsequent sidewalk clearing is the responsibility of the business owner.

8. Village crews may use a combination of plowing, snow blowing, sweeping, and sanding and/or salting to clear ice and snow from sidewalks, and walkways within park areas.

- 8.1. Sidewalk snow will be pushed to the road for snow removal.

9. Walkways adjacent to town properties shall be cleared, sanded, and salted within forty-eighty (48) hours after the completion of a snowfall that exceeds 5cm.

10. Snow clearing of private driveways and sidewalks adjacent to privately held parcels are the sole responsibility of the property owner. Snow pushed to the windrow must be completed prior to snow removal. Should damage to Village infrastructure while doing such clearing will be solely responsible for the cost of the damaged infrastructure.

11. Occupiers of any property situated along municipal streets shall be responsible for removal of said snow, ice, dirt, debris or other material from all sidewalks and walkways, including access ramps adjacent to their properties within twenty-four (24) hours in commercial areas and forty-eight (48) hours in residential areas after said snow, ice or dirt is deposited thereon.

12. The aforementioned twenty-four (24) and forty-eight (48) hours shall mean all days except Sunday.

13. Roadway

- 13.1. Paved Roads

- 13.1.1. All snow will be windrowed to the middle of the road, followed by clearing the Intersections ~~and snow removal once completed.~~

13.1.2. Priority Route

13.1.2.1. **Dependent on the road conditions**, paved roads will be plowed first in the following order:

- 4th Avenue from County Road to 6th Street
- 3rd Avenue from County Road to 5th Street
- 5th Avenue from East to West
- **6th Avenue from East to West**
- **2nd Avenue from East to West**
- 2nd Street North to South between 4th Avenue and ~~3rd~~ **2nd** Avenue
- 3rd Street North to South at the beginning of pavement on 3rd at the alley between 5th and 6th Avenue all the way to 2nd Avenue
- 4th Street North to South from 7th Avenue to 2nd Avenue
- **5th Street**

13.1.3 Service roads are maintained by Volker Steven.

13.2 Gravel Roads

13.2.1 Village crews may use a combination of plowing, snow blowing, sweeping, and sanding and/or salting to clear ice and snow from the roadway.

13.2.2 One path will be made on the gravel roads **with backhoe**.

13.2.3 Intersections will be cleared.

13.3 Snow Removal

13.3.1 Snow removal will occur as follows: ~~alternate between the north or south sides of the Village until gravel roads are complete.~~

- 3rd Avenue
- 5th Avenue
- 6th Avenue
- 2nd Avenue
- 2nd Street
- 3rd Street
- 4th Street
- 5th Street
- 4th Avenue

13.4 Parking Lots

13.4.1 The Athletic Civic Centre and Village office parking lots will be cleared once the roads are completed.



Request for Decision Library Fees

RECOMMENDATION

That the library fee discussion be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

It has been asked to add the item of library fees to the agenda for discussion.

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

	Arrowwood	Barnwell	Blairmore	Cardston	Carmangay	Champion	Claresholm	Coaldale	Coutts	Enchant	Fort Macleod	Glenwood	Gratum	Grassy Lake	Hays	Lomond
Adult	\$5.00 Age: 19+	\$0.00 Age: 18-59	\$0.00 Age: 16+	\$15.00 Age: 18-64	\$0.00 Age: 18+	\$10.00 Age: 19+	\$20.00 Age: 18-64	\$0.00 - Town \$9.00 - County Age: 18-64	\$0.00 Age: 18+	\$10.00	\$20.00 Age: 18+	\$10.00 Age: 18+	\$0.00 Age: 17+	\$0.00 Age: 18+	\$0.00 Age: 18+	\$7.00 Age: 18-59
Family	\$10.00	\$0.00	\$0.00	\$35.00	\$0.00	\$20.00	\$50.00	\$0.00 - Town \$18.00-County			\$30.00	\$20.00	\$0.00	\$0.00		\$15.00 2 adults & children 17 years and under living in same household
Juvenile	\$2.00 Age: 18 & under	\$0.00 Age: 5-17	\$0.00 Age: 15 & under	\$15.00 Age: 17 & under	\$0.00 Age: 12 & under	\$5.00 Age: 18 & under	\$0.00 - Child Age: 5 & under \$0.00 - Juvenile Age: 6-13	\$0.00 - Town \$2.50 - County Age: 14 & under	\$0.00 Age: 17 & under	\$0.00		\$10.00 Age: 17 & under	\$0.00 Age: 16 & under	\$0.00 Age: 17 & under	\$0.00 Age: 17 & under	\$0.00 Age: 17 & under

Magrath	Milk River	Milo	Nanton	Picture Butte	Pincher Creek	Raymond	Stavely	Stirling	Taber	Vauxhall	Vulcan	Warner	Wrentham
\$0.00 Age: 18+	\$10.00 Age: 18+	\$10.00 Age: 19+	\$20.00	\$15.00 Age: 18+	\$10.00 Age: 19-64	\$15.00 Age: 18+	\$15.00 Age: 18+	\$15.00 Age: 18-54	\$10.00 Age: 18-59	\$5.00 Age: 18+	\$0.00 Age: 18+	\$6.00 Age: 19+	
\$0.00	\$20.00	\$20.00		\$30.00		\$25.00 Living in the same household	\$20.00	\$25.00	\$20.00 Living in same residence		\$0.00 2 adults & children 17 years and under living in same household	\$15.00	\$20.00
\$0.00 Age: 17 & under	\$0.00 Age: 12 & under	\$4.00 Age: 18 & under	\$0.00 Age: 12 & under	\$5.00 Age: 12 & under	\$0.00 Student Profile Age: 18 & under	\$15.00 Age: 17 & under	\$5.00 Age: 3-17	\$5.00 Age: 12 & under	\$5.00 Age: 12 & under	\$1.00 Age: 12 & under	\$0.00 Age: 12 & under	\$2.00 Age: 11 & under	



Request for Decision Development Officer Appointment

RECOMMENDATION

That Kim Owen be appointed as a Development Officer for the Village of Warner.

LEGISLATIVE AUTHORITY

Municipal Government Act
Land Use Bylaw

BACKGROUND

As reported to the previous Council, Oldman River Regional Services Commission's agreement with the Village of Warner is for planning services. ORRSC has been assisting the Village of Warner in a development officer capacity and has now transferred those duties back to the Village.

Administration is requesting an additional appointment to ensure development requests and applications are dealt with in a timely and efficient matter.

In accordance with the Land Use Bylaw, and in Ms. Owen's absence, the CAO is authorized to act in the capacity of the development officer.

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 Canada's Western Gateway Appointment

ARECOMMENDATION

That _____ be appointed to Canada's Western Gateway (CWG) for the Village of Warner.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Canada's Western Gateway is a trade and transportation corridor that will support and enhance the economic opportunities in southern Alberta.

As a collective of eight key stakeholders and more than 20 potential partners, are working together to create a high-performance corridor that is essential for moving goods through road, rail and air transportation.

In 2023, Council resolved to financially support CWB for three years through an annual contribution of \$1,000.00.

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 Progressive West Consulting

RECOMMENDATION

That Council approve the allocation of \$10,000 towards hiring Progressive West Consulting to provide grant writing services.

LEGISLATIVE AUTHORITY

Council Budget

BACKGROUND

In late 2024, Council approved the reallocation of \$10,000 for grant writing services. In the 2025 budget deliberations, administration proposed a line item of \$20,000 to be used for grant writing. This proposal was denied.

Administration has received a revised proposal for grant writing services and is requesting approval from Council to hire Progressive West Consulting, utilizing the reallocation of \$10,000 for this service.

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

\$10,000 from accumulated surplus

ATTACHMENTS

1. Progressive West Consulting Support Proposal



PROGRESSIVE WEST
CONSULTING

VILLAGE OF WARNER

PROJECT DESIGN AND GRANT WRITING SUPPORTS

06/11/2025

Make your community project
go further



November 6, 2025

Kelly Lloyd, Chief Administrative Officer
Village of Warner
210 - 3rd Avenue
Warner, AB T0K2L0

Dear Ms. Lloyd,

Please accept the enclosed proposal outlining Progressive West Consulting's services for project design and grant writing in partnership with the Village of Warner. This proposal reflects our recent discussions and shared understanding of the Village's priorities and capacity needs.

PWC recognizes that Warner, like many small municipalities, faces growing demands with limited capacity to pursue external funding. Our role is to relieve that burden by leading the entire grant process—identifying opportunities, aligning them with your priorities, and developing high-impact projects for submission.

These services can also be extended, at your discretion, to community groups and non-profits, allowing your administration to amplify its impact and deliver broader benefits to residents. Through this collaboration, we aim to help Warner achieve the greatest possible leverage for every dollar invested.

At PWC, we believe in the strength of thriving rural communities. Supporting municipalities like Warner in advancing local infrastructure, recreation, and economic growth is what drives our work. You will find our team both experienced and genuinely committed to helping our neighbours succeed.

Our track record includes partnerships with SouthGrow Regional Initiative, Alberta Transportation, Community Futures, Alberta Municipalities, Economic Developers Alberta, and the municipalities of Taber, Milk River, Raymond, and the MD of Taber; all built on trust, results, and measurable value.

Thank you for considering our proposal.

Sincerely,

Peter Casurella
President
Progressive West Consulting
1-403-849-7225
peter.casurella@progressivewestc.com



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Proposed Services

Project Design, Research, and Grant Writing

Municipalities are in a challenging position right now. Funding constraints from the Provincial Government continue to impose significant pressure on local budgets, leaving administrations with limited capacity to pursue external funding. At the same time, the Canadian grant ecosystem has become increasingly competitive, with funding concentrated in areas tied to government priorities such as clean technology, energy efficiency, labour force development, emissions reduction, and community infrastructure renewal.

For small municipalities like the Village of Warner, where staff capacity is stretched across essential services, maintaining focus on grant research, writing, and reporting can be difficult. Yet, many available programs especially those supporting energy-efficient retrofits, recreation upgrades, and community development could yield substantial cost savings and investment opportunities for the Village.

Our team understands this landscape and can help the Village position itself to take advantage of these opportunities efficiently and strategically. For a fixed monthly retainer, we take on the full spectrum of grant management, providing Warner with direct access to our experienced funding specialists who handle every aspect of the process; from identification and application through to reporting and compliance.

Key services include:

- Comprehensive grant strategy development
- Grant opportunity identification & monitoring
- Funder relationship management
- Proposal writing and submission
- Reporting and compliance support
- Presenting additional funding opportunities and project designs

We are proposing an 12 month retainer contract where we pursue funding from government, corporate and private foundations. The number of applications will depend on the size and nature of the funding opportunities with the ultimate goal of getting your projects funded. Funding will support projects related to community-based initiatives, administrative led projects and future opportunities as they arise. We will consult with you every step of the way to find a funding path forward that has the biggest impact for Village and community members.



What you Get

Grant Management: We don't just write the grants, we take the mental load off of your shoulders. Our team LEADS the process at every stage: researching programs, coordinating documentation, meeting deadlines, securing external support, and shepherding everything towards success. We follow up with granting agencies, respond to their requests, and manage the reporting and metrics tracking for you so that you don't have to. Our goal is simple; to make the process seamless, efficient, and successful.

A Great Return on Investment: At a rate of \$1,250 per month, the Village of Warner gains full access to our grant writing and funding team and professionals who do this work every day. We've built a strong record of helping municipalities secure meaningful funding outcomes that far exceed their investment. While not every application results in success, our proactive and persistent approach ensures a continuous pipeline of opportunities. Over time, this steady pursuit of grants and partnerships multiplies the Village's potential returns on every dollar invested in our services.

Experts in your Corner: Our team of grant professionals, project designers, and funding strategists become an extension of your administration. We bring the experience, bandwidth, and insight needed to identify viable projects, shape them to fit funder priorities, and secure results. Fund development is both an art and a science and we are experts at both. With Progressive West Consulting as your partner, the Village of Warner gains the capacity and expertise of a dedicated funding department for a fraction of the cost.

Investment	\$15,000 per year. \$1,250 paid in monthly instalments billed at the end of each calendar month.
Period	12 Month commitment requested. Appropriate exit clauses for all parties to be included in contract.
Primary Metrics	Total Number of grants applied for Number of dollars applied for Number of grants written on behalf of staff (offload of work) Number of new projects designed Number of new grants written (work staff normally would not have done)
Secondary Metrics	Number of grant dollars secured Grant success rate (%)

Note: These are secondary metrics due to long-timelines for adjudication of grant applications. Many may not be responded to within the 12 month period.



Considerations:

1. **Leverage and Matching Funds:** Most grant programs require matching contributions. Maintaining reserve funds or flexibility in council decision-making enables us to act quickly when opportunities arise.
2. **Community Partnerships:** Many grants require or benefit from non-profit partnerships. We recommend including community organizations such as the Recreation Committee or the Minor Hockey Association when appropriate, to strengthen applications and expand eligibility.
3. **Project Scope:** We will work closely with you to select funding opportunities and community projects that are at your highest priority and need for funding. Our team will develop a funding strategy and identify the most impactful and appropriate funding sources to support those projects that are at the top of your list. We will then action a plan to pursue and secure funding to support those priority projects.
4. **Transparency and Collaboration:** While grant outcomes cannot be guaranteed, our process is open and transparent. We maintain regular communication with municipal staff so that council and administration can monitor progress and success.
5. **Point of Contact:** To operate effectively, we request a primary liaison within the Village administration. Integration into your team, through a brief onboarding session and introductions, will help us work efficiently and deliver results. We will operate most effectively if we are considered just 'part of the team' for all intents and purposes. The closer we can be integrated into the team the more effective we can be. One way to do this is to create an inhouse email address our team can use when speaking to funders or applying for funding.



Fees and Schedule

Fee Schedule

Project Design and Grant Writing Stand-alone Service

\$1,250 (+GST)/month

Dates: 12 months from agreement date onward

Fee of \$15,000 to be paid in 12 equal installments billed on the last day of each calendar month. This contract does not include Final Reporting should we be successful with any grants.

Admin Grant and Proposal Writing for mutually agreed upon grant targets

Community Partnership Grant and Proposal Writing

Proactive Project Proposals and Grant Writing

Funder Relationship Management

Monthly Grant Report

Project Design

Project Research

Project Communications

Envisioned Project Schedule

Deadline	Item
November 17, 2025	Contract Signing
November 17, 2025	Grant Strategy Scoping Call
November 28, 2025	Grant Strategy Presentation
Dec1, 2025 to Nov 30, 2026	Grant Deadlines and Submissions
Dec1, 2025 to Nov 30, 2026	Continuous funder follow ups and adjustments to Grant Strategy
November 2026	Contract Completion and Renewal Discussions



Grant Metrics and Success Examples

In 2025, Progressive West Consulting has applied for \$26,454,823.18 and has been successful and received \$7,010,106 as of September 25, 2025. There is still \$18,929,717.18 pending.

Success Examples include:

1. \$1,000,000 from the Community Facility Enhancement Program for the Link Pathway Committee in Lethbridge County.
2. \$5,000,000 from Emissions Reduction Alberta for the Cardston Waste Water Treatment Plan.
3. \$100,000 from the Canadian Cultural Spaces Fund for development of the Siksika Memorial Arbor.
4. \$29,500 Northern and Regional Economic Development Program for Foothills County's Marketing & Community ED Plan.
5. \$300,000 from the Northern and Regional Economic Development Program for a Small Business Incubator on Siksika Nation.
6. \$125,000 from Community Facility Enhancement Program (Small Stream) for swimming pool upgrades in the Town of Raymond.





Similar Projects

Grant Writing for the SouthGrow Regional Initiative 2018 - Present

Holding the administrative contract for the municipalities of the SouthGrow Regional Initiative, our team has secured grants from numerous funders. These include Natural Resources Canada, Prairies Canada Economic Development, Infrastructure Canada, Jobs Economy and Trade, The Rural Development Network, Service Alberta, Agriculture and Irrigation Alberta and many many more. This is where we refined our skills and became very good at what we do.

Town of Taber Grant Writing 2023 - Present

We have been working with the Town of Taber in the precise capacity we are proposing here for two full years and have just embarked on the third year of work with them. In that time we have helped the town and their community groups apply for a few dozen grants totaling almost \$12 million. We have secured over \$1.5 million in funding thus far with outstanding awards still in contention. Notable successes were the CFEP Large grant for the Star on 54th for \$530,000, the community CEIP program worth hundreds of thousands of dollars per year, and the still pending GICB grant worth \$7,929,856.

MD of Taber Grant writing 2024 - Present

Our success in the Town of Taber landed us a contract doing the same work with the MD of Taber. This contract is one year old and we have just signed our second year. In the past 12 months we helped them and their community groups apply for \$3,246,044. Most of this remains outstanding, but so far we have succeeded on \$123,229 in grants for the community with only a 'no' on a \$15,000 grant so far.

Town of Raymond - Municipal Energy Management and Grant Writing 2021 - Present

We have been writing grants for the Town of Raymond since 2021 when we were engaged as the Municipal Energy Managers. Since then, we have helped Raymond apply for several million dollars worth of grants. Notable successes include \$200,000 for EV stations in town, \$125,00 for a new pool liner from the CFEP Small Grant stream, \$40,000 for new AV equipment for Victoria Sports park, and \$40,000 for a Realce installation at the Rink. We have outstanding grant applications for over \$2 million to both the FCM and GICB for critical physical plant upgrades and energy efficiency upgrades for multiple community buildings.

Siksika Nation Grant Writing 2024 - Present

Our partnership with Siksika is relatively new. While it is not structured as a retainer contract, Siksika continues to engage our team for additional grant opportunities. As of 2025, Siksika has submitted applications totaling \$731,616, with \$531,616 successfully awarded to date.

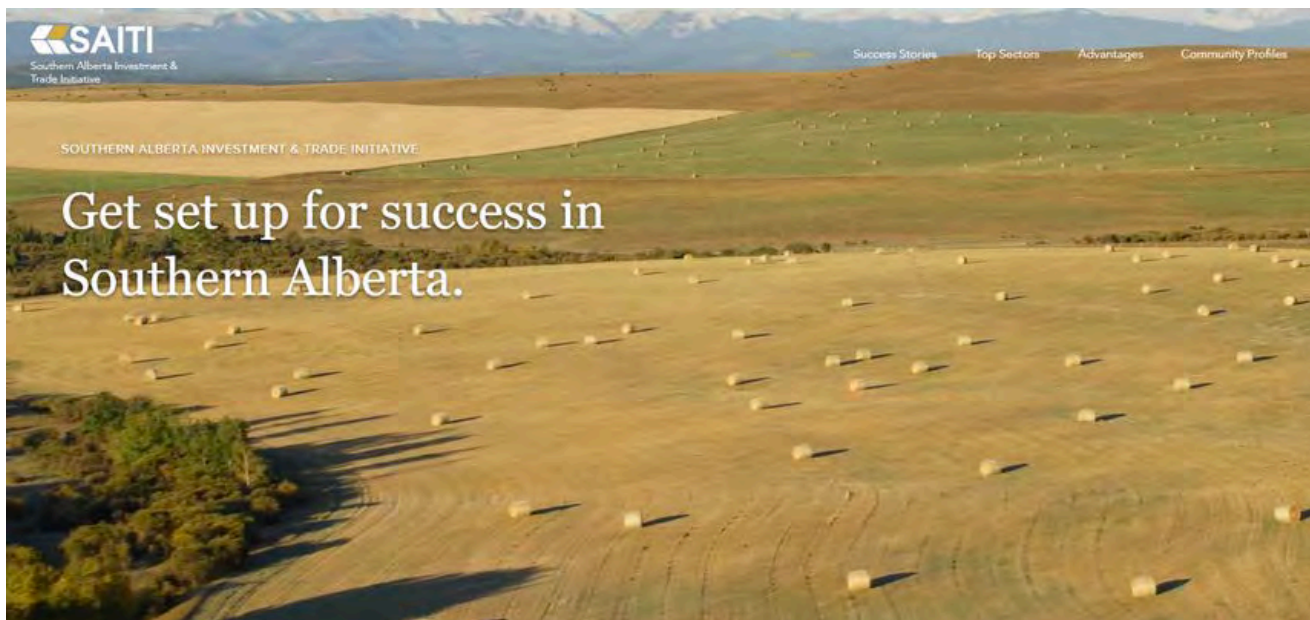


Who We Are

Progressive West Consulting is a leading Alberta-based firm specializing in economic development strategy, grant writing, stakeholder engagement, marketing for economic development, and fractional municipal services. With deep roots in Southern Alberta and a proven track record of success across rural and urban municipalities, the firm brings a uniquely grounded and results-driven perspective to every project.

Since its founding, Progressive West has helped secure over \$200 million in funding for communities across Alberta. Its multidisciplinary team combines policy fluency, storytelling, public consultation, and financial structuring to deliver strategies that don't just sit on a shelf—they get funded, built, and implemented. The firm currently provides retained services to multiple municipalities, businesses and regional economic development organizations, including the SouthGrow Regional Initiative.

Progressive West is deeply attuned to the social, political, and logistical realities of working in Alberta's communities—particularly in rural, Indigenous, and under-resourced contexts. With a rare blend of strategic insight and boots-on-the-ground execution, they excel at turning bold visions into practical, fundable, community-backed solutions.





Experience - Progressive West Consulting

PWC's rapidly growing list of accomplishments is propelling the firm into one of the province's leading rural-focused consultancies. With over \$200 million secured for projects through their direct efforts and a long list of award winning research and pilot projects under their belts, PWC has a proven ability to build great collaborations and then deliver results.

Research, Engagement and Planning

- Diamond Valley Gas Co-op Strategic Planning (2025)
- Foothills County Economic Development Plan and Global Marketing Strategy (2024-Present)
- Elk Creek Dairy Land use bylaw amendment and project planning and feasibility (2024)
- Taber Region integrated Economic Development Plan and Global Marketing Strategy (2024 - Present)
- Chief Mountain Solid Waste Commission Strategic Planning (2024)
- SouthWest Alberta Graduate Retention Strategy (2023)
- Tourism Lethbridge Regional Tour route planning and app development (2023)
- Paintearth County Solar Feasibility Study and RFP Evaluation (2023)
- Link Pathway Route Finding, Public Engagement, and Government Relations (2021-2023)
- Buffalo Plains Wind Project Economic Impact Report (2021)
- SouthWest Alberta Regional Skills Study (2020)
- A Cost Benefit Analysis of Alberta Rural Broadband (2019)
- SouthGrow Business Attraction, Retention and Expansion Report (2018)
- Housing Development Options for Cardston (2023)
- Industrial Incentives for Cardston (2023)



**OUR BOSS
IS A ROBOT**





Experience - Progressive West Consulting

Project / Organizational Management

- Our Boss is a Robot Ltd. (2025 - Present)
- Canadian Titles Ltd. (2024 - Present)
- Wild Alberta Wetlands Ltd. (2024-Present)
- Highway 3 Twinning Development Association (2019-Present)
- Link Pathway Committee (2022-Present)
- SouthGrow Regional Initiative (2018 - Present)
- Southern Alberta Renewable Energy Co-op (2020 - Present)
- Southern Alberta Investment and Trade Initiative (2019 - Present)
- Southern Alberta Alternative Energy Partnership (2019 - Present)
- Town of Raymond Energy Management Program (2020 - 2022)
- Town of Vauxhall Site Reclamation Project (2024-Present)
- On Farm Energy Management and Solar PPV Program (2018-2020)



Pilot / Infrastructure Projects

- Town of Cardston MABR Wastewater Treatment Facility (2025)
- SouthWest Alberta Graduate Retention Strategy (2023)
- Zero Emissions Infrastructure Project (2021-2025)
- Buffalo Plains Wind Project Economic Impact Report (2021)
- SouthWest Alberta Regional Skills Study (2020)
- A Cost Benefit Analysis of Alberta Rural Broadband (2019)
- SouthGrow Business Attraction, Retention and Expansion Report (2018)
- Peaks to Prairies Electric Vehicle Network (2018-2020)
- CHP Rural Solutions Pilot with ATCO (2019)
- Terragraph Technology Trial with MRCC (2019-2021)





Experience - Progressive West Consulting

Grant Writing Initiatives

- Town of Raymond (2021 - Present)
- GameCon Canada (2023)
- MD of Taber (2024-Present)
- Town of Taber (2023-Present)
- Town of Cardston (2024-Present)
- Siksika First Nation (2024-Present)
- SouthGrow Regional Initiative (2018-Present)
- Town of Milk River (2025-Present)



Did you know?

PWC managed a program for SouthGrow that saw 206 EV Chargers installed across the province of Alberta for just under \$5 million.

PWC co-authored a 2019 Broadband study for our client SouthGrow which has been extremely influential in unlocking private sector funding for ecosystem investments.

PWC has run a Global Marketing Program for SouthGrow which has won awards for three years running from the Economic Developers of Alberta, producing tens of millions of ad views across the world.





THE PROJECT TEAM

Great teams produce great results! At Progressive West Consulting we are an enthusiastic, motivated, group of talented individuals deeply committed to the work we do in communities. We are proud to have been a part of various municipal endeavours, community and branding initiatives in southern Alberta over the past 10 years and are well aware of the challenges and opportunities working in small and rural communities. The success

of our projects has been due in large part to the complimentary skills of the team but also because of our extensive engagement experience, bridging divides, and identifying common core values.

This section presents an overview of the Project Team and our respective areas of expertise. Résumés have been appended to the end of this proposal.



Peter Casurella, M.A., B.A., B.A. - President, Research, Project Lead

With over 20 years of experience across economic and community development, communications, marketing, policy, fundraising, academia, trades, and even mining, Peter brings a uniquely broad perspective to every project. For the past six years, he has worked with the 30 municipalities of the SouthGrow Regional Initiative, developing a deep understanding of Southern Alberta's political and social landscape. Known for making complex topics accessible and engaging for all stakeholders, Peter's guiding motto is "always improve." He holds three post-secondary degrees, including a Master's in Philosophy, and lives in Lethbridge with his wife and two children.



Kim Welby, B.A., NACLAA, IAP2 - Director of Operations and Engagement Lead

Kim brings extensive municipal experience from roles in economic development, Alberta Transportation, the Alberta Urban Municipalities Association, and a law office. Formerly an Economic Development Officer with Community Futures Taber, she led initiatives such as rebranding the local Chamber of Commerce and the Vauxhall business society. Skilled in facilitating strategic planning and engagement, Kim integrates public feedback with objective research, ensuring a balance between community input and best practices. Her training in local government administration adds valuable insight to every project.



Penny D'Agnone, M.Sc., B.Sc. – Director of Fund Development

Penny brings over 16 years of experience in academic, nonprofit, and government sectors, with deep expertise in funding strategy, grant administration, and stakeholder engagement. Formerly Senior Grant Development Manager at FundSource26 Inc. and Senior Grants Facilitator at the University of Lethbridge, she has led complex, multi-jurisdictional projects and improved funding success for diverse clients. At PWC, Penny heads our grant development team, crafting compelling funding narratives and aligning strategies with public-sector priorities to maximize impact. She holds a Master's and Bachelor's in Neuroscience, along with advanced training in executive leadership, knowledge exchange, and process improvement.



Jessie Stilson BMgt - Communications Manager, Marketing Lead

A formally trained marketing professional, Jessie brings the technical skill to transform strategy into compelling visual impact. Her work includes major branding projects such as the Lethbridge Downtown BRZ rebrand and the Plan Well branding guide. Combining strong graphic design expertise with thorough market research, she ensures each creative project is informed, purposeful, and visually striking.



Emma Dering, M.F.A., B.A. – Grants Manager

Emma joined PWC in 2024 after several years as a Grants Facilitator at the University of Lethbridge, where she helped secure funding for research projects across disciplines. With a Master of Fine Arts in Creative Writing and a Bachelor of Arts in English (Great Distinction), she combines creative problem-solving with meticulous attention to detail in crafting compelling proposals. At PWC, Emma contributes to project design, grant applications, and strategy, bringing both analytical precision and narrative flair to every funding opportunity.



Makayla Gross, BMgt - Economic Development Officer

Based in Bow Island, Makayla is a skilled marketing professional and trained Economic Development Officer with experience in agricultural, producer, and equine sectors, including work with the Alberta Sugar Beet Growers. She has led campaigns generating hundreds of thousands in sales and runs her own business, Westward Marketing Solutions, alongside completing her university degree. At PWC, she brings creative marketing expertise, economic development insight, and a strong entrepreneurial drive.



Morgan Elemans, BMgt - Economic Development Officer

Morgan joined PWC in 2024, bringing a background in political science, Indigenous governance, and experience in municipal, federal, and legal sectors. Formerly a Grant Writer and municipal assessment coordinator, she also served as a Junior Policy Analyst with Prairies Economic Development Canada, contributing to inclusive economic policy and strategic initiatives in value-added agriculture and tech. At PWC, Morgan leads economic development projects, secures funding opportunities, and aligns client goals with broader regional priorities, combining legislative fluency with strong stakeholder engagement skills.



Annie Ebenmelu, B.HSc. - Economic Development Coordinator

Annie Ebenmelu serves as the Economic Development Coordinator at Progressive West Consulting. With a Bachelor of Health Sciences in Public Health and a background spanning youth research and community engagement, Annie brings a research-driven, collaborative approach to her work. Her experience includes advising the City of Lethbridge on youth transportation accessibility and equipping young people with job readiness skills through the Federation of Black Canadians. She is recognized for her ability to build partnerships, translate community needs into actionable solutions, and deliver initiatives that drive meaningful impact.



Project Roles

We believe strong results come from clear roles and teamwork. Each member of our team will bring their unique expertise—whether in research, engagement, or design—to create a strategy that reflects your goals and priorities.

Team Members

- **Penny D'Agnone – Director of Fund Development:** Leads fund development, manages grant submissions, and identifies additional funding opportunities.
- **Morgan Elemans – Grant Writing Lead:** Assists with the preparation and coordination of submissions, ensuring deadlines and requirements are met.
- **Peter Casurella – Client Strategist:** Oversees grant writing strategy, ensures accuracy of information, and maintains client relationships.
- **Kim Welby – Project Design:** Develops project designs, aligns initiatives with funding priorities, and supports proposal writing.
- **Annie Ebenmelu – Grant Writing Support:** Provides research and drafting support for grant applications.
- **Jessie Stilson – Proposal Design & Marketing:** Creates compelling visuals and layouts that strengthen grant submissions.
- **Makayla Gross – Creative Support:** Assists in producing high-quality creative assets that enhance proposals.





REFERENCES



Jim Willett

Former Chairperson of the SouthGrow Regional Initiative

Email: mail@jimwillett.com

Phone: 1-403-492-6592

Relationship to Progressive West Consulting: As the Chairperson for the SouthGrow Regional Initiative, Mr. Willett has been the chief executive officer of the association for which PWC has provided administrative services for the past 4 years and is deeply familiar with the qualifications and qualities of the PWC team. Mr. Willett has observed our work across dozens of projects in this time period, and even sat on the board of Community Futures Taber when Ms. Welby worked there. He is well placed to comment on how PWC goes above and beyond, exceeds expectations, and delivers value.



Henry Doeve

Chairperson of the Link Pathway Committee

Email: doevehenry@gmail.com

Phone: 1-403-382-0263

Relationship to Progressive West Consulting: Henry and the Link Pathway hired Progressive West Consulting to lead public consultations on a 15 km bike pathway from the City of Lethbridge to the Town of Coaldale. The relationship has gone so well that he has successively hired us to complete the route finding (done), engage in ongoing project coordination and development, and lead on the fundraising. The project has involved a lot of visual brand development work and reporting which can be found on their website at www.linkpathway.org. Henry is well placed to speak to our ability to navigate complex public engagement issues that involve both citizens at large and elected officials, and churn out branded communications that are well-researched, visually appealing, and effective in communicating the needs of the project.



REFERENCES



Greg Robinson
Community Development Director at the Town of Raymond

Email: robinson@raymond.ca
Phone: 1-403-317-4144

Relationship to Progressive West Consulting: Mr. Robinson has appreciated working with us so much he's hired us twice, first to take on the administration of SouthGrow in his previous role as Chairperson, and currently to engage in Municipal Energy Management and Community Project Management. Greg has worked closely with PWC on projects ranging from gas-station remediation to event design and promotion and a whole lot more. He is well positioned to speak authoritatively about our ability to integrate strategy and design.



Derrin Thibault
Chief Administrative Officer at the Town of Taber

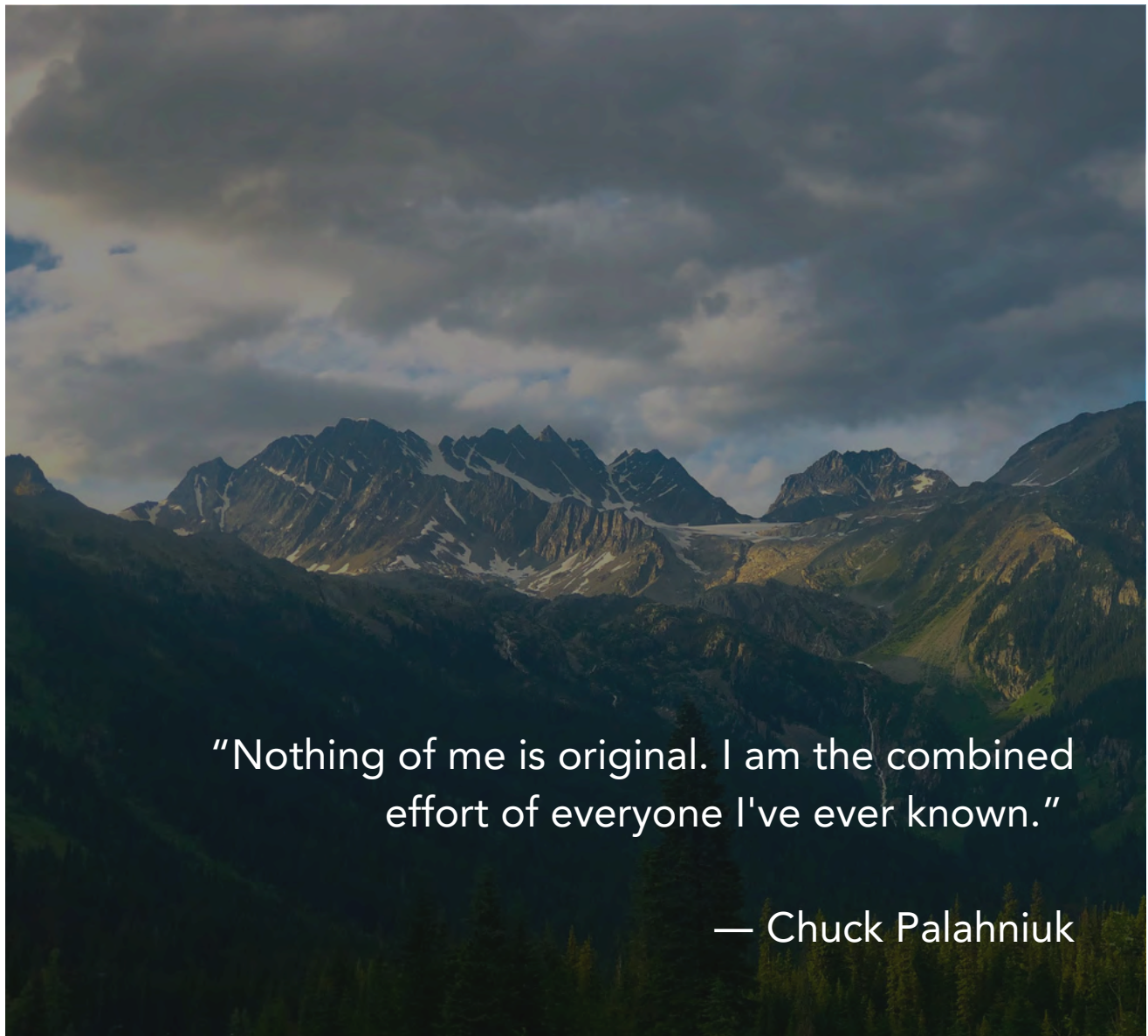
Email: cao@taber.ca
Phone: 1-403-223-5504

Relationship to Progressive West Consulting: PWC has worked with the Town of Taber for three years on an annual grant writing program and has completed extensive economic development research, surveying, and operational plan construction for Taber. Derrin can speak to our ability to produce excellent value for his investment.

Additional References Available Upon Request!



Appendix A: Team Resumes



Peter Casurella

Chief Executive Officer, Progressive West Consulting
Executive Director, SouthGrow Regional Initiative
M.A. Phil., B.A. Phil, B.A. Eng. Lit

Peter Casurella is a dynamic economic development professional with a rare blend of strengths in project management, government relations, stakeholder engagement, research, and collaborative leadership. With hands-on experience spanning the trades, academia, non-profits, and public policy, Peter brings a practical yet strategic mindset to every challenge. He founded Progressive West Consulting in 2017 and, since taking on the administrative leadership of the SouthGrow Regional Initiative in 2018, has grown the firm into a high-performing team of professionals and subcontracted specialists. Peter excels at translating big-picture vision into clear, actionable plans—and aligning diverse stakeholders around a shared path forward.

HIGHLIGHTED EXPERIENCE

Consultant, Progressive West Consulting

Built a growing municipal services consultancy from the ground up. Serving dozens of communities across western Canada. We have helped secure over \$200 million in funding for communities and regions, and have worked with a wide range of private, charity sector, nonprofits, for-profits, municipalities and cities to help them advance their project goals.

Executive Director, SouthGrow Regional Initiative

Our flagship client has been SouthGrow, a regional economic development alliance of 30 member communities, reporting to a Board of Directors of elected councilors. In my role as Executive Director I have advance their collaborative agenda, managing large regional projects and serving as their lead executive for economic development in southern Alberta. My work has taken me literally around the world to meet with investors, dignitaries and business interests to help create more opportunities for the people of southern Alberta.

SELECT PROFESSIONAL EXPERIENCE

- 2017 to Present: Progressive West Consulting / SouthGrow Regional Initiative
- 2016 - 2017 Policy Analyst at the Lethbridge Chamber of Commerce.
- 2016 Marketing Manager at Jedwin Media
- 2014 - 2016: Advancement Coordinator at Lethbridge Family Services

EDUCATION

McMaster University

- Master of Arts (M.A.) Philosophy, 2013

University of Lethbridge

- Bachelor of Arts (B.A.) Philosophy, 2010

University of Lethbridge

- Bachelor of Arts (B.A.)
English Literature, 2006

CERTIFICATIONS

- Business Investment and Attraction – EDA (2019)
- Business Retention and Expansion – EDA (2019)
- Foreign Direct Investment Masterclass – Conway Training (2019)
- Quickbooks Online E-Learning Courses - Quickbooks (2019)
- Introduction to Economic Development for Elected Officials – EDA (2018)
- Introduction to Economic Development – EDA (2018)
- HR in a Box Workshop Series – Talent Pool Inc. (2017)
- AFP Fundamentals of Fundraising eLearning Course – AFP (2016)
- Fostering Diverse Communities Canada – Lethbridge Chamber (2015)

Kim Welby

Director of Operations, Progressive West Consulting
B.A. Political Science, Cert. Local Authority Administration,
Economic Developers Alberta, Young Professional of the Year 2022.

Kim Welby joined PWC as an Economic Development Officer in the spring of 2021 but has served in the industry in multiple capacities for the majority of her career. She has worked with Community Futures, Alberta Transportation, and AB Munis (formerly Alberta Urban Municipalities Association), giving her a broad and practical understanding of municipal and regional economic development. Over the past decade, Kim has successfully led and secured millions in grant funding across federal, provincial, and private sources—supporting infrastructure, community facilities, and clean energy projects. She is also an experienced facilitator, having led strategic planning sessions, community engagement processes, and succession planning for a range of rural and cooperative organizations. She is a talented strategist and researcher who brings both technical rigour and grounded municipal insight to every project. Her ability to translate complex policy into actionable plans consistently delivers high-impact results for PWC's clients.

HIGHLIGHTED EXPERIENCE

Canada's Premier Food Corridor

- Kim led the collaboration that built Canada's Premier Food Corridor brand while she worked for Community Futures. This involved consultations with the municipal stakeholders, working with her designer to draft options, selecting final options in conversation with the stakeholders and producing the full suite of finished design guides and variants. The project came with a website build and informed the marketing strategy of the initiative. Today Canada's Premier Food Corridor is recognized across Canada as a genuine industry cluster and the brand is referenced by everyone from the Premier of Alberta to Federal Ministers.

Municipal Energy Management

- Kim was the technical lead on the Raymond Municipal Energy Manager and in this capacity led the day to day work to complete energy audits on community buildings, build out energy management profiles, and align identified energy conservation measures with grant funding opportunities. Due to her work the Town of Raymond has successfully remediated an important commercial property, has installed tens of thousands of dollars worth of energy efficiency upgrades, and has nearly \$2 million more retrofits awaiting funding approval.

PROFESSIONAL EXPERIENCE

- 2021 to Present: Progressive West Consulting / SouthGrow Regional Initiative
- 2019 - Present: Southern Alberta Renewable Energy Co-op - Project Manager
- 2017 - 2021: Community Futures Chinook - Economic Development Officer
- 2012 - 2017: Alberta Transportation - Administration Coordinator
- 2011 - 2012: Alberta Urban Municipalities Association - Insurance Consultant
- 2009 - 2011: Chadi & Company - Legal Assistant

EDUCATION

University of Alberta

- Certificate, Local Authority Administration (2021)

University of Waterloo

- Economic Development (2018)

University of Lethbridge

- Bachelor of Arts, Political Science (2009)

CERTIFICATIONS

- IAP2 Certificate (2025), International Association for Public Participation
- RETScreen Expert (2022), Canadian Institute for Energy Training
- Indigenous Canada, University of Alberta (2021)

Penny D'Agnone

Director of Fund Development, Progressive West Consulting
MSc Neuroscience, BSc Neuroscience

Penny D'Agnone joined Progressive West Consulting as Director of Fund Development in June 2025, bringing over 16 years of experience across academic, nonprofit, and government sectors. With a strong background in funding strategy, research grant administration, and stakeholder engagement, Penny is known for her strategic mindset and collaborative leadership. She holds both a B.Sc. and M.Sc. in Neuroscience from the University of Lethbridge, complemented training in executive leadership and community knowledge exchange. At PWC, she leads our grant development team and their efforts to craft compelling funding narratives and align development strategies with public-sector priorities to maximize impact.

HIGHLIGHTED EXPERIENCE

Senior Grant Development Manager at Fundsource26 Inc.

In her role at Fundsource26 Inc., Penny served as the operational lead for a national consultancy focused on grant strategy and writing. She advised nonprofit clients on securing funding in alignment with their social impact goals, while overseeing complex multi-jurisdictional projects. Penny developed evaluation frameworks and compliance strategies that empowered clients to meet both fiscal and policy benchmarks. Her leadership in this role demonstrated her capacity to merge big-picture strategy with on-the-ground execution, resulting in increased funding success rates and enhanced organizational credibility within competitive funding environments.

PROFESSIONAL EXPERIENCE

- (Current) Progressive West Consulting - Director of Fund Development
- 2022 FundSource26, Inc - Senior Grant Development Manager
- 2014 University of Lethbridge - Senior Grants Facilitator/Manager of Research Awards & Contracts
- 2009 University of Lethbridge - Grants Facilitator
- 2006 University of Lethbridge - Grants and Knowledge Transfer Officer

EDUCATION

University of Lethbridge:

- Masters of Science in Neuroscience (2002)

University of Lethbridge:

- Bachelor of Science in Neuroscience (2000)

CERTIFICATIONS

- Executive Leadership Core Certificate (2024)
- Lean Six Sigma Yellow Belt (2023)
- Indigenous Canada Course, University of Alberta (2021)
- Intellectual Property & Technology Commercialization Management (2012)
- Scientist Knowledge Translation Training (2012)

Jessie Stilson

Marketing Manager, Progressive West Consulting
BMgt (Major: Marketing, Minor: New Media, Concentration: Marketing Communications)

Jessie Stilson joined PWC as Communications Officer earlier this summer. Although she is a recent graduate, Jessie has work experience in both the public and private sector as a marketing professional. She has developed and designed brands for a range of industries and using a variety of methodologies. Her experience, along with her balanced analytical and creative skillset make Jessie capable of not only design work, but she is a talented marketer and communicator as well. Jessie quickly grasps the intricacies of community development work, actively assists on project design and grant applications, and turns everything our team produces into a masterpiece, whether its a social media plan for a client, or a stats-heavy report.

HIGHLIGHTED EXPERIENCE

Southern Alberta Investment and Trade Initiative Global Marketing Program

- Jessie took a implemented an award-winning global marketing project focused on highlighting the opportunities in agri-food in southern Alberta and launched it cross-platform in North America and western Europe. This ongoing marketing campaign has yielded hundreds of thousands of impressions of ad content from global agri-food execs, thousands of click-throughs to lead generation landing pages, and has contributed to dozens of investment inquiries in the region.

Link Pathway Fundraising Drive

- The Link Pathway is a 15 km bike path proposed to be build between Lethbridge and Coaldale. Jessie helped PWC build a beautifully branded fundraising program brand and communications strategies. In addition to design and implementation, this includes a thorough research phase which involves customer interviews, a review of the current branding, and an analysis of areas of opportunity.

PROFESSIONAL EXPERIENCE

- (Current) Progressive West Consulting - Marketing Manager
- 2021 Plan Well Guide - Marketing Manager
- 2020 Downtown Lethbridge BRZ - Marketing Assistant (Student Position)
- 2020 Dhillon School of Business - Research Assistant (Student Position)
- 2019 Forma Steel - Marketing Coordinator (Student Position)

EDUCATION

Dhillon School of Business:

- (Great Distinction) Bachelor of Management (2021)

Emma Dering

Grants Manager, Progressive West Consulting
MFA Creative Writing, B.A. English

Emma Dering recently assumed the role of Grants Manager at PWC in March 2024, bringing with her a wealth of experience from her years as Grants Facilitator at the University of Lethbridge. With a background in academia and a keen eye for both creative and analytical writing, Emma effortlessly blends her creative problem solving skills with an eye for details necessary in grant writing. Her academic journey, crowned with a Bachelor of Arts in English and a Master of Fine Arts in Creative Writing, reflects her multifaceted skill set. Emma's arrival marks a pivotal moment for the team as her adeptness in navigating the intricacies of grant management, coupled with her innate ability to weave compelling narratives, promises to elevate our approach to securing funding. Beyond her academic accomplishments, Emma's collaborative spirit shines through as she seamlessly integrates into our team dynamic, actively contributing to project design, grant applications, and transforming our endeavors into polished masterpieces.

HIGHLIGHTED EXPERIENCE

Grants Facilitator at the University of Lethbridge

- Emma distinguished herself through her exceptional dedication and proficiency in securing funding for academic research endeavours. Her strategic approach to grant writing, coupled with her adeptness in cultivating relationships with faculty members, played a pivotal role in driving the university's research initiatives forward. Emma's keen attention to detail and persuasive communication skills enabled her to craft compelling proposals tailored to diverse funding opportunities. Under her guidance, numerous faculty members successfully secured funding for their research projects, further enhancing the university's reputation as a hub for scholarly excellence. She worked with a broad range of disciplines, including everything from Marketing to Biochemistry and beyond.

PROFESSIONAL EXPERIENCE

- (Current) Progressive West Consulting - Grants Manager
- 2018 University of Lethbridge - Grants Facilitator
- 2017 University of Lethbridge - Industry Liaison Office Coordinator
- 2016 Veterans Transition Network - Creative Writer
- 2014 University of Lethbridge - Managing Journal Editor

EDUCATION

University of British Columbia:

- Masters of Fine Arts in Creative Writing (2017)

University of Lethbridge:

- (Great Distinction) Bachelor of Arts in English (2015)

CERTIFICATIONS

- COPYRIGHT MASTERCLASS - MCGILL SCHOOL OF CONTINUING STUDIES (2018)

Morgan Elemans

Economic Development Officer, Progressive West Consulting
B.Mgt. Political Science (Dist.)

Morgan Elemans assumed the role of Economic Development Officer at Progressive West Consulting in March 2024, following her successful tenure as a Grant Writer and municipal assessment coordinator. With a background that blends political science, Indigenous governance, and extensive experience in economic policy, legal operations, and financial services, Morgan brings a strategic mindset to community advancement and funding strategy. Morgan's work focuses on fostering economic resilience through grant development, stakeholder engagement, and policy alignment. Her strong organizational acumen, legislative fluency, and collaborative spirit enable her to advance complex projects that require cross-sector communication and alignment. Her prior roles in municipal government and federal policy laid a strong foundation for her current leadership in driving economic initiatives and unlocking funding opportunities for regional development.

HIGHLIGHTED EXPERIENCE

Economic Development Officer, Progressive West Consulting

In her role as Economic Development Officer, Morgan leads the development and execution of strategic initiatives aimed at fostering regional economic growth. She identifies grant and funding opportunities, develops application strategies, and ensures alignment between client objectives and broader economic priorities. Morgan works closely with community stakeholders, government partners, and internal teams to implement sustainable solutions that support local development.

Junior Policy Analyst, Prairies Economic Development Canada

As a Junior Policy Analyst, Morgan conducted extensive research into economic trends impacting Indigenous and Black communities in Alberta. She contributed to a strategic plan for value-added agriculture, created a stakeholder engagement framework, and analyzed Canada's tech sector data relative to Alberta's performance. Her work supported the formulation of inclusive economic policy and informed key decisions made by senior leadership.

PROFESSIONAL EXPERIENCE

- 2025 - Present - Economic Development Officer Progressive West Consulting
- 2024 - Grant Writer - Progressive West Consulting
- 2024 - 2025 Assessment Review Board Coordinator - City of Lethbridge
- 2021 - 2023 Junior Policy Analyst - Prairies Economic Development Canada
- 2018 - 2019 Litigation Legal Assistant / Office Supervisor - Sawers Barristers and Solicitors
- 2015-2018 Litigation / Family / Estate Legal Assistant - Warren Benson Amantea LLP

EDUCATION

University of Lethbridge:

- Bachelor of Management in Political Science (Distinction) (2024)

Annie Ebenmelu

Economic Development Coordinator, Progressive West Consulting
BHSc. Public Health

Annie Ebenmelu stepped into the role of Economic Development Coordinator at Progressive West Consulting in 2025, bringing with her a versatile background in public health, community engagement, and youth program leadership. In her current position, she navigates the full scope of grant acquisition, program delivery, and operational support, ensuring projects are both strategically designed and effectively executed. Annie's academic foundation—a Bachelor of Health Sciences in Public Health—equips her with a research-driven, analytical approach, while her professional track record demonstrates her skill in building partnerships, facilitating impactful initiatives, and translating community needs into actionable solutions. Her previous roles have honed her ability to connect with diverse stakeholders, foster collaboration, and drive results.

PROFESSIONAL EXPERIENCE

- (Current) Progressive West Consulting - Economic Development Coordinator
- 2024 City of Lethbridge - Student Research Consultant
- 2024 Federation of Black Canadians - Youth Employment Program Facilitator
- 2023 University of Lethbridge Students' Union - Vice President Academic

HIGHLIGHTED EXPERIENCE

Student Research Consultant, City of Lethbridge

As a research consultant, Annie led a youth-focused research initiative that assessed barriers to participation in city programs, with a particular emphasis on public transportation accessibility for young residents. Designed and implemented engagement strategies that collected diverse youth perspectives, analyzed findings, and presented actionable recommendations to city officials. This work informed municipal planning and supported the City's ongoing efforts to enhance safe, affordable, and reliable transportation options for youth.

Youth Employment Program Facilitator, Federation of Black Canadians

Annie designed and delivered interactive workshops that equipped youth with practical employment readiness skills, including resume development, interview preparation, and workplace communication. Through her efforts, participants gained both the knowledge and the confidence to navigate the Canadian job market.

EDUCATION

University of Lethbridge:

- Bachelor of Health Sciences (2025)

Makayla Gross

Marketing Manager, Progressive West Consulting
BMgt. Marketing

Makayla Gross joined Progressive West Consulting in 2023 and assumed the role of Marketing Manager in 2025. Backed by a strategic background in digital marketing, project management, marketing strategy, e-commerce, B2B and B2C sales, and copywriting, she delivers full-scope solutions to PWC's clients. As founder of Westward Marketing Solutions, Makayla develops and executes tailored campaigns for organizations across all organizations, specializing in agriculture and agri-food industries.

Her skill set blends creative storytelling with analytical precision, letting her craft strategies that not only elevate brand presence but also deliver tangible results. Collaborative and client-focused, she excels at building strong relationships, aligning diverse stakeholders, and guiding projects from concept to completion using results-driven solutions

HIGHLIGHTED EXPERIENCE

Founder at Westward Solutions

- In 2023, Makayla established Westward Solutions to deliver custom tailored, data-driven, and full-scope marketing solutions, for brands wanting to boost their online presence. Specializing in serving the agricultural industries – though with success stories from across all industries -- Westward and Makayla have helped clients achieve growth benchmarks such as 30%+ year-over-year increases in event attendance, doubling online engagement rates, and generating sales well into six figures. Her expertise spans website development, digital ads, campaign strategy, social media management, email marketing, and resource design, supported by strong client relationship management skills. Makayla has led multi-channel campaigns that consistently exceed KPIs, such as generating double the anticipated inquiries for high-value product sales and driving significant increases in brand visibility. By collaborating closely with stakeholders to understand their goals and challenges, she delivers marketing solutions that not only elevate brand presence but also produce measurable, lasting impact.

PROFESSIONAL EXPERIENCE

- Current - Current Progressive West Consulting - Marketing Manager
- 2023 - 2024 - Current Progressive West Consulting - Marketing Coordinator
- 2023 - Current - Westward Solutions, Founder & Digital Marketing Specialist
- 2020 - 2024 - Alberta Sugar Beet Growers - Agricultural Marketing Assistant ('20-22); Coordinator ('22-24)
- 2020 - Current - M7 Horsemanship, Sales & Marketing Manager
- 2023 - 2024 - University of Lethbridge, Project Management Professor's Assistant

EDUCATION

University of Lethbridge:

- (Great Distinction) Bachelor of Management in Marketing (2024)

CERTIFICATIONS

- Business Investment and Attraction – Economic Developers of Alberta (2025)
- Business Retention and Expansion – Economic Developers of Alberta (2025)
- Establishing the Foundation - Economic Developers of Alberta (2025)
- Fundamentals of Rural Economic Development - Economic Developers of Alberta (2025)