



Council Meeting Agenda

Wednesday, November 20, 2024, 9:00 AM
Council Chambers of the Administration Building

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Update

10. Town of Daysland - 2025 Flagstaff Family and Community Services Budget Approval
11. Town of Hardisty – 2025 Flagstaff Family and Community Services Budget Approval
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9. CLOSED MEETING (IN CAMERA) SESSION

9.1 CLOSED MEETING (IN CAMERA) SESSION - FOIP SECTION 24 - 2024-11-20

204

10. ADJOURNMENT



Report

TITLE: 900 A.M. - SGT. ANDY WETZSTEIN - ROYAL CANADIAN MOUNTED POLICE

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

Sgt. Andy Wetzstein of the Royal Canadian Mounted Police (RCMP) will be in attendance to introduce himself to Council and discuss any concerns Council may have. Sgt. Wetzstein is the new commander for the Killam/Forestburg Detachment.



Report

TITLE: 2025 GRAVEL PRODUCTION - CONTRACTED GRAVEL HAUL AND UNLOADING TENDER

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

At the September 11th Council meeting, Council approved to proceed with tendering for the 2025 Contracted Gravel Haul and Unloading Project (GH-01-2025).

Part A – January 6, 2025, to March 31, 2025 from McDonald Pit to Daysland Stockpile site approximately 17.5 miles, 80,000 tonnes of 4:20 spec. gravel.

Part B – October 1, 2025, to November 28, 2025 from Skori Stockpile site to Prya Stockpile site approximately 28 miles, 50,000 tonnes of 4:20 spec gravel.

The tender closed on November 7th, 2024 and the following tenders were received:

CONTRACTOR	TOTAL BID PRICE
Road to Rail Construction	\$1,566,900
L.S. Carriers	\$1,149,500
Aman Gill Transport	\$1,318,000
AJG Trucking Ltd.	\$1,185,000
Martushev Logging Ltd.	\$1,400,320
People's Trucking Ltd.	\$983,000
1686301 Alberta Ltd. McLeod Valley Sand & Gravel	\$1,294,200

Approved 2025 Budget - \$1,399,000 (\$1,048,000 Contracted Services and \$351,000 In-House)

The following criteria were utilized when evaluating the bids received:

- Contract Total Price
- Past Performance with Flagstaff County and/or other Municipalities or Experience in Similar Work
- List of Equipment to be Dedicated to this Project

After evaluating the tenders received using the criteria above, People's Trucking Ltd. meet all the general requirements.

Municipal Services recommends awarding the contract to People's Trucking Ltd. for the cost of \$983,000.

Alignment with the Strategic Plan

Fiscal Leadership – Flagstaff County will balance the servicing and programs needs of the community with consistent, prudent and transparent financial management.

Recommendation

THAT Council award the tender from People's Trucking Ltd. for the 2025 Contracted Gravel Haul and Unloading, totalling \$983,000 plus GST.



Organizational Meeting Minutes

Wednesday, October 23, 2024
Council Chambers of the Administration Building

- Members Present: Reeve D. Kroetch, Division 5
Councillor R. Manning, Division 1
Councillor J. Eckstrand, Division 3
Councillor M. Thompson, Division 4
Councillor L. Hiller, Division 6
Councillor H. Shield, Division 7
- Members Absent: Councillor M. Ponto, Division 2
- Staff Present: Shelly Armstrong, Chief Administrative Officer
Deb Brodie, Corporate Services Director
Karen Burnand, Community Services Director
Jon Dahl, Municipal Services Director
Cary Castagna, Communications Coordinator
Cheryl Bergman, Recording Secretary

1. CALL TO ORDER

S. Armstrong, Chief Administrative Officer called the meeting to order at 9:01 a.m.

2. ELECTION OF REEVE AND OATH OF OFFICE

S. Armstrong requested nominations for the office of Reeve for the 2024/2025 term.

Clr. Shield nominated Clr. Kroetch.

S. Armstrong requested further nominations.

S. Armstrong requested further nominations.

Resolution # FC.ORG.20241023.1001

Moved By: Clr. Hiller

THAT nominations for the position of Reeve cease.

Carried

Resolution # FC.ORG.20241023.1002

Moved By: Clr. Shield

THAT Councillor Kroetch be appointed as Flagstaff County Reeve for the 2024-2025 term.

Carried

The Oath of Office was executed by Reeve Kroetch and is attached hereto and forms part of these minutes. Reeve Kroetch thanked Council and took the chair.

3. ADOPTION OF AGENDA

Resolution # FC.ORG.20241023.1003

Moved By: Clr. Thompson

THAT the agenda for the Organizational Meeting of October 23, 2024 be approved as presented.

Carried

4. BUSINESS

4.1 ELECTION OF DEPUTY REEVE AND OATH OF OFFICE

Reeve Kroetch requested nominations for the office of Deputy Reeve for the 2024/2025 term.

Clr. Manning nominated Clr. Shield.

Reeve Kroetch requested further nominations.

Reeve Kroetch requested further nominations.

Resolution # FC.ORG.20241023.1004

Moved By: Clr. Hiller

THAT nominations for the position of Deputy Reeve cease.

Carried

Resolution # FC.ORG.20241023.1005

Moved By: Clr. Thompson

THAT Councillor Shield be appointed as Flagstaff County Deputy Reeve for the 2024-2025 term.

Carried

The Oath of Office was executed by Deputy Reeve Shield and is attached hereto and forms part of these minutes.

4.2 CODE OF CONDUCT AND VALUES OF COUNCIL

Each Councillor stated portions of the Statement of Code of Ethics and Conduct and the Values of Council.

Resolution # FC.ORG.20241023.1006

Moved By: Clr. Hiller

THAT Council reconfirm the Council Code of Conduct Bylaw 08/18, the Statement of Code of Ethics and Conduct, and Values of Council.

Carried

4.3 APPOINTMENT OF BOARD AND COMMITTEE REPRESENTATIVES

Council reviewed and discussed the list of Board and Committee representatives.

Resolution # FC.ORG.20241023.1007

Moved By: Clr. Shield

THAT the Board and Committee representatives be appointed for the 2024/2025 term as follows:

Boards:

Agricultural Service Board Members:

Councillors:

- Howard Shield
- Jeff Eckstrand
- Rick Manning

The four (4) members at large will have three (3) year terms and limited to two (2) consecutive terms:

- Vacant
- Cole McMahon
- Brenda Martin
- Steven Vincett

Agricultural Pests Act Appeal Committee

- All Agricultural Service Board Members at large

Battle River Alliance for Economic Development (BRAED)

- Larry Hiller
- Mat Ponto (alternate)

Battle River Research Group (BRRG)

- Don Kroetch
- Melvin Thompson (alternate)

Diplomat Mine Museum Society

- Mat Ponto
- Jeff Eckstrand (alternate)

Flagstaff Family & Community Services (FFCS)

- Melvin Thompson
- Don Kroetch (alternate)

Flagstaff Regional Housing Group (FRHG)

- Larry Hiller
- Howard Shield
- Rick Manning (alternate)

Flagstaff Regional Solid Waste Management Association

- Jeff Eckstrand
- Larry Hiller (alternate)

Parkland Regional Library (PRL)

- Jeff Eckstrand
- Rick Manning (alternate)

Soil Conservation Appeal Board

- All Council

Veterans Memorial Hwy Association

- Howard Shield
- Rick Manning (alternate)

Weed Control Appeal Committee

- Henry Hays
- James Brodie
- Roger Chevraux
- Bill Dietrich

Committee's of Council:

Building Committee

- Don Kroetch
- Melvin Thompson
- Howard Shield

Emergency Advisory Committee

- Reeve: Don Kroetch
- Deputy Reeve: Howard Shield

Special Committee's:

Battle River Economic Opportunities Committee (BREOC)

- Mat Ponto

Battle River Watershed Alliance Land and Water Advisory Committee

- Howard Shield
- Melvin Thompson (alternate)

Citizens Advisory Committee (CAC)

- Melvin Thompson
- Rick Manning (alternate)

Flagstaff Healthcare Attraction Retention (FIHAR)

- Don Kroetch

Flagstaff Regional Emergency Services Society (FRESS)

- Howard Shield
- Melvin Thompson

Intermunicipal Collaboration Committees

- Don Kroetch
- Jeff Eckstrand
- Larry Hiller

Intermunicipal Planning Committee (Alliance, Heisler, Loughheed)

- Howard Shield
- Mat Ponto

Intermunicipal Planning Committee (Forestburg)

- Mat Ponto
- Melvin Thompson

Intermunicipal Planning Committee (Daysland)

- Howard Shield
- Don Kroetch

Intermunicipal Planning Committee (Hardisty)

- Rick Manning
- Larry Hiller

Intermunicipal Planning Committee (Killam)

- Melvin Thompson
- Jeff Eckstrand

Intermunicipal Planning Committee (Sedgewick)

- Jeff Eckstrand
- Larry Hiller

Intermunicipal Planning Committee (MD of Provost)

- Jeff Eckstrand
- Rick Manning

Carried

4.4 ELECTION OF ASB CHAIRPERSON

Reeve Kroetch called for nominations for the Agricultural Service Board Chairperson for the 2024/2025 term.

Clr. Thompson nominated Clr. Shield

Reeve Kroetch called for further nominations.

Reeve Kroetch called for further nominations.

Resolution # FC.ORG.20241023.1008

Moved By: Clr. Thompson

THAT nominations for Agricultural Service Board Chairperson cease.

Carried

Resolution # FC.ORG.20241023.1009

Moved By: Clr. Thompson

THAT Clr. Shield be appointed as Agricultural Service Board Chairperson for the 2024/2025 term.

Carried

4.5 ELECTION OF ASB VICE-CHAIRPERSON

Reeve Kroetch called for nominations for the Agricultural Service Board Vice-Chairperson for the 2024/2025 term.

Clr. Thompson nominated Clr. Eckstrand

Reeve Kroetch called for further nominations.

Reeve Kroetch called for further nominations.

Resolution # FC.ORG.20241023.1010

Moved By: Clr. Shield

THAT nominations for Agricultural Service Board Vice-Chairperson cease.

Carried

Resolution # FC.ORG.20241023.1011

Moved By: Clr. Thompson

THAT Clr. Eckstrand be appointed as Agricultural Service Board Vice-Chairperson for the 2024/2025 term.

Carried

5. ADJOURNMENT

The Reeve adjourned the meeting at 9:28 a.m.

Reeve

Chief Administrative Officer



Council Meeting Minutes

Wednesday, October 23, 2024
Council Chambers of the Administration Building

Members Present: Reeve D. Kroetch, Division 5
Councillor R. Manning, Division 1
Councillor J. Eckstrand, Division 3
Councillor M. Thompson, Division 4
Councillor L. Hiller, Division 6
Councillor H. Shield, Division 7

Members Absent: Councillor M. Ponto, Division 2

Staff Present: Shelly Armstrong, Chief Administrative Officer
Deb Brodie, Corporate Services Director
Karen Burnand, Community Services Director
Jon Dahl, Municipal Services Director
Cary Castagna, Communications Coordinator
Cheryl Bergman, Recording Secretary

1. CALL TO ORDER

The Reeve called the meeting to order at 9:29 a.m.

2. ADOPTION OF AGENDA

Resolution # FC20241023.1001

Moved By: Clr. Shield

THAT the agenda for the Council Meeting of October 23, 2024 be approved as presented.

Carried

3. DELEGATIONS

3.1 MUNICIPAL SERVICES

3.1.1 ELECTRICAL DISTRIBUTION FRANCHISE FEE 2025

J. Dahl reviewed the proposed 2025 Electrical Distribution Franchise Fees.

Resolution # FC20241023.1002

Moved By: Clr. Thompson

THAT the franchise fee percentage as per the electrical distribution system franchise agreements be submitted to the Alberta Utilities Commission for approval as follows:

- With FortisAlberta for the Hamlet of Strome – no change, fee to remain at 9%
- With ATCO Electric for the Hamlet of Galahad – no change, fee to remain at 9%

Carried

3.1.2 2024 USED MISCELLANEOUS EQUIPMENT SALE RESULTS

Reeve Kroetch declared pecuniary interest and withdrew from the meeting. Deputy Reeve Shield took the Chair. J. Dahl reviewed the 2024 used miscellaneous equipment sale results.

Resolution # FC20241023.1003

Moved By: Clr. Hiller

THAT the following bids received for the 2024 Tender for the Sale of Used Equipment be approved:

- Item #1 - \$93,000.00 + GST from Ritchie Bros. Auctioneers for the 2015 John Deere Excavator
- Item #2 - \$20,000.00 + GST from Ritchie Bros. Auctioneers for the FAE Mulcher Attachment
- Item #3 - \$1,999.00 + GST from Michener Allen Auctions for the 2005 Dodge 1/2T, Quad Cab, 4x4 Short Box Truck
- Item #4 - \$3,800.00 + GST from Don Kroetch for the 2007 Chevrolet 1/2T, Extended Cab, 4x4 Short Box Truck

- Item #5 - \$2,188.00 + GST from Michener Allen Auctions for the 2009 Dodge 3/4T, Regular Cab, 4x4 Long Box Truck
- Item #6 - \$1,588.00 + GST from Michener Allen Auctions for the 2010 Ford F150 1/2T, Super Cab, 4x4 Short Box Truck
- Item #7 - \$1,588.00 + GST from Michener Allen Auctions for the 2016 Dodge 1500, Quad Cab, 4x4 Short Box Truck
- Item #8 - \$10,050.00 + GST from Francis Blue for the 2014 Kubota RTX X900
- Item #9 - \$350.00 + GST from Francis Blue for the 1,200 Gallon Water Tank
- Item #10 - \$180.00 + GST from Francis Blue for the 1,000 Gallon Water Tank
- Item #11 - \$70.00 + GST from Lorne Brodie for the Stihl FS56C Weed Trimmer #1
- Item #12 - \$60.00 + GST from Francis Blue for the Stihl FS56C Weed Trimmer #2
- Item #13 - \$87.00 + GST from Lorne Brodie for the Stihl FS56C Weed Trimmer #3
- Item #14 - \$200.00 + GST from Matthew Pfeffer for the Truck Mounted Sprayer with 110 Gallon Water Tank
- Item #15 - \$701.00 + GST from Gratton Coulee Agri Parts Ltd. for the Truck Mounted Sprayer with 110 Gallon Water Tank and Honda GX160 Motor and Pump
- Item #16 - \$101.00 + GST from Gratton Coulee Agri Parts Ltd. for the Carlisle Multi Trac C/S Garden Tractor Turf Tire
- Item #18 - \$51.00 + GST from Gratton Coulee Agri Parts Ltd. for the Carlisle All Trail ATV Tire
- Item #19 - \$36,000.00 + GST from Donald McArthur for the 1989 Case IH 9170 4WD Tractor

Carried

Reeve Kroetch entered the meeting and took the Chair.

3.2 2025 BUSINESS PLAN AND BUDGET DRAFT 1

D. Brodie, Corporate Services Director presented the first draft of the 2025-2028 Business Plan and Budget and the 2025-2030 Capital Plan.

Reeve Kroetch recessed the meeting at 10:23 a.m. and reconvened at 10:29 a.m. The review continued.

Resolution # FC20241023.1004

Moved By: Clr. Shield

THAT the 2025-2028 Business Plan and Budget and the 2025-2030 Capital Plan be approved with the 2025 Operating Budget of \$28,014,150 and 2025 Capital Budget of \$8,551,300 and 2026 Capital Budget \$5,089,600.

Carried

J. Dahl withdrew from the meeting.

4. ADOPTION OF MINUTES

4.1 SEPTEMBER 11, 2024 COUNCIL MEETING MINUTES

Resolution # FC20241023.1005

Moved By: Clr. Manning

THAT the minutes for the Council meeting of September 11, 2024 be approved as presented.

Carried

4.2 OCTOBER 7, 2024 SPECIAL COUNCIL MEETING MINUTES

Resolution # FC20241023.1006

Moved By: Clr. Thompson

THAT the minutes for the Special Council meeting of October 7, 2024 be approved as presented, with the following revisions:

The order of the first two resolutions under **Bylaw 08/24 Electoral Boundaries Bylaw** be switched as follows:

1. Resolution # FC20241007.1003

Moved By: Clr. Eckstrand

THAT first reading be given for the Electoral Boundaries Bylaw 08/24 for the purpose of establishing electoral boundaries and the number of councillors to serve on Flagstaff County Council (Version 1 utilizing five divisions based on a balanced population and five councillors).

Reeve Kroetch requested a recorded vote.

Defeated (3 to 4)

2. Resolution # FC20241007.1002

Moved By: Clr. Hiller

THAT first reading be given for the Electoral Boundaries Bylaw 08/24 for the purpose of establishing electoral boundaries and the number of councillors to serve on Flagstaff County Council (Version 2 utilizing seven divisions based on a balanced residences).

Reeve Kroetch requested a recorded vote.

Defeated (3 to 4)

Carried

5. BUSINESS

5.1 SCHEDULE OF REGULAR COUNCIL MEETINGS

Council reviewed and discussed the schedule of regular Council meetings.

Resolution # FC20241023.1007

Moved By: Clr. Manning

THAT administration prepare a revision to the Procedural Bylaw to reflect the following amendment to the meeting schedules: Regular meetings of Council shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year.

Carried

5.2 EXTENSION OF ACCURATE ASSESSMENT AGREEMENT

Council reviewed and discussed the extension of the Accurate Assessment agreement.

Resolution # FC20241023.1008

Moved By: Clr. Thompson

THAT the current contract for the provision of Residential, Farmland, Non-Residential, and Industrial property assessment with Accurate Assessment Group Ltd be extended for an additional five (5) years; 2025-2030.

Carried

5.3 VALLEY SKI HILL - REQUEST FOR DONATION OF GRAVEL

Council reviewed and discussed the request from the Valley Ski Hill.

Resolution # FC20241023.1009

Moved By: Clr. Eckstrand

THAT the request from the Valley Ski Hill to donate and deliver one load of gravel for the ski hill parking lot, at an approximate cost of \$1,000, be approved.

Carried

6. COMMITTEE REPORTS

6.1 COMMITTEE REPORTS 2024-10-23

Reeve Kroetch reported on the Battle River Research Group meeting of September 24, 2024.

Clr. Thompson reported on the Flagstaff Family and Community Services meeting of October 9, 2024.

Resolution # FC20241023.1010

Moved By: Clr. Shield

THAT the 2025 Flagstaff Family and Community Services budget of \$483,704 be approved with a commitment of \$10.00 per capita.

Carried

Reeve Kroetch recessed the meeting at 12:08 p.m. and reconvened at 1:15 p.m.

Clr. Eckstrand reported on the Parkland Regional Library meeting of September 12, 2024.

Resolution # FC20241023.1011

Moved By: Clr. Shield

THAT the proposed 2025 Parkland Regional Library budget of \$3,900,392 be approved as presented, with a requisition of \$9.81 per capita.

Carried

Clr. Shield reported on the Flagstaff Regional Emergency Services Society meeting of September 18, 2024.

Clr. Hiller reported on the Battle River Alliance for Economic Development meeting.

7. CORRESPONDENCE ITEMS

7.1 CORRESPONDENCE ITEMS - 2024-10-23

Resolution # FC20241023.1012

Moved By: Clr. Thompson

THAT the following items of correspondence be approved as presented:

1. Battle River Research Group (BRRG) – June 10, 2024 Meeting Minutes
2. Flagstaff County – August Financial Report
3. Flagstaff Regional Housing Group (FRHG) – June 25, 2024 Meeting Minutes
4. Flagstaff Regional Housing Group (FRHG) – Response to Flagstaff County July 23 Letter
5. Government of Alberta – September 2024 Assessment Model Review Update
6. Municipal Planning Services – Proposed Subdivision 24-R-874
7. Natural Resources Conservation Board (NRCB) – Mitchel Kroetsch-NRCB Notice Letter to Parties
8. Natural Resources Conservation Board (NRCB) – Mitchel Kroetsch Board Decision
9. Royal Canadian Mounted Police Killam/Forestburg – September 10, 2024 Back to School Safety
10. Royal Canadian Mounted Police Killam/Forestburg – September 10, 2024 Keeping Businesses Safe
11. Rural Municipalities of Alberta (RMA) – Below the Drill Campaign
12. Rural Municipalities of Alberta (RMA) – September 13, 2024 Contact Newsletter
13. Rural Municipalities of Alberta (RMA) – September 20, 2024 Contact Newsletter
14. Rural Municipalities of Alberta (RMA) – September 27, 2024 Contact Newsletter
15. Rural Municipalities of Alberta (RMA) – October 4, 2024 Contact Newsletter
16. Rural Municipalities of Alberta (RMA) – October 11, 2024 Contact Newsletter
17. Rural Municipalities of Alberta (RMA) – October 18, 2024 Contact Newsletter
18. Universal Broadband Fund and Alberta Broadband Fund
19. Flagstaff County – September Financial Report
20. Quarterly Resolution Update For Council – 2024-07-01 – 2024-09-30
21. Heidi Rohe – Concern of Mitchel Kroetsch water licence application DAPP0101386
22. Thomas Rohe – Concern of Mitchel Kroetsch water licence application DAPP0101386
23. Village of Heisler – Concern of Mitchel Kroetsch water licence application DAPP0101386

Carried

10. ADJOURNMENT

The Reeve adjourned the meeting at 1:28 p.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

Friday, November 1, 2024
Council Chambers of the Administration Building

Members Present: Reeve D. Kroetch, Division 5
Councillor R. Manning, Division 1
Councillor M. Ponto, Division 2 - Via electronic
Councillor J. Eckstrand, Division 3
Councillor M. Thompson, Division 4
Councillor L. Hiller, Division 6
Councillor H. Shield, Division 7

Staff Present: Shelly Armstrong, Chief Administrative Officer - Via electronic
Deb Brodie, Corporate Services Director
Karen Burnand, Community Services Director
Cary Castagna, Communications Coordinator
Cheryl Bergman, Recording Secretary

1. CALL TO ORDER

The Reeve called the meeting to order at 9:00 a.m.

2. ADOPTION OF AGENDA

Resolution # FC20241101.1001

Moved By: Clr. Thompson

To approve the agenda for the Special Council Meeting of November 1, 2024 as presented.

Carried

3. BUSINESS

3.1 VILLAGE OF FORESTBURG - REQUEST TO ACQUIRE LAND

Council reviewed and discussed the request from the Village of Forestburg to acquire land.

Resolution # FC20241101.1002

Moved By: Clr. Shield

THAT Flagstaff County consents to the Village of Forestburg's request for the acquisition of land for the purpose of road development and storm pond located in the NE quarter of Section 35 Township 41 Range 15 West 4th Meridian and as outlined in the tentative subdivision plan as attached.

Carried

4. CLOSED MEETING (IN CAMERA) SESSION

Resolution # FC20241101.1003

Moved By: Clr. Manning

THAT the meeting go into a closed session at 9:07 a.m., with all persons except County Council and the Chief Administrative Officer excluded from the meeting, to discuss privileged information as per Section 27 of the FOIP Act.

Carried

D. Brodie, K. Burnand, C. Castagna and C. Bergman withdrew from the meeting at 9:07 a.m.

Resolution # FC20241101.1004

Moved By: Clr. Manning

THAT Council return to an open meeting at 10:10 a. m.

Carried

5. ADJOURNMENT

The Reeve adjourned the meeting at 10:11 a.m.

Reeve

Chief Administrative Officer



Report

TITLE: BYLAW 09-24 PROCEDURAL BYLAW

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

At the October 23, 2024 Council meeting, Council approved that administration prepare a revision to the Procedural Bylaw to reflect the following amendment to the meeting schedules: Regular meetings of Council shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year.

Attached for Council's consideration is Procedural Bylaw 09/24. The above noted revision has been included as well as a few other revisions to reflect changes in the Municipal Government Act (MGA).

Alignment with the Strategic Plan

LEADERSHIP: Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT Council pass first, second and if unanimously agreed, third reading of Procedural Bylaw 09/24.



Procedural Bylaw 09/24

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BYLAW 09/24

Being a bylaw of Flagstaff County, in the Province of Alberta, to regulate the proceedings of Council meetings, committees of Council, and other bodies established by Council and the transacting of business by Council, for the Municipality.

WHEREAS Pursuant to Section 145 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes the establishment and functions of Council committees and other bodies and procedures to be followed by Council, Council committees and other bodies established by the Council; and

WHEREAS it is the Council of Flagstaff County's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided; and this Procedural Bylaw hereby establishes the following rules and regulations for the order and conduct in which all Council and committee meetings shall transact its business.

1. Title

This bylaw may be cited as the "Procedural Bylaw".

2. Definitions

- a) **Chief Administrative Officer (CAO)** – means the person appointed to that position by Flagstaff County Council as per Bylaw 01/10 and under the provision of the MGA.
- b) **Chief Elected Official** – means the person elected or appointed as chief elected official under section 150 of the MGA.
- c) **Closed Session (In Camera)** – means a confidential portion of a meeting that is closed to the public pursuant to Section 197 of the MGA and at which only members of Council and other persons designated by Council may attend.
- d) **Committee** – means any committee, board or other body established by Council under the MGA.
- e) **Council** – means the Council of Flagstaff County.
- f) **Councillor** – means all members of Council including the Reeve.
- g) **County** – means Flagstaff County.
- h) **Delegation** – means an individual acting independently or a group of persons chosen to represent others on a matter before Council or a Committee.
- i) **Deputy Reeve** – means the member who is appointed by Council pursuant to Section 152 of the MGA to act as Reeve in the absence or incapacity of the Reeve.
- j) **Electronic Communications** – means sending and receiving communications through a telephone equipped with a speaker; a personal computer or mobile device, or other electronic means as technology advances but does not include emails, text messages or other written methods.
- k) **Emergent Resolution** – means a resolution that is deemed to be necessary to take an expedient action for the benefit of the municipality that should happen before the next regularly scheduled Council meeting.
- l) **Majority** – means a number greater than half of the total.
- m) **Meeting** – means any Regular, Special or other meeting of Council or of a committee, as the context requires.
- n) **Member** – means a member of Council or of a committee, as the context requires.
- o) **MGA** – means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.

- p) **Organizational Meeting** – means a meeting of Council held in accordance with Section 192 of the MGA.
- q) **Point of Order** - means a statement from a Member to call attention to any departure from the Procedural Bylaw.
- r) **Point of Procedure** - means a question directed to the Presiding Officer to assist a Member to:
 - i. make an appropriate motion
 - ii. raise a Point of Order
 - iii. understand the procedure
 - iv. understand the effect of a motion
- s) **Presiding Officer** – means the Reeve, or in the absence of the Reeve, the Deputy Reeve, or in the absence of the Deputy Reeve any other member of Council chosen to preside at the meeting.
- t) **Public Hearing** – means a meeting of Council convened to hear matters as required by the MGA and/or other pertinent legislation or matters that Council otherwise directs to be heard at a Public Hearing through their own authority.
- u) **Question** – means a subject or point of debate or a proposition to be voted on in a meeting.
- v) **Quorum** – means the majority of all members of Council, being fifty (50) percent plus one (1) pursuant to the MGA.
- w) **Recorded Vote** – means the making of a written record of the name and vote of each member who votes on a question and each member present who does not vote.
- x) **Reeve** – means the Chief Elected Official of Flagstaff County as appointed by Council.
- y) **Special Meeting** – means a meeting called by the Reeve pursuant to the MGA.

3. Applicable

This bylaw applies to all Members attending meetings of Council and committees established by Council.

4. Organizational Meeting

- a) Council shall hold an Organizational Meeting annually not later than two (2) weeks after the third (3rd) Monday in October pursuant to Section 192(1) of the MGA.
- b) The meeting shall be held at a time and place fixed by the CAO who shall give written notice of the day, time and place of the meeting to each Member of Council.
- c) The Chief Elected Official shall be referred to as the Reeve, unless Council directs that another title appropriate to the office be used pursuant to Section 155 of the MGA. The Reeve shall be appointed by Council, pursuant to Section 150 of the MGA.
- d) The Deputy Reeve shall be appointed by Council, pursuant to Section 152 of the MGA.
- e) The CAO shall chair the meeting until such a time that the Reeve takes an oath of office.
- f) The business of the meeting shall be limited to:
 - i. Election of Reeve and Deputy Reeve and oath of office
 - ii. Review of the Councillor Code of Conduct Bylaw
 - iii. Appointment of Members to committees and boards for a one (1) year term.
 - iv. Any other business required by the MGA
 - v. Additional items following an election year:
 - 1. Administering the Oath of Office – Each Councillor must take the official oath of office prescribed by the Oaths of Office Act and required by the MGA in Section 156.
Review of the Procedural Bylaw

5. Committees and Boards

- a) Council shall appoint Council representatives to such committees and boards as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational meeting.
- b) When a new committee is formed, a Terms of Reference will be created following the Flagstaff County Boards and Committees Policy Guidelines.
- c) The Reeve shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint Members under the MGA.
- d) Appointed Members shall keep Council informed of the issues of committees or boards to which they are appointed by providing regular activity highlights at Regular Council meetings.
- e) In the case where a member (or the alternate) of a committee is absent or otherwise unable to attend meetings of the committee of which he/she is a member, the Reeve may appoint a member of Council to attend the meetings of the committee concerned. Such appointment is restricted to one meeting unless authorized by Council. The member so appointed by the Reeve shall, during the term of the appointment, have all the powers, privileges and duties of the regularly appointed Member.

6. General Duties of Council

Pursuant to MGA Section 153, Council is responsible to:

- a) Consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- b) Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- c) Participate generally in developing and evaluating the policies and programs of the municipality;
- d) Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- e) Obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO;
- f) Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- g) Adhere to the code of conduct established by the Council.
- h) Perform any other duty or function imposed on Councillors by this or any other enactment or by the Council;

Members shall not engage in any of the following:

- i) Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the CAO or a Designated Officer;
- j) Council may not delegate:
 - i. its power or duty to pass a bylaw;
 - ii. its power to make, suspend or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the MGA;
 - iv. its power with respect to taxes under Part 10 of the MGA; and
 - v. its duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to a Council committee and authorized by bylaw.

7. General Duties of the Reeve and/or Presiding Officer

a) Pursuant to Section 154 of the MGA, the Reeve is responsible to:

- i. ~~The Reeve shall p~~Preside when in attendance at a Council meeting ~~unless a bylaw provides that another Councillor or other person is to preside, and-~~

- ii. Perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
- a)iii. The Reeve may be a Member of a board, commission, subdivision authority or development authority established under Part 17 only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.
- b) The Reeve or Presiding Officer shall preserve order and decorum at all times.
- c) He/she shall, if necessary, call a Member to order and rule on Points of Order and Points of Procedure.
- d) It shall be the duty of the Reeve or Presiding Officer, whenever he/she understands a motion introduced to be contrary to the rules of the Council or inconsistent with the matter to which it is intended to refer, to apprise the Council thereof before such motion is debated upon or put to a vote, citing the rule applicable to the case.
- e) The Reeve shall act as spokesperson for the County, and co-ordinate the presentation of the County's position to the public and to other external public bodies, agencies and organizations.
- f) It shall be the duty of the Reeve or Presiding Officer, with respect to any meetings over which he/she presides, to:
 - i. receive and submit to a vote all motions presented by the Members of Council, which do not contravene the rules and regulations of committee or Council;
 - ii. announce the results of the vote on any motions so presented;
 - iii. authenticate by his/her signature, when necessary, all bylaws, minutes and resolutions of committee or Council;
 - iv. adjourn the meeting when business is concluded;
 - v. adjourn the meeting without a question being put or suspend or recess the meeting for a time to be named if considered necessary;
 - vi. represent and support Council, declaring its will and implicitly obeying its decisions in all things; and
 - vii. perform other duties when directed to do so by resolution of Council.

8. General Duties of the Deputy Reeve

Pursuant to MGA Section 152, the Deputy Reeve is responsible to:

- a. ~~The Deputy Reeve must a~~ct as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of the Reeve is vacant, and while so acting in the place and stead of the Reeve, shall have and may exercise all rights, powers, and authority of the Reeve in his/her absence.

9. Regular and Special Council Meetings

- a) **Regular Council meetings**
 - i. All Regular meetings of Council shall commence at 9:00 a.m. ~~and shall be held on the second and fourth Wednesday of each month, and shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year,~~ unless otherwise determined by a vote of the majority of Members present.
 - ii. All Regular meetings of Council shall be held in the Council Chambers of the County administration building, unless otherwise agreed to by a majority of Members.
 - iii. A Council meeting shall be adjourned at 5:00 p.m. if in session at that hour, unless otherwise determined by a vote of the majority of Members present.
 - iv. When it is necessary to continue the meeting beyond the current day, the meeting will be reconvened on a date and time established by a two-thirds majority vote of Members present.

b) Special Council meetings

- i. The Reeve may call a Special Council meeting whenever he/she considers it appropriate to do so; and,
- ii. The Reeve must call a Special Council meeting if he/she receives a written request for the meeting, stating its purpose, from a majority of Members. This meeting must be held within fourteen (14) days after the date that the Reeve receives the request, or any shorter period provided for by bylaw.
- iii. The Reeve calls a Special Council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- iv. A Special Council meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- v. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

c) Cancellation of Regular or Special Council Meetings

- i. A Regular or Special Council meeting may be cancelled:
 1. By a vote of the majority of Members at a previously held meeting.
 2. If Council changes the date, time or place of a regularly scheduled meeting, 24 hours' notice of the change must be given to any Member not present at the meeting at which the change was made, and to the public.
 3. Notice of a cancelled or rescheduled Regular Council meeting will be posted on the Flagstaff County website, and if time permits, advertised in the local newspaper.

d) Meeting through Electronic Communications

- i. Members may attend a Regular or Special Council meeting by means of electronic communication.
- ii. A Member may attend Regular or Special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- iii. A Member shall be permitted to attend a meeting using electronic communications if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
- iv. A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- v. The Reeve, Deputy Reeve or Presiding Officer shall announce to those in attendance at the Council meeting that a Member is attending the meeting by means of electronic communications.
- vi. When a vote is called, Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
- vii. When a Member attends a closed meeting (In Camera) session via electronic communications, they will be required to confirm that they have attended the session alone in keeping with the definition in this bylaw of "closed meeting (In Camera)". The Reeve, Deputy Reeve or Presiding Officer will request a verbal confirmation from each Member prior to the closed meeting (In Camera) session commencing.

e) Agendas for Council Meetings

- i. The agenda for each Regular and Special Council meeting shall be prepared by the CAO and provided together with copies of all pertinent correspondence, statements, and reports to each Member with every reasonable effort to be no later than 4:30 p.m., three (3) business days prior to the meeting.
- ii. If past the deadline, items may be brought forth for placement on the revised agenda. The revised agenda will be submitted to each Member by 4:30 p.m. the day before the meeting, or prior to the meeting.
- iii. Any Member, or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the CAO not later than 12:00 noon, nine (9) business days prior to meeting. Emergent items for inclusion in the upcoming meeting that are received after the deadline may be considered by the CAO. All submissions shall contain adequate information to the satisfaction of the CAO to enable the Members to consider the matter.
- iv. No item of business shall be considered by the Members if the item has not been placed on the agenda unless Members present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Reeve, any Member or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
- v. The general order of business on the agenda for a Regular Council meeting shall be as follows; however, the actual order may be adjusted by the CAO or Council as necessary:
 1. Call to Order
 2. Adoption of Agenda
 3. Public Hearings
 4. Delegations/presentations
 5. Department updates/information
 6. Adoption of Minutes
 7. Business Items
 8. Committee Reports
 9. Correspondence Items
 10. Information Items
 11. Closed (In Camera) sessions
 12. Adjournment

f. Presentations and Delegations to Council

- i. As part of the Regular Council agenda, an opportunity is provided for presentations and delegations to Council. Presentations shall be limited to thirty (30) minutes in duration unless Council allows otherwise.
- ii. Any individual, group or organization requesting to be placed on the agenda as a delegation must submit the request in writing to the CAO not less than nine (9) business days in advance of the Council meeting date. All groups or individuals giving presentations are required to provide written documentation to administration, which clearly outlines the nature of their business, including any financial or other requests being made to Council, for inclusion in the agenda package.
- iii. Delegations requesting reappearance on a specific matter shall only be permitted to do so if the information to be presented is new or a significant addition to that which was previously presented.
- iv. Council shall hear no more than four (4) delegations (other than staff presentations) at any one meeting of Council unless Council allows otherwise.
- v. All rules of Council in this Procedural Bylaw shall apply to each and every member of the delegation.

10. General Proceedings of a Council Meeting

a) Quorum

- i. When quorum is present at the time set for commencement of a Council meeting, the Reeve, or other Presiding Officer, shall take the chair and call the meeting to order.
- ii. If there is a quorum present at the time set for commencement of a Council meeting, but the Reeve or Deputy Reeve are not in attendance within fifteen (15) minutes after the time set for commencement, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution who shall preside during the meeting or until the arrival of the Reeve or Deputy Reeve.
- iii. If there is no quorum present within thirty (30) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting. Notice of adjournment should be posted on the outside door of access to Council Chambers.

If at any time during a meeting quorum is lost, the meeting shall be recessed and if quorum is not achieved within fifteen (15) minutes, the meeting shall be adjourned.

b) Attendance

If a Member or administration arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting where a vote has been recorded; it shall be so recorded in the minutes.

c) Voting

Voting on all matters shall be done by a show of hands or verbally if required, in such a clear manner that the Reeve, or other Presiding Officer may easily count them.

d) Recorded Vote

In the case of a recorded vote, the vote shall be recorded in the minutes by name. Request for a recorded vote must be made by a Member prior to the call of the question.

e) Pecuniary Interest

- i. If a Member has a pecuniary interest (as defined in Section 170 of the MGA) in a matter before Council, the Member shall, in such case, report his/her status to Council, shall not discuss or vote on the matter, and leave Council Chambers until the vote has been completed. In all other cases every Member who is present in Council Chambers when the question is put forth, shall vote.
- ii. The Recording Secretary shall record in the minutes each time a Member excuses him/herself by reason of pecuniary interest.

f) Conduct

No Member shall:

- i. Speak disrespectfully of The Sovereign or any of the Royal Family, Governor General, Lieutenant Governor or persons administering the Government of Canada or the Province of Alberta;
- ii. Use offensive or profane words in or against Council or against any Member thereof;
- iii. Speak to a subject, except upon the question in debate;
- iv. Reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered;
- v. Resist the rules of this Bylaw, disobey the decision of the Reeve, Presiding Officer or Council on any question or order or practice upon the interpretation of the rules of this Bylaw and/or the Robert's Rules of Order. In case any Member shall so resist or disobey, they may be ordered by a majority vote to leave their seat for that meeting and in case of their refusing to do so, they may, on order of the Reeve, Deputy Reeve or other Presiding Officer, be removed by a County Peace

Officer or the police. In case of ample apology being made by the offender, they may, by vote of Members without debate, be permitted forthwith to take their seat.

g) **Motions**

- i. All motions shall be recorded by the Recording Secretary and be read upon request;
- ii. After a motion is moved, it becomes the property of Council;
- iii. The Reeve or other Presiding Officer cannot make a motion;
- iv. A motion submitted to Council does not require a seconder;
- v. No Member shall speak to a question or motion until recognized by the Chair;
- vi. The Reeve and every Member shall vote on every matter unless, in a specified case, the Reeve or Member is excused from voting by resolution or by reason of pecuniary interest;
- vii. If a Member refuses or fails to vote on an issue, he/she shall be deemed to have voted in the negative on the matter and shall be so recorded;
- viii. A tied vote shall be deemed as defeated;
- ix. Motions shall be recorded in the minutes as “carried” or “defeated”.

h) **Amendments to Motions**

- i. An amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered as a new distinct motion.
- ii. An amendment must not propose a direct negative which would be considered out of order.
- iii. All amendments shall be put in the reverse order to that in which they are moved. Every amendment must be decided upon or withdrawn before the main question is put to a vote. Only one amendment shall be allowed on a main motion or to an amendment at one time.
- iv. There shall be no amendments to any motions for the appointment of any person to any office.

i) **Friendly Amendments**

- i. A friendly amendment is defined as a change that strengthens the original motion by clarifying its intent without affecting the substance of the motion.
- ii. A friendly amendment may be proposed by any Member and adopted if the mover approves.
- iii. Only the motion as amended by the friendly amendment shall appear in the minutes.

j) **Motion to Reconsider**

- i. A motion to reconsider shall not be allowed unless a majority of the Members present agree and it must be made by a member who voted on the prevailing side.
- ii. No question shall be reconsidered more than once at any one meeting of Council.

k) **Motion to Rescind**

- i. A motion to rescind an action of Council may be offered at any time subsequent to the original motion.
- ii. Any Member may make a motion to rescind.
- iii. A majority vote of two-thirds of the Members is necessary for the passage of a motion to rescind.

l) **Motion to Refer** –means the opportunity to postpone the issue being addressed either to another time in the meeting or to another meeting. The resolution to refer allows for debate and amendment.

m) **Withdrawal of Motion** – the mover may withdraw his/her motion at any time before decision or amendment with the permission of all Members present. If a Member voices an objection to the withdrawal, the Reeve shall put the matter to a vote. Majority vote shall permit withdrawal of the motion. Withdrawn motions shall not be recorded in the minutes.

n) **Motion to Table** – means the removal of the issue being addressed by Council indefinitely.

o) Emergent Resolutions

- i. Members may state the content of an emergent resolution by addressing the chair and describing its nature.
- ii. The Reeve or Presiding Officer shall allow Council to decide if the resolution may be presented.
- iii. A majority vote of Members shall allow the presentation of the resolution.
- iv. Should the vote to allow the presentation be defeated, then the Member may request the resolution be added to the agenda at the next Regular meeting.

p) Closed Meeting (In Camera) Session

- i. Pursuant to Section 197 of the MGA, Council and Council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, as follows:
 1. FOIP Section 16 – disclosure harmful to business interests of a third party
 2. FOIP Section 17 – disclosure harmful to personal privacy
 3. FOIP Section 18 – disclosure harmful to individual or public safety
 4. FOIP Section 19 – confidential evaluations
 5. FOIP Section 20 – disclosure harmful to law enforcement
 6. FOIP Section 21 – disclosure harmful to intergovernmental relations
 7. FOIP Section 22 – Cabinet or Treasury Board confidences
 8. FOIP Section 23 – local public body confidences
 9. FOIP Section 24 – advice from officials (including advice, proposals, recommendations, analyses or policy options developed by or for the public body, aspects related to pending policy or budgetary decisions, or aspects related to negotiations)
 10. FOIP Section 25 – disclosure harmful to economic and other interests of a public body
 11. FOIP Section 26 – testing procedures, tests and audits
 12. FOIP Section 27 – legal and other privileged information of a public body
 13. FOIP Section 28 – disclosure harmful to the conservation of heritage sites, etc
 14. FOIP Section 29 – information that is or will be available to the public
- ii. When a meeting is closed, no resolution or bylaw may be passed at the meeting, except a resolution to revert to the meeting held in public.
- iii. Before closing all or any part of a meeting to the public, a Council or Council committee must by resolution approve:
 1. The part of the meeting that is to be closed, including the time and the names of those in attendance and;
 2. The basis on which, under an Exception to Disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, the part of the meeting is to be closed.
- iv. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- v. The CAO must pre-approve any closed meeting submissions for the Council agenda prior to inclusion on the agenda. Closed meeting matters may be added to the agenda subject to Council's approval.

q) Public Participation in Meetings

- i. The MGA states that the public has the right to be present at all Council or Council committee meetings.
- ii. Notice of all committee and board meetings shall be posted on the County website. This shall constitute notification to the public.
- iii. Any member of the public who, while in Council Chambers, interrupts or disturbs the proceedings of Council by words or actions, and who, when so requested by the Reeve, or other

Presiding Officer, refuses to end such interruption or to leave Council Chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the Criminal Code, Section 30, Preventing Breach of Peace, and shall be subject to removal from Council Chambers by a County Peace Officer or the police.

11. Bylaws and Proceedings

- a) Bylaws shall be passed in accordance with Sections 187 to 191 of the MGA.
- b) Every proposed bylaw must have three (3) distinct and separate readings.
- c) If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next Regular meeting of Council.
- d) A proposed bylaw must not have more than two (2) readings at a Council meeting unless the Members present unanimously agree to consider third reading at that meeting.
- e) Every bylaw which has been passed by Council shall immediately after being signed and sealed with Flagstaff County's seal, be securely filed.

12. Public Hearings

- a) Public hearings shall be held in accordance with MGA Section ~~230-216.4~~ (Public Hearings) and Section 692 (Planning Bylaws).
- b) Public Hearings shall be advertised to the public in accordance with MGA Section 606 and 606.1.
- c) If administration deems it appropriate, the Public Hearing may be held in a venue other than the Council Chambers.
- d) Administration may change the date, time and place of a Public Hearing. If any of the date, time or place is changed, the Public Hearing must be re-advertised.

13. Severability

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

14. Repeal

This Bylaw repeals Flagstaff County Bylaw 06/22 dated the 26th day of October 2022.

15. Effective Date

This Bylaw comes into force on the day it is finally passed.

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

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

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

.....
Reeve

.....
Chief Administrative Officer



Report

TITLE: SCHEDULE OF 2025 REGULAR COUNCIL MEETINGS

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

At the October 23, 2024 Council meeting, Council approved that administration prepare a revision to the Procedural Bylaw to reflect the following amendment to the meeting schedules: Regular meetings of Council shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year.

If Procedural Bylaw 09/24 is passed, Council will be required to establish the 2025 regular Council meeting dates. Administration has proposed the following dates after taking into consideration conventions, summer schedules, organizational meeting requirements etc.

Alignment with the Strategic Plan

LEADERSHIP: Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT the schedule for the 2025 regular Council meetings be approved as follows:

- January 15th
- February 12th
- March 12th
- April 16th
- May 7th
- June 11th
- July 16th
- August 13th
- September 10th
- October 22nd
- November 12th
- December 10th



Report

TITLE: JOINT USE AND PLANNING AGREEMENT

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

In 2020, the Municipal Government Act (MGA) and the Education Act were both amended to require municipalities and school boards to establish joint use and planning agreements (JUPA). A JUPA is a written agreement between one or more municipalities and one or more school boards which addresses:

1. shared use and access to facilities,
2. funding of shared facilities and services, and
3. the planning and acquisition of new or expanded school sites.

The deadline for JUPAs to be completed has been extended to June 10th, 2025. An agreement is necessary as Battle River School Division is considered to 'operate' within Flagstaff County due to County residents attending BRSD schools.

Section 670.1(3) of the MGA states that an agreement must include the following:

1. Establishing a process for discussing matters relating to:
 - a. the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality,
 - b. transfers under section 672 or 673 of municipal reserves, school reserves and municipal and school reserves in the municipality,
 - c. disposal of school sites,
 - d. the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality, and
 - e. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them,
2. Respecting how the municipality and school board will work collaboratively,
3. Establishing a process for resolving disputes, and
4. Establishing a time frame for regular review of the agreement.

The agreement includes the following clauses of significance:

- Council and members of BRSD shall meet as required or as requested by either party
- An operating committee consisting of the CAO and the Secretary-Treasurer of BRSD oversee the operation of the agreement and meet on an as-needed basis

Administration has reviewed the agreement to ensure that the clauses are appropriate and are in alignment with the needs of Flagstaff County.

Alignment with the Strategic Plan

STRONG COMMUNITIES: Flagstaff County's commitment to Strong Communities means we will provide community services that make Flagstaff an attractive place to live for all generations.

Alternatives/Options

1. Council direct Administration to enter into the Joint Use and Planning Agreement with the Board of Trustees of Battle River School Division and execute the document.
2. Council direct Administration to continue with discussions to amend the agreement.

Recommendation

THAT Council direct Administration to enter into the Joint Use and Planning Agreement with the Board of Trustees of Battle River School Division and execute the document.

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2024

BETWEEN:

FLAGSTAFF COUNTY

12435 TWP Road 442, PO Box 358 Sedgewick, Alberta T0B 4C0

AND

THE BOARD OF TRUSTEES OF BATTLE RIVER SCHOOL DIVISION

4302 38 Street Camrose, Alberta T4V 4B2

WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and the school board; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve, school reserve or municipal and school reserve as lands within the municipality are subdivided to meet the open space and site needs of the municipality and the school board; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.
- b) "Arbitration Act" means the Arbitration Act, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means the Public Board.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Municipality.
- g) "Community Use" means use by members of the general public and not a User Group.
- h) "Council" means the municipal council of the **Flagstaff County**.
- i) "Education Act" means the Education Act, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j) "Effective Date" means _____ (insert date).
- k) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- l) "Joint Use Space" means those portions of a Municipal Facility or School that is available for booking by the Parties or User Groups or for Community Use.
- m) "Municipality" means the municipal corporation of **Flagstaff County**, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- n) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- o) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "C".
- p) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.

- q) "Operating Committee" means the committee which is comprised of the CAO and Secretary-Treasurer as established under this Agreement.
- r) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- s) "Public Board" means The Board of Trustees of Battle River School Division and any successor board or authority.
- t) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- u) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by the Board and includes those facilities identified in Schedule "D".
- v) "School Portion" means the portion of Reserve Land identified for transfer to the Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- w) "Secretary-Treasurer" means the secretary-treasurer of the Board.
- x) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines for Joint Use Space, identified in Schedule "E", and books the use of Joint Use Space during Joint Use Hours, identified in Schedules "C" and "D".

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – School Site Planning Guidelines

Schedule "B" – Dispute Resolution Process

Schedule "C" – Municipal Facilities Available for Joint Use and Joint Use Times

Schedule "D" – School Board Facilities Available for Joint Use and Joint Use Times

Schedule "E" – Operating Guidelines for Joint Use Space

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.

- b) The terms and conditions of this agreement shall be reviewed every ten (10) years with the first such review scheduled in 2034. The review shall be undertaken by the Operating Committee. Following the review, the Operating Committee shall advise the Parties in and how the agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, both Parties shall commence a review of this Agreement within thirty (30) calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by both Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Respect for Autonomy - Each Party is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

Cooperation and Partnership - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

Efficiency and Effectiveness - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

Fairness and Equity - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

Transparency and Openness - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board or Boards on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- b) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board(s) and the other municipalities.

7) MEETING OF COUNCIL AND BOARD

- a) Council of the Municipality and the members of the Board shall meet as required and or requested by either party to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Reeve or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least five (5) calendar days prior to the date of the meeting.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within fourteen (14) calendar days of the date of the meeting.

8) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or designate) of the municipality and the Secretary-Treasurer (or their designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The Parties agree that the Operating Committee shall meet on an as needed basis. The need to meet may be determined by any one of the Parties to this Agreement and the other Party agree to meet within thirty (30) calendar days of the other Party indicating in writing their desire to meet.
- d) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.

- e) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- f) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.
- g) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- h) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

9) JOINT USE SPACE

The Parties hereby acknowledge that there is no Joint Use Space owned or operated by any of the Parties to this Agreement to be made available to one of the other Parties.

10) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "A". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.

- g) There shall be no pre-allocation of School sites to the Board nor shall School sites be identified as available to only one Board (if multiple Boards operate within the Municipality) in the Municipal Development Plan, Area Structure Plan or Concept Plan.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to a Board, the site shall be considered available for allocation to another Board.
- i) If there are competing claims between two (2) or more Boards for one available school site, the Boards shall, at their own cost, resolve the question of site allocation between themselves.
- j) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- k) The Board shall acknowledge that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- l) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- m) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

11) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to the Board.
- b) The services to be provided include, but are not limited to, water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.

- c) Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

12) FACILITY AND SITE SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i) The broad purpose and parameters of the partnership that is being created;
 - ii) The nature of the site and/or facilities that are involved;
 - iii) The contributions to be made by each of the Parties;
 - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

13) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to the Board.
- c) The School Portion shall be transferred to the Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.

- d) All costs associated with the transfer of the School Portion to the Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

14) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) In the event that undeveloped Reserve Land is not needed by the Board, the Board shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the *Education Act* or other legislation.
- b) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- c) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- d) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

15) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "B" for non-operational disputes.

16) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

17) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

18) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

19) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

20) NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of

Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

21) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

22) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of god.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

23) INSURANCE

In the event that the Municipality and School Division have a future Joint Use Space owned or operated by any of the Parties to the agreement then in addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party

herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

24) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

25) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

26) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

27) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Secretary-Treasurer using the mailing address for their respective offices as shown below:

The Battle River School Division
4302 38 Street
Camrose, Alberta T4V 4B2

Flagstaff County
12435 TWP Road 442, PO Box 358
Sedgewick, Alberta T0B 4C0

Email notification to the CAO or the Secretary-Treasurer may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

FLAGSTAFF COUNTY

Per: _____ Don Kroetch
Reeve Name *(please print)*

Per: _____ Shelly Armstrong
CAO Name *(please print)*

**THE BOARD OF TRUSTEES OF
BATTLE RIVER SCHOOL DIVISION**

Per: _____ Patrick McFeely
Board Chair Name *(please print)*

Per: _____ Imogene Walsh
Secretary-Treasurer Name *(please print)*

Schedule "A"
School Site Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality’s Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by the Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "B"
Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within fourteen (14) calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within fourteen (14) calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within ten (10) calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within fourteen (14) calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.

8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.
9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within thirty (30) calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within thirty (30) calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

Schedule "C"
Municipal Facilities Available for Joint Use
and Joint Use Times

Name of Municipal Facility	Legal Description of Parcel(s)	Description of Facility and Amenities	Available Times
n/a			

Schedule "D"
School Board Facilities Available for Joint Use
and Joint Use Times

Name of School Board Facility	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities	Available Times
n/a			

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums. Regular classrooms, library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

School Buildings shall not be available on Sundays, Statutory Holidays, School breaks (including the months of July and August), Division closures and annual maintenance shutdowns.

Community use of School Facilities on Sundays and outside of Joint Use Hours may be considered through special request.

From time to time it is understood the School Facilities will be unavailable due to them becoming polling stations for provincial or federal elections.

Schedule "E"
Operating Guidelines for Joint Use Space

1. User Group Eligibility

- a) To be eligible to use a Joint Use Space in a School, a User Group must follow the procedures outlined in the School Board's administrative procedure 545 *Facility Rentals/Use*. School/Division sponsored activities will take priority over community use in all cases. The following are other priorities:
 - i) Instructional activities;
 - ii) School related non-instructional activities;
 - iii) Recreational/educational programs administered by a municipal authority;
 - iv) Non-profit community groups; and
 - v) Commercial and/or private groups.
- b) To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and the Board must be party to this agreement.
- c) A User Group may be barred from using Joint Use Space if:
 - i) The group has failed to pay fees related to the group's prior use of any Joint Use Space;
 - ii) The group has failed to provide the required insurance;
 - iii) The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space; and
 - iv) The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space.
- d) In the case of a School, any User Group that is barred from the use of Joint Use Space may appeal the decision first to the Secretary-Treasurer and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

2. Insurance Coverage

- a) In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds. The minimum insurance requirement shall be Two Million (\$2,000,000) Dollars and proof shall be provided in the form of a Certificate of Insurance.

3. Booking Joint Use Space

- a) Booking the use of Joint Use Space within Schools by a User Group shall be made through the School.
- b) Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

4. Fees for Joint Use Space

- a) Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:
 - i) The use of specialized equipment
 - ii) Wear and tear on the facility and/or equipment
 - iii) Any additional janitorial or custodial services related to the use of the Joint Use Space
 - iv) The provision of supervisory staff or hosts related to the use of the Joint Use Space
- b) A fee schedule will be reviewed/updated annually by the Board for the use of space within schools.

5. Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

6. Custodial Responsibility and Building/Facility Maintenance Responsibility

- a) The School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board. Where extra caretaker services are required, the User Group shall be responsible to make payment for caretaker services through the school office.
- b) The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

7. Damages to Joint Use Space

- a) For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the Board that owns the facility that was damaged.
- b) For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their Schools.

8. Playing Fields and Playgrounds

- a) For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing, fertilizing and lining of playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off line for a twelve (12) month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two (2) years.

- b) Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer season. The Board will not be responsible for field markings that are not required for the School to perform its function. Additional field markings will not be provided by the School.
- c) Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.
- d) Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.
- e) Upgrades to playing fields located on Municipal lands that are desired or required by the Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by the Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.
- f) Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.
- g) Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.



Report

TITLE: 2024 CANCELLATION OF TAXES

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

Each year we review the outstanding taxes for oil and gas companies that are bankrupt or in receivership and still have assets that have not yet been reclaimed. Until these abandoned sites are reclaimed there is a small amount of assessment that remains. The following list includes properties that have tax levy and penalties that are deemed to be uncollectable and should be cancelled. Upon cancellation of these taxes and penalties we will make application through a PERC grant (Provincial Education Requisition Credit) for the uncollectable education portion of the tax levy.

Note:

The taxes for Grand Rapids Energy (Elcano Explorations) and Canstone Energy are more than one year in arrears, we have been unsuccessful in our Proof of Claims, so the next step is to cancel taxes. There is a small amount of assessment remaining on Grand Rapids Energy (Elcano Explorations) - Roll 801430 (2024 levy \$120.42), the other two parcels have been reclaimed. The Canstone Energy Roll 733130 pipeline assessment is now reclaimed and there is no current assessment remaining.

The following list contains all levy and penalties:

- 805720 Sedna Oil & Gas Ltd. \$2,365.51
- 733160 Ohana Resources Inc. \$673.12
- 809160 Incipient Explorations Ltd. \$106.59
- 801430 Grand Rapids Energy Corporation \$426.00
- 732410 Grand Rapids Energy Corporation \$3,416.87
- 801450 Grand Rapids Energy Corporation \$76,160.72
- 805950 Dreadnought Energy Inc. \$200.97
- 805970 Dreadnought Energy Inc. \$195.22
- 805990 Dreadnought Energy Inc. \$84.80
- 803990 Canadian Coyote Energy Ltd. \$2,650.56
- 808020 Canadian Coyote Energy Ltd. \$73.06
- 733130 Canstone Energy Ltd. \$17,302.64
- 805100 Bow River Energy Ltd. \$124.32
- 805110 Bow River Energy Ltd. \$106.59
- 802480 Sanling Energy Ltd \$106.59
- 802490 Sanling Energy Ltd \$84.80
- 802510 Sanling Energy Ltd \$102.28
- 802520 Sanling Energy Ltd \$131.51
- 802540 Sanling Energy Ltd \$2,421.44
- 802560 Sanling Energy Ltd \$102.28

- 802570 Sanling Energy Ltd \$102.28
- 802580 Sanling Energy Ltd \$103.71
- 802590 Sanling Energy Ltd \$103.71
- 802600 Sanling Energy Ltd \$102.28
- 802630 Sanling Energy Ltd \$10,343.05
- 803850 Sanling Energy Ltd \$106.59
- 803860 Sanling Energy Ltd \$102.28
- 803880 Sanling Energy Ltd \$103.71
- 803900 Sanling Energy Ltd \$289.36
- 803920 Sanling Energy Ltd \$102.28
- 803930 Sanling Energy Ltd \$81.21
- 805570 Sanling Energy Ltd \$1,279.41
- 805580 Sanling Energy Ltd \$1,410.34
- 805590 Sanling Energy Ltd \$102.28
- 805600 Sanling Energy Ltd \$1,783.62
- 805610 Sanling Energy Ltd \$102.28
- 805620 Sanling Energy Ltd \$1,741.30
- 805670 Sanling Energy Ltd \$130.56
- 805740 Sanling Energy Ltd \$95.33
- 805750 Sanling Energy Ltd \$1,962.12
- 805770 Sanling Energy Ltd \$1,058.96
- 805830 Sanling Energy Ltd \$106.59
- 805840 Sanling Energy Ltd \$1,625.68
- 805850 Sanling Energy Ltd \$102.28
- 805870 Sanling Energy Ltd \$2,289.66
- 805880 Sanling Energy Ltd \$117.86
- 805890 Sanling Energy Ltd \$2,185.51
- 805900 Sanling Energy Ltd \$77.37
- 807500 Sanling Energy Ltd \$65.88
- 808960 Sanling Energy Ltd \$124.32
- 809880 Sanling Energy Ltd \$102.28
- 809890 Sanling Energy Ltd \$102.28
- 810010 Sanling Energy Ltd \$935.13
- 810440 Sanling Energy Ltd \$3,390.17
- 810520 Sanling Energy Ltd \$3,060.24
- 811270 Sanling Energy Ltd \$102.28
- 811730 Sanling Energy Ltd \$7,343.32

Recommendation

THAT Taxes and penalties in the amount of \$149,772.48 for the following companies and roll numbers be cancelled:

- 805720 Sedna Oil & Gas Ltd. \$2,365.51
- 733160 Ohana Resources Inc. \$673.12
- 809160 Incipient Explorations Ltd. \$106.59
- Grand Rapids Energy Corporation - \$80,003.59
 - 801430 \$426.00
 - 732410 \$3,416.87
 - 801450 \$76,160.72
- Dreadnought Energy Ltd - \$480.09
 - 805950 - \$200.97
 - 805970 - \$195.22
 - 805990 - \$84.80
- Canadian Coyote Energy Ltd. - \$2,723.62
 - 803990 - \$2,650.56
 - 808020 - \$73.06

- Canstone Energy Ltd. - \$17,302.64
- Bow River Energy Ltd - \$230.91
 - 805100 - \$124.32
 - 805110 - \$106.59
- Sanling Energy Ltd. - \$45,886.41
 - 802480 - \$106.59
 - 802490 - \$84.80
 - 802510 - \$102.28
 - 802520 - \$131.51
 - 802540 - \$2,421.44
 - 802560 - \$102.28
 - 802570 - \$102.28
 - 802580 - \$103.71
 - 802590 - \$103.71
 - 802600 - \$102.28
 - 802630 - \$10,343.05
 - 803850 - \$106.59
 - 803860 - \$102.28
 - 803880 - \$103.71
 - 803900 - \$289.36
 - 803920 - \$102.28
 - 803930 - \$81.21
 - 805570 - \$1,279.41
 - 805580 - \$1,410.34
 - 805590 - \$102.28
 - 805600 - \$1,783.62
 - 805610 - \$102.28
 - 805620 - \$1,741.30
 - 805670 - \$130.56
 - 805740 - \$95.33
 - 805750 - \$1,962.12
 - 805770 - \$1,058.96
 - 805830 - \$106.59
 - 805840 - \$1,625.68
 - 805850 - \$102.28
 - 805870 - \$2,289.66
 - 805880 - \$117.86
 - 805890 - \$2,185.51
 - 805900 - \$77.37
 - 807500 - \$65.88
 - 808960 - \$124.32
 - 809880 - \$102.28
 - 809890 - \$102.28
 - 810010 - \$935.13
 - 810440 - \$3,390.17
 - 810520 - \$3,060.24
 - 811270 - \$102.28
 - 811730 - \$7,343.32



Report

TITLE: BANK ACCOUNT – CCBF GRANT

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

The Canada Community-Building Fund (CCBF) provides predictable, long-term, stable funding for Canadian municipalities to help build and revitalize public infrastructure while creating jobs and long-term prosperity.

New program guidelines state that we must maintain a distinct bank account for CCBF funding that is received. Please see the section of guidelines below:

11.c. Credit Items:

Funds available under the CCBF program are not provided for the purpose of generating investment income. However, recognizing that any CCBF funds held in a financial institution may earn some investment income, that income must be reported on the SEPO and will become part of the total CCBF funding available. These funds must be used towards eligible costs on CCBF approved projects.

In addition to investment income earned, other credit items must be reported on the Statement of Expenditures and Program Outcomes (SEPO), if these credit items were realized within five years of completion of the CCBF-funded project. Examples of credit items include:

- net proceeds or market value (whatever is greater) to a maximum of the grant applied, from the sale or trade-in of capital assets purchased with CCBF funds; and
- net proceeds from an insurance claim on capital assets purchased, constructed, or improved with CCBF funds.

Local governments must maintain a distinct bank account for CCBF funding received in advance of paying eligible project expenditures and maintain separate accounting records for the grant funds.

This account will be opened at the Vision Credit Union where our other accounts are currently.

Alignment with the Strategic Plan

Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT Flagstaff County open a new account with Vision Credit Union for the Canada Community-Building Fund (CCBF) grant, with signing authority to be the Chief Administrative Officer, Reeve and Deputy Reeve.



Report

TITLE: 2023 MUNICIPAL INDICATOR RESULTS

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges as long as it does not flag a critical indicator or three or more non-critical indicators.

Your municipality did not meet the threshold for one or more indicators for the 2023 financial year.

The benchmarks established by Municipal Affairs for each indicator provide a general indication of acceptable risks. However, a municipality may have unique circumstances or alternative strategies that justify a different result. Therefore, we ask you to complete the online submission form to provide your feedback or any explanatory information about your performance on the identified indicator(s).

Upon submission, your responses will be included in the Municipal Indicator Dashboard.

If you require assistance completing the feedback form please call, toll-free at 310-0000, then 780-427-2225, and ask to speak to a member of the Information Services Team or email ma.updates@gov.ab.ca.

Staff Analysis:

Indicator #4 – Tax Collection: As of December 31, 2023 - \$3,541,542 was the total outstanding taxes. Of that amount a total of \$3,279,557 was attributed to oil and gas outstanding taxes which equate to 92.61% of our total outstanding taxes. The province allows us to recover taxes related to land, which reduces arrears on all other categories except oil and gas. We have no mechanism to hold the oil and gas industry accountable for their unpaid taxes. Those companies that are no longer operating and have gone into receivership or bankruptcy continue to have taxable assessments until the facilities and pipelines have been reclaimed and we have no way to collect. Those that are still operating have end-of-life obligations which are a priority before property taxes. There is very little likelihood that we will receive any funds once the companies go into receivership.

Indicator #11 – Investment in Infrastructure: In the past three years (2021-2023) Flagstaff County did not meet the required ratio of capital spending to amortization as our Capital budgets have averaged \$2.422

million compared to our annual amortization average of \$4.589 million. We have completed an analysis of 2024-2029 and the average annual capital spending will exceed the annual amortization by an estimated 1.920 million per year based on a 6-year average. We will continue to monitor our capital spending plan and annual amortization

Alignment with the Strategic Plan

LEADERSHIP: To ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT Flagstaff County's response to the 2023 Municipal Indicator Results are as follows:

- Indicator #4 - Tax Collection Rate be to indicate that due to the lack of provincial action on the collection of oil and gas taxes, this collection rate of taxes is not within our control. If there is a taxable assessment on non-operating facilities, we will continue to have uncollectable taxes.
- Indicator #11 - Investment in Infrastructure be to indicate that Flagstaff County has reviewed their Capital Spending Plan and capital replacement (2024-2029) it will exceed the average annual amortization over the next 6 years.

Flagstaff County ▾

2017 2018 2019 2020 2021 2022 2023

Flagstaff County

2023

AUDIT OUTCOME

No Concern

MINISTRY INTERVENTION

No

TAX BASE BALANCE

22.66%

TAX COLLECTION RATE

86.57%

POPULATION CHANGE

13.87%

CURRENT RATIO

6.26

ACCUMULATED SURPLUS/DEFICIT

\$85,577,707

ON-TIME FINANCIAL REPORTING (Date Received)

April 16, 2024

DEBT TO REVENUE PERCENTAGE

0.31%

DEBT SERVICE TO REVENUE PERCENTAGE

0.17%

INVESTMENT IN INFRASTRUCTURE

0.73

INFRASTRUCTURE AGE

41.59%

INTEREST IN MUNICIPAL OFFICE

N/A

2023 Municipal Indicators Response

Flagstaff County 2023

Indicator #4 TAX COLLECTION RATE

In order to pay for ongoing costs, municipalities must be able to collect property taxes on a timely basis. Tax Collection Rate is the percentage of the current year's property taxes that are collected by year end.

Result

86.57%

Expected Result

< 90 %

Response:

Please enter your response to this result here.

Indicator #11 INVESTMENT IN INFRASTRUCTURE

Most capital assets and infrastructure require replacement after a period of service, and municipalities typically carry out these replacements on an ongoing basis to spread out replacement costs. Investment in Infrastructure measures the ratio of capital spending to amortization (depreciation) over a five-year period.

Result

0.73

Expected Result

> 1 the municipality's average capital additions exceed the average amortization (depreciation)

Response:

Please enter your response to this result here.

Name

Title

E il

I acknowledge that I have reviewed the above for accuracy and furthermore, that I have shared the results and responses with council.

Submit



Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>1 - Audit Outcome</p> <p>An audit report in the municipality's audited annual financial statements.</p>	<p>The audit report does not identify a going concern risk or denial of opinion.</p>	<p>The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.</p>	<p>Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.</p>
<p>2 - Ministry Intervention</p> <p>Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i>, such as a viability review, or where directives were issued pursuant to an inspection.</p>	<p>The municipality was not the subject of a Municipal Affairs intervention.</p>	<p>Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.</p>	<p>Complete Minister-directed processes and actions.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>3 - Tax Base Balance</p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p>4 - Tax Collection Rate</p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p>5 - Population Change</p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>6 - Current Ratio</p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p>7 - Accumulated Surplus/Deficit</p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p>8 - On-Time Financial Reporting</p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>9 - Debt to Revenue Percentage</p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>10 - Debt Service to Revenue Percentage</p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p>11 - Investment In Infrastructure</p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>12 - Infrastructure Age</p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p>13 - Interest in Municipal Office</p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>



Report

TITLE: CORPORATE POLICIES

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

The following policies are presented as follows:

CP005 – Systems and Data Security - Revised

- As technology and cyber threats evolve, it is crucial for the county to have comprehensive and up-to-date guidelines to protect both our data and electronic systems. This policy revision expands on previous guidelines by introducing additional safeguards for the use of county electronic devices, mobile access, and password management. The policy also emphasizes the importance of cybersecurity awareness training, regular data backup, and incident response protocols.

CP019 – Credit Card Policy – New

- The Credit Card policy has been established to ensure effective management and oversight of all organizational credit card usage. This policy will mitigate financial risks, ensure accountability in expenditures, and promote transparency in financial reporting. It also aims to ensure that credit cards are used responsibly and in compliance with legal and regulatory standards.
- Key elements of the policy include authorized users, expenditure guidelines, restrictions, reporting and documentation, approval process and non-compliance.

Alignment with the Strategic Plan

Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

TO approve revised Policy CP 005 – Systems and Data Security and new Policy CP 019 – Credit Card Policy, as presented.



Title: Systems and Data Security	Policy: CP 005
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Security is vital for protecting the integrity of Flagstaff County’s data systems and mitigating risks associated with their misuse. Cybersecurity is fundamental for safeguarding intellectual property and devices, ensuring efficient community support. Flagstaff County is committed to managing information, systems, and devices with the highest priority.

POLICY STATEMENT

This policy establishes standards and responsibilities aimed at eliminating and preventing cyber risks. All data created or stored on Flagstaff County electronic devices is the property of Flagstaff County. Security measures will be implemented to maintain confidentiality, integrity, and availability of this data. The County will only utilize software in compliance with licensed agreements; unlicensed software installation is strictly prohibited.

DEFINITIONS

Electronic Devices - All technical resources owned or leased by Flagstaff County, including phones, computers, software, and services used for County business.

Information - Data managed, analyzed, or communicated for the purpose of serving Flagstaff County.

Information Systems – Integrated components for collecting, storing, processing data, and providing information and digital products.

IT – Information Technology, encompassing all aspects of data management and processing.

MSP – Managed Service Provider

Users – All employees, elected officials, volunteers, or contractors authorized to access County resources.

IMPLEMENTATION

This policy applies to all individuals working for, reporting to, or providing services to Flagstaff County. Adherence to safe internet and technology practices is mandatory.

GUIDELINES

- Device Use:** County-provided electronic systems must be used ethically and lawfully. Users must report lost or stolen devices to IT immediately.
- Monitoring:** The County reserves the right to monitor and log network activity without notice. Users should have no expectation of privacy.
- Personal Use:** Incidental personal use is allowed outside normal working hours, provided it incurs no additional costs and adheres to this policy. Personal use for gain or illegal activities is strictly prohibited.

GUIDELINES continued

SECURITY MEASURES

- **Patching:** Regular updates of operating systems and third-party applications to maintain security and functionality. Patches are deployed during off-peak hours with prior backups.
- **Passwords:** Users must create strong passwords to protect data access. Password management is essential to prevent unauthorized access.
- **Mobile and Remote Access:** Access to the network is restricted to approved devices registered with IT. All devices must have secure passwords, and remote access must use a secure, encrypted connection.

INFORMATION SECURITY

- **Training:** All employees must complete security awareness training upon hiring and annually thereafter.
- **Data Classification:** Information should be classified by sensitivity, with restricted access based on security credentials.
- **Facility Access:** Access to areas with sensitive information is limited to authorized personnel.
- **Security Measures:** Security cameras, alarms, and other protective measures must be installed and tested regularly.
- **Software Protection:** Antivirus and antimalware software must be installed and updated regularly.
- **Password Management:** Strong password practices and multi-factor authentication are mandatory and regularly reviewed.
- **Data Backup:** All data must be backed up regularly, encrypted, and securely stored, with recovery tests conducted periodically.
- **Third-Party Compliance:** All third parties with access to the County’s data must adhere to this policy.

Council Approved: September 23, 2020	Resolution #: FC20200923.1011
Reference: Municipal Government Act	Signature:

Review Cycle:	Next Review Year:
Every three (3) years	2023



Title: Systems and Data Security	Policy: CP 005
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Security is essential to protect the integrity of Flagstaff County's data systems and reduce the risks associated with improper use of these systems.

POLICY STATEMENT

Flagstaff County promotes computer usage that assists users in performing their duties for the County. Every user is responsible for adhering to and following the guidelines of this policy.

All data created or stored on Flagstaff County electronic systems is the absolute property of Flagstaff County. Security procedures shall be implemented to ensure the confidentiality, integrity and availability of such data.

Flagstaff County uses software only in compliance with licensed agreements. No unlicensed software shall be installed on Flagstaff County electronic systems.

DEFINITIONS

Electronic Systems - Means all technical resources that are owned or leased by Flagstaff County that are used on or accessed from County premises or that are used for County business; including but not limited to County-owned or leased equipment (phones, computers, services), software, facilities, internet addresses, domain names, email services registered to or provided by Flagstaff County and any County paid accounts, subscriptions or other technical services.

Users - Means all employees, elected officials, volunteers or contractors who are authorized by the County to use County resources to access the electronic systems.

GUIDELINES

The County provides cell phones, computers and electronic systems to employees for their use in performing their duties for the County. All users are responsible for using these systems in an effective, ethical and lawful manner. These systems, like other County assets, should be used for the benefit of the County. All use should be congruent with the County's overall governance and corporate policies.

The County reserves the right to monitor and/or log all network activity, with or without notice, including all website communications. Users should have no expectations of privacy in the use of these resources. Use of electronic systems in violation of this, or other County policies is prohibited and may lead to disciplinary action up to and including termination.

Incidental and occasional personal use of County electronic systems is permitted. This would include use for education purposes, personal development, work for community groups, etc.

GUIDELINES continued

Any personal use of County electronic systems must be done outside of normal working hours, provided there are no additional costs to the County and that all other provisions of this policy are adhered to. At no time can any of the County's electronic systems be used for personal gain and/or illegal use.

Council Approved: September 23, 2020	Resolution #: FC20200923.1011
Reference: Municipal Government Act	Signature:
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Review Cycle: Every three (3) years	Next Review Year: 2023



Title: CORPORATE CREDIT CARD	Policy: CP 019
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County is dedicated to fostering a culture of financial stewardship, responsibility and transparency in the management of public funds. Our comprehensive credit card policy aims to streamline financial processes, enhance operational efficiency, and uphold our commitment to public service. We seek to ensure that every transaction is intentional and compliant. Through clear guidelines and effective oversight, we empower employees to make informed financial decisions aligned with our organizational goals and ethical standards.

POLICY STATEMENT

Flagstaff County is committed to maintaining clear and effective guidelines for the issuance and use of corporate credit cards. This policy is intended to ensure that such cards are used exclusively for authorized business expenditures and that robust controls are in place for their day-to-day management.

The policy applies to all employees who have been granted approval to use a corporate credit card. By doing so, Flagstaff County seeks to establish a culture of financial stewardship, transparency, and ethical accountability, reinforcing the proper use of resources while mitigating potential risks.

All cardholders are required to act in full compliance with the policy's provisions, ensuring that credit card use aligns with both the letter and the spirit of these guidelines. The goal is to safeguard the integrity of public funds, maintain public trust, and promote responsible resource management. Through adherence to this policy, Flagstaff County is committed to ensuring that all financial transactions are handled with the highest degree of integrity, transparency, and accountability, furthering the county's objective of delivering excellent public service.

GUIDELINES

Eligibility:

Cardholders should only request or use a credit card if their role requires access to municipal resources for legitimate and pre-approved business activities. The approval of a credit card is an act of trust, and cardholders must use it in a manner that reflects both the county's financial stewardship and public responsibility.

Corporate credit cards will be issued to:

- Reeve
- Chief Administrative Officer (CAO)
- Assistant CAO
- Directors
- Department supervisors, where the nature of the job requires such use.

Permitted Expenditures:

Cardholders are expected to make purchasing decisions that are aligned with the county's programs, budget and fiscal responsibility. All expenses should be reasonable, justifiable and in

GUIDELINES continued

the best interest of the County and its stakeholders. Corporate credit cards must only be used for appropriate business expenditures which may include:

- Travel (related to official county business)
- Accommodation (in connection with official trips and conferences)
- Meals (in connection with business meetings or county related functions)
- Parking
- Invoice payments where vendors accept credit card payments
- Conference and professional development registration

Restrictions:

It is the responsibility of all cardholders to demonstrate the highest standard of integrity by ensuring that credit cards are used exclusively for county-related business.

- **Cash Advances:** Cash advances using county credit cards are strictly prohibited.
- **Personal Use:** Personal use of county credit cards is prohibited under all circumstances. If a personal expense is inadvertently charged to a credit card, it must be reimbursed promptly, and the cardholder must report the error immediately.

Reporting and Documentation:

Cardholders must provide complete and truthful documentation for all expenditures. Documentation must be transparent and demonstrate a clear business purpose for each expenditure. No misleading or false information shall be provided.

- Cardholders must report credit card expenses accurately and fully, including providing receipts for all purchases. False or misleading reporting is strictly prohibited.
- All receipts must be provided monthly, along with supporting documentation, and submitted to the appropriate supervisor for approval before being forwarded to Accounts Payable for processing.
- For meals or public relation expenses, the cardholder must provide a list of attendees and the purpose of the meeting. The purpose of the meeting should always reflect legitimate county business and align with the public interest.

Approval Process:

The approval process ensures that the appropriate oversight is in place and cardholders are held accountable for their expenditures.

- The Chief Administrative Officer (CAO) or designate shall review and sign off on credit card statements and accompanying documentation.
- Receipts must accompany the monthly statement summary submitted to Accounts Payable for all purchases made on credit cards.

Lost or Stolen Cards:

Immediate reporting of lost or stolen cards is essential to prevent misuse. Cardholders must demonstrate a sense of urgency in securing the county's financial resources.

- If a card is lost, stolen, or compromised, the cardholder must immediately notify the Corporate Services Director and the credit card customer service center.

Non-Compliance:

Cardholders are personally accountable for all purchases made with the county credit card. All transactions are subject to periodic audits. Failure to comply with this policy may result in disciplinary action:

- Revocation of corporate credit card usage privileges
- Mandatory reimbursement of non-compliant purchases
- Disciplinary measures up to and including termination of employment.

Council Approved:	Resolution #:
Reference:	Signature:
Review Cycle:	Next Review Year:
Every three (3) years	2027



Report

TITLE: APPOINTMENT OF RETURNING OFFICER AND SUBSTITUTE RETURNING OFFICER for 2025 MUNICIPAL ELECTION

Meeting: Council Meeting

Meeting Date: November 20, 2024

Background

In preparation for the 2025 Municipal Election and as per Section 13 of the Local Authorities Election Act (LAEA) a municipality is to appoint a Returning Officer and Substitute Returning Officer.

(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs.

(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs.

(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

Alignment with the Strategic Plan

LEADERSHIP: Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

1. THAT under section 13 (1) of the Local Authorities Election Act, Charlene Sutter be appointed as Returning Officer.
2. THAT under section 13 (2.1) of the Local Authorities Election Act, Cheryl Bergman be appointed as Substitute Returning Officer.



Report

TITLE: COMMITTEE REPORTS

Meeting: Council Meeting

Meeting Date: November 20, 2024

Summary

1. Flagstaff Regional Solid Waste Management Association (FRSWMA) - October 28, 2024 Minutes, Agenda, and Budget for Approval
2. Flagstaff Regional Emergency Services Society (FRESS) – October 30, 2024 Minutes, Agenda and Requisition for Approval
3. Parkland Regional Library System (PRLS) – November 14, 2024 Agenda

Recommendation

The following recommendation is from the FRSWMA meeting of October 28, 2024:

THAT the proposed 2025 Flagstaff Regional Solid Waste Management Budget be approved with a total municipal requisition of \$1,300,000.00 (decrease of 2.99%) distributed on a per capita basis to each member, and with Flagstaff County's total requisition being \$468,450.39.

The following recommendation is from the FRESS meeting of October 30, 2024:

TO accept the requisition worksheet as presented with a total capital budget amount of \$1,086,571 (4.47% increase over 2024).

**Flagstaff Waste Regular Board Meeting
 OCTOBER 28, 2024
 Sterling Room, Flagstaff County office
 Minutes**

1.0) Attendance

BOARD MEMBERS:

John Cole	Village of Lougheed
Jeff Eckstrand	Flagstaff County
Elaine Fossen	Village of Forestburg
Larry Hiller	Flagstaff County
Kevin Kinzer	Town of Killam
Wade Kroening	Town of Hardisty
Stephen Levy	Town of Sedgewick
Janice McTavish	Village of Rosalind
Mike Stewart	Village of Heisler
Stephen Wyse	Village of Alliance

REGRETS:

James Robertson	Town of Daysland
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STAFF:

Harriet Amundson	Admin
Murray Hampshire	Executive Director

2.0) Call to Order

Chair E. Fossen called the meeting to order at 7:00 p.m.

3.0) Agenda

The proposed agenda was reviewed.

Resolution # 800/2024. Board member S. Levy moved to approve the agenda attached to and forming part of these minutes.

CARRIED

4.0) Adoption of Minutes

4.1) Minutes of the August 26, 2024, regular meeting were reviewed.

Resolution # 801/2024. Board member W. Kroening moved to adopt the minutes of the August 26, 2024, regular meeting, attached to and forming part of these minutes.

CARRIED

5.0) Reports

5.1) Operations update: Executive Director M. Hampshire provided operations update attached to and forming part of these minutes. Considerable discussion about future involvement with EPR (Extended Producer Responsibility) and potential repercussions on our operations.

Resolution # 802/2024. Board member J. McTavish moved that the board accept the operations report as presented.

CARRIED

5.2) Financial Reports: Board members reviewed the Sept 30, 2024, profit & loss statement and the Oct 22, 2024, Cash Position Statement for review and discussion.

Resolution # 803/2024. Board member S. Levy moved that the board accept the two Financial Reports as presented.

CARRIED

6.0) Business

6.1) 2025 Flagstaff Waste Draft Budget Proposal. Board members reviewed assumptions and impact of various elements of the proposed 2025 Budget package. Discussion ensued.

Resolution # 804/2024. Board member J. McTavish moved that the board of Flagstaff Waste recommend the DRAFT 2025 Flagstaff Waste Budget to all member municipalities for approval with a total municipal requisition of \$1,300,000 (decrease of 2.99%) distributed on a per capita basis to each member. Further, staff are directed to forward the recommended Budget to all member councils for approval.

CARRIED

**7.0)
Correspondence &
Information**

Two letters from municipal partners updating results of their fall organizational meetings were reviewed

8.0) Adjournment

Resolution # 805/2024. Chair E. Fossen adjourned the meeting at 7:58 p.m.

Next Meeting – Nov 25, 2024 - 7:00 p.m. County Office.

** Note. This will be our fall organizational meeting.

Chair

Executive Director

A community partnership providing high quality regional waste management services and optimizing value to consumers, the environment, and partners.

*Regular Board Meeting
Oct 28, 2024
Sterling Room, Flagstaff County
7:00 p.m.*

- 1) Attendance
- 2) Call to Order
- 3) Approval of Agenda
- 4) Adoption of Minutes of previous meetings:
 - a) August 26, 2024, Regular Meeting
- 5) Reports
 - 5.1) Manager/Operations Update
 - 5.2) Financials
 - a) Sept 30, 2024 - Profit & Loss
 - b) Oct 22, 2024 - Cash Position
- 6) Business
 - 6.1) Draft 2025 Budget
 - 6.2)
- 7) Correspondence and Information
 - 7.1) Municipal Partner Correspondence
- 8) Adjournment

Next meeting: November 25, 2024 - 7:00 p.m.

Revenue						
	2025 DRAFT Budget	2024 Projection	2024 Approved Budget	2023 Actual year end	Chg BUD - BUD	
Landfill	\$ 42,250.00	\$ 85,350.00	\$ 37,250.00	\$ 37,998.99	13.4%	
Asbestos	\$ 130,000.00	\$ 120,750.00	\$ 90,000.00	\$ 221,571.09	44.4%	
Bin Services	\$ 931,000.00	\$ 909,000.00	\$ 897,000.00	\$ 864,907.79	3.8%	
Municipal Requistions	\$ 1,300,000.00	\$ 1,340,000.00	\$ 1,340,000.00	\$ 1,291,688.92	-3.0%	
Recycle	\$ 87,050.00	\$ 88,000.00	\$ 60,150.00	\$ 94,689.89	44.7%	
Transfer Sites	\$ 39,500.00	\$ 39,800.00	\$ 35,500.00	\$ 36,566.08	11.3%	
Administration	\$ 123,900.00	\$ 132,350.00	\$ 134,000.00	\$ 44,861.50	-7.5%	
TOTAL REVENUE	\$ 2,653,700.00	\$ 2,715,250.00	\$ 2,593,900.00	\$ 2,592,284.26	2.3%	
% 2024 Budget	102.3%	104.7%	100.0%	99.9%		

EXPENSES						
	2025 DRAFT Budget	2024 Projection	2024 Approved Budget	2023 Actual year end	Chg BUD - BUD	
Human Resources	\$ 1,439,178.69	\$ 1,283,500.00	\$ 1,329,510.99	\$ 1,300,295.40	8.2%	
Transporation Services	\$ 372,000.00	\$ 347,100.00	\$ 351,800.00	\$ 416,832.09	5.7%	
Landfill	\$ 78,700.00	\$ 112,800.00	\$ 88,100.00	\$ 108,921.98	-10.7%	
Recycle	\$ 27,500.00	\$ 54,000.00	\$ 97,200.00	\$ 18,363.90	-71.7%	
Bin Services	\$ 8,000.00	\$ 8,600.00	\$ 12,000.00	\$ 6,511.83	-33.3%	
Transfer Site	\$ 11,000.00	\$ 11,000.00	\$ 12,300.00	\$ 10,005.24	-10.6%	
Administration	\$ 163,471.31	\$ 160,400.00	\$ 160,000.00	\$ 138,194.93	2.2%	
Marketing/Communications	\$ 2,500.00	\$ -	\$ 1,400.00	\$ 1,675.00	78.6%	
Sales	\$ -	\$ -	\$ -	\$ -	0.0%	
Safety	\$ 15,000.00	\$ 6,300.00	\$ 4,700.00	\$ 14,794.35	219.1%	
TOTAL EXPENSE	\$ 2,117,350.00	\$ 1,983,700.00	\$ 2,057,010.99	\$ 2,015,594.72	2.9%	
% 2024 Budget	102.9%	96.4%	100.0%	98.0%		
net operations	\$ 536,350.00	\$ 731,550.00	\$ 536,889.01	\$ 576,689.54		
Closure/PC cost provision	\$ 135,500.00	\$ 131,550.00	\$ 131,550.00	\$ 127,720.00		
Amortization	\$ 340,000.00	\$ 305,700.00	\$ 305,700.00	\$ 295,678.72		
Capital Exp/Reserve	\$ 60,850.00	\$ 294,300.00	\$ 99,639.01	\$ 153,290.82		
NET INCOME	\$ -	\$ -	\$ -	-\$ 0.00		

Revenue

	2025 DRAFT Budget	2024 Projection	2024 Approved Budget	2023 Actual year end
Scales Revenue	35,000.00	78,000.00	29,000.00	27,372.94
Property Income - Agri Lease	2,500.00	2,300.00	2,500.00	2,615.30
Property Income - Gas Lease	2,750.00	2,750.00	2,750.00	2,750.00
Other landfill Revenue	2,000.00	2,300.00	3,000.00	5,260.75
Total Landfill	\$ 42,250.00	\$ 85,350.00	\$ 37,250.00	\$ 37,998.99
Wait Time - Asbestos	0.00	0.00	0.00	0.00
Overweight charges - Asbestos	0.00	750.00	0.00	2,250.00
Contracts - Asbestos	130,000.00	120,000.00	90,000.00	219,321.09
Total Asbestos	\$ 130,000.00	\$ 120,750.00	\$ 90,000.00	\$ 221,571.09
Permanent - 40Y, 20Y, Gravel Boxes	41,000.00	40,000.00	35,000.00	32,991.71
Temporary - 40Y, 20Y, Gravel Boxes	103,000.00	100,000.00	95,000.00	102,591.07
Permanent - 6 Y Bins	245,000.00	240,000.00	235,000.00	224,170.03
Temporary - 6Y Bins	11,000.00	11,000.00	13,000.00	10,157.98
Permanent - 3 YBins	520,000.00	505,000.00	516,000.00	476,647.62
All Fuel Surcharge	10,000.00	11,500.00	3,000.00	18,349.38
Overweight charges	1,000.00	1,500.00	0.00	0.00
Total Bin Services	\$ 931,000.00	\$ 909,000.00	\$ 897,000.00	\$ 864,907.79
Municipal Requisitions	1,300,000.00	1,340,000.00	1,340,000.00	1,291,688.92
Municipal Requisitions	\$ 1,300,000.00	\$ 1,340,000.00	\$ 1,340,000.00	\$ 1,291,688.92
Cardboard Sales	16,000.00	17,000.00	7,000.00	20,980.60
Asphalt Sales	2,000.00	2,000.00	2,500.00	767.61
Paint Sales	600.00	600.00	600.00	708.00
E - Waste Sales	6,300.00	6,300.00	5,500.00	6,045.48
Clean Concrete Revenue	5,000.00	5,100.00	3,000.00	4,940.80
Concrete - RCA Sales	12,000.00	8,300.00	2,000.00	22,034.62
Plastic Sales	3,500.00	5,000.00	2,200.00	1,178.98
Paper Sales	1,900.00	1,800.00	50.00	1,455.95
Metal Sales	30,000.00	30,000.00	26,000.00	29,926.22
Propane Bottles Sales	50.00	50.00	100.00	53.14
Freon Revenue	1,900.00	2,000.00	1,700.00	1,801.99
Mattress Revenue	2,100.00	2,300.00	1,900.00	1,752.99
Antifreeze Sales	50.00	50.00	100.00	426.00
Landfill Harvest (bottles, etc)	4,600.00	5,000.00	4,000.00	1,964.65
Battery Sales	800.00	800.00	1,200.00	542.86
Foodcycler Sales	-	1,400.00	2,100.00	0.00
Used Oil & Filters Sales	250.00	300.00	200.00	110.00
Total Recycle	\$ 87,050.00	\$ 88,000.00	\$ 60,150.00	\$ 94,689.89
Municipal Fees for Service	9,500.00	9,800.00	8,500.00	9,581.99
Transfer Site - Fees	30,000.00	30,000.00	27,000.00	26,984.09
Total Transfer Sites	\$ 39,500.00	\$ 39,800.00	\$ 35,500.00	\$ 36,566.08
Bank Interest Earned	111,000.00	120,000.00	120,000.00	33,301.94
Patronage Dividends Income	7,000.00	6,000.00	8,800.00	7,279.00
NSF Charges	50.00	50.00	0.00	0.00
Overdue Interest Collected	200.00	300.00	200.00	396.77
Gain on Sale of Capital assets	2,500.00	2,800.00	2,000.00	854.80
Insurance Income	-	0.00	0.00	0.00
Residential Bag Tags	100.00	100.00	100.00	0.00
Other income	50.00	50.00	0.00	28.57
WCB Partners in Injury & Surplus	3,000.00	3,050.00	2,900.00	3,000.42
Total Administration	\$ 123,900.00	\$ 132,350.00	\$ 134,000.00	\$ 44,861.50
TOTAL REVENUE	\$ 2,653,700.00	\$ 2,715,250.00	\$ 2,593,900.00	\$ 2,592,284.26
	102.3%	104.7%		99.9%

EXPENSES

	2025 DRAFT Budget	2024 Projection	2024 Approved Budget	2023 Actual year end
WCB	13,800.00	12,000.00	15,000.00	13,359.60
Wages/Salary	1,203,191.65	1,075,000.00	1,107,836.30	1,094,731.23
EI - Paid by Employer	22,176.88	20,500.00	20,049.39	20,283.28
CPP - Paid by Employer	57,404.59	49,000.00	48,645.21	43,090.46
Lapp - Employer Portion	96,261.46	80,000.00	89,036.06	78,185.62
Benefits - ClaimSecure ER	24,083.05	25,000.00	23,275.57	28,166.62
Benefits - Victor ER	22,261.06	22,000.00	25,668.46	22,478.59
Human Resources	\$ 1,439,178.69	\$ 1,283,500.00	\$ 1,329,510.99	\$ 1,300,295.40
Misc Fleet Expenses	1,000.00	2,400.00	500.00	278.55
Shop Supplies, Repair, Maintenance	14,000.00	14,500.00	15,000.00	10,592.51
Fuel	207,000.00	195,000.00	195,000.00	237,476.21
Tires	28,000.00	25,000.00	26,000.00	32,030.48
Repairs	108,000.00	97,000.00	105,000.00	121,676.40
Lubrication	7,500.00	7,500.00	4,500.00	5,933.18
Miscellaneous	1,000.00	300.00	2,000.00	4,722.39
Fleetmatics	5,500.00	5,400.00	3,800.00	4,122.37
Transporation Services	\$ 372,000.00	\$ 347,100.00	\$ 351,800.00	\$ 416,832.09
Landfill Engineering	3,000.00	3,300.00	0.00	21,157.50
Ground Water Monitoring	25,000.00	24,000.00	20,000.00	21,588.94
Landfill Repair & Maintenance	2,200.00	500.00	6,500.00	2,398.09
Landfill Fuel	21,000.00	18,000.00	22,000.00	25,864.22
Landfill Equipment R & M	1,000.00	300.00	5,000.00	176.40
Tipping Fees - other landfills	2,000.00	1,500.00	0.00	0.00
Landfill Supplies	0.00	0.00	0.00	902.44
973 Cat	5,000.00	35,000.00	5,000.00	10,318.30
Bob Cat - 2017 S650	2,000.00	5,500.00	2,500.00	1,315.84
JCB 2022 Tracked Teleskid	2,000.00	2,400.00	2,000.00	218.56
Bomag 473-EB Compactor	5,000.00	900.00	10,000.00	7,065.53
John Deere Gator Unit 879	200.00	0.00	500.00	78.99
Lawnmovers/Tractors	300.00	200.00	300.00	0.00
Misc Landfill equipment	0.00	0.00	300.00	0.00
Landfill Pit/Development	8,000.00	6,200.00	9,000.00	10,740.00
Landfill Road Maintenance	2,000.00	5,000.00	5,000.00	895.00
Landfill Harvest	0.00	0.00	0.00	0.00
Landfill Miscellaneous	3,000.00	10,000.00	0.00	6,202.17
Landfill Expense	\$ 78,700.00	\$ 112,800.00	\$ 88,100.00	\$ 108,921.98
Recycle - processing	17,000.00	16,000.00	7,500.00	7,136.40
Recycle Supplies	1,500.00	0.00	1,200.00	1,101.76
Foodcycler Expense	0.00	0.00	0.00	0.00
Recycle Miscellaneous	1,000.00	2,000.00	4,000.00	819.00
Concrete Grind	0.00	31,000.00	75,000.00	0.00
Recycle - Freight	0.00	0.00	0.00	0.00
Hazardous Waste Disposal	8,000.00	5,000.00	9,500.00	9,306.74
Recycle Expense	\$ 27,500.00	\$ 54,000.00	\$ 97,200.00	\$ 18,363.90
Bin Services - Bin Repair	8,000.00	8,500.00	12,000.00	6,403.83
Bin Services - Misc/Frght	0.00	100.00	0.00	108.00
Bin Services Expense	\$ 8,000.00	\$ 8,600.00	\$ 12,000.00	\$ 6,511.83
Transfer Site Equipment & Supplies	0.00	0.00	0.00	289.86
Transfer Site Mileage	7,500.00	7,000.00	8,800.00	7,755.28
Transfer Site Repair & Maintenance	3,500.00	4,000.00	3,500.00	1,960.10
Transfer Site Expense	\$ 11,000.00	\$ 11,000.00	\$ 12,300.00	\$ 10,005.24
Audit & Legal Fees	16,000.00	17,500.00	12,000.00	11,108.86
Cleaning Services	15,600.00	14,400.00	15,000.00	14,400.00
Bad debt expense	0.00	0.00	0.00	0.00
Gain/Loss on disposal of asset	0.00	0.00	0.00	0.00
Staff Training & Development	6,000.00	6,000.00	6,000.00	1,895.95
Staff Awards, Recognition	3,000.00	2,500.00	5,500.00	5,416.19

Liability Insurance	2,000.00	1,000.00	2,800.00	2,257.76
Property & Equipment Insurance	12,000.00	11,000.00	8,200.00	6,380.85
Vehicle Insurance	25,000.00	23,000.00	27,500.00	24,086.55
Credit Card Fees	8,000.00	7,000.00	5,300.00	5,184.08
Bank Service Charges	300.00	300.00	300.00	152.30
Late Fees Paid	0.00	500.00	0.00	131.10
Memberships/Subscriptions	2,000.00	1,900.00	1,800.00	1,199.22
Meals & Lodging & Mileage	2,800.00	2,200.00	2,800.00	2,766.48
Telephones	14,000.00	13,000.00	15,000.00	13,959.77
Utilities	23,000.00	20,000.00	24,000.00	20,872.16
Postage & Courier	9,500.00	8,500.00	9,200.00	8,247.70
Security	600.00	9,500.00	900.00	720.75
Photocopier - lease, supplies	6,000.00	5,900.00	5,500.00	4,778.32
Office Supplies	6,500.00	5,000.00	7,000.00	6,783.85
Computer - Hardware/software	5,000.00	5,000.00	5,500.00	224.17
Operations Advertising	3,800.00	3,500.00	3,500.00	3,825.00
Internet	2,300.00	2,200.00	2,200.00	2,131.15
Admin-Miscellaneous	71.31	500.00	0.00	1,672.72
Fees for Collections/Bad Debt Exp.	0.00	0.00	0.00	0.00
Administration Expense	\$ 163,471.31	\$ 160,400.00	\$ 160,000.00	\$ 138,194.93
Marketing - Promotions	1,500.00	0.00	900.00	1,675.00
Education Supplies, Transportation	1,000.00	0.00	500.00	0.00
Website	0.00	0.00	0.00	0.00
Marketing/Communications Expense	\$ 2,500.00	\$ -	\$ 1,400.00	\$ 1,675.00
Sales Strategy Development	0.00	0.00	0.00	0.00
Sales Implementation	0.00	0.00	0.00	0.00
Sales Expense	\$ -	\$ -	\$ -	\$ -
Safety Supplies	6,500.00	5,300.00	3,000.00	8,048.93
Safety Training	1,600.00	500.00	1,200.00	60.00
Safety Miscellaneous (audit)	400.00	0.00	0.00	336.00
Safety Consulting	6,500.00	500.00	500.00	6,349.42
Safety Expense	\$ 15,000.00	\$ 6,300.00	\$ 4,700.00	\$ 14,794.35
TOTAL EXPENSE	\$ 2,117,350.00	\$ 1,983,700.00	\$ 2,057,010.99	\$ 2,015,594.72
	102.9%	96.4%	100.0%	98.0%
net operations	\$ 536,350.00	\$ 731,550.00	\$ 536,889.01	\$ 576,689.54
Closure/PC cost provision	\$ 135,500.00	\$ 131,550.00	\$ 131,550.00	\$ 127,720.00
Amortization	\$ 340,000.00	\$ 305,700.00	\$ 305,700.00	\$ 295,678.72
Capital Exp/Reserve	\$ 60,850.00	\$ 294,300.00	\$ 99,639.01	\$ 153,290.82
NET INCOME	\$ -	\$ -	\$ -	-\$ 0.00

Estimated Cost by Department - For Requisitions

Draft Budget 2025									
			From GL	Surplus					
Indirect Allocated Expenses	Landfill	Asbestos	Bin Serv	Collection	Recycle	Transfer	Agricultural	Admin	Total Direct/Indirect applied
Human Resources	\$ 233,146.95	\$ 38,857.82	\$ 359,794.67	\$ 215,876.80	\$ 158,309.66	\$ 143,917.87	\$ 21,587.68	\$ 267,687.24	\$ 1,439,178.69
% of HR	16.20%	2.70%	25.00%	15.00%	11.00%	10.00%	1.50%	18.60%	100.00%
Transport Services	\$ 57,660.00	\$ 7,440.00	\$ 158,100.00	\$ 48,360.00	\$ 48,360.00	\$ 48,360.00	\$ 3,720.00	\$ -	\$ 372,000.00
% of TS	15.5%	2.0%	42.5%	13.0%	13.0%	13.0%	1.0%	0.0%	100.0%
Capital & Depreciation	\$ 128,272.00	\$ 8,017.00	\$ 192,408.00	\$ 32,068.00	\$ 20,042.50	\$ 12,025.50	\$ -	\$ 8,017.00	\$ 400,850.00
% of CD	32.0%	2.0%	48.0%	8.0%	5.0%	3.0%	0.0%	2.0%	100.0%
Closure/Post Closure Funding	\$ 32,520.00	\$ 2,710.00	\$ 60,975.00	\$ 17,615.00	\$ 4,065.00	\$ 17,615.00	\$ -	\$ -	\$ 135,500.00
%	24.0%	2.0%	45.0%	13.0%	3.0%	13.0%	0.0%	0.0%	100.0%
Direct Expense	\$ 78,700.00	\$ -	\$ 8,000.00	\$ -	\$ 27,500.00	\$ 11,000.00	\$ -	\$ 180,971.31	\$ 306,171.31
less Administration Revenue								\$ (123,900.00)	\$ (123,900.00)
Net Administration Expense								\$ 57,071.31	
Sub-Total Expenses	\$ 530,298.95	\$ 57,024.82	\$ 779,277.67	\$ 313,919.80	\$ 258,277.16	\$ 232,918.37	\$ 25,307.68	\$ 332,775.55	\$ 2,529,800.00
Administration Expense Applied	\$ 72,535.63	\$ 9,159.30	\$ 123,882.29	\$ 50,421.66	\$ 37,067.33	\$ 35,644.43	\$ 4,064.91	\$ 332,775.55	
Exp Sub-Total by Department	\$ 602,834.58	\$ 66,184.13	\$ 903,159.96	\$ 364,341.47	\$ 295,344.48	\$ 268,562.80	\$ 29,372.59		\$ 2,529,800.00
less Dept Specific Revenue	\$ (42,250.00)	\$ (130,000.00)	\$ (931,000.00)		\$ (87,050.00)	\$ (39,500.00)			\$ (1,229,800.00)
Net Expense by Department	\$ 560,584.58	\$ (63,815.87)	\$ (27,840.04)	\$ 364,341.47	\$ 208,294.48	\$ 229,062.80	\$ 29,372.59		\$ 1,300,000.00
2025 Municipal Requisition	\$ 468,928.66	\$ -	\$ -	\$ 364,341.47	\$ 208,294.48	\$ 229,062.80	\$ 29,372.59	\$ -	\$ 1,300,000.00
Net Business	\$ (91,655.91)	\$ 63,815.87	\$ 27,840.04	\$ -	\$ -	\$ -	\$ -		\$ (0.00)
% funded by Requisition	83.6%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%		

version

1) applied P&L Projection to model

Profitability

FTE

	2.5	49.1% 0.4	3.0% 3.9	2.4	1.7	1.6	0.2	2.9	15.68
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Draft 2025 Budget with Allocations to Municipalities - Annual Requisition

Municipality	Population	Landfill	Collection	Transfer	Recycling	Ag Services	Proposed 2025	Approved 2024	Difference	% Change
Alliance	166	\$9,526.64	\$12,459.97	\$5,132.67 R	\$4,231.66		\$31,350.94	\$31,064.95	\$285.99	0.92%
Daysland	789	\$45,280.22	\$59,222.38	\$24,395.65 R	\$20,113.13		\$149,011.38	\$147,652.08	\$1,359.29	0.92%
Forestburg	807	\$46,313.23	\$60,573.46	\$24,952.20 R	\$20,571.98		\$152,410.88	\$151,020.57	\$1,390.31	0.92%
Galahad	123	\$7,058.89	\$9,232.39	\$2,662.95 T	\$3,135.51		\$22,089.74	\$18,961.92	\$3,127.82	16.50%
Hardisty	548	\$31,449.38	\$41,132.91	\$16,944.00 R	\$13,969.57		\$103,495.86	\$102,551.76	\$944.10	0.92%
Heisler	135	\$7,747.57	\$10,133.11	\$2,922.75 T	\$3,441.41		\$24,244.83	\$24,149.61	\$95.22	0.39%
Killam	918	\$52,683.45	\$68,905.12	\$19,874.70 T	\$23,401.58		\$164,864.86	\$164,217.35	\$647.51	0.39%
Lougheed	225	\$12,912.61	\$16,888.51	\$4,871.25 T	\$5,735.68		\$40,408.05	\$40,249.35	\$158.70	0.39%
Rosalind	162	\$9,297.08	\$12,159.73	\$3,507.30 T	\$4,129.69		\$29,093.80	\$28,979.53	\$114.27	0.39%
Sedgewick	761	\$43,673.32	\$57,120.70	\$16,475.65 T	\$19,399.35		\$136,669.02	\$136,132.25	\$536.77	0.39%
Strome	220	\$12,625.66	\$16,513.21	\$4,763.00 T	\$5,608.22		\$39,510.10	\$44,542.62	-\$5,032.52	-11.30%
Flagstaff Cty rural	3317	\$190,360.59	\$0.00	\$102,560.67 R	\$84,556.70	\$ 29,372.59	\$406,850.55	\$450,478.00	-\$43,627.45	-9.68%
Total 2025	8171	\$ 468,928.66	\$ 364,341.47	\$ 229,062.80	\$ 208,294.48	\$ 29,372.59	\$ 1,300,000.00	\$1,340,000.00	-\$40,000.00	-2.99%
(County Total)	3694	\$ 210,045.15	\$ 25,745.60	\$ 109,986.62	\$ 93,300.43	\$ 29,372.59	\$ 468,450.39	\$ 513,982.53	-\$45,532.15	-8.86%

2025 Requisition		\$468,928.66	\$364,341.47	\$229,062.80	\$208,294.48	\$29,372.59	\$1,300,000.00
2024 Requisition		\$520,551.97	\$329,362.29	\$204,481.14	\$234,144.77	\$51,559.83	\$1,340,000.00
Year over Year \$		-\$51,623.31	\$34,979.18	\$24,581.66	-\$25,850.29	-\$22,187.24	-\$40,000.00
Year over Year %		-9.92%	10.62%	12.02%	-11.04%	-43.03%	-2.99%

Service	Urban - Transitional	Urban Regional	Rural Regional
Landfill	\$ 57.39	\$ 57.39	\$ 57.39
Collection	\$ 75.06	\$ 75.06	\$ -
Transfer	\$ 21.65	\$ 30.92	\$ 30.92
Recycling	\$ 25.49	\$ 25.49	\$ 25.49
Ag Services	\$ -	\$ -	\$ 8.86
2025 Total:	\$ 179.59	\$ 188.86	\$ 122.66
2024 total:	\$ 178.89	\$ 187.14	\$ 134.91
\$ change	\$ 0.70	\$ 1.72	\$ (12.25)
% change	0.39%	0.92%	-9.08%

Year	Requisition	% Change
Draft 2025	\$1,299,800.00	-3.00%
Approved 2024	\$1,340,000.00	0.00%
Actual 2023	\$1,340,000.00	3.74%
Actual 2022	\$1,291,688.85	3.00%
Actual 2021	\$1,254,066.79	0.04%
Actual 2020	\$1,253,550.00	0.00%
Actual 2019	\$1,253,550.00	2.75%
Actual 2018	\$1,219,999.00	

Annual Ave (7 yrs) 0.93%

	Population	Weighted Share	
R = Regional	5627	\$30.92	\$173,985.20
T = Transitional	2544	\$21.65	\$55,077.60
Total	8171		\$229,062.80

70.02%

Population numbers updated with recent Municipal Census

Draft 2025 Capital Budget

Description

Additions	number	Price	Extension
Roll - off Truck (deferred from 2022)	1	\$ 260,000.00	\$ 260,000.00
Bins (If warranted)	varies	\$ 45,000.00	\$ 45,000.00
Office Repair (deferred from 2024)	1	\$ 45,000.00	\$ 45,000.00
Chemical Shed (purchase from County)	1	\$ 50,000.00	\$ 50,000.00
Replacement Burro	1	\$ 155,000.00	\$ 155,000.00
Hardisty Transfer Site Decommission/relocate	1	\$ 20,000.00	\$ 20,000.00
TOTAL EXPENSES			\$ 575,000.00

Funding			
Sales of aged assets			\$ 15,000.00
From Reserves			\$ 560,000.00
Operations Surplus or loan			\$ -
			\$ -
			\$ -
			\$ -
TOTAL FUNDING			\$ 575,000.00

Capital Reserve Plan 2024 - 2025		
2024 Plan	Opening Jan 1, 2024	\$ 1,405,842.61
	Transfer to Capital Reserve after 2023 audit	\$ 435,000.00
	2024 Interest (4.4%)	\$ 74,000.00
	2024 Purchases	-\$ 543,500.00
	Predicted Year end 2024	\$ 1,371,342.61
2025 Plan	Opening January 2025	\$ 1,371,342.61
	2025 budget requirements from reserves	-\$ 560,000.00
	Transfer to Capital Reserve after 2024 audit	\$ 230,000.00
	2025 GIC interest (4.5%)	\$ 61,710.00
	Total Year end 2025	\$ 1,103,052.61

BUD 2025 - 5 Year Capital Plan - Flagstaff Waste

update Oct 2024

	ACT 2023	PRJT 2024	BUD 2025	PLAN 2026	PLAN 2027	PLAN 2028	PLAN 2029
Roll off	deferred	deferred	\$ 260,000.00	\$ 0.00	\$ 0.00	\$ 265,000.00	\$ 0.00
Bobcat (net)				\$ 35,000.00			\$ 40,000.00
Front End		\$ 493,500.00			\$ 500,000.00	\$ 0.00	\$ 0.00
Burro			\$ 155,000.00			\$ 175,000.00	
Tracked Loader (net)				\$ 680,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Bins	\$ 35,000.00	\$ 30,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00
Yard Truck	deferred	\$ 50,000.00		\$ 50,000.00			
Purchase Ag building			\$ 50,000.00				
Scale/Scalehouse					\$ 150,000.00		
Hardisty Transfer Site			\$ 20,000.00				
Office Repairs (piles)	deferred	deferred	\$ 45,000.00				
Total Cost	\$ 35,000.00	\$ 573,500.00	\$ 575,000.00	\$ 815,000.00	\$ 700,000.00	\$ 495,000.00	\$ 95,000.00
B) Source of Funds For Annual Capital Purchases							
Reserves	\$ 0.00	\$ 493,500.00	\$ 560,000.00	\$ 715,000.00	\$ 500,000.00	\$ 390,000.00	\$ 50,000.00
gain on sales of assets	\$ 15,000.00	\$ 4,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Operations surplus or loan	\$ 20,000.00	\$ 76,000.00	\$ 0.00	\$ 85,000.00	\$ 90,000.00	\$ 95,000.00	\$ 35,000.00
Scheduled Loan	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 0.00
Total All Sources	\$ 35,000.00	\$ 573,500.00	\$ 575,000.00	\$ 815,000.00	\$ 700,000.00	\$ 495,000.00	\$ 95,000.00
C) Accumulated Capital Reserves							
Cap Res Open	\$ 1,015,937.77	\$ 1,405,842.61	\$ 1,371,342.61	\$ 1,103,052.61	\$ 687,689.98	\$ 475,197.58	\$ 374,205.48
Capital Funds Applied	\$ 0.00	-\$ 543,500.00	-\$ 560,000.00	-\$ 715,000.00	-\$ 500,000.00	-\$ 390,000.00	-\$ 50,000.00
Cap Funds Replenished	\$ 350,000.00	\$ 435,000.00	\$ 230,000.00	\$ 250,000.00	\$ 260,000.00	\$ 270,000.00	\$ 300,000.00
Interest	\$ 39,904.84	\$ 74,000.00	\$ 61,710.00	\$ 49,637.37	\$ 27,507.60	\$ 19,007.90	\$ 14,968.22
Cap Res. Close	\$ 1,405,842.61	\$ 1,371,342.61	\$ 1,103,052.61	\$ 687,689.98	\$ 475,197.58	\$ 374,205.48	\$ 639,173.70

2025 Draft Budget Overview

A. Background:

Flagstaff Regional Solid Waste Management Association (aka Flagstaff Waste) is a not-for-profit legal entity registered under the Alberta Societies Act. The Society is owned and governed by 10 municipalities within the Flagstaff Region (Flagstaff County, Town of Daysland, Town of Killam, Town of Sedgewick, Village of Loughheed, Town of Hardisty, Village of Alliance, Village of Forestburg, Village of Heisler & Village of Rosalind). Each member municipality has one vote on all matters related to the Society, with member entitlement to assets and obligation for liabilities & annual operation expenses calculated through a per capita formula. Each member assigns one member to the governing Board of Directors.

When established in 1980, the Society provided a suite of services to each municipality and its residents on a cost recovery (not-for-profit) basis. The services listed below are expensed in the annual requisition to each partner based on their number of residents:

- ✓ Landfill operation, Management & future Closure/Post Closure monitoring
- ✓ Urban Curbside Waste Collection
- ✓ Rural Residential Bin Service
- ✓ Regional Transfer Site Management & Operation
- ✓ Diversion, Re-use & Recycle Services with depot collection in each rural center
- ✓ Ag Film/twine collection & recycle services

Services provided by Flagstaff Waste have expanded to include waste collection, transportation, and disposal services for Commercial & Industrial Customers, including general waste, recyclables, construction & demolition, and asbestos transportation & disposal.

The 2025 annual requisition from member municipalities accounts for 48.99% of total revenue for Flagstaff Waste. The remaining 51.01% is raised through contracts with individuals, commercial & industrial clients and through sales of recycled commodities. Profits from these commercial operations are used to offset landfill operating costs, thus reducing the requisition paid by municipalities.

B. Significant Matters Affecting 2025 Budget

- ✓ Some years, asbestos contracts have been as high as \$400,000 (2021). This activity has declined recently. We estimate a modest \$130,000 in asbestos revenue in 2025.
- ✓ Focusing on route efficiency, coordinating contracts and optimizing landfill activities, allows a reduction in Full-time Staff Equivalents (FTE's) from 21.2 in 2016 to 15.68 in 2025 (26%). Contingencies for summer driver and new hire overlap are maintained in the 2025 budget numbers.

- ✓ We anticipate GIC interest rates averaging 4.3% in 2025, resulting in \$111,000 growth on capital and C/PC reserves.
- ✓ 1600 tonnes of concrete crushed in 2024 is available for sale at a competitive price of \$19/tonne
- ✓ We assume moderate Cost of Living Adjustment (COLA) to be 2.8% in 2025, reducing the growth rate of staff salaries. CPP premiums increase slightly due to the 2-tier rate, however EI premiums, LAPP investments and Health Benefit costs are projected to be unchanged.
- ✓ Extended Producer Responsibility (EPR) legislation will impact Depot recycling activities slightly in April 2025; however, we do not know the net impact on finances at this time. Curbside collection is delayed until October 2026. We anticipate revenue from materials recycled and from EPR programs, however changes to our methods of collection may also increase collection costs. We expect a net benefit to municipalities, but we do not have confidence to estimate that benefit now. The 2025 budget mirrors 2024, however we do expect a small benefit by year end 2025.
- ✓ While annual realized C/PC costs are about \$75,000, we have been transferring funds to C/PC reserves at an accelerated rate (\$130,000) following a 15-year plan. Over the past two years, interest on reserves also contributed to growth. Despite inflation, our model predicts parity (Reserves = Liability) by 2026, 3 years earlier than predicted.
- ✓ The total municipal requisition will decrease 2.99% from \$1.34 million (2024) to \$1.30 million (2025). This reduction is primarily due to the end of some agricultural services, and an increase in the commodity value of recycled products.
- ✓ Flagstaff County completed a sanctioned population survey in 2024 which resulted in changes to their population numbers. Galahad population has increased 16% from the 2021 STATSCAN survey, with Strome declining 11.6% and the rural population declining 0.7%. Collectively, Flagstaff County population is 0.9% lower than 2021 survey.
- ✓ These new population numbers impact requisitions. While the 2025 total requisition is 3% lower than 2024 budget, Flagstaff County realizes most of the benefit. Regional urban partners with active transfer sites will see a 0.92% increase over 2024, while Transitional Partners will experience a 0.39% increase in their requisition.

C. Landfill Operations

- Flagstaff Waste operates a naturally attenuating Class II landfill northeast of Sedgewick, AB. The landfill was developed at this locale due to a highly impermeable (0.8 m/year) clay found in a consistent layer of at least 5 m. depth throughout the site.
- Flagstaff Waste operates with a registration under the Alberta Landfill Code of Practice
- Operations include:
 - Receive, inspect, and separate 7500 tonnes of waste annually
 - Divert 23% to dry waste trench (Class III eligible) and burn pits.
 - Divert 17% into recycle streams (metal, cardboard, electronics, paint, used oil).
 - Divert 9% into re-use streams (compost, concrete)
 - Annual ground water monitoring and reporting
 - Separation & collection of used oil, tires, paint, pesticide containers, Agriculture plastics, household hazardous waste, e-waste, & batteries through various programs.
- By year end 2024, the landfill is expected to be 74.8% of capacity.

- The purchase of a Bomag compactor in 2019 dramatically improved compaction rates to nearly 650 kg/cubic meter, extending the life of the landfill significantly.
- Our 22-year-old tracked loader is nearing its end of life with maintenance & repair costs increasing each year. Our current capital plan requires that we accumulate sufficient funding of capital reserves to replace this machine in 2026
- A prior commitment to Flagstaff County requires us to purchase the chem shed for \$49,868.81 in 2025.
- 83.6% of landfill operating expenses are paid by member municipalities in the 2025 requisition at \$57.39 per capita.

D. Closure & Post-Closure (C/PC) Liabilities

The largest future liability that Flagstaff Waste faces is cost related to final closure and 25-year monitoring of the landfill when it reaches capacity (projected to be the year 2052). Closure cost estimates were re-evaluated in January 2019 by third-party engineers, which costs have been updated in our Long-Term Business Plan illustrated in Figure 1, below.

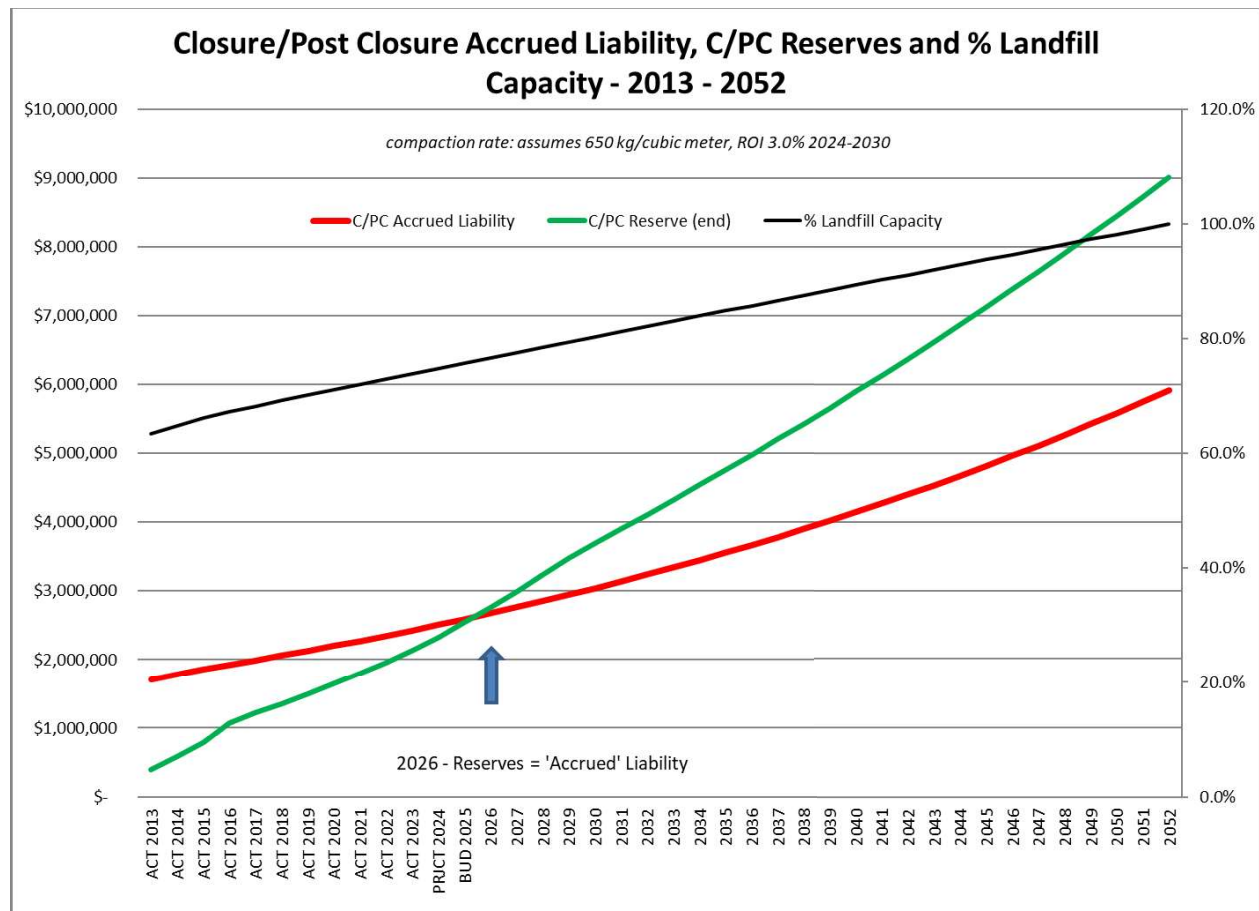


Figure 1) Long term business plan showing estimated rate of fill of landfill (black), C/PC Accrued Liabilities (red), and C/PC accumulated reserves (green) for the period 2013 to 2052. Parity, where reserves equal accrued liability, is expected in 2026, three years ahead of the original plan.

Relevant discussion points related to Figure 1 are:

- Total C/PC costs are estimated at \$3.353 million in 2025 dollars
- Landfill is estimated to be at 74.8% of capacity as of Dec 31, 2024
- Accrued liability at 74.8% of \$3.353 million, is \$2.507 million
- By year end 2024, Flagstaff Waste is projected to have \$2.329 million in C/PC Reserves, resulting in a \$178k shortfall (or 7% short of accrued liability target)
- In 2012, an accelerated funding plan for the C/PC reserve was implemented and we predicted parity (reserves equal accrued liability) by year 2029. Due to recent higher interest rates, we now predict parity by late 2026.

E. Bin Rentals & Services

- As of Sept 1, 2024, Flagstaff Waste services 651 3yd bins, 206 6yd. bins, and 11 large (20 & 40 yd.) bins on a permanent rental basis. As well, we service 66 private bins on a call-in basis. Currently, 87% of 'small' bins are contracted with another 7% committed each year to seasonal rentals (parks, golf courses, etc). The remaining 6% are out-of-service or available for rent. With 3-5% annual growth in contracted 'small' bins, we require new purchases of bins every year.
- 55 large bins are available for temporary rental (primarily demolition, construction and asbestos contracts). 30 large bins are committed to transfer site operations.
- 204 small bins are committed to various recycling programs and 42 to Burro operations and transfer site operations. Flagstaff Waste services a total of 1150 small and 85 large bins.
- The permanent bin rental business generates over \$790,000 in annual revenue and grows reliably at about 3-5% annually. Temporary bin rental revenue (includes asbestos) is projected to generate \$271,000 in 2025.
- Front end trucks run 9 full daily routes each week for MSW (municipal solid waste) and 2-4 routes per week for recycled materials. Up to 4 roll-off trucks operate daily to service large bin rentals on a call-in basis. Operating costs and a small profit for all MSW services are recovered from bin customers through monthly rental fees.
- Profits (\$91,656 in 2025) from bin services are used to reduce municipal requisition.

F. Urban Collection Services

- Flagstaff Waste provides weekly curbside collection of household waste for 4854 urban residents living in 11 urban towns, villages, and hamlets in the collection area.
- This service utilizes a medium duty truck which can access back alleys and front streets. The 'Burro' uses several 8-yard bins in each community, allowing large volumes of waste to be collected without heavy loads on urban road networks.
- No changes are expected in volume of waste or number of collection sites in 2025.
- While collection costs have increased slightly, the cost per resident is still only \$75.06 per year or \$1.44 per week for weekly curbside collection.
- Phase II (late 2026) EPR will offer curbside collection of recyclables in all urban municipalities, with costs borne by the EPR program in late 2026. Considerable promotion will be required, with costs borne by EPR.
- Flagstaff County does not pay for urban collection for rural residents, only for hamlet residents in Strome and Galahad.

G. Recycle Programs:

- The recycle commodity market has strengthened somewhat in 2024, particularly for paper, metal and cardboard. A strong participation rate with about 35% of local residents has been developed using our unsupervised Depot collection system. Nearly 600 tonnes of recyclable materials are diverted from the landfill each year with our depots. Our Landfill Harvest program recovers another 150 tonnes of high value recyclable materials directly from the waste stream when it lands on the active face.
- We average sales of 1200 tonnes of RCA and Asphalt annually and collect about 400 tonnes of compostable materials each year, all of which is diverted from the landfill.
- EPR should dramatically increase participation rates when implemented in 2026. Supervised depots in each municipality should also increase recycle rates, as early as April 2025.
- The total recycling requisition is down about 10% to \$25.49 per resident in 2025. With the implementation of EPR, we should see a further reduction in cost over time.

H. Transfer Sites:

- Waste volumes, hours of operation and promotions are not anticipated to change in 2025. Efficient use of manpower and more bins at transfer sites to ensure bins are full before trucking increases efficiencies, however fuel and truck expenses are always increasing resulting in a 12% increase in 2025. A differential cost for 'transitional' and 'regional' municipalities is continued, with transfer site costs of \$21.65 and \$30.92 per resident, respectively.
- Spring town cleanup weekends are anticipated to continue in 2025. Flagstaff Waste covers all extra bin transfers and trucking expenses while municipalities pick up the residents' cost for the 'free' weekends.
- In 2025, EPR may provide funding to operate 'supervised' recycle depots in each municipality (perhaps at Transfer Sites?). This should be cost neutral to municipal partners.

I. Ag Services:

- The CleanFARMS chemical container program will discontinue Dec 31, 2024. Agriculture producers will be responsible for disposal of all chemical containers through the retail network where they purchase their chemicals.
- Flagstaff Waste will continue functioning as a collection depot for ag film plastics (grain bags, bale wrap and silage plastics). This program is nearly cost neutral due to the high value of the grain bag plastic. Bale twine is also recycled through a CleanFARMS program.
- As per a prior agreement, Flagstaff Waste will purchase the Chemical shed from Flagstaff County at the price of \$49,868.81. in early 2025 using capital reserves.
- The net impact of these changes is that the cost of Agriculture services provided by Flagstaff Waste will decrease from \$51,559 (2024) to \$29,373 (2025). Since only Flagstaff County pays these expenses in the requisition, they will see a sizeable decrease in their overall cost per resident in 2025.

J. Other Considerations (from GL)

- Human Resources: total staffing costs in 2025 will increase in accordance with HR policy with 2.8% projected Cost of Living Adjustment (COLA) and an average 1.5% merit increase. The 2025 salary budget contains contingencies for new hires, summer truck driver relief (if needed) and employment overlap for senior management changes. As salaries increase, so do CPP, LAPP and health benefits costs.
- Transportation services - Despite large increases in fleet insurance costs, fuel prices and repair costs, the 2025 budget shows only a 6% increase overall to the transportation budget. This cost allows for a modest increase in activities, especially large bin contracts.
- Landfill Expenses - Engineering layout costs for 2025 have been expensed in 2024. As well, pit development and road maintenance are well advanced, resulting in a modest decrease in overall landfill expenses budgeted in 2025.
- Our current average rolling fleet (trucks) age is 7.1 years, with large trucks projected to be just under 6.0 years by end of budget year 2025. This matches our target range of 5-7 years for large trucks. Our average age of landfill equipment is approaching 12.8 years at end of 2024 with no replacements budgeted for 2025. This will need to be addressed soon.
- Despite higher utilities cost, insurance and professional fees, we are expecting administrative costs for Budget 2025 to remain very similar to 2024 projections.
- Safety expenses are projected to be higher in 2025 primarily due to the expense of hiring an external auditor to conduct the 2025 safety audit.

Flagstaff Regional Emergency Services Society Meeting

Minutes

Wednesday, October 30, 2024

Held at Killam Station

Members

Present:	Howard Shield, Councilor -Chairman	Flagstaff County
	Leslie Ganshirt, Mayor – Secretary	Village of Alliance
	Diane Roth, Councilor - Board Member	Town of Daysland
	Rick Kryz, Mayor – Vice Chairman	Town of Killam
	Tom Bahm, Councilor – Board Member	Town of Sedgewick
	Brett Baumgartner, Deputy Mayor – Board Member	Town of Hardisty
	Dwayne Giroux, Deputy Mayor – Board Member	Village of Forestburg
	Shawn Sieben, Mayor – Board Member	Village of Loughheed
	Melvin Thompson, Councilor – Board Member	Flagstaff County

Others Present	Derek Homme, Regional Manager/Fire Chief	FRESS
	Kim Borgel, Recording Secretary	Town of Killam

Regrets	Brandon Martz, Mayor – Board Member	Village of Heisler
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2.0 CALL TO ORDER

Chair Shield called the meeting to order at 6:56 p.m.

3.0 ADOPTION OF AGENDA

Resolution # 20241030.1027

Moved By: Clr Giroux

THAT we accept the agenda as presented for October 30, 2024.

CARRIED

4.0 ADOPTION OF MINUTES

Resolution # 20241030.1028

Moved By: Mayor Kryz

THAT the minutes from the Flagstaff Regional Emergency Services Society Meeting September 18, 2024, be accepted as presented.

CARRIED

5.0 BUSINESS

5.1 FINANCIAL REPORT – to September 30, 2024

A copy of the Financial Report – September 30, 2024, is hereto attached and form a part of these minutes.

5.2 BALANCE SHEET / PROFIT AND LOSS REPORT– January 1 to September 30, 2024

A copy of the September 30, 2024 Balance Sheet as well as the Profit & Loss Report for the first quarter is hereto attached and forms a part of these minutes.

5.3 REVIEW OF 2025 REQUISITIONS WORKSHEET & 2025 REQUISITION AMOUNTS

A copy of the 2025 Requisitions Worksheet as well as the 2025 Requisition Amounts is hereto attached and forms a part of these minutes.

Resolution #20241030.1030

Moved By: Deputy Mayor Giroux

TO accept the requisition worksheet as presented with a total capital budget amount of \$1,086,571 (4.47% increase over 2024).

CARRIED

5.4 REQUEST FOR DECISION – ORDER RESCUE UNIT

A copy of the request for decision – order rescue unit is hereto attached and forms a part of these minutes.

Decision deferred until administration can obtain a second quote.

6.0 Correspondence

A copy of all the letters for correspondence is hereto attached and form a part of these minutes.

- a) Town of Sedgewick Letter – October 8 – DEM Appointment
- b) Town of Hardisty Letter – October 16 – Board Appointment – no change

Resolution #20241030.1031

Moved By: Mayor Kryz

TO accept correspondence as presented.

CARRIED

9.0 NEXT MEETING November 27, 2024 at Hardisty Station.

10.0 ADJOURNMENT:

Chair Shield adjourned the meeting at 7:31 p.m.

President (Chair)

Recording Secretary



Flagstaff Regional Emergency Services Society Meeting
Agenda
Wednesday October 30, 2024
7:00 PM MST

- 1) Attendance
- 2) Call to order.
- 3) Adoption of Agenda.
- 4) Adoption of Minutes
 - a) September 18, 2024
- 5) Business
 - a) Financial Report- FRESS 2024 to September 30, 2024
 - b) P&L/Balance Sheet September 30, 2024
 - c) Review of 2025 Requisitions Worksheet and 2025 Requisition Amounts
 - d) Request for Decision- Order Rescue Unit
- 6) Correspondence
 - a) Town of Sedgewick Letter Oct. 8- DEM Appointment
 - b) Town of Hardisty Letter Oct. 16- Board Appointment-no change
- 7) Closed Meeting Session- FOIP Section 24
- 8) Next Meeting- TBA 2024
- 9) Adjournment

<u>Municipality</u>	<u>2023 Total</u>	<u>2024 Total</u> Maximum	<u>2025 Total</u> Maximum
	<u>Budget Numbers Provided</u>	<u>Budget Numbers Provided</u>	<u>Budget Numbers Provided</u>
Alliance	\$ 772,934	\$ 781,543.00	\$ 776,503.00
Daysland	\$ 2,989,369	\$ 3,582,240.00	\$ 3,697,141.00
Forestburg	\$ 4,431,836	\$ 4,439,027.00	\$ 3,957,601.52
Flagstaff County	\$ 31,893,350	\$ 35,214,780.00	\$ 35,823,050.00
Lougheed	\$ 946,324	\$ 890,000.00	\$ 1,048,606.00
Hardisty	\$ 2,334,114	\$ 2,333,632.00	\$ 1,923,076.00
Heisler	\$ 508,919	\$ 554,207.00	\$ 584,077.00
Killam	\$ 3,979,707	\$ 3,962,439.04	\$ 3,879,811.00
Sedgewick	\$ 3,104,425	\$ 3,101,058.00	\$ 2,638,693.00
	\$ 50,960,978	\$ 54,858,926.04	\$ 54,328,558.52
Multiplier (.02)	\$ 1,019,220	\$ 1,097,179	\$ 1,086,571
Final Requisition	\$1,019,220.00	\$1,040,000.00	

FRESS Funding for 2025

Municipality	20% Population	Percentage of Total	20% Dwellings	Percentage of Total	60% Equalized Assessment	Percentage of Total	TOTAL WEIGHTED ALLOCATION	2025 Requisition Revised October 2024	2024 Requisition	% change
Alliance	166	2.06%	108	2.66%	\$ 9,806,114	0.49%	1.238553%	\$ 13,457.76	\$ 12,267.01	9.7%
Daysland	789	9.81%	359	8.86%	\$ 83,660,446	4.16%	6.231774%	\$ 67,712.65	\$ 63,805.33	6.1%
Forestburg	807	10.03%	457	11.28%	\$ 67,974,235	3.38%	6.291700%	\$ 68,363.79	\$ 63,992.16	6.8%
Hardisty	548	6.81%	393	9.70%	\$ 98,247,991	4.89%	6.235890%	\$ 67,757.37	\$ 66,839.79	1.4%
Heisler	135	1.68%	85	2.10%	\$ 8,122,642	0.40%	0.997699%	\$ 10,840.70	\$ 10,297.89	5.3%
Killam	918	11.41%	442	10.91%	\$ 95,420,719	4.75%	7.313312%	\$ 79,464.33	\$ 77,842.45	2.1%
Lougheed	225	2.80%	131	3.23%	\$ 17,823,399	0.89%	1.738175%	\$ 18,886.51	\$ 17,684.45	6.8%
Sedgewick	761	9.46%	398	9.82%	\$ 90,097,870	4.48%	6.546835%	\$ 71,136.01	\$ 70,191.11	1.3%
Flagstaff County	3694	45.93%	1680	41.45%	\$ 1,538,069,520	76.55%	63.406062%	\$ 688,951.88	\$ 657,079.81	4.9%
TOTAL	8043 <u>2023 Data</u>	100%	4053 <u>2023 Data</u>	100%	\$ 2,009,222,936 <u>2024 Publication</u>	100%	100%	\$ 1,086,571.00	\$ 1,040,000.00	
							2024 Cap	\$ 1,040,000.00		
							2025 Cap	\$ 1,086,571.00		



Agenda

1	Call to Order	10:00 a.m.	
	Welcome and layout of ground rules		15 minutes
	Motion to excuse regrets		3 minutes
	1.1 Agenda		2 minutes
	1.1.1. Additions or deletions to the agenda		
	1.1.2. Adoption of the Agenda		
	1.2 Approval of the minutes of the September 12, 2024 meeting*		2 minutes
	1.3 Business arising from the minutes of the Sept 12, 2024 meeting		
	Explanation and approval of the Consent Agenda		5 minutes
2	Consent Agenda		
	2.1 Budget Update*		
	2.2 Executive Committee Meeting Minutes for October 17, 2024 (draft)*		
	2.3 Business arising from the consent agenda		
	2.4 Approval of the consent agenda		
3	Board Orientation		30 minutes
4	Items for Action/Information		
	4.1 Election of Board Chair*		5 minutes
	4.2 Election of Executive Committee*		10 minutes
	4.3 Marketing and Advocacy Committee Report*		5 minutes
	4.4 Board Signing Authorities*		3 minutes
	4.5 Strategic Plan Work Plan*		10 minutes
	4.6 Budget Approval Update*		5 minutes
	4.7 Board Member Survey Results*		5 minutes
	4.8 Letter to the Board from Debra Smith*		5 minutes
	4.9 Updates		5 minutes
	4.9.1 - Director's Report*		
	4.9.2 - Library Services Report*		
	4.9.3 - IT Report*		
	4.9.4 - Finance and Operations Report*		
	4.10 Parkland Community Update		10 minutes
5	Adjournment	Total:	120 minutes



Report

TITLE: CORRESPONDENCE ITEMS

Meeting: Council Meeting

Meeting Date: November 20, 2024

Summary

1. Battle River Alliance For Economic Development – October 10, 2024 Quick Notes
2. Go East of Edmonton Regional Tourism – Call for New Directors
3. Alberta Municipal Affairs – 2026 Local Government Fiscal Framework Capital Allocations
4. Rural Municipalities of Alberta (RMA) – Update on Unpaid Tax Tool
5. Rural Municipalities of Alberta (RMA) – November 1, 2024 Contact Newsletter
6. Rural Municipalities of Alberta (RMA) – October 25, 2024 Contact Newsletter

Recommendation

THAT the following items of correspondence be approved as presented:

1. Battle River Alliance For Economic Development – October 10, 2024 Quick Notes
2. Go East of Edmonton Regional Tourism – Call for New Directors
3. Alberta Municipal Affairs – 2026 Local Government Fiscal Framework Capital Allocations
4. Rural Municipalities of Alberta (RMA) – Update on Unpaid Tax Tool
5. Rural Municipalities of Alberta (RMA) – November 1, 2024 Contact Newsletter
6. Rural Municipalities of Alberta (RMA) – October 25, 2024 Contact Newsletter

These notes are not official minutes and are provided to assist Board members in reporting to their organizations.

Revitalize your School and Save your Community - Kevin Van Lagen, Principal Guest Speaker Kevin is the Principal of Altario School who initiated and grew a fully accredited agriculture education program for K-12 students. This student-led farm includes livestock care, as well as hydroponic food modulars, which sells produce to the local community. This was a great presentation on the impact of developing a vision and creating a strong community asset.

Greetings from the Town of Provost Mayor Peggy McFadyen

Mayor McFadyen welcomed everyone to the Town of Provost and spoke about the importance of regional and local collaboration, as it takes more than council and taxes to build a community: it also takes volunteers and entrepreneurs. She spoke to the example of their new splash park which was built by the support of a group of young moms who got a grant for \$130k and raised over \$300k. Some new initiatives in Provost are Provost Plaza (a place for businesses to rent retail space), continuous infrastructure upgrades, Infinity wholesale (Provost's equivalent to "Costco") and plans for a Tim's Horton location in the spring.

Eastern Alberta Trade Corridor March 5-7, 2025

Save the date for the Local to Global Forum scheduled for Wednesday to Friday, March 5-7, 2025. The agenda is being developed and will be released by the end of the year.

Tourism Roundtable- Tuesday, October 22, Forestburg

Reminder for the Tourism Roundtable being hosted in Forestburg and tickets are still available.

2024-25 Operational Plan – 6 month update

Caroline provided an update to the operational plan, with many of the tactics being started or completed. Some of the newer initiatives have been the Harvest BBQ hosted in Daysland on September 6th and the Lunch and Learns with Futurpreneur on September 12th. The next Lunch and Learn is scheduled for October 24th with NAIT Culinary Institute. This webinar is free and an invitation has been sent out to all members.

The lack of a solid sustainability plan continues to be a concern for future work.

Management and Communications Report Caroline McAuley Interim Executive Director

- ED update- Caroline to step aside from the ED position as Cathy to return effective Nov 1. Caroline will continue to support areas as needed.
- Submitted annual JEND operational grant report and JET Acknowledgement of Terms to work with the consultant Qatalyst Research Group.
- Rejoined EATC to support regional collaboration and growth.
- REDAs meeting July, September- There continues to be concerns regarding the sustainability of the REDAs.

- Lunch and Learn (L&L) -The first L&L was presented on September 12 by Futurpreneur. The webinar was well received, and many are planned for the remainder of the year. Next one is Oct 24 with NAIT Culinary Institute and future ones planned with Invest Alberta, update on Ag and Irrigation's grants, the role and importance of Linkeln for Economic Development and AltaLink speaking about the Electricity grid.
- EDA Minister's Dinner- Oct 24 in Edmonton with an opportunity to meet with Ministers to discuss Ec Dev opportunities in the BRAED region.

LinkedIn Strategy

Our LinkedIn page and presence is made better with people in the region promoting and interacting with the page. We strive to repost and engage all regional businesses on the platform.

Economic Development Officers and all municipal officials: Please invite local businesses and communities to engage with the BRAED LinkedIn page.

Meetings for 2025

The Board approved the meetings for 2025 with Locations to be determined. The dates are Thursdays: **March 20, AGM for June 12, September 18 and December 11.**

**Next BRAED Board Meeting Thursday November 28th, 2024 in Viking Alberta.
Supper will be at 5:15 pm and the meeting will begin at 6:00 pm.**

From: Kevin Kisilevich <kevin.goeast@gmail.com>
Sent: November 1, 2024 1:52 PM
To: Go East of Edmonton
Cc: Kevin Kisilevich; Jennifer Filip
Subject: Call for New Directors for Go East of Edmonton Regional Tourism

Dear Partners,

With our AGM approaching Nov 20, we want to extend this invitation and opportunity to ask you to update a representative or consider a Board member position with us.

Why Consider this?

Go East of Edmonton has proven itself for over a decade as the most active and effective in tourism Marketing in our regions of Northeast, East and Southeast of Edmonton. With collaboration we will continue to grow tourism with the exceptional results we have achieved recently and for the future.

Its an opportunity to share your knowledge and experience to help direct the growth of tourism in the region.

1

Board positions are open currently with a greater need to fill openings that are Northeast and East of Edmonton.

Members of Go East Regional Tourism in good standing are eligible to appoint a staff, or council person as a representative. It is a great opportunity to be a part of the decision making and have a voice for your community and area. The board meets or communicates monthly mostly by Zoom. The time invested is extremely valuable to helping us manage and implement our programs.

It is the preference of the organization that interested members submit in advance their Names and contact information as well as a short paragraph of their skills and experience and why you would be interested to join the Board on or before Nov 13.

Note: Regardless of wether your community can participate on our Board of directors, note that we are still very pleased to work in partnership with you and/or have your Community send a representative to our in person AGM and other workshops.

As a reminder also- please register a representative for the AGM by Nov 13. [2024 Annual General Meeting | Go East of Edmonton](#)

Please contact me for any questions.

Sincerely,

Kevin D. Kisilevich

- Award Winning Tourism Marketing and Development,



GO EAST of Edmonton Regional Tourism

Kevin.goeast@gmail.com

780-632-6191

#Goeastofedmonton

Follow us on Facebook, Instagram, @GoEastofEdmonton

See our Amazing Travel Guide online: www.GoEastofEdmonton.com

We respectfully acknowledge the traditional and ancestral lands of the First Nations Peoples of Treaty 6, Treaty 8 and Treaty 10 Territories and the Homeland of the Métis Nation. The Go East of Edmonton Region continues to be home to Indigenous Peoples, past and present, and we recognize the vital contribution of Indigenous culture, history and perspectives in our shared past, present and future.

From: MA.lgffcapital@gov.ab.ca <MA.lgffcapital@gov.ab.ca>

Sent: Friday, October 25, 2024 4:18 PM

To: Shelly Armstrong <sarmstrong@flagstaff.ab.ca>

Subject: 2026 Local Government Fiscal Framework Capital Allocations

Dear Chief Elected Officials:

The Local Government Fiscal Framework (LGFF) is our government's commitment to assist local governments with infrastructure funding, and I am pleased to announce the release of information on LGFF Capital allocations for the 2026 program year. I expect this information will facilitate your capital planning, and allow you to more effectively budget for, and manage, your projects.

The 2026 LGFF Capital allocations for all local governments are available on the program website.

The allocations are based on total program funding of \$800 million, with \$423 million allocated to the cities of Calgary and Edmonton, and \$377 million allocated to the remaining local governments.

Compared to 2025, this is a decrease of 2.5 per cent, which is the same as the decrease in provincial revenues between 2022/23 and 2023/24, as is prescribed by the Revenue Index Factor in the Local Government Fiscal Framework Act. Please note that while total funding will decrease by 2.5 per cent, funding impacts on individual municipalities and Metis Settlements will vary depending on changes in their formula factors relative to other local governments.

I look forward to continuing to work with you to build stronger communities in a sustainable way that continues to be reflective of Alberta's finances.

Sincerely,

Ric McIver

Minister

cc: Chief Administrative Officers

Local Government Fiscal Framework – Capital Funding

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
Charter Cities³			
CALGARY	\$223,865,417	\$254,980,948	\$249,394,219
EDMONTON	\$158,134,583	\$179,067,590	\$173,721,890
Charter Cities Sub-total	\$382,000,000	\$434,048,538	\$423,116,109
Other Cities⁴			
AIRDRIE	\$8,022,724	\$9,323,778	\$9,423,380
BEAUMONT	\$2,377,384	\$2,743,339	\$2,830,373
BROOKS	\$1,832,503	\$2,100,833	\$2,085,971
CAMROSE	\$2,432,254	\$2,815,477	\$2,746,762
CHESTERMERE	\$2,322,425	\$2,661,954	\$2,754,423
COLD LAKE	\$2,092,889	\$2,411,348	\$2,426,514
FORT SASKATCHEWAN	\$3,377,559	\$3,905,018	\$3,958,594
GRANDE PRAIRIE	\$7,878,359	\$9,140,129	\$8,317,332
LACOMBE	\$1,789,732	\$2,054,696	\$2,024,408
LEDUC	\$4,629,986	\$5,350,363	\$5,537,435
LETHBRIDGE	\$12,323,689	\$14,272,235	\$14,337,752
LLOYDMINSTER	\$2,610,197	\$3,025,206	\$2,951,126
MEDICINE HAT	\$8,196,006	\$9,461,402	\$9,217,417
RED DEER	\$13,207,703	\$15,330,053	\$14,806,087
SPRUCE GROVE	\$4,257,264	\$4,929,748	\$5,145,270
ST. ALBERT	\$7,969,935	\$9,257,152	\$9,222,073
WETASKIWIN	\$1,645,709	\$1,873,886	\$1,810,879
Towns⁴			
ATHABASCA	\$518,404	\$575,400	\$538,366
BANFF ⁵	\$1,402,845	\$1,486,202	\$1,373,563
BARRHEAD	\$744,316	\$853,040	\$782,052
BASHAW	\$287,914	\$300,508	\$317,976
BASSANO	\$338,248	\$385,143	\$384,842
BEAVERLODGE	\$442,929	\$493,622	\$463,394
BENTLEY	\$325,579	\$345,214	\$344,190
BLACKFALDS	\$1,379,424	\$1,579,440	\$1,562,613
BON ACCORD	\$380,306	\$422,612	\$393,889
BONNYVILLE	\$1,034,025	\$1,178,996	\$1,141,923
BOW ISLAND	\$511,199	\$561,243	\$567,132
BOWDEN	\$362,245	\$388,583	\$400,010
BRUDERHEIM	\$331,548	\$369,868	\$327,311
CALMAR	\$415,248	\$457,052	\$441,445

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
CANMORE ⁵	\$2,622,876	\$2,277,648	\$2,440,166
CARDSTON	\$877,872	\$972,817	\$877,050
CARSTAIRS	\$633,155	\$711,202	\$779,618
CASTOR	\$333,078	\$355,972	\$313,515
CLARESHOLM	\$672,909	\$752,075	\$730,976
COALDALE	\$1,170,692	\$1,343,087	\$1,322,754
COALHURST	\$550,104	\$580,688	\$624,116
COCHRANE	\$3,523,342	\$4,104,262	\$4,286,277
CORONATION	\$346,676	\$370,489	\$345,849
CROSSFIELD	\$554,618	\$618,196	\$626,066
CROWSNEST PASS, MUNICIPALITY OF	\$1,069,295	\$1,217,178	\$1,203,472
DAYSLAND	\$309,652	\$327,436	\$308,813
DEVON	\$929,909	\$1,050,712	\$1,023,444
DIAMOND VALLEY	\$939,383	\$1,044,329	\$1,023,238
DIDSBURY	\$813,055	\$950,876	\$831,039
DRAYTON VALLEY	\$1,131,264	\$1,294,498	\$1,267,714
DRUMHELLER	\$1,223,169	\$1,406,247	\$1,396,360
ECKVILLE	\$328,594	\$352,468	\$300,802
EDSON	\$1,180,399	\$1,345,541	\$1,312,711
ELK POINT	\$337,366	\$414,447	\$396,615
FAIRVIEW	\$620,108	\$702,435	\$656,394
FALHER	\$356,302	\$383,612	\$377,965
FORT MACLEOD	\$531,740	\$592,126	\$612,984
FOX CREEK	\$500,370	\$552,932	\$501,968
GIBBONS	\$518,824	\$577,484	\$566,155
GRIMSHAW	\$665,981	\$731,690	\$694,024
HANNA	\$579,831	\$651,747	\$597,309
HARDISTY	\$222,591	\$233,532	\$230,379
HIGH LEVEL	\$810,115	\$904,792	\$870,455
HIGH PRAIRIE	\$524,344	\$582,048	\$542,648
HIGH RIVER	\$1,857,393	\$2,132,494	\$2,096,582
HINTON	\$1,390,171	\$1,586,265	\$1,528,505
INNISFAIL	\$1,109,729	\$1,265,548	\$1,239,232
IRRICANA	\$312,140	\$331,307	\$312,565
JASPER, MUNICIPALITY OF ⁵	\$728,701	\$805,225	\$805,543
KILLAM	\$326,039	\$358,924	\$333,096
LAMONT	\$444,866	\$505,749	\$506,242
LEGAL	\$352,514	\$380,028	\$347,181
MAGRATH	\$550,368	\$595,425	\$611,435
MANNING	\$367,912	\$407,724	\$386,985
MAYERTHORPE	\$439,173	\$504,037	\$511,635
MCLENNAN	\$359,358	\$386,546	\$355,993
MILK RIVER	\$328,712	\$348,395	\$347,529

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
MILLET	\$379,834	\$435,956	\$424,622
MORINVILLE	\$1,407,230	\$1,606,276	\$1,605,033
MUNDARE	\$257,424	\$274,517	\$264,198
NANTON	\$428,480	\$472,619	\$459,917
NOBLEFORD	\$302,866	\$327,245	\$341,226
OKOTOKS	\$3,437,881	\$3,968,225	\$3,984,676
OLDS	\$1,242,219	\$1,416,499	\$1,371,335
ONOWAY	\$279,411	\$312,815	\$287,090
OYEN	\$375,332	\$369,836	\$355,992
PEACE RIVER	\$1,081,131	\$1,232,910	\$1,170,517
PENHOLD	\$559,968	\$627,044	\$602,887
PICTURE BUTTE	\$407,719	\$440,190	\$479,425
PINCHER CREEK	\$605,993	\$677,939	\$666,421
PONOKA	\$988,558	\$1,121,543	\$1,126,557
PROVOST	\$416,966	\$482,907	\$461,037
RAINBOW LAKE	\$381,439	\$462,904	\$347,469
RAYMOND	\$924,552	\$1,024,899	\$971,976
REDCLIFF	\$860,718	\$972,599	\$943,455
REDWATER	\$417,202	\$459,516	\$455,503
REDWOOD MEADOWS, TOWNSITE OF	\$269,361	\$288,614	\$283,764
RIMBEY	\$465,628	\$517,248	\$494,316
ROCKY MOUNTAIN HOUSE	\$971,354	\$1,104,105	\$1,089,075
SEDEGWICK	\$249,216	\$278,078	\$258,431
SEXSMITH	\$475,391	\$530,652	\$498,335
SLAVE LAKE	\$1,072,891	\$1,235,689	\$1,217,924
SMOKY LAKE	\$317,033	\$339,231	\$359,733
SPIRIT RIVER	\$347,191	\$372,305	\$379,994
ST. PAUL	\$914,254	\$1,034,152	\$1,065,921
STAVELY	\$225,369	\$237,147	\$234,244
STETTLER	\$981,743	\$1,111,391	\$1,047,239
STONY PLAIN	\$2,190,817	\$2,520,784	\$2,464,500
STRATHMORE	\$1,737,417	\$1,992,413	\$2,011,318
SUNDRE	\$479,988	\$532,624	\$518,674
SWAN HILLS	\$468,214	\$544,800	\$505,014
SYLVAN LAKE	\$1,915,180	\$2,197,541	\$2,258,672
TABER	\$1,233,406	\$1,408,866	\$1,417,235
THORSBY	\$325,786	\$350,504	\$341,438
THREE HILLS	\$656,823	\$722,761	\$697,569
TOFIELD	\$392,160	\$431,082	\$417,679
TROCHU	\$359,309	\$379,388	\$363,472
TWO HILLS	\$533,799	\$594,293	\$596,736
VALLEYVIEW	\$420,132	\$463,342	\$429,331
VAUXHALL	\$423,893	\$450,872	\$486,097

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
VEGREVILLE	\$944,849	\$1,070,954	\$1,033,407
VERMILION	\$698,124	\$783,172	\$737,605
VIKING	\$366,232	\$407,714	\$372,278
VULCAN	\$470,147	\$517,684	\$484,152
WAINWRIGHT	\$897,305	\$1,009,633	\$1,016,375
WEMBLEY	\$331,414	\$359,503	\$342,716
WESTLOCK	\$772,054	\$867,568	\$825,220
WHITECOURT	\$1,471,045	\$1,679,098	\$1,594,667
Villages⁴			
ACME	\$263,192	\$279,114	\$266,890
ALBERTA BEACH	\$269,636	\$288,797	\$267,727
ALIX	\$242,582	\$257,253	\$260,056
ALLIANCE	\$197,110	\$203,690	\$210,818
AMISK	\$200,464	\$207,192	\$216,093
ANDREW	\$236,523	\$248,281	\$226,208
ARROWWOOD	\$195,674	\$203,163	\$193,249
BARNWELL	\$288,957	\$296,813	\$311,187
BARONS	\$236,541	\$249,954	\$236,782
BAWLF	\$236,381	\$251,830	\$241,354
BEISEKER	\$257,413	\$274,482	\$261,771
BERWYN	\$276,167	\$294,916	\$314,532
BIG VALLEY	\$223,296	\$230,335	\$226,362
BITTERN LAKE	\$190,853	\$195,893	\$196,132
BOYLE	\$330,844	\$356,829	\$321,853
BRETON	\$242,862	\$257,467	\$262,893
CARBON	\$253,139	\$266,160	\$264,253
CARMANGAY	\$203,529	\$212,512	\$224,073
CAROLINE	\$278,772	\$293,726	\$275,809
CHAMPION	\$225,813	\$238,874	\$252,164
CHAUVIN	\$236,172	\$249,703	\$234,730
CHIPMAN	\$205,011	\$210,561	\$207,270
CLIVE	\$244,354	\$248,728	\$285,424
CLYDE	\$237,846	\$259,145	\$248,950
CONSORT	\$311,936	\$340,519	\$306,513
COUTTS	\$202,908	\$212,428	\$200,207
COWLEY	\$189,596	\$194,684	\$199,137
CREMONA	\$213,904	\$219,357	\$215,457
CZAR	\$201,355	\$209,406	\$232,191
DELBURNE	\$289,057	\$303,927	\$329,898
DELIA	\$195,121	\$201,056	\$175,737
DONALDA	\$204,626	\$211,562	\$217,392
DONNELLY	\$236,407	\$249,149	\$250,418
DUCHESS	\$335,900	\$374,440	\$356,848

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
EDBERG	\$194,102	\$199,422	\$190,675
EDGERTON	\$249,518	\$264,188	\$250,528
ELNORA	\$215,854	\$224,166	\$222,100
EMPRESS	\$200,642	\$206,977	\$204,577
FOREMOST	\$259,512	\$270,246	\$250,117
FORESTBURG	\$343,366	\$377,831	\$353,800
GIROUXVILLE	\$231,406	\$241,327	\$239,958
GLENDON	\$242,867	\$269,451	\$285,967
GLENWOOD	\$212,459	\$217,129	\$201,954
HALKIRK	\$181,533	\$185,785	\$178,352
HAY LAKES	\$231,656	\$247,641	\$220,970
HEISLER	\$195,030	\$200,578	\$192,374
HILL SPRING	\$179,710	\$183,896	\$185,532
HINES CREEK	\$252,209	\$268,588	\$264,921
HOLDEN	\$229,107	\$240,867	\$238,613
HUGHENDEN	\$218,365	\$228,811	\$219,109
HUSSAR	\$190,903	\$198,147	\$189,044
INNISFREE	\$210,978	\$219,948	\$206,327
IRMA	\$244,886	\$260,260	\$246,298
KITSCOTY	\$314,254	\$348,641	\$289,067
LINDEN	\$259,039	\$276,889	\$246,432
LOMOND	\$189,270	\$193,019	\$201,292
LONGVIEW	\$197,056	\$204,415	\$201,209
LOUGHEED	\$209,356	\$219,113	\$208,083
MANNVILLE	\$358,484	\$393,297	\$373,966
MARWAYNE	\$296,086	\$318,822	\$299,257
MILO	\$165,296	\$167,823	\$171,100
MORRIN	\$211,512	\$221,471	\$208,996
MUNSON	\$184,564	\$189,236	\$179,600
MYRNAM	\$238,837	\$259,165	\$228,486
NAMPA	\$214,676	\$224,459	\$221,971
PARADISE VALLEY	\$212,047	\$221,483	\$211,130
ROCKYFORD	\$233,729	\$236,564	\$271,545
ROSALIND	\$193,482	\$200,093	\$189,299
ROSEMARY	\$240,607	\$249,459	\$241,648
RYCROFT	\$261,338	\$283,261	\$255,680
RYLEY	\$258,501	\$272,237	\$275,628
SPRING LAKE	\$223,841	\$235,669	\$234,510
STANDARD	\$198,141	\$208,628	\$206,373
STIRLING	\$407,657	\$428,130	\$390,667
VETERAN	\$218,459	\$228,324	\$219,681
VILNA	\$234,310	\$247,077	\$240,460
WARBURG	\$315,820	\$335,917	\$306,034

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
WARNER	\$245,019	\$257,603	\$254,631
WASKATENAU	\$194,330	\$204,632	\$218,585
YOUNGSTOWN	\$193,932	\$198,132	\$206,568
Summer Villages⁴			
ARGENTIA BEACH	\$65,450	\$66,334	\$67,385
BETULA BEACH	\$63,270	\$63,808	\$64,853
BIRCH COVE	\$66,991	\$68,127	\$70,273
BIRCHCLIFF	\$76,234	\$78,708	\$88,145
BONDISS	\$73,147	\$75,315	\$76,526
BONNYVILLE BEACH	\$69,049	\$70,528	\$68,854
BURNSTICK LAKE	\$62,291	\$62,656	\$63,367
CASTLE ISLAND	\$61,868	\$62,177	\$62,640
CRYSTAL SPRINGS	\$69,134	\$70,782	\$73,006
GHOST LAKE	\$70,063	\$71,674	\$71,431
GOLDEN DAYS	\$80,034	\$83,363	\$91,998
GRANDVIEW	\$75,879	\$78,429	\$80,878
GULL LAKE	\$80,396	\$83,789	\$88,258
HALF MOON BAY	\$65,370	\$66,182	\$68,537
HORSESHOE BAY	\$70,220	\$72,338	\$72,761
ISLAND LAKE	\$87,262	\$91,743	\$85,065
ISLAND LAKE SOUTH	\$67,413	\$68,651	\$70,640
ITASKA BEACH	\$63,177	\$63,851	\$64,494
JARVIS BAY	\$83,747	\$87,498	\$87,022
KAPASIWIN	\$62,308	\$62,669	\$64,173
LAKEVIEW	\$64,245	\$64,933	\$64,696
LARKSPUR	\$65,921	\$66,863	\$67,706
MA-ME-O BEACH	\$78,565	\$81,970	\$81,711
MEWATHA BEACH	\$70,911	\$72,720	\$73,809
NAKAMUN PARK	\$70,292	\$72,045	\$69,967
NORGLLENWOLD	\$92,755	\$97,869	\$100,174
NORRIS BEACH	\$66,868	\$68,004	\$71,247
PARKLAND BEACH	\$79,281	\$82,576	\$83,340
PELICAN NARROWS	\$78,101	\$81,041	\$81,150
POINT ALISON	\$61,691	\$62,068	\$63,077
POPLAR BAY	\$75,738	\$78,216	\$78,658
ROCHON SANDS	\$71,938	\$73,893	\$74,665
ROSS HAVEN	\$80,072	\$83,184	\$78,688
SANDY BEACH	\$92,543	\$98,831	\$97,419
SEBA BEACH	\$81,993	\$85,597	\$91,069
SILVER BEACH	\$69,016	\$70,391	\$68,932
SILVER SANDS	\$79,471	\$82,686	\$87,666
SOUTH BAPTISTE	\$67,698	\$68,584	\$68,413
SOUTH VIEW	\$68,409	\$69,758	\$70,032

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
SUNBREAKER COVE	\$72,855	\$74,934	\$79,659
SUNDANCE BEACH	\$69,690	\$71,415	\$67,777
SUNRISE BEACH	\$77,068	\$79,746	\$80,907
SUNSET BEACH	\$66,988	\$68,119	\$68,483
SUNSET POINT	\$79,967	\$83,132	\$91,522
VAL QUENTIN	\$86,171	\$90,342	\$79,525
WAIPAROUS	\$66,547	\$67,829	\$68,415
WEST BAPTISTE	\$66,239	\$67,417	\$68,176
WEST COVE	\$80,207	\$83,310	\$90,211
WHISPERING HILLS	\$76,634	\$79,513	\$77,518
WHITE SANDS	\$74,777	\$77,148	\$82,650
YELLOWSTONE	\$74,308	\$77,069	\$74,329
Municipal Districts and Counties⁴			
ACADIA NO. 34, M.D. OF	\$402,802	\$439,391	\$429,813
ATHABASCA COUNTY	\$1,704,758	\$1,946,652	\$1,786,119
BARRHEAD NO. 11, COUNTY OF	\$1,192,812	\$1,354,364	\$1,276,618
BEAVER COUNTY	\$1,564,919	\$1,774,404	\$1,718,635
BIG LAKES COUNTY	\$1,311,171	\$1,488,443	\$1,389,338
BIGHORN NO. 8, M.D. OF	\$408,920	\$450,102	\$467,222
BIRCH HILLS COUNTY	\$1,083,357	\$1,217,001	\$1,169,454
BONNYVILLE NO. 87, M.D. OF	\$3,053,572	\$3,500,847	\$3,283,859
BRAZEAU COUNTY	\$1,751,210	\$1,993,585	\$1,856,320
CAMROSE COUNTY	\$1,782,659	\$2,017,490	\$1,772,169
CARDSTON COUNTY	\$1,045,188	\$1,181,309	\$1,170,569
CLEAR HILLS COUNTY	\$1,086,778	\$1,240,211	\$1,209,434
CLEARWATER COUNTY	\$2,787,346	\$3,205,195	\$3,100,884
CYPRESS COUNTY ⁵	\$2,039,853	\$2,108,963	\$2,036,513
FAIRVIEW NO. 136, M.D. OF	\$635,114	\$707,257	\$685,565
FLAGSTAFF COUNTY	\$1,431,877	\$1,631,969	\$1,573,481
FOOTHILLS COUNTY	\$3,356,423	\$3,866,154	\$3,781,463
FORTY MILE NO. 8, COUNTY OF	\$1,613,754	\$1,790,509	\$1,736,856
GRANDE PRAIRIE NO. 1, COUNTY OF	\$4,090,770	\$4,721,663	\$4,733,498
GREENVIEW NO. 16, M.D. OF ⁵	\$3,184,939	\$3,067,685	\$2,861,356
KNEEHILL COUNTY	\$1,370,055	\$1,564,960	\$1,513,519
LAC STE. ANNE COUNTY	\$1,819,410	\$2,080,923	\$2,051,314
LACOMBE COUNTY	\$2,698,804	\$3,079,122	\$2,942,792
LAC LA BICHE COUNTY	\$2,025,000	\$2,327,776	\$2,215,104
LAMONT COUNTY	\$1,183,018	\$1,344,238	\$1,290,050
LEDUC COUNTY	\$3,739,050	\$4,260,582	\$4,140,333
LESSER SLAVE RIVER NO. 124, M.D. OF	\$854,679	\$949,865	\$928,648
LETHBRIDGE COUNTY	\$2,133,779	\$2,426,872	\$2,313,197
MACKENZIE COUNTY	\$2,337,409	\$2,693,126	\$2,679,307
MINBURN NO. 27, COUNTY OF	\$1,381,582	\$1,562,118	\$1,501,185

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
MOUNTAIN VIEW COUNTY	\$2,758,684	\$3,096,588	\$2,965,466
NEWELL, COUNTY OF ⁵	\$1,754,334	\$1,705,322	\$1,653,211
NORTHERN LIGHTS, COUNTY OF	\$1,077,141	\$1,244,677	\$1,204,042
NORTHERN SUNRISE COUNTY	\$867,681	\$976,443	\$933,286
OPPORTUNITY NO. 17, M.D. OF	\$1,150,970	\$1,304,149	\$1,244,429
PAINTEARTH NO. 18, COUNTY OF	\$1,069,592	\$1,217,509	\$1,190,453
PARKLAND COUNTY	\$4,746,334	\$5,458,327	\$5,222,047
PEACE NO. 135, M.D. OF	\$479,714	\$529,739	\$502,087
PINCHER CREEK NO. 9, M.D. OF	\$1,021,407	\$1,154,810	\$1,146,862
PONOKA COUNTY	\$1,613,366	\$1,848,303	\$1,812,810
PROVOST NO. 52, M.D. OF	\$1,106,860	\$1,262,026	\$1,215,612
RANCLAND NO. 66, M.D. OF	\$215,534	\$225,663	\$224,764
RED DEER COUNTY	\$4,323,818	\$4,979,965	\$4,853,225
ROCKY VIEW COUNTY ⁵	\$6,463,565	\$6,901,956	\$6,829,525
SADDLE HILLS COUNTY ⁵	\$979,556	\$1,090,542	\$1,081,382
SMOKY LAKE COUNTY	\$884,443	\$995,153	\$973,518
SMOKY RIVER NO. 130, M.D. OF	\$1,053,963	\$1,191,172	\$1,145,433
SPIRIT RIVER NO. 133, M.D. OF	\$508,875	\$564,045	\$539,631
ST. PAUL NO. 19, COUNTY OF	\$1,372,756	\$1,566,121	\$1,499,656
STARLAND COUNTY	\$974,644	\$1,101,733	\$1,042,359
STETTLER NO. 6, COUNTY OF	\$1,820,143	\$2,047,660	\$1,829,645
STRATHCONA COUNTY	\$12,215,060	\$14,198,554	\$13,848,213
STURGEON COUNTY	\$2,972,283	\$3,471,770	\$3,331,951
TABER, M.D. OF	\$1,510,656	\$1,733,672	\$1,723,483
THORHILD COUNTY	\$1,039,196	\$1,172,405	\$1,109,511
TWO HILLS NO. 21, COUNTY OF	\$1,437,933	\$1,631,288	\$1,562,534
VERMILION RIVER, COUNTY OF	\$2,838,664	\$3,286,158	\$3,144,187
VULCAN COUNTY	\$1,434,098	\$1,635,763	\$1,613,141
WAINWRIGHT NO. 61, M.D. OF	\$1,777,910	\$2,029,432	\$1,956,595
WARNER NO. 5, COUNTY OF	\$1,321,073	\$1,494,057	\$1,487,420
WESTLOCK COUNTY	\$1,679,477	\$1,906,444	\$1,834,122
WETASKIWIN NO. 10, COUNTY OF	\$1,903,250	\$2,187,605	\$2,117,995
WHEATLAND COUNTY	\$2,460,621	\$2,815,251	\$2,709,999
WILLOW CREEK NO. 26, M.D. OF	\$1,744,567	\$1,967,200	\$1,738,994
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	\$16,149,857	\$18,704,878	\$17,876,606
WOODLANDS COUNTY	\$1,233,100	\$1,397,712	\$1,333,200
YELLOWHEAD COUNTY	\$3,847,026	\$4,370,260	\$4,106,855
Improvement Districts and Special Areas Board⁴			
I.D. NO. 04 (WATERTON)	\$198,816	\$206,377	\$209,650
I.D. NO. 09 (BANFF) ⁵	\$362,178	\$272,118	\$264,917
I.D. NO. 12 (JASPER NATIONAL PARK) ⁶	\$155,023	\$155,825	\$0
I.D. NO. 24 (WOOD BUFFALO)	\$211,412	\$221,213	\$224,800
KANANASKIS IMPROVEMENT DISTRICT	\$175,386	\$179,353	\$171,449

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
SPECIAL AREAS BOARD	\$2,550,959	\$2,916,049	\$2,879,038
Metis Settlements⁴			
BUFFALO LAKE	\$250,560	\$262,208	\$232,365
EAST PRAIRIE	\$232,417	\$241,963	\$217,370
ELIZABETH	\$240,574	\$251,066	\$279,090
FISHING LAKE	\$233,683	\$243,376	\$239,972
GIFT LAKE	\$275,454	\$289,985	\$285,827
KIKINO	\$293,175	\$309,759	\$362,542
PADDLE PRAIRIE	\$231,151	\$240,551	\$269,745
PEAVINE	\$235,089	\$244,945	\$234,104
Rest of Alberta Sub-total	\$342,170,671	\$386,325,924	\$376,595,490
Total	\$724,170,671	\$820,374,462	\$799,711,599

Notes:

1. Amounts above show what local governments will be entitled to in the specified years based on the *Local Government Fiscal Framework Act* and the approved allocation formula for the Local Government Fiscal Framework, subject to Ministerial commitments of the allocations.
2. 2024 LGFF Capital allocations are based mainly on 2021 data, 2025 allocations are based mainly on 2022 data, and 2026 allocations are based on 2023 data.
3. LGFF Capital allocations for the Charter Cities of Calgary and Edmonton are calculated using a formula based on population (48%), education tax requisitions (48%) and length of local roads (4%).
4. LGFF Capital allocations for local governments other than Calgary and Edmonton are calculated using a formula based on population (65%), tangible capital assets (15%), average cumulative amortization (10%) and length of local roads (10%). In addition, each local government receives base funding and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation.
5. 2024 LGFF Capital amounts include a one-time transitional top-up allocated to nine local governments to ensure they do not experience a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative in 2023. The top-up funding totals \$2,170,671, with the Town of Banff receiving \$106,456, the Town of Canmore receiving \$646,571, the Municipality of Jasper receiving \$13,789, Cypress County receiving \$192,946, the Municipal District of Greenview receiving \$332,152, the County of Newell receiving \$265,015, Rocky View County receiving \$482,780, Saddle Hills County receiving \$24,358, and I.D. No. 09 (Banff) receiving \$106,604.
6. Local governments with no resident population are not eligible for LGFF Capital funding. Based on the 2023 Municipal Affairs Population List, I.D. No. 12 (Jasper National Park) had no population and is not entitled to LGFF Capital funding in 2026.

From: Warren Noga <warren@rmaalberta.com>
Sent: November 13, 2024 8:53 AM
To: Warren Noga
Cc: RMA Board Dist
Subject: Update on Unpaid Tax Tool
Attachments: 46657- Letter to RMA on municipal tax issues.pdf

Hello RMA Mayors/Reeves and CAOs,

Please share this email with your council colleagues

Earlier this fall we shared with you a letter from the Minister of Energy and Minerals outlining the creation of a new mechanism for municipalities to request additional support in collecting unpaid taxes from operating oil and gas companies. That initial letter is attached. Following the Minister of Municipal Affairs' comments at RMA's fall convention, we want to provide you with an update.

RMA has been invited by the Government of Alberta (GOA) to work with administrative staff from Municipal Affairs, Energy and Minerals, and the AER to develop a process for municipalities to follow to

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utilize the enhanced enforcement outlined in the letter. This work is underway, however, as the process has not been completed there is no formal mechanism for municipalities to respond to the requirements outlined in the letter. With this in mind, RMA is concerned about the Minister of Municipal Affairs' comments that he hasn't seen any letters from municipalities requesting this action.

RMA is seeking to collaborate with the GOA to develop a mechanism that is administratively easy for municipalities to use that will satisfy the requirements. However, it is unclear what actions will be taken by the GOA to assist in the recovery of unpaid taxes. Additionally, RMA is working with the GOA and AER to ensure that action is taken on any eligible company put forward, regardless of their current financial status or other current AER compliance orders in place. While the commitments made in the letter are not a perfect solution, it is crucial that enforcement action is taken against a company with taxes in arrears regardless of their broader financial and regulatory performance.

RMA will share updates with members on the process with the hope that the outcome will lead to a tool that municipalities can use to improve the collection of unpaid taxes.

Thank you,

Warren Noga, MSc, MPA

Policy Advisor



ALBERTA

Energy and Minerals

Office of the Minister

MLA, Fort McMurray- Lac La Biche

AR46657

August 13, 2024

Mr. Paul McLauchlin, President
Rural Municipalities of Alberta
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

Dear President McLauchlin:

The Government of Alberta takes the issue of unpaid municipal property taxes seriously and expects oil and gas producers to pay their taxes. Alberta's oil and gas industry currently pays about \$1.6 billion in municipal taxes annually. It is clear the vast majority of companies pay their taxes, but we understand why municipalities are frustrated by overdue municipal taxes from a handful of operating oil and gas companies. We share this frustration.

The property taxes assessed to oil and gas companies in Alberta by municipalities under the Municipal Government Act contribute to the sustainability of communities across Alberta, and resolving municipal tax arrears is a complex issue and involves multiple interests. Finding the best balance for both municipalities providing services in their jurisdiction and for oil and gas companies that support jobs and local business while contributing to government revenues requires collaboration among all impacted stakeholders.

In the past ten years, the oil and gas industry has faced multiple global economic challenges and continues to adapt to global challenges, demand cycles, and the energy transition. These have all impacted local governments and the Government of Alberta. Because of recent challenges in the oil and gas industry and the resulting impacts to local government revenues, the Government of Alberta acted to support municipalities by implementing a suite of improvements including:

- The Provincial Education Requisition Credit (PERC) program, which provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties for the 2015 through 2025 tax years.
- Restoration of a special priority lien in 2021 under Bill 77 for linear property and machinery and equipment, applicable to all a debtor's assessable property within the municipality and giving municipalities priority over other creditors (apart from the Crown and environmental liability obligations) for unpaid taxes.

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Government also provided funding to Rural Municipalities of Alberta (RMA) to develop a resource that would help its members understand how to enforce the special lien.

- Energy and Minerals issued Ministerial Order 043/2023 requiring payment of municipal taxes as a mandatory condition for the approval of new well licences and well licence transfers between oil and gas, which became effective May 1, 2023. Please note: I will be providing additional direction to the Alberta Energy Regulator (AER) on that order to help maximize the number of oil and gas assets that return to municipal tax paying status.

Responsible operators in Alberta must comply with all applicable provincial requirements in order to produce and develop energy resources, including the timely payment of municipal taxes assessed on oil and gas infrastructure. I continue to encourage and support Government and AER initiatives that proactively address unpaid taxes and impose appropriate consequences on the small number of operators who do not comply with tax payment obligations or other provincial requirements. As Minister, I am willing to consider other tools, in cooperation with the AER, to implement further compliance and enforcement actions on companies with significant property taxes in arrears.

You should be aware that, any additional process that are additive to Ministerial Order 043/2023 may place these companies at an increased risk of bankruptcy. This in turn would increase the risk of assets going to the Orphan Well Association which is not required to pay municipal taxes.

With these risks in mind, as part of a contemplated additional process, we would require evidence of due diligence on the part of municipalities to ensure that bad tax debts are written off, current tax debts are accurate, and all available tools are being used in a timely and reasonable manner to collect them. On top of this, the additional enforcement tools would apply only to an individual request submitted by a municipality about an operating company with municipal property tax arrears in excess of \$50,000. Only such arrears that are past due for more than 12 months would be eligible for this additional process.

Before I work with the AER to help a municipality in these situations, I would need the municipality to provide me with a municipal council resolution which must include:

1. the details of the tax arrears,
2. the steps taken by the municipality within its toolkit to collect them,
3. and an unambiguous request to the Minister of Energy and Minerals to employ all available tools to aid the municipality in the tax collection.

The “details of the tax arrears” in the resolution would have to include a legal description of the specific assets (i.e. legal land description of where they are located, serial

.../3

numbers of any assessed equipment and machinery, and such other particulars as may be necessary in the circumstances) in addition to (by asset) the tax amount owing, when the tax was assessed and originally due, and how the tax amount was calculated. The impacted company, my office, and the AER would have to be provided at least thirty days written notice of the council resolution vote.

My ministry will work with the Ministry of Municipal Affairs and the AER to further develop this process in consultation with key stakeholders and municipalities.

To further assist municipalities in communicating the actual realizable municipal tax arrears, I will ask the AER to make available to municipalities a list of companies which have appeared on recent unpaid tax rolls who are not producing or operating in Alberta because of insolvency status. This will allow municipalities to distinguish in their reporting between companies that are operating and not paying their taxes, and companies that are defunct or under court insolvency protections. Correctly distinguishing between those two categories provides a more accurate understanding of the problem.

I have also begun discussions with the Ministry of Municipal Affairs around the policy issue of how municipal tax is assessed on energy assets belonging to companies that are either defunct or going through court insolvency proceedings. Maintaining these assets on the assessment roll has historically served a policy purpose, as the assets have generally come back into production under a new owner. It is possible given the evolving nature of the energy industry and court precedents around asset retirement obligations that this policy purpose can be revisited.

I also invite the RMA to make specific suggestions on how municipalities can effectively communicate information about unpaid taxes with the AER, the Ministry of Energy and Minerals, and the Ministry of Municipal Affairs in support of this process. We all agree that municipal tax information across Alberta should be consistent, accurate, and up to date so that Albertans have the facts.

Thank you for your attention to this issue.

Sincerely,



Brian Jean, K.C., ECA
Minister

.../4

cc: **Minister Ric McIver, Municipal Affairs**
Larry Kaumeyer, Deputy Minister Energy and Minerals
Brandy Cox, Deputy Minister Municipal Affairs
Laurie Pushor, CEO Alberta Energy Regulator
David Goldie, Board Chair, Alberta Energy Regulator
Duncan Au, Incoming Board Chair, Alberta Energy Regulator



FEATURED:

RMA Releases Final Report and Recommendations on Rural Municipal Infrastructure Deficit

Over the past several months, the RMA, in conjunction with Tantus Solutions Group, has undertaken an ambitious study to assess the current infrastructure deficit in rural municipalities. The final report in the RMA's four-part infrastructure deficit series outlines the overall deficit and provides a series of recommendations for government, rural municipalities, and the RMA.

[Learn more...](#)

Please note, due to the 2024 Fall Convention & Tradeshow, there will be no issue of Contact next week.

MEMBER BULLETINS

Member bulletins are posted to RMAAlberta.com regularly each week. Below is a list of all the member bulletins compiled from the past week.

Monthly Resolution Update – October 2024

The Monthly Resolution Update Bulletin is intended to routinely highlight a selection of the over 70 currently active resolutions, offering members a more detailed insight into the work being carried out on their behalf. For



the latest formal statuses and reactions to all resolutions, view the RMA's Resolutions Database. You can now view the October 2024 edition of the Monthly Resolution Update Bulletin.

[Learn more...](#)

Government of Alberta Announces Water Availability Engagement

The Government of Alberta is seeking input on new policies, regulatory tools, and potential amendments to the Water Act to increase water availability. The goal of the engagement appears to be to increase the amount of water available for use while protecting the aquatic environment.

[Learn more...](#)

Below the Drill – Week 6

Over the past six weeks, the RMA's **Below the Drill** series has shared information on the extent and impacts of the lost municipal tax revenue as a result of provincial government policies has had on rural communities. This is the final week of Below the Drill, which concludes with a calculation and analysis of the **cumulative impacts** of the polices explored throughout the campaign.

[Learn more...](#)

Police Funding Model Survey: What We Heard

The Police Funding Model (PFM) is set to expire on March 31, 2025. It is currently unknown when or if the Government of Alberta (GOA) will conduct engagement with municipalities in advance of renewing the PFM. In preparation for possible upcoming engagement, the RMA conducted a survey to better understand member perspectives on the PFM. Key findings of the survey are summarized in a What We Heard document.

[Learn more...](#)

AGRICULTURE UPDATE

**Moisture Situation Update -
October 23, 2024**

JOB POSTINGS

RMA

**Manager of Policy &
Research**

Financial Analyst

Risk Advisor

County of Wetaskiwin

**Administrative Assistant –
Public Works**

Northern Sunrise County

**Level II or III Certified Water
& Wastewater Operator**

MD of Taber

Manager of Finance

Beaver County

**Executive Assistant –
Legislative Services**

Leduc County

Senior Municipal Engineer

VIEW OUR JOB BOARD

**LOOKING FOR
INFORMATION FROM
A PREVIOUS ISSUE?**

View our **Contact newsletter
archive** or our **member
bulletin archive**.

Learn more
about the key

REVISED Resolutions package for the RMA 2024 Fall Convention

The resolutions package released on Oct 16 for the RMA 2024 Fall Convention has been revised to include a missing resolution and the addition of a secondary sponsoring municipality to an existing resolution. The revised resolutions package that will be presented during the resolution session at the RMA 2024 Fall Convention is now available.

[Learn more...](#)

issues facing rural Alberta by reading our **position statements**.

[Forward to friend](#)

[Share on Twitter](#)

[Share on Facebook](#)

RMA Insurance: How to Report a Claim

Whether you are dealing with a personal or commercial loss, there is no such thing as a standard claim. Although your insurer has dedicated staff to help process your claim, knowing what you should do before you contact your insurer will help the claim proceed quickly and smoothly.

[Learn more...](#)

RMA 2023 – 2024 Annual Report Now Available

In adhering to the RMA's values of transparency and accountability, we are pleased to share our 2023 – 2024 Annual Report.

[Learn more...](#)



The RMA shares weekly legislative updates during the times of the year when the legislature is sitting. This is our update for **the week of October 28 - 31 2024.**

REMINDERS

RMA & Canoe Open House

On Monday, November 4 from 8:00 am to 2:30 pm, the RMA & Canoe will be hosting an open house at our office at 2510 Sparrow Drive. Join us for coffee and snacks while you get the chance to tour our new building!

RMA Presenting Bylaw Amendments at 2024 Fall Convention

The RMA's bylaws clarify the association's objectives, membership, election processes, governance structure, and other key aspects of how RMA operates. As per the bylaws, any bylaw amendments must be approved by a three-fifths majority of RMA Full Members, and proposed amendments must be circulated to Full Members at least twenty-one days prior to the convention where the vote will be held.

[Learn more...](#)

Fall 2024 Emergent Resolution Deadline is November 4

As per the RMA's Resolution Process policy, an emergent resolution is defined as a resolution submitted to the RMA after the resolution deadline that addresses a subject or problem that has arisen subsequent to the resolution deadline. Emergent resolutions must be submitted prior to 11:00 am on Monday, November 4, 2024.

[Learn more...](#)

RMA 2024 Board Elections – Declared Results & Candidates List

The RMA Board of Directors has staggered rotating board elections with three positions scheduled for election one year and four positions the next. Three RMA board positions were open for nominations as per the regular schedule for 2024: the President and directors for District 1 and District 4. The nomination deadline for the 2024 available district director positions closed at 4:30 pm on October 21, 2024. Nominations for President closed October 7, 2024.

[Learn more...](#)

RMA Submission Regarding Reclamation Securities for Renewable Energy Developments

Environment and Protected Areas (EPA) is seeking input on the design of reclamation securities to be used with renewable energy developments. The RMA provided written comments to EPA that draw on existing positions to respond to the specific questions posed in the consultation.

[Learn more...](#)

Government of Alberta Announces Local Growth and Sustainability Grant

The Local Growth and Sustainability Grant (LGSG), first introduced in Budget 2024 with a total funding commitment of \$60 million over three years, is now accepting applications. The LGSG is comprised of two components: Growth and Sustainability.

[Learn more...](#)

Government of Alberta Contemplates Legislative Changes Affecting Intermunicipal Collaboration Frameworks

The Government of Alberta has informed the RMA that amendments to the Municipal Government Act (MGA) pertaining to ICFs are expected to be introduced in the spring. If introduced, changes would likely impact municipalities that are either in the process of

renegotiating their agreements or are required to do so in the near future based on a specific renegotiation date agreed to in their individual ICF(s).

[Learn more...](#)

RMA Releases Report on Rural Volunteerism in Alberta

The RMA partnered with the University of Alberta's Centre for Sustainable Rural Communities (ACSRC) to develop a report on the declining rates of volunteerism in Alberta and the associated threat to rural communities.

[Learn more...](#)

Applications Open for the Small Community Opportunity Program

The Government of Alberta has opened applications for the second intake of the **Small Community Opportunity Program** (SCOP), which will provide grants for non-profits, Indigenous and small communities to help build capacity in agriculture, small business, and local development. The SCOP provides grants to tackle challenges and tap into opportunities in rural areas.

[Learn more...](#)

Government of Alberta Introduces New Local Authorities Election Act Regulations

Bill 20, the *Municipal Affairs Statutes Amendment Act*, made changes to both the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA). On October 18, 2024, the Minister of Municipal Affairs announced two new regulations designed to implement some LAEA changes.

[Learn more...](#)

AUC Consultation on Rule 009

The AUC is contemplating changes to Rule 009 to expand cost recovery to municipalities, which aligns with recommendations made by the RMA's Quasi-Judicial Agencies Committee. Municipalities are encouraged to review the proposed amendments and submit comments by November 14, 2024.

[Learn more...](#)

ANNOUNCEMENTS

The Great Twine Round-Up Comes to Alberta with \$12,000 in total Cash Prizes

Cleanfarms, in partnership with the Agricultural Plastics Recycling Group is **excited to announce the launch** of 'The Great Twine Round-Up', a new province-wide initiative designed to promote used plastic baler twine recycling. This exciting contest offers substantial cash prizes to the winners' 4-H club or district or an Alberta-based nonprofit organization or charity of their choice that supports agriculture.

Data Literacy Program for Cow-Calf Producers

The Data Literacy Program for Cow-Calf Producers includes **two workshops** and a **six-month mentoring program**, all part of the Government of Alberta sponsored Alberta Digitalization Agriculture Program. Upcoming workshop will take place November 28 in Red Deer and will cover data-driven decision making, cost-efficient calves marketing, feeding strategies, and health management practices. The program covers all costs for attendees, including registration, meals, and hotel accommodations for the night of November 27.

Registration closes November 11.

MCCAC Updates

- **Electric vehicles help keep county's ice rinks smooth:** Strathcona County purchased two fully electric Engo ice resurfacers in 2024. The MCCAC

provided \$100,000 towards the purchase as part of its Electric Vehicles for Municipalities (EVM) program. This project was funded by the Government of Alberta. [Read the full success story here.](#)

- **Alberta Capital Airshed hosts Clean Air Forum (November 13):** The Clean Air Forum is an opportunity for air quality stakeholders to share, learn and collaborate. The topic for this year's event is Air Aware – Empowering Resilient Communities. The forum will take place at Strathcona County Community Centre on November 13 from 8:30 am to 4:00 pm. Check out the [agenda](#) and [register here.](#)

IN THE NEWS

- **New Sheriffs unit to enhance public safety**
- **Canadian oil exports to U.S. rise to record high**
- **Preparation, swift response define wildfire season**
- **Legislative session in Alberta reconvenes with plenty of items for the rural watchlist**
- **Alberta aims to strengthen enforcement power of child-care system overseers**
- **Alberta's neighbours saw their own stark rural-urban election splits in new political reality**
- **Rural Alberta water utilities need almost \$3 billion investment: report**
- **Feds call Alberta's application for judicial review of carbon price a 'political stunt'**
- **Career education sets students up for success**
- **Alberta's business sector is booming**
- **Conservation groups, NDP critical of survey for Alberta's nature strategy**



Source URL: rmalberta.com/news/rma-releases-final-report-and-recommendations-on-rural-municipal-infrastructure-deficit/

RMA Releases Final Report and Recommendations on Rural Municipal Infrastructure Deficit

Posted on: November 1, 2024



The final report in the RMA's four-part infrastructure deficit series outlines the overall deficit and provides a series of recommendations for government, rural municipalities, and the RMA

Over the past several months, the RMA, in conjunction with Tantus Solutions Group, has undertaken an **ambitious study** (<https://rmalberta.com/wp-content/uploads/2024/08/RMA-Municipal-Infrastructure-Deficit-Project-Overview.pdf>) to assess the current infrastructure deficit in rural municipalities. This is a critical initiative to support ongoing advocacy efforts and to demonstrate the importance of provincial investment into rural municipal infrastructure. This work consisted of collection and in-depth analysis of provincial and municipal asset data.

The project's final report **is now available.** (https://rmalberta.com/wp-content/uploads/2024/11/Asset-Deficit-Summary_0.0.pdf) It identifies Alberta's overall rural municipal infrastructure deficit at **\$17.25 billion**, and projects that the deficit will grow to **\$40.71 billion in 2028** based on current provincial funding available for rural municipal infrastructure projects. The report also finds that a one-time investment to return the portfolio to good condition would have a return on investment of approximately 3.3 years due to the lower annual maintenance costs required for to maintain the network at an optimal condition level.

The report also includes the following 15 recommendations for the Government of Alberta, the RMA, and rural municipalities:

Government of Alberta

1. Provide near-term funding increases to address the infrastructure deficit and support critical infrastructure for economic prosperity
2. Develop a prioritization matrix for key municipal infrastructure to determine funding priorities
3. Introduce restrictions on existing funding to focus investment on core infrastructure maintenance/renewal
4. Introduce grant program to support asset management program development by municipalities
5. Strengthen asset management program existence as an eligibility requirement on funding programs
6. Develop an asset data reporting program for municipalities
7. Introduce innovation funding to support new technology and construction techniques

The RMA

8. Renew and promote asset management supports and education programming for members
9. Develop ongoing asset data collection program for member asset information
10. Explore program development/promotion of collaborative asset management programming among members
11. Utilize canoe to promote innovative technology and materials for infrastructure renewal work
12. Continue advocacy on key infrastructure issues

Rural Municipalities

13. Expand Asset Inventorying and Asset Management Programs

14. Explore Increased Regional Collaboration for Asset Management Program Development and Infrastructure Renewal Projects

15. Conduct Climate Change Resiliency Planning for Core Infrastructure

At this point, the RMA plans to shift its focus to advocating on and actioning the recommendations in the report. For more detailed information on each of the asset types examined throughout **the project** (<https://rmaalberta.com/reports-toolkits/rmas-rural-municipal-infrastructure-deficit-project/>), check out previously released reports: one **on bridges** (<https://rmaalberta.com/wp-content/uploads/2024/09/2024-InfrastructureDeficitReport-Bridges-1.1.pdf>), one on **roads** (<https://rmaalberta.com/wp-content/uploads/2024/09/09-20-24-RMA-Infrastructure-Deficit-Project-Roads-Report.pdf>), and one on **utility infrastructure** (https://rmaalberta.com/wp-content/uploads/2024/10/Asset-Deficit-Summary-Report-Utilities_0.1.pdf). For more information on the purpose of the overall Rural Municipal Infrastructure Deficit project, read the **project overview document** (<https://rmaalberta.com/wp-content/uploads/2024/08/RMA-Municipal-Infrastructure-Deficit-Project-Overview.pdf>).

Wyatt Skovron

General Manager of Policy & Advocacy

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wyatt@RMAAlberta.com (mailto:wyatt@RMAAlberta.com)

Monthly Resolution Update – October 2024

Posted on: October 31, 2024



To improve reporting on resolution advocacy, the RMA is releasing a monthly bulletin highlighting recent actions undertaken on select active resolutions

The Monthly Resolution Update Bulletin is intended to routinely highlight a selection of the over 70 currently active resolutions, offering members a more detailed insight into the work being carried out on their behalf. For the latest formal statuses and reactions to all resolutions, view the RMA's **Resolutions Database** (<https://rmalberta.com/advocacy/resolutions/resolutions-database/>).

The October 2024 edition of the Monthly Resolution Update Bulletin features the following resolutions:

Resolution 1-23F: Strategic Transportation Infrastructure Program (STIP) Funding (<https://rmalberta.com/resolutions/1-23f-strategic-transportation-infrastructure-program-funding/>)

The RMA's members are responsible for the largest road and bridge network of any stakeholder in the province, which provides the agriculture, forestry, and energy industries with access to natural resources, connects communities, provides access to important community services, and supports the tourism industry.

Building and maintaining transportation infrastructure is the single biggest expense for most rural municipalities, whose municipal tax revenues alone are insufficient to build and maintain their transportation infrastructure networks. Adequate funding

from the province through initiatives such as STIP is necessary to ensure the sustainability of rural Alberta's transportation network and the viability of rural communities.

The RMA appreciates that the **recently announced (<https://www.alberta.ca/local-growth-and-sustainability-grant>)** Local Growth and Sustainability Grant (LGSG) recognizes the impacts of non-residential growth on municipal infrastructure. However, based on the RMA's analysis of the LGSG, little if any of the available funding is likely to flow to support non-residential growth in rural municipalities. LGSG funding falls well short of the funds required to offset the infrastructure deficit faced by rural municipalities and does not make up for inadequate funding under the oversubscribed STIP program.

The RMA is currently undertaking a study of the **rural municipal infrastructure deficit (<https://rmalberta.com/reports-toolkits/rmas-rural-municipal-infrastructure-deficit-project/>)** to provide insight into the challenges of maintaining and repairing existing infrastructure and continues to advocate for a substantial increase to the funding available for the Local Road Bridge Program stream within STIP, as well as linking STIP funding to the current infrastructure deficit and the risks associated with failing infrastructure.

Resolution 5-23F: Municipal Involvement in Quasi-Judicial Agencies (<https://rmalberta.com/resolutions/5-23f-municipal-involvement-in-quasi-judicial-agencies/>)

Provincial quasi-judicial agencies such as AHS, the NRCB, AUC and the AER administer the various policy decisions and service provision of the Government of Alberta. Over the years, members have observed that municipalities are often not fully or fairly involved in project approval processes, lack meaningful participation in project hearings, and find it difficult to hold proponents to account in the case of bankruptcies or project end of life.

For these reasons and more, Resolution 5-23F calls for increased accountability, engagement and transparency for municipalities involved in project approval and hearing process across Alberta's quasi-judicial agencies. Since the resolution's endorsement, RMA formed the quasi-judicial agencies member committee (QJAC), which produced **a final report of recommendations (<https://rmalberta.com/wp-content/uploads/2023/11/FINAL-RMA-QJAC-Committee-Report-2.pdf>)** to help address the issues presented in the resolution. Some of the recommendations related to this resolution include:

- That the GOA and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess decision-making and engagement processes.
- That the GOA and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.
- That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans.
- That municipalities have automatic status as directly affected parties and automatic standing at all hearings.

In addition to these recommendations, the RMA also provided input as part of the AUC's Rule 007 consultation. The RMA's input aligned with this resolution, emphasizing the need for municipalities to be proactively involved in approval processes as a key stakeholder. Government has already committed to some positive process changes, such as municipal participation rights to be automatically granted and cost recovery for participating municipalities.

Most recently, the AUC is conducting **consultation on Rule 009** (<https://media.auc.ab.ca/prd-consultation/sites/2/2024/10/Bulletin-2024-20.pdf>), which addresses intervener cost recovery and other issues related to hearing participation. As part of these consultations, the AUC may implement changes to Rule 009 that expand cost recovery to municipalities participating in approval hearings, which is a promising development in support of both the QJAC recommendations and this resolution. The AUC is accepting feedback on this consultation until November 14, 2024 and municipalities are encouraged to review the **proposed amendments** (<https://media.auc.ab.ca/prd-consultation/sites/2/2024/10/2024-10-03-Rule-009-blackline.pdf>) and submit comments to engage@auc.ab.ca (<mailto:engage@auc.ab.ca>). The RMA also intends to provide input towards this consultation with an emphasis on the need for actual cost recovery rates to be reflective of municipal participation costs, which is not the case in the proposed changes.

Resolution 7-24S: Establishing a Provincial Level of Service for Emergency Social Services (<https://rmaalberta.com/resolutions/7-24s-establishing-a-provincial-level-of-service-for-emergency-social-services/>)

Rural municipalities often host evacuees fleeing disasters and emergencies, which may include providing emergency social services. While such support is crucial and reflects the community spirit present across rural Alberta, it also presents major cost and capacity challenges for municipalities. Currently, different municipalities provide different levels of emergency social services which impacts cost consistency. This resolution calls for the development of a provincial level of emergency social services to increase consistency across the province, differentiate between basic and discretionary emergency social services, and create a fee schedule that would clarify cases in which the province contributes and how municipalities should bill one another.

Given the increase in evacuations in recent years, the RMA views this as a priority issue. The RMA plans to analyze surrounding legislation, ESS offerings in other provinces, and municipal ESS plans, prepare a list of essential and discretionary emergency social services to develop recommendations related to the development and implementation of a provincial level of emergency social services.

Stay tuned for future editions of the Monthly Resolution Update Bulletin, where we will continue to feature updates on selected resolutions.

Wyatt Skovron

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Source URL: rmalberta.com/news/government-of-alberta-announces-water-availability-engagement/

Government of Alberta Announces Water Availability Engagement

Posted on: November 1, 2024



Engagement seeks information on how to enhance water management system to improve water availability

The Government of Alberta is **seeking input (<https://www.alberta.ca/water-availability-engagement>)** on new policies, regulatory tools, and potential amendments to the *Water Act* to increase water availability. The goal of the engagement appears to be to increase the amount of water available for use while protecting the aquatic environment. Based on historic feedback, the engagement will initially explore:

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

The engagement was shared directly with municipalities, and includes a request for interested municipalities to set up a meeting between their staff and the engagement team. Interested RMA members should email epa.water@gov.ab.ca

(mailto:epa.water@gov.ab.ca) to request this opportunity. Additionally, a survey is expected to be available soon.

The RMA will monitor the engagement for future opportunities to provide input and will share resources as applicable with members.

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Source URL: rmalberta.com/news/below-the-drill-week-6/

Below the Drill - Week 6

Posted on: November 1, 2024



This is the final edition of a six-week campaign that shared how Government of Alberta policies have impacted municipal tax revenue

In recent years, the Government of Alberta (GOA) has implemented several policy initiatives to reduce oil and gas industry costs at the expense of municipal revenue. Over the past six weeks, the RMA's **Below the Drill** (<https://rmalberta.com/advocacy/below-the-drill/>) series has shared information on the extent and impacts of that lost municipal tax revenue as a result of provincial government policies has had on rural communities

This is the final week of Below the Drill, which concludes with a calculation and analysis of the **cumulative impacts** (https://rmalberta.com/wp-content/uploads/2024/11/Below-the-Drill-Week6_0.0.pdf) of the policies explored throughout the campaign. In previous weeks, Below the Drill explored the impact of the removal of the well drilling equipment tax, the ongoing unpaid tax issue, the holiday on drilling assessment for new wells, and the 35% reduction in assessment on shallow gas wells. Cumulatively these policies have caused municipalities to miss out on more than \$331 million in municipal tax revenue. Visit the **Below the Drill** (<https://rmalberta.com/advocacy/below-the-drill/>) website to learn more.

As Below the Drill concludes, the RMA encourages members to share the cumulative impacts of Government of Alberta policies on municipal revenue, including how these policies have impacted local municipal decisions.

Source URL: rmalberta.com/news/police-funding-model-survey-what-we-heard/

Police Funding Model Survey: What We Heard

Posted on: October 31, 2024



The Police Funding Model (PFM) is set to expire on March 31, 2025. It is currently unknown when or if the Government of Alberta (GOA) will conduct engagement with municipalities in advance of renewing the PFM. In preparation for possible upcoming engagement, the RMA conducted a PFM survey to better understand member perspectives on the PFM and the extent to which it has impacted policing services in rural communities. Key findings of the survey are summarized in a **What We Heard document (<https://rmalberta.com/wp-content/uploads/2024/10/PFM-Survey-What-We-Heard-Report-2.0.pdf>)**.

The survey and findings are divided into four themes:

Theme 1: Attitudes and Experiences

Respondents were generally unsupportive of the PFM's introduction and continue not to support it in September 2024. The top concern with the PFM was the imposition of a new cost without a corresponding increase in provincial police service levels.

Theme 2: Budgets

To respond to the addition of a new cost to their budget, many respondents had to increase property taxes and/or decrease support for community services.

Theme 3: Service Levels

Respondents valued working with their local RCMP detachment(s), strongly desired to see lower vacancy rates for local RCMP positions, and on average viewed policing service levels as unchanged or slightly decreased since the PFM was introduced.

Theme 4: PFM Changes

Respondents viewed the PFM as unjustified for several reasons. If the PFM continues, respondents place the highest priority on an increase in local provincial police service levels as the GOA promised when the PFM was introduced.

The RMA is continuing to explore the PFM's impact on rural municipalities and will provide more information to members in the coming months.

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Source URL: rmalberta.com/news/revised-resolutions-package-for-the-rma-2024-fall-convention/

REVISED Resolutions package for the RMA 2024 Fall Convention

Posted on: October 31, 2024



The resolutions package released on Oct 16 for the RMA 2024 Fall Convention has been revised to include a missing resolution and the addition of a secondary sponsoring municipality to an existing resolution. **The revised resolutions package that will be presented during the resolution session (<https://rmalberta.com/wp-content/uploads/2022/02/Fall-2024-RMA-Submitted-Resolutions-FINAL-REVISED.pdf>)** at the RMA 2024 Fall Convention is now available. The following revisions were made to the resolutions package (changes in **bold**):

12-24F	Accountability in the Establishment of an Independent Agency Police Service in Alberta (Thorhild County and County of Northern Lights)
22-24F	Police Funding Model Value to Municipalities (Thorhild County)

The RMA thanks those who pointed out this oversight and apologizes for any convenience this may have caused.

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Source URL: rmalberta.com/news/rma-2023-2024-annual-report-now-available/

RMA 2023 – 2024 Annual Report Now Available

Posted on: November 1, 2024



The 2023 – 2024 RMA Annual Report and Financial Statements are available for member information in advance of the upcoming Annual General Meeting

In adhering to the RMA’s values of transparency and accountability, we are pleased to share our **2023 – 2024 Annual Report (<https://rmalberta.com/wp-content/uploads/2024/11/2023-2024-AnnualReport-1.1.pdf>)**.

The 2023 – 2024 Annual Report provides an update on the RMA’s activities in the last fiscal year, highlighting board activities, advocacy and business services efforts, and the audited financial statements. The RMA 2023 – 2024 activities and financial statements will be presented at the 2024 Fall Convention during the Annual General Meeting on November 6, 2024.

To supplement the audited financial statements, please find the **2023 – 2024 RMA Board of Directors’ per diem and expense summary (<https://rmalberta.com/wp-content/uploads/2024/10/Board-of-Directors-Per-Diem-and-Expense-Summary-2024.pdf>)**.

For more information, contact us using the form below.



FEATURED:

RMA Releases Report on Rural Volunteerism in Alberta

The RMA partnered with the University of Alberta’s Centre for Sustainable Rural Communities (ACSRC) to develop a report on the declining rates of volunteerism in Alberta and the associated threat to rural communities.

[Learn more...](#)

MEMBER BULLETINS

Member bulletins are posted to RMAAlberta.com regularly each week. Below is a list of all the member bulletins compiled from the past week.

RMA 2024 Board Elections – Declared Results & Candidates List

The RMA Board of Directors has staggered rotating board elections with three positions scheduled for election one year and four positions the next. Three RMA board positions were open for nominations as per the regular schedule for 2024: the President and directors for District 1 and District 4. The nomination deadline for the 2024 available district director positions closed at 4:30 pm on October 21, 2024. Nominations for President closed October 7, 2024.

[Learn more...](#)

Below the Drill – Week 5



AGRICULTURE UPDATE

Moisture Situation Update - October 23, 2024

JOB POSTINGS

This week Below the Drill explores the 35% reduction in shallow gas assessment. As an incentive to operators of shallow gas wells and pipelines located primarily in southeastern Alberta, the Government of Alberta reduced the assessment on these assets by 35% beginning in 2019, thus reducing municipal taxes paid on these wells.

[Learn more...](#)

Government of Alberta Contemplates Legislative Changes Affecting Intermunicipal Collaboration Frameworks

The Government of Alberta has informed the RMA that amendments to the Municipal Government Act (MGA) pertaining to ICFs are expected to be introduced in the spring. If introduced, changes would likely impact municipalities that are either in the process of renegotiating their agreements or are required to do so in the near future based on a specific renegotiation date agreed to in their individual ICF(s).

[Learn more...](#)

Government of Alberta Announces Local Growth and Sustainability Grant

The Local Growth and Sustainability Grant (LGSG), first introduced in Budget 2024 with a total funding commitment of \$60 million over three years, is now accepting applications. The LGSG is comprised of two components: Growth and Sustainability.

[Learn more...](#)

RMA Submission Regarding Reclamation Securities for Renewable Energy Developments

Environment and Protected Areas (EPA) is seeking input on the design of reclamation securities to be used with renewable energy developments. The RMA provided written comments to EPA that draw on existing positions to respond to the specific questions posed in the consultation.

RMA

Financial Analyst

Risk Advisor

Town of Peace River

Manager of Public Works

Minister of Municipal Affairs

Chair of the Special Areas Board (SAB)

County Newell

Environmental Services Supervisor

Sylvan Lake

Chief Administrative Officer

Athabasca County

Deputy Fire Chief

VIEW OUR JOB BOARD

**LOOKING FOR
INFORMATION FROM
A PREVIOUS ISSUE?**

View our **Contact newsletter archive** or our **member bulletin archive**.

Learn more about the key issues facing rural Alberta by reading our **position statements**.

Forward to friend

Share on Twitter

[Learn more...](#)

Applications Open for the Small Community Opportunity Program

The Government of Alberta has opened applications for the second intake of the **Small Community Opportunity Program** (SCOP), which will provide grants for non-profits, Indigenous and small communities to help build capacity in agriculture, small business, and local development. The SCOP provides grants to tackle challenges and tap into opportunities in rural areas.

[Learn more...](#)

REMINDERS

Government of Alberta Introduces New Local Authorities Election Act Regulations

Bill 20, the *Municipal Affairs Statutes Amendment Act*, made changes to both the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA). On October 18, 2024, the Minister of Municipal Affairs announced two new regulations designed to implement some LAEA changes.

[Learn more...](#)

Fall 2024 Emergent Resolution Deadline is November 4

As per the RMA's Resolution Process policy, an emergent resolution is defined as a resolution submitted to the RMA after the resolution deadline that addresses a subject or problem that has arisen subsequent to the resolution deadline. Emergent resolutions must be submitted prior to 11:00 am on Monday, November 4, 2024.

[Learn more...](#)

RMA & Canoe Open House

On Monday, November 4 from 8:00 am to 2:30 pm, the RMA & Canoe will be hosting an open house at our office at 2510 Sparrow Drive. Join us for coffee and snacks while you get the chance to tour our new building!

AUC Consultation on Rule 009

The AUC is contemplating changes to Rule 009 to expand cost recovery to municipalities, which aligns with recommendations made by the RMA's Quasi-Judicial Agencies Committee. Municipalities are encouraged to review the proposed amendments and submit comments by November 14, 2024.

[Learn more...](#)

RMA's Third Report in Infrastructure Deficit Series, Focused on Utility Infrastructure, Now Available

The report identifies Alberta's rural municipal utility infrastructure deficit at \$2.96 billion. It also projects that the deficit will grow to \$5.72 billion in 2028 based on current provincial funding available for utility infrastructure projects.

[Learn more...](#)

RMA Presenting Bylaw Amendments at 2024 Fall Convention

The RMA's bylaws clarify the association's objectives, membership, election processes, governance structure, and other key aspects of how RMA operates. As per the bylaws, any bylaw amendments must be approved by a three-fifths majority of RMA Full Members, and proposed amendments must be circulated to Full Members at least twenty-one days prior to the convention where the vote will be held.

[Learn more...](#)

Call for Nominations for Potential Vice President and District 3 Elections

As a result of nominations received for the position of RMA President, a call for nominations for a potential one-year term for Vice President and District 3 Director has been issued. According to the RMA Elections Policy, a current board member who is midway through their term can submit a nomination package for the position of President or Vice President without resigning from their current board position.

[Learn more...](#)

ANNOUNCEMENTS

The Great Twine Round-Up Comes to Alberta with \$12,000 in total Cash Prizes

Cleanfarms, in partnership with the Agricultural Plastics Recycling Group is **excited to announce the launch** of 'The Great Twine Round-Up', a new province-wide initiative designed to promote used plastic baler twine recycling. This exciting contest offers substantial cash prizes to the winners' 4-H club or district or an Alberta-based nonprofit organization or charity of their choice that supports agriculture.

Resilience Builders Virtual Information Session

Join fellow resilience builders November 7, 2024, from 11:00 am to 12:00 pm MT for an engaging session revealing key insights from the fourth annual Preparedness Survey of Albertans, discuss teaching moments for the national test alert and start conversations around Emergency Preparedness Week. At the end, there will be plenty of time for open discussion! **Register by end of day November 6.**

MCCAC Updates

- **Town of Stony Plain purchased two EVs in 2024:** The Town of Stony Plain received a \$28,000 rebate to help cover the \$99,074 cost of two new Kia Niro EVs purchased as part of the Electric Vehicles for Municipalities program. This project was funded by the Government of Alberta and completed in 2024. Read the full success story [here](#).
- **Flood & Drought: Natural Infrastructure as a Dual Defense (Oct. 29 webinar):** The Canadian Prairies have a long history of variable and extreme weather, shifting between periods of wet and dry and resulting in large variations in water availability between years and seasons. This variation in the availability of water leads to disasters that are all too familiar – flood and drought. The International Institute for Sustainable Development (IISD) is hosting a webinar to build momentum around natural infrastructure on October 29, from 9:30 to 10:45 am. MT. Click [here](#) to register.

IN THE NEWS

- **New land transfer and mortgage registration levy comes into effect in Alberta**
- **'Reckless and irresponsible': Alberta government says feds must do more to reduce immigration**
- **Alberta's squeeze on renewable energy has pushed investment to other provinces**
- **New program ignites growth for local businesses**
- **Alberta premier pledges to protect right of professionals to express personal views**
- **Standing up for Alberta's livestock industry**
- **New Alberta government regulator for educators is floundering, critics say**
- **Supporting Jasper residents' return home**
- **Keeping Albertans' lights on and homes warm**
- **Bringing balance to Alberta's financial system**

Source URL: rmalberta.com/news/rma-releases-a-report-on-rural-volunteerism-in-alberta/

RMA Releases Report on Rural Volunteerism in Alberta

Posted on: October 25, 2024



The report was completed in partnership with the Alberta Centre for Sustainable Rural Communities

The RMA has heard from several members that in recent years, levels of volunteerism have declined among rural residents. When voluntary organizations struggle to recruit volunteers, all aspects of their operations are compromised, including service delivery, fundraising, administrative functions, and others.

The RMA partnered with the **University of Alberta's Centre for Sustainable Rural Communities (<https://www.ualberta.ca/en/alberta-centre-sustainable-rural-communities/index.html>)** (ACSRC) to develop a report (<https://rmalberta.com/wp-content/uploads/2024/10/RuralVolunteerismReport-1.0.pdf>) on the declining rates of volunteerism in Alberta and the associated threat to rural communities. The report focuses on volunteerism trends, including driving factors and community impacts. The report also includes recommendations for addressing declining rates of volunteerism for different stakeholders, including:

- Rural volunteer organizations
 - Increase flexibility and embrace the ideas and capabilities of younger volunteers
 - Rethinking the role of "micro-volunteering"
 - Embrace strategic planning

- Rural municipalities
 - Facilitating coordination between volunteer groups in your community
 - Engaging local volunteer organizations in both facility and organizational viability assessments
- Government of Alberta
 - Promoting volunteerism across Alberta: incentives, promotional campaigns, and youth education
 - Reducing the burden on rural volunteer organizations: granting, toolkits, and website support
 - Adequately fund municipalities to account for the rising costs associated with declining volunteerism

The **full report (<https://rmailberta.com/wp-content/uploads/2024/10/RuralVolunteerismReport-1.0.pdf>)** supports the concerns that RMA members have regarding the declining rates of volunteerism in their communities and points to actions that can be taken to reduce these burdens. The RMA plans to use the report to advocate to the Government of Alberta and work with members and other stakeholder organizations to support rural volunteerism.

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Source URL: rmalberta.com/news/rma-2024-board-elections-declared-results-candidates-list/

RMA 2024 Board Elections – Declared Results & Candidates List

Posted on: October 25, 2024



The RMA Board of Directors has staggered rotating board elections with three positions scheduled for election one year and four positions the next. Three RMA board positions were open for nominations as per the regular schedule for 2024: the President and directors for District 1 and District 4.

The nomination deadline for the 2024 available district director positions closed at 4:30 pm on October 21, 2024. Nominations for President closed October 7, 2024.

Candidates for Regularly Scheduled Elections

There will be scheduled elections for the following positions at the 2024 Fall Convention:

- **President – Election to be held on Wednesday, November 6 at 1:00 pm in Hall D.** All elected officials from **RMA full member municipalities** (<https://rmalberta.com/about/members/>) are eligible to vote in this election. The following candidates are on the ballot:
 - John Burrows, Woodlands County
 - Ben Fadeyiw, MD of Bonnyville
 - Gene Hrabec, Beaver County
 - Jason Schneider, Vulcan County
 - Kara Westerlund, Brazeau County

- **District 1 Director – Election to be held on Thursday, November 7 at 10:30 am in Salon 4.** Elected officials from District 1 only (<https://rmalberta.com/about/members/>) are eligible to vote in this election. The following candidates are on the ballot:
 - John Kuerbis, Lethbridge County
 - Robin Kurpjuweit, Cypress County
 - Jason Schneider, Vulcan County
- **District 4 Director – Election to be held on Thursday, November 7 at 10:30 am in Salon 8.** Elected officials from District 4 only (<https://rmalberta.com/about/members/>) are eligible to vote in this election. The following candidates are on the ballot:
 - Winston Delorme, MD of Greenview
 - Karen Rosvold, County of Grande Prairie

Candidates for Potential Alternate Elections

According to the RMA Elections Policy, a current board member who is midway through their term (i.e., one year into a two-year term) can submit a nomination package for the position of President or Vice President without resigning from their current board position. **As a result of nominations received for the position of President, a call for nominations for the positions of Vice President and District 3 Director was issued for a potential one-year term. The deadline for nominations for this secondary call closed October 21, 2024.**

- **Vice President – Election to be held on Thursday, November 7 at 8:00 am in Hall D, if needed.** All elected officials from **RMA full member municipalities** (<https://rmalberta.com/about/members/>) are eligible to vote in this election. **This election will only occur if the current Vice President is elected as RMA President and is pending proposed bylaw amendment to Section F are approved during the Annual General Meeting** (<https://rmalberta.com/news/rma-presenting-bylaw-amendments-at-2024-fall-convention/>). The following candidates are on the ballot:
 - John Burrows, Woodlands County
 - Robin Kurpjuweit, Cypress County
 - Gene Hrabec, Beaver County

As a result of nominations received for Vice President, and in alignment with the RMA Board Election Policy, a renewed call out for District 3 Director nominations was issued on October 22 via email directly to members of District 3. **The nomination deadline for this potential one-year position is Monday, October 28, 2024. The election for District 3 Director will only take place if the current District 3 Director is elected as RMA President or Vice President.**

Enquiries may be directed to:

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Tasha Blumenthal

Executive Officer of External Relations & Strategy

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Source URL: rmalberta.com/news/below-the-drill-week-5/

Below the Drill - Week 5

Posted on: October 25, 2024



In a six-week campaign, the RMA will share how Government of Alberta policies have impacted municipal tax revenue

In recent years, the Government of Alberta (GOA) has implemented several policy initiatives to reduce oil and gas industry costs at the expense of municipal revenue. **Below the Drill** (<https://rmalberta.com/advocacy/below-the-drill/>) will share information on lost municipal tax revenue as a result of provincial government policies.

This week **Below the Drill explores the 35% reduction in shallow gas assessment** (https://rmalberta.com/wp-content/uploads/2024/10/Below-the-Drill-Week5_0.0.pdf). As an incentive to operators of shallow gas wells and pipelines located primarily in southeastern Alberta, the Government of Alberta reduced the assessment on these assets by 35% beginning in 2019. This effectively reduced municipal taxes paid on these wells, causing municipalities to forgo expected tax revenue. The assessment reduction on shallow gas wells and pipelines cost RMA members \$25.4 million in taxes for the period of 2021-2023. Visit the **Below the Drill** (<https://rmalberta.com/advocacy/below-the-drill/>) website to learn more.

Watch for information shared through Contact, social media, and updates at rmalberta.com/belowthedrill (<https://rmalberta.com/advocacy/below-the-drill/>).

Warren Noga

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Source URL: rmalberta.com/news/government-of-alberta-contemplates-legislative-changes-affecting-intermunicipal-collaboration-frameworks/

Government of Alberta Contemplates Legislative Changes Affecting Intermunicipal Collaboration Frameworks

Posted on: October 25, 2024



The province has indicated legislative amendments impacting Intermunicipal Collaboration Frameworks (ICFs) are likely to be tabled during the Spring 2025 Legislative Session

The Government of Alberta has informed the RMA that amendments to the *Municipal Government Act* (MGA) pertaining to ICFs are expected to be introduced in the spring. If introduced, changes would likely impact municipalities that are either in the process of renegotiating their agreements or are required to do so in the near future based on a specific renegotiation date agreed to in their individual ICF(s).

As per *Ministerial Order No. 024/23*, which was enacted in April 2023, the standard for renegotiation of ICFs was extended from five years to seven years from the date in which initial ICFs were finalized. The ministerial order expires March 31, 2027, at which point the timeline for renegotiation will revert to five years as per s. 708.32(1) of the MGA. However, if specific renegotiation timelines are stipulated in agreements, they supersede those established by the Ministerial Order.

Given that any changes to the legislation would affect the negotiation process and resulting agreements, the Government of Alberta is recommending that municipalities that have ICFs with a renegotiation date falling prior to the extended

negotiation timeline of spring 2027, attempt to work with their municipal neighbours to reach agreement on delaying this process until spring 2027. This will allow municipalities a reasonable period of time to renegotiate future ICF agreements while ensuring alignment with the anticipated legislative amendments.

The RMA will keep members informed of any further developments relating to potential legislative changes affecting ICFs.

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Source URL: rmalberta.com/news/government-of-alberta-announces-local-growth-and-sustainability-grant/

Government of Alberta Announces Local Growth and Sustainability Grant

Posted on: October 25, 2024



The province has introduced the new Local Growth and Sustainability Grant, a funding program which provides \$60 million over three years to municipalities to address growth pressures, emergent needs, and attract economic development opportunities

The **Local Growth and Sustainability Grant (LGSG)** (<https://www.alberta.ca/local-growth-and-sustainability-grant>), first introduced in Budget 2024 with a total funding commitment of \$60 million over three years, is now accepting applications. The LGSG is comprised of two components: Growth and Sustainability.

Growth Component

Municipalities with populations of between 10,000 and 200,000 people are eligible to apply for this component of the grant. The funding can be used for infrastructure projects that increase housing stock, stimulate economic development and tourism, address challenges associated with rapid population growth, or are linked to non-residential growth opportunities if private sector commitment is confirmed conditional to the construction of specific municipal infrastructure. The provincial government may provide grant funding of up to 50% of the project costs. Minimum project costs are \$1 million; there is no maximum project cost. Successful applicants may apply up to 30% of project costs from other provincial grant programs, allowing for “grant stacking.” Eligible projects include:

- Roads and bridges

- Drinking water
- Storm water
- Solid waste management
- Wastewater
- Public transit
- Public safety and security
- Disaster mitigation and resilience

The program will have only a single intake; applications are now open and the deadline to apply is **November 29, 2024**.

Sustainability Component

Municipalities with populations of below 10,000 people are eligible to apply for this component of the grant, designed to address urgent infrastructure needs that pose significant public health and safety risks. The Sustainability Component has no minimum or maximum project costs, however, eligible municipalities are required to contact the Minister of Municipal Affairs and demonstrate urgent need to advance their request. The Minister has sole discretion to award funds based on eligibility and availability of funds.

RMA Analysis

While the LGSG represents a significant provincial investment in municipal infrastructure support, the RMA is concerned that the program parameters, particularly for the Growth component, will result in a disproportionate share of the funding being allocated to projects in urban municipalities linked to population growth at the expense of projects in rural municipalities linked to industrial/non-residential growth opportunities. During initial engagements on the LGSG, the RMA recommended that the Growth component be divided and that funding be set aside for projects accommodating non-residential growth. This is not the case, meaning that projects responding to residential and non-residential growth will compete against one another using very different evaluation metrics. The RMA is supportive of the consideration of whether a municipality has an up-to-date asset management plan as a factor in application evaluation; this was a core aspect of the RMA's recommended LGFF formula, and it is encouraging to see the province beginning to link asset management planning to grant funding.

The RMA does appreciate the province's approach to the sustainability component, as it represents an awareness on the part of the province that some municipalities, particularly those with limited capacity or financial resources, may encounter critical infrastructure failure with no local means to respond. While the LGSG is not a solution to address larger fundamental issues that place small municipalities in this position, it does help reduce the risk that an unexpected infrastructure crisis will lead to non-viability.

The RMA's ongoing **rural municipal infrastructure deficit** (<https://rmaalberta.com/reports-toolkits/rmas-rural-municipal-infrastructure-deficit-project/>) project demonstrates that rural municipalities are facing an infrastructure deficit of over \$17 billion. While the LGSG and other funding programs are appreciated, a large-scale partnership between municipalities and the province is required to meaningfully address this deficit.

Applying

RMA members interested in applying can **find the LGSG program guidelines here** (<https://rmaalberta.com/wp-content/uploads/2024/10/10-25-24-LGSG-Guidelines.pdf>).

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Source URL: rmalberta.com/news/rma-submission-regarding-reclamation-securities-for-renewable-energy-developments/

RMA Submission Regarding Reclamation Securities for Renewable Energy Developments

Posted on: October 25, 2024



RMA provided input to the Government of Alberta on the design of reclamation securities for renewable energy projects

Environment and Protected Areas (EPA) is seeking input on the design of reclamation securities to be used with renewable energy developments. The **RMA provided written comments (<https://rmalberta.com/wp-content/uploads/2024/10/RMA-Submission-on-Reclamation-Securities-For-Renewable-Energy-Developments.pdf>)** to EPA that draw on existing positions to respond to the specific questions posed in the consultation. In general, the RMA's comments focus on:

- Reclamation securities must be calculated using an approved methodology to fully fund the reclamation of renewable energy projects.
- Reclamation securities should be required to be held by the Government of Alberta, with the option for landowners to negotiate an additional security with the project developer if they wish.
- A dual-stream reclamation security system, in which landowners can choose to negotiate security privately or participate in the provincially-administered regime, will undermine the intent of the provincial model. Reclamation securities should not be negotiable; they should be determined and held by the

province due to the public interest value that properly-funded reclamation provides.

- Scrap value should not be a consideration in determining the amount of security required.

The RMA **previously provided a guide to support members** (<https://rmaalberta.com/news/rma-member-guide-on-reclamation-securities/>) in participating in the consultation, which ends on October 25, 2024.

The RMA will continue to participate in consultations regarding renewable energy projects and share these opportunities with members.

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Source URL: rmalberta.com/news/applications-open-for-the-small-community-opportunity-program-2/

Applications Open for the Small Community Opportunity Program

Posted on: October 25, 2024



Alberta Agriculture and Irrigation opened applications for the Small Community Opportunity Program

The Government of Alberta has opened applications for the second intake of the **Small Community Opportunity Program (<https://www.alberta.ca/small-community-opportunity-program>)** (SCOP), which will provide grants for non-profits, Indigenous and small communities to help build capacity in agriculture, small business, and local development.

The SCOP provides grants to tackle challenges and tap into opportunities in rural areas. Applicants may apply for grants between \$20,000 and \$100,000 for each project. The grant may fund up to 90% of eligible project costs and the applicant must fund at least 10%.

To be eligible for funding, projects must align with the **Economic Development in Rural Alberta Plan (<https://open.alberta.ca/dataset/b3cb4a52-e3fb-4aeb-a69f-0d32a5a14eec/resource/b4342f56-6762-4fdb-85c0-2856ae599d77/download/agi-economic-development-in-rural-alberta-plan.pdf>)** and build entrepreneurship, mentorship and skills development, small business supports and/or partnerships, as well as interconnectivity and collaboration within the local community.

The RMA recently hosted a **webinar (<https://www.youtube.com/watch?v=MvzUGz81MkQ>)** with representatives from Alberta Agriculture and Irrigation that provided an overview of the program, including eligibility criteria and an in-depth guide to the application process.

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Report

TITLE: INFORMATION ITEMS

Meeting: Council Meeting

Meeting Date: November 20, 2024

Summary

1. Battle River Watershed Alliance – November 2024 The Current
2. County of Provost – 2024/2025 Reeve and Deputy Reeve Appointments
3. County of St. Paul – 2024/2025 Reeve and Deputy Reeve Appointments
4. County of Two Hills – 2024/2025 Reeve and Deputy Reeve Appointments
5. Natural Resources Conservation Board – Application for Amendment RA23022A Determined Complete
6. Natural Resources Conservation Board– Kroetsch Review RA23022 Field Services Update
7. Ruth and Bob Burke – Concerns re: Application for Amendment RA23022A Mitchel Kroetsch
8. Parkland Regional Library System (PRLS) – November 14, 2024 Parkland Update
9. Parkland Regional Library System (PRLS) – October 13, 2024 Parkland Update
10. Town of Daysland - 2025 Flagstaff Family and Community Services Budget Approval
11. Town of Hardisty – 2025 Flagstaff Family and Community Services Budget Approval
12. Town of Hardisty – 2025 Flagstaff Waste Management Budget Approval
13. Town of Killam – 2024/2025 Council Committees
14. Town of Killam – 2025 Flagstaff Family and Community Services Budget Approval
15. Town of Sedgewick – 2024/2025 Committee Appointments
16. Village of Heisler – 2024/2025 Board Representatives
17. Wheatland County –Collaborative Stance on FCM Conference Attendance
18. Municipal District of Provost No. 52 – County Intermunicipal Planning Committee Councillor Appointment



Water Shortages Continue: A Year Later

The Battle River watershed remains under provincial water shortage advisories, one year after they were first announced. Much of the Battle River Watershed is estimated to yield 10.6 percent below the 5-year average in the region. Due to the continued state of drought, drought resiliency efforts and conversations have been more important than ever.

[Read our blog](#)





RiparianCare

Thank you to all the landowners who are investing in riparian restoration through the RiparianCARE program. A special shoutout to Terry Vockeroth, local producer and BRWA board member, for the project he completed, the time and money he contributed to install an off-site watering and fencing along the Battle River that will enhance flood and drought resiliency.

[RiparianCARE program](#)

Workshops & Events - Join Us



April 11th, 2025, Battle River and Sounding Creek Stewardship Community of Practice

Location: BRWA Office, Camrose

Time: 9am - 3pm

BRWA is hosting an in-person gathering of the Battle River and Sounding Creek Stewardship Community of Practice.

[Register at Eventbrite](#)

In the Classroom - Calling Educators & Learners



That's A Wrap on Fall Field Trips

We finished the first round of field trips for the new school year. We have limited spots left for the spring, so book now while you still can!

The available programs are:

- Waste in Our Watershed Tour (Gr. 4)
- Discover Your Wetlands (Gr. 5)
- Habitat Tour (Gr. 6)
- X-Stream Science (Gr. 7-12)

[Request a Spring Field Trip](#) | [Book a Caring For Our Watersheds Presentation](#)

The Alliance



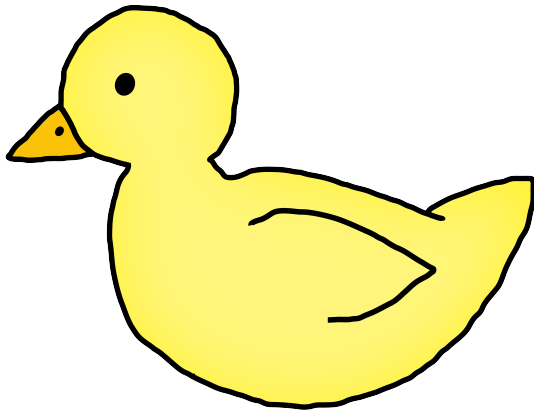
As many of you know the Battle River Watershed Alliance is a designated Watershed Planning and Advisory Council (WPAC) and a member of the Alberta Water Council under Water for Life: Alberta's Strategy for Sustainability.

We are one of many partner groups that collaborate with the Alberta Water Council in support of its vision to have all Albertans working together to ensure safe, healthy and abundant water for future generations. With thanks to Alan Corbett, our Board Co-chair, the Battle River and Sounding Creek watersheds are well represented. Alan has taken on the role of WPAC Representative on the Alberta Water Council for the next two years.

A Water for Life Celebration was hosted at the QEII Building at the Alberta Legislature with presentations recognizing the work of partner groups including WPACs and the Land Stewardship Centre. Special thanks to Meghan Payne from the Lesser Slave Watershed Council for sharing WPAC achievements over the last 20 years.

[WPAC Summary Report 2023-24](#) | [Alberta Water Council](#)

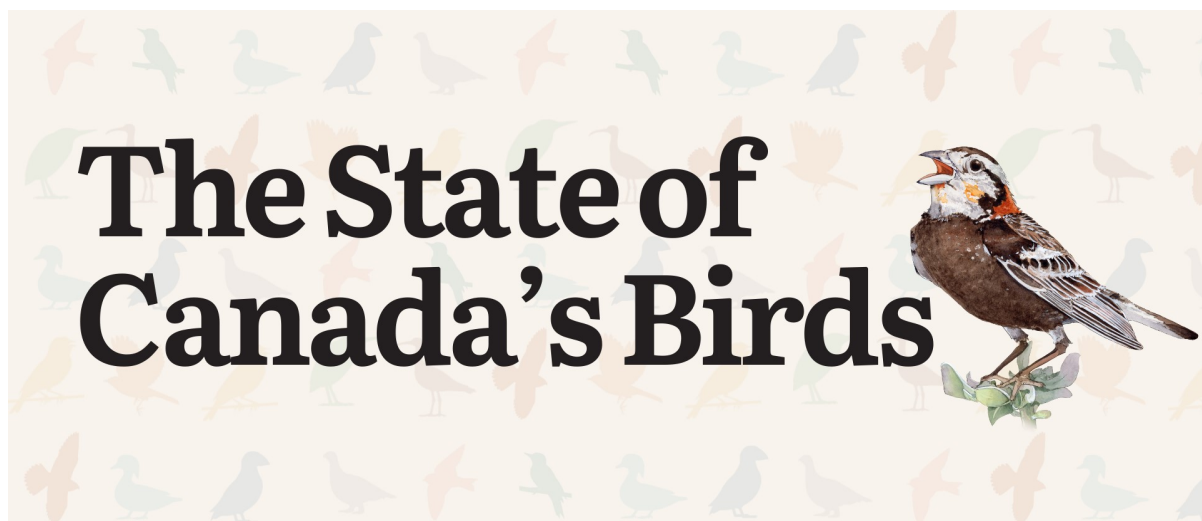
**2024 OTIS Award Nominations
Now Open!**



The Outstanding In Stewardship (OTIS) Award recognizes individuals, agricultural initiatives, businesses and organizations, and youth in the Battle River and Sounding Creek watersheds who are outstanding in stewardship.

Deadline: March 31, 2025

[Nominate a Local Steward](#)



The State Of Canada's Birds Report 2024

On October 8th, the State of Canada's Birds 2024 Report was published by Birds Canada and Environment and Climate Change Canada. This report looks into birds population trends across Canada and discovered that many kinds of birds have decreased in their numbers since 1970.

[Explore the Data](#)

Alberta Nature Strategy Survey

The Government of Alberta has released a survey soliciting public feedback on the creation of an Alberta Nature Strategy. This is an opportunity for you to provide feedback on how nature is conserved and managed in Alberta for current and future generations.



Deadline: November 7, 2024

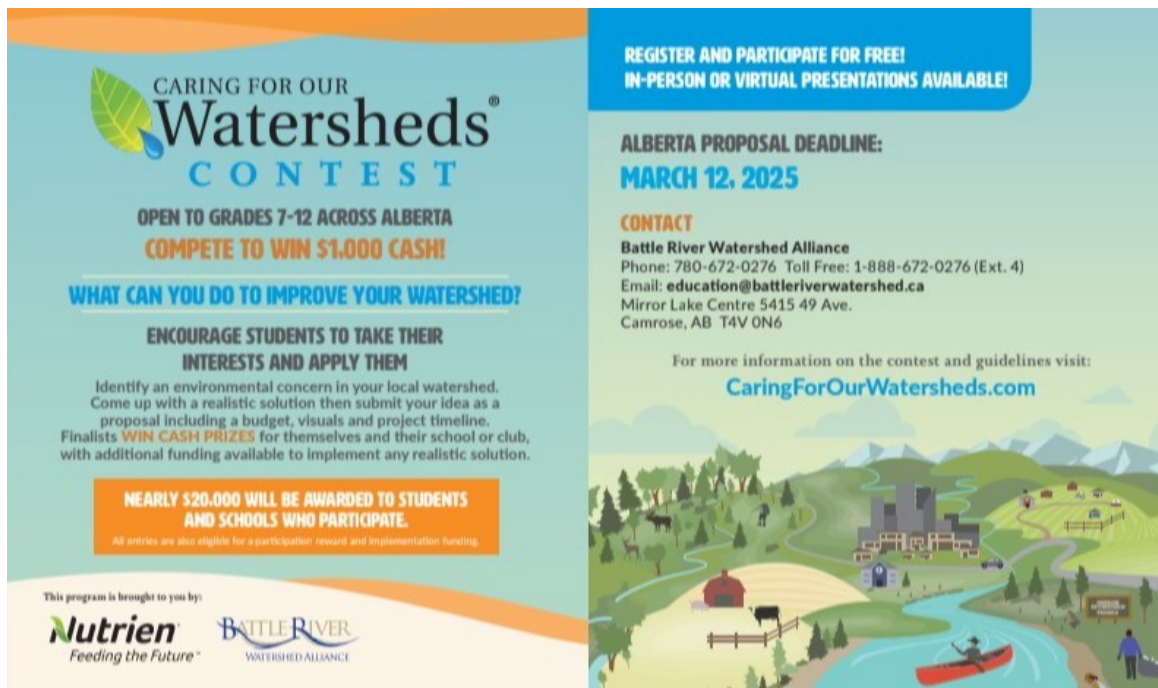
[Fill out the Survey](#)

Partner Events

- Book Launch for Lorne Fitch's *Travels Up the Creek* at Fox & Fable on November 9, 2024
- [Working Well Workshop - Red Deer County, November 13](#)
- [Working Well Workshop - Ponoka County, November 14](#)
- [EFP Workshop in Stettler, November 14](#)
- [Water Week Workshop: Understanding and Assessing Risks to Drinking Water Sources using The Healthy River Ecosystem Assessment System™ \(THREATS\) - November 12](#)

In Other News

- [Alberta UCP to vote on celebrating CO2, abandoning net-zero targets](#)
 - [Here's how to remove some persistent pollutants from your drinking water at home](#)
 - ['We all live in a watershed': How the Anthropocene is changing the elements — and us](#)
 - [Experts hopeful Ponoka County moisture levels will recover over winter](#)
 - [Cutting wait times for water permits](#)
 - [Better community drought and flood protection, Deadline for funds November 29](#)
-



CARING FOR OUR Watersheds[®] CONTEST

OPEN TO GRADES 7-12 ACROSS ALBERTA
COMPETE TO WIN \$1,000 CASH!

WHAT CAN YOU DO TO IMPROVE YOUR WATERSHED?

ENCOURAGE STUDENTS TO TAKE THEIR INTERESTS AND APPLY THEM

Identify an environmental concern in your local watershed. Come up with a realistic solution then submit your idea as a proposal including a budget, visuals and project timeline. Finalists **WIN CASH PRIZES** for themselves and their school or club, with additional funding available to implement any realistic solution.

NEARLY \$20,000 WILL BE AWARDED TO STUDENTS AND SCHOOLS WHO PARTICIPATE.
All entries are also eligible for a participation reward and implementation funding.

This program is brought to you by:

Nutrien Feeding the Future[™] **BATTLE RIVER** WATERSHED ALLIANCE

REGISTER AND PARTICIPATE FOR FREE!
IN-PERSON OR VIRTUAL PRESENTATIONS AVAILABLE!

ALBERTA PROPOSAL DEADLINE:
MARCH 12, 2025

CONTACT
Battle River Watershed Alliance
 Phone: 780-672-0276 Toll Free: 1-888-672-0276 (Ext. 4)
 Email: education@battleriverwatershed.ca
 Mirror Lake Centre 5415 49 Ave.
 Camrose, AB T4V 0N6

For more information on the contest and guidelines visit:
CaringForOurWatersheds.com

Book a Presentation



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Our mailing address is:

Suite 3, 5415 49 Avenue
Camrose, Alberta
T4V 0N6

Want to change how you receive these emails?
You can [unsubscribe from this list](#).



From: Tyler Lawrason <TLawrason@mdprovost.ca>
Sent: October 24, 2024 3:47 PM
To: CAO; Kayleena Spiess; Audra Kropielnicki; info@mdwainwright.ca;
admin@mdwainwright.ab.ca; Shelly Armstrong; peter.t@lamontcounty.ca;
info@lamontcounty.ab.ca; Smoky Lake County; cao@smokylakecounty.ab.ca; Jody Yuha;
Sally Dary; Teresa Gratrix; mjanz@md.bonnyville.ab.ca; County;
main.office@laclabichecounty.com; countysp@county.st.paul.ab.ca;
jwallsmith@county.stpaul.ab.ca; darrell.reid@strathcona.ca; margo.firman@rmwb.ca;
henry.hunter@rmwb.ca
Cc: Carly Wilkes
Subject: RE: County of Minburn Organizational Meeting

I guess it's my turn to join the org meeting party....

The M.D. of Provost, at its org meeting today, appointed Allan Murray as Reeve and Gina Vetter as Deputy Reeve.

1



Tyler Lawrason
Chief Administrative Officer
Municipal District of Provost No. 52

Office: 780-753-2434
Mobile: 780-753-0726
Web www.mdprovost.com
Box 300, Provost, AB T0B 3S0

From: Jason Wallsmith <jwallsmith@county.stpaul.ab.ca>
Sent: October 24, 2024 3:53 PM
To: Tyler Lawrason; CAO; Kayleena Spiess; Audra Kropielnicki; info@mdwainwright.ca; admin@mdwainwright.ab.ca; Shelly Armstrong; peter.t@lamontcounty.ca; info@lamontcounty.ab.ca; Smoky Lake County; cao@smokylakecounty.ab.ca; Jody Yuha; Sally Dary; Teresa Gratrix; mjanz@md.bonnyville.ab.ca; County; main.office@laclabichcounty.com; countysp@county.st.paul.ab.ca; darrell.reid@strathcona.ca; margo.firman@rmwb.ca; henry.hunter@rmwb.ca
Cc: Carly Wilkes
Subject: RE: County of Minburn Organizational Meeting

The County of St Paul has re-appointed Reeve Ockerman and Deputy Reeve Fodness.

Jason Wallsmith, CPA, CMA
Chief Administrative Officer
County of St. Paul No. 19
5015 49 Avenue, St. Paul, AB T0A 3A4
Phone: 1-780-646-6742



1

E: jwallsmith@county.stpaul.ab.ca

www.county.stpaul.ab.ca



*Our Mission:
To create desirable rural experiences*

This message is intended only for the use of the individual or entity to which it has been addressed and may contain information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If this communication has been received in error, respond immediately via telephone or return e-mail, and delete all copies of this material.

From: Sally Dary <sdary@thcounty.ab.ca>
Sent: October 25, 2024 2:42 PM
To: Jason Wallsmith; Tyler Lawrason; CAO; Kayleena Spiess; Audra Kropielnicki; info@mdwainwright.ca; admin@mdwainwright.ab.ca; Shelly Armstrong; peter.t@lamontcounty.ca; info@lamontcounty.ab.ca; Smoky Lake County; cao@smokylakecounty.ab.ca; Jody Yuha; Teresa Gratrix; mjanz; County; main.office@laclabichecounty.com; countysp@county.st.paul.ab.ca; darrell.reid@strathcona.ca; margo.firman@rmwb.ca; henry.hunter@rmwb.ca
Cc: Carly Wilkes
Subject: RE: County of Two Hills Organizational Meeting

Good Afternoon All,

The County of Two Hills held its Organizational Meeting on October 23, 2024, re-appointed is Reeve Murray Phillips and Deputy Reeve Don Gulayec.

Kind Regards,

1

Sally Dary
Chief Administrative Officer
County of Two Hills No. 21
4818 – 50 Avenue Box 490
Two Hills AB T0B 4K0
(780) 657-3358



November 13, 2024

Natural Resources Conservation Board
#303, 4920 – 51 Street
Red Deer, Alberta
T4N 6K8

Attn: Lynn Stone
Approval Officer

Re: Application RA23022A (Mitchel Kroetsch) NW-15-42-16-W4

Thank you for the notification on the above noted application. The application is consistent with the requirements of Flagstaff County's Municipal Development Plan 10/18 (MDP), dated August 2018.

There are no planning-type documents associated with the area with regards to this application; and the subject lands and the lands within a 1.5 mile radius of the proposed site are zoned "Agricultural Land Use District".

Confined feeding operations and manure facilities are not regulated by our Land Use Bylaw but by the Agricultural Operations Practices Act and the regulations under the Act. Further, our MDP states that the minimum distance separations for CFO's will conform to standards set out in the Agricultural Operations Practices Act.

Flagstaff County's setback requirements for a structure of this nature is a minimum of 40.0 m (131.2 ft) from the front line of the property and a minimum of 5.0 m (164 ft) from the side and rear yards.

Yours sincerely,

Wanja Nordin
Development Coordinator

/wn

November 13, 2024

sent by email

Wanja Nordin, Development Coordinator
Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Dear Wanja:

**Re: Application for Amendment RA23022A – Determined Complete
Mitchel Kroetsch
NW 15-42-16 W4M**

Please be advised that the enclosed application has been reviewed by the NRCB and was determined to be complete today, November 13, 2024. The application is to revise the dimensions of the previously permitted catch basins as follows: Catch Basin 1 from 53 m x 44 m x 3.5 m deep to 53 m x 51 m x 2.7 m deep; Catch Basin 2 from 46 m x 36 m x 3.5 m deep to 46 m x 40.5 m x 2.7 m deep. No other changes are proposed to the site nor to the permitted livestock numbers. As this is an amendment of a previously issued Approval, consideration of responses will be limited to those relating to the proposed change in catch basin dimensions only.

As the municipality in which the applicant proposes to build, Flagstaff County is a directly affected party. As a directly affected party, you are entitled to provide evidence and written submissions relevant to the application. Please provide our office with your written comments, including any concerns, by December 11, 2024. A time extension, if required, may be requested by contacting me.

In your written comments, please address the following specific items relating to land use planning:

- Is the application consistent with the land use provisions of your municipal development plan (MDP)?
- Are there any intermunicipal development plans or area structure plans that apply to the area covered by the application? If yes, is the application consistent with those documents?
- What is the land zoning of the application site, and surrounding lands within 1.5 miles, under your Land Use Bylaw?
- Does the application meet the required municipal setbacks?

Please note the date(s) of the most current version(s) of your above-mentioned documents (MDP, IDP, ASP, LUB).

If you have any questions or concerns, please contact me at 403-340-5358 or lynn.stone@nrcb.ca.

Yours truly,



Lynn Stone
Approval Officer
Encl. Determined Complete Application

From: Wanja Nordin
Sent: November 12, 2024 11:13 AM
To: Karen Burnand
Cc: Shelly Armstrong
Subject: FW: Kroetsch Review RA23022 - Field Services update

From: Fiona Vance <Fiona.Vance@nrcb.ca>
Sent: November 12, 2024 10:50 AM
To: Laura Friend <Laura.Friend@nrcb.ca>
Cc: elow@envirowestengineering.ca; Wanja Nordin <wnordin@flagstaff.ab.ca>; Bill Kennedy <Bill.Kennedy@nrcb.ca>; Lynn Stone <Lynn.Stone@nrcb.ca>; Francisco Echegaray <Francisco.Echegaray@nrcb.ca>
Subject: Kroetsch Review RA23022 - Field Services update

Good morning Ms. Friend,

1

In its September 24, 2024 decision RFR 2024-06, the NRCB Board directed the approval officer to provide the Board with updates on next steps. On behalf of NRCB Field Services, I have already provided updates on October 2nd and on October 23rd.

I can advise that the approval officer intends to deem the amendment application complete on Wednesday, November 13, 2024. The deadline for responses is anticipated to be December 11, 2024.

Subject to the Board's direction, I am not planning to send any further updates.

On this message I have blind-copied Mitchel Kroetsch, Arthur Congdon, Heidi Rohe, Thomas Rohe, Lorraine Congdon, Norman Congdon, Dallas Oberg, Lynn Poole, Gary and Carol Scheler, Wanda Bednarz-Hihn, David Hihn, Caitlin and Kevin Van Slyke, Nancy Hewson, John Congdon, Robert Burke, Ruth Burke (via Robert Burke), Bonnie Webber and Roxanne Westgate (for Chester Hastings), Rick Hewson, and Leann Congdon.

Regards,

Fiona N. Vance (*she/elle*)
Chief Legal Officer - Operations, NRCB
Fiona.Vance@nrcb.ca
(780) 999-3197

From: Wanja Nordin
Sent: November 13, 2024 9:48 AM
To: Karen Burnand
Cc: Shelly Armstrong
Subject: FW: Concerns re: Application for Amendment RA23022A Mitchel Kroetsch
Attachments: basementwatertable.jpg; feedlotrunoff2.jpeg; cemeterywatertable.jpg

Follow Up Flag: Flag for follow up
Flag Status: Completed

From: Ruth Burke <degumom3@yahoo.ca>
Sent: November 13, 2024 9:44 AM
To: Lynn Stone <lynn.stone@nrcb.ca>
Cc: laura.friend@nrcb.ca; Fiona Vance <fiona.vance@nrcb.ca>; Bill Kennedy <bill.kennedy@nrcb.ca>; Francisco Echegaray <francisco.echegaray@nrcb.ca>; laura.partridge@gov.ab.ca; Wanja Nordin <wnordin@flagstaff.ab.ca>
Subject: Concerns re: Application for Amendment RA23022A Mitchel Kroetsch

1

November 12, 2024

lynn.stone@nrcb.ca

In response to:
Application for Amendment RA23022A - Notification Letter
Mitchel Kroetsch
NW 15-47-16 W4M

Received notification of Mitchel's application amendment today and wanted to respond with our current and continued concerns, opposing the development of this CFO.

Construction was halted because the water table was encountered in the excavation of one of the catchment basins and because of this, an amendment to the original plans was required. We appreciate the diligence that the NRCB displayed (thank you, Fiona) in notifying us (the directly affected parties) of this. In the interim, we took the time to do more research on the water table and runoff for this area, and feel the concerns we have are still very relevant and that regardless of a shallower collection basin, the water table is still an issue.

As I'm sure you know, the water table in our area is the lowest it has been in over 20 years due to drought conditions - most of the ground water in Flagstaff County and beyond has dried up, so currently, the water table does not reflect normal conditions for this area. The fact that Mitchel encountered the water table in his initial excavation should be a major cause for concern as it indicates how shallow the water table lies in this area, and the potential for contamination is very relevant. If the water table is being encountered at this time, when it is at an all-time low, what will things look like when it is back to normal levels? How will making the catchment basins larger in diameter and slightly shallower ultimately avoid contamination?

2

I am attaching a document taken from an area history book, showing that burial at Wanda Cemetery was ceased in 1954 due to concerns of water table levels and contamination - this is the same runoff/watershed that Mitchel's proposed development is on. Water is one of our most important natural resources and this area is already struggling with contamination to the Battle River Watershed with the current pollutants and byproducts that are ultimately ending up in the water system. Why would we even consider further pollution of such an important resource? It is a one-way street - once the contamination is present, we cannot reverse the effects. Who will be responsible to clean up the mess once it has taken place?

We have also attached a photo of a directly affected party's excavation and how they encountered the water table in their attempts to dig a basement for their home. Their property lies SW of the proposed CFO and is in the same water table/runoff area.

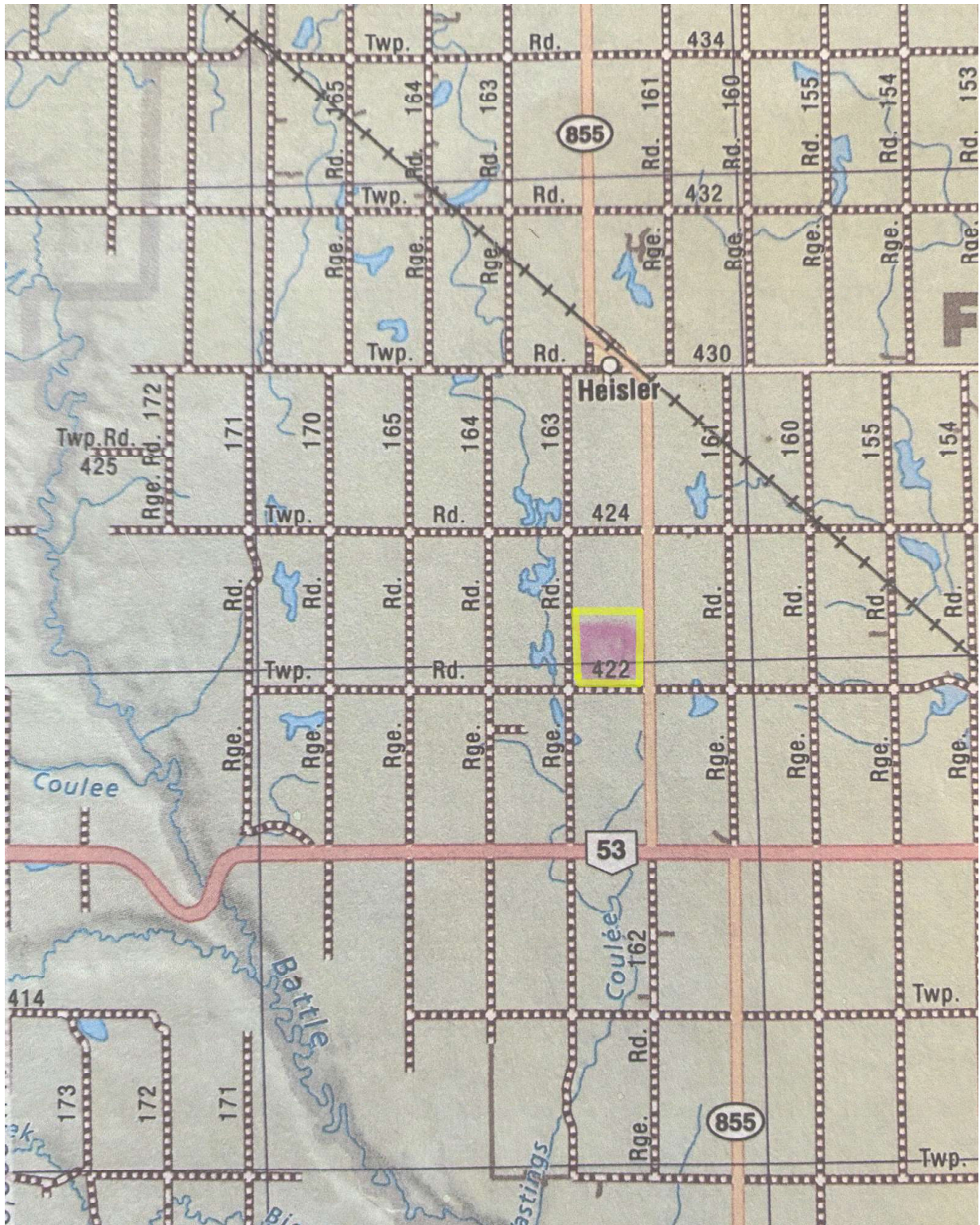
Also, please find attached an email from the Battle River Watershed Alliance to one of our DAPs (Directly Affected Parties) - relevant issues highlighted; and a map of the area showing normal standing water in the area and how it relates to the property where this CFO is being developed.

At the very least, we would like to request that Mitchel be asked to wait with construction of the catchment basins until the water table is at a more standard level (in the spring, after snow melt?) so that a fair determination of how this will affect the stability of the runoff can be made. We believe that any assessment of such at this time is not feasible because of the current drought situation.

Ruth and Bob Burke
42426 Hwy. 855 - Legal land location: SE-27-042-16 W4

PO Box 97, Heisler, AB T0B 2A0
email: degumom3@yahoo.ca / Ph: 780-889-3776 / Cell 780-385-8474

3





A photo showing the water table that was encountered when Dallas Oberg (SW of proposed CFO) was digging a basement

St. Mary's, Wanda Cemetery

Although St. Mary's Church closed in 1952 and the building moved to Forestburg in 1957, we respect the cemetery and site. It is a cherished part of our history.

In 1954 Reverend Father J. Rolheiser received a letter from the Bureau of Vital Statistics advising effective immediately there was to be no further burials in St. Mary's "Wanda" cemetery. Extensive soil testing was done and it was found the water table was too high along with the type of soil making it a restricted cemetery.

The thirty-eight bodies interred at the Wanda Cemetery are:

Dominic Schares
Jacob Schares
Christina Schares
John Schares

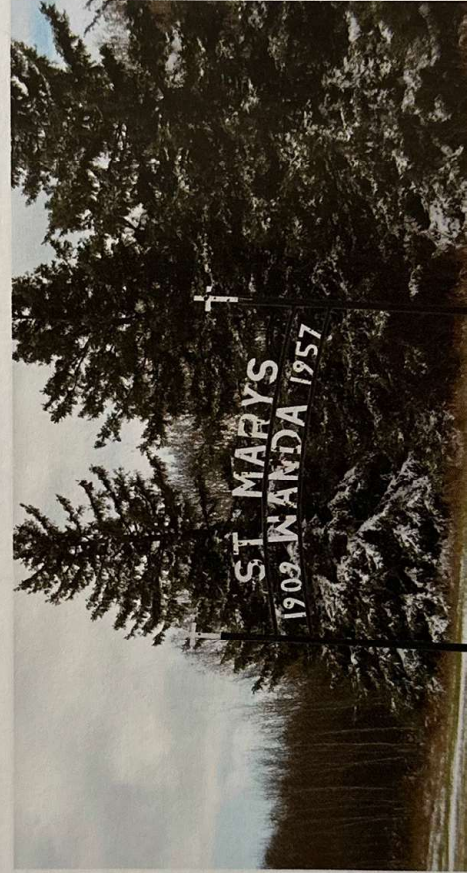
Annie Fischer
Christian Klein
Louise Poepping
Blanche Kroetsch

Mike Schares
Irvin Dietrich
George Kroetsch
Mary Kroetsch
John Kroetsch
Joseph Laporte
Theresa Kuntz
John Messner
Frank Rich
Rosanna Dietrich
Mary Steil
Barnaby Steil
Rosina Laporte
Nicholas Dietrich

Nellie Plant
Donna Messner
Alice Plant
Albert Ault
Lawrence Kroetsch
Loren Kroetsch
Robert Plant
William Godfrey
Bernadette Kroetsch
Edmund Kroetsch
Marion Strauss
Eldon Kroetsch
Reuben Messner

There are three unmarked graves in the cemetery as well.

Wagon Trails in the Sod First Edition has a detailed account of the Wanda district.





Parkland Update

Thursday, November 14, 2024

Get the latest Parkland updates, library news, training, events, and more!

Stay up to date by visiting our [support site](#).



At the November 4th PLC meeting, Parkland staff set up an informational table on different resources available for print disabled patrons. There was a Victor Reader on display so those unfamiliar with the technology could take a look as well as information on both [CELA](#) and [NNELS](#). For help promoting these resources to your patrons, [check out the support site promotional materials here!](#)

2025 Parkland Budget passed successfully

We are happy to share that the 2025 Parkland Regional Library System budget was passed with 84.78% of the population representing 70.31% of the member municipalities.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Upcoming Grant Deadlines

- [Public Library Grant for Skill Development in Rural Alberta](#) Deadline: November 29
- [Arts Presenting Project Funding](#) Deadline: December 2

Notable Upcoming Dates

- [NaNoWriMo](#) - November
- [Non-Fiction November](#) - November
- [Governor General's Literary Awards Winners Announced](#) - November 13
- [Giller Prize Winners Announced](#) - November 18
- [Giving Tuesday](#) - December 3

Edmonton-based Indigenous AI project selected to participate in MIT program

An Edmonton-based Indigenous-led startup that is developing artificial intelligence tools to assist in identifying anti-Indigenous bias has been selected to participate in a Massachusetts Institute of Technology support program. You can read more about this inspiring project [in this article](#).

Canada Summer Jobs 2025 application opens soon - with earlier deadline

The annual Canada Summer Jobs Program call for applications will be launching on **November 18, 2024**. The deadline to apply, **December 19, 2024**, is sooner than in previous years so please be cognizant of this change so as not to miss out on this opportunity. You can learn more about the Canada Summer Jobs Program by visiting their [website](#) or logging into your existing account if you have applied before.

Together We Read digital book club

Together We Read is a Digital Book Club for participating libraries in Canada. During this two-week program (**November 25 - December 9**), there will be no waitlists and no holds for the selected title on Libby. This year's selected title is *Going to Beautiful*, by Canadian author Anthony Bidulka. [Visit the Together We Read site](#) for more information or to access marketing material to promote this initiative.

TD Summer Reading Club 2025 theme & artist announced

It's official: in summer 2025, we'll be going around the world! The theme for next summer's TD Summer Reading Club will see participants travel around the world, filling their passports and photo books with adventures across the globe. Cornelia Li, who has illustrated several children's books, will be the artist lending her vision to this international event. To learn more about the theme announcement for 2025, [visit the club's website](#).

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Is your library hearing friendly?

November 21

12pm

As library staff, it is our duty to ensure that our library spaces and services are accessible to all community members, including those with hearing loss. Join us to better understand the difficulties people with hearing loss experience and the need for different strategies for communication and accessibility to comply with the Americans with Disabilities Act (ADA). This webinar will cover the benefits and limitations of personal hearing devices, the ADA law and effective communication as it pertains to libraries, and the pros and cons of different assistive listening systems (ALS). This webinar is offered through the ALA and [you can review costs and registration information here](#).

Social Media Marketing Update

November 21

5am

[This online event](#) is perfect for anyone looking to stay ahead in the ever-changing world of social media. Discover the latest trends, strategies, and tools that will help you boost your online presence. Connect with industry experts and fellow marketers to exchange ideas and gain valuable insights. Don't miss out on this exciting opportunity to level up your social media

Building community in a changing climate

November 21

1pm

Climate change and its impacts on the health of our environment and communities are pressing concerns that can feel daunting. Where can you find the resources and partnerships to tackle these unique challenges? Join us to hear from public libraries and their partners who are championing community resilience in the face of climate change. You'll gain valuable insights, resources, and inspiration to empower your community and drive meaningful change. Together, we can build a more sustainable future. [Register for this impactful webinar here](#).

Building a Strong Team and Effective Relationships

December 4

1:30pm

Join Government of Alberta's Community Engagement Branch for this [highly interactive webinar](#) where you and your fellow participants will deal with a specific board situation, address the root causes, and create solutions. We will provide additional, relevant information that will help you understand why these situations arise, how to deal with them, and ideas for addressing the root causes before they

game!

happen. Make sure to register to save your spot!

Government Relations for Nonprofit Leaders: Navigating the Stormy Seas of Political Change

**December 5
11am**

Potential government change and uncertainty can have devastating consequences. Bay Street leaders are actively preparing and executing their government relations programs in the months that remain. Nonprofit leaders need to do the same. [This free workshop](#) will help nonprofits to navigate changes on the horizon.

10 Tips to Maximize Your Digital Library

**December 10
12pm**

Join Overdrive for this informative webinar about how to get the most out of your digital collections. They will cover topics such as showcasing your library's brand in Libby, customizing your patrons' experience, consolidating your digital offerings and more. You can [register for this free webinar here.](#)

Fundraising Basics for Small Nonprofits: How to Make Your Grant Search More Effective

**January 23
11am**

For staff and volunteers who are new to fundraising, finding grants to fund your initiatives can be challenging, particularly for small organizations lacking a grant writer. This webinar is designed to guide organizations unfamiliar with the grant application process. In our session, we'll explore strategies that will help you find grant programs that will maximize your grant writing success. [You can register for this free webinar here.](#)

Advocacy in a polarized world On Demand

How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs? In this session you will learn the principles of "The Three Languages" of politics, and how to apply them when communicating with people from across the political spectrum. We will build upon these principles and learn how to effectively use data, stories, and research to craft compelling, resonant messages. [Register here to get the link](#) for this on demand webinar.

PARKLAND REGIONAL LIBRARY SYSTEM
4565 46 Street
Lacombe, AB T4L 0K2

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Parkland Regional Library System · 4565 46 Street · Lacombe, AB T4L0K2 · Canada





Parkland Update

Thursday, October 31, 2024

Get the latest Parkland updates, library news, training, events, and more!

Stay up to date by visiting our [support site](#).

Beyond Books: PRLS in the Red Deer Advocate

As part of ongoing advocacy and awareness campaigns, PRLS was interviewed for an article in the Red Deer Advocate about all that our member libraries have to offer their patrons. [You can read the full article, featuring photos from our members, here.](#)

Red Deer County supports Elnora Library

Read more in [this article from the Red Deer Advocate](#) about how Red Deer County approved \$25,000 to help Elnora develop a new space for their library!

Olds Municipal Library receives donation for Library of Things

The Community Foundation of Central Alberta has made a donation to the Olds Municipal Library of Things. To read more about what this donation will mean for the library, [take a look at this article from The Albertan](#).

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Upcoming Grant Deadlines

- [Public Library Grant for Skill Development in Rural Alberta](#) Deadline: November 29
- [Arts Presenting Project Funding](#) Deadline: December 2

Notable Upcoming Dates

- [Halloween](#) - October 31

- [NaNoWriMo](#) - November
- [Non-Fiction November](#) - November
- [Rural Municipalities of Alberta Convention](#) - November 4-7
- [Indigenous Veterans Day](#) - November 8
- [Remembrance Day](#) - November 11
- [Giller Prize Winners Announced](#) - November 18

Google adds first Indigenous language in Canada to its translation service

Google translate has added one of the most widely spoken Indigenous languages in Canada for the first time ever. [Read more in this article](#) about how Inuktitut will be supported by the tech giant Google moving forward.

Alberta Teachers' Association reflects on rising book challenges

[In this post from the ATA Magazine](#), the rising number of book challenges in school libraries in Canada is presented. A brief list of how to tackle book bans in school libraries is also explored at the end.

BookNet Report on Reading Print Books in Canada

This blog post from BookNet Canada provides a statistical analysis and valuable context on the use of print books in Canada in 2023. This information incorporates published data from the *Canadian Book Consumer Study 2023* and the *Canadian Leisure and Reading Study 2023*. [Read the whole post here.](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Parkland Training

- **PLC Meeting**
 - November 4 @ 10am at Parkland HQ/Virtual
- **Post-PLC Training on Intellectual Freedom**
 - November 4 @ 12:30pm at Parkland HQ/Virtual

Strategic Thinking, then Strategic Planning
November 5
1:30pm

[In this webinar](#), you will explore the importance of strategic thinking and what it means to be truly “strategic” before you

The Ethics of AI
November 9
12pm

Many users of AI, especially first-time users, have significant misunderstandings regarding the ethical boundaries of generative AI use.

begin the typical planning process. You will also have the opportunity to learn some theory around organizational planning. And best of all – you will come away with tips on how to build ownership and commitment, resulting in a plan that is closely followed, versus one that collects dust!

How do we rebuild trust in authoritative information sources?

November 12

1pm

In recent years we have seen a dramatic decrease in trust in societal institutions including traditional news media, government, science, and academia. At the same time, we're facing a barrage of online misinformation and new technology that undermines our ability to confidently tell truth from fiction. More than ever we need to rebuild trust in authoritative information sources to allow good information to rise above the noise. Researchers from the University of Washington's [Center for an Informed Public](#) (CIP) will lead a conversation aimed at understanding current causes of distrust and routes to rebuilding public trust in authoritative information providers [in this webinar](#).

Building a Strong Team and Effective Relationships

December 4

1:30pm

Join Government of Alberta's Community Engagement Branch for this [highly interactive webinar](#) where you and your fellow participants will deal with a specific board situation, address the root causes, and create solutions. We will provide additional, relevant information that will help you understand why these situations arise, how to deal with them, and ideas for addressing the root causes before they happen. Make sure to register to save

In terms of intellectual property and content generation, the "3 Cs" to remember are Copyright, accurate and thorough Citation, and Circumspection regarding privacy and confidentiality policies and quality checking generated content. Users in all fields will need to consider various ethical principles no matter what type of content they are creating or analyzing with generative AI tools. This informative webinar has a cost of \$99 and you can [register for it here](#).

Building community in a changing climate

November 21

1pm

Climate change and its impacts on the health of our environment and communities are pressing concerns that can feel daunting. Where can you find the resources and partnerships to tackle these unique challenges? Join us to hear from public libraries and their partners who are championing community resilience in the face of climate change. You'll gain valuable insights, resources, and inspiration to empower your community and drive meaningful change. Together, we can build a more sustainable future. [Register for this impactful webinar here](#).

Government Relations for Nonprofit Leaders: Navigating the Stormy Seas of Political Change

December 5

11am

Potential government change and uncertainty can have devastating consequences. Bay Street leaders are actively preparing and executing their government relations programs in the months that remain. Nonprofit leaders need to do the same. [This free workshop](#) will help nonprofits to navigate changes on the horizon.

your spot!

PARKLAND REGIONAL LIBRARY SYSTEM
4565 46 Street
Lacombe, AB T4L 0K2

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Parkland Regional Library System · 4565 46 Street · Lacombe, AB T4L0K2 · Canada



From: Town of Daysland
Sent: October 29, 2024 3:18 PM
To: Shelly Armstrong
Subject: FW: 2025 Budget and Board member appointment

Hi Shelly,

Please see the following email that I sent to Lynne and Stacey regarding the 2025 FFCS proposed Budget and Board appointments.

I apologize, I should have included you in the original email that I sent on October 24, 2024.

I trust that this will be sufficient notification regarding the subject matter.

If you have any questions, please contact me.

Take care,

Jody Quickstad, CAO

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Town of Daysland
780-374-3767 office
780-781-1317 mobile

From: Daysland CAO
Sent: October 24, 2024 4:40 PM
To: director <director@flagstaffcs.ca>
Subject: 2025 Budget and Board member appointment

Hi Lynne and Stacy,

Please be advised of the following regarding the Town of Daysland:

2025 Budget

Town Council at their October 22, 2024 Regular Council meeting approved the FFCS 2025 Budget at the rate of \$10.00/capita

789 (population) X \$10.00 = \$7,890.00

FFCS Board representative

Town Council at their October 22, 2024 Organizational meeting approved the following member of Council to the FFCS Board.

Dianne Roth

If you have any questions, please contact me.

Take care,
Jody

From: Town of Hardisty
Sent: November 14, 2024 2:55 PM
To: director
Cc: Town of Killam; Town of Sedgewick; Village of Forestburg; Town of Daysland; Village of Heisler; Village of Alliance; Village of Loughheed; Shelly Armstrong
Subject: FFCS Budget Approval

Good Afternoon Lynne;

Please be advised that at the Town of Hardisty regular meeting of council on November 12th, 2024 the following motion was carried:

THAT Council approve an interim 2025 maximum \$10.00/capita requisition for a total requisition for the Town of Hardisty of \$5,480.00 with an overall total maximum requisition amount for Flagstaff Family and Community Services 2025 Budget of \$80,430.00.

Please advise if you require additional information.

1

Bobbi Usselman
Town of Hardisty – CAO

4807 – 49 Street (Box 10)
Hardisty, AB T0B1V0
Phone: 780 888 3623 ext 110
Fax: 780 888 2200



From: Town of Hardisty
Sent: November 14, 2024 2:58 PM
To: 'murray@flagwaste.ca'
Cc: Shelly Armstrong; Town of Killam; Town of Sedgewick; Village of Forestburg; Town of Daysland; Village of Lougheed; Village of Heisler; Village of Alliance
Subject: Flagstaff Waste Budget Approval - Hardisty

Good Afternoon Murray;

Please be advised that at the Town of Hardisty regular council meeting held on November 12, 2024 the following motion was carried:

THAT Council approve the proposed 2025 budget for Flagstaff Regional Solid Waste Management Association representing 0.92% increase from 2024 and the requisition for the Town of Hardisty at \$103,495.86.

Please advise if you require additional information.

Regards;

1

Bobbi Uselman
Town of Hardisty – CAO

4807 – 49 Street (Box 10)
Hardisty, AB T0B1V0
Phone: 780 888 3623 ext 110
Fax: 780 888 2200





TOWN OF KILLAM

P.O. Box 189, 4923-50th Street
Killam, AB T0B 2L0
Tel: (780) 385-3977 Fax (780) 385-2120

October 29, 2024

Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Attention: Shelly Armstrong, CAO

RE: Flagstaff F.C.S. 2025 Budget

Dear Shelly:

Please be advised that the Town of Killam approved Flagstaff Family & Community Services' proposed 2025 Budget at their October 17, 2024 Council Meeting with the Town of Killam requisition amounting to \$9,180.

Yours truly,

A handwritten signature in blue ink that reads 'Kim Borgel'.

Kimberly Borgel, CLGM
CAO

Cc Lynne Jenkinson, Executive Director
Flagstaff F.C.S.
Flagstaff Municipalities

External Committees (local)	Number	Member	Alternate
Sedgewick Recreation Board	one	Clayton Hinkey	Stephen Levy
Sedgewick Golf Club	one	Ian MacEachern	Nolan Lewis
Sedgewick Lake Park Board	one	TomBahm	Ian MacEachern
Town of Sedgewick Library Board	one	Stephen Levy	Nolan Lewis
Sedgewick Community Hall	one	Nolan Lewis	Tom Baham
External Committees (regional)			
Citizen Advisory Committee	one	Clayton Hinkey	Tom Bahm
Sedgewick-Killam Natural Gas System	three	Stephen Levy Tom Bahm Ian MacEachern	Nolan Lewis
Flagstaff Regional Solid Waste Management Association	one	Stephen Levy	Nolan Lewis
Flagstaff Regional Emergency Services FRESS	one	Tom Bahm	Nolan Lewis
Emergency Services Committee FRESS	one	Tom Bahm	Stephen Levy
Parkland Regional Library	one	Stephen Levy	Ian MacEachern
Flagstaff Family and Community Services	one	Ian MacEachern	Stephen Levy
Flagstaff Intermunicipal Partnership			
Management Committee	one	Stephen Levy	
Corporate Services Sub-Committee	one	Nolan Lewis	
Protective Services Sub-Committee	one	Nolan Lewis	
Infrastructure Services Sub-Committee	one	Tom Bahm	
Planning Services Sub-Committee	one	Stephen Levy	
Community Services Sub-Committee	one	Ian MacEachern	
Flagstaff Regional Housing Group	one	Stephen Levy	
Intermunicipal Development	two	Ian MacEachern Nolan Lewis	
Intermunicipal Collaboration Framework	three	Stephen Levy Tom Bahm Clayton Hinkey	

**VILLAGE OF HEISLER
COMMITTEE AND BOARD REPRESENTATION FOR 2024-2025**

LEGISLATIVE	Representative	Alternative
Mayor	Brandon Martz	
Deputy Mayor	Mike Stewart	
Councillor	Beverly Rohe	
PROTECTION SERVICES		
Director of Emergency Management	Derek Homme	
Deputy Director of Emergency	Mayor Brandon Martz	
Fire Protection	FRESS/Heisler Fire Department	
Fire Chief	Shawn Badry	
Village Council Fire Dept. Rep.	Mayor Brandon Martz	
Police	Killam/Forestburg Police Detachment	
FLAGSTAFF FAMILY & COMMUNITY SERVICES (F.F.C.S)	Councillor Beverly Rohe	Deputy Mayor Mike Stewart
FLAGSTAFF REGIONAL HOUSING GROUP (FRHG)	Councillor Beverly Rohe	Deputy Mayor Mike Stewart
FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION (FRSWMA)	Mayor Brandon Martz	Deputy Mayor Mike Stewart
HEISLER COMMUNITY CENTRE ASSOCIATION (HCCA)	Mickey Heisler	
	Deputy Mayor Mike Stewart	
COMMUNITY ADVISORY COMMITTEE (CAC)	Deputy Mayor Mike Stewart	
PARKLAND REGIONAL LIBRARY BOARD	TBA	
HEISLER LIBRARY BOARD	Councillor Beverly Rohe	
FLAGSTAFF REGIONAL EMERGENCY SERVICES SOCIETY (FRESS)	Mayor Brandon Martz	Councillor Beverly Rohe
IDP/ICF	Councillor Beverly Rohe	

Contacts:

Mayor Brandon Martz
Deputy Mayor Mike Stewart
Councillor

bmartz@villageofheisler.ca
mstewart@villageofheisler.ca
brohe@villageofheisler.ca



Office of the Reeve

November 1, 2024

Rural Municipalities of Alberta Member Municipalities

Subject: Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join

Dear Council Members,

I am writing to you on behalf of Wheatland County to explain our Council's decision regarding attendance at the upcoming Federation of Canadian Municipalities (FCM) conference. After discussion and consideration, our Council has chosen not to participate in next year's FCM conference.

Our decision stems from growing concerns about how well the FCM's focus aligns with the unique needs and challenges of rural municipalities like ours. We believe the current structure and priorities of FCM do not provide sufficient opportunity to represent the distinct needs of rural communities.

In light of this, we are reaching out to all members of the Rural Municipalities of Alberta (RMA) to encourage the development of a unified stance on this matter. We want to explore the possibility of establishing a federal advocacy group or association that could more effectively amplify the voices of rural municipalities, ensuring our collective needs are represented with a stronger, more focused, and efficient voice. We will be bringing a resolution for consideration to the RMA Spring Convention 2025.

To move forward, we call on colleagues across Canada to join us in sending a letter outlining your concerns to FCM.

We plan to engage in further discussions with RMA and other stakeholders to explore how we can better address the diverse needs of Canadian rural municipalities. While we have decided not to attend next year's conference, we remain committed to working toward collaborative solutions that benefit all communities.

Thank you for your attention to this matter, and we look forward to your response and support.

Sincerely,

Amber Link
Reeve, Wheatland County
On behalf of Wheatland County Council

cc: Federation of Canadian Municipalities
Wheatland County Council





Saskatchewan Association of Rural Municipalities
Association of Manitoba Municipalities
Rural Ontario Municipal Association
Union of British Columbia Municipalities
Fédération Québécoise des Municipalités
Nova Scotia Federation of Municipalities
Union of the Municipalities of New Brunswick
Federation of PEI Municipalities
Municipalities Newfoundland and Labrador





Municipal District of Provost No. 52

4504 - 53 Avenue; P.O. Box 300; Provost, Alberta T0B 3S0
Telephone: (780) 753-2434; 857-2434 Fax: (780) 753-6432
Email: mdprovost@mdprovost.ca
Website: www.mdprovost.ca

OFFICE OF THE ADMINISTRATOR

October 28, 2024

Flagstaff County
Box 358
Sedgewick, Alberta
T0B 4C0

Attention: Karen Burnand, Community Services Director

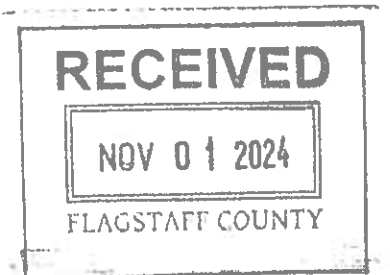
Dear Karen,

Please be advised that, at its Organizational Meeting on October 24, 2024, the Council of the M.D. of Provost No. 52 appointed Councillors Gina Vetter and Lonnie Kozlinski to the M.D. of Provost/Flagstaff County Intermunicipal Planning Committee for a term of one (1) year.

Sincerely,

Tyler Lawrason
Administrator
M.D. of Provost No. 52

TL/jl





Report

TITLE: CLOSED MEETING (IN CAMERA) SESSION – FOIP SECTION 24

Meeting: Council Meeting

Meeting Date: 2024-11-20

Background

To discuss items under the Freedom of Information and Protection of Privacy Act (FOIP) Section 24 – advice from officials.