



VILLAGE OF WARNER

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

AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – NOVEMBER 20, 2024 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
5. ITEMS ARISING FROM THE MINUTES
6. FINANCIAL REPORT
 - A) Financial Report
7. ADMINISTRATIVE REPORTS
 - A) Municipal Enforcement Report
 - B) Chief Administrative Officer Report
8. COUNCIL REPORTS
9. CORRESPONDENCE
 - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
 - A) 633-24 Warner Community Agriculture Project Committee Bylaw
 - B) Bylaw 634-24 Land Use Bylaw Amendment – First Reading
 - C) Bylaw 635-24 Land Use Bylaw Amendment - First Reading
11. NEW BUSINESS
 - A) Library Appointment
 - B) Sidewalk, Curb and Gutter Condition Rating
 - C) Local Authorities Election Act Data Sharing Agreement
 - D) FCSS Community Needs Assessment
 - E) SouthGrow Letter of Support
12. CLOSED SESSION
 - A) Section 16: Disclosure Harmful to business interests of a third party
13. NEXT REGULAR COUNCIL MEETING DATE
Wednesday – December 18, 2024, at 5:30 p.m.
14. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the October 16, 2024 organizational council meeting be accepted as presented.

That the minutes for the October 16, 2024 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)

Bylaw 631-24 Procedural Bylaw

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: October 16, 2024 organizational council meeting minutes
2. Prior to Adoption: October 16, 2024, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Organizational Council meeting held on Wednesday, October 16, 2024, at 5:30 p.m. in the Council Chambers, in the Warner Municipal Office, at 210-3rd Avenue, Warner, Alberta.

Present - Elected Officials

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

Absent - Elected Officials None.

Present - Administration

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the October 16, 2024, organizational council meeting agenda be accepted as presented."
Motion Carried 2024-184

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

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

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Regular Council meetings be held the third Wednesday of every month at 5:30 p.m. at the Village Office."
Motion Carried 2024-185

4. ELECTED OFFICIAL APPOINTMENTS

A) Mayor

Moved by Councillor Toovey, seconded by Councillor Koehn, "to nominate Tyler Lindsay for the position of Mayor."
Motion Carried 2024-186

Moved by Councillor Baron, seconded by Councillor Koehn "that nominations cease for the position of Mayor."
Motion Carried 2024-187

Tyler Lindsay accepts the nomination.

B) Deputy Mayor

Moved by Councillor Baron, seconded by Councillor Koehn "to nominate Marty Kirby as Deputy Mayor."

Motion Carried 2024-188

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

Motion Carried 2024-189

Marty Kirby accepts the nomination.

Tyler Lindsay and Marty Kirby were voted as Mayor and Deputy Mayor for 2024- 2025.

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

Moved by Councillor Baron, seconded by Councillor Koehn, "that the appointments to various authorities, boards, commissions and committees remain the same as the 2023-2024 year."

Motion Carried 2024-190

5. ASSESSOR APPOINTMENT

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council appoint Benchmark Assessment Consultants Inc., as the Village of Warner's assessor."

Motion Carried 2024-191

6. AUDITOR APPOINTMENT

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council appoint MWG Chartered Professional Accountants as the Village of Warner's financial auditor for 2024-2025."

Motion Carried 2024-192

The gallery cleared.

7. CLOSED SESSION

A) FOIP Section 17: Disclosure harmful to personal privacy

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 5:36 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with CAO Lloyd and Director Owen to remain in attendance.

Motion Carried 2024-193

Moved by Councillor Baron, seconded by Councillor Koehn, "that the meeting reconvene to the Organizational meeting at 5:38 p.m."

Motion Carried 2024-194

The gallery returned to the meeting.

8. PUBLIC AT LARGE APPOINTMENTS

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

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Colette Glynn and Marjorie Cronkhite be appointed to the Municipal Planning Commission for the 2024-2025 year.

Motion Carried 2024-195

9. CODE OF CONDUCT BYLAW REVIEW

Council reviewed the Code of Conduct Bylaw.

10. ADJOURNMENT

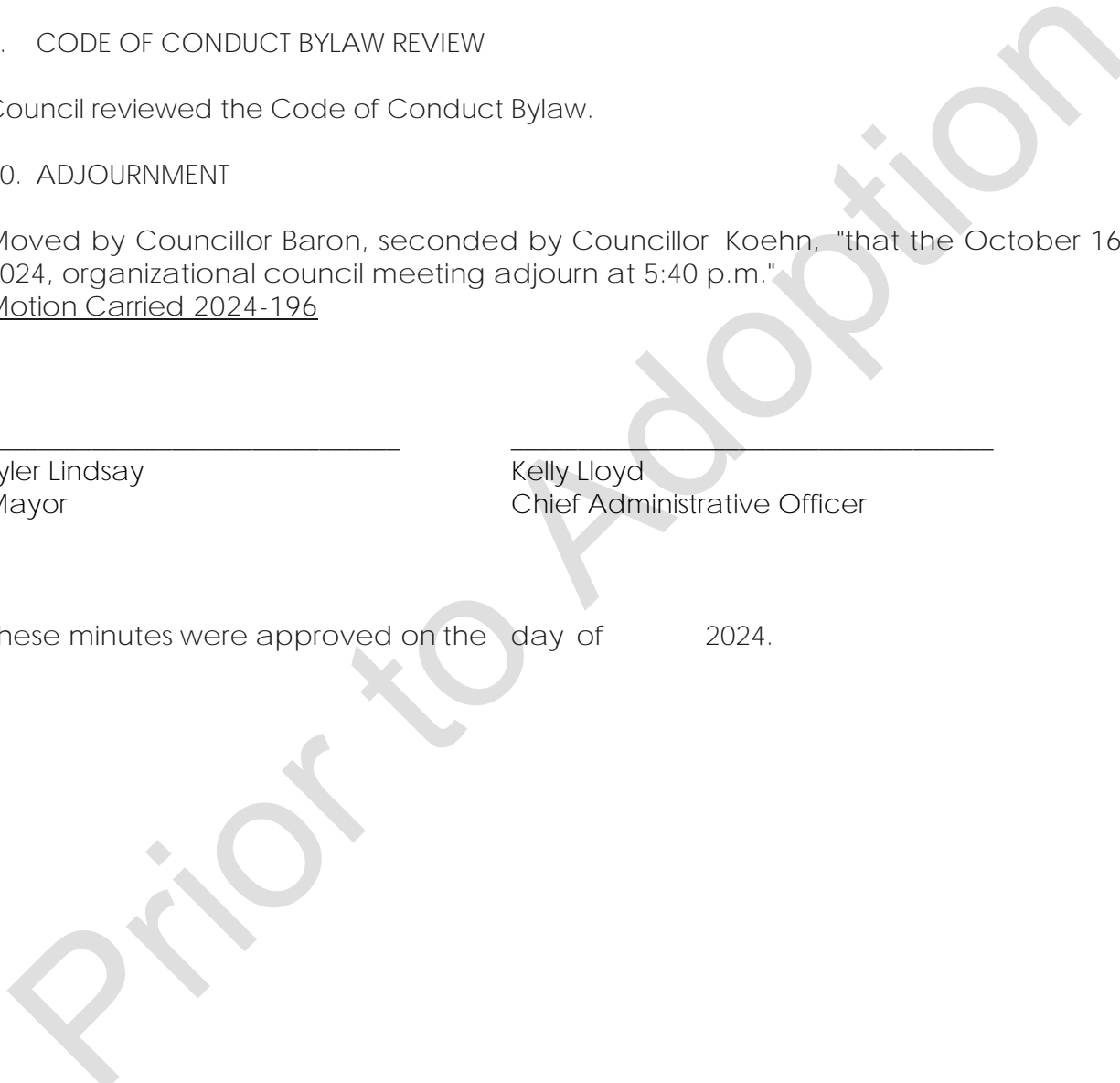
Moved by Councillor Baron, seconded by Councillor Koehn, "that the October 16, 2024, organizational council meeting adjourn at 5:40 p.m."

Motion Carried 2024-196

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the day of 2024.



Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, October 16, 2024, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3rd Avenue, Warner, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

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

1. CALL TO ORDER

Mayor Lindsay called the meeting to order at 5:41 p.m.

2. AGENDA

A) Items added or deleted

- 11B) School Donation Request
- 11C) Warner Community Ag Project

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the October 16, 2024, regular council meeting agenda be accepted as amended."

Motion Carried 2024-197

3. MINUTES

A) Approval of Minutes

Moved by Councillor Baron, seconded by Councillor Koehn, "that the minutes for the September 18, 2024, regular council meeting be accepted as presented."

Motion Carried 2024-198

4. DELEGATIONS

A) Public Hearing Bylaw 632-24

Mayor Lindsay opened the public hearing for Bylaw 632-24 being a bylaw to redesignate Lots 21 to 24 Inclusive, Block 31, Plan 6442Y and Lots 25 to 32 Inclusive, Block 31, Plan 6442Y from public/institutional to residential.

Rachel Schortinghuis, Assistant Planner for Oldman River Regional Services Commission, spoke to the application as contained in the agenda package.

Mayor Lindsay noted there were no comments for or against the application.

Moved by Councillor Baron, seconded by Councillor Koehn, "to adjourn the public hearing for Bylaw 632-24."

Motion Carried 2024-199

5. ITEMS ARISING FROM THE MINUTES

None

6. FINANCIAL REPORT

A) Financial Report

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

Motion Carried 2024-200

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to invest to their discretion."

Motion Carried 2024-201

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council accept the financial report as information."

Motion Carried 2024-202

7. ADMINISTRATIVE REPORTS

A) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending September 30, 2024, be accepted as information."

Motion Carried 2024-203

B) Chief Administrative Officer Report

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

Motion Carried 2024-204

8. COUNCIL REPORTS

Councillor Koehn attended a Revitalization Committee meeting as well as a Veterans Memorial Highway meeting.

Councillor Toovey attended a Community Bus meeting, as well as Ridge Country Housing meetings.

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

Deputy Mayor Kirby reported on FCSS and Mayors and Reeves meetings, as well as the Alberta Municipalities Convention.

Councillor Baron reported on the Milk River Health Attraction and Retention Committee.

Moved by Councillor Baron, seconded by Councillor Koehn, "that the committee reports for the period ending October 16, 2024, be accepted as information."

Motion Carried 2024-205

9. CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Councillor Koehn, "that the correspondence for the period ending October 16, 2024, be accepted as information."

Motion Carried 2024-206

10. BYLAW/AGREEMENT/POLICY REVIEW

A) Repeal Bylaw 158

Moved by Councillor Baron, seconded by Councillor Koehn, "that Bylaw 158 being a bylaw to provide for the licensing of Mobile Homes be repealed."

Motion Carried 2024-207

B) Bylaw 632-24

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Bylaw 632-24 being a bylaw to redesignate Lots 21 to 24 Inclusive, Block 31, Plan 6442Y and Lots 25 to 32 Inclusive, Block 31, Plan 6442Y be given second reading."

Motion Carried 2024-208

Moved by Councillor Baron, seconded by Councillor Koehn, "that Bylaw 632-24 being a bylaw to redesignate Lots 21 to 24 Inclusive, Block 31, Plan 6442Y and Lots 25 to 32 Inclusive, Block 31, Plan 6442Y be given third and final reading."

Motion Carried 2024-209

11. NEW BUSINESS

A) ACP Support Resolution for Milk River

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council support the Town of Milk River's application for an Alberta Community Partnership grant for the Regional Water Source Study and Contingency Plan project."

Motion Carried 2024-210

B) School Donation

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, that Council donate memberships to the Athletic Centre, one for the gym and one for the ice."

Motion Carried 2024-211

C) Warner Community Agriculture Project

Mayor Lindsay updated Council on the project. There was discussion on the creation of a committee to set the criteria for submission and awarding of applications.

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to create a Community Agriculture Project Bylaw."

Motion Carried 2024-212

12. CLOSED SESSION

13. NEXT REGULAR COUNCIL MEETING DATE

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

14. ADJOURNMENT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the regular council meeting for October 16, 2024, adjourn at 6:36 p.m."

Motion Carried 2024-213

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Municipal Enforcement Report

RECOMMENDATION

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

LEGISLATIVE AUTHORITY

Peace Officer Act
Various municipal bylaws

BACKGROUND

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

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

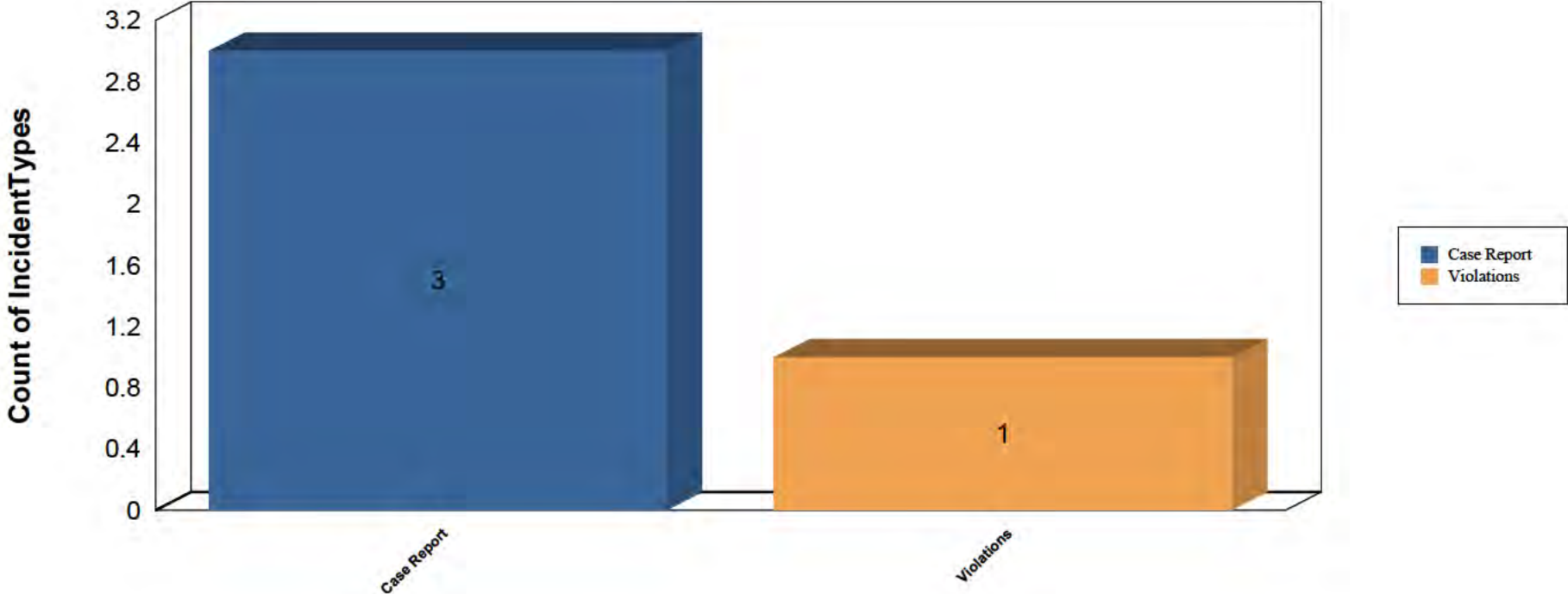
ATTACHMENTS

1. Municipal Enforcement Report

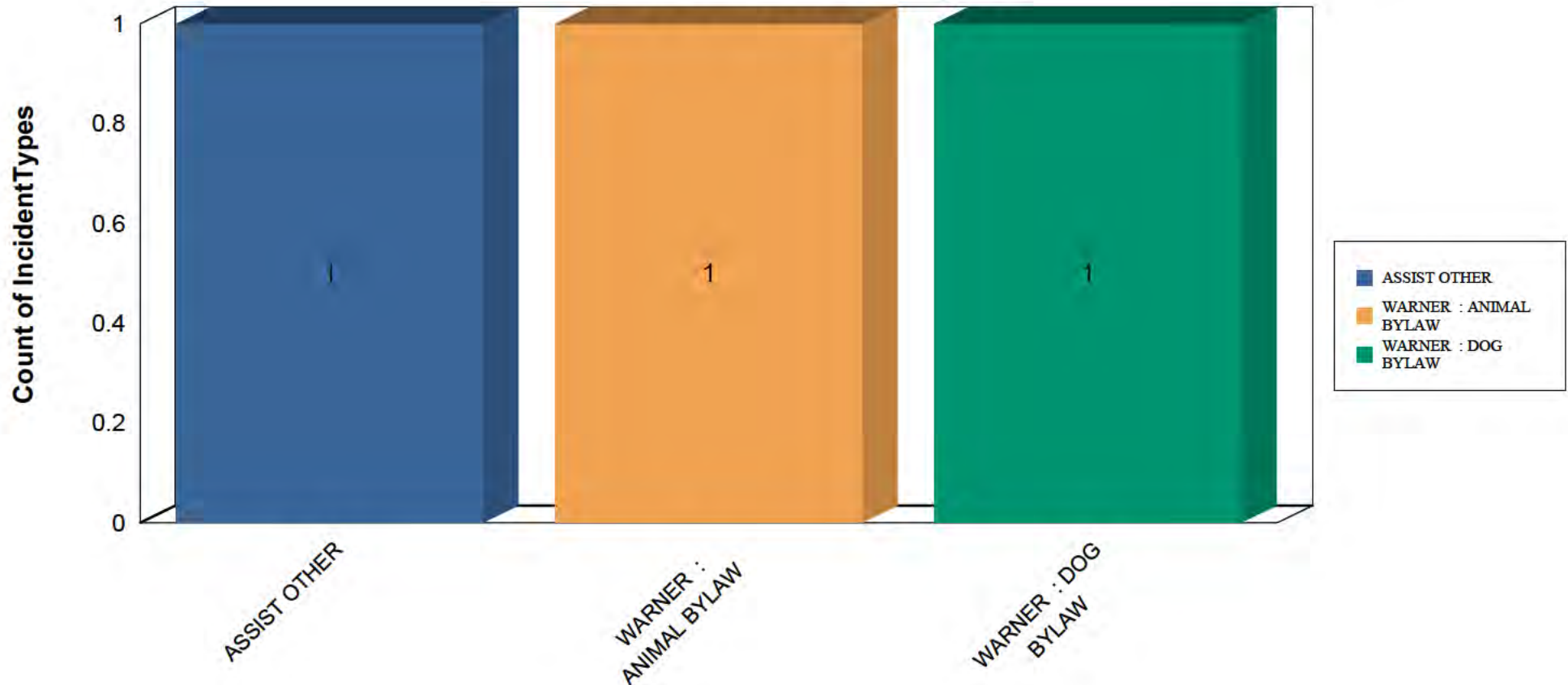
Municipal Enforcement

Statistics from: 10/1/2024 12:00:00AM to 10/31/2024 11:59:00PM

Count of Reports Completed



Count of Incident Types



ASSIST OTHER

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0489	ASSIST OTHER	BRANDON BERG	2024/10/03 1257

Specific Location

██████████

Report Synopsis : unfounded complaint of overhanging branches

33.33% # of Reports: 1 Case Report ASSIST OTHER

WARNER : ANIMAL BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0509	WARNER : ANIMAL BYLAW	BRAYDEN FENZ	2024/10/22 1552

Specific Location

Report Synopsis : complaint of dogs at large within Warner

33.33% # of Reports: 1 Case Report WARNER : ANIMAL BYLAW

WARNER : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0437	WARNER : DOG BYLAW	BRANDON BERG	2024/10/12 1427

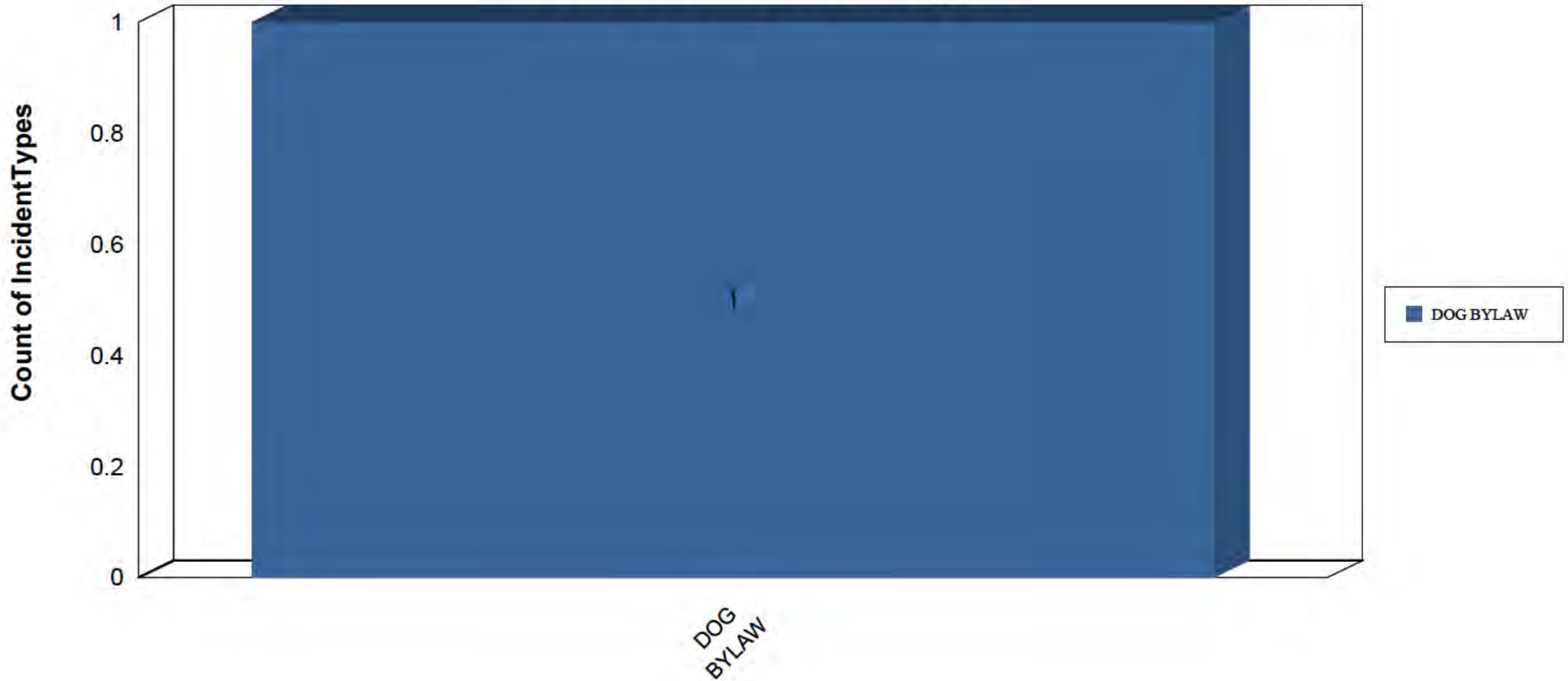
Specific Location

Report Synopsis : barking dogs complaint

33.33% # of Reports: 1 Case Report WARNER : DOG BYLAW

Grand Total: 100.00% Total # of Incident Types Reported: 3 Total # of Reports: 3

Count of Incident Types



DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Violations RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	0247	DOG BYLAW	BRANDON BERG	2024/10/12 1317

Specific Location

██████████

100.00% # of Reports: 1 Violations DOG BYLAW

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

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



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

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

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. CAO Report



Chief Administrative Officer Report
October 2024

Administration

- Council meeting preparation
- Council meeting attendance
- Council minutes and highlights for newsletter. Copies of newsletter at grocery store.
- Meetings/communication (walk in, email and phone)
- Bi-Weekly staff meetings
- Bylaw work
- Policy work
- Job Description Updates
- Development inquiries
- Eleven development permits to date
- Updates from CPO's (when applicable)
- Set up vacant residential property asbestos testing
- Meetings with Minor Hockey
- Communication with engineer regarding roadway at Civic Centre and laneway behind curling rink
- Financial Auditor RFP sent out
- Development Permit condition follow up on properties
- Move money to investments and higher savings accounts
- Discussions with legal
- Creation of council committee bylaw for Ag project
- Concession Operator agreement
- Airport hay lease agreement
- Attend Southern Alberta Operators Idea Group meeting
- MPC meeting agenda preparation, attendance and minutes

<u>Motion Carried 2023-65</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that administration follow up on any outstanding conditions of development permits and proceed with future tracking."	Complete
Motion Carried 2023-261	Moved by Mayor Lindsay, seconded by Councillor Baron, "that the school zones be changed to playground zones and to include a playground zone at the Lions Campground."	WIP
Motion Carried 2023-267	Moved by Councillor Baron, seconded by Mayor Lindsay, "that Council directs administration to send out a Request for Proposal for financial auditing services."	Complete
<u>Motion Carried 2024-111</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council grant the request for a special permit to house urban bees at the property of 504 - 5th Avenue, Warner to the period ending December 31, 2025."	WIP
<u>Motion Carried 2024-147</u>	Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve the proposed 150 x 200 riding arena north of the existing ball park and that administration prepare an agreement."	WIP
<u>Motion Carried 2024-149</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council table the item of Airport Insurance to a future council meeting."	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 2024-181</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council host an "Evening of Casual Conversation with Council" on October 22, 2024 at 6:00 p.m. at the Seniors Centre."	Complete
<u>Motion Carried 2024-195</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Colette Glynn and Marjorie Cronkhite be appointed to the Municipal Planning Commission for the 2024-2025 year.	Complete

<u>Motion Carried 2024-200</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that administration prepare a quarterly solar report for inclusion into Council's agenda."	WIP
<u>Motion Carried 2024-201</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to invest to their discretion."	Complete
<u>Motion Carried 2024-207</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Bylaw 158 being a bylaw to provide for the licensing of Mobile Homes be repealed."	Complete
<u>Motion Carried 2024-210</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council support the Town of Milk River's application for an Alberta Community Partnership grant for the Regional Water Source Study and Contingency Plan project."	Complete
<u>Motion Carried 2024-211</u>	Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, that Council donate memberships to the Athletic Centre, one for the gym and one for the ice."	Complete
<u>Motion Carried 2024-212</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to create a Community Agriculture Project Bylaw."	Complete

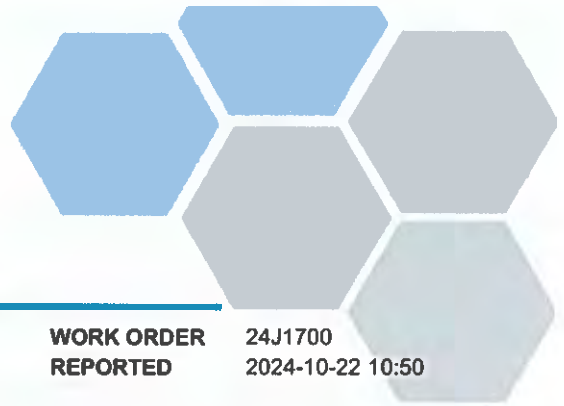
2024 Operational Projects

Council	
CWG membership	Complete
Council mileage	Ongoing
Community Engagement – vision / mission	Waiting for report
Mayors and Reeves membership	Complete
AB Municipalities Conference x 1	Complete
FCM x 0	Complete
Administration	
Chamber Flooring	WIP
Chamber Painting	WIP
Smart TV/Board	Complete
Working Alone (25 (text)or 30 (phone in) / person)	Complete
Security Bars for ATB	Complete
Punch code keyless entry – WTP/PW Shop/Admin (\$120 each)	Complete
Village Admin building sign	
Paint Admin building	
Paint PW building	
IT	
HVAC – AC Preventative Maintenance	
ATB Rent	Ongoing
RCMP	Complete
Fire	
Yellow(Bush) truck clutch	Complete
Roads	
Playground zone signs/posts	WIP
Crosswalk painting	
Solid Waste	
Recycling Fee to Rates Bylaw	Revisit
Planning and Development	
CF Beautification (cost per loan) x 1	0 applications
Parks and Recreation	
Christmas Lights (\$1,200 per siloutte)	

Civic Centre	
Water filling station	Complete
Griddle	Complete
Camera for online monitoring of systems	
EV Charger light	
Line for Live Barn	

2024 Capital Projects

Administration	
HVAC Replacements	
Administration Roof	Complete
Fire	
30,000 gallon water tank	Complete
Roads	
Road Rehabilitation	Complete
Wastewater	
Manhole replacement	Complete
Camera along 4th Avenue	Complete
Civic Centre	
Ice plant	WIP
radiant heaters	WIP
Zamboni	



TEST RESULTS

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

WORK ORDER REPORTED 24J1700
2024-10-22 10:50

Analyte	Result	Guideline	RL	Units	Analyzed	Qualifier
Warner (24J1700-01) Matrix: Water Sampled: 2024-10-10 10:30						
<i>Calculated Parameters</i>						
Total Trihalomethanes	0.0289	MAC = 0.1	0.00400	mg/L		N/A
<i>Haloacetic Acids</i>						
Monochloroacetic Acid	< 0.0020	N/A	0.0020	mg/L	2024-10-20	
Monobromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2024-10-20	
Dichloroacetic Acid	0.0133	N/A	0.0020	mg/L	2024-10-20	
Trichloroacetic Acid	0.0121	N/A	0.0020	mg/L	2024-10-20	
Dibromoacetic Acid	< 0.0020	N/A	0.0020	mg/L	2024-10-20	
Total Haloacetic Acids (HAA5)	0.0254	MAC = 0.08	0.00200	mg/L		N/A
Surrogate: 2-Bromopropionic Acid	95		70-130	%	2024-10-20	
<i>Volatile Organic Compounds (VOC)</i>						
Bromodichloromethane	0.0029	N/A	0.0010	mg/L	2024-10-12	
Bromoform	< 0.0010	N/A	0.0010	mg/L	2024-10-12	
Chloroform	0.0260	N/A	0.0010	mg/L	2024-10-12	
Dibromochloromethane	< 0.0010	N/A	0.0010	mg/L	2024-10-12	
Surrogate: Toluene-d8	89		70-130	%	2024-10-12	
Surrogate: 4-Bromofluorobenzene	90		70-130	%	2024-10-12	



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending November 20, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 561-18 Procedural Bylaw

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Oldman River Regional Services Commission Minutes
2. Chinook Arch Regional Library Board Report
3. FCSS Minutes



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 13, 2024 – 7:00 p.m.

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

BOARD OF DIRECTORS:

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

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

STAFF:

Bonnie Brunner.....Senior Planner
 Mike BurlaSenior Planner
 Ryan Dyck Planner
 Carlin Groves CAD/GIS Technologist
 Steve HartySenior Planner
 Diane Horvath.....Senior Planner
 Raeanne KeerExecutive Assistant

Lenze KuiperChief Administrative Officer
 Jennifer Maxwell.....Subdivision Technician
 Stephanie Sayer Accounting Clerk
 Kattie Schlamp Planner
 Rachel SchortinghuisAssistant Planner
 Gavin ScottSenior Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Scott Akkermans

THAT the Board adopts the Agenda for June 13, 2024, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Richard DeBolt

THAT the Board approves the meeting minutes of December 7, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

a. 2023 Financial Statements & Auditor's Report – Derek Taylor, KPMG LLP

Derek Taylor, of KPMG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

5. REPORTS

a. 2023 Annual Report

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report to the Board.

Moved by: Dean Ward

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2023.

CARRIED

b. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

a. Staffing Update

L. Kuiper announced the retirement of Sherry Johnson, Bookkeeper, at the end of April 2024 following 40+ dedicated years with the Commission. He then introduced Stephanie Sayer, Accounting Clerk, and Rachel Schortinghuis, Assistant Planner, to the Board as new staff to ORRSC.

b. New ORRSC Member – County of Forty Mile No. 8

L. Kuiper announced and welcomed the County of Forty Mile No. 8 as the newest member to the Oldman River Regional Services Commission and welcomed their Board Member Joan Hughson.

Moved by: Brad Schlossberger

THAT the Board of Directors approves membership in 2024 of the following Municipality to the Oldman River Regional Service Commission:

County of Forty Mile No. 8

CARRIED

**c. Subdivision Activity
- As of May 31, 2024**

L. Kuiper presented the Subdivision Activity statistics as of May 31, 2024 to the Board.

d. Year End Financial Performance Reports and Presentation

L. Kuiper presented the Year End Financial Performance Reports and Presentation to the Board.

The Board discussed ensuring that the Commission is charging appropriate membership fees to ensure the financial viability of organization and ensuring that the valuable and knowledgeable staff within the Commission are retained given the support they provide to the membership.

e. ORRSC Periodical – Hamlets

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Hamlets.

7. ACCOUNTS

**a. Balance Sheet and Comparative Income Statement
- As of April 30, 2024**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2024

Moved by: Peggy Losey

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

CARRIED

8. **NEXT MEETING** – Thursday, September 5, 2024

9. **ADJOURNMENT**

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:01 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer



EXECUTIVE COMMITTEE MEETING MINUTES
July 11, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, July 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
Scott Akkermans
David Cody
Brad Schlossberger
Neil Sieben, Virtual

Absent

Christopher Northcott

Staff

Bonnie Brunner, Senior Planner
Diane Horvath, Senior Planner
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

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

1. Approval of Agenda

Moved by: Scott Akkermans

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

CARRIED

2. Approval of Minutes

Moved by: Brad Schlossberger

THAT the Executive Committee approves the May 9, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Staff Updates

R. Keer advised the Committee that 2 new Assistant Planners would be joining in August. She stated that they have been hired on 1-year contracts and that we hope that they will be a good fit long term to help with the existing heavy workload on staff.

b. New Service Investigation: Development Processing and Support Position

R. Keer announced that Administration has sent out a letter to the Member's Chief Administrative Officers to inquire if there was an appetite for ORRSC to offer a new service in which a dedicated staff member would be available to process development permits and provide development support to those who are interested in participating. She advised at this time Administration had received various levels of interest from 19 municipalities. R. Keer stated that Administration has requested all interested parties to complete an initial survey to help ORRSC understand what level of service our members would like to see from this position to help us draft a proposal to ensure that the role is sustainable from both a financial and work load perspective.

D. Horvath stated that the need for this position has come out the need to alleviate some of the day-to-day workload that the Planners are experiencing as over the last few years as they have been assisting with Development Officer work in their municipalities will has taken away their ability to complete larger projects which carry a larger impact to the Fee For Service budget. She stated that in addition Administration believe that this position would be a benefit to the membership to help those Members who require assistance when there are changes in staff, or for municipalities where the CAO is also the Development Officer.

R. Keer advised that once the survey results are in from all of the interested parties, Administration will work to develop a proposal to present to the Members to further gauge their level of interest based on the proposal level of service and associated fees.

c. Regional Assessment Review Board Member Appointments

R. Keer stated that the Regional Assessment Review Board is low on lay members this year due to a limited number of appointments and a further limited number of members who were able to complete the mandatory training with the Land and Property Rights Tribunal (LPRT). She advised that correspondence will be going out to the membership in the coming weeks asking that Members consider the opportunity to advertise for lay members for this Board to assist with next years hearings. R. Keer acknowledged that this is a difficult board to recruit for as the training opportunities are limited through LPRT and can be onerous on appointees.

R. Keer stated that she does have a lay member who currently sits on the City of Lethbridge Assessment Review Board who attending a training session hosted by ORRSC in the Spring who is interested in joining the Regional Board and inquired if any Committee members

believe their municipality would be interested in appointing him to help ensure we have enough experienced lay members for hearings this Fall.

S. Akkermans suggested contacting the Town of Coalhurst CAO as they may be interested given the proximity of the Town.

d. ORRSC Periodical - Hamlets

G. Scott presented the Summer 2024 ORRSC Periodical on Hamlets to the Committee.

e. Subdivision Activity – As of June 30, 2024

R. Keer presented Subdivision Activity as of June 30, 2024 to the Committee.

f. 2025 Initial Budget Discussion

R. Keer stated that Administration wanted to open up the conversation around the 2025 Budget and budget process with the Committee early this year to help Administration determine what the Committee would like to see going forward, such as membership fee rates, existing membership caps, salaries, reports, and the budget process.

The Committee discussed the current Fee for Service revenue budget of \$200,000.00 compared to the \$27,674.51 that is currently received as of May 31, 2024. The Committee discussed the benefit of receiving a project status list moving forward to assist with budget development.

R. Keer advised that she would work with S. Sayer to develop a project tracking system for the next meeting.

The Committee discussed reviewing the standards and amounts used for developing Fee for Service projects and increasing them to better meet the value of the work that is being produced.

The Committee discussed determining the revenue required to sustain the proposed Development Processing and Support position.

The Committee discussed the need to see the actuals for the current year and previous years for various revenues and expenses to help better budget. The Committee also discussed the need to stabilize income to ensure fixed expenses are covered appropriately with the Membership fees. The Committee discussed the difficulty of predicting and relying on subdivision and fee for service to balance the budget when they are too variable to be used. The Committee discussed determining what membership fees would need to be increased too to properly cover the fixed expenses for the organization and using subdivision and fee for service to cushion the organization and restore reserves.

S. Sayer advised that she is currently working on a new budget format to better capture and represent the actuals of the organization.

The Committee discussed how increasing fees could impact the membership and the organization and the long term affects of not increasing fees appropriately.

The Committee discussed concerns around staffing levels, the workload and work capacity on existing staff and salaries to help retain and attract staff to help the organization function appropriately.

The Committee discussed the importance meeting with member municipality Councils and CAO's to help keep the relevance of ORRSC in the forefront of the municipalities, and to allow the opportunity for members to provide feedback on the services they receive.

The Committee advised Administration that they would like to hold a separate meeting to go through the budget in detail outside of a Regular Executive Committee meeting to have a larger conversation.

The Committee discussed the need for review what types of services are being done at no-charge to the Members that could be potential place of revenue for the organization.

R. Keer advised that she would reach out to discuss setting up a date for the budget deliberations in the near future.

5. Accounts

a. Office Accounts

R. Keer presented the Monthly Office Accounts for May 2024 and the Payments and Credits for May 2024 to the Committee.

b. Financial Statements

R. Keer presented the Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024 to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

R. Keer presented CAO Report to the Committee.

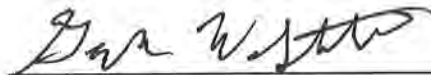
8. Round Table Discussions

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

9. Next Meeting – Board of Directors – September 5, 2024 ; Executive Committee – August – Cancelled; September 12, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:18 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

BOARD REPORT

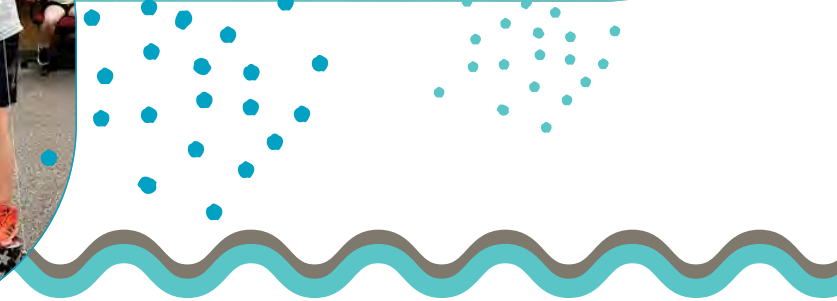


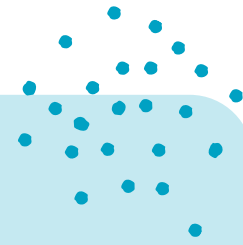
CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 1, 2024

Summer Reading Program a Smashing Success!

The 2024 TD Summer Reading Club had a banner year, with over 1,200 young people registered for programs in Chinook Arch member libraries – an increase of 61% over 2023. There were over 300 programs offered in area libraries and in the community. Special thanks to SRP Coordinators Shayla and Morgan, who traveled 5,600 km to facilitate programs designed to keep kids reading over the summer break!





Board Members Present

Corry Walk – Village of Arrowwood
 Ron Gorzitza – Village of Barons
 Marsha Jensen – Town of Cardston
 Tom Nish – Cardston County
 Blanche Anderson – Village of Carmangay
 Terry Penney – Village of Champion
 Stephen Pain – Village of Coutts
 Doreen Glavin – Municipality of Crowsnest Pass
 Jim Monteith (Treasurer) – Town of Fort Macleod
 Sue French – Village of Hill Spring
 Robin Harper – City of Lethbridge
 Tory Campbell – Lethbridge County
 Marie Logan (Vice Chair) – Village of Lomond
 Darryl Christensen – Town of Magrath
 Anne Michaelis – Town of Milk River
 Christopher Northcott – Village of Milo
 Amanda Bustard – Town of Nanton
 Melissa Jensen – Town of Nobleford
 Crystal Neels – Town of Picture Butte
 Mark Barber – Town of Pincher Creek
 Dave Cox – Pincher Creek MD
 Chelsey Hurt – Town of Stavely
 Justin Davis – Village of Stirling
 Daniel Remfert – Town of Taber
 Merrill Harris – Taber MD
 Marilyn Forchuk – Town of Vauxhall
 Doug Logan – Vulcan County
 Derek Baron – Village of Warner
 Morgan Rockenbach – County of Warner
 Lesley Little – ID #4 Waterton
 Maryanne Sandberg – Willow Creek MD
 Brendan Cummins – LPL Resource Centre
 Vic Mensch (Chair) – Ministerial Appointee

Regrets

Kesley Hipkin – Town of Claresholm

Not Present

Jane Johnson – Village of Barnwell
 Jordan Sailer – Town of Coaldale
 Lyndsay Montina – Town of Coalhurst
 Linda Allred – Village of Glenwood
 Kelly Jensen – Town of Raymond
 Debra Wyatt – Town of Vulcan

Chinook Arch Receives \$75,000 CIP Grant

Chinook Arch has received \$75,000 in matching funds in the form of a Community Initiatives Program grant. These funds will help to defray the cost of the server/storage upgrade that the Board had approved earlier in the year, and will help to preserve the Board’s Technology Fund. The Board acknowledges the Government of Alberta and Lethbridge East MLA and Minister of Affordability and Utilities Hon. Nathan Neudorf for his support of this application. Since its incorporation in 1992, Chinook Arch has raised almost \$9 million dollars to support and enhance library services in southwestern Alberta.

Policies Reviewed

All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Borrowing Policy – governs the terms under which the Board may borrow funds for operations
- Confidentiality of Patron Records – governs how patrons’ personal information is used and protected by Chinook Arch
- Services for the Print Impaired – a required policy outlining how the Board will serve patrons who are unable to read traditional print material

Contact Us

Chinook Arch Regional Library System
 2902 7th Avenue North
 Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



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



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

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, October 2, 2024
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Board Members:

Caldwell, Heather – Town of Coalhurst
Chapman, Bill – Town of Coaldale, Vice-Chair
Degenstein, Dave – Town of Milk River, Chair
Bekkering, Garth – Town of Taber
Doell, Daniel – Village of Barons
Foster, Missy – Village of Barnwell
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Jensen, Kelly – Town of Raymond
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling

Attendance (on-line):

Payne, Megan – Village of Coutts

Absent

Feist, Teresa – Town of Picture Butte
Harris, Merrill – M.D. of Taber
Jensen, Melissa – Town of Nobleford
Norris, Russell – Town of Vauxhall

Staff (in-person):

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

Call to Order

D. Degenstein called the meeting to order at 4:01 p.m.

D. Degenstein noted this is the last meeting of this Board and thanked the Board for their service.

Approval of Agenda

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

Carried Unanimously

Minutes

L. Nilsson moved the minutes of the September 4, 2024, FCSS Board meeting be approved as amended.

Carried Unanimously



Delegation

Report to Municipalities – Outreach Services

Kaitlynn Weaver, Outreach Services Supervisor presented the draft Report to Municipalities – Outreach Services 2024.

The Board discussed the information provided.

M. Foster entered the meeting at 4:05 p.m.

M. Payne entered the meeting at 4:05 p.m.

K. Jensen entered the meeting at 4:15 p.m.

The Board discussed the Volunteer Income tax program and the need for new Volunteers. New Volunteer names must be submitted by November and CRA training begins in January 2025.

The Board thanked K. Weaver for her presentation.

L. Hickey moved the Board approve the Report to Municipalities – Outreach Services 2024 as presented and requested Administration distribute the report to our Municipalities and Alberta Government funders.

Carried Unanimously

Kaitlynn Weaver left the meeting at 4:17 p.m.

Correspondence

The following correspondence was presented for information:

- 2024-07-05 - FCSSAA Board Meeting Highlights
- 2024-08 – FCSSAA News
- Challenges facing FCSS September 2024 – Summary
- Alberta Farm Mental Health Network (AGKNOW) – Upcoming Events

The Board discussed the Community Needs Assessment project, Board members are being contacted directly by the Prentice Institute to arrange interviews.

G. Bekkering moved the Board to receive the correspondence presented for information.

Carried Unanimously

Reports

Executive Director

Zakk Morrison reviewed the Executive Director's report.

The following was highlighted:

- International Day of the Older Person is October 1, 2024.

B. Chapman asked about the Seniors Speakers Series held in Coaldale and would like Z. Morrison to provide an update for activities held in Coaldale.



Z. Morrison will contact Cindy Lauwen to provide B. Chapman with an update.

M. Kirby moved the Board to approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board approve the October 2024 Financial Report including:

- Financial statement for August 31, 2024;
- Monthly accounts for August 31, 2024;
- ATB Mastercard statement August 14 to September 12, 2024.

Carried Unanimously

New Business

2025 Municipal Requisitions

Z. Morrison asked the Board members when they would like to discuss the 2025 Municipal Requisitions.

The Municipal Requests will be brought forward at a future Board meeting.

Family and Community Support Services Association of Alberta (FCSSAA)

Z. Morrison reported the FCSSAA Conference will be held November 13-15, 2024, in Edmonton. Board attendance at the conference is done on a rotating basis with four Board members budgeted to attend the FCSSAA Conference yearly.

The following Board members indicated they would be interested in attending: D. Degenstein, H. Caldwell, M. Kirby, D. Doell and B. Chapman.

The Board members not in attendance will be contacted to see if they would like to put their name forward to attend.

The Board directed Administration to register D. Degenstein and H. Caldwell for the conference. The additional two Board members to attend the conference will be decided at the November Board meeting.

The Board discussed sending an invitation G. Hunter and J. Schow to attend the "Breakfast with Your MLA" during the Conference.

H. Caldwell moved the Board direct Z. Morrison to send a letter to the MLA's in our area inviting them to the "Breakfast with Your MLA" on November 14, 2024 during the FCSSAA Conference.

Carried Unanimously

2024-2025 FCSS Association Membership Invoice

The Board discussed the 2024-2025 FCSS Association Membership Invoice.

B. Chapman moved the Board approve payment of the FCSSAA Membership Invoice #1895 for September 1, 2024, to August 31, 2025.

Carried Unanimously

Round Table:

The Board shared municipal updates.

Closed Session

J. Heggie moved the Board move in-camera, based on the Governance Policies-Board Meeting in Absence of the Public, at 5:25 p.m.

Carried Unanimously

Linda Hashizume, Evelyn Florence-Greene, Petra DeBow left the meeting at 5:26 p.m.

G. Bekkering moved the Board to regular session at 5:52 p.m.

Carried Unanimously

H. Caldwell moved the Board approve the Executive Directors work plan for 2025-2026.

Carried Unanimously

L. Hickey moved the Board approve the Executive Directors performance evaluation for 2024.

Carried Unanimously

Date of Next Meeting

The date of the next regular Board meeting will be November 6, 2024, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams) starting at 4:00 p.m.

Adjournment

J. Heggie moved the meeting adjourn at 5:57 p.m.

Carried

Chairperson



2024 10 24

Executive Director



2024 10 24



Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending November 20, 2024 be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Warner 2025 Grad Class Thank You
2. FCSS Outreach Report
3. ORRSC Next Gen 911 GIS Project
4. Alberta Environment and Protected Areas Water Engagement
5. ORRSC Membership Fee 2025
6. Service Alberta and Red Tape Reduction – Bill 34
7. Alberta Technology and Innovation – Bill 33

Austin Preston

Joey Nagy

Aydin Herget

Isaac Pittman

Jonny Nagy

Kelcey Campbell

Amelia Kocher

Village of Warner

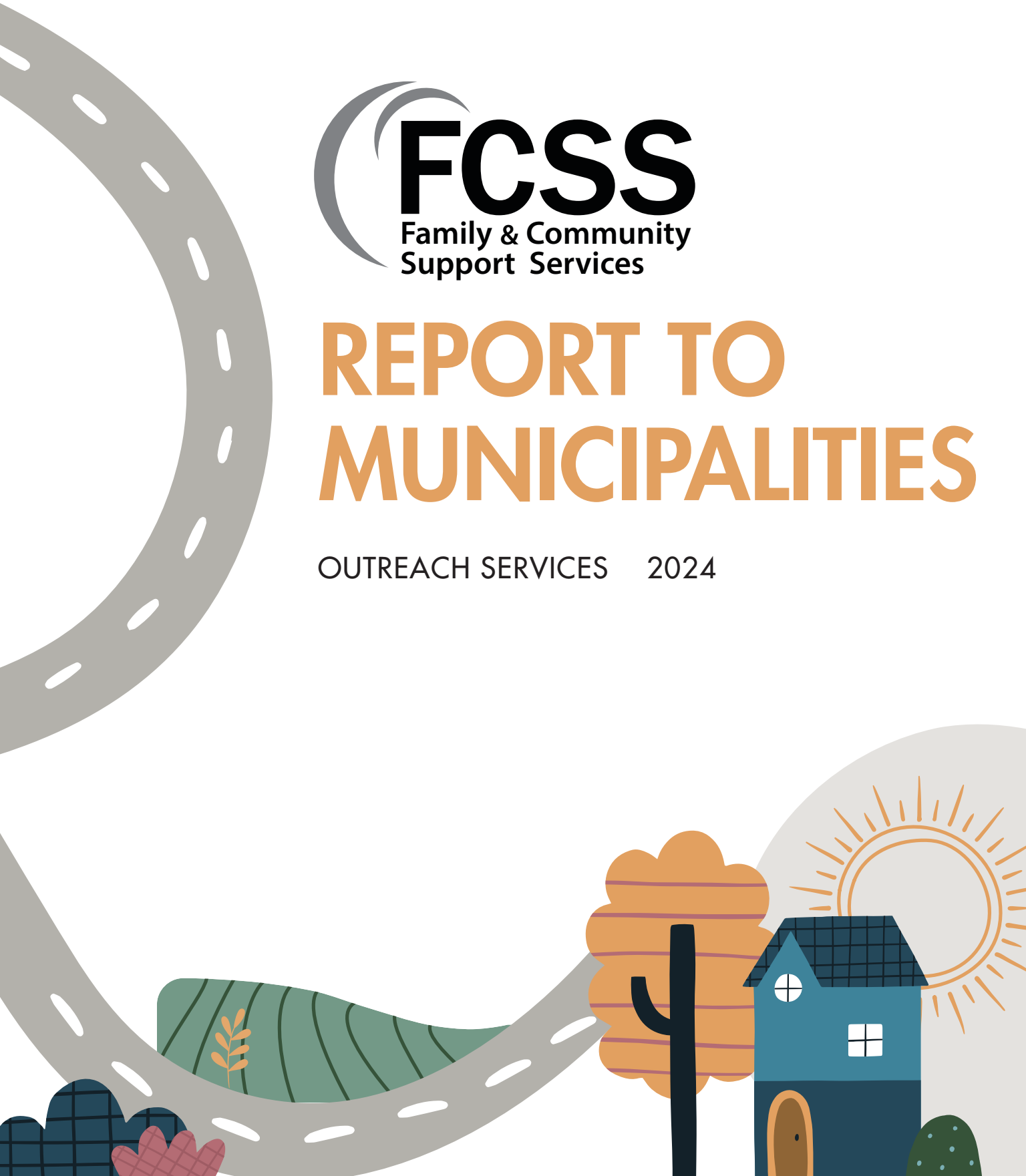
Thank you so much
for your generous
donation towards
our silent auction.
We really appreciate
it.

Warner 2025
Grad Class.



REPORT TO MUNICIPALITIES

OUTREACH SERVICES 2024



Introduction

The Outreach Services team provides timely and relevant services to youth, seniors, and volunteers, the purpose for which are as follows:

SENIOR SERVICES

To improve the health and wellness of seniors and assist them in maintaining optimal levels of independence without undue risk.

YOUTH SERVICES

To provide resources, expand individual coping strategies, and create safe spaces for youth to develop their skills for success in life.

VOLUNTEER SERVICES

To enrich and extend the amount and variety of FCSS services with the assistance of volunteers.

Throughout 2023 and 2024, the Outreach Services department prioritized the following goals and sub-goals to align with the 2023 Strategic Plan.

GOAL 1: Timely and Relevant Direct Service Delivery

- Addressing Social Isolation
- Collaborative Youth Programming

GOAL 2: Enhance Community Spirit

- Community Awareness and Engagement
- Volunteering

GOAL 3: Entry Point for supports

- Information and Referral
- Community Capacity Building

GOAL 4: Capture Impact

- Information study and research



Goal 1

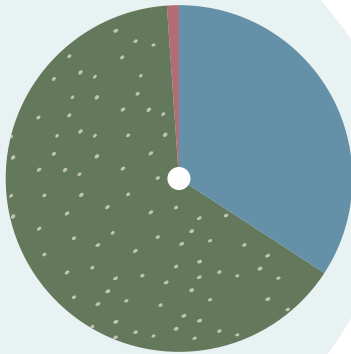
Timely and Relevant Direct Service Delivery

Deliver accessible and evidence-informed services to meet community needs throughout the lifecycle of residents.

► WHO WE SERVE

817 UNIQUE CLIENTS SUPPORTED

3,312 SERVICE HOURS

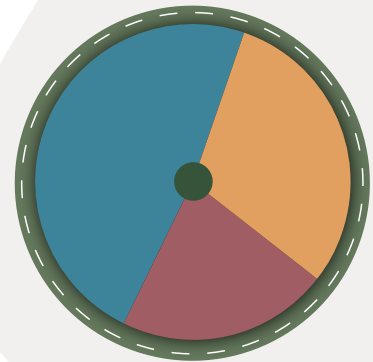


GENDER:

Females	59%
Males	40%
Non-binary or Transgender	1%

AGES:

Children/Youth (0-17)	20%
Adult (18–54)	25%
Seniors (55+)	55%



CULTURAL COMMUNITY:

Low German Mennonite	16%	Do not identify	68%
Newcomer	7%	Other	4%
Indigenous	5%		

► HOW WE SERVE

89% IN PERSON

* Data used in this report was collected between September 1, 2023 – August 31, 2024

Goal 1.1

► ADDRESSING SOCIAL ISOLATION

SENIORS' PROGRAMS

Research shows that an estimated 30% of Canadian seniors are at risk of becoming socially isolated. The following programs help to keep rural seniors socially connected.

Senior Speaker Series – 31 Presentations

- Milk River • Taber • Coaldale • Raymond • Picture Butte

300 ATTENDEES

Memory Café

- Milk River

18 ATTENDEES

Seniors' Expo

- Taber

95 ATTENDEES

Ice Cream Social

- Coalhurst • Coutts
- Taber

77 ATTENDEES



WOMEN IN FARMING

The Women in Farming Conference offered a valuable opportunity for women to connect with peers, discover resources for navigating challenging times, and experience a sense of appreciation and recognition.

38 ATTENDEES **5** CHILDREN

Financial contribution from



Public Health Agency of Canada Agence de la santé publique du Canada

“ *Loved the ability to connect to other women.
The time spent on reflection & setting some goals.* ”

-- Participant



Goal 1.2

▶ COLLABORATIVE YOUTH PROGRAMMING

CREATIVE LEADERS YOUTH CONFERENCE

Funded by Canada Service Corps., the Creative Leaders Conference provided an opportunity for youth to connect with like-minded peers and learn more about their leadership styles. Emma Morrison, the first Indigenous women in 72 years to win the title of Miss World Canada, gave an inspiring and engaging keynote address.

60 YOUTH ATTENDEES



FUNDED BY CANADA SERVICE CORPS | FINANCE PAR SERVICE JEUNESSE CANADA | Canada



“ I liked that we were able to talk with kids from other schools. I'd like to learn more about them and for these events to happen more often. ”

– Youth

SUMMER DAY CAMPS

FCSS

- Coalhurst • Nobleford • Vauxhall

43 YOUTH ATTENDEES



Family Ties Summer Camps

- Picture Butte • Stirling • Coalhurst



39 YOUTH ATTENDEES

Goal 2

Enhance Community Spirit

Recognize the uniqueness of each municipality with an inclusive approach.

Goal 2.1

► COMMUNITY AWARENESS AND ENGAGEMENT

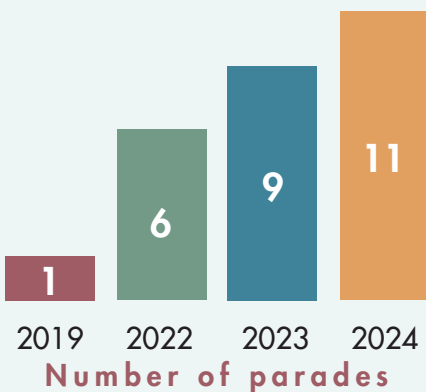
PROMOTING FCSS AT MUNICIPAL EVENTS

11 Parades

- Barnwell • Barons • Coaldale • Coalhurst • Coutts • Nobleford
- Picture Butte • Stirling • Taber • Vauxhall • Warner

17 MUNICIPAL EVENTS SUPPORTED

209 SUMMER DROP-IN PROGRAM PARTICIPANTS



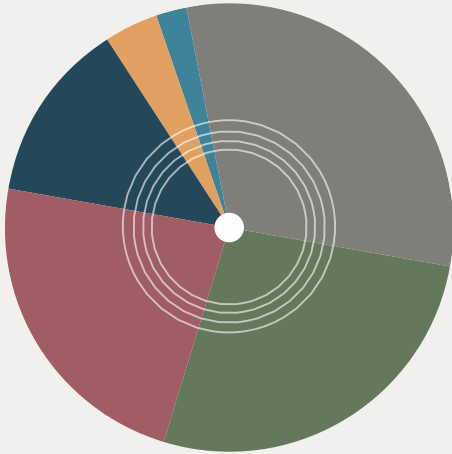
COALDALE
SUMMER
FEST

Goal 2.2

▶ VOLUNTEERING

7,174 VOLUNTEER HOURS

86% INCREASE FROM PREVIOUS YEAR



- 31% Precious Connections and Between Friends Volunteers
- 27% DO Crew Volunteers
- 23% Practicum student volunteers
- 13% Meals on Wheels Volunteers
- 4% Tax Volunteers
- 2% Other volunteering opportunities
(Clothing and Toy Fest, Event Set up, etc.)

HIGHLIGHT • TABER LITTLE FREE PANTRY

The Little Free Pantry is a project developed by the Taber DO Crew to help address food insecurity in the Town of Taber. The development of the Little Free Pantry was made possible through the combined efforts of the DO Crew youth, FCSS, and the Town of Taber. Funding for the project was provided by the Town of Taber.



1,880 DO CREW VOLUNTEER HOURS

258 TAX VOLUNTEER HOURS

Barnwell

Stirling

Raymond

Goal 2.3

► COMMUNITY AWARENESS

CELEBRATING SENIORS DURING SENIORS' WEEK

- Coaldale – 100 attendees
- Taber – 50 attendees
- Vauxhall – 40 attendees



TIM HORTON'S SMILE COOKIE WEEK

This year, FCSS's seniors' services was selected to be the recipient of the 2024 Smile Cookie Week in Taber. The Smile Cookie fundraiser took place between April 29-May 5, and raised over \$7,400!

NATIONAL VOLUNTEER WEEK

This year, FCSS launched the 'Cheers to Volunteers' initiative, which provided residents with an opportunity to nominate deserving volunteers in one of three categories: youth, individual, and group. Each winner received a plaque and an individualized celebration, which allowed them to celebrate in a way that felt meaningful to them.



WINNERS

STEWART FOSS (Individual Award)

“ It is an honour and humbling. It means a lot to me. I think it is important to recognize people who do good things. I look forward to seeing who gets highlighted in years to come because as I look around my town (of Raymond), I see dozens and dozens of people who put in countless hours giving back in church and community groups (in Raymond), sports associations or serving on town committees. Volunteers are so important to the success of any community, but they are often unsung and unheralded for their efforts. ”

TABER DO CREW (Group Award)

- Sophia Reyes
- Kynlee Fallon
- Felicity Johnston
- Zoey Villanueva
- Kennedy Planger
- Cedd Domingo
- Alexis Baier



“ Volunteering is important to us because we value our community. We all need each other's help and volunteering fosters a culture of collaboration and wholesomeness. We also want to influence the next generation to be more empathetic and work towards a “we” mentality and not a “me” mentality. Receiving this means a lot to us because it serves as a beacon of hard-work, hope, and integrity. In addition to that, it is proof that every small effort adds up and that when we come together as volunteers, a huge impact can be made on the world around us! ”

ADRIENA VAN LIERE (Youth Award)

“ I really enjoy the work I do at the Picture Butte Library, the people I work with are awesome, and I also enjoy the interaction with the community. I’m not usually very outgoing so this helps me get out and talk to other people more. I think it’s really cool to win this award because it was completely unexpected and it’s awesome to know that the work I do is appreciated. ”



FCSS volunteers need and deserve some recognition

By Garrett Simmons, FCSS
 In many ways, volunteers make the world go round. They are integral to organizations throughout southern Alberta, daily life.
 More often than not, volunteers get involved simply to make a difference in their communities. They enjoy once in a while, it's nice to be recognized for your efforts.
 Family and Community Support Services has a new initiative designed to honor those who have made a positive impact in their communities.
 Cheers to Volunteers 2024 is an opportunity for community members to nominate volunteers in win one of three Outstanding Volunteer Awards.
 "This year, we are starting a new initiative," said Cindy Lawrence, Volunteer Services Coordinator for FCSS. "It will be region wide, City of Lethbridge. We are asking people to nominate an individual, a group or a youth who is an outstanding volunteer in one of these categories."
 Nominations are available online or can be picked up in person at FCSS offices in Lethbridge County, the M.D. of Taber or the County of Warman.
 Nominations will be gathered, an external judging committee will analyze the submissions, and once three winners are selected, they'll be honored during National Volunteer Week.
 "And how those volunteers will look, will be up to the winners," FCSS said. "And finally, we want to hear from you. We want people to be helpful for the volunteers."
 That is just one of the creative aspects of Cheers to Volunteers 2024. An initiative that will encourage those to give back to their communities.
 "We want to inspire volunteers and we're hoping that having something official in place will get people more excited about volunteering," said Walker. "It's something that people can put on their resumes as a source of accomplishment and achievement."
 Spokesperson of youth, James Boyd, Youth Development Coordinator for FCSS, added young people have an important role to play in terms of giving back to their community through volunteering.

"I work with high school students and I think it's integral for youth to have a presence in the community and to help their communities demonstrate to the community the youth's value, and I think it's something important to do, they often rise to that challenge and it's very rewarding for them."
 Trinity Walker, Youth Development Coordinator for FCSS, who organizes the 100 Crew J/R groups in Lethbridge, added young people have a big role to play in the community.
 "With some of the past events we have put on like our Family Night, probably wouldn't have happened," she said. "Their ideas and creativity gives them a chance to do something new and learn a variety of new skills."
 To nominate a volunteer, visit www.fcss.ca, click on the link building for a nomination package, or contact Cindy.Lawrence@fcss.ca or 403-933-7802.
 March 28 is the deadline to nominate an individual, youth or group.

Welkom



Goal 3

Entry Point for Supports

Connect residents to supports at the earliest opportunity through a person-centred approach.

► INFORMATION AND REFERRALS

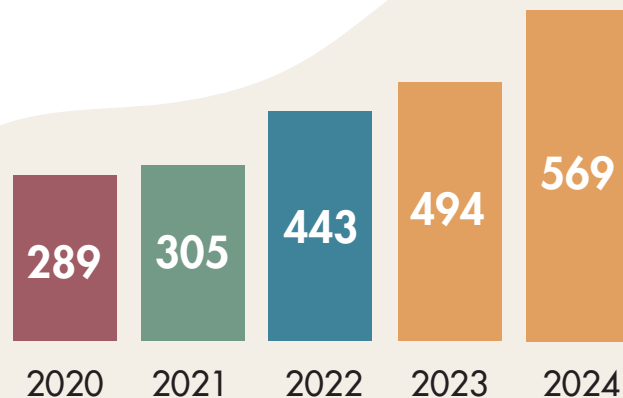
COMMUNITY VOLUNTEER INCOME TAX PROGRAM

The Community Volunteer Income Tax Program (CVITP) is offered through a partnership between FCSS and the Canada Revenue Agency. The CVITP works with organizations in the community to host free tax preparation clinics. The CVITP arranges for volunteers to complete income tax returns for eligible individuals with a modest income and simple tax situations.

\$5,845,344

BENEFITS RECEIVED BY ELIGIBLE INDIVIDUALS

15% INCREASE SINCE 2023



Number of returns

Coaldale

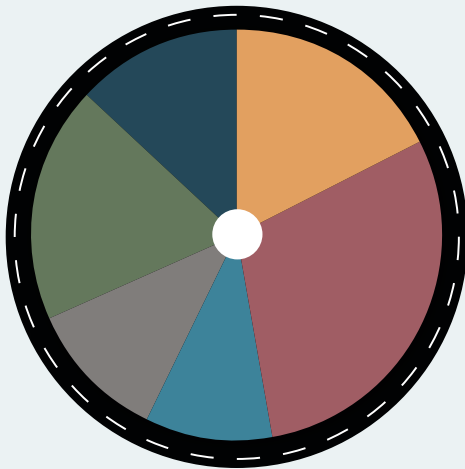
Taber

Lethbridge County

Goal 3.1

► INFORMATION AND REFERRALS

The Outreach team offers in-person support for seniors and adults who need help filling out paperwork to access their benefits. Staff also offer resources or additional supports to navigate local, provincial, or federal systems.



491 INDIVIDUALS DIRECTLY SUPPORTED

- 32% Provincial benefits
- 20% Income Tax Information
- 19% Federal benefits
- 14% Other Benefits
- 12% Housing Support
- 11% Other

1,000 INDIVIDUALS WERE REFERRED TO OTHER ORGANIZATIONS OR PROVIDED WITH INFORMATION ABOUT RESOURCES THEY COULD ACCESS OUTSIDE OF FCSS SERVICES

KEY:

- **Provincial Benefits:** Assistance filling out Alberta Special Needs Assistance paperwork.
- **Income Tax Information:** Answering questions about income taxes after tax documentation has been submitted.
- **Federal Benefits:** Assistance filling out Old Age Security and Guaranteed Income Supplement.
- **Other Benefits:** Assistance applying for Income Support, AISH, and other benefits.
- **Housing Support/Care Services:** Support accessing housing, transportation, and Home Care services.
- **Other:** Anything else we can help with

► COMMUNITY CAPACITY BUILDING

The Outreach Team connects and partners with local organizations to promote FCSS, create additional opportunities for residents to access support, and ensure that there is no duplication of services.

HEALTHY AGING ALBERTA

- FCSS partnered with Healthy Aging Alberta to host the South Regional Gathering. Over 50 service providers, including FCSS Senior Services' staff, attended the gathering to learn more about seniors supports that are taking place across Alberta.



ALBERTA HEALTH SERVICES – HEALTHIER TOGETHER PROGRAM

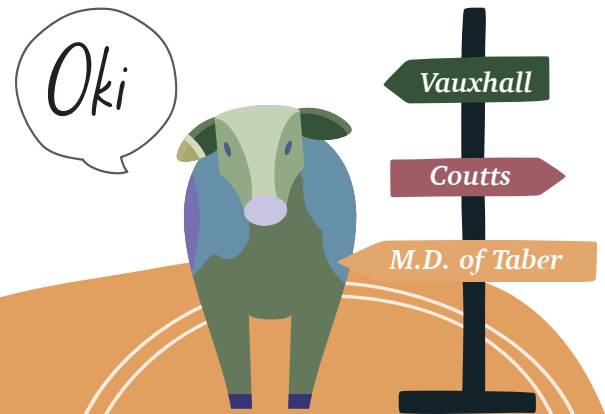
- Through the Healthier Together initiative, FCSS and AHS connected with school and Village administration in Barons to identify needs and gaps in the community. Together, the group identified that the Village was in need of picnic tables to help create an outdoor learning space for students and to be enjoyed by Baron's residents.



INTERAGENCY COMMITTEES

FCSS attends the following interagency committees to learn about community trends, share program and service information, and provide opportunities for collaboration.

- Coaldale Seniors' Advisory Committee
- Coalhurst Celebration Committee
- Grassy Lake Recreation Committee
- Picture Butte Interagency
- Taber Community Action Prevention Society



Goal 4

Capture Impact

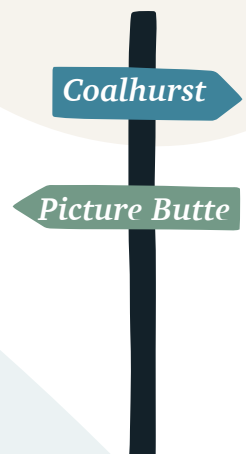
Measure the positive impact of programs and services.

► INFORMATION STUDY AND RESEARCH

CLIENT STORY

A client started coming to FCSS to get support accessing basic needs and to get his taxes done. The client was unhoused and living out of his car. After getting support from FCSS, he is now receiving all of his entitled senior benefits and is in the process of getting his housing applications completed. When asked about his experience, the client said the following:

“ The service is outstanding. I’ve never seen anyone in my life that has jumped on things like they did. FCSS gives me a reason to give more respect for people. They’re very professional. I like that. They’re really good at their job. They’ve helped me with every day life. I don’t talk too well for myself anymore, so having FCSS to help me explain what I need is great. ”



YOUTH PROGRAMS

96% OF YOUTH AGREE THAT THEY UNDERSTAND IT IS OKAY TO BE THEMSELVES AS A RESULT OF FCSS'S YOUTH PROGRAMS.

93% OF YOUTH AGREE THAT THEY ARE MORE LIKELY TO ACCEPT PEOPLE FOR WHO THEY ARE AS A RESULT OF THE PROGRAM.

“This program is a great program because it teaches us a lot about leadership and that will be very helpful for the future when an individual wants to get a job. ”

– Youth Participant

“I really enjoyed all the activities that were planned and organized for us to enjoy [at the Creative Leaders Conference]. The gift bag is full of valuable resources. Thank you so much. ”

– Youth Participant

INTERGENERATIONAL PROGRAMS

85% OF INDIVIDUALS REPORTED THAT THEY FELT MORE COMFORTABLE WITH PEOPLE FROM OTHER GENERATIONS.

“I enjoyed talking with the seniors and hearing their stories of when they were little. ”

– Youth Participant

“I enjoyed spending time with the boys and girls. ”

– Senior Participant

SENIORS' PROGRAMS

93% OF SENIORS KNOW MORE PEOPLE AND RESOURCES THAT THEY CAN RELY ON FOR HELP.

90% OF SENIORS FEEL BETTER ABOUT THEIR ABILITY TO TAKE ACTION TOWARDS IMPROVING THEIR LIVES.

“The Senior’s Expo allowed seniors to gain information all in one area without being on phones for hours and no human to speak for advice.”

– Senior Attendee

VOLUNTEERING WITH FCSS

80% OF YOUTH ARE MORE LIKELY TO CONTINUE VOLUNTEERING.

“This year I raised my hand to assist FCSS with the tax program. I enjoy making a difference for our seniors and low-income households in Southern Alberta. Volunteering gives me a feeling of satisfaction, a sense of purpose and a way to use my skills and abilities, as well as a sense of accomplishment. I feel that this makes an impactful difference in the residents’ lives. I am looking forward to volunteering next year with them.”

– Corrie Krueger, CVITP Volunteer

“I had the pleasure of speaking at the Creative Leaders Conference with FCSS, and it was an outstanding experience. The diverse group of attendees from various backgrounds connected remarkably well, and it was heartwarming to see so many smiles, laughter, and new friendships formed. The staff’s hospitality was exceptional, making my first visit to Taber truly memorable. The experience was nothing short of extraordinary.”

– Emma Morrison, Miss World Canada



FCSS

Family & Community
Support Services

www.fcss.ca



October 30, 2024

File: 60D-37

ORRSC GIS Members
Chief Administrative Officers & Councils

To Whom in May Concern:

RE: NextGen 9-1-1

We wish to inform you that the GIS Staff at the Oldman River Regional Services Commission are currently working through a large enhancement project on behalf of the membership to align existing datasets with the new NextGen 911 (NG9-1-1) standard. All partnering municipalities are members of AMDSP (Alberta Municipal Data Sharing Partnership) which sees that their address, road, and points of interest data are updated and uploaded to a centralized repository where it can then be consumed by entities such as Alberta Health Services, police departments, Elections Alberta, and Government of Alberta agencies.

NG9-1-1 is the transition of 9-1-1 from analogue systems to digital IP-based systems. The change will enhance emergency number (9-1-1) services to create a faster, more resilient system allowing voice, data, photos, videos and text messages to flow seamlessly from the public to 9-1-1.

The AMDSP board, of which Jaime Thomas, GIS Analyst, is a member of, has been working with both the National Emergency Number Association (NENA) and the Canadian Radio-television Telecommunications Commission (CRTC) to ensure the datasets are to the required NG9-1-1 format.

This behind the scenes but, vital project will be completed by the end of November by the ORRSC GIS Staff. We appreciate the loyalty and support that we have received since the inception of the ORRSC GIS Project and over the last two decades. We continue to be dedicated to providing exceptional value to our members.

If you have any questions about NG 9-1-1 and this project, please contact Jaime Thomas at 403-329-1344 or jaimethomas@orrsc.com or myself at admin@orrsc.com.

Sincerely,



Lenze Kuiper
Chief Administrative Officer

LK/rk

October 31, 2024

Dear Municipal Leaders:

I am writing to inform you of the launch of an engagement to identify opportunities and understand barriers to improve water management and make more water available for use.

Population growth, economic growth and water variability are challenging the water management system in Alberta. New policy and regulatory tools, including potential amendments to the *Water Act*, could be used to increase water availability for Albertans and optimize the water management system to better address these issues while continuing to protect the aquatic environment.

The water priority and licence seniority system in Alberta – reflecting the principles of first in time, first in right – is not proposed to change. The goal is to engage on how Alberta can best:

- increase water conservation, efficiency, and productivity;
- free up and optimize use of available water;
- better capture and improve access to existing water sources; and
- improve water management and make faster approval decisions.

Feedback over the years has also identified some initial opportunities to explore, including:

- improving measuring and reporting on water use and availability;
- enhancing water conservation, efficiency, and productivity;
- improving water allocation and transfers to accommodate need and demand;
- clarifying use of rainwater;
- identifying opportunities and barriers for using alternative sources of water and wastewater reuse;
- identifying criteria for when transfers of water between major river basin boundaries might be appropriate; and
- updating or enabling additional exemptions for water diversions or activities.

Environment and Protected Areas is open to feedback on any opportunity or barrier that needs to be addressed to enhance the water management system in Alberta and make more water available for use.

For more specific information, please visit the online engagement page at alberta.ca/water-availability-engagement. We appreciate you sharing your ideas around the opportunities and barriers to enhancing water management and availability by:

- Completing an online survey. Online surveys will be available soon to share your thoughts on increasing water availability.

- Meeting with department staff. We are planning meetings with sectors and regions, including public engagement. Please email epa.water@gov.ab.ca to confirm interest in participating.
- Sharing your ideas with others through the online ideas board. You can post a new idea, like, or comment on other ideas.
- If you have questions, you are welcome to ask a question online about water management in Alberta, where the department will post the questions and responses.

If you have any questions, please let us know. We have established a specific email – epa.water@gov.ab.ca – to support this engagement. If there are additional members of your organization that you would like to receive updates directly on this engagement and future water initiatives, please reach out to epa.water@gov.ab.ca to confirm their name, position, and organization to be added to our distribution list.

We look forward to hearing from you, and thank you in advance for your participation.

Sincerely,

Kate Rich

Assistant Deputy Minister

Water and Circular Economy Division

Environment and Protected Areas

November 4, 2024

File No:30C-178

Chief Administrative Officers & Councils
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

RE: 2025 Annual Membership Contribution Fee Increase

We are writing to inform our membership of an upcoming adjustment to our annual membership fees, effective January 1, 2025. After careful review and deliberation of the organization's finances the Executive Committee has determined that membership fees will need to increase for ORRSC to remain financially viable. We can no longer rely on the financial instability associated with fee for service and subdivision fees to meet the minimum financial needs of the organization. It is the Executive Committee and Administration's goal to find a way to remain financially stable and continue to provide member municipalities with the high-quality services and programs that our membership has come to expect from us. For 2025, the mill rate is estimated to increase by 0.031, in addition to raising the fee ceiling to \$108,000 (estimated using the 2024 equalized assessments), and an increase of the fee floor to \$5,000.00. As we await the official 2025 equalized assessment numbers from the Province of Alberta, there will be an opportunity to review the proposed changes and adjust them accordingly.

We have thoroughly reviewed the operational costs, and the Executive Committee has determined a financial goal of guaranteeing that the organization's fixed expenses (payroll, benefits, utilities, insurance, software, professional services, etc.) are covered by the annual membership fees. The Executive Committee's long-term goal for moving forward is for the fixed operating expenses to be fully covered by membership fees within three years. The Executive Committee acknowledges that the proposed plan is aggressive, but it is important for the organization to develop a new financial stability plan to ensure that our members can continue to have the planning, subdivision, and GIS services which we have provided to our members over the last 69 years.

We want to make certain that our members know that a large amount of time and discussion was put into reviewing several scenarios and financial plans, and that these proposed changes are not being implemented lightly. Our intention, moving forward, is to conduct large-scale financial reviews, like the one completed this Fall on a regular basis. The Executive Committee believes that a 3-year financial plan will help to ensure the organization's viability and assist the member municipalities with future budget planning.

We understand that an increase in fees can be challenging and that all industries, including municipal government, are feeling the financial pressures of the current economic climate. We want to assure our membership that a great deal of consideration has gone into this decision and that we appreciate the loyalty and support that we have received since ORRSC's inception. ORRSC remains dedicated to providing exceptional value to our members.

The proposed 2025 Budget will be presented to the Board of Directors at our Organizational Meeting on December 5, 2024.

If you have any questions or concerns regarding this change, please do not hesitate to contact Lenze Kuiper, Chief Administrative Officer, or one of the Executive Committee members as detailed below.

Lenze Kuiper, Chief Administrative Officer
403-329-1344 admin@orrsc.com

Gord Wolstenholme, Chair (Town of Fort Macleod)
wooly@telusplanet.net

Don Anderberg, Vice Chair (Town of Pincher Creek)
danderberg@pinchercreek.ca

Scott Akkermans (Town of Coalhurst)
sakkermans@coalhurst.ca

David Cody (County of Warner)
dcody@warnercounty.ca

Christopher Northcott (Vulcan County)
christopher.northcott@vulcan.ca

Brad Schlossberger (Town of Claresholm)
brad.schlossberger@claresholm.ca

Neil Sieben (Town of Raymond)
sieben@raymond.ca



Gord Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

Memorandum

From: Honourable Dale Nally
Minister of Service Alberta and Red
Tape Reduction
103 Legislature Building

Our File Reference: 50402

Your File Reference:

Date: November 5, 2024

To: Public Bodies

Telephone: 780-422-6880

Subject: Bill 34 - Access to Information Act

Bill 34, Access to Information Act, was tabled in the Alberta Legislative Assembly on November 6, 2024. This bill is part of the Government of Alberta's ongoing efforts to modernize access to information legislation in the province. This proposed bill will largely replace Part 1: Freedom of Information of the existing *Freedom of Information and Protection of Privacy Act* (FOIP Act) and other provisions related to the Office of the Information and Privacy Commissioner. The new bill incorporates both existing provisions in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

Specifically, Bill 34 includes amendments to existing FOIP Act provisions such as updated reasons and processes for extensions for responding to requests; clarifying terminology and exceptions related to documents prepared for decision-makers; and empowering public bodies to proactively disclose information outside formal requests. It also clarifies and enhances regulatory functions for the Office of the Information and Privacy Commissioner, including setting out clear timelines for the completion of inquiries.

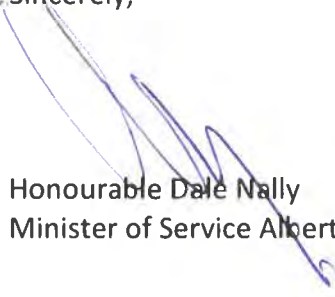
The Act will not come into force until late Spring 2025 when the supporting Regulation is approved. In the interim, the FOIP Act will continue to apply to all public bodies' daily access to information operations. Further information about the bill is available at [insert web link].

Prior to the bill coming into force, the Government of Alberta will provide further information to public bodies, including new and updated reference guides, resources, and interpretive materials to support the implementation of the new Act and Regulation.

.../2

The bill is the result of several years of engagement with Albertans, public bodies, and the Office of the Information and Privacy Commissioner. The input provided by Albertans and stakeholders was integral to helping government modernize this legislation and improve clarity for public bodies.

Sincerely,



Honourable Dale Nally
Minister of Service Alberta and Red Tape Reduction

Memorandum

From: Honourable Nate Glubish
Minister of Technology and Innovation
419 Legislature Building

Our File Reference: AR12115

Your File Reference:

To: All Public Bodies

Date: November 7, 2024

Telephone: 780-644-8830

Subject: Bill 33 - Protection of Privacy Act

The protection of privacy is of the utmost importance. Albertans expect public bodies to protect their personal information. Bill 33 - Protection of Privacy Act was tabled in the Alberta Legislative Assembly on November 6, 2024. This bill is part of the Government of Alberta's ongoing efforts to modernize the protection of privacy in the province. This proposed bill will replace Part 2 Protection of Privacy of the existing *Freedom of Information and Protection of Privacy Act* (FOIP Act). The new bill incorporates existing provisions from the FOIP Act as well as new or revised provisions that are aimed at strengthening protection of personal information and data in an increasingly digital world.

Bill 33 will require public bodies to create new programs and services with a privacy by design approach, requiring the use of tools such as privacy management programs, privacy impact assessments, and privacy breach reporting to aid in increasing Albertans' confidence on how public bodies are protecting their personal information. The Bill will facilitate data-driven innovation by enabling the use of non-personal data to support research and analysis. It also will clarify the ability for public bodies to work together to ensure the right information is in the right hands at the right time to ensure Albertans receive the best possible services and programs. The Bill also introduces the strictest penalties in Canada for the misuse of personal information.

The Act will not come into force until late Spring 2025 when the supporting Regulation is approved. In the interim, the FOIP Act will continue to apply to public bodies' daily operation of privacy protection in Alberta. There will also be a transition period for public bodies to adjust to and comply with the new legislation and regulations. Further information about the Bill is available <https://www.alberta.ca/strengthening-the-protection-of-personal-information>.

.../2

The Bill is the culmination of several years of engagement with Albertans, public bodies, and the Office of the Information and Privacy Commissioner. The input and feedback was integral to helping government modernize this legislation and provide better privacy protections for Albertans.

Prior to the bill coming into force in the spring, the Government of Alberta will provide further information to public bodies, including new and updated reference guides, resources, and interpretative materials, to support the implementation of the new Act and Regulation.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is written in a cursive, slightly slanted style.

Honourable Nate Glubish
Minister of Technology and Innovation



Request for Decision Bylaw 633-24 Warner Community Agriculture Project Committee

RECOMMENDATION

That the Warner Community Agriculture Project Committee Bylaw 633-24 be given first reading.

That the Warner Community Agriculture Project Committee Bylaw 633-24 be given second reading.

That the Warner Community Agriculture Project Committee Bylaw 633-24 be given unanimous consent for presentation of third reading.

That the Warner Community Agriculture Project Committee Bylaw 633-24 be given the third and final reading.

LEGISLATIVE AUTHORITY

Municipal Government Act

Bylaws — council and council committees

145(1) A council may, by bylaw, establish the procedures to be followed by the council.

(2) A council may, by bylaw, establish council committees and other bodies.

(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

Composition of council committees

146 A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

BACKGROUND

A new project called the Warner Community Agriculture Project began in the spring of 2024 where community minded individuals and companies donated input costs to crop the land around the lagoon. The goal of this project is to donate revenues generated from this venture back into the community.

At the October Council meeting, Council resolved to create a committee to set the criteria for applicants, as well as the funding parameters and awarding to applicants.

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

Project revenue

ATTACHMENTS

1. Bylaw 633-24 Warner Community Agriculture Project Committee

**VILLAGE OF WARNER
BYLAW NUMBER 633-24**

A BYLAW OF THE MUNICIPALITY OF VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCIL COMMITTEE FOR THE PURPOSES OF CREATING FUNDING PARAMETERS FOR THE WARNER COMMUNITY AGRICULTURE PROJECT.

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council committees; and

WHEREAS A Council may, by bylaw establish council committees and other bodies and establish the functions of the committee or body and the procedures to be followed by it.

The Council hereby establishes the following rules and regulations for the order and conduct in which the business of the Council Committee meetings shall be transacted.

1. TITLE

1.1. This bylaw shall be cited as the “Warner Community Agriculture Project Committee Bylaw”.

2. COMPOSITION

2.1. The Warner Community Agriculture Project Committee (WCAPC) shall have a maximum of 3 or five (5) public at large members.

2.2. The Warner Community Agriculture Project Committee shall have a maximum of 1 or 2 appointed elected officials.

2.3. The Committee shall be supported by the Chief Administrative Officer, or designate, administratively and in an advisory capacity.

3. COMMITTEE AUTHORITY

3.1. The WCAPC is advisory in nature, making recommendations to Council by way of motion to Council at a regular council meeting.

4. COMMITTEE MANDATE

4.1. The committee shall make recommendations to Council in the following areas:

- 4.1.1. The criteria used for grant funding applications;
- 4.1.2. Criteria on the grant dollar amount to be awarded;
- 4.1.3. The criteria used for choosing the grant recipient; and
- 4.1.4. Deadlines for applications and awarding.

4.2. Village of Warner Council is the final decision maker.

5. COMMITTEE REGULATIONS

5.1. Committee meetings are to comply with the provisions that are applicable to council committee meetings as prescribed in the *Municipal Government Act*, as well as adhere to the Village of Warner’s Code of Conduct and the Procedural Bylaw.

5.2. The recording of minutes will take place at each WCAPC meeting, and will be maintained as an official record of the Village of Warner.

6. MEETING SCHEDULE

- 6.1. Meetings shall be held at the call of the Chair.
- 6.2. The WCAPC shall complete its mandate by the end of February, 2025.
- 6.3. The WCAPC shall present to Council at the March 2025 Council meeting.

7. CHAIRPERSON

- 7.1. The Chair shall be chosen from amongst the Council appointed members.

8. ORDER OF BUSINESS

- 8.1. The business of the Committee intended to be dealt with shall be stated in the following order:
 - 1. Call to Order
 - 2. Agenda
 - A. Additions/Deletions to Agenda
 - B. Adoption of Agenda
 - 3. Adoption of Previous Minutes
 - 4. Grant Application Criteria
 - 5. Grant Awarding Criteria
 - 6. Closed Session (if needed)
 - 7. Adjournment

9. QUORUM

- 9.1. The Municipal Government Act requirements will prevail for the Warner Community Agriculture Project Committee.

10. EFFECTIVE DATE

- 10.1. This bylaw shall come into force and effect on the date of its final passing.

Read a first time this XX day of XXXX 2024.

Read a second time this XX day of XXXX 2024.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2024.

Read a third time and passed this XX day of XXXX 2024.

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

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



Request for Decision Public Hearing for Land Use Bylaw Amendment 634-24

RECOMMENDATION

That Council give first reading to the Land Use Bylaw Amendment 634-34.

That a public hearing be set for Bylaw 634-24 for December 18, 2024 at 5:30 p.m. in Council Chambers.

LEGISLATIVE AUTHORITY

Municipal Government Act
Division 9 Passing a Bylaw

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.

BACKGROUND

With the recent purchase of the "old fire hall", the new property owners are looking to rezone Lots 11 and 12, Block 15, Plan 4068N from public and institutional to commercial.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Land Use Bylaw Amendment 634-24
2. Schedule A

**VILLAGE OF WARNER
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 634-24

BEING a bylaw of the Village of Warner in the Province of Alberta, to amend Bylaw No. 538-12 being the municipal Land Use Bylaw.

WHEREAS the Village of Warner Council is in receipt of a request to designate lands described as:

Lots 11 and 12, Block 15, Plan 4068N

from "Public and Institutional - PI" to "Commercial - C" as shown on the map in Schedule 'A' attached hereto.

AND WHEREAS THE PURPOSE of proposed Bylaw No. 634-24 is to redesignate the lands to accommodate future commercial development.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Village of Warner in the Province of Alberta duly assembled does hereby enact the following:

1. The land described as Lots 11 and 12, Block 15, Plan 4068N is designated "Commercial - C".
2. The Land Use District Map is amended to reflect this designation.
3. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw, is hereby amended.
4. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw shall be consolidated to reflect this amendment.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **second** time this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

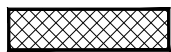
READ a **third** time and finally PASSED this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



**FROM: PUBLIC & INSTITUTIONAL PI
TO: COMMERCIAL C**

**LOTS 11 AND 12, BLOCK 15, PLAN 4068N
WITHIN NE 1/4 SEC 10, TWP 4, RGE 17, W 4 M
MUNICIPALITY: VILLAGE OF WARNER
DATE: OCTOBER 25, 2024**

Bylaw #: 634-24



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Request for Decision Public Hearing for Land Use Bylaw Amendment 635-24

RECOMMENDATION

That Council give first reading to the Land Use Bylaw Amendment 635-34.

That a public hearing be set for Bylaw 635-24 for December 18, 2024 at 5:30 p.m. in Council Chambers.

LEGISLATIVE AUTHORITY

Municipal Government Act
Division 9 Passing a Bylaw

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.

BACKGROUND

The Village is requesting a land use amendment to add discretionary uses within the Commercial - C land use district and the Public and Institutional – PI land use district.

The purpose of proposed Bylaw No. 635-24 is to (a) add a "Mixed-use commercial/residential building" as a use type within the Land Use Bylaw, including accompanying use specific standards and a definition, and classify the use as a discretionary use in the Commercial - C land use district, and (b) classify "Office" and "Financial institution" as discretionary uses in the Public and Institutional – PI land use district.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Land Use Bylaw Amendment 635-24
2. Schedule A

**VILLAGE OF WARNER
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 635-24

BEING a bylaw of the Village of Warner in the Province of Alberta, to amend Bylaw No. 538-12, being the municipal Land Use Bylaw.

WHEREAS the Village of Warner Council is considering amending the Land Use Bylaw to add discretionary uses within the Commercial - C land use district and the Public and Institutional – PI land use district.

AND WHEREAS THE PURPOSE of proposed Bylaw No. 635-24 is to (a) add a “Mixed-use commercial/residential building” as a use type within the Land Use Bylaw, including accompanying use specific standards and a definition, and classify the use as a discretionary use in the Commercial - C land use district, and (b) classify “Office” and “Financial institution” as discretionary uses in the Public and Institutional – PI land use district.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Village of Warner in the Province of Alberta duly assembled does hereby enact the following:

1. Section 2, Table 3.1: Use Table, Part 3 – Use Regulation is amended to add “Other” to the Use column under the “Commercial” category and add “Mixed-use commercial/residential building” as a Use Type therein.
2. Section 2, Table 3.1: Use Table, Part 3 – Use Regulation is amended to classify “Mixed-use commercial/residential building” as a discretionary use (D) in the Commercial – C land use district.
3. Part 3 – Use Regulation is amended to add Section 20, as follows:

SECTION 20 MIXED-USE COMMERCIAL/RESIDENTIAL BUILDING

- 20.1 The mixed-use commercial/residential building use allows for a combination of one or more of the uses listed in the Commercial - C land use district within a building, including allowance for a residential dwelling unit(s) within a portion of the building independent of the commercial use of the building. Each use within a mixed-use commercial/residential building shall be considered as a separate use and issued under a separate development permit(s).
- 20.2 The maximum number of residential dwelling units allowed within a mixed-use commercial/residential building shall be at the discretion of the Municipal Planning Commission.
- 20.3 A residential dwelling unit within a mixed-use commercial/residential building shall have at-grade access that is separate from the access for the commercial premises, either from a common indoor landing or directly from the exterior of the structure.
- 20.4 A residential dwelling unit within a mixed-use commercial/residential building shall have a minimum floor area of not less than 30.2 m² (325 sq ft).
- 20.5 A residential dwelling unit within a mixed-use commercial/residential building shall have sanitary facilities separate from those of the commercial use of the premises.
- 20.6 Residential dwelling units on the main floor (at-grade) of a mixed-use commercial/residential building shall not exceed 50% of gross floor area of the main floor.
- 20.7 Off-street parking and loading requirements for a mixed-use commercial/residential building shall be provided in Section 14 Off-Street Parking and Loading Requirements, Part 6 General Standards of Development based on the applicable residential and non-residential use category.

4. Part 9 - Definitions is amended to add a definition for “Mixed-use commercial/residential building” as follows:

MIXED-USE COMMERCIAL/RESIDENTIAL BUILDING means a development which allows for one or more of the uses listed in the Commercial – C land use district within a building, including allowance for residential units within a portion of the building independent of the commercial use of the building.

5. Section 2, Table 3.1: Use Table, Part 3 – Use Regulation is amended to classify “Office” as a discretionary use (D) in the Public and Institutional – PI land use district.
6. Section 2, Table 3.1: Use Table, Part 3 – Use Regulation is amended to classify “Financial institution” as a discretionary use (D) in the Public and Institutional – PI land use district.
7. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw, is hereby amended.
8. Bylaw No. 538-12, being the Village of Warner Land Use Bylaw shall be consolidated to reflect this amendment, including formatting, page numbering, table of contents, and any necessary section numbering throughout.
9. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **second** time this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd

READ a **third** time and finally PASSED this _____ day of _____, 2024.

Mayor – Tyler Lindsay

Chief Administrative Officer – Kelly Lloyd



Request for Decision Village of Warner Library Board Appointment

RECOMMENDATION

That Council appoint Robert Overson to the Village of Warner Library Board for a three-year term, from November 1, 2024 to October 31, 2027.

LEGISLATIVE AUTHORITY

Libraries Act
Municipal Government Act

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Application

Date Oct 18th, 2024

Village of Warner

To Whom It May Concern:

I would like to apply to serve on the Village of Warner Library Board.

Thank you,

Robert Oveson

(403) 492-9348

Box 84

WARNER AB TOK 210



Request for Decision Sidewalk, Curb and Gutter Condition

RECOMMENDATION

That the report on the sidewalk, curb and gutter conditions be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

In order to prepare plans for capital projects, public works completed surveying village sidewalks, curbs and gutter using the following rating.

Grade	Condition	Description	ESL % remaining on asset	Weight Assigned
1/A	Very good	Fit for the Future: well maintained, good condition, new or recently rehabilitated. Only planned maintenance required.	80-100%	.2
2/B	Good	Adequate for Now: acceptable, generally approaching mid stage of expected life. Minor maintenance required plus planned maintenance	60-79%	.4
3/C	Fair	Requires Attention: signs of deterioration, some elements exhibit deficiencies. Significant maintenance required	40-59%	.6
4/D	Poor	At risk of affecting service: approaching end of service life, condition below standard, large portion of system exhibits significant deterioration. Significant renewal/rehabilitation required	20-39%	.8
5/F	Very poor/ Critical	Unfit for sustained service: near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unsuitable. Physically unsound and/or beyond rehabilitation	<20%	1.0

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. Sidewalk Condition Map
2. Curb and Gutter Condition Map

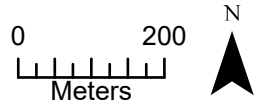
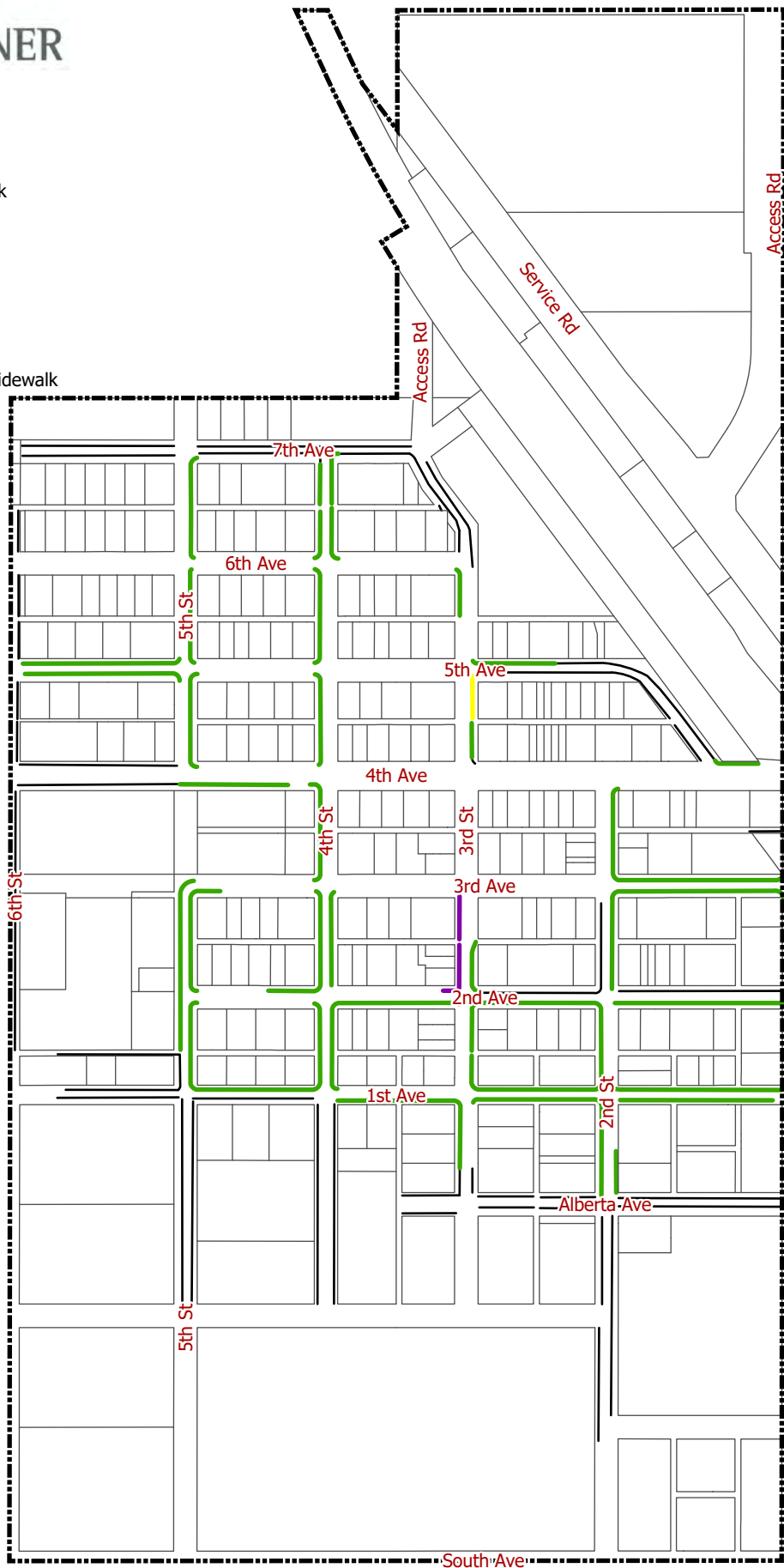


Curb and Gutter

- Boundary
- Title Linework

Quality

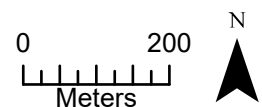
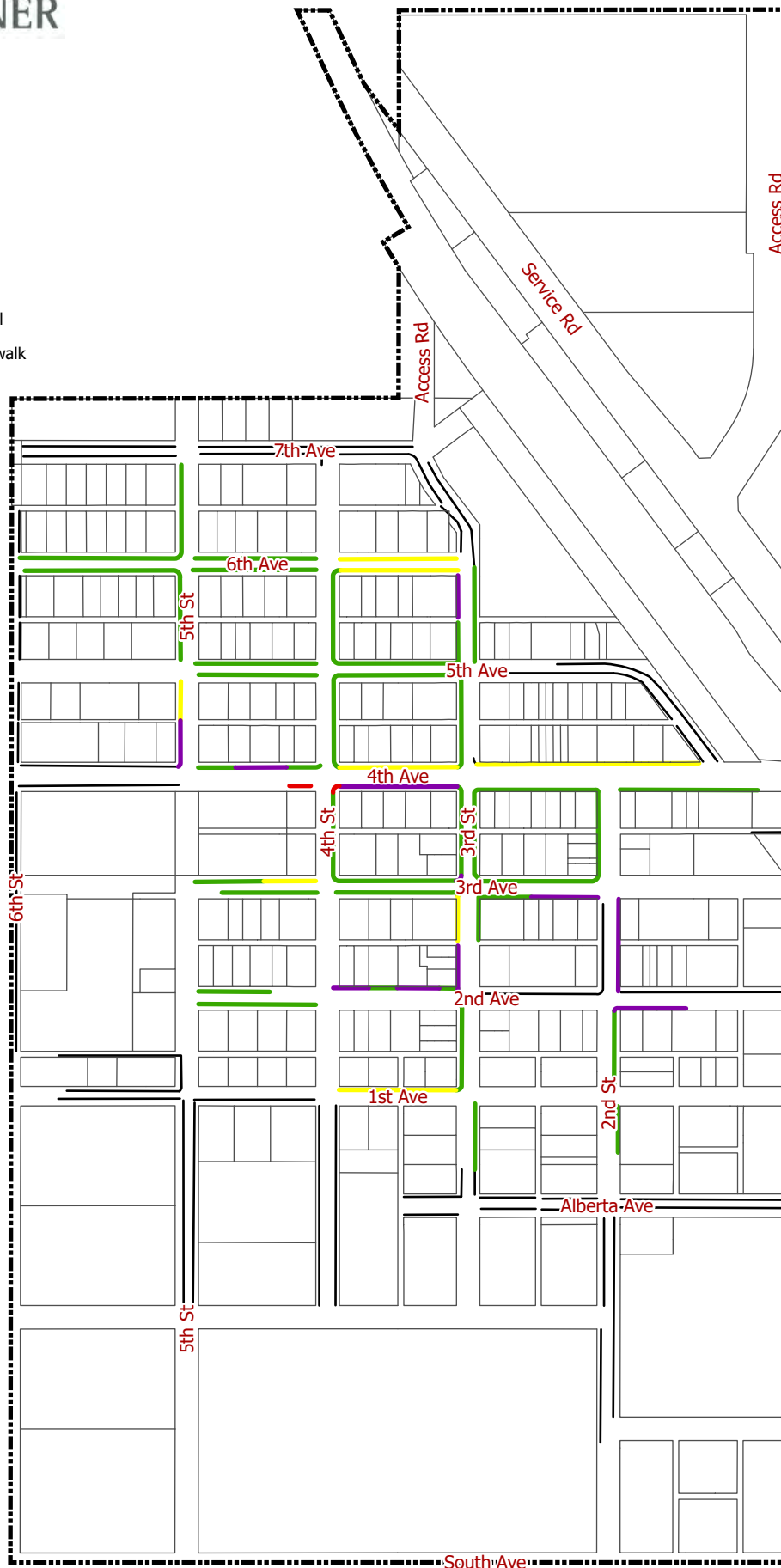
- Fair
- Good
- Poor
- No Curb or Sidewalk





Sidewalks

- Boundary
- Title Linework
- Sidewalk Quality
 - Good
 - Fair
 - Poor
 - Very Poor/Critical
 - No Curb or Sidewalk





Request for Decision Data Sharing Agreement

RECOMMENDATION

That Council accept the Data Sharing Agreement as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Local Authorities Election Act

BACKGROUND

Bill 20: *Municipal Affairs Statute Amendment Act*, amended the *Local Authorities Election Act* to include a requirement for municipalities to use the most current provincial register of electors from Elections Alberta. Under Bill 20, section 49 of the *Local Authorities Election Act*, will require all municipalities to prepare a permanent electors register of residents in the municipality who are eligible to vote. This permanent electors register is to be compiled and revised primarily using information received from Elections Alberta. All municipalities in Alberta are now required to enter into an agreement with Elections Alberta to:

1. Receive information from Elections Alberta that will assist the municipality in the creation and revision of the permanent electors register.
2. Provide information to Elections Alberta that will assist Elections Alberta in revising the provincial register of electors.

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. Data Sharing Agreement

DATA SHARING AGREEMENT

Between

(hereinafter referred to as “the Municipality”)

And

THE OFFICE OF THE CHIEF ELECTORAL OFFICER OF ALBERTA
(hereinafter referred to as “Elections Alberta”)

Each a “Party” and together, the “Parties”

WHEREAS pursuant to the *Election Act*, R.S.A. 2000, c E-1 (“*Election Act*”), Elections Alberta must maintain the Provincial Register of Electors;

AND WHEREAS pursuant to the *Local Authorities Election Act*, R.S.A 2000, c L-21 (“*Local Authorities Election Act*”), the Municipality must

- A. enter into an agreement with the Chief Electoral Officer to receive information to assist in the compilation or revision of the Municipality’s Permanent Electors Register;
- B. enter into an agreement with the Chief Electoral Officer to provide information to the Chief Electoral Officer to assist in the preparation or revision of information required for the compilation or revision of the Provincial Register of Electors; and
- C. prepare a Permanent Electors Register using primarily information received from the Chief Electoral Officer;

AND WHEREAS the purpose of this Agreement is to facilitate the exchange of Electors Data between the Municipality and Elections Alberta, which exchange of Electors Data is necessary for the Municipality and Elections Alberta to fulfill their respective legislative requirements;

AND WHEREAS the Municipality and Elections Alberta understand and agree that the information they receive under this Agreement may only be used for the purposes of revising or compiling the Municipality’s Permanent Electors Register or revising the Provincial Register of Electors;

NOW THEREFORE the Parties agree as follows:

DEFINITIONS

1. In this Agreement, the following words and expressions have the meaning assigned to them in this section:
 - a. **“Electoral”** means for the purpose of an election, a by-election, a referendum or other activities prescribed under Electoral Legislation including activities related to preparation for the aforementioned events;
 - b. **“Electors Data”** means data related to individuals residing within the Municipality’s official boundaries extracted from either the Provincial Register of Electors or the Municipality’s Permanent Electors Register as the context requires, but does not include Physical Address Data;
 - c. **“Electoral Legislation”** means the *Election Act*, the *Local Authorities Election Act*, and any other provincial legislation under which the Provincial Register of Electors or Municipality’s Permanent Electors Register can be used, as amended from time to time, and any regulations made under these pieces of legislation;
 - d. **“Municipality’s Permanent Electors Register”** means the register containing information about individuals ordinarily resident in the Municipality who are electors or will be electors, as set out in the *Local Authorities Election Act*;
 - e. **“Municipal Election”** means an election or by-elections held in the Municipality during the term of this Agreement pursuant to the *Local Authorities Election Act* and referendums held during the term of this Agreement;
 - f. **“Provincial Register of Electors”** means the register containing information about persons ordinarily resident in Alberta who are electors or will be eligible to be electors, as set out in the *Election Act*;
 - g. **“Physical Address Data”** means a list of every residential address in a Municipality that designates the location of a building or parcel of land, and includes Spatial Data;
 - h. **“Spatial Data”** means imbedded information that allows for the Physical Address Data to be plotted on the surface of the earth, typically represented as coordinates (ex. Latitude and Longitude) and readable by geographic information system (GIS) software;
 - i. **“Municipal Election Date”** means the election day as defined in the *Local Authorities Election Act*; and
 - j. **“Secure Service”** means a password protected electronic data transfer technology.

RESTRICTIONS ON USE OF ELECTORS DATA

2. Each Party that receives Electors Data will:

- a) hold the Electors Data in confidence;
 - b) exercise reasonable care over the Electors Data;
 - c) store the Electors Data in a secure location;
 - d) restrict access and disclosure of the Electors Data to those persons with a need to know, and not disclose the Electors Data to any other person; and
 - e) use the Electors Data only for the purpose of revising or compiling the Municipality's Permanent Electors Register or the Provincial Register of Electors, as the case may be.
3. The Municipality must ensure it has appropriate procedures and processes in place to preserve the security and confidentiality of the Electors Data, including but not limited to procedures consistent with the guidelines set out in the "Guidelines for Access and Security of Electors Data" document provided with this agreement.
 4. Once a Party has updated, changed, manipulated, or integrated the Electors Data they receive from the other Party, the updated, changed, manipulated or integrated data is no longer Electors Data and not subject to this Agreement. For clarity, the receiving Party may still have legal obligations with respect to the use and protection of the new data outside the scope of this Agreement.
 5. This Agreement is not intended to modify either Parties' legislative obligations regarding the Provincial Register of Electors or the Municipality's Permanent Electors Register, respectively.

REQUIREMENTS OF DATA TO BE PROVIDED TO ELECTIONS ALBERTA

Physical Address Data

6. The Municipality must provide Elections Alberta a complete dataset of Physical Address Data:
 - a) that is current within 12 months of the Municipal Election Date; and
 - b) by no earlier than 12 months prior to the Municipal Election Date and no later than March 1 in the year of a Municipal Election.
7. If the Municipality utilizes a third-party to manage their Physical Address Data, the Municipality may authorize the third-party to provide the Physical Address Data directly to Elections Alberta on their behalf using Schedule "D".
8. The Municipality must provide Elections Alberta Physical Address Data in accordance with the requirements set out in Schedule "C".

Electors Data

9. Following a Municipal Election, the Municipality must:

- a) update the Municipality's Permanent Electors Register based on information received in the course of the Municipal Election; and
 - b) based on the updated Municipality's Permanent Electors Register transmit the Electors Data to Elections Alberta:
 - i) by March 1 of the year following the Municipal Election; and
 - ii) in the form set out in Schedule "B";unless otherwise agreed to by Elections Alberta in writing.
10. The Municipality shall not destroy any election records required for the update of the Municipality's Permanent Electors Register prior to transmitting the Electors Data to Elections Alberta.

REQUIREMENTS OF DATA TO BE PROVIDED TO THE MUNICIPALITY

11. Elections Alberta will make reasonable efforts to provide the Municipality with Electors Data on the later of:
- a) receipt of an executed copy of this Agreement; or
 - b) five months before the Municipal Election Date.
12. Elections Alberta, at its sole discretion, may provide the Municipality with access to updated Electors Data following the date set out in section 11.
13. Elections Alberta will provide the Municipality with Electors Data in the form set out in Schedule "B".

TRANSMISSION OF ELECTORS DATA

14. The Parties agree that the transmission of Electors Data will only occur via Secure Service.
15. If, due to technical failure of the Secure Service, the Parties are unable to use the Secure Service, the transfer of information will be postponed until the Secure Service is re-established or an alternative Secure Service is identified.

RECEIPT, ACCESS, AND USE OF ELECTORS DATA

16. Elections Alberta will provide login credentials for the Secure Service to two people from the Municipality:
- a) the Municipality's designated Returning Officer; and
 - b) one alternate person designated by the Municipality.
17. To designate an alternate person, the Municipality must provide Elections Alberta with that person's name, title, work address, telephone number, and email address, in the form set out in Schedule "A".

18. The Municipality may change the alternate person by notifying Elections Alberta in writing and provide an updated Schedule "A". Upon receipt of an updated Schedule "A", Elections Alberta will make required changes to the Municipality's access to the Secure Service within a reasonable timeframe.

LOSS AND UNAUTHORIZED ACCESS OF ELECTORS DATA

19. If the Municipality becomes aware of an unauthorized access or loss of Electors Data, the Municipality must:
 - a) notify Elections Alberta immediately and provide:
 - i) the date, time, and place of the unauthorized access or loss;
 - ii) details of what Electors Data has been accessed or lost;
 - iii) details of the circumstances leading up to the unauthorized access or loss; and
 - iv) details of the actions taken by the Municipality to address the unauthorized access or loss;
 - b) take all reasonable actions to address the unauthorized access and retrieve the Electors Data;
 - c) take any action that Elections Alberta directs, including notifying local law enforcement.

RIGHTS OF AUDIT

20. The Municipality agrees that:
 - a) Elections Alberta may investigate any complaint which it receives concerning the use, disclosure, handling, storage or destruction of the Electors Data. Elections Alberta may require the Municipality to assist in such an investigation by providing such information as may reasonably be required in order to answer such complaint.
 - b) For the purpose of confirming compliance with the terms of this Agreement, Elections Alberta may appoint an independent auditor to review the policies, procedures, practices and processes that the Municipality has in place in respect of the use, disclosure, handling, storage and destruction of the Electors Data. The Municipality will provide such assistance and access to records as the auditor may reasonably require to carry out such an audit.
 - c) When conducting an audit pursuant to section 20.b), the independent auditor will:

- i) sign any such agreement the Municipality may reasonably require to protect the privacy and confidentiality of information that the auditor has access to during the course of an audit;
- ii) conduct the audit during the regular business hours;
- iii) avoid the period of time between the close of nominations until after the Municipality has issued the results of the official count; and
- iv) provide five business days' notice to the Municipality that such an audit will be performed.

RIGHT OF SUSPENSION OF DATA ACCESS

21. Elections Alberta may immediately suspend the Municipality's access to Electors Data if there is reasonable belief of improper use, access, disclosure, handling, storage, or destruction of the Electors Data or any non-compliance to this Agreement. Access will remain suspended until the Municipality demonstrates compliance with this Agreement to Elections Alberta's satisfaction.

TERM AND TERMINATION

22. This Agreement comes into effect on the date that it is signed by the Parties.
23. The term of this Agreement ends on March 2, 2026.
24. This Agreement may be terminated before March 2, 2026 upon both:
- a) an amendment to the *Local Authorities Election Act* that removes the requirement for the Municipality to receive information from Elections Alberta; and
 - b) either Party providing written notice of termination to the other Party.
25. This Agreement may be extended for up to 12 weeks by Elections Alberta at the written request of the Municipality to accommodate a municipal by-election. A Municipality must request the extension prior to the termination of this Agreement.

SURVIVAL

26. Any provisions in this Agreement which, expressly or by their nature, extend beyond the termination of this Agreement, shall survive any termination of this Agreement. This includes, but is not necessarily limited to provisions restricting the use of, and maintaining confidentiality over, Electors Data, and the obligations of the Parties under section 49 of the *Local Authorities Election Act*.
27. The termination of this Agreement does not relieve the Municipality from its obligation to provide Elections Alberta with updated Electors Data following a Municipal Election.

COSTS

28. Each Party shall bear their own cost of producing and transmitting the Physical Address Data and Electors Data to the other Party. The cost of any processing required by the receiving Party to utilize the Physical Address Data and Electors Data shall be borne by the receiving Party.

MISCELLANEOUS PROVISIONS

29. The Parties do not make any warranty, express or implied, with respect to the accuracy or completeness of the Physical Address Data or Electors Data they transmit to the other Party. Neither Party will be liable to the other Party for any damage resulting from the transmission or use of incomplete or inaccurate Physical Address Data or Electors Data.
30. Despite section 29, the Parties shall make best effort to ensure that:
- a) The Physical Address Data transmitted by the Municipality to Elections Alberta is current and contains Spatial Data;
 - b) The Electors Data transmitted by Elections Alberta is a true copy of the data recorded in the Provincial Register of Electors; and
 - c) The Electors Data transmitted by the Municipality to Elections Alberta is a true copy of the data recorded in the Municipality's Permanent Electors Register following the Municipal Election.

INDEMNITY

31. The Municipality will indemnify and hold harmless Elections Alberta, its employees and agents from and against any and all liability, claims, suits or actions, costs (including costs as between solicitor and client), damages and expenses which may be brought or made against Elections Alberta as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept observed or performed by the Municipality or any person for which the Municipality is responsible at law, or any negligent act or omission of the Municipality or any person for which the Municipality is responsible at law, in connection with or arising out of this Agreement or the performance of this Agreement.

SCHEDULES

32. The Schedules to this Agreement form a part of this Agreement. In the event of a conflict between the body of the Agreement and the Schedules, the body of the Agreement will govern.

AMENDMENTS

33. To be effective, an amendment to this Agreement must be in writing and requires the agreement of both Parties.

APPLICABLE LAWS

34. This Agreement shall be governed by the laws in effect in Alberta.

CONFLICT AND SEVERANCE

35. Where there is a conflict between any provision of this Agreement, and Electoral Legislation, the Electoral Legislation prevails.
36. If any part of this Agreement is void, prohibited or unenforceable, this Agreement shall be interpreted as if such part had never been part of this Agreement.

NOTICE

37. Any notice required or contemplated to be given under this Agreement must be given to the other Party at the addresses set out in Schedule "A" this Agreement.
38. Notice will be deemed to have been delivered:
- (1) if by personal delivery, when actually delivered;
 - (2) if by email, at the commencement of the next business day; and
 - (3) if by mail, 5 business days after mailing, unless there is a postal interruption, in which case, notice will not be deemed to have been received during or within 7 days prior to and 7 days after the postal interruption unless actually received.

ENTIRE AGREEMENT

39. This Agreement, including the Schedules, contains the entire agreement between the parties with respect to the subject matter of this Agreement.
40. There are no terms, representations or warranties, express or implied, forming part of, affecting or relating to this Agreement, except those expressly provided in this Agreement.
41. This Agreement shall supersede and replace all prior agreements and understandings, oral or written, between the Parties regarding the subject matter of this Agreement.

COUNTERPARTS

42. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK

SIGNATURES

For the Municipality:

DATED and SIGNED at _____,

this _____ day of _____, 20

Signature

Title

For Elections Alberta:

DATED and SIGNED at Edmonton,

this _____ day of _____, 20

Paul Collier

Signature

Title

AFFIDAVIT OF CORPORATE SIGNING AUTHORITY

I, _____, of _____, in the
NAME *MUNICIPALITY*
Province of Alberta,

MAKE OATH AND SAY THAT:

1. That I am the _____ of the Municipality named in the within or annexed instrument.
2. That I am authorized by the Municipality to execute the instrument without affixing a corporate seal

SWORN BEFORE ME at the _____)

)

_____, in the Province of)

Alberta, this ____ day of _____,)

20____.)

)

SIGNATURE OF COMMISSIONER FOR OATHS IN AND FOR ALBERTA)

SIGNATURE OF _____)

)

NAME OF COMMISSIONER: _____

COMMISSION EXPIRES: _____

SCHEDULE "A"

**PERSONS AUTHORIZED TO RECEIVE
ELECTORS DATA**

FOR THE MUNICIPALITY

DESIGNATE CHANGE REQUEST: YES

DESIGNATED RETURNING OFFICER

NAME: _____ TITLE: _____
 First Name Last Name

MUNICIPALITY NAME _____

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

 Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

DESIGNATED ALTERNATE

NAME: _____ TITLE: _____
 First Name Last Name

MUNICIPALITY NAME _____

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

 Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

FOR ELECTIONS ALBERTA

Elections Alberta Designated Contacts

NAME: _____ TITLE: _____
 First Name Last Name

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

_____ Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

NAME: _____ TITLE: _____
 First Name Last Name

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

_____ Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

SCHEDULE “B”

Elector data provided:

FIELD NAME	EXPLANATION	EXAMPLES
SURNAME	elector’s last name	Smith
GIVEN NAME	elector’s first name	John
MIDDLE NAME/INITIALS	elector’s middle name or initial (if provided)	H, Hector
GENDER	elector’s gender (if provided)	M, F, Other
DATE OF BIRTH	elector’s date of birth in the format of yyyy/mm/dd	1972/03/16
PHYSICAL ADDRESS	address indicating the location of elector’s primary residence – at minimum, one of the following will be provided: civic address, emergency locator address (911 address), legal land description (quarter section-section-township-range-meridian), legal address (plan-block-lot), other	Civic: 8619 Alanwood Street SE Calgary, 911: 13, 52417 Rge Rd 15 Parkland County Legal Land Desc: NW-29-52-1-5 Legal Address: 13-1-7621715
TELEPHONE NUMBER	elector’s telephone number (if provided)	780-919-0607
MAILING ADDRESS	elector’s mailing address (if different from physical address)	Site 3 Box 33 RR 4, PO Box 6502 Stn Main EDSON AB, T8E 2B1
POSTAL CODE	elector’s postal code (if provided)	T7E 3G8

SCHEDULE “C”

Approved physical address data file types:

- Shapefile (zipped)
 - Required files in zipped shapefile include:
 - .shp
 - .dbf
 - .shx
 - .prj
 - Required Geometry
 - Point
- File Geodatabase (zipped)
 - Required file in zipped File Geodatabase:
 - .gdb
 - Required Geometry
 - Point
- Excel
 - .xlsx
 - Requires Latitude and Longitude field

Required data fields:

FIELD NAME	EXPLANATION	EXAMPLES
SUITE	suite or unit number or letter or other designation	A, B, C, 1, 2, 3, BSMT, REAR, UPPER
HOUSE_NUM	building number or access number (if 911 address)	118, 3697A, 10835, 391031
ST_NAME	name or number of street/road	2, 51, 135, Main, Grandin, Railway, West Ridge
ST_TYPE	street/road type (911 addresses must use this for Rge Rd, Twp Rd, and Hwy)	St, Way, Ave, Road, Blvd, Dr, Rge Rd, Twp Rd, Hwy,
DIR	street/road direction or quadrant	N, SW, E
MUNI	name of the municipality	Red Deer, Lac La Biche, County of Lethbridge, MD of Wainright No.61
RES	designates if address is residential or not	Yes, No
EMS_ADD	designates if address is a 911 address or not	Yes, No
LATITUDE	Only required if using Excel	52.53112761, 49.32363236
LONGITUDE	Only required if using Excel	-111.85293779, -113.75202244

SCHEDULE "D"

AUTHORIZATION FOR THIRD-PARTY TO PROVIDE DATA TO ELECTIONS ALBERTA

I, _____, the undersigned, as the designated
given name surname

Returning Officer for _____ authorize
municipality

_____ to provide physical address data to
third-party data provider name

Elections Alberta on behalf of the Municipality.

I agree that:

- The Municipality remains responsible for ensuring all terms of this data sharing agreement are met including, and not limited to, the provision of Physical Address data to Elections Alberta.
- All costs associated with the production and transmission of data will be borne by the Municipality and/or the third-party as per the data sharing agreement unless explicitly agreed to in writing by Elections Alberta.
- The Municipality is responsible for informing the third-party of their duty to provide the required data to Elections Alberta before March 1st of the year of municipal election and all associated requirements outlined in Schedule "D" of this data sharing agreement.
- Elections Alberta reserves the right to refuse or suspend access to shared data until all terms of this agreement are met.

Signature

_____/_____/_____
Date



Request for Decision FCSS Community Needs Assessment

RECOMMENDATION

That Council accept the discussion on the FCSS Community Needs Assessment as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The purpose of this project is to empower the 16 municipalities in the Barons-Eureka-Warner FCSS region to make informed decisions about how they invest in their community assets and services as a prevention strategy against social challenges.

Council resolved to support this project in August of 2023.

Without this input, information and subsequent report, information for the Village of Warner will be very minimal that may not provide much assistance for future planning. The community assessment component is fully funded with an ACP grant of which otherwise, the Village would have to front a report of this nature.

This item has been added to the agenda for council discussion on the approach to answers for the elected official interviews.

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. FCSS Needs Assessment Email
2. FCSS Needs Assessment Project Overview
3. FCSS Elected Official Request

From: Manns, Taylor <taylor.manns@uleth.ca>

Sent: October 31, 2024 10:11 AM

To: cao@warner.ca

Cc: admin@warner.ca

Subject: FCSS Needs Assessment Research Project

Attachments: ElectedOfficials_Warner_RequestforInterviews_3_TM_20241031.pdf; Final_BEW FCSS Project Overview_20240807.pdf; ConsentForm_FCSS_TM (1).pdf

Hello,

We would appreciate this information being passed on to the elected officials of the Village of Warner. A consent form, requests for interviews, and a project overview are attached.

We are seeking elected officials (i.e., mayors, council members) within the Barons-Eureka-Warner (BEW) Family & Community Support Services (FCSS) region to participate in an interview. This project empowers the 16 municipalities in the BEW FCSS region to make informed decisions about how they invest in community assets and services as a prevention strategy against social challenges.

Interviews can be booked online or in person for approximately 60-90 minutes and will be conducted by 2-3 research assistants from the Prentice Institute for Global Population and Economy. Please note that in-person interviews will take place at your preferred location, and we will contact you once you have chosen the interview time.

If Warner's elected officials are willing to take part, please send them the following link to book their interviews. They will need to complete the attached consent form and send it to the researchers before their interviews.

FCSS Interview Booking

If you have any questions or concerns, please contact Dr. Lars Hallstrom (lars.hallstrom@uleth.ca), Dr. Alexander Darku (alexander.darku@uleth.ca), Taylor Manns (taylor.manns@uleth.ca), Sydney Whiting (sydney.whiting@uleth.ca), or Bhawana Pradhan (bhawana.pradhan@uleth.ca).

This project, titled 'Prevention Priorities and Municipal Action in Southern Alberta', is conducted by researchers at the Prentice Institute for Global Population and Economy (University of Lethbridge).

Sincerely,

The Research Team at the Prentice Institute

--

Taylor Manns (she/her)

Research Assistant

Prentice Institute for Global Population and Economy

403-332-4496

Iniskim/The University of Lethbridge

Sik-oo-kotoki/Lethbridge

Treaty 7 Territory, Foothills Metis District

The University is located on traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous Peoples who have helped shape and continue to strengthen our University community.

This email, including any attachments, is only for the use of the intended recipient(s) and may contain information that is confidential or privileged. If you are not the intended recipient, you are advised that any

BARONS–EUREKA–WARNER FCSS COMMUNITY NEEDS ASSESSMENT

WHAT IS THE PROJECT?

The purpose of this project is to empower the 16 municipalities in the Barons–Eureka–Warner FCSS region to make informed decisions about how they invest in their community assets and services as a prevention strategy against social challenges.

WHY IS THIS PROJECT HAPPENING?

The intent is to produce an evidence base that will have the immediate capacity to inform municipal and FCSS planning, budgeting, implementation, program evaluation and long-term/adaptive/anticipatory planning across multiple sectors relevant to the 5 prevention priorities:

- homelessness and housing insecurity;
- mental health and addictions;
- employment;
- family and sexual violence;
- and aging well in the community.

WHO IS DOING THE WORK?

This project is being implemented by the staff of the Prentice Institute for Global Population and Economy at the University of Lethbridge. As one of the largest research institutes at the University of Lethbridge, and one of the larger social and policy-oriented institutes in Canada, the Institute brings a significant body of research, knowledge mobilization, community engagement and technical expertise to bear.

In addition to the leadership of Director Hallstrom and Associate Director Darku (Project Management), the project team includes several staff members with experience living in, and working with, rural communities.

CONTACT INFORMATION

If you have any questions, please don't hesitate to get in touch with Lars Hallström (Director, Prentice Institute) at prentice@uleth.ca or (403) 380-1814 and Zakk Morrison (Executive Director, FCSS) at zakk.morrison@fcss.ca or (403) 715-2260. This project has received ethics approval from the University of Lethbridge/University of Alberta research ethics board. All data collection, data storage, and analyses are conducted in accordance with that approval and the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

WHAT ARE THE PROJECT GOALS?

This project aims to improve regional municipal service delivery by:

- Assessing the strengths and gaps of current community assets in the BEW Region,
- Understanding the current and emerging well-being needs within the region (including the provincial prevention priorities of homelessness and housing insecurity; mental health and addictions; employment; family and sexual violence; and aging well in the community), and
- Providing information that can be used for planning collaborative municipal and regional asset and services management by the 16 communities and BEW FCSS.

WHO IS THIS FOR?

This is a project for the people of Barnwell, Barons, Coaldale, Coalhurst, County of Warner, Coutts, Lethbridge County, Milk River, M.D. of Taber, Nobleford, Picture Butte, Raymond, Stirling, Taber, Vauxhall, and Warner. The health and well-being of your family, friends, neighbours, and community are important; so is the thoughtful use of your municipal resources. That's why its crucial to conduct a needs assessment.

WHAT IS HAPPENING?

Until March 2026, the team from the Prentice Institute will be conducting interviews and focus groups in your communities. You are encouraged to participate in surveys and focus groups to ensure your voice is heard. We will analyze the data and then bring our results back to you to ensure its accuracy. Once it is confirmed, we will compile a final report and present it to you, your councillors, and your FCSS.



Prevention Priorities and Municipal Action in Southern Alberta

University of Alberta Ethics ID: Pro00141131

Subject: Invitation to Participate in Research Study: Prevention Priorities and Municipal Action in Southern Alberta

Dear Village of Warner Council Members,

We are seeking elected officials (i.e., mayors, council members) within the Barons-Eureka-Warner (BEW) Family & Community Support Services (FCSS) region to participate in an interview. The goal of this project is to help the 16 municipalities in the BEW FCSS region make smart choices about where they invest in community resources and services to tackle social issues before they escalate. This project endeavors to significantly improve regional municipal service delivery by:

- Assessing the strengths and gaps of current community assets in the BEW Region,
- Understanding the current and emerging wellbeing needs within the region (including provincial prevention priorities – see Item 5), and
- Providing information that can be used for planning collaborative municipal and regional asset and services management by the 16 communities and BEW FCSS.

This project will collect data from the following municipalities:

- County of Warner (including the hamlets); Village of Coutts; Town of Raymond; Village of Stirling; Town of Milk River; and Village of Warner.
- Lethbridge County (including the hamlets); Village of Barons; Town of Coaldale; Town of Coalhurst; Town of Nobleford; and Town of Picture Butte.
- M.D. of Taber (including the hamlets); Village of Barnwell; Town of Taber; and Town of Vauxhall.

The Community Needs Assessment will focus on the causes of social challenges related to the province's priorities, and whether communities in the region have the services they need to proactively address these challenges. The Community Needs Assessment will be aligned with the Government of Alberta's provincial prevention priorities: homelessness

and housing insecurity; mental health and addictions; employment; family and sexual violence across the lifespan; and aging well in community.

Should you agree to participate, you will be asked questions by the research team regarding these community needs and explore social issues, asset utilization, and service gaps within your community. You may also find that there are no direct benefits to participating. However, by participating, your opinions and suggestions on community needs could potentially lead to improved services and support systems which in turn can drive change and enhance overall community well-being in the long term.

Your participation in this interview is voluntary, and all responses will be kept confidential. Interviews can be booked online or in person for approximately 60-90 minutes and will be conducted by 2-3 research assistants from the Prentice Institute for Global Population and Economy. Please note that in-person interviews will take place at your location, and we will contact you once you have chosen the interview time.

If you are willing to take part, please use the following link to book your interview, complete the attached consent form and send it to the researchers before your interview.

[FCSS Interview Booking](#)

If you have any questions or concerns, please contact Dr. Lars Hallstrom (lars.hallstrom@uleth.ca), Dr. Alexander Darku (alexander.darku@uleth.ca), Taylor Manns (taylor.manns@uleth.ca), Sydney Whiting (sydney.whiting@uleth.ca), or Bhawana Pradhan (bhawana.pradhan@uleth.ca).

This research is part of an ongoing research partnership between the Prentice Institute for Global Population and Economy and the BEW region, working to provide each municipality with a clear picture of its strengths and areas for improvement, fostering collaborative efforts to enhance community well-being.

Sincerely,
The Research Team at the Prentice Institute

This project was approved according to the University of Lethbridge's ethics policy. If you have any questions regarding your rights as a research participant, you may contact the University of Alberta Research Ethics Office at reoffice@ualberta.ca or 780-492-2615 and quote Ethics ID Pro00141131. This office is independent of the study investigators.



Request for Decision SouthGrow Letter of Support

RECOMMENDATION

That Council provide a letter of support to SouthGrow for their application to obtain funding from the Northern and Regional Economic Development (NRED) Program.

LEGISLATIVE AUTHORITY

BACKGROUND

SouthGrow will be submitting a grant proposal to fund a three-year Community Economic Development program to provide each of their members with a custom economic development strategy, training in community economic development, and follow up support and coaching for the implementation of community economic development plans.

For the Village of Warner, this project would support and advance economic development.

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. Email
2. Project Description
3. Support Letter Template

From: Peter Casurella <peter.casurella@southgrow.com>
Sent: November 13, 2024 5:00 PM
To: Peter Casurella
Cc: Kim Welby
Subject: ACTION: Request for Letters of Support for SouthGrow NRED Grant - Community Economic Development Program
Attachments: Community Economic Development Program 2025-2027 .pdf; DRAFT Letter of Support for Com Ec Dev Plan.docx

Importance: High

Dear SouthGrow Communities,

Please see attached a request for a letter of support from your administration in support of our grant applications to fund a three-year Community Economic Development program to provide each of our members with a custom economic development strategy, training in community economic development, and follow up support and coaching for the implementation of community economic development plans.

Please note: If successful, we will provide a substitute appropriate support to those communities who may have a recent strategy in place. We are committed to ensuring that every community gets support if we are successful.

There is no financial ask attached to this request and I'm hopeful that your CAO will be willing to turn around the letter relatively quickly so that we can be well placed to submit our application for the early December timeline.

Thank you in advance for your consideration of this request. Please call if you have any questions :)

Sincerely,

Peter Casurella
Executive Director

P: 403-394-0615
E: peter.casurella@southgrow.com
Subscribe to Our Newsletter!

Project Title: Community Economic Development Supports for the SouthGrowth Region.

The Problem: In 2020, there were 6 full-time Economic Development Officers employed by communities in the SouthGrowth Region of Southern Alberta. However, the economic impacts of the pandemic, changing government policies, and decreasing funding for municipal operations the provincial government took a heavy toll on this capacity. Today, there is **one** full-time Economic Development Officer in the same region. (This does not include the team (12) at Economic Development Lethbridge or the SouthGrowth employees (4). The impact has been a significant decrease in regional capacity to deliver community level economic development. SouthGrowth has traditionally been focused on purely regional economic development, lacking the mandate or capacity to directly focus on community work, yet we have always attempted to help our communities at this level where and when we can. In 2023, we did a matchmaking project with our communities and an investment attraction profile project. Through both projects we heard loud and clear that most of our communities are not able to meaningfully advance community level economic development. SouthGrowth has the experience to do something about this IF we can find the financial and human capacity to do so, and if our work proves meaningful and valuable, we may be able to sustain it going forward.

The Proposal: SouthGrowth is applying to the Northern and Regional Economic Development Program and Prairies Canada to support a three-year project to build and implement community level economic development plans for our 30 member municipalities. For our larger communities that do have economic development plans, we would work to support them in their implementation so that every member gets help at the community level to advance their own plans.

The project structure would look something like this:

2025 - 2026: Community Economic Development Plans

- SouthGrowth retains subcontractor supports and opens investigations into each of its 30 municipal members to develop data-informed, realistic, and achievable multi-year economic development plans for each of its member communities.
- Working with our staff who has extensive knowledge of the region and our communities, the subcontractor will conduct literature reviews, stakeholder consultations, and workshops in each community.
- Subcontractors will be hired on a term basis for the heavy front-end of the project estimated to take less than 2 years.
- Community staff will be strongly included in the plan development.
- Subsequently, the subcontractor and staff will build out custom economic development plans for each community and present them to their staff and councils.

2026: Training Supports

- Subsequent to the rollout of the plans, SouthGrowth will provide a program of regional training for staff and councils on community economic development. We will leverage existing training programs available through the Economic Developers Alberta Training program and provide preferential rate training to staff and councillors.

2026-2027: Follow up and Coaching

- The Subcontractor will remain engaged in the project for a full three years with a mandate to provide routine follow ups and support to our municipalities on these plans. This will involve strategizing with the CAOs about how to implement various projects, find matching grant funding, helping to setup Economic Development Committees, providing those committees with tools and resources to help inform their work, problem solving specific issues, and tracking the advancement of outcomes.

The Cost: The cost of this program can be adjusted somewhat based on later deliberations. A high-level overview pegs the price at \$300,000.

2025	
Subcontractors	115,000
Travel	\$5,000
Contingency	\$2,500
	122,500
2026	
Subcontractors	115,000
Travel	\$5,000
Contingency	\$2,500
	\$122,500
2027	
Subcontractors	50,000
Travel	\$2,500
Contingency	\$2,500
	55,000
Total	300,000

How do we Pay for it?:

1. \$135,000 NRED 2025.
2. \$30,000 from SouthGrow Member Funds
3. \$135,000 from Prairies Canada CEDD funding stream.

Advantages

1. All communities will get direct economic development support.
2. Communities paying much more for similar services may be able to economize their spend.

3. Officers can build collaborations between communities as needed to pull off impactful community level projects.
4. Partnership forming will have a natural expression.
5. Communities will have the capacity to chase opportunities and someone knowledgeable to coordinate them.

How can you help?

Please sign and send a letter of support for our grant applications! (See attached)

Don't hesitate to reach out if you have any questions.

Sincerely,

Peter Casurella
1-403-394-0615

NAME OF COMMUNITY

DATE

RE: SouthGrow Community Economic Development Planning and Implementation Project

Dear Jobs, Economy and Trade,

Please consider this letter as an indication of our support for the proposed Community Economic Development Planning and Implementation project being advanced by the SouthGrow Regional Initiative.

With constrained budgets and many pressures on our staff time, it is hard to find either the capacity or expertise to develop and implement economic development strategies that are data driven and achievable at our community scale. We have come to rely on SouthGrow as a resource in this critical space, and although we value the regional work being done by them we are eager to engage their expertise at the community level so that we can advance opportunities unique to our community.

We also want to emphasize the efficiencies that this proposed project presents. Communities seldom need a full-time economic development officer, but they do need a well-informed plan and experts on call to coach staff and council members on the implementation of that plan. SouthGrow has the potential to provide such plans and coaching to all of its member communities with this program and we hope you will seriously consider its merits.

Thank you for consider our support of this project. Please don't hesitate to reach out if you have any questions about our support.

Sincerely,

NAME OF CAO