



## 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 – FEBRUARY 19, 2025 AT 5:30 P.M.

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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
  - C) Solar Report
8. COUNCIL REPORTS
9. CORRESPONDENCE
  - A) Correspondence
10. BYLAW/AGREEMENT/POLICY REVIEW
  - A) Borrowing Bylaw 636-25
  - B) Tax Instalment Payment Plan (TIPP) Bylaw 637-25
  - C) Repealing Bylaw 638-25
11. NEW BUSINESS
  - A) Village of Warner Fire Department Appointments
  - B) Village of Warner Library Safety and Use Bylaw
  - C) Pink Shirt Day Proclamation
  - D) Organizational Meeting Date Change
  - E) Emergency Volunteer Night Donation Request
  - F) Water Cost and Consumption Report
  - G) Curling Club Donation Request
  - H) March Council Meeting
  - I) Casual Conversation with Council



## VILLAGE OF WARNER

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

12. CLOSED SESSION

13. NEXT REGULAR COUNCIL MEETING DATE  
Wednesday – March 19, 2025, at 5:30 p.m.

14. ADJOURNMENT



## Request for Decision Adoption of Minutes

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### RECOMMENDATION

That the minutes for the January 15, 2025 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: January 15, 2025 regular council meeting minutes

## Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, January 15, 2025, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3<sup>rd</sup> Avenue, Warner, Alberta.

### Present – Elected Officials

Mayor Tyler Lindsay, Councillor Don Toovey, Deputy Mayor Marty Kirby, 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 5:30 p.m.

## 2. AGENDA

### A) Items added or deleted

### B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Councillor Koehn, “that the January 15, 2025, regular council meeting agenda be accepted as presented.”

Motion Carried 2025-1

## 3. MINUTES

### A) Approval of Minutes

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

Motion Carried 2025-2

## 4. DELEGATIONS

## 5. ITEMS ARISING FROM THE MINUTES

## 6. FINANCIAL REPORT

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, “that the Financial Report for the period ending December 31, 2024, be accepted as information.”

Motion Carried 2025-3

## 7. ADMINISTRATIVE REPORTS

### A) Municipal Enforcement Report

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Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Municipal Enforcement report for the period ending December 31, 2024, be accepted as information."

Motion Carried 2025-4

B) Chief Administrative Officer Report

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the Chief Administrative Officer report for the period ending December 31, 2024, be accepted as information."

Motion Carried 2025-5

C) Solar Report

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council accept the Solar Report as information."

Motion Carried 2025-6

## 8. COUNCIL REPORTS

Councillor Koehn reported on the Milk River Health Attraction and Retention Housing Sub-Committee, Canada's Western Gateway and completed an FCSS Community Housing interview.

Councillor Toovey reported on the Community Bus.

Mayor Lindsay attended a Chief Mountain Regional Solid Waste Services Commission meeting and a regional meeting regarding the Regional Water Study Grant Submission.

Deputy Mayor Kirby did not have a report.

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

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that the committee reports for the period ending January 15, 2025, be accepted as information."

Motion Carried 2025-7

## 9. CORRESPONDENCE

A) Correspondence

None

## 10. BYLAW/AGREEMENT/POLICY REVIEW

## 11. NEW BUSINESS

A) Casual Conversation with Council

Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council table the Casual Conversation with Council to the February council meeting."

Motion Carried 2025-8

B) Library Bylaws and Policies

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council table the Library Bylaws and Policies to the February council meeting."

Motion Carried 2025-9

C) Tax Penalty Waiver Request

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve a one-time property tax waiver of \$225.43 for roll number 11090."

Motion Carried 2025-10

D) Child Care Space Creation

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council provide a support letter to the Warner Revitalization Society's to obtain a grant to establish a daycare facility."

Motion Carried 2025-11

E) Warner Rockets Request

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the ice rental fee for the Warner Rockets 4 on 4 Hockey Tournament weekend be set at \$105.00 (GST included)."

Motion Carried 2025-12

Moved by Councillor Baron, seconded by Councillor Koehn, "that a replacement brine pump be purchased."

Motion Carried 2025-13

12. CLOSED SESSION

13. NEXT REGULAR COUNCIL MEETING DATE

Wednesday – February 19, 2025, at 5:30 p.m.

14. ADJOURNMENT

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the regular council meeting for January 15, 2025, adjourn at 7:00 p.m."

Motion Carried 2025-14

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Tyler Lindsay  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.



## Request for Decision Municipal Enforcement Report

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### RECOMMENDATION

That the Municipal Enforcement report for the period ending January 31, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

Peace Officer Act

Various municipal bylaws

### BACKGROUND

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

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Municipal Enforcement Report

**Municipal Enforcement**

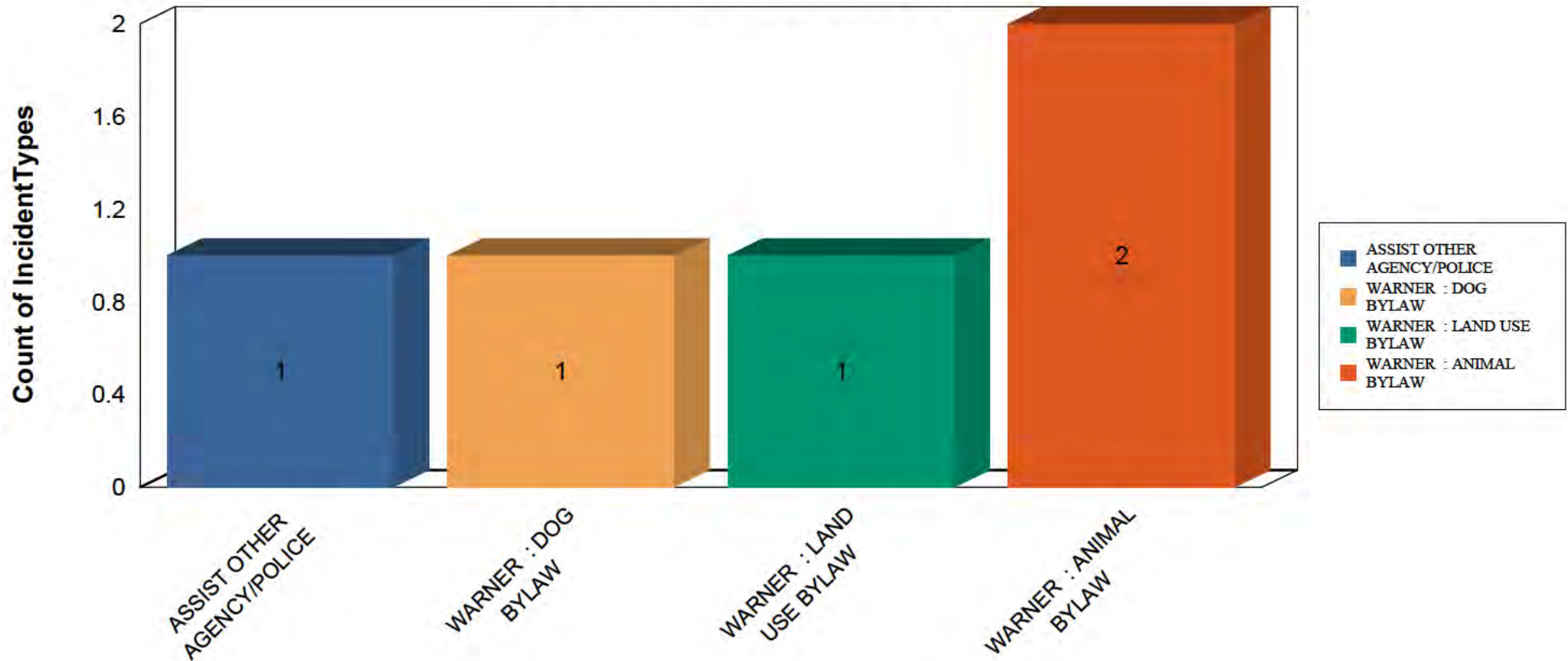
Statistics from: 1/1/2025 12:00:00AM to 1/31/2025 11:59:00PM

**Count of Reports Completed**





### Count of Incident Types



**ASSIST OTHER AGENCY/POLICE**

| <u>Location</u>   | <u>Case Number</u> | <u>Incident Type</u>       | <u>Officer</u> | <u>Date</u>     |
|---|--------------------|----------------------------|----------------|-----------------|
| Case Report<br>RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER | RRPSS2025-0007     | ASSIST OTHER AGENCY/POLICE | BRANDON BERG   | 2025/01/10 1430 |

Specific Location

[REDACTED]

Report Synopsis : stolen bicycle

20.00% # of Reports: 1 Case Report ASSIST OTHER AGENCY/POLICE

**WARNER : DOG BYLAW**

| <u>Location</u>   | <u>Case Number</u> | <u>Incident Type</u> | <u>Officer</u> | <u>Date</u>     |
|---|--------------------|----------------------|----------------|-----------------|
| <b>Case Report</b><br>RIDGE REGIONAL PUBLIC SAFETY<br>SERVICES : WARNER | RRPSS2025-0005     | WARNER : DOG BYLAW   | BRANDON BERG   | 2025/01/12 1230 |

Specific Location  
[REDACTED]

Report Synopsis : Complaint of aggressive dog

20.00% # of Reports: 1 **Case Report** WARNER : DOG BYLAW

**WARNER : LAND USE BYLAW**

| <u>Location</u>   | <u>Case Number</u> | <u>Incident Type</u>    | <u>Officer</u> | <u>Date</u>     |
|---|--------------------|-------------------------|----------------|-----------------|
| <b>Case Report</b><br>RIDGE REGIONAL PUBLIC SAFETY<br>SERVICES : WARNER | RRPSS2025-0028     | WARNER : LAND USE BYLAW | ROSS BOND      | 2025/01/28 1640 |

Specific Location  
[REDACTED]

Report Synopsis : service of land use letter for the village

20.00% # of Reports: 1 **Case Report** WARNER : LAND USE BYLAW

**WARNER : ANIMAL BYLAW**

| <u>Location</u>   | <u>Case Number</u> | <u>Incident Type</u>  | <u>Officer</u> | <u>Date</u>     |
|---|--------------------|-----------------------|----------------|-----------------|
| <b>Case Report</b><br>RIDGE REGIONAL PUBLIC SAFETY<br>SERVICES : WARNER | RRPSS2024-0574     | WARNER : ANIMAL BYLAW | BRANDON BERG   | 2025/01/03 1144 |

Specific Location  
[REDACTED]

Report Synopsis : complaint of rooster

|   |                |                       |             |                 |
|---|----------------|-----------------------|-------------|-----------------|
| <b>Case Report</b><br>RIDGE REGIONAL PUBLIC SAFETY<br>SERVICES : WARNER | RRPSS2025-0004 | WARNER : ANIMAL BYLAW | TODD NELSON | 2025/01/07 1500 |
|---|----------------|-----------------------|-------------|-----------------|

Specific Location  
[REDACTED]

Report Synopsis : check on welfare of animals

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

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

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



# Request for Decision Chief Administrative Officer Report

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## RECOMMENDATION

That the Chief Administrative Officer report for the period ending January 31, 2025, be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

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

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. CAO Report



## Chief Administrative Officer Report January 2025

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### Administration

- Council meeting preparation
- Council meeting attendance
- Council minutes and highlights for newsletter. Copies of newsletter at grocery store.
- Meetings/communication (walk in, email and phone)
- Bi-Weekly staff meetings
- Bylaw work
- Policy work
- Development inquiries
- Updates from CPO's (when applicable)
- Vacation
- Civic Centre checklists completion
- Water Consumption History completion
- Water meter analysis and plan
- Solar Statistics
- Inventory completed for audit
- Attend Fire Department AGM
- Staff Census training
- Staff Election training
- Staff amended FOIP training
- Begin 2025 operating budget preparation
- Joint Use Planning Agreement review
- Tax Arrears Letters
- Council Chambers painting
- Review library bylaw and policies
- Met with Library Manager
- Completion of four performance reviews
- Attend Operations Section Chief Emergency Management Training
- Met with Municipal Affairs Certification Manager with Fire Chief
- New County fire pumper arrival
- Draft Fire Hall Use Agreement
- Draft Site Servicing Agreement for new developments
- Attend the Revitalization Committee meeting
  - Sign audit
  - Electronic sign
  - Village sign

|                                |   |                  |
|--------------------------------|---|------------------|
| Motion Carried 2023-261        | Moved by Mayor Lindsay, seconded by Councillor Baron, "that the school zones be changed to playground zones and to include a playground zone at the Lions Campground."  | WIP              |
| <u>Motion Carried 2024-111</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 2024-179</u> | Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council reallocate \$10,000 in the budget for grant writing services and approve the purchase of the air-cooled chiller from Trane Technologies for the Civic Centre in the amount of \$680,187.00. to be in place by fall 2025." | On hold          |
| <u>Motion Carried 2024-258</u> | Moved by Councillor Baron, seconded by Councillor Koehn, "that Council donate \$500.00 to their ice time."  | WIP              |
| <u>Motion Carried 2024-259</u> | Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to explore the cost of relocating the old fire hall siren."   | WIP              |
| <u>Motion Carried 2025-8</u>   | Moved by Mayor Lindsay, seconded by Deputy Mayor Kirby, "that Council table the Casual Conversation with Council to the February council meeting."  | February meeting |
| <u>Motion Carried 2025-9</u>   | Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council table the Library Bylaws and Policies to the February council meeting."  | February meeting |
| <u>Motion Carried 2025-10</u>  | Moved by Councillor Baron, seconded by Councillor Koehn, "that Council approve a one-time property tax waiver of \$225.43 for roll number 11090."   | Complete         |
| <u>Motion Carried 2025-11</u>  | Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council provide a support letter to the Warner Revitalization Society's to obtain a grant to establish a daycare facility."   | Complete         |
| <u>Motion Carried 2025-12</u>  | Moved by Mayor Lindsay, seconded by Councillor Koehn, "that the ice rental fee for the Warner Rockets 4 on 4 Hockey Tournament weekend be set at \$105.00 (GST included)."  | Complete         |

|   |  |   |
|---|--|---|
| <u>Motion</u><br><u>Carried</u><br><u>2025-13</u> | Moved by Councillor Baron, seconded by Councillor Koehn, "that a replacement brine pump be purchased." | Complete -<br>arrival after ice<br>season is over |
|---|--|---|

2024 Operational Projects

|   |                 |
|---|-----------------|
| Council   |                 |
| CWG membership  | Complete        |
| Council mileage   | Ongoing         |
| Community Engagement – vision / mission                   | Report Received |
| Mayors and Reeves membership                              | Complete        |
| AB Municipalities Conference x 1                          | Complete        |
| FCM x 0   | Complete        |
|   |                 |
| Administration  |                 |
| Chamber Flooring  | WIP             |
| Chamber Painting  | Complete        |
| 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  | Partial         |
| HVAC – AC Preventative Maintenance                        | Complete        |
| 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        | Defer to 2025 |
| 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                  |               |



## CERTIFICATE OF ANALYSIS

**REPORTED TO** Warner, Village of (Alberta)

Warner, AB T0K 2L0

**ATTENTION** Rick Lowry

**WORK ORDER** 25A0884

**PO NUMBER**

**RECEIVED / TEMP** 2025-01-10 08:45 / 15.6°C

**PROJECT** Warner - THM/HAA/Lead

**REPORTED** 2025-01-17 13:54

**PROJECT INFO** WARNER THM HAA LEAD

**COC NUMBER** eCOC#00019739

### Introduction:

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

#### Big Picture Sidekicks



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

#### We've Got Chemistry



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

#### Ahead of the Curve



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

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

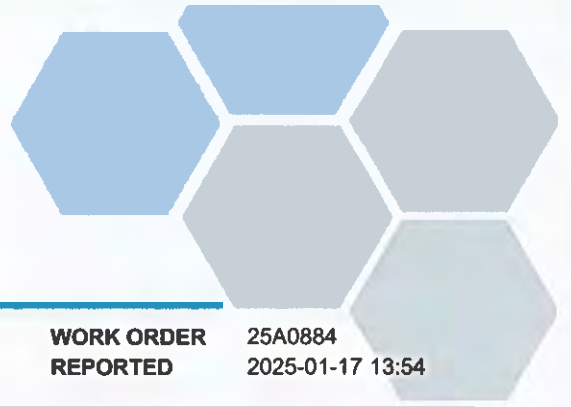
If you have any questions or concerns, please contact me at [TeamCaro@caro.ca](mailto:TeamCaro@caro.ca)

#### Authorized By:

Team CARO  
Client Service Representative

1-888-311-8846 | [www.caro.ca](http://www.caro.ca)

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



## TEST RESULTS

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

**WORK ORDER REPORTED** 25A0884  
2025-01-17 13:54

| Analyte  | Result    | Guideline   | RL      | Units | Analyzed | Qualifier  |
|--|-----------|-------------|---------|-------|----------|------------|
| <b>Warner (25A0884-01)   Matrix: Water   Sampled: 2025-01-09 10:00</b> |           |             |         |       |          |            |
| <i>Calculated Parameters</i>   |           |             |         |       |          |            |
| Total Trihalomethanes  | 0.0380    | MAC = 0.1   | 0.00400 | mg/L  |          | N/A        |
| <i>Haloacetic Acids</i>  |           |             |         |       |          |            |
| Monochloroacetic Acid  | < 0.0020  | N/A         | 0.0020  | mg/L  |          | 2025-01-17 |
| Monobromoacetic Acid   | < 0.0020  | N/A         | 0.0020  | mg/L  |          | 2025-01-17 |
| Dichloroacetic Acid  | 0.0193    | N/A         | 0.0020  | mg/L  |          | 2025-01-17 |
| Trichloroacetic Acid   | 0.0160    | N/A         | 0.0020  | mg/L  |          | 2025-01-17 |
| Dibromoacetic Acid   | < 0.0020  | N/A         | 0.0020  | mg/L  |          | 2025-01-17 |
| Total Haloacetic Acids (HAA5)  | 0.0353    | MAC = 0.08  | 0.00200 | mg/L  |          | N/A        |
| Surrogate: 2-Bromopropionic Acid                                       | 116       |             | 70-130  | %     |          | 2025-01-17 |
| <i>Total Metals</i>  |           |             |         |       |          |            |
| Lead, total  | < 0.00020 | MAC = 0.005 | 0.00020 | mg/L  |          | 2025-01-12 |
| <i>Volatile Organic Compounds (VOC)</i>                                |           |             |         |       |          |            |
| Bromodichloromethane   | 0.0027    | N/A         | 0.0010  | mg/L  |          | 2025-01-11 |
| Bromoform  | < 0.0010  | N/A         | 0.0010  | mg/L  |          | 2025-01-11 |
| Chloroform   | 0.0353    | N/A         | 0.0010  | mg/L  |          | 2025-01-11 |
| Dibromochloromethane   | < 0.0010  | N/A         | 0.0010  | mg/L  |          | 2025-01-11 |
| Surrogate: Toluene-d8  | 106       |             | 70-130  | %     |          | 2025-01-11 |
| Surrogate: 4-Bromofluorobenzene  | 106       |             | 70-130  | %     |          | 2025-01-11 |



## APPENDIX 1: SUPPORTING INFORMATION

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

**WORK ORDER REPORTED** 25A0884  
2025-01-17 13:54

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

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

### Glossary of Terms:

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

### Guidelines Referenced in this Report:

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

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

### General Comments:

The results in this report apply to the received samples analyzed in accordance with the Chain of Custody document. This analytical report must be reproduced in its entirety. CARO is not responsible for any loss or damage resulting directly or indirectly from error or omission in the conduct of testing. Liability is limited to the cost of analysis. Caro will dispose of all samples within 30 days of sample receipt, unless otherwise agreed.

Results in **Bold** indicate values that are above CARO's method reporting limits. Any results that are above regulatory limits are highlighted **red**. Please note that results will only be highlighted red if the regulatory limits are included on the CARO report. Any **Bold** and/or highlighted results do not take into account method uncertainty. If you would like method uncertainty or regulatory limits to be included on your report, please contact your Account Manager: [TeamCaro@caro.ca](mailto:TeamCaro@caro.ca)

*Please note any regulatory guidelines applied to this report are added as a convenience to the client, at their request, to help provide some initial context to analytical results obtained. Although CARO makes every effort to ensure accuracy of the associated regulatory guideline(s) applied, the guidelines applied cannot be assumed to be correct due to a variety of factors and as such CARO Analytical Services assumes no liability or responsibility for the use of those guidelines to make any decisions. The original source of the regulation should be verified and a review of the guideline(s) should be validated as correct in order to make any decisions arising from the comparison of the analytical data obtained to the relevant regulatory guideline for one's particular circumstances. Further, CARO Analytical Services assumes no liability or responsibility for any loss attributed from the use of these guidelines in any way.*





## APPENDIX 2: QUALITY CONTROL RESULTS

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

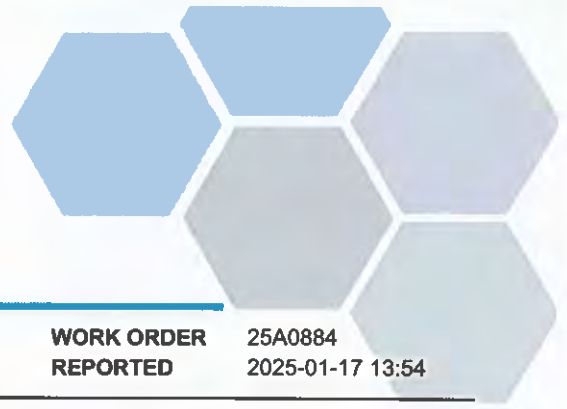
**WORK ORDER REPORTED** 25A0884  
2025-01-17 13:54

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

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

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

| Analyte                                | Result    | RL Units     | Spike Level                                | Source Result | % REC | REC Limit | % RPD | RPD Limit | Qualifier |
|--|-----------|--------------|--|---------------|-------|-----------|-------|-----------|-----------|
| <b>Haloacetic Acids, Batch B5A2451</b> |           |              |  |               |       |           |       |           |           |
| <b>Blank (B5A2451-BLK1)</b>            |           |              | Prepared: 2025-01-16, Analyzed: 2025-01-16 |               |       |           |       |           |           |
| Monochloroacetic Acid                  | < 0.0020  | 0.0020 mg/L  |  |               |       |           |       |           |           |
| Monobromoacetic Acid                   | < 0.0020  | 0.0020 mg/L  |  |               |       |           |       |           |           |
| Dichloroacetic Acid                    | < 0.0020  | 0.0020 mg/L  |  |               |       |           |       |           |           |
| Trichloroacetic Acid                   | < 0.0020  | 0.0020 mg/L  |  |               |       |           |       |           |           |
| Dibromoacetic Acid                     | < 0.0020  | 0.0020 mg/L  |  |               |       |           |       |           |           |
| Surrogate: 2-Bromopropionic Acid       | 0.0105    | mg/L         | 0.0116                                     |               | 90    | 70-130    |       |           |           |
| <b>LCS (B5A2451-BS1)</b>               |           |              | Prepared: 2025-01-16, Analyzed: 2025-01-16 |               |       |           |       |           |           |
| Monochloroacetic Acid                  | 0.0569    | 0.0020 mg/L  | 0.0558                                     |               | 102   | 75-117    |       |           |           |
| Monobromoacetic Acid                   | 0.0379    | 0.0020 mg/L  | 0.0375                                     |               | 101   | 83-113    |       |           |           |
| Dichloroacetic Acid                    | 0.0563    | 0.0020 mg/L  | 0.0559                                     |               | 101   | 78-112    |       |           |           |
| Trichloroacetic Acid                   | 0.0192    | 0.0020 mg/L  | 0.0186                                     |               | 103   | 81-110    |       |           |           |
| Dibromoacetic Acid                     | 0.0194    | 0.0020 mg/L  | 0.0186                                     |               | 104   | 89-112    |       |           |           |
| Surrogate: 2-Bromopropionic Acid       | 0.0117    | mg/L         | 0.0116                                     |               | 101   | 70-130    |       |           |           |
| <b>LCS (B5A2451-BS2)</b>               |           |              | Prepared: 2025-01-16, Analyzed: 2025-01-16 |               |       |           |       |           |           |
| Monochloroacetic Acid                  | 0.0592    | 0.0020 mg/L  | 0.0558                                     |               | 106   | 75-117    |       |           |           |
| Monobromoacetic Acid                   | 0.0395    | 0.0020 mg/L  | 0.0375                                     |               | 105   | 83-113    |       |           |           |
| Dichloroacetic Acid                    | 0.0589    | 0.0020 mg/L  | 0.0559                                     |               | 105   | 78-112    |       |           |           |
| Trichloroacetic Acid                   | 0.0198    | 0.0020 mg/L  | 0.0186                                     |               | 106   | 81-110    |       |           |           |
| Dibromoacetic Acid                     | 0.0211    | 0.0020 mg/L  | 0.0186                                     |               | 114   | 89-112    |       |           | SPK1      |
| Surrogate: 2-Bromopropionic Acid       | 0.0119    | mg/L         | 0.0116                                     |               | 102   | 70-130    |       |           |           |
| <b>LCS Dup (B5A2451-BSD1)</b>          |           |              | Prepared: 2025-01-16, Analyzed: 2025-01-16 |               |       |           |       |           |           |
| Monochloroacetic Acid                  | 0.0563    | 0.0020 mg/L  | 0.0558                                     |               | 101   | 75-117    | 1     | 30        |           |
| Monobromoacetic Acid                   | 0.0373    | 0.0020 mg/L  | 0.0375                                     |               | 99    | 83-113    | 2     | 30        |           |
| Dichloroacetic Acid                    | 0.0559    | 0.0020 mg/L  | 0.0559                                     |               | 100   | 78-112    | < 1   | 30        |           |
| Trichloroacetic Acid                   | 0.0182    | 0.0020 mg/L  | 0.0186                                     |               | 98    | 81-110    | 5     | 30        |           |
| Dibromoacetic Acid                     | 0.0182    | 0.0020 mg/L  | 0.0186                                     |               | 98    | 89-112    | 6     | 30        |           |
| Surrogate: 2-Bromopropionic Acid       | 0.0115    | mg/L         | 0.0116                                     |               | 99    | 70-130    |       |           |           |
| <b>Total Metals, Batch B5A2124</b>     |           |              |  |               |       |           |       |           |           |
| <b>Blank (B5A2124-BLK1)</b>            |           |              | Prepared: 2025-01-12, Analyzed: 2025-01-12 |               |       |           |       |           |           |
| Lead, total                            | < 0.00020 | 0.00020 mg/L |  |               |       |           |       |           |           |



## APPENDIX 2: QUALITY CONTROL RESULTS

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

**WORK ORDER REPORTED** 25A0884  
2025-01-17 13:54

| Analyte | Result | RL Units | Spike Level | Source Result | % REC | REC Limit | % RPD | RPD Limit | Qualifier |
|---------|--------|----------|-------------|---------------|-------|-----------|-------|-----------|-----------|
|---------|--------|----------|-------------|---------------|-------|-----------|-------|-----------|-----------|

**Total Metals, Batch B5A2124, Continued**

| <b>LCS (B5A2124-BS1)</b> |        |              |        | Prepared: 2025-01-12, Analyzed: 2025-01-12 |     |        |  |  |  |
|--------------------------|--------|--------------|--------|--|-----|--------|--|--|--|
| Lead, total              | 0.0399 | 0.00020 mg/L | 0.0400 |  | 100 | 80-120 |  |  |  |

**Volatile Organic Compounds (VOC), Batch B5A2021**

| <b>Blank (B5A2021-BLK1)</b>     |          |             |        | Prepared: 2025-01-10, Analyzed: 2025-01-10 |     |        |  |  |  |
|---------------------------------|----------|-------------|--------|--|-----|--------|--|--|--|
| Bromodichloromethane            | < 0.0010 | 0.0010 mg/L |        |  |     |        |  |  |  |
| Bromoform                       | < 0.0010 | 0.0010 mg/L |        |  |     |        |  |  |  |
| Chloroform                      | < 0.0010 | 0.0010 mg/L |        |  |     |        |  |  |  |
| Dibromochloromethane            | < 0.0010 | 0.0010 mg/L |        |  |     |        |  |  |  |
| Surrogate: Toluene-d8           | 0.0204   | mg/L        | 0.0188 |  | 109 | 70-130 |  |  |  |
| Surrogate: 4-Bromofluorobenzene | 0.0211   | mg/L        | 0.0199 |  | 106 | 70-130 |  |  |  |

| <b>LCS (B5A2021-BS1)</b>        |        |             |        | Prepared: 2025-01-10, Analyzed: 2025-01-10 |     |        |  |  |  |
|---------------------------------|--------|-------------|--------|--|-----|--------|--|--|--|
| Bromodichloromethane            | 0.0217 | 0.0010 mg/L | 0.0201 |  | 108 | 70-130 |  |  |  |
| Bromoform                       | 0.0225 | 0.0010 mg/L | 0.0201 |  | 112 | 70-130 |  |  |  |
| Chloroform                      | 0.0210 | 0.0010 mg/L | 0.0201 |  | 104 | 70-130 |  |  |  |
| Dibromochloromethane            | 0.0211 | 0.0010 mg/L | 0.0201 |  | 105 | 70-130 |  |  |  |
| Surrogate: Toluene-d8           | 0.0198 | mg/L        | 0.0188 |  | 105 | 70-130 |  |  |  |
| Surrogate: 4-Bromofluorobenzene | 0.0205 | mg/L        | 0.0199 |  | 103 | 70-130 |  |  |  |

**QC Qualifiers:**

SPK1 The recovery of this analyte was outside of established control limits. The data was accepted based on performance of other batch QC.

**CARO Analytical Services**  
**FINAL Analytical Testing Report**  
**Work Order: 25A0884**  
**Report Date: 2025-01-17 13:54:53**

**Client** Warner, Village of (Alberta)  
**Attention** Rick Lowry  
**Project** Warner - THM/HAA/Lead  
**Project Info** WARNER THM HAA LEAD

*Note: This is not the original data. Please refer to PDF / Hardcopy report.*

| LAB ID     | CLIENT ID | DATE SAMPLED | DATE RECEIVED | MATRIX | General Method                   | Analyte                       | Units | MRL    | Std (CDWQG)        |
|------------|-----------|--------------|---------------|--------|----------------------------------|-------------------------------|-------|--------|--------------------|
| 25A0884-01 | Warner    | 2025-01-09   | 2025-01-10    | Water  | Calculated Parameters            | Total Trihalomethanes         | mg/L  | 0.004  | MAC=0.1 0.038      |
|            |           |              |               |        | Haloacetic Acids                 | Monochloroacetic Acid         | mg/L  | 0.002  | N/A <0.0020        |
|            |           |              |               |        | Haloacetic Acids                 | Monobromoacetic Acid          | mg/L  | 0.002  | N/A <0.0020        |
|            |           |              |               |        | Haloacetic Acids                 | Dichloroacetic Acid           | mg/L  | 0.002  | N/A 0.0193         |
|            |           |              |               |        | Haloacetic Acids                 | Trichloroacetic Acid          | mg/L  | 0.002  | N/A 0.016          |
|            |           |              |               |        | Haloacetic Acids                 | Dibromoacetic Acid            | mg/L  | 0.002  | N/A <0.0020        |
|            |           |              |               |        | Haloacetic Acids                 | Total Haloacetic Acids (HAA5) | mg/L  | 0.002  | MAC=0.08 0.0353    |
|            |           |              |               |        | Total Metals                     | Lead, total                   | mg/L  | 0.0002 | MAC=0.005 <0.00020 |
|            |           |              |               |        | Volatile Organic Compounds (VOC) | Bromodichloromethane          | mg/L  | 0.001  | N/A 0.0027         |
|            |           |              |               |        | Volatile Organic Compounds (VOC) | Bromoform                     | mg/L  | 0.001  | N/A <0.0010        |
|            |           |              |               |        | Volatile Organic Compounds (VOC) | Chloroform                    | mg/L  | 0.001  | N/A 0.0353         |
|            |           |              |               |        | Volatile Organic Compounds (VOC) | Dibromochloromethane          | mg/L  | 0.001  | N/A <0.0010        |

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





# Request for Decision Solar Report

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## RECOMMENDATION

That the solar report be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

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

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

Motion Carried 2024-200

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Solar Analysis

**Village of Warner Solar Savings**

**Year End: December 31, 2024**

| <b>Microgen Credits</b> |                     |                    |                         |                     |
|-------------------------|---------------------|--------------------|-------------------------|---------------------|
| <b>Month</b>            | <b>Rink</b>         | <b>Fire Hall</b>   | <b>Maintenance Shop</b> | <b>Total</b>        |
| January                 | \$ 114.54           | \$ 21.00           | -                       | \$ 135.54           |
| February                | \$ 92.96            | \$ 81.60           | -                       | \$ 174.56           |
| March                   | \$ 152.72           | \$ 39.00           | -                       | \$ 191.72           |
| April                   | \$ 575.42           | \$ 286.20          | -                       | \$ 861.62           |
| May                     | \$ 4,086.00         | \$ 286.50          | -                       | \$ 4,372.50         |
| June                    | \$ 4,692.00         | \$ 407.10          | -                       | \$ 5,099.10         |
| July                    | \$ 4,950.00         | \$ 684.60          | -                       | \$ 5,634.60         |
| August                  | \$ 6,078.00         | \$ 387.00          | -                       | \$ 6,465.00         |
| September               | \$ 4,350.00         | \$ 568.50          | -                       | \$ 4,918.50         |
| October                 | \$ 3,249.06         | \$ 345.30          | -                       | \$ 3,594.36         |
| November                | \$ 388.44           | \$ 201.00          | -                       | \$ 589.44           |
| December                | \$ 89.64            | \$ 94.80           | -                       | \$ 184.44           |
|                         | <b>\$ 28,818.78</b> | <b>\$ 3,402.60</b> | <b>\$ -</b>             | <b>\$ 32,221.38</b> |

**Loan**

|              |                     |                    |                  |                     |
|--------------|---------------------|--------------------|------------------|---------------------|
| Principal    | \$ 10,215.76        | \$ 1,156.12        | \$ 525.93        | \$ 11,897.81        |
| Interest     | \$ 3,585.68         | \$ 405.80          | \$ 184.59        | \$ 4,176.07         |
| <b>Total</b> | <b>\$ 13,801.44</b> | <b>\$ 1,561.92</b> | <b>\$ 710.52</b> | <b>\$ 16,073.88</b> |

**Profit (loss) on loan**

|                     |                    |                   |                     |
|---------------------|--------------------|-------------------|---------------------|
| <b>\$ 15,017.34</b> | <b>\$ 1,840.68</b> | <b>-\$ 710.52</b> | <b>\$ 16,147.50</b> |
|---------------------|--------------------|-------------------|---------------------|

**Power Bills**

|               |                    |                    |                    |                    |
|---------------|--------------------|--------------------|--------------------|--------------------|
| Total Expense | \$ 32,507.46       | \$ 4,789.30        | \$ 3,878.68        | \$ 41,175.44       |
| Total Credit  | -\$ 28,818.78      | -\$ 3,402.60       | \$ -               | -\$ 32,221.38      |
| <b>Total</b>  | <b>\$ 3,688.68</b> | <b>\$ 1,386.70</b> | <b>\$ 3,878.68</b> | <b>\$ 8,954.06</b> |



## Request for Decision Committee Reports

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### RECOMMENDATION

That the committee reports for the period ending February 19, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

Municipal Government Act  
Bylaw 361-24 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. Chinook Arch Regional Library Board
2. Chief Mountain Regional Solid Waste Services Commission
3. Oldman River Regional Services Commission
4. Family & Community Support Services

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 5, 2024

## Chinook Arch Library Board Elects New Executive for 2025

Congratulations to the board trustees that were elected to the following positions at the December Organizational Meeting:

- Chair: Darryl Christensen (Town of Magrath)
- Vice-Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors-at-Large:
  - Mark Barber (Town of Pincher Creek)
  - Dave Cox (MD of Pincher Creek)
  - Doreen Glavin (Municipality of Crowsnest Pass)
  - Melissa Jensen (Town of Nobleford)
  - Doug Logan (Vulcan County)
  - Vic Mensch (Ministerial Appointment)
  - Lyndsay Montina (Town of Coalhurst)

Special thanks to all outgoing board members, with a special acknowledgement of Vic Mensch's three years of steady leadership as the outgoing Chair of the Chinook Arch Library Board.



## 2025 Operating Budget Approved

The board reviewed and approved the 2025 Operating Budget. The budget is based on the most recent Municipal Affairs Population List, and factors in flat revenues from municipal and provincial partners. The budget allows for a 1.5% increase to the Chinook Arch salary grid.

# Board Members Present

Corry Walk – Village of Arrowwood  
Ron Gorzitza – Village of Barons  
LeGrande Bevans – Cardston County  
Terry Penney – Village of Champion  
Lyndsay Montina – Town of Coalhurst  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Sue French – Village of Hill Spring  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen – Town of Magrath  
Anne Michaelis – Town of Milk River  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
Monica McLean – Town of Taber  
Merrill Harris – Taber MD  
Lorraine Kirk – Town of Vulcan  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Lesley Little – ID #4 Waterton  
Maryanne Sandberg – Willow Creek MD  
Vic Mensch (Chair) – Ministerial Appointee

## Regrets

Marsha Jensen – Town of Cardston  
Blanche Anderson – Village of Carmangay  
Jordan Sailer – Town of Coaldale  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Robin Harper – City of Lethbridge  
Tory Campbell – Lethbridge County  
Crystal Neels – Town of Picture Butte  
Justin Davis – Village of Stirling  
Marilyn Forchuk – Town of Vauxhall

## Not Present

Jane Johnson – Village of Barnwell  
Brad Schlossberger – Town of Claresholm  
Linda Allred – Village of Glenwood  
Christopher Northcott – Village of Milo  
Chelsey Hurt – Town of Stavely

# Policies Reviewed

The board reviewed and approved the following policies. All of the Board's policies are available on the Chinook Arch website at [www.chinookarch.ca/about-us](http://www.chinookarch.ca/about-us)

- Direct Loans
- Library Services to System Members with No Library Board
- Resource Sharing
- Purchasing Supplies and Services
- Holidays
- Hours of Work and Overtime
- Relocation Expenses for New Employees



## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



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



[@chinooklibs](https://@chinooklibs)



**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
DECEMBER 11, 2024, AT THE TOWN OF MAGRATH.**

**Members Present:**

Brian Wickhorst – Village of Glenwood  
Josh Bourelle – Town of Magrath  
Larry Liebelt – Town of Milk River  
Kate Kindt – Town of Raymond

Stephen Pain – Village of Coutts (Zoom)  
John Grainger – Town of Cardston  
Randy Taylor – County of Warner

**Others Present:**

Marian Carlson – SEO (Zoom)  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator (Zoom)

Commenced at 4:36 pm

Larry Liebelt in the Chair.

**AGENDA**

Randy Taylor moved that the agenda be approved. Carried

**MINUTES**

John Grainger moved that the minutes of the November 13, 2024, regular board meeting be adopted as presented. Carried

**NEW BUSINESS**

The SEO updated the board on the project objectives that Stantec is working on. There is a possible Lethbridge Biogas tour on December 20, 2024, and the SEO will be in attendance. The SEO will notify the board when dates have been finalized for the tour.

The SEO reported that she is working with Raymond to establish the parameters for the Pilot Project for Raymond to transport their curbside pickup directly to the Landfill starting January through March 2025.

The SEO advised that the 2024 website traffic is very encouraging.

John Grainger moved to approve the SEO's report. Carried

The Operator advised that 786.555 tonnes of waste were delivered to the Landfill in November 2024, making the year-to-date tonnage 9,355.175.

Josh Bourelle moved to approve the Operator's report. Carried



**Financial Statement**

The Financial Statement for November 30, 2024, was reviewed.

Kate Kindt moved to accept the November 30, 2024, Financial Statement. Carried

**Approval of Bills**

Bills for November 2024 were reviewed.

Brian Wickhorst moved to approve the bills for November 2024. Carried

The SEO presented seven revised policies for the board's approval.

24-21 Randy Taylor moved to approve the following revised policies: Attendance AD3; Board Meetings AD4; Flowers/Donations AD11; Recyclable Waste Diversion AD17; Depreciation of Equipment F6; Fees – Penalties and Collection on Overdue Accounts F9; and Requisitions F13. Carried

The board discussed the per diem fee for committee meetings that are held the same day as the board meetings. The board will follow the current policy and pay for those committee meetings that were held the day of last month's board meeting. The policy will be reviewed by the policy committee.

The SEO presented the 2025 Budget for the board to review.

24-22 Josh Bourelle moved to approve the 2025 Budget with the requisition rate set at 32.18/capita. Carried

The SEO presented the 5-year capital plan for the board to review.

24-23 John Grainger moved to approve the 5-year capital plan. Carried

The SEO reviewed the depreciation schedule, reserve listing, and the requisition spreadsheet. A letter will be sent to each municipality regarding the requisition rate.

The SEO advised that as per policy a motion is needed to increase the Landfill Tipping Fee to reflect the increase in requisitions.

24-24 Randy Taylor moved to have the Landfill Tipping Fee for the 2025 year increased by 3% and set at \$118.45/tonne. Carried

The Secretary/Treasurer updated the board regarding the company that has been sent to the NRC (National Recovery Corp) collection agency.

24-25 Randy Taylor moved that the SEO has power to negotiate a settlement with NRC after receiving clearance from the Chairman for companies sent to collection. Carried



The SEO presented the Extended Producer Responsibility (EPR) to the board for review. Plans will not be put into action by EPR until 2026.

Kate Kindt moved the EPR for information.

Carried

The board discussed the SEOs two-year contract.

24-26 John Grainger moved to sign a two-year contract with Marian Carlson for the SEO position.

Carried

### **CORRESPONDENCE**

A letter from the Town of Raymond regarding the assignment of a councillor to the Commission.

A letter from RMA regarding an increase to the associate membership fee.

Brian Wickhorst moved the correspondence be filed for information.

Carried

The board would like to move the HR-Closed Session to the next board meeting.

Brian Wickhorst advised the board that a new employee has been hired for the Glenwood/Hill Spring Transfer Station and he is doing a good job.

### **ADJOURNMENT**

Brian Wickhorst moved the meeting adjourned.

Adjournment at 5:56 p.m.

The Next Commission board meeting is scheduled for Wednesday, January 8, 2025, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_  
Chairman





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

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 14, 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  
Christopher Northcott, Virtual  
Neil Sieben

**Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk

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 November 14, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Christopher Northcott**

THAT the Executive Committee approves the October 10, 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. Chief Administrative Officer Performance Evaluation**

**Moved by: Don Anderberg**

THAT the Executive Committee moves Agenda Item 4.a – Chief Administrative Officer Performance Evaluation to Closed Session under the *Freedom of Information and Protection of Privacy Act* under Section 19: Confidential Evaluations.

**CARRIED**

**b. Board of Directors – Election and Organizational Meeting**

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be distributed on November 15, 2024 to the Board.

The Committee discussed who would be interested in submitting their names forward for re-election.

**c. Subdivision Activity – As of October 31, 2024**

L. Kulper presented Subdivision Activity as of September 30, 2024 to the Committee.

**d. Budget**

**(i) 2025 Operating Budget and 3-Year Rolling Budget**

S. Sayer presented the original budget proposed by the Executive Committee following the October 17, 2024 Budget Workshop which used the 2024 Total Equalized Assessment (TEA) values, the proposed budget with the 2025 TEA values, and an amended budget which Administration believes captures the goals set out by the Executive Committee following the Budget Workshop with the intent to keep the fee increase as equitable as possible.

The Committee reviewed additional budget scenarios with various mill rates and fee ceilings.

**Moved by: Don Anderberg**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025 Operating Budget, with the .025 Mill Rate increase, the Floor of \$5,000 and the Ceiling increasing 35% to the Board of Directors for approval as presented.

**CARRIED**

**(i) 2025-2029 Capital Budget & Plan**

R. Keer and S. Sayer presented the 2025-2029 Capital Budget and Plan to the Committee.

The Committee discussed reviewing the Capital Plan in greater detail in 2025.

**Moved by: Neil Sieben**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025-2029 Capital Budget and Plan to the Board of Directors for approval, as presented.

**CARRIED**

**5. Accounts**

**a. Office Accounts**

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

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for September 2024, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for September 2024 and the Details of Account for September 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for September 2024 and the Details of Account for September 2024, as presented.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**Moved by: David Cody**

- THAT the Executive Committee moves into Closed Session to prevent the disclosure of:
- Confidential Evaluations, Section 19 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED AT 7:30 PM**

**7. Closed Session**

**a. Succession Plan & Organization Summary**

**Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Succession Plan & Organizational Summary: Lenze Kuiper, Chief Administrative Officer, R. Keer, Executive Assistant, and S. Sayer, Accounting Clerk.

**b. Chief Administrative Officer Performance Evaluation**

**Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to section 197(6) of the *Municipal Government Act*, there were no members of Administration in attendance for Agenda Item 7.b – Chief Administrative Officer Performance Evaluation.

**Moved by: David Cody**

THAT the Executive Committee moves into Open Session.

**CARRIED AT 8:01 PM**

**8. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**9. Round Table Discussions**

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

- 10. Next Meeting** – Board of Directors – December 5, 2024;  
Executive Committee – December 12, 2024  
Executive Committee – January 9, 2025

**11. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:12 pm.

  
\_\_\_\_\_  
CHAIR

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

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, December 4, 2024**  
**Coaldale HUB (2107-13<sup>th</sup> Street)**  
**In-person and Online**

**Attendance (in-person)**

**Board Members:**

Degenstein, Dave – Town of Milk River, Chair  
Chapman, Bill - Town of Coaldale, Vice-Chair  
Bekkering, Garth – Town of Taber  
Caldwell, Heather – Town of Coalhurst  
Doell, Daniel – Village of Barons  
Foster, Missy – Village of Barnwell  
Harris, Merrill – M.D. of Taber  
Heggie, Jack – County of Warner  
Jensen, Kelly – Town of Raymond  
Jensen, Melissa – Town of Nobleford  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling  
Payne, Megan – Village of Coutts

**Attendance (on-line)**

Feist, Teresa - Town of Picture Butte

**Absent**

Deleeuw, Shelley – Town of Vauxhall  
Hickey, Lorne – Lethbridge County

**Staff**

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

**Call to Order**

D. Degenstein called the meeting to order at 4.05 p.m.

**Approval of Agenda**

M. Harris moved the Board approved the agenda as presented.

**Carried Unanimously**

**Minutes**

L. Nilsson moved the minutes of November 6, 2024, FCSS Board meeting be approved as presented.

**Carried Unanimously**





### Business Arising from Minutes

#### Family and Community Support Services Association of Alberta (FCSSAA) Conference

M. Kirby, H. Caldwell, B. Chapman and D. Degenstein attended the 2024 FCSSAA Conference. Each Board member provided an update on the conference.

Z. Morrison shared that Kayla Blanchette was elected to the position of FCSSAA President.

Z. Morrison shared that Michelle McKenzie was re-elected as the South Region representative.

### Correspondence

The following correspondence was presented for information:

- President Nominations Final 2024.
- FCSSAA Annual Report 2024.
- FCSSAA Board Meeting Highlights October 4, 2024.
- FCSSAA News - November 2024.

Board Appointment Confirmations received:

- 2024-10-23 Village of Stirling - Larry Nilsson.
- 2024-10-30 Town of Picture Butte - Teresa Feist.
- 2024-11-30 Town of Taber - Garth Bekkering.
- 2024-10-31 County of Warner - Jack Heggie.
- 2024-10-31 Town of Vauxhall - Shelley Deleeuw.
- 2024-10-31 Village of Coutts - Megan Payne.
- 2024-11-01 Town of Milk River - Dave Degenstein.
- 2024-11-01 Town of Nobleford - Melissa Jensen.
- 2024-11-01 Village of Barnwell - Missy Foster.
- 2024-11-06 Town of Coalhurst - Heather Caldwell.
- 2024-11-08 Town of Raymond - Kelly Jensen.
- 2024-11-21 Town of Coaldale - Bill Chapman.
- 2024-11-21 Village of Warner - Martin Kirby.

B. Chapman requested Z. Morrison ask the FCSSAA the process for choosing a parliamentarian for the FCSSAA AGM and report back to the Board in February.

M. Payne moved to receive the correspondence as presented for information.

**Carried Unanimously**

Handwritten signature in black ink, with the initials 'ZM' written in blue ink below it.

## Reports

### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- FCSS Monthly Message – Self-Care Over the Holidays.  
Visit: <https://fcss.ca/monthly-message/self-care-over-the-holidays/>

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

**Carried Unanimously**

### Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report and monthly accounts.

B. Chapman moved the Board to approve the December 2024 Financial Report including:

- Financial statement for October 31, 2024;
- Monthly accounts for October 1-31, 2024;
- Mastercard statement for October 11 to November 13, 2024.

**Carried Unanimously**

## New Business

### Community Needs Assessment Update

The Board discussed the Community Needs Assessment project.

L. Nilsson strongly encouraged the Board to go back to their Councils and ask them to schedule interviews for the Community Needs Assessment.

M. Harris asked if the Taber Police Chief and local TCAPS could be involved in the assessment.

Z. Morrison responded that data collection includes other service providers across sectors of the communities, and will forward contact information for the Taber Police Chief and TCAPS.

M. Payne moved the Board to receive the Community Needs Assessment update for information.

**Carried Unanimously**

Handwritten signature and initials, likely of the Executive Director, Z. Morrison.



Interim Budget 2025

Z. Morrison presented the proposed interim budget for 2025.

The Board discussed the interim budget and no concerns were raised.

The Board discussed the 2025 Municipal Requisition rate.

All-Councils meeting 2025

The All-Councils event (BEW FCSS 55<sup>th</sup> Anniversary) was discussed.

B. Chapman offered the Town of Coaldale Facility with Country Kitchen as the Caterer.

J. Heggie moved the Board to host the All-Councils event in Coaldale on April 2, 2025, following the regular Board Meeting.

**Carried Unanimously**

**Round Table:**

The Board shared municipal updates.

**Closed Session**

B. Chapman moved the Board move in-camera, based on the Governance Policies Board Meeting in Absence of the Public, at 4:58 p.m.

**Carried Unanimously**

Evelyn Florence-Greene and Linda Hashizume left the meeting at 4:58 p.m.

T. Feist left the meeting at 5:03 p.m.

G. Bekkering moved the Board back to regular session at 5:11 p.m.

**Carried Unanimously**

H. Caldwell left the meeting at 5:11 p.m.

Evelyn Florence-Greene and Linda Hashizume entered back into the meeting at 5:11 p.m.

M. Harris moved the Board approve a 2% increase per capita for the 2025 Municipal requisition based on the population list as provided by the Municipalities.

**Date of Next Meeting**

The date of the next regular Board meeting will be February 5, 2025, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams) starting at 4:00 p.m.

Handwritten signatures in the bottom right corner of the page.

**Adjournment**

J. Heggie moved the meeting adjourn at 5:24 p.m.  
**Carried Unanimously**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Executive Director

05 FEB 25  
\_\_\_\_\_  
Date

Feb 5 / 2025  
\_\_\_\_\_  
Date



## Request for Decision Correspondence

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### RECOMMENDATION

That the correspondence for the period ending February 19, 2025 be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Alberta Association of Police Governance
2. Canadian Federation of Municipalities
3. Canadian Union of Postal Workers
4. Access to Information Act Fact Sheet
5. Protection of Privacy Act Fact Sheet



## CONTACT INFORMATION FOR MEMBERSHIP

Please take a moment to provide contact information and distribution for your Police Commission, Policing Committee, Advisory Group or Municipality.  
Remember, AAPG Membership extends to all members of your group.

|   |  |
|---|--|
| Police Commission, Policing Committee, Advisory Group or Municipality   |  |
| Number of Police Service Personnel Community provides oversight for     | POLICE OFFICERS:                      OTHER [Peace Officers, Civilian Support, etc.]:<br>COMMUNITY POPULATION (rounded is fine): |
| Mailing Address   |  |
| Name of Chief, or Detachment Commander/OIC/S.Sgt.                       |  |
| MAIN CONTACT NAME & POSITION  | **The person selected here AGREES to consent to be added to our email Membership distribution.                                   |
| MAIN CONTACT Email  |  |
| MAIN CONTACT phone number   | (            )   |
| 2 <sup>nd</sup> CONTACT NAME and POSITION TITLE (term expiry, if known) | Example: the Chair or Admin  |
| 2 <sup>nd</sup> CONTACT Email   |  |

## EMAIL DISTRIBUTION TO (CONSENT)

As per Canadian Anti-spam and Privacy Legislation, AAPG requires **written** consent to add anyone onto our email distribution list. Your information will not be distributed beyond AAPG Membership & LEO (the Law Enforcement Ministry requires AAPG to provide our Membership list with Main Contact info as part of our Grant funding agreement). You can request removal (unsubscribe/Opt-out) at any time by emailing [admin@aapg.ca](mailto:admin@aapg.ca)

**MEMBERSHIP Distribution:**  
Open to members only. We email AGM notices, Ministry updates, ADM All-member meeting invite, Conference announcements, engagement or training opportunities, annual membership invoice and any other relevant information (please provide the name & email address for anyone you wish to receive this information).



# 2025 Annual Conference & AGM

## Hosted in Westlock, AB – May 2<sup>nd</sup> & 3<sup>rd</sup>

Supporting excellence in civilian governance and oversight of police services in Alberta by providing our members, and potential members, with an enjoyable opportunity to learn and network.

**We invite all those participating in community policing oversight to attend.**

This year our Conference venue will be at the Westlock Conference Centre. There are two options for Hotel stay; one is the Conference Venue location with its ease of walking to the Conference from your room, and one is a short drive away that offers newer accommodations. There is also a hotel across the street that offers FAMILY accommodations in a townhouse style room! Must call the hotel to make your discounted reservation and reference the AAPG block rate. *Block of rooms are limited and will expire 30-days prior to our event, book early!* All room fees include breakfast.

### **Ramada by Wyndham | P. 780-349-2245**

|                            |                                |
|----------------------------|--------------------------------|
| Standard 2 Queen or 1 King | \$149+ applicable fees & taxes |
| 3 Queen (Family) Room      | \$169+ applicable fees & taxes |
| King Suite                 | \$189+ applicable fees & taxes |

### **Westlock Inn (Conference Venue) | P. 780-349-4483**

|                            |                                |
|----------------------------|--------------------------------|
| Standard 2 Queen or 1 King | \$113+ applicable fees & taxes |
| Executive King             | \$125+ applicable fees & taxes |

*WestJet has provided a Discount Code for those of you wishing to fly into Edmonton; 5% off Econo & 10% off EconoFlex & Premium!* Enter Coupon Code 1H6S2DG in the search screen. Valid for travel into Edmonton April 24<sup>th</sup> thru May 10<sup>th</sup>.

Along with a schedule filled with Educational Presentations and Round-table sessions, we have prepared the following **Entertaining Events:**

### **NEW EVENT: Thursday Evening May 1st Early Registration with Meet, Mix & Mingle!**

Conference pre-registration 6pm to 7:30pm Thursday evening May 1<sup>st</sup> at Kerri's Bakery, a former Church now a Café. Come and enjoy a welcome drink with appetizer desserts & snacks (included in your conference fee)!!

### **Guest Daytime on-your-own Experiences!**

Edmonton Skydive Centre (Westlock airport): <https://www.edmontonskydive.com/>

Pioneer Museum & Historical Society: <https://westlockmuseum.com>

Westlock Art Gallery & Studio: <https://westlock.ca/p/art-gallery>

Westlock Theater Society: <https://www.westlockculturalartstheatre.com>

Hidden Valley Golf Course: <https://www.hiddenvalleygolf.ca>

### **Friday Evening Networking Banquet and Casino FUN Night!**

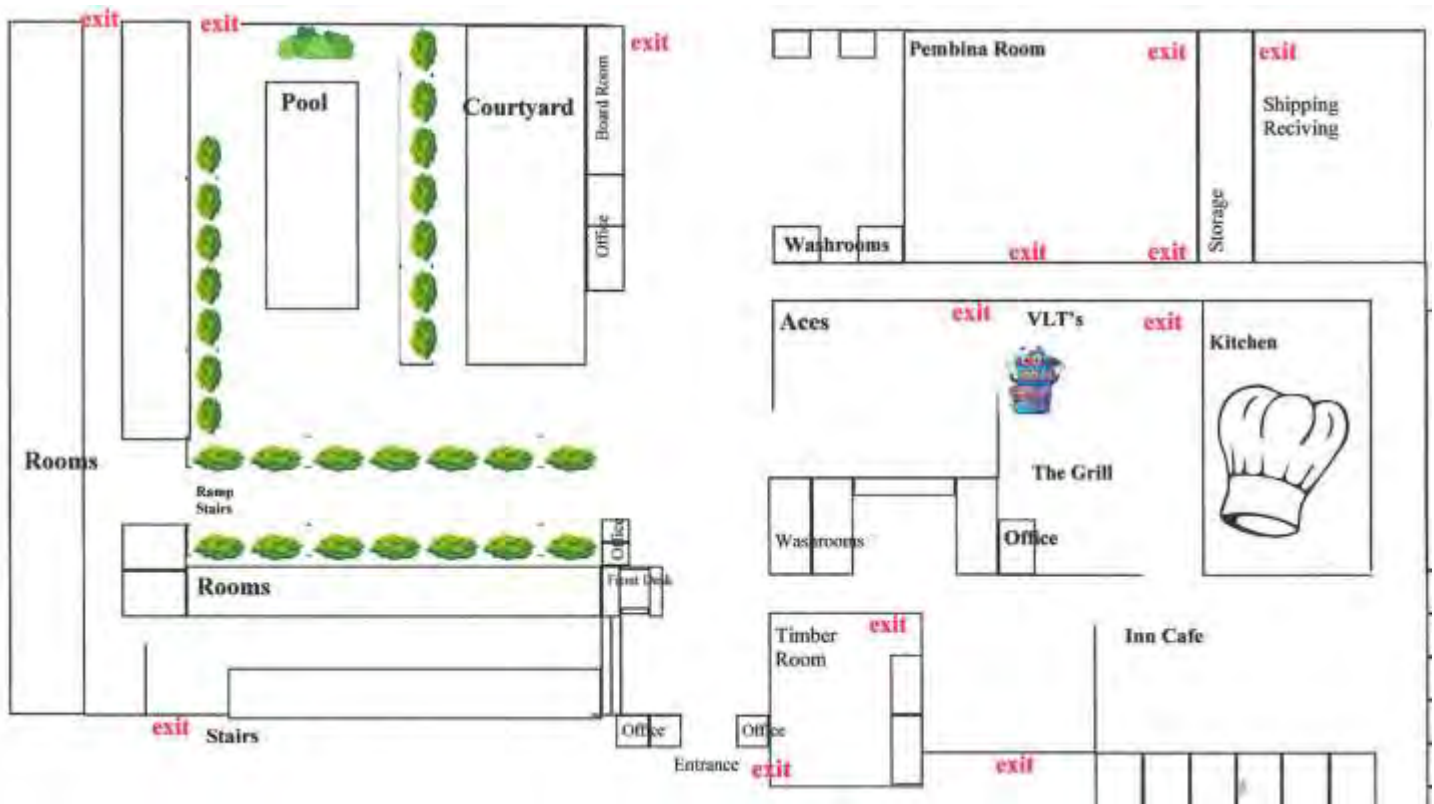
We will start our Networking at the Canadian Tractor Museum, the only museum of this type in Canada which boasts the Biggest Weather Vane, with an hour to have a drink, visit and check out the museum. All attendees will then walk next door (or take the shuttle-van) to the Rotary Spirit Centre 2<sup>nd</sup> floor for the Prime Rib, Chicken Marsala or Pasta dinner Buffet with wine. Following dinner is the Casino FUN night, where you can continue your networking with \$50,000 in fun-money and learn from the professionals how to play 8 different table games! Fun-money can be exchanged for tickets to a prize draw! Conference and Banquet attire is Business Casual.

Register by credit card on our website [www.aapg.ca/conference](http://www.aapg.ca/conference) or email [admin@aapg.ca](mailto:admin@aapg.ca) for E-transfer or invoicing.



# AAPG 2025 Conference Program

## WESTLOCK CONFERENCE CENTRE FLOORPLAN/LAYOUT



Thursday May 1st, 2025

|                   |   |
|-------------------|---|
| 6:00 pm – 7:30 pm | <b>Mix &amp; Mingle; Kerri's Café &amp; Bakery, 10508 100<sup>th</sup> Ave., Westlock AB T7P 2J9</b><br>Come join us for Early Registration, a welcome drink with appetizer snacks and mini desserts. <a href="#">INCLUDED in Registration fee!</a> |
| OPTIONAL EVENTS!  | <b>Arrive Early and choose your activity from our list of exciting on-your-own Experiences!!!</b><br><b>Not included in Conference Registration Fee</b>   |

**Friday May 2nd, 2025**

|  |  |  |   |
|--|--|--|---|
| 8:15 am – 2pm  | <b>Registration: PEMBINA</b> room, Westlock Convention Centre, 10411 100 <sup>th</sup> St., Westlock AB <span style="float: right;"><b>Silent Auction Open</b></span>  |  |   |
| 7 am – 8:30 am   | <b>Breakfast:</b> Included with Hotel Room Only (All-day Coffee/Tea at Venue)  |  |   |
| 8:30 am – 9 am   | <b>Smudge – for those who wish to attend</b><br>(Location: Pembina Room)<br>Elder Alexander First Nation   |  |   |
| 9 am – 10 am   | <b><u>OPENING CEREMONIES</u></b><br>(Location: Pembina Room)<br>RCMP Honour Guard & Piper Entrance for VIPs, Rise for O’Canada, First Nations Elder Blessing<br>Welcome Address: Minister or ADM of Law Enforcement & C/O K-Division (TBC), Town of Westlock Mayor, Westlock Detachment C/O and AAPG Board Chair Ian Sanderson (VIPs and Board attendance recognition)   |  |   |
| 10 am – 10:15 am   | <b>Health Break:</b> Coffee & Tea with Muffins   |  |   |
| 10:15 am – 11:35 am  | <b><u>PRESENTATION</u></b><br>(Location: Pembina Room)<br><b>Emergency Preparedness; Managing Mass Evacuations</b><br>Policy, Commission/Committee engagement in the process? Communication? What we learned.<br>Presented by: Minister, Jasper Mayor Richard Ireland TBC, Slave Lake RCMP C/Superintendent Roberta McKale   |  |   |
| 11:40 – 12:35 pm<br><b>AAPG</b>  | <b>Lunch Buffet</b><br>Choose your Sandwich, along with Potato Salad and Soup * Location: Pembina Room<br><b>Noon Presentation: How &amp; Why AAPG was Founded;</b> Founding Board Member TBC  |  |   |
| 12:35 pm – 1:55 pm   | <b><u>PRESENTATION</u></b><br>(Location: Pembina Room)<br><b>Public Relations &amp; Social Media Panel: Changing the perception of Police and Transparency to Citizens</b><br>Public perception vs social media emphasis on negative. Effects of social media on perception of Police, positive message to Service members too! Managing social media from Commission/Committee perspective (15 seconds of public interaction). Small audience is ok. Quality matters. Policies and best practices for social media.<br>Presented by: Speaker Panel: Dr Christopher Schneider Brandon Univ Professor of Sociology, Andrew Knack Edmonton Councillor and Corwin Odland Calgary Police Commission  |  |   |
| 2 pm – 3:15 pm<br><br>Concurrent Sessions<br>Option 1, 2 or 3  | <p style="text-align: center;"><b><i>Policing Commissions</i></b></p> <p><b><u>EDUCATION &amp; TRAINING</u></b><br/>(Location: Pembina Room TBD)<br/><b>New Commission Member Orientation</b><br/>This is an attendee directed session that will discuss the role of a Police Commission, the basics of police oversight and governance, the structure of the municipal police service and board basics.<br/>Presented by: Noella Piquette, AAPG Board</p>   | <p style="text-align: center;"><b><i>Policing Committees &amp; Advisory Members</i></b></p> <p><b><u>EDUCATION &amp; TRAINING</u></b><br/>(Location: Board Room TBD)<br/><b>New Member Committee &amp; Policing Advisory Orientation</b><br/>This is an attendee directed session that will discuss the role of Policing Committees, the basics of police oversight and governance, the structure of the RCMP, board basics, and FOIP legislation.<br/>Presented by: Ian Sanderson, Chair AAPG</p> | <p style="text-align: center;"><b><i>Experienced Members</i></b></p> <p><b><u>EDUCATION &amp; TRAINING</u></b><br/>(Location: Timber Room TBD)<br/><b>Data and Reports: How to Glean Trends &amp; Gaps</b><br/>Creating accountability through data and reporting. Evidence based Policing. Goals: what do they look like &amp; how are they measured? How to read financial reports.<br/>Presented by: CPC or Town of Barrhead</p> |
| 3:15 pm  | Health Break: Coffee & Tea<br><b>TRAVEL to Networking Event &amp; Banquet</b>  |  |   |
| 3:30 pm - 4:45 pm  | <b>Networking at the Canadian Tractor Museum for All Attendees + Banquet Guests</b><br>9704 96 <sup>th</sup> Ave, Westlock – Park in Spirit Centre Parking Lot and walk next door (look for the world’s largest weather vane)<br>Mingle through the museum and network with peers while enjoying a beverage.<br>**Following the Networking, walk next door to the Spirit Centre for our Banquet.<br>For those with mobility concerns or if it is raining, there will be a 7-person shuttle van available.  |  |   |
| 4:30 pm<br>Doors Open<br><br>5:30 pm – Dinner<br><br>6 pm – 6:30 pm<br>Dr. Tanguay<br><br>6:30 pm – 9 pm<br>Casino FUN<br><br>8:30pm – 9:30 pm<br>Cash-in & Prize Draw | <b>BANQUET Extraordinaire; Westlock Rotary Spirit Centre!</b><br>9603 100 <sup>th</sup> St – 2 <sup>nd</sup> Floor (next door to the Tractor Museum)<br>Enjoy soft music by local artists during supper + Silent Auction<br>Buffet Dinner includes Red & White Wine on your table and a Cash Bar available.<br><ul style="list-style-type: none"> <li>• Prime Rib Carving, Chicken Marsala &amp; Pasta</li> <li>• Oven Roasted Potatoes, Rice, Vegetables and Salads</li> <li>• Dessert provided by Kerri’s Bakery to finish your evening!</li> </ul> EDUCATION on Addiction, triggers and gambling odds. Presented by AAPG Board Member<br><b>CASINO FUN NIGHT!</b> Receive ‘fun money’ and continue your networking while playing for two hours on several choices of games with dealers who will teach you all the ins and outs of how to play. Take your winnings and trade in for prize draws.<br><b>Drive Safe back to your hotel.</b> |  |   |



**Saturday May 3rd, 2024**

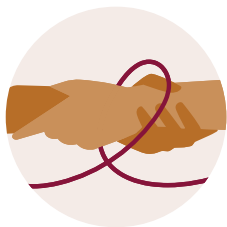
|   |  |   |  |
|---|--|---|--|
| 7 am – 8:30 am<br>7:45 am – 9:00 am                         | <b>Breakfast</b> Included with Hotel Room Only (All-day Coffee/Tea at Venue)<br><b>Registration PEMBINA</b> room, Westlock Convention Centre, 10411 100 <sup>th</sup> St., Westlock AB   |   |  |
| 8 am – 8:50 am  | <p align="center"><b>Annual General Meeting</b><br/>         (Location: Pembina Room)<br/> <i>A representative from ALL AAPG Members should attend – see Agenda</i><br/>         Facilitated by: Ian Sanderson, Chair of AAPG</p>  |   |  |
| 9 am – 9:45 am  | <p align="center"><b>PRESENTATION</b><br/> <b>AI Technology &amp; Privacy; the effects on Police, Policy and Governance</b><br/>         (Location: Pembina Room)<br/>         Body worn cameras, drones, license plate readers &amp; dash-cams; Pros: helps solve crime/Cons: privacy: uneven application &amp; rules governing use, expectation of privacy, technology space &amp; funding in small communities, Fed Gov National standards?<br/>         Presented by: Alberta Privacy Commissioner (TBC)</p>   |   |  |
| 9:45 am – 10 am   | <p align="center"><b>Health Break:</b> Coffee &amp; Tea with Pastries</p>  |   |  |
| 10 am – 10:55 am<br>Concurrent Sessions<br>Option 1 & 2     | <p align="center"><b>Police Commissions</b></p> <p><u>ROUND TABLE DISCUSSIONS</u><br/>         (Location: Pembina Room TBD)<br/>         Sharing session; Question &amp; Answer<br/>         Facilitated by AAPG Police Commission Board Members</p>   | <p align="center"><b>Policing Committees &amp; Advisory Members</b></p> <p><u>ROUND TABLE DISCUSSION</u><br/>         (Location: Timber Room TBD)<br/>         Sharing session; Question &amp; Answer<br/>         Facilitated by AAPG RCMP Serviced Board Members</p>  |  |
| 11 am – Noon<br><br>Concurrent Sessions<br>Option 1, 2 or 3 | <p align="center"><b>Police Commissions</b></p> <p><u>EDUCATION &amp; TRAINING</u><br/>         (Location: Pembina Room TBD)<br/> <b>Role of Police Associations; Understanding the Grievance Process + Commission Communications</b><br/>         How to align Chief compensation with service member benefits. Collective Bargaining process - the Commission vs. municipality role (should it be a Provincial responsibility?).<br/>         Presented by: Brenna Barrett, Edmonton Police Assoc.</p>   | <p align="center"><b>Policing Committees &amp; Advisory</b></p> <p><u>EDUCATION &amp; TRAINING</u><br/>         (Location: Timber Room TBD)<br/> <b>Creation of a Policing Committee</b><br/>         Panel: Ballpark costs, resources needed to create, challenges to organize, and Bylaw changes needed (if any).<br/>         Presented by: City of Cold Lake &amp; Town of Morinville with the Ministry Dept of Law Enforcement &amp; Oversight (TBC)</p> | <p align="center"><b>Option 3</b></p> <p><u>EDUCATION &amp; TRAINING</u><br/>         (Location: Board Room TBD)<br/> <b>Alberta Ombudsman Office</b><br/>         LERB and what other complaints the Alberta Ombudsman office can handle.<br/>         Presented by: Greg Stead, Director of Investigations, Office of the Ombudsman &amp; Public Interest Commissioner</p> |
| Noon – 1 pm<br><b>Demonstration</b>                         | <p align="center"><b>Lunch Hot Buffet</b><br/>         Taco Bar * Location: Pembina Room<br/> <b>Westlock Detachment Static Display and/or Drone Demo</b> by Inspector Corey Blize, Red Deer RCMP</p>  |   |  |
| 1 pm – 2 pm   | <p align="center"><b>PRESENTATION</b><br/> <b>Cultural Diversity Training</b><br/>         (Location: Pembina Room)<br/>         1 in 4 Canadian residents is an immigrant or 1st generation. Training Committee or Commission members, not just officers, to ensure no discrimination, understanding the power differential to ensure members have the courage to speak up, optics of safety (is your meeting a 'safe place' to speak up), using empathy and sense of community, mentorship.<br/>         Presented by: Devon Clunis, prior Winnipeg Police Chief and first Black Canadian Police Chief in Canada</p> |   |  |
| 2 pm – 2:45 pm  | <p align="center"><b>PRESENTATION</b><br/> <b>Encampments and the Unhoused OR FOIP ACT Changes</b><br/>         (Location: Pembina Room)<br/>         Details TBD.<br/>         Presented by: TBD</p>  |   |  |
| 2:45 pm – 3 pm  | <p align="center"><b>Health Break:</b> Coffee &amp; Tea with Cookies <b>**SILENT AUCTION CLOSSES (pay at Registration table)</b></p>   |   |  |
| 3 pm – 4:30 pm  | <p align="center"><b>PRESENTATION</b><br/> <b>Collectivity OR Individuality</b><br/>         (Location: Pembina Room)<br/>         Info TBD<br/>         Presented by: Dr Leroy Little Bear, University of Lethbridge</p>  |   |  |
| 4:30 pm – 4:50 pm   | <p align="center"><b>PRESENTATION</b><br/> <b>Governance E-Learning Update</b><br/>         (Location: Pembina Room)<br/>         Changes to online training module &amp; how to register<br/>         Presented by: Wendy Moshuk, Ministry of Public Safety &amp; Emergency Services</p>  |   |  |
| 4:50 pm – 5 pm  | <p align="center"><b>CLOSING ADDRESS</b><br/>         (Location: Pembina Room)<br/> <b>Please fill out Evaluation Forms!</b></p>   |   |  |



# Through thick and thin, your communities are always in good hands with FCM

The **Federation of Canadian Municipalities (FCM)** is the national voice of local governments, leading the way in empowering municipalities to enhance the quality of life for all Canadians.

**We get results because we unite over 2,000 cities and communities, representing 92 percent of Canadians.** For over a hundred years, FCM has been the pillar that municipalities have relied on. We are their most trusted partner to bring change locally and nationally.



## What FCM does for members

- › We **unite and advocate** for local governments of all sizes to shape the national agenda and deliver tools for your communities.
- › We have a strong agenda for change through the development of a new **Municipal Growth Framework**—a revenue tool that is linked with Canada’s growing population and economy.
- › We provide **funding, programs, training and resources** that empower municipalities to innovate and succeed.
- › We connect **local leaders** with **networking opportunities** like our world-class conferences.



## Additional benefits of membership

- › Exclusive tools, tips and analysis to help you serve your community
- › Informative updates on key federal-municipal issues
- › The support of thousands of municipal colleagues
- › Valuable networking opportunities with federal representatives, stakeholders and FCM’s corporate partners
- › Insider information and discounted rates on FCM’s annual conference and other events
- › The opportunity to shape FCM’s advocacy efforts



## What FCM has achieved for members

FCM has a **proven track record of advocating for the needs of municipalities** to the federal government. Amid a context of uncertainty, local leaders can rely on FCM to bring municipal priorities to the federal agenda.

We have secured funds to help municipalities **provide more housing** to those who need it most. By securing these funds, FCM is helping municipalities tackle homelessness and addressing the ongoing issues of encampments seen throughout the country.

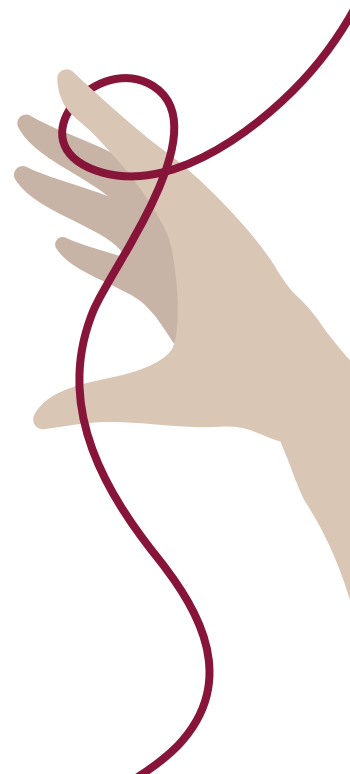
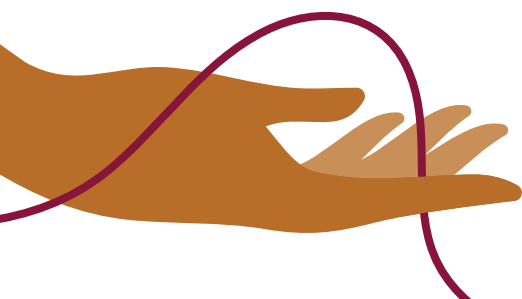
We are also actively championing your local infrastructure priorities by advocating for continued funding of the **Canada Community Building Fund** and the **Canada Housing Infrastructure Fund**, all while pushing for the next generation of infrastructure programs.

We're continuing our work with the **Green Municipal Fund**. In 2024, two new initiatives were launched: the **Growing Canada's Community Canopies**, which supports the planting of at least 1.2 million trees, as well as the **Local Leadership for Climate Adaptation** program, where local governments are provided funding for long-term climate resiliency projects.

But that's not all—we are empowering local governments to make on-the-ground changes for a more resilient Canada through the development of a new **Municipal Growth Framework**. Parliamentarians recognize FCM as a key stakeholder and know that this Framework will allow municipalities to tackle Canadians' challenges without increasing their taxes.

**Joining FCM means playing a decisive role in the future of communities of all sizes. It means collaborating as a team to further reinforce the foundation of a country that reflects us, unites us and fills us with pride.**

**To learn more about the benefits of an FCM member, visit [fcm.ca/membership](https://fcm.ca/membership).**



**BY EMAIL AND MAIL**

January 16, 2025

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

Dear Tyler Lindsay:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

[https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report\\_bureaux-outlets-eng.html](https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report_bureaux-outlets-eng.html)

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

# Getting to know the *Access to Information Act*

The *Access to Information Act* modernizes rules and processes for requesting records from public bodies.

The *Access to Information Act* strikes a balance between transparency and the confidentiality required to ensure effective operation of government.

## Modernizing our legislation

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The Acts and associated Regulations will come into force in Spring 2025.

The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, makes the ability and process for access to information requests clearer for Albertans and helps public bodies improve transparency.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust, and improves government's ability to deliver services and programs.

As with the FOIP Act, the *Access to Information Act* will apply to about 1,200 public bodies like school districts, postsecondary institutions, and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level overview of the forthcoming proclamation of the *Access to Information Act*.

## Benefit of separate acts

- Streamlines processes and reduces administrative burden and red tape.
- Makes it easier for Albertans to understand the rules for accessing records and what is being done to protect their personal information.
- Helps ensure access to information and protection of privacy receive the dedicated attention they deserve.
- Separate Acts sharpen the focus and support a mandated review of the Acts every six years.

## Adapting laws to today's realities

The FOIP Act came into force in 1995 and has not been updated in the last 20 years.

Today, digital records and data are part of our day-to-day lives. Albertans and public bodies increasingly rely on technology and digital platforms to do their jobs. Although these realities are addressed in practice in the FOIP Act, the Act did not account for these realities at the time it was drafted, nor does it address the sheer volume and complexity of records that are being managed by public bodies to provide services to Albertans.

## Key issues addressed

With the *Access to Information Act*, Albertans will better understand the rules under which they can apply for and receive access to public body records. Albertans will be better able to receive records from public bodies without an access to information request. This is because the Act clarifies the ability for public bodies to proactively disclose information to promote transparency and trust.

The Act better defines Cabinet confidentiality and streamline processes in a way that allows government officials to focus on good governance.

- Protecting Cabinet confidentiality enhances decision-making because officials receive candid, unbiased advice and are free to engage in frank and robust discussions at the Cabinet table.
- The need for Cabinet confidentiality has been recognized by the Supreme Court as essential to good government.

## Highlights of the *Access to Information Act*

- Clarify and enhance regulatory functions, including those of the Office of the Information and Privacy Commissioner (OIPC); for example, providing the OIPC with more latitude to require public bodies to address complaints and dismiss complaints that lack sufficient grounds.
- Further empower public bodies to proactively disclose information outside the access to information process, making it easier for Albertans to access more information.
- Clarify the kind of documents that can be withheld, such as Cabinet confidences and privileged information. In the case of Cabinet records, an attestation document (outlined in regulation) would be provided to the OIPC to help the Commissioner to confirm that the exception was correctly applied.

For more information, visit [www.alberta.ca/modernizing-access-to-information-for-albertas-digital-age](http://www.alberta.ca/modernizing-access-to-information-for-albertas-digital-age)

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- Mandate a review of the Act every six years; this would help ensure legislation stays up-to-date.

### **Alberta compared with other jurisdictions**

On the national stage, a joint resolution from Information and Privacy Commissioners across Canada in 2019 urged all provinces and territories to update their access and privacy legislation.

Since then, all provinces and territories, aside from Alberta, have made changes to their access and privacy legislation in recent years, with Quebec and British Columbia being the most recent.

Although access to information legislation varies from province to province, they are all built on the same principle of ensuring the public has a right of access to records in the custody or under the control of a public body subject to specific and limited exceptions.

### **Feedback from Albertans**

Over a four-year span (2020-24), the government conducted comprehensive reviews and engagements to assess the effectiveness of the FOIP Act in an age of rapidly evolving technology. This engagement built off previous engagement efforts and OIPC recommendations.

This included:

- engagement with targeted stakeholders on FOIP amendments in 2020;
- a public survey aimed at understanding the privacy concerns of Albertans in 2021;
- public engagement as part of government's work to advance digital services in 2022;
- targeted engagement with public bodies; and
- ongoing engagement with the OIPC.

This provided an opportunity to validate results from previous consultations, examine additional considerations that may have arisen since the previous reviews, and identify gaps in legislation.

### **Regulation with more details to come**

In spring 2025, regulation will be brought forward. Additional information and resources will be shared at that time to help public bodies learn about and align with the new requirements.

Like the FOIP Act, regulation for the *Access to Information Act* would include criteria for designating public bodies; procedures for making, transferring, and responding to access requests; fees; and a schedule of public bodies. New aspects will also address definitions and the attestation process.



# Getting to know the *Protection of Privacy Act*

The *Protection of Privacy Act* enhances and builds on existing legislations protection of privacy rules.

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The acts and associated regulations will come into force in Spring 2025.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust and improves public bodies' ability to deliver services and programs. The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, will enhance access to information rights to align Alberta's practices with global best practices.

As with the FOIP Act, the *Protection of Privacy Act* will apply to about 1,200 public bodies, like school districts, post-secondary institutions and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level summary of the changes public bodies will need to adopt with the forthcoming proclamation of the *Protection of Privacy Act* and explains how Albertans will benefit from the proposed changes.

## Times have changed, laws must too

Alberta's privacy law is outdated and must be refreshed to meet the realities of the modern world. The FOIP Act was introduced in 1995, and its last significant update was in the early 2000s. In this age of rapidly changing technology, people want assurance that their private information is protected. Technology like email, databases and artificial intelligence that were more theoretical than reality when the FOIP Act was introduced are increasingly integrated into daily life.

## Feedback from Albertans

To ensure changes to privacy reflect the needs of public bodies, Alberta's government has been consulting with stakeholders since 2020. This included a public survey administered in 2021. Albertans said their privacy is a key priority and they have high expectations of public bodies in protecting their personal information. These extensive conversations highlighted the need for Alberta to address several items that are reflected in the *Protection of Privacy Act*.

Albertans should have confidence that their personal information is protected. Alberta's government is implementing the strongest privacy protections in Canada and the strictest penalties for violations.

## Strongest privacy protections

The *Protection of Privacy Act* enhances privacy protections by requiring that public bodies adopt a "privacy by design" approach to their programs and services. This means public bodies must consider the privacy implications of how they manage personal information when they do business and create or make changes to their programs, services and systems.

The act builds on existing legislated protections of personal information by introducing some new rules:

- Public bodies cannot sell personal information in any circumstance or for any purpose, including marketing and advertising.
- Public bodies must notify Albertans if their information is used in an automated system to generate content or make decisions, recommendations or predictions.
- Albertans must be notified about a privacy breach where there is a real risk of significant harm (e.g., bodily harm, financial loss, identify theft, fraud, blackmail). When Albertans are aware of a breach of their personal information, they can take actions to further protect themselves.

These changes are mandating global best practices that many Alberta public bodies already have in place.

## Privacy Management Programs

Albertans are increasingly aware of their privacy rights and expect organizations to ensure personal information is secure and have protections against data breaches. This is why Alberta's government is making it mandatory for public bodies to adopt a privacy management program. Public bodies must document policies and procedures that outline their privacy practices, foster a culture of privacy, and promote compliance with legislation. Albertans will be able to request a copy of any public body's program.

For more information, visit [www.alberta.ca/strengthening-the-protection-of-personal-information](http://www.alberta.ca/strengthening-the-protection-of-personal-information)

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## Privacy Impact Assessments (PIAs)

PIAs are tools used to ensure programs and services comply with privacy legislation, identify and address privacy risks, and put in place safeguards to protect personal information. PIAs help organizations analyze how personally identifiable information is collected, used, shared, and maintained.

The act will make PIAs mandatory for all Alberta public bodies in some circumstances. This new requirement is considered best practice and is already required under the *Health Information Act*.

## New data rules

The *Protection of Privacy Act* improves public bodies' ability to deliver programs and services by including rules around data use. This means that the right information can be in the right place at the right time to ensure the best possible service delivery for Albertans.

Wherever possible, public bodies must use only the information that is absolutely necessary for research, analysis, or program and service design and delivery. They must use non-personal data, which is data with personally identifiable details like name or contact information removed. Personal information must be stripped so data no longer identifies a specific individual. Common uses for such de-identified data include analysis to identify trends (e.g., how many people from different demographics are using a service) or to improve the services provided.

The act empowers public bodies to link personal information between sources under the control of different public bodies, a practice called data matching. For example, two government ministries aligning their datasets to assess program eligibility for an applicant.

## Common sense changes

The *Protection of Privacy Act* includes other, common-sense changes. For example:

- Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so Albertans don't have to repeatedly provide their information. For example, during emergencies, Albertans could be assessed quickly for eligibility for supports that are provided by various public bodies.
- Clarifying in collection notices that Albertans can contact public bodies by email not just by mail or phone. Also, that a collection notice does not need to be repeated if information is collected from the same person for the same reason.
- Requiring regular review of the act.

## The Office of the Information and Privacy Commissioner (OIPC)

Reducing administrative burden for the OIPC is important to ensure fair administrative procedures and to save time and resources. For example:

- A person must first try to address the complaint with the public body before submitting it to the OIPC.
- The OIPC will have discretion to not pursue an inquiry if it does not make sense to do so, such as when the matter is already settled.

The OIPC will have the ability to issue an order:

- related to the new data provisions and to ensure the OIPC can properly perform its regulatory functions. If a public body is using non-personal data outside of the allowed purposes, the OIPC can investigate and enforce compliance, and
- requiring a public body to provide a copy of their privacy impact assessments or privacy management program to the OIPC.

## New penalties

The *Protection of Privacy Act* has the strictest penalties in Canada that courts can impose for the misuse of Albertans' personal information and data. Penalties vary based on the offense and whether it was done by an organization or an individual.

| Offenses                                 | Individual      | Organization      |
|--|-----------------|-------------------|
| <i>Personal information</i>              | Up to \$125,000 | Up to \$750,000   |
| <i>Data and non-personal information</i> | Up to \$200,000 | Up to \$1 million |

An example of personal information misuse by an individual is if an employee was to intentionally use a client's personal information to cause the client harm, or if a public body were to knowingly disclose personal information to another public body without authority. An example of misusing data is if a research partner who received non-personal data from a public body knowingly re-identified non-personal data.

## Regulations with more details to come

In Spring 2025, regulations will come forward with more details, such as specific requirements for the privacy management and privacy impact assessment programs. Additional information and resources will also be shared at that time to help public bodies learn about and align with the new requirements.

For more information, visit [www.alberta.ca/strengthening-the-protection-of-personal-information](http://www.alberta.ca/strengthening-the-protection-of-personal-information)

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## Request for Decision 636-25 Borrowing Bylaw

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### RECOMMENDATION

That first reading be given to Bylaw 636-25, being the Borrowing Bylaw.

That second reading be given to Bylaw 636-25, being the Borrowing Bylaw.

That unanimous consent be given to Bylaw 636-25, being the Borrowing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 636-25, being the Borrowing Bylaw.

### LEGISLATIVE AUTHORITY

Municipal Government Act

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

### BACKGROUND

This borrowing bylaw is presented annually for consideration by Council as a precaution should operational funding be required.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None.

### ATTACHMENTS

1. Borrowing Bylaw 636-25

**VILLAGE OF WARNER  
BYLAW 636-25**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2025 EXPENDITURES FROM THE ATB FINANCIAL.**

**WHEREAS** under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance operating expenditures, and

**WHEREAS** the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made; and

**WHEREAS** the Council of the Village of Warner estimates that the taxes to be levied for the year 2025 by the Village of Warner for all purposes will be in excess of the sum of Four Hundred Thousand Dollars (\$400,000.00); and

**WHEREAS** the Council of the Village of Warner has deemed it necessary to provide for a revolving term line of credit totaling One Hundred and Twelve Thousand Dollars (\$112,000.00).

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

1. THAT the Council of the Village of Warner hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the ATB Financial, the sum of One Hundred and Twelve Thousand (\$112,000.00) when the Council deems it necessary to meet the expenditures and obligations of the Village of Warner for the year 2025 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
2. THAT for in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Village of Warner under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said ATB Financial;
3. THAT the Council of the Village of Warner hereby pledges to the said ATB Financial as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Village of Warner in prior years, together with those taxes and penalties on taxes to be levied in 2025 for such payment to be levied and collected, nor shall the said ATB Financial be bound to wait for payment, until such taxes and penalties can be collected;
4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said ATB Financial;

5. THAT the interest rate shall not exceed 10%, and that interest shall be calculated daily and be due and payable monthly on the last day of each and every month.
6. THAT the term of this loan not exceed twelve (12) months.
7. THAT this Bylaw come into force on the final date of passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Unanimous consent be given to present for third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read for a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 202

\_\_\_\_\_  
Tyler Lindsay  
Mayor

\_\_\_\_\_  
Kelly Lloyd  
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this \_\_\_ day of \_\_\_\_\_, 2025.



# Request for Decision Tax Instalment Payment Plan Bylaw 637-25

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## RECOMMENDATION

That first reading be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25.

That second reading be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25.

That unanimous consent be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25, for consideration of third reading.

That the third and final reading be given to the Tax Instalment Payment Plan (TIPP) Bylaw 637-25.

## LEGISLATIVE AUTHORITY

Municipal Government Act

Section 340(1)

A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

## BACKGROUND

Tax recovery for properties in the Village of Warner has been an ongoing concern in the past. In an effort to offset some of that concern, administration is proposing Bylaw 637-25, being the Tax Instalment Payment Plan bylaw, to assist property owners by providing the ability to pay their taxes through monthly instalments.

## RISKS/CONSEQUENCES

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Tax Instalment Payment Plan Bylaw 637-25

**VILLAGE OF WARNER  
BYLAW NUMBER 637-25**

**A BYLAW OF THE MUNICIPALITY OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, FOR THE IMPLEMENTATION OF A PROPERTY TAX INSTALMENT PAYMENT PLAN.**

**WHEREAS**, pursuant to Section 203(1) of the Municipal Government Act, a Council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee, the chief administrative officer or a designate, unless this or any other enactment or bylaw provides otherwise; and

**WHEREAS**, pursuant to Section 340 of the Municipal Government Act, RSA 2000, Chapter M-26, as amendments thereto, Council may by bylaw permit taxes to be paid by instalments, at the option of the Taxpayer; and

**WHEREAS**, Council of the Village of Warner deem it desirable to implement a property tax instalment payment Plan as an alternate payment option for Taxpayers.

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

**1. TITLE**

1.1. This Bylaw shall be cited as the Tax Instalment Payment Plan (TIPP) Bylaw.

**2. DEFINITIONS**

**Current Taxes** means all property taxes imposed or levied in the current calendar year.

**Plan** means the Property Tax Instalment Payment Plan.

**Property Tax(es)** means any amount levied in payment of property taxes, including local improvement charges, and any education requisitions or other requisitions or fees and charges that form part of the municipal property taxes payable.

**Tax Arrears** means any taxes that remain unpaid after December 31<sup>st</sup> of the year in which they were imposed.

**Taxpayer(s)** is a property owner in the Village of Warner whose property is subject to taxation under the authority of the Municipal Government Act.

**Village** means the municipal corporation of the Village of Warner.

**3. ELIGIBILITY**

3.1. All Taxpayers of the Village of Warner who do not have Tax Arrears owed to the Village may apply to enter into a Tax Instalment Payment Plan (TIPP) to provide for the payment of Current Property Taxes in equal monthly instalments from January to December in any year.

3.2. Any Taxpayer who wishes to pay their Current Taxes in instalments, must enter into a Tax

Instalment Payment Plan (TIPP) agreement (Schedule A) with the Village of Warner.

- 3.3. Eligibility for the Plan is contingent upon any Tax Arrears being paid in full, including any penalties, fees, local improvement charges, or any indebtedness on the account of a Taxpayer to the Village of Warner are fully paid on or before December 31<sup>st</sup> of the preceding year.
- 3.4. Monthly instalments shall commence on January 1<sup>st</sup> of each year or the 1<sup>st</sup> day of the month following receipt by the Village of a completed and approved TIPP Agreement. If commencing the TIPP after January 1<sup>st</sup>, the Taxpayer shall pay all monthly instalments, including any penalties applied prior to commencement, due up to the day of commencement.
- 3.5. The Plan provides Taxpayers with the option of paying the monthly instalment by cheque or by e-transfer of funds (allowing 3-5 business days for the transfer) and commences in January of each year.
- 3.6. Instalment payment dates may be either the fifteenth or the last banking day of each month, at the option of the person taxed.
- 3.7. For the first 6 (six) months of the year, payments shall be calculated as 1/12 (one-twelfth) of the prior year's tax levy. For the remainder of the year, payments shall be 1/6 (one sixth) of the remaining balance after the current tax levy has been calculated and added to the tax account.
- 3.8. There is an exemption from the penalty provisions provided in this Bylaw provided that the Taxpayer is not in breach of the agreement. Such penalty will be applied on the balance of taxes unpaid on the date of the breach.
- 3.9. A participating Taxpayer is responsible to advise the Village, in writing, no less than fifteen (15) days in advance of the next payment date, of any changes required that month (i.e., applicant information, account information, sale of the property, cancellation of the Plan). If the Plan is cancelled, all outstanding amounts become immediately due and payable and subject to penalty provisions provided in this Bylaw.
- 3.10. A payment is in default when a cheque or e-transfer of funds is dishonoured and not replaced within ten (10) working days. Notice shall be provided to the Taxpayer when a cheque or e-transfer of funds has been dishonoured, and any returned cheque fees set out in the Village of Warner Rates Bylaw will apply, and will be added to the Property Tax roll account.
- 3.11. An agreement is considered to be in default after two consecutive payments have been dishonoured and not replaced within ten (10) working days. The Village has the right to cancel participation in the Plan without further notice, and any unpaid Property Taxes are due and payable, and shall be subject to penalty in accordance with Village bylaws.
- 3.12. In the event a participating Taxpayer withdraws from the TIPP, no monies paid into the Plan will be returned or refunded, but will remain on account as a prepayment of taxes.
- 3.13. In the event of a sale of the property, tax prepayments are to remain on the property's account and responsibility for adjustment shall be between the vendor and the purchaser.



3.14. Participating in the TIPP shall continue from year to year until such time as the agreement is terminated by either party.

#### **4. DEFAULT PENALTIES**

4.1. Default of payment of any instalment by the day named for the payment of the instalment, a penalty of 1.5% (one and one half per cent) may be imposed on the first day of default and on the first day of each calendar month thereafter up to two consecutive default instalments.

#### **5. SEVERABILITY**

5.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, otherwise invalid, such section shall be deemed to be severable from all other sections of this Bylaw.

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

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

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Read a third time and passed this XX day of XXXX 2025.

---

Tyler Lindsay  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

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

**SCHEDULE A: TAX INSTALMENT PAYMENT PLAN**

This Agreement made in duplicate this XX day of XXXX, 2025.

Between

The Village of Warner  
Box 88 Warner AB T0K 2L0

and

Pursuant to the Tax Instalment Payment Plan Bylaw 637-25 of the Village of Warner.

**WHEREAS** the Taxpayer has an interest in a certain parcel of land, namely:

(legal land description of property) situated in the municipality; and

**WHEREAS** the Taxpayer is desirous of making instalment payment of taxes and paying in the manner prescribed by the bylaw; and

**WHEREAS** it is shown that the amount of last year's taxes was as follows:

|                           |    |       |
|---------------------------|----|-------|
| Tax Levy                  | \$ |       |
| Local Improvement Charges | \$ | _____ |
| Total Taxes               | \$ |       |

**NOW THEREFORE** pursuant to the bylaw it is hereby agreed and declared as follows:

1. The Taxpayer will pay the sum of \$ \_\_\_\_\_, being one-twelfth of the previous year's taxes for the first six months of the current year.

The Taxpayer agrees to pay an adjusted sum based on the current year's taxes commencing in July. Such amount will be an amount necessary to reduce the current year's taxes to nil by the end of the current tax year.

2. The Taxpayer agrees to make the monthly instalment payments on the day of \_\_\_\_\_ each month.
3. The Taxpayer is aware that 1.5% will be applied to any instalment which is missed. The Taxpayer is also aware that two consecutive missed payment will result in the agreement being revoked.

SIGNED this XX day of XXXX 2025.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Chief Administrative Officer



# Request for Decision Repealing Bylaw 638-25

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## RECOMMENDATION

That first reading be given to Bylaw 638-25, being a Repealing Bylaw.

That second reading be given to Bylaw 638-25, being a Repealing Bylaw.

That unanimous consent be given to Bylaw 638-25, being a Repealing Bylaw, for consideration of third reading.

That the third and final reading be given to Bylaw 638-25, being a Repealing Bylaw.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

The proper process to repeal a bylaw is by a bylaw. This item comes forward to include previously thought repealed bylaws to be completed by the proper process.

The Bylaws to be repealed are:

- Bylaw 3: Licensing of Billiard Rooms and Bowling Alleys
- Bylaw 6: Licensing and Regulating Use of Automobiles for Hire
- Bylaw 8: Regulate Running at Large Milk Cows
- Bylaw 11: Storage of Gasoline and Other Combustible Materials
- Bylaw 140: Minimum Tax for Hospital
- Bylaw 141: Prohibit Discharge of Guns within the Village
- Bylaw 193: Establishment of a Civil Defense Unit
- Bylaw 244: Billiard Room Hours
- Bylaw 403-86: Pasteurization of Milk
- Bylaw 469-98: Warner District Ambulance Service

## RISKS/CONSEQUENCES

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

**VILLAGE OF WARNER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 638-25**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO REPEAL CERTAIN OBSOLETE AND SUPERSEDED BYLAWS.**

**WHEREAS**, Section 63(1) of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, a Council may by bylaw authorize the revision of all or any of the bylaws of the municipality, and

**WHEREAS**, pursuant to Section 63(2)(A) of the Municipal Government Act the bylaw may authorize the omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective, and

**WHEREAS** Council deems it appropriate to repeal certain obsolete bylaws of the Village of Warner.

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

1. The following Bylaws are hereby be repealed due to obsolesce and supersedure:

- Bylaw 3: Licensing of Billiard Rooms and Bowling Alleys
- Bylaw 6: Licensing and Regulating Use of Automobiles for Hire
- Bylaw 8: Regulate Running at Large Milk Cows
- Bylaw 11: Storage of Gasoline and Other Combustible Materials
- Bylaw 140: Minimum Tax for Hospital
- Bylaw 141: Prohibit Discharge of Guns within the Village
- Bylaw 193: Establishment of a Civil Defense Unit
- Bylaw 244: Billiard Room Hours
- Bylaw 403-86: Pasteurization of Milk
- Bylaw 469-98: Warner District Ambulance Service

2. This Bylaw shall come into full force and effect on the final day of passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Unanimous consent be given to present for third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read for a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Tyler Lindsay  
Mayor

\_\_\_\_\_  
Kelly Lloyd  
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_, 2025.



## Request for Decision Fire Appointments

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### RECOMMENDATION

That Council appoint Deven Owen as Fire Chief, and Robert Lien as Deputy Fire Chief for the Warner Volunteer Fire Department.

### LEGISLATIVE AUTHORITY

Municipal Government Act

Bylaw 389-84 Establishment and Operation of a Fire Department

### BACKGROUND

As per bylaw 389-84, Council is required to appoint a Fire Chief and Deputy Fire Chief.

### RISKS/CONSEQUENCES

Should the appointments not be made, Council would be in contravention of Bylaw 389-84.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None



## Request for Decision Library Safety and Use Bylaw

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### RECOMMENDATION

That the Village of Warner Library Safety and Use Bylaw be approved as presented.

### LEGISLATIVE AUTHORITY

### BACKGROUND

As per a request, the Library Bylaws and Policies item is on the agenda for Council discussion.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Village of Warner Library Safety and Use Bylaw



# Village of Warner Library Board

## Safety and Use Bylaw

Approved by the Village of Warner Library Board on: November 4, 2024.

Accepted by Village of Warner Council on:

The Village of Warner Library Board enacts the following bylaw pursuant to the *Libraries Act*.

### 1. Definitions

Definitions in this bylaw shall mean:

- 1.1. Board shall mean the Village of Warner Library Board.
- 1.2. Cardholder means the registered user of a current Library card.
- 1.3. Cardholder categories shall include the following:
  - 1.3.1. Adult: any person 18 years and older.
  - 1.3.2. Young Adult: any person 13 through 17 years of age.
  - 1.3.3. Child: any person up to and including 12 years of age.
  - 1.3.4. Family: two or more members of the same Family residing in the same home.
  - 1.3.5. ME(TAL) Libraries borrower: a Cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another Library system.
- 1.4. Good Standing means a Cardholder whose card is active, and not suspended or revoked by the Library that issued the card.
- 1.5. Hours of Operation means the hours as set from time to time by the Board, that the Library is open to members of the public for the purpose of using or borrowing Library materials.
- 1.6. Library shall mean the Warner Memorial Library.
- 1.7. Library Manager means the person charged by the Board with the day-to-day operation of the Library.
- 1.8. Library Resources includes any resources, regardless of format, that are held in the Board's collection, or borrowed by the Cardholders of the Warner Memorial Library.
- 1.9. Loan Period shall mean the period of time, as set out in Schedule B, which a Cardholder may borrow Library resources and includes any renewal of an original Loan Period.
- 1.10. Memorial Books means books purchased, (may be from special donations) and catalogued in memory of a deceased Warner area resident or another Family member or friend. A list shall be kept of donors and the books so memorialized. Such books shall have a shelf life of 10 years if not circulated. A replacement book may be purchased with either donated money or Library funds and the name/names of those memorialized shall be updated accordingly. This list will be kept by the Library Manager.
- 1.11. Patron shall mean a person applying for a Library card.

## Village of Warner Library Board

- 1.12. ME(TAL) Libraries means a provincial program that allows Library Cardholders to borrow materials from any Library in Alberta that participates in the Alberta Public Library Network.
- 1.13. Resident is any person who has a residence within or pays property taxes within the Service Area.
- 1.14. Service Area includes the Village of Warner and of the County of Warner.

### **2. Admittance to and Conduct in the Building**

- 2.1. The building is to be open free of charge to the public for Library purposes at the hours posted.
- 2.2. No person using the Library building shall:
  - 2.2.1. Contravene any Board policy;
  - 2.2.2. Create any unnecessary disturbance for other Library users;
  - 2.2.3. Take away any Library item from the building unless the item has been properly checked out in accordance with Library circulation policies and procedures;
  - 2.2.4. Solicit other Library users and staff for personal, commercial, religious, or political reasons; and
  - 2.2.5. Patrons utilizing the public computers shall obey the time limits set out by the Library. At the conclusion of the time limit allowed, if no one is waiting to use the computer a further time period is allowed.
- 2.3. Except with the permission of the Library Manager, no person shall:
  - 2.3.1. Bring any animal, other than a service animal, into the building.
  - 2.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.
  - 2.3.3. For their safety, minors using the Library should be accompanied by an Adult. The Library or Library Manager cannot be responsible for the care and safety of minors using the Library. If Minors are not accompanied by an Adult, they may not stay more than two (2) hours in the Library.
  - 2.3.4. The Village of Warner Library Board and Library Staff will not be responsible for unattended Children or their belongings in the Library.
- 2.4. Persons who do not act in accordance with this bylaw shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, Library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
- 2.5. All persons entering or otherwise using the Library building shall comply with applicable public health regulations.

## Village of Warner Library Board

- 2.6. No member of the public is to be left in the Library building for any purpose without a Library staff person present at all times, unless that member of the public has been previously authorized to use the Library building without staff present in accordance with Library policies. Village of Warner staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building in emergency situations.

### 3. Procedures for Acquiring a Library Card

- 3.1. Anyone is eligible to apply for a Library card. If Warner Memorial Library is not their home Library a card may be prepared. All membership monies are then sent to their home Library.
  - 3.1.1. Presentation of one piece of photo identification bearing the applicant's permanent address if an Adult or Young Adult is applying for a card. If a Child is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address. The Library may also accept a combination of other forms of identification or other documentation bearing the permanent address.
  - 3.1.2. Payment of any applicable fees as outlined in Schedule A.
- 3.2. Applicants will receive a Library card which:
  - 3.2.1. is valid from the date of issue to the date of expiry, unless suspended or revoked by the Library Manager under this bylaw.
  - 3.2.2. remains the property of the Village of Warner Library Board.
- 3.3. A Library user may participate in the ME Libraries program if the Library user is a Cardholder in Good Standing at a public Library participating in the ME Libraries program.

### 4. Responsibilities of a Cardholder

- 4.1. The Cardholder named on a Library card will be the only person that may use the card. The Cardholder may designate alternate people to access their Library records or collect holds on their behalf.
- 4.2. A Cardholder will return or renew any Library items on or before the due date as provided in Schedule B.
- 4.3. A Cardholder is responsible for all Library items borrowed on their card and will compensate the Library for all Library items damaged or lost while borrowed on their card.
  - 4.3.1. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child or Young Adult Cardholder's application form is responsible for all Library items borrowed on that Library card and will compensate the Library for all Library items damaged or lost while borrowed on that card.
  - 4.3.2. In the case of a Library card listed on a Family application form, the designated Cardholder indicated on the Family application form is responsible for all Library items borrowed on all Library cards listed on that application form, and will

## Village of Warner Library Board

compensate the Library for all Library items damaged or lost while borrowed on those cards.

- 4.4. Loss or theft of a current Library card must be reported immediately to the Library. Cardholder are responsible for all Library resources borrowed and all charges attributable before the loss or theft of the card is reported.
- 4.5. Cardholder s must notify the Library of any change of contact information as soon as possible.

### 5. Loan of Library Resources

- 5.1. There is no charge for using Library resources on Library premises, borrowing Library resources normally lent by the Library, consultation with members of the Library staff or receiving basic information service.
- 5.2. Loan Periods for Library resources are set out in Schedule B.
- 5.3. Library resources may be reserved and/or renewed in accordance with current Library policies and procedures.
- 5.4. Patrons with a Child Library card based on specific collection/services the parent/guardian may opt to restrict their Child's use of items. Such as items the Library has designated as restricted.
- 5.5. Library Resources: Some items are designated as non-circulating and can only be viewed in house.

### 6. Penalty Provisions

- 6.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.
- 6.2. As per this bylaw, Cardholder are responsible for all charges resulting from failing to return or the late return of Library resources. The fine schedule is outlined in Schedule C.
- 6.3. A Library card may be suspended or revoked if the Cardholder has repeatedly violated the terms of this bylaw. The decision to suspend or revoke a Library card will be made by the Library Manager or by staff designated by the Library Manager.
- 6.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act*.
- 6.5. Any fine or penalty imposed pursuant to an offence under 6.4 enures to the benefit of the Village of Warner Library Board in accordance with the *Libraries Act*.

### 7. Service Fees

- 7.1. Service fees, including charges for the use of Library premises not normally used for public Library purposes, (the basement), are listed in Schedule D.

**SCHEDULE A – Fees for the Issuance of Library Cards**

1. Fees:
  - 1.1. Resident individual Adult card fee: \$6.00 per year
  - 1.2. Resident Family card fee: \$15.00 per Family per year
  - 1.3. Young Adult 12-17-\$4.00 per year
  - 1.4. Child 0-11- \$2.00 per year
2. Card fees may be waived at the discretion of the Library Manager or by staff designated by the Library Manager. All Library cards are subject to review.
3. Patrons Fees are not subject to refund.
4. Patron memberships may be revoked either permanently or temporarily for the following reasons:
  - 4.1. Failure to pay the required fines or penalties;
  - 4.2. Failure to pay for damaged or lost items;
  - 4.3. Consistent overdue loaned items;
  - 4.4. Failure to react to notification of overdue items and the demand for their return; and
  - 4.5. Inappropriate Behaviour on Library premises.

**SCHEDULE B – Loan of Library Resources**

1. A Cardholder in Good Standing may borrow a maximum of Twenty (20) circulating resources at any one time, of which not more than Ten (10) may be resources from the Video collection.
2. All circulating resources are loaned for three weeks, with the following exceptions:
  - 2.1. Resources from the Video collection are loaned for one week; and
  - 2.2. Interlibrary loan items are typically loaned for three weeks unless otherwise authorized by the lending Library.
3. E-books are loaned for a period of 21 days.
4. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of (six) 6 weeks, with the exception of resources from the Video collection which may be renewed twice for a total loan of three weeks.
  - 4.1. Extended due dates may be granted by at the discretion of the Library Manager or staff designated by the Library Manager in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
  - 4.2. All renewals are subject to reservations from other Cardholders.

## **Village of Warner Library Board**

### **SCHEDULE C – Overdue Fees and Fees for Lost or Damaged Items**

#### **Overdue fees**

1. Overdue fees shall be charged to all Cardholders.
2. Overdue fees for Cardholders shall be assessed at \$0.10 per item per day. No Adult Cardholder shall accrue more than \$20.00 in overdue fees until the outstanding fees are repaid.

#### **Fees for lost or damaged items**

1. Damaged or lost items will be assessed to the Patron according to the condition and/or replacement cost at the discretion of the Library Manager.
2. The purchase cost as listed in the Library's catalogue shall be charged. If the item is found after a replacement copy has been purchased, the found item becomes the property of the Cardholder and the replacement fee will not be waived.
3. Members will be notified of overdue items as follows:
  - 3.1. The first notification will be by telephone or email.
  - 3.2. The second notification will be by mail.
  - 3.3. The Third notification will be through the bylaw enforcement officer.

### **SCHEDULE D – Service Fees**

1. Photocopying and printing: \$0.25 per page
2. Basement rental fees private individuals: \$40.00 for ½ day
3. Basement rental fees – for-profit companies: \$40.00 ½ day 80.00 for a full day
4. Basement rental fees for not-for-profit groups and service organizations such as scouts is free as long as there are no fees charged the attendees.



## Request for Decision Pink Shirt Day Proclamation

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### RECOMMENDATION

That Council proclaim February 26, 2025, as Pink Shirt Day in the Village of Warner.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

It was nearly a decade ago at Central Kings Rural High School in Cambridge, Nova Scotia, when grade 12 students Travis Price and David Sheppard caught wind of a grade nine student being bullied for wearing a pink shirt to school.

Instead of standing idly by and watching it happen, they decided to step up and do something about it. Almost 10 years after the fact, their act of standing up to bullying has grown into a worldwide movement called Pink Shirt Day.

The following is an excerpt from an interview with co-founder Travis Price.

"Pink Day started when a grade 9 student was bullied for simply wearing a pink shirt. Myself and David Sheppard, the other co-founder, heard about this, saw it and thought that bullying had gone on long enough in our school and we could make a difference. We didn't immediately know how so we went home that day and started thinking about ideas.

Eventually, we came up with the idea that if we wore pink and got other people to wear pink that they couldn't bully all of us essentially. So, we went out and bought everything we could find that was pink, tried to encourage our school to wear pink the next day and fortunately for us our school got behind us. Out of 1,000 kids we got about 850 people wearing some kind of pink and from there Pink Day started.

Within the week we had schools throughout Nova Scotia and the next week schools throughout Canada and within a month there were schools all over the world that were taking part in the movement that we started, kind of accidentally.

It just took a life of its own, it grew organically and so many youths were affected by the issue of bullying that this is kind of their chance to raise up, use their voice and say hey I've been bullied but it's okay. Now we can have a conversation about it and Pink Day has taught us about it.

As much as Pink Day is important, we want kids to understand that it's not just about the shirt. It's about the everyday actions that they make, it's the choices they make and it's the person wearing the shirt that makes those choices."

World News posted Feb 22, 2017 @ 06:00am by Josh Duncan





## Request for Decision Pink Shirt Day Proclamation

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### 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

### ATTACHMENTS

1. Pink Shirt Day Proclamation



OFFICE OF THE MAYOR PROCLAMATION

**"PINK SHIRT DAY"**

Wednesday, February 26, 2025

In 2007, Nova Scotia, after a new student was bullied for wearing a pink shirt, two grade 12 students bought 50 pink shirts and encouraged their classmates to wear pink. This small act of kindness has grown into an international movement, known as Pink Shirt Day.

On February 26, 2025, everyone is encouraged to practice kindness and wear pink to symbolize that bullying is not tolerated. Wearing pink on February 26<sup>th</sup> sends a strong message that society cares.

WHEREAS, A partnership of youth, parents, educators and other school employees, police, youth-serving organizations and community members have a role to play in highlighting the dangers of bullying;

AND WHEREAS, It is important that we encourage everyone throughout the Town to be caring and respectful to one another so that all can live in a safe environment.

THEREFORE, we, the Elected Officials of the Village of Warner, do hereby proclaim Wednesday, February 26, 2025, as "PINK SHIRT DAY" in the Village of Warner.

Signed this 19<sup>th</sup> day of February 2025

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His Worship  
Mayor Tyler Lindsay



# Request for Decision Organizational Meeting Date Change

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## RECOMMENDATION

That the date for the required Organizational Meeting be changed from Wednesday, October 15, 2025, to Wednesday, October 29, 2025, due to the municipal election on October 20, 2025.

## LEGISLATIVE AUTHORITY

Municipal Government Act  
Local Authorities Election Act

## BACKGROUND

The municipal election is set for Monday, October 20<sup>th</sup>, 2025.

During the 2024 Organizational Meeting, Council set the date for the 2025 Organizational Meeting as Wednesday, October 15<sup>th</sup>. During this meeting, elected official appointments are confirmed for the following year.

As the election falls a week after the scheduled Organizational Meeting, administration is requesting to move this meeting to coincide with the incoming Council.

## RISK/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None



# Request for Decision Emergency Services Volunteer Appreciation Evening

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## RECOMMENDATION

That Council approve the donation of \$\_\_\_\_\_ towards a door prize for the Emergency Services Volunteer Appreciation Evening.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

The County of Warner will be hosting its 35<sup>th</sup> annual Emergency Services Volunteer Appreciation Evening on March 21<sup>st</sup>. The evening consists of a dinner and long-term service award presentations to those with 10 years or more of service.

## RISK/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

2024            \$423.00 Iron Firepit

## ATTACHMENTS

1. Donation Request Letter



# COUNTY OF WARNER NO. 5

OFFICE OF THE ADMINISTRATOR  
Box 90  
300 County Road  
WARNER, AB T0K 2L0

Ph: 403-642-3635  
Toll Free: 1-888-642-2241  
Fax: 403-642-3631  
General Inquiries: [admin@warnercounty.ca](mailto:admin@warnercounty.ca)  
Administrator: [shathaway@warnercounty.ca](mailto:shathaway@warnercounty.ca)  
Web: [www.warnercounty.ca](http://www.warnercounty.ca)

January 15, 2025

Village of Warner  
Attention: Kelly Lloyd  
Box 88  
Warner, AB T0K 2L0

To Whom It May Concern

**Re: Request for Door Prize Donation for Emergency Services Volunteer Appreciation Evening**

This will be the 35<sup>th</sup> year the County of Warner will hold an appreciation evening to honour approximately 150 emergency services volunteers throughout the County of Warner.

The County will be holding this event on **March 21, 2025**. The County provides a dinner and presents long term service awards to those with 10 years or more of service. A highlight of the evening is the draw for donations received from businesses within the County, business from which the County purchases goods and services, and businesses that would like to support the volunteer work of these men and women.

The County supports seven volunteer fire departments by providing fire equipment and contributing to the operational costs. The departments are located in the towns and villages and one hamlet in the County. These dedicated people volunteer their time to provide emergency fire and medical emergencies in the County and within their towns and villages. They also give of their time for training so that they are knowledgeable about what needs to be done during a fire or medical emergency.

If you would like to provide a donation for the evening on behalf of your business or to show appreciation for the services these volunteers give, please send it to the address above. If necessary, and you are located locally, please call or email to arrange for pickup. Any and all donations are greatly appreciated.

Thank you for your kind consideration of this request – your support is appreciated.

Sincerely,

Mackenzie Hollingsworth  
Tax Clerk



## Request for Decision Water Cost and Consumption

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### RECOMMENDATION

To accept the report on water costs and consumption for the Village of Warner as information.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

Further to the discussion on water rate comparisons amongst similar municipal populations in previous council meetings, administration has completed an analysis on the cost of water to the Village, and consumption.

### 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. Village of Warner Cost and Consumption

Village of Warner Water Licence

122 acre feet or 150,485 m3

| Village Water Sales |                     |                     | Grand Total         | Village Consumption m3 |                  | Grand Total m3    |
|---------------------|---------------------|---------------------|---------------------|------------------------|------------------|-------------------|
|                     | Municipal           | Bulk                |                     | Municipal              | Bulk             |                   |
| 2024                | (162,783.93)        | (29,551.78)         |                     |                        | 23037.2          |                   |
| 2023                | (159,245.57)        | (14,366.20)         |                     | 24259.0                | 5790.61          |                   |
| 2022                | (140,519.47)        | (69,288.54)         |                     | 25008.2                | 23933.38         |                   |
| 2021                | (136,179.42)        | (1,625.46)          |                     | 27411.5                | 6561.56          |                   |
| 2020                | (131,931.69)        | (8.05)              |                     | 126989.3               | 6.49             |                   |
| <b>Total</b>        | <b>(730,660.08)</b> | <b>(114,840.03)</b> | <b>(845,500.11)</b> | <b>226,705.20</b>      | <b>47,259.02</b> | <b>273,964.22</b> |

|              | Paid to RID         | Fee      | RWSC Invoices Water  | RWSC Management Services* | RID M3               | RID Acre Feet     | RWSC Invoices m3 |                   |
|--------------|---------------------|----------|----------------------|---------------------------|----------------------|-------------------|------------------|-------------------|
| 2024         |                     |          | \$ 78,227.52         | \$ 30,488.80              |                      |                   | 81487            |                   |
| 2023         | \$ 4,011.36         | \$ 54.80 | \$ 86,758.75         | \$ 18,945.40              | 90820                | 73.2              | 91325            |                   |
| 2022         | \$ 5,877.20         | \$ 54.80 | \$ 101,366.52        | \$ 16,529.60              | 109780               | 89                | 110181           |                   |
| 2021         | \$ 3,755.44         | \$ 54.80 | \$ 69,489.44         | \$ 16,077.37              | 84531                | 68.53             | 75532            |                   |
| 2020         | \$ 2,929.17         | \$ 48.95 | \$ 67,916.24         | \$ 16,244.90              | 73821                | 59.84             | 73822            |                   |
| <b>Total</b> | <b>\$ 16,573.17</b> |          | <b>\$ 403,758.47</b> | <b>\$ 98,286.07</b>       | <b>\$ 518,617.71</b> | <b>358,952.00</b> | <b>290.57</b>    | <b>432,347.00</b> |

(\*includes travel/chemical/operator)

Water Line Loan

|               |               |                       |
|---------------|---------------|-----------------------|
| <b>May-14</b> | \$ 650,000.00 | at 4.03%              |
|               | \$ 11,875.00  | quarterly payments    |
| <b>May-24</b> | \$ 397,766.95 | at 6.85% for one year |
|               | \$ 1,041.00   | weekly payments       |

Water Rates - Bylaw 630-24

| Residential             |          | Commercial          |          |
|-------------------------|----------|---------------------|----------|
| Flat Fee / month        | \$ 45.00 | Flat Fee/month      | \$ 65.00 |
| Winter - up to 22.73 m3 |          | up to 34m3 annually |          |
| Summer - up to 35m3     |          |                     |          |
| overage/m3              | \$ 1.50  | overage / m3        | \$ 1.50  |
| <b>Bulk m3</b>          | \$ 3.00  | <b>Fob</b>          | \$ 20.00 |





# Request for Decision Warner Curling Club Donation Request

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## RECOMMENDATION

That Council accept the report on the Warner Curling Club donation request as information.

## LEGISLATIVE AUTHORITY

Municipal Government Act  
Policy 103 Donation and Sponsorship Requests

## BACKGROUND

The Warner Curling Club hosts a men's and women's bonspiel annually. Traditionally, each bonspiel has received \$250.00 donation each.

As per the approved Council policy on donations, administration has approved this request. While the request is specific to the men's bonspiel, and upon communication with the Warner Curling Club administration is providing \$250.00 to each the Men's and Women's Bonspiel.

## RISK/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

|      |   |
|------|---|
| 2025 | \$500.00 for Men's and Women's Bonspiel |
| 2023 | \$500.00 for Men's and Women's Bonspiel |
| 2022 | \$500.00 for Men's and Women's Bonspiel |

## ATTACHMENTS

1. Donation Request Letter

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**Warner Curling Club**

PO Box 11  
215 -4th Ave  
Warner, AB T0K 2L0  
warnercurlingclub@gmail.com

**January 10, 2025**

Dear Reader,

On March 14th-16th 2025 the Warner Curling Club (WCC) will be hosting our annual Men's Bonspiel. There will be games throughout the three days, with spectators from the community coming to watch. Our WCC Women's League members and Warner High School 2025 High School Curling Team have volunteered to help with ice maintenance and running the concession/lounge.

We were hoping to rally the support of our community & surrounding areas to become a part of this great three day event. If your organization would like to aid the WCC through a financial donation or donate a raffle prize, please contact myself or Scott Lindsay at 403-380-0574 for more information.

Thank you for your time & consideration.

Sincerely,

Jody Miller

Warner Curling Club, Secretary

Phone # 403-642-7521

warnercurlingclub@gmail.com



## Request for Decision March Council Meeting

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### RECOMMENDATION

That Council change the March 19<sup>th</sup> Council meeting to \_\_\_\_\_.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

A request is being made to move the March 19<sup>th</sup> regular council meeting.

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None



## Request for Decision Casual Conversation with Council

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### RECOMMENDATION

That Council set a Casual Conversation for \_\_\_\_\_ .

### LEGISLATIVE AUTHORITY

### BACKGROUND

Council held a community conversation last fall at the Seniors Centre and discussed hosting another conversation at the January meeting.

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None