



Council Meeting Agenda

Wednesday, February 12, 2025, 9:00 AM
Council Chambers of the Administration Building

Pages

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATIONS
 - 3.1 900 A.M. - MLA JACKIE LOVELY 4
 - 3.2 930 A.M. - MUNICIPAL SERVICES
 - 3.2.1 2025 BRIDGE REPLACEMENT TENDER - BRIDGE FILE 01459 5
 - 3.2.2 2025 ADDITIONAL BRIDGE REPAIR - BRIDGE FILE 75491 7
 - 3.2.3 2025 NEW 150 HP MECHANICAL FRONT WHEEL DRIVE TRACTOR 8
4. ADOPTION OF MINUTES
 - 4.1 JANUARY 15, 2025 COUNCIL MEETING MINUTES 9
5. BUSINESS
 - 5.1 POLICY LE 001 AND CP 015 REVISIONS 13
 - 5.2 ROLL 384000 - REQUEST FOR CANCELLATION OF PENALTY 28
 - 5.3 FIRE GUARDIAN APPOINTMENT - 2025-02-12 31
 - 5.4 FEES AND CHARGES BYLAW 02-25 32
 - 5.5 COUNCIL REMUNERATION - 2025 ELECTION 42
 - 5.6 RESULTS OF 2026 BUSINESS PLAN AND BUDGET PUBLIC PARTICIPATION PLAN 65
 - 5.7 2025 TOURISM ASSISTANCE GRANT - IRON CREEK FLYING CLUB - 02-12-2025 80
 - 5.8 2025 TOURISM ASSISTANCE GRANT - AREA 53 RACEWAY 85

5.9	RECREATION FUNDING – ALLOCATION OF ADDITIONAL FUNDS	95
5.10	SPECIAL COUNCIL MEETING - PROGRAMS AND SERVICES REVIEW	97
6.	COMMITTEE REPORTS	
6.1	COMMITTEE REPORTS 2025-02-12	98
	1. Battle River Alliance For Economic Development (BRAED) – January 30,2025 Quik Notes	
	2. Battle River Research Group (BRRG) – February 10, 2025 Board Meeting Agenda	
	3. Flagstaff Regional Emergency Services Society (FRESS) – January 29, 2025 Minutes and Agenda	
	4. Flagstaff Regional Solid Waste Management Association (FRSWMA) – January 27, 2025 Minutes, Agenda	
	5. Flagstaff Healthcare Attraction and Retention (FIHAR) – February 6, 2025 Minutes and Agenda	
7.	CORRESPONDENCE ITEMS	
7.1	CORRESPONDENCE ITEMS - 2025-02-12	122
	1. NRCB Application for Amendment RA23022A – Mitchel Kroetsch - Approved	
	2. STARS – 2024 Flagstaff County Ally Impact Report	
	3. Rural Municipalities of Alberta (RMA) – January 17, 2025 Contact Newsletter	
	4. Rural Municipalities of Alberta (RMA) – January 24, 2025 Contact Newsletter	
	5. Rural Municipalities of Alberta (RMA) – January 31, 2025 Contact Newsletter	
	6. Royal Canadian Mounted Police (RCMP) – Killam Community Policing Third Quarter 2024 Report	
	7. Rural Municipalities of Alberta (RMA) – February 7, 2025 Contact Newsletter	
8.	INFORMATION ITEMS	
8.1	INFORMATION ITEMS 2020-02-12	203
	1. Battle River Watershed Alliance – February The Current Newsletter	
	2. Parkland Regional Library System (PRLS) – January 23, 2025 Parkland Update	
	3. Parkland Regional Library System (PRLS) – February 6, 2025 Parkland Update	
9.	CLOSED MEETING (IN CAMERA) SESSION	
9.1	CLOSED MEETING (IN CAMERA) SESSION - FOIP SECTION 24 - 2025-02-12	233

10. ADJOURNMENT



Report

TITLE: 900 A.M. - MLA JACKIE LOVELY

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

MLA Jackie Lovely will be joining the meeting through Zoom to discuss funding for the Flagstaff Regional Airport.

Flagstaff County has submitted an application for a grant under the Community Airport Funding Program on November 20, 2024.

The project is identified as the Runway Micro Surfacing and it will enhance the safety and operational efficiency at the airport. The total project cost is \$350,000 and we have requested \$262,500.

Project Background: The runway resurfacing project addresses a critical infrastructure need. The current runway was constructed in 1981 and has deteriorated over time, leading to increased maintenance requirements and safety concerns for aircraft operations. Upgrading the runway will enhance its durability and performance, providing a smoother landing surface that supports all-weather operations. This improvement is essential for accommodating both commercial crop spraying and recreational flying in the region. The resurfacing is expected to extend the runway's lifespan by an additional 5 to 15 years, significantly improving accessibility for pilots.



Report

TITLE: 2025 BRIDGE REPLACEMENT TENDER - BRIDGE FILE 01459

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

The tender for bridge replacement of Bridge File 01459 closed on January 20, 2025:

- **BF#01459 – NW 18-42-11 W4 (Rge Rd 120 southwest of Hardisty)**
 - Work includes the removal and disposal of the existing single span 8.5m HC girder bridge on a treated timber structure and the installation of a new 6.0m SL-510 concrete girder bridge on a steel structure.

The following tenders were received:

<u>CONTRACTOR</u>	<u>BID PRICE</u>
Svemy Construction Ltd.	\$754,950
Formula Alberta Ltd.	\$785,043
1690082 Alberta Ltd	\$828,429
Lafarge Canada Inc.	\$1,031,895
Volker Steven Highways	\$1,102,185
ERK Construction Inc.	\$1,206,219

Approved 2025 Budget - \$903,500 (\$856,000 Contracted Services, \$47,500 Engineering)

A tender performance evaluation was used to determine the successful bid for this project, below is the evaluation criteria used to evaluate each tender submission:

		Max Points
1.0	Bid Price ¹	70
2.0	Reference Project Abstract	
	2.1 Safety	5
	2.2 Quality of Work	5
	2.3 Adhere to Timelines	5
	2.4 Budget Compliance	5
3.0	Site Occupancy Days Bid ²	10
		100

The successful bidder based on the tender evaluation was Formula Alberta Ltd., tendering a price of \$785,043.

Transportation and MPA Engineering Ltd. recommend awarding the contract to Formula Alberta Ltd. for \$785,043, with a contract completion date of May 15, 2025.

Alignment with the Strategic Plan

STRONG COMMUNITIES: To provide community services that make Flagstaff County an attractive place to live for all generations.

Recommendation

THAT the Bridge Replacement Tender # 01459-24 be awarded to Formula Alberta Ltd. for \$785,043 plus gst to be funded by MSI Capital.



Report

TITLE: 2025 ADDITIONAL BRIDGE REPAIR - BRIDGE FILE 75491

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Alberta Transportation conducted a scheduled Level II Specialized Steel Inspection on Bridge File 75491, which is a three span concrete bridge over the Battle River on Township Road 410, approximately 30 km south of Hardisty. We received a draft inspection report in December 2024 and subsequently forwarded it to MPA Engineering Ltd. for a cost estimate review.

The inspection identified eighteen (18) high priority repairs and two (2) medium priority repairs to be completed this year. The required work includes repairing cracks in the cover plates, sealing cracks in the deck, patching the curb and parapets, installing approach guardrails, recoating the bridge rail, and securing the north end of Pier 2 with Class 1 riprap.

This bridge had no tentative repairs scheduled within the next 5 years and is not included in the 2025 approved budget. Transportation recommends completing all the identified repairs in 2025, with MPA Engineering Ltd. estimating a total cost of \$300,000.

The project will be funded by MSI Capital.

Alignment with the Strategic Plan

STRONG COMMUNITIES: To provide community services that make Flagstaff County an attractive place to live for all generations.

Recommendation

THAT Council approve proceeding with the tendering for repairs to Bridge File 75491 in 2025, with the estimated repair cost of \$300,000 to be funded by MSI Capital.



Report

TITLE: 2025 NEW 150 HP MECHANICAL FRONT WHEEL DRIVE TRACTOR

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

The following quotes were received for the purchase of a 2024 - 2025 New 150 HP Mechanical Front Wheel Drive Tractor, utilizing the Canoe Procurement Group of Canada, which closed on January 29, 2025:

<u>COMPANY</u>	<u>MAKE & MODEL</u>	<u>QUOTE (not incl GST)</u>	<u>COMMENTS</u>
Rocky Mountain Equipment, Killam	2024 CaseIH	\$222,500	Meets all specifications
XTREME Equipment Camrose	2024 Kubota M7-154D-PS	\$196,320	Meets all specifications

Approved Budget - \$236,250

An evaluation process was used to determine the successful bid for this project, below is the evaluation criteria used to evaluate each quote:

<u>Evaluation Criteria</u>	<u>Points</u>
• Basic equipment as specified	20
• Warranties and Service	10
• Price	20
• Past service provided	20
• Past and present resale market value of machine	10
• Delivery date guarantee	10
• Manufactured date	10
• Total	100 pts.

After reviewing the RFQ documents and applying the evaluation criteria, it is our recommendation to accept the quote received from XTREME Equipment Camrose for the purchase of a 2024 Kubota M7-154D-PS at a cost of \$196,320 plus GST

Alignment with the Strategic Plan

STRONG COMMUNITIES: To provide community services that make Flagstaff County an attractive place to live for all generations.

Recommendation

TO accept the quote received from XTREME Equipment Camrose for the purchase of a 2024 Kubota M7-154D-PS Tractor in the amount of \$196,320 plus GST.



Council Meeting Minutes

Wednesday, January 15, 2025
Council Chambers of the Administration Building

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

Members Absent: Councillor R. Manning, Division 1

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 9:00 a.m.

2. ADOPTION OF AGENDA

Resolution # FC20250115.1001

Moved By: Clr. Shield

THAT the agenda for the Council Meeting of January 15, 2025 be approved as presented.

Carried

3. DELEGATIONS

3.1 MUNICIPAL SERVICES

3.1.1 UTILITY BYLAW 01-25

J. Dahl, Municipal Services Director reviewed the information on the Utility Bylaw 01/25.

Resolution # FC20250115.1002

Moved By: Clr. Thompson

THAT first reading be given for Bylaw 01/25, the Utilities Bylaw.

Carried

Resolution # FC20250115.1003

Moved By: Clr. Ponto

THAT second reading be given for Bylaw 01/25, the Utilities Bylaw.

Carried

Resolution # FC20250115.1004

Moved By: Clr. Shield

THAT third reading for Bylaw 01/25 be given at this meeting.

Carried Unanimously

Resolution # FC20250115.1005

Moved By: Clr. Hiller

THAT third and final reading be given for Bylaw 01/25, the Utilities Bylaw.

Carried

3.1.2 SALE OF USED 2020 GRADERS

The bids for the sale of used 2020 graders was reviewed and discussed.

Resolution # FC20250115.1006

Moved By: Clr. Thompson

THAT Council reject both bids received from Ritchie Bros and accept the guaranteed trade-in value of \$206,700 plus GST from Finning Canada for each of the 2020 John Deere 872GP AWD used graders.

Carried

3.2 DEPARTMENTAL UPDATE

3.2.1 MUNICIPAL SERVICES - TRANSPORTATION DEPARTMENTAL UPDATE

J. Dahl presented the Municipal Services - Transportation departmental update.

3.2.2 MUNICIPAL SERVICES - AGRICULTURAL DEPARTMENTAL UPDATE

J. Armitage, Assistant Agricultural Fieldman entered the meeting and presented the Municipal Services - Agricultural departmental update. J. Armitage withdrew from the meeting.

3.2.3 COMMUNITY SERVICES - PLANNING AND DEVELOPMENT DEPARTMENTAL UPDATE

W. Nordin, Development Coordinator entered the meeting and presented the Community Services - Planning and Development departmental update. W. Nordin withdrew from the meeting.

3.2.4 COMMUNITY SERVICES - ECONOMIC DEVELOPMENT DEPARTMENTAL UPDATE

J. Waring, Economic Development Officer entered the meeting and presented the Community Services - Economic Development departmental update. J. Waring withdrew from the meeting.

3.2.5 COMMUNITY SERVICES - PROTECTIVE SERVICES DEPARTMENTAL UPDATE

S. Zelinski, Community Peace Officer entered the meeting and presented the Community Services - Protective Services departmental update. S. Zelinski withdrew from the meeting.

3.2.6 CORPORATE SERVICES DEPARTMENTAL UPDATE

D. Brodie, Corporate Services Director presented the Corporate Services departmental update.

4. ADOPTION OF MINUTES

4.1 DECEMBER 18, 2024 COUNCIL MEETING MINUTES

Resolution # FC20250115.1007

Moved By: Clr. Ponto

THAT the minutes for the Council meeting of December 18, 2024 be approved as presented.

Carried

5. BUSINESS

5.1 2025 POLICY HR006 MILEAGE AND SUBSISTENCE

Policy HR 006 Mileage and Subsistence was reviewed and discussed.

Resolution # FC20250115.1008

Moved By: Clr. Hiller

THAT Policy HR006 Mileage and Subsistence be approved as presented.

Carried

5.2 2026 BUSINESS PLAN AND BUDGET TIMELINE

The timeline for the 2026-2029 Business Plan and Budget was reviewed and discussed.

Resolution # FC20250115.1009

Moved By: Clr. Shield

THAT the 2026-2029 Business Plan and Budget timeline be approved as presented.

Carried

5.3 BEAVER COUNTY - INTERMUNICIPAL COLLABORATION FRAMEWORK

The Intermunicipal Collaboration Framework with Beaver County was reviewed and discussed.

Resolution # FC20250115.1010

Moved By: Clr. Eckstrand

THAT Flagstaff County approve an amendment to the Flagstaff/Beaver Intermunicipal Collaboration Framework (ICF) agreement to enable an extension of the review process to 2027, with no revisions, as presented.

Carried

5.4 2025 TOURISM ASSISTANCE GRANT - HEISLER ARCHERY CLUB - 01-15-2025

The Tourism Assistance grant application from the Heisler Archery Club was reviewed and discussed.

Resolution # FC20250115.1011

Moved By: Clr. Ponto

THAT Council, after reviewing the evaluation form for the grant request from the Heisler Archery Club for the purpose of developing an outdoor 3D archery shooting range, approve the Tourism Assistance Grant request in the amount of \$3,000.

Carried

5.5 PUBLIC PARTICIPATION PLAN - 2025-01-15

C. Castagna reviewed the Public Participation Plan for the 2026 Business Plan and Budget.

Resolution # FC20250115.1012

Moved By: Clr. Shield

TO approve the Public Participation Plan for the 2026 Business Plan and Budget as presented.

Carried

5.6 PARKLAND REGIONAL LIBRARY - EXECUTIVE COMMITTEE MEMBER VACANCY

The Parkland Regional Library executive committee member vacancy was reviewed and discussed.

Resolution # FC20250115.1013

TO correspond to the library boards requesting they consider the request from Parkland Regional Library to elect a representative volunteer to attend Parkland’s February 27th board meeting for the vacant seat on the Executive Committee.

Carried

7. CORRESPONDENCE ITEMS

7.1 CORRESPONDENCE ITEMS - 2025-01-15

Resolution # FC20250115.1014

Moved By: Clr. Hiller

THAT the following items of correspondence be approved as presented:

1. Rural Municipalities of Alberta (RMA) – December 20, 2024 Contact Newsletter
2. Royal Canadian Mounted Police (RCMP) – Rural Municipalities of Alberta (RMA) Fall Convention
3. Rural Municipalities of Alberta (RMA) – January 10, 2025 Contact Newsletter
4. Quarterly Resolution Update for Council 2024-10-01 – 2024-12-31

Carried

Reeve Kroetch recessed the meeting at 11:06 a.m. and reconvened at 11:19 a.m. C. Castagna withdrew from the meeting.

9. CLOSED MEETING (IN CAMERA) SESSION

9.1 CLOSED MEETING (IN CAMERA) SESSION - FOIP SECTION 24 - 2025-01-15

Resolution # FC20250115.1015

Moved By: Clr. Thompson

THAT the meeting go into a closed session at 11:21 a.m., with all persons except County Council, the Chief Administrative Officer, the Directors and the Recording Secretary excluded from the meeting, to discuss privileged information as per Section 24 of the FOIP Act.

Carried

Reeve Kroetch recessed the meeting at 12:30 p.m. and reconvened at 1:04 p.m. D. Brodie and J. Dahl withdrew from the meeting.

Resolution # FC20250115.1016

Moved By: Clr. Thompson

THAT Council return to an open meeting at 2:02 m.

Carried

Resolution # FC20250115.1017

Moved By: Clr. Thompson

THAT a donation of \$1,500 and a gift basket be provided to the Flagstaff's Informed Response Sharing Team (FIRST) for the 27th Annual Dinner and Auction Community Fundraiser.

Carried

10. ADJOURNMENT

The Reeve adjourned the meeting at 2:03 p.m.

Reeve

Chief Administrative Officer



Report

TITLE: POLICY LE 001 AND CP 015 REVISIONS

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Policy LE 001 Procurement and Expenditures and Policy CP 015 Signing Authority of Municipal Documents both required revisions to reflect and/or update current processes. Any significant changes to each policy are identified below:

LE 001 Procurement and Expenditures:

- Preference to local businesses – increase from within 5% of the best value bid to 10%
- Proposed changes to authorization levels
- Process to delegate to supervisor or employee in accordance with policy
- Added clarification to Budgetary Control Procedures and Expense authorization
- Change the value of goods and services for the procurement process for Items to below \$500 to Items to below \$5,000 to reflect desired practices
- Added information to the use of the Canoe Procurement group purchasing program

CP 015 Signing Authority of Municipal Documents:

- Addition of Definition of Director
- Cheques and Transfers – added wording to clarify authorization for Customer Automated Funds Transfer (CAFT) Transfers and Interac E-transfers
- Commissioner for Oaths – added a requirement for all Directors to become authorized.

Both the old policies and proposed policies are attached for your review and comparison.

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 Policy LE 001 Procurement and Expenditures and Policy CP 015 Signing Authority of Municipal Documents be approved with revisions as presented.



Title: Procurement and Expenditures	Policy: LE 001
Section: Legislative	

ACCOUNTABILITY TO VISION STATEMENT

Providing for the long-term viability of our rural community by supporting local business opportunities while ensuring that we are accountable for the responsible use of our financial resources. To ensure accountability to the annual business plan and budget and compliance with the Municipal Government Act and to provide for a uniform and transparent purchasing process.

POLICY STATEMENT

Flagstaff County commits to acquiring goods and services in a fair and transparent manner, at the best value to align with the needs and requirements of the organization while adhering to all applicable legislation.

Flagstaff County also acknowledges that we are uniquely positioned to play a critical role as a partner in building and maintaining sustainable communities. The ongoing operations of the County inherently create direct and indirect benefits. As the County’s awareness grows around the relationship between how and where we purchase the goods and services, we require to maintain our operations, there is the potential to increase both the direct and indirect benefits to our communities.

The County, as a partner in building a strong community, may give preference to local businesses within the Flagstaff Region that can provide the desired goods and services under the trade agreement thresholds if they are within 10% of the best value bid. Following applicable trade agreements, the County cannot give preferential treatment to local suppliers for competitions over a seventy-five thousand (\$75,000) dollar threshold for goods and/or services or two hundred thousand (\$200,000) for construction.

AUTHORIZATION LEVELS

After the annual operating and capital budgets have been approved, the guidelines will be followed for the purchase of goods and services and capital items:

OVER \$500,000: Items within the approved budget over \$500,000 will be brought to Council for approval. Any items that have an indication of **political sensitivity** will also be brought to Council for approval.

\$75,001 to \$500,000: Items within the approved budget between \$75,001 and \$500,000 shall be reviewed and approved by the Chief Administrative Officer.

\$10,001 to \$75,000: Items within the approved budget between \$10,001 and \$75,000 shall be reviewed and approved by the Director of the department.

UP TO \$10,000: Items within the approved budget up to \$10,000 will be reviewed and approved by the supervisor as delegated by the Director of the department.

UP TO \$5,000: Items within the approved budget up to \$5,000 will be reviewed and approved by an employee as requested by the supervisor and delegated by the Director of the department.

DELEGATION REQUIREMENTS

- Expense authorization delegation shall be made in writing to the appropriate supervisor or employee, in accordance with the identified limits and authorized levels.
- Ensure that all purchases are made in compliance with this policy.
- Supervisors and employees granted delegated authority must ensure that purchasing contracts are properly completed. They should also conduct continuous reviews of the department’s use of goods and services to guarantee the County receives the best quality, quantity, and service.

BUDGETARY CONTROL PROCEDURES – EXPENSE AUTHORIZATION

- Directors are authorized to approve expenditures within a designated general ledger account, ensuring that the expenses remain within the allocated budget for that specific account.
- The Chief Administrative Officer has the authority to approve expenditures within a department, ensuring that the total expenses do not surpass the department's approved budget.
- County Council must authorize any transfer of expenditures between departments to ensure proper allocation of resources.

Expenditures that are not included in the budget shall be authorized and verified by specific resolution of Council.

Emergency expenditures will be approved by the Chief Administrative Officer or in their absence, the Corporate Services Director, and only if there is inadequate time for Council to give their prior authorization for the expenditure. As emergency expenditures are not budgeted for, any expenditure will come from General Reserves. The Chief Administrative Officer will report to Council within a reasonable time after making the emergency expenditure. An emergency includes a situation in which there is imminent danger to public safety or serious harm to property.

PROCUREMENT GUIDELINES

As an Alberta municipality, Flagstaff County must comply with the terms of the Canadian Free Trade Agreement (CAFTA), and the New West Partnership Trade Agreement (NWPTA).

This requires that the County advertise all procurements with a value of \$75,000 (goods and services) and \$200,000 (construction) on the Alberta Purchasing Connection (APC) website (<https://purchasing.alberta.ca>).

PROCUREMENT METHODS

1. **Competitive methods:** Competitive method means an open, invitational or limited competition to provide goods or services to the County, as follows:
 - a) Request for Information (RFI) – This process is used to conduct market research and gather information to determine the availability of products or services to assist in decision making for the next steps.
 - b) Request for Proposal (RFP) – This format is used for more complex deliverables where the expertise of the vendor community is being sought to recommend an approach or solution to address a need.
 - c) Invitation to Tender (ITT) – Also known as the "Call for Tender", this is a format used when the specifications or requirements are well-defined including "what", "why", "when", and "how" the work/project/product will be provided or completed, and the terms of the contract are clear.
 - d) Request for Pre-Qualification (RFPQ) – This process is used to select a vendor based on qualifications rather than price. This format may be used to reduce the number of vendors, effectively creating a short list. The RFQ must be followed by another procurement method.
2. **Non-competitive methods:** Non-competitive method means a procurement process where a vendor is selected without conducting a competitive process.
 - a) **Negotiated methods:**
 - i. Telephone solicitation – this process is used to call potential vendor(s) to obtain a verbal quote for goods and/or services.
 - ii. Request for Quote (RFQ) – to acquire goods and services which are clearly defined.
 - b) **Selective method (sole sourced):** In some cases, the County may procure certain goods and services through one company, without obtaining prices from several sources based on the following:
 - i. Technological Continuity: When technology has been created or updated specifically for the County and is not available from another supplier.

- ii. Ongoing Service Contracts: When it is most cost effective to continue to acquire legal, accounting, management, engineering or other consulting services from a single source to avoid expensive learning curves or duplication of work, or to avoid costly errors due to miscommunication or misinterpretation resulting from a lack of historical information or background.

Periodically, the County will review these arrangements to ensure quality standards are maintained and pricing remains competitive.

PROCUREMENT PROCESS

Types of purchase	Value of goods and /or services	Procurement method
Operating	Below \$5000	<ul style="list-style-type: none"> Non-competitive – Negotiated method – telephone solicitation
Operating	Below \$25,000	<ul style="list-style-type: none"> Non-competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$25,000 and up to \$75,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – Selective method Non-competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$75,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – must comply with the exceptions of the New West Partnership Trade Agreement
Construction	Over \$200,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – must comply with the exceptions of the New West Partnership Trade Agreement

All applicable legislation is to be observed, including but not limited to the Municipal Government Act, Canadian Free Trade Agreement (CFTA), the Freedom of Information and Privacy Act, the New West Partnership Trade Agreement (NWPTA) and advertising through the Alberta Purchasing Connection.

The NWPTA applies to all government procurement. It requires open and non-discriminatory procedures where the anticipated costs are at or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

Flagstaff County is permitted to participate in any or all Canoe Procurement Group of Canada group purchasing programs that maximize the advantage of effective and efficient procurement practices. Such purchasing programs and their respective contracts must be awarded through a competitive tendering process that complies with group tendering obligations outlined in the Canadian Free Trade Agreement (CFTA).

The County will meet with the Canoe Procurement Group of Canada for a review of their procurement process and receive an update on general changes to applicable procurement legislation as a demonstration of the County's due diligence process towards the utilization of group buying programs and Contracts.

The County will post an annual notice of intent (NOI) to signify our interest to participate in the Canoe Procurement Group of Canada group purchasing programs. The notice will be posted on the Alberta Purchasing Connection. Payments for goods or services will be made when the County is satisfied that the goods or services provided meet the specification.

AWARD CONSIDERATIONS

The County encourages the consideration of overall best value in the Procurement of Goods and Services. An evaluation of relevant financial and non-financial factors prior will be prepared prior to commencing a competitive process.

Factors in addition to price that may be considered in determining best value may include, but are not limited to:

1. The ability and skill of the bidder/proponent to provide the goods or services requested.
2. The ability of the bidder/proponent to perform the contract or provide the services promptly or at the time specified without delay or interference.
3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder/proponent.
4. The quality and performance of previous contracts, goods or services, provided by the bidder/proponent.
5. The sufficiency of the financial resources and the ability of the bidder/proponent to perform the contract or provide the goods or services (this includes reviewing the bidder's/proponent's payment history with the County if necessary).
6. The quality, availability and adaptability of the goods or contractual services to the particular use required, and ability to best meet the County's operational needs.
7. The ability of the bidder/proponent to provide future maintenance and services.
8. The number and scope of conditions submitted in the bid/proposal.
9. Any litigation between the bidder/proponent and affiliated individuals and corporations and the County whether pending, past, threatened or suggested.
10. The total acquisition cost of the goods and/or services covered by the bid or proposal.
11. Preference may be given to local businesses that can provide the desired goods and services under the trade agreement thresholds if they are within 10% of the best value bid.
12. All contractors, vendors, or other service providers must meet all insurance requirements. These requirements will be specified per project or purchase of goods and/or services within a tender package.

CONFLICT OF INTEREST

If a purchase or contract for goods or services is to be placed with:

- An employee of the County,
- Any company in which an employee of the County has an interest, or
- A relative of an employee of the County,

the employee shall declare an interest and that employee shall not be placed in a position to approve the purchase.

Council Approved:	Resolution #:
Reference:	Signature:
<hr/>	
Review Cycle:	Next Review Year:
Every three (3) years	2028



Title: Procurement and Expenditures	Policy: LE 001
Section: Legislative	

ACCOUNTABILITY TO VISION STATEMENT

Providing for the long-term viability of our rural community by supporting local business opportunities while ensuring that we are accountable for the responsible use of our financial resources. To ensure accountability to the annual business plan and budget and compliance with the Municipal Government Act and to provide for a uniform and transparent purchasing process.

POLICY STATEMENT

Flagstaff County commits to acquiring goods and services in a fair and transparent manner, at the best value to align with the needs and requirements of the organization while adhering to all applicable legislation.

Flagstaff County also acknowledges that we are uniquely positioned to play a critical role as a partner in building and maintaining sustainable communities. The ongoing operations of the County inherently create direct and indirect benefits. As the County’s awareness grows around the relationship between how and where we purchase the goods and services, we require to maintain our operations, there is the potential to increase both the direct and indirect benefits to our communities.

The County, as a partner in building a strong community, may give preference to local businesses within the Flagstaff Region that can provide the desired goods and services under the trade agreement thresholds if they are within 5% of the best value bid. Following applicable trade agreements, the County cannot give preferential treatment to local suppliers for competitions over a seventy-five thousand (\$75,000) dollar threshold for goods and/or services or two hundred thousand (\$200,000) for construction.

EXPENDITURES GUIDELINES

After the annual operating and capital budgets have been approved, the guidelines will be followed:

1. Items within the approved budget that have received an indication of political sensitivity or are over the amount of \$100,000 will be brought to Council for approval.
2. Items between \$25,000 and \$100,000 will be approved by the Chief Administrative Officer prior to procurement and prior to purchase within the limits of the operating and capital budget.
3. Items within the department budget, up to \$25,000, will be approved by the department manager.
4. Department managers can approve an increase or reduction in budget items within the same line item; ensuring expenses do not exceed the line-item budget.
5. The Chief Administrative Officer can approve an increase or reduction in budget items within the department budget; ensuring expenses do not exceed the department budget.
6. Any transfer of budget items between departments must be approved by Council.

Expenditures that are not included in the budget shall be authorized and verified by specific resolution of Council.

Emergency expenditures will be approved by the Chief Administrative Officer or in their absence, the Finance/Administration Officer, and only if there is inadequate time for Council to give their prior authorization for the expenditure. As emergency expenditures are not budgeted for, any expenditure will come from General Reserves. The Chief Administrative Officer will report to Council within a reasonable time after making the emergency expenditure. An emergency includes a situation in which there is imminent danger to public safety or serious harm to property.

PROCUREMENT GUIDELINES

As an Alberta municipality, Flagstaff County must comply with the terms of the Agreement for Internal Trade (AIT), the Trade, Investment and Labor Mobility Agreement (TILMA) and the New West Partnership Trade Agreement (NWPTA).

This requires that the County advertise all procurements with a value of \$75,000 (goods and services) and \$200,000 (construction) on the Alberta Purchasing Connection (APC) website (www.purchasingconnection.ca).

PROCUREMENT METHODS

1. **Competitive methods:** Competitive method means an open, invitational or limited competition to provide goods or services to the County, as follows:
 - a) Request for Information (RFI) – This process is used to conduct market research and gather information to determine availability of products or services to help make a decision on the next steps that should be taken by the County.
 - b) Request for Proposal (RFP) – This format is used for more complex deliverables where the expertise of the vendor community is being sought to recommend an approach or solution to address a need.
 - c) Invitation to Tender (ITT) – Also known as the "Call for Tender", this is a format used when the specifications or requirements are well-defined including "what", "why", "when", and "how" the work/project/product will be provided or completed, and the terms of the contract are clear.
 - d) Request for Pre-Qualification (RFQ) – This process is used to select a vendor based on qualifications rather than price.
2. **Non-competitive methods:** Non-competitive method means a procurement process where a vendor is selected without conducting a competitive process.
 - a) **Negotiated methods:**
 - i. Telephone solicitation – this process is used to call potential vendor(s) to obtain a verbal quote for goods and/or services.
 - ii. Written quote – this process is used to obtain a written quote from potential vendor(s) for goods and/or services.
 - b) **Selective method (sole sourced):** In some cases, the County may procure certain goods and services through one company, without obtaining prices from several sources based on the following:
 - i. Technological Continuity: When technology has been created or updated specifically for the County and is not available from another supplier.
 - ii. Ongoing Service Contracts: When it is most cost effective to continue to acquire legal, accounting, management, engineering or other consulting services from a single source to avoid expensive learning curves or duplication of work, or to avoid costly errors due to miscommunication or misinterpretation resulting from a lack of historical information or background.

Periodically, the County will review these arrangements to ensure quality standards are maintained and pricing remains competitive.

PROCUREMENT PROCESS

Types of purchase	Value of goods and /or services	Procurement method
Operating	Below \$500	<ul style="list-style-type: none"> Non-competitive – Negotiated method – telephone solicitation
Operating	Below \$25,000	<ul style="list-style-type: none"> Non-competitive – Negotiated method –written quote(s) only
Operating and Capital	Over \$25,000 and up to \$75,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – Selective method Non-competitive- Negotiated method – written quote(s) only
Operating and Capital	Over \$75,000 and up to \$100,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – must comply with the exceptions of the New West Partnership trade Agreement
Operating and Capital	Over \$100,000	<ul style="list-style-type: none"> Competitive method; or Non-competitive – must comply with the exceptions of the New West Partnership trade Agreement

All applicable legislation is to be observed, including but not limited to the Municipal Government Act, the Freedom of Information and Privacy Act, Agreement for Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) and advertising through the Alberta Purchasing Connection.

The NWPTA applies to all government procurement. It requires open and non-discriminatory procedures where the anticipated costs are at or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

If it is determined to be the best business decision, the County will utilize the Rural Municipalities of Alberta (RMA) Cooperative trade program through the Canoe Procurement Group of Canada. Canoe is an initiative of the RMA to expand cooperative procurement for municipalities across Canada. By collaborating with like-minded associations throughout the country, Canoe is a unified national presence that helps create efficiencies, expand offerings, and establish better pricing for members. This program complies with trade agreement requirements.

Payments for goods or services will be made when the County is satisfied that the goods or services provided meet the specification.

AWARD CONSIDERATIONS

In addition to price, consideration may be given to the following factors in determining the successful bidder/proponent:

1. The ability and skill of the bidder/proponent to provide the goods or services requested.
2. The ability of the bidder/proponent to perform the contract or provide the services promptly or at the time specified without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder/proponent.
4. The quality and performance of previous contracts, goods or services, provided by the bidder/proponent.

AWARD CONSIDERATIONS

5. The sufficiency of the financial resources and the ability of the bidder/proponent to perform the contract or provide the goods or services (this includes reviewing the bidder's/proponent's payment history with the County if necessary).
6. The quality, availability and adaptability of the goods or contractual services to the particular use required, and ability to best meet the County's operational needs.
7. The ability of the bidder/proponent to provide future maintenance and services for the items acquired.
8. The number and scope of conditions attached to the bid/proposal.
9. Any litigation between the bidder/proponent and affiliated individuals and corporations and the County whether pending, past, threatened or suggested.
10. The total acquisition cost of the goods and/or services covered by the bid or proposal.
11. The County may give preference to local businesses that can provide the desired goods and services under the trade agreement thresholds if they are within 5% of the best value bid.
12. All contractors, vendors, or other service providers wishing to conduct business with Flagstaff County or provide other services must meet all insurance requirements. These requirements will be specified per project or purchase of goods and/or services within a tender package.

CONFLICT OF INTEREST

If a purchase or contract for goods or services is to be placed with:

- An employee of the County,
- Any company in which an employee of the County has an interest, or
- A relative of an employee of the County,

the employee shall declare an interest and that employee shall not be placed in a position to approve the purchase.

Council Approved: February 22, 2023	Resolution #: FC20230222.1006
Reference:	Signature:
<hr/>	
Review Cycle: Every three (3) years	Next Review Year: 2026



Title: Signing Authority of Municipal Documents	Policy: CP 015
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County recognizes the importance of governance responsibilities including ensuring compliance with the Municipal Government Act and providing effective municipal business operations.

POLICY STATEMENT

The purpose of this policy is to establish signing authorities for cheques, agreements, contracts and other municipal documents. This provides Flagstaff County with flexibility to improve the efficiency of business operations, maintaining effective internal controls and approval processes.

This policy designates the general legal signing authorities for the municipality. Specific signing authorities may be designated in various bylaws and policies.

DEFINITIONS

1. CAO – Chief Administrative Officer
2. ACAO – Assistant Chief Administrative Officer
3. Director – refers to the Corporate Services Director or Community Services Director or Municipal Services Director
4. Digital Signature – A form of electronic signature using unique digital encryption linked to a signer's certificate-based digital ID.
5. Electronic Signature – Electronic information that a person uses to sign a record, which is attached to or associated with that record.

GUIDELINES

In accordance with Section 213 of the Municipal Government Act (MGA), this policy outlines the procedures for the signing and authorization of municipal documents. Specific signing authorities may be designated within the MGA or other bylaws and policies. The MGA allows flexibility for the delegation of signing authority to Council, the CAO, or other designated officers.

1. DELEGATED SIGNING AUTHORITY

The following table designates the authority for signing or authorizing various municipal documents:

Title	Description/Authority	First Signature(s)	Second Signature
Agreements/Contracts approved by Council	Council resolution recorded in minutes	Reeve or Deputy Reeve	CAO or ACAO
Bylaws	MGA, Section 213(3)	Reeve or Deputy Reeve	CAO or ACAO
Canada Revenue Agency (CRA)	Includes payroll, GST, Business Number (BN)	Corporate Services Director or CAO	N/A

Title	Description/Authority	First Signature(s)	Second Signature
Cheques and Transfers	MGA, Section 213(4) Cheques, Interac e-Transfers, Customer automated funds transfers (CAFT) for Accounts Payables, Bank Account Transfers	Two required from Reeve, Deputy Reeve, or CAO	N/A
Council Meeting Minutes	MGA, Section 213(1)	Presiding Officer	CAO or A CAO
Council Committee Minutes	MGA, Section 213(1)	Chairperson	Recording Secretary
County Land Documents	Surface rights, easements, etc.	CAO, A CAO, or Municipal Services Director	N/A
Customer Automated Funds Transfer (CAFT)	Payroll Payments	Corporate Services Director, CAO or A CAO	N/A
Employment Contracts (General)	All staff except CAO	Department Director	CAO or A CAO
Employment Contract (CAO)	CAO employment contract	Reeve and/or Deputy Reeve	N/A
Financial Service Agreements	Opening/closing financial accounts	Reeve or Deputy Reeve	CAO or A CAO
Grant Funding Applications/Agreements		Corporate Services Director, CAO, or A CAO	N/A
Land Title Documents	Caveats, development securities, etc.	Reeve or Deputy Reeve	CAO or A CAO
Land Use Bylaw Documents	Subdivision endorsements, development permits, stop work orders, etc.	Development Officer, CAO, or delegate	N/A
Policies	Municipal policies approved by Council	CAO or A CAO	N/A
Procedures	Linked to approved policies	CAO or A CAO	N/A
Service/Maintenance Contracts and Agreements	Routine agreements for services, maintenance, equipment rentals	Department Director, CAO or A CAO	N/A
Tax Recovery Documents	Documents related to tax arrears and sales	CAO or A CAO	N/A
Utility and Tax Letters	Overdue notices for taxes and utilities	Corporate Services Director or CAO, A CAO	N/A
Other Financial Documents	Agreements and letters of intent	CAO or delegate	N/A

2. COMMISSIONERS FOR OATHS

A. Council

Under the Commissioners for Oaths Act, members of a municipal council in Alberta are by virtue of the membership a commissioner empowered to administer oaths and take and receive affidavits, declarations and affirmations in or outside Alberta for use in Alberta.

B. Municipal Employees

Flagstaff County shall ensure that the CAO, ACAO and Directors are appointed as Commissioner for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations and affirmations within the Province of Alberta for Flagstaff County related business.

3. ELECTRONIC SIGNATURES

Through the Alberta Electronic Transactions Act, Flagstaff County is permitted to make use of Electronic Signatures unless other legislation requires the information to remain in physical form.

A. Digital Signatures

Digital signatures may be used in contracts that specifically allow them, through Adobe Sign software. Documents eligible for digital signatures include:

- Third-party contracts, agreements, and Memorandum Of Understandings (MOU's)
- Third-party leases
- Grant submissions

B. Restrictions on Digital Signatures

Digital signatures cannot be used for:

- Land transfers or mineral interests
- Negotiable instruments
- Documents requiring a corporate seal
- Documents with archival or historical value
- Documents prohibited by law from being in electronic form
- Other documents as deemed necessary by the Corporate Services Department

C. Scanned Handwritten Signatures

A scanned image of a handwritten signature may be applied to certain documents in electronic format, provided they are sent in a format (e.g., PDF) that prevents the signature from being copied. Authorized individuals must either apply their own signature or delegate this task explicitly to someone else.

Eligible documents include:

- Letters of support
- Council decision notifications
- Letters regarding road recovery, dust suppressant projects, etc.
- Multiple Load Road Use Agreement approvals
- Approach, pipeline crossing, and proximity approvals
- Tender and lead testing result notifications

Council Approved: June 12, 2024	Resolution #: FC20240612.1026
Reference: Municipal Government Act	Signature:
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Review Cycle:	Next Review Year:
Every three (3) years	2027



Title: Signing Authority of Municipal Documents	Policy: CP 015
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County recognizes the importance of governance responsibilities including ensuring compliance with the Municipal Government Act and providing efficient municipal business operations.

POLICY STATEMENT

The purpose of this policy is to establish signing authorities for cheques, agreements, contracts and other municipal documents. This provides Flagstaff County with flexibility to improve the efficiency of business operations, maintaining effective internal controls and approval processes.

This policy designates the general legal signing authorities for the municipality. Specific signing authorities may be designated in various bylaws and policies.

DEFINITIONS

1. CAO – means the Chief Administrative Officer
2. ACAO – means the Assistant Chief Administrative Officer
3. Digital Signature – means a type of Electronic Signature that uses a unique digital encryption embedded into a document linking the signer and document using a certificate-based digital ID unique to the signer.
4. Electronic Signature – means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.

GUIDELINES

In accordance with Section 213 of the Municipal Government Act (MGA), signing or authorization of municipal documents stipulates the manner in which documents are executed. Specific signing authorities may be designated in the Municipal Government Act and in other various bylaws and Council policies. The MGA provides some flexibility for Council, the Chief Administrative Officer (CAO), and a designated officer to delegate signing authority.

1. DELEGATED SIGNING AUTHORITY

Authority is delegated as follows to sign or authorize the following:

Title	Description or Legislation	First Signature(s)	Second Signature
Agreements/ Contracts approved by Council	Resolution recorded in Council minutes	Reeve or Deputy Reeve	CAO or ACAO
Bylaws	MGA, Section 213(3)	Reeve or Deputy Reeve	CAO or ACAO
Canada Revenue Agency (CRA)	All CRA related documents including Payroll, GST, Business Number (BN)	Corporate Services Director or CAO	N/A
Cheques and Transfers	MGA, Section 213(4) Accounts payable cheques and accounts payable electronic transfers	Two signatures required from the Reeve, or Deputy Reeve, or CAO	

Council Meeting Minutes	MGA, Section 213(1)	Presiding Officer	CAO or ACAO
Council Board and Committee Minutes	MGA, Section 213(1)	Chairperson presiding at the meeting	Recording Secretary
County Land Related Documents	Surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as Phoenix Gas or Fortis Alberta or similar agreements	CAO, ACAO or Municipal Services Director	N/A
Customer Automated Funds Transfer (CAFT)	Transfer documents for payroll	Corporate Services Director, CAO or ACAO	N/A
Employment Contracts	All staff except the CAO	Department Director	CAO or ACAO
Employment Contract (CAO)	CAO employment contract	Reeve and/or Deputy Reeve	N/A
Financial Service Agreements	Agreements that open or close financial accounts	Reeve or Deputy Reeve	CAO or ACAO
Grant Funding Applications and Agreements		Corporate Services Director, CAO or ACAO	N/A
Land Title Documents	Documents required to be registered at Land Titles such as caveats, development securities, easements, encumbrances, liens, utility rights-of-way, etc	Reeve or Deputy Reeve	CAO or ACAO
Land Use Bylaw Documents	Subdivision endorsements, development permits, stop orders, etc	Development Officer, CAO or delegate	N/A
Payroll Remittances remitted through direct deposit	Payroll Clerk and Finance Clerk will review.	Corporate Services Director, CAO or ACAO	N/A
Policies	Municipal policy approved by Council	CAO or ACAO	N/A
Procedures	Procedures are to be associated with an approved policy	CAO or ACAO	N/A
Service and Maintenance Contracts and Agreements	Routine service, maintenance or municipal program agreements approved in the Business Plan and Budget, such as Contractual agreements, Service agreements, Equipment rentals and leases, and Maintenance agreements	Department Director, CAO or ACAO	N/A
Tax Recovery Documents	Documents related to MGA, Part 10, Divisions 8 and 9, such as tax arrears list, tax notification letters, tax sale notification letters, and public auction notification	CAO or ACAO	N/A
Utility and Tax Letters	Relating to overdue utilities and taxes	Corporate Services Director, CAO or ACAO	N/A
Other financial documents, options, agreements and letters of intent		CAO or delegate	N/A

2. COMMISSIONERS OF OATHS

A. Council

Under the Commissioners for Oath Act, members of a municipal council in Alberta are by virtue of the membership a commissioner empowered to administer oaths and take and receive affidavits, declarations and affirmations in or outside Alberta for use in Alberta.

B. Municipal Employees

Flagstaff County shall ensure that the CAO, ACAO and Corporate Services Director are appointed as Commissioner for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations and affirmations within the Province of Alberta for Flagstaff County related business.

3. ELECTRONIC SIGNATURES

Through the *Alberta Electronic Transactions Act*, Flagstaff County is permitted to make use of Electronic Signatures unless other legislation requires the information to remain in physical form.

A. Contracts that contain a provision that allows for the use of a Digital Signature may be digitally signed only through the use of Adobe Sign software. The following types of documents may be actioned in this manner:

- i. Third party contracts, agreements and memorandums of understanding;
- ii. Third party leases
- iii. Grant submissions

B. Digital Signatures shall not be used to commit the County to action through the following documents:

- i. Transfers of land, including interest in minerals;
- ii. Negotiable instruments;
- iii. Documents that require a corporate seal;
- iv. Documents that have archival or historical value;
- v. Documents where an enactment or law prohibit the use of records in electronic form; and
- vi. Any other documents that the Corporate Services Department may determine, from time to time, should fall within this exclusion.

C. A scan or image of a handwritten signature may be applied to the following documents in electronic format provided the document is only sent outside the organization in a format that prevents the signature from being lifted (e.g. PDF) and the scan or image is either applied personally by the person authorized to sign the document or by a person explicitly delegated to do so by the person authorized to sign the document:

- i. Letters of support;
- ii. Letters informing external parties of Council decisions;
- iii. Notification letters to landowners regarding road recovery, arterial dust suppressant, mulching, and similar projects.
- iv. Multiple Load Road Use Agreement approvals
- v. Approach, Pipeline Crossing, and Proximity approvals
- vi. Letters informing of Tender Results
- vii. Letters informing of Lead Testing Results

Council Approved: June 12, 2024	Resolution #: FC20240612.1026
Reference: Municipal Government Act	Signature:
<hr/>	
Review Cycle:	Next Review Year:
Every three (3) years	2027



Report

TITLE: ROLL 384000-REQUEST CANCELLATION OF PENALTY

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Attached for your review is an email from the property owner of Roll 384000 requesting that Council consider waiving the late payment penalty on outstanding arrears of \$16.10. The landowner has indicated that they will not be paying the outstanding amount until the tax notices are sent out at the end of May 2025 therefore there will be an additional penalty of 6% added on May 1, 2025.

- \$1.93 applied October 16th. (12%)
- \$1.09 will be applied May 1st (6%)
- **Total Penalty - \$3.02**

In Bylaw 09/20, which identifies our penalties for unpaid taxes and our tax payment deadlines, it states:

Section 344-346 of the municipal government Act, Council may pass a bylaw to impose penalties for non-payment for property taxes in the current year, and /or non-payment of property taxes in other years,

When taxes levied for the current year and arrears remain unpaid as of October 15th, such taxes are subject to penalty there on in the amount of twelve percent (12%) on the 16th day of October on the outstanding amount of such taxes.

A penalty of six percent (6%) to be applied on May 1st on any property tax account that has tax arrears unpaid at the time of this penalty being applied.

In the past, we have received other requests to waive penalties, and Council has reinforced that the responsibility is the landowners to ensure payment is made.

Alternatives

1. THAT Council respectfully denies the request for the cancellation of penalties levied on Roll 384000 in the amount of \$3.02.
2. THAT the request from the property owner of Roll 384000 be approved and to cancel the penalties in the amount of \$3.02.

Recommendation

THAT Council respectfully denies the request for the cancellation of penalties levied on Roll 384000 in the amount of \$3.02.

From: [Lisa Bonnett](#)
To: [Deb Brodie](#)
Subject: FW: [REDACTED] - Farmland Tax - Account #9215
Date: Wednesday, January 29, 2025 1:26:26 PM

Cheers,

Lisa Bonnett

Tax/Utility Clerk

12435 Twp Rd 442
Box 358 | Sedgewick, AB | T0B 4C0
Direct: (780) 384-4132
lbonnett@flagstaff.ab.ca
www.flagstaff.ab.ca

From: [REDACTED]
Sent: January 29, 2025 11:35 AM
To: Lisa Bonnett <lbonnett@flagstaff.ab.ca>
Subject: Re: [REDACTED] - Farmland Tax - Account #9215

Thank you for below info Lisa. Being an administrator would you be able to forward my below request to the council for their kind consideration?
Again, any help you can offer is greatly appreciated.

Sent from my iPhone

On Jan 27, 2025, at 1:30 PM, Lisa Bonnett <lbonnett@flagstaff.ab.ca> wrote:

Hi [REDACTED], unfortunately no matter how small the tax penalty amount, administration is not able to cancel it.
Requests must go through Flagstaff County Council.

Cheers,

Lisa Bonnett

Tax/Utility Clerk

<image003.jpg>
12435 Twp Rd 442
Box 358 | Sedgewick, AB | T0B 4C0
Direct: (780) 384-4132
lbonnett@flagstaff.ab.ca
www.flagstaff.ab.ca

From: [REDACTED] <patty.wiedman@gmail.com>
Sent: January 24, 2025 3:11 PM
To: Lisa Bonnett <lbonnett@flagstaff.ab.ca>
Subject: Re: [REDACTED] - Farmland Tax - Account #9215

Thank you for your speedy response Lisa. I guess I did not pay close enough attention previously but I always remitted a payment in US funds after I looked up the conversion rate to equal CAN funds billed - obviously something went astray on my part, dang it!

Would you be able to provide consideration in removing the penalty of 12% & the 6% to be assessed in May and I'll cover the \$16.10 shortage with the 2025 levy? I will remit an overage so I have a credit on account again. I know it seems a trivial amount but I pride myself in not being charged penalties or late fees even though as I stated above I fell down on the job here.

[REDACTED]

[REDACTED]

Sent from my iPhone



Report

TITLE: FIRE GUARDIAN APPOINTMENT - 2025-02-12

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

In order to issue a fire permit, you must be appointed as a fire guardian. Under the Forest and Prairie Protection Act (FPPA), Council and the Chief Administrative Officer are by virtue of their offices, fire guardians for the County. Any other fire guardians need to be appointed by Council each year before March 1st, for a term not exceeding one year.

Additionally, as per Fire Bylaw 08/21, Council shall by resolution appoint the Regional Manager/Fire Chief as a Fire Guardian annually, for a term not exceeding one year, in accordance with the requirements of the FPPA.

Derek Homme, Regional Manager/Fire Chief for the Flagstaff Regional Emergency Services Society (FRESS) was appointed by Council last year.

Alignment with the Strategic Plan

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

Recommendation

THAT Derek Homme, be appointed as a fire guardian for Flagstaff County under the Forest and Prairie Protection Act, effective March 1, 2025 until February 28, 2026.



Report

TITLE: 2025 FEES AND CHARGES BYLAW 02/25

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

The 2025 Fees and Charges Bylaw 02/25 and schedule is attached for review and approval. The following changes are recommended to the schedule of fees and charges:

Corporate Services:

Administrative:

- Add clause for rental of Sterling Room Admin Building – “No charge for non-profit organizations working for the benefit of the Flagstaff Region”.

Safety:

- No Change

Community Services:

Planning and Development:

- No change

Fire Protection:

- No change

Protective Services:

- No change

Municipal Services:

Agriculture:

- Leafy Spurge Program
 - In-house Application 50% Cost-Share
 - Helicopter Application 75% County 25% Landowner Cost Share

Parks:

- Parks Registration Fee
 - \$5.00 booking fee per reservation **NEW**
 - Galahad Gazebo and Municipal Grounds (added municipal grounds to description as they are generally used together).

Transportation:

- Strome Bulk Water Sales - \$0.04/gallon (treated water same as Galahad) **NEW**

Hamlet Utilities:

- Updated in accordance with the approved budget and Bylaw 01/25.

Alignment with the Strategic Plan

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

Recommendation

THAT Council pass first, second and if unanimously agreed, third reading of Bylaw 02/25 – Fees and Charges Bylaw.

BYLAW 02/25

A BYLAW OF FLAGSTAFF COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF GENERAL FEES AND CHARGES FOR GOODS AND SERVICES AS DELIVERED TO THE COMMUNITY.

WHEREAS it is expedient for the Council of Flagstaff County to enact a bylaw that establishes and maintains the General Fees and Charges for services rendered within Flagstaff County;

AND WHEREAS pursuant to section 8 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council may pass bylaws to establish fees and charges for the provision of certain goods and services;

NOW THEREFORE the Council of Flagstaff County, in the Province of Alberta, duly assembled, hereby enact as follows:

1.1 BYLAW TITLE

- a) This Bylaw shall be known as the "Fees and Charges Bylaw."

1.2 FEES AND CHARGES

- a) Schedule A to this bylaw sets out the fees and charges for certain goods and services provided by Flagstaff County to the Community.
- b) The Fees and Charges Bylaw will be reviewed, updated and approved by Council annually to ensure the rates are fair and accurate and relate with their associated program costs.
- c) The Chief Administrative Officer has the authority to reduce or waive the imposition of any of the charges set out for reasons that reasonably qualify as an emergency or of a humanitarian nature.
- d) Flagstaff County reserves the right to implement charges required to cover the costs for the supply of information, goods and services that are not specifically noted in Schedule A.

1.3 SEVERABILITY

- a) If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

1.4 ENACTMENT

- a) This Bylaw shall come into full force and effect upon passing of the third reading.
- b) All previous rates for Goods and Services as delivered and as noted in this bylaw will be revoked and replaced by the rates stated in Schedule A for those Goods and Services as delivered to the Community.
- c) All previous rates for Goods and Services as delivered to the Community, and not noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.

1.5 REPEAL

- a) This Bylaw repeals Fees and Charges Bylaw 03/24.

READ A FIRST TIME this _____ day of _____, 2025.

READ A SECOND TIME this _____ day of _____, 2025.

READ FOR A THIRD AND FINAL TIME this _____ day of _____, 2025.

SIGNED and PASSED this _____ day of _____, 2025.

Reeve

Chief Administrative Officer

CORPORATE SERVICES

ADMINISTRATIVE

Description	Fee	*Plus GST
Agendas, minutes, correspondence and other miscellaneous information	\$ 0.50/page	
Laminating	\$ 0.75/foot	
Tax Certificates	\$30/parcel	
Tax Notification	\$50/parcel	
Assessment Detail or Summary Sheets	1 st parcel - \$ 10 Each additional parcel – \$ 2	
Sales list report		
• Covering up to a 6-month period	\$ 30	
• Covering a 7–12-month period	\$ 50	
Caveat Discharge fee	N/C	
NSF Cheques	\$40	
Tax Penalties (<i>in accordance with Bylaw 09/20</i>)		
• First penalty (after October 15)	12 %	
• Second penalty (after April 30)	6 %	
Local Assessment Review Board Complaints (LARB)		
• Residential 3 or fewer dwellings and farmland	\$ 50	
Composite Assessment Review Board Complaints (CARB)		
• Residential 4 or more dwellings	\$ 650	
• Non-Residential	\$ 650	
In accordance with Schedule 2 - Matters relating to assessment Complaints Regulation AR 310/2009 (LARB & CARB)		
<i>If a complainant withdraws a complaint on agreement with the assessor to correct any matter or issue under complaint, any complaint filing fee must be refunded to the complainant.</i>		
Rental of Office Space (12435 Twp Rd 442 Sedgewick)		*
• Per office	\$ 350/month	
• Rental of 3 or more offices	\$ 2/sq ft/month	
Rental of Meeting Room (Sterling Room at Administration Building)		*
• Half day rental (4 hrs)	\$ 75	
• Full day rental (over 4 hrs)	\$ 125	
<i>All prices include the kitchen at no extra charge.</i>		
<i>There is no charge for non-profit organizations working for the benefit of the Flagstaff region.</i>		
Dog Control fees and penalties	Refer to Bylaw 01/17 Schedule A and B	

General Accounts Receivable

All accounts are due thirty (30) days from invoice date. Any invoices outstanding after thirty (30) days will be charged 1.5% interest per month except invoices for Fire Protection and Unsightly Property Clean-up. Past due reminders will be sent out after thirty (30) days. Accounts outstanding for more than ninety (90) days will be subject to the legal processes available through legislation.

GIS DATA, MAPPING & PLOTTING:

Land Ownership Map of Flagstaff County (36" x 36")	\$20	*
Digital Aerial Photography – Digital Version		*
• Quarter Section	\$ 15	
• Half Section	\$ 35	
• Section	\$ 50	
• Township	\$ 1,000	
<i>Costs reflect data available electronically only. Printing costs would be added when obtaining a physical copy from the County.</i>		
Digital Aerial Photography – Digital Geo-Rectified (projected)		*
• Quarter Section	\$ 25	
• Half Section	\$ 50	
• Section	\$ 65	
• Township	\$ 1,000	
<i>Costs reflect data available electronically only. Printing costs would be added when obtaining a physical copy from the County.</i>		
Printing and Plotting Costs:		*
• 8.5 x 11	\$ 10	
• 11 x 17	\$ 20	
• Black and white plotting	\$ 5/linear foot	
• Color plotting	\$ 8/linear foot	
<i>Plotting is done on high quality roll paper which is 3 feet wide.</i>		
Map Production/GIS time (for special request data/map production)	\$ 45/hour	*

Photos have a 30cm resolution and were collected in a 10TM projection. All Photos are available in Mr.SID, TIFF, ECW and JPEG projected formats and PDF format. Certain GIS data will require a digital data agreement to be signed and submitted to the County.

All mailing costs incurred by the County will be *added* to the above prices.

SAFETY

Description	Fee	*Plus GST
Safety Courses	Cost recovery	*
Respirator Fit Testing	\$ 50/person	*
<i>All Courses are offered only to the towns and villages within Flagstaff County, and Flagstaff County agencies/committees.</i>		

COMMUNITY SERVICES

PLANNING AND DEVELOPMENT

Description	Fee	*Plus GST
Municipal Development Plan (MDP)	\$ 20	
Land Use Bylaw (LUB)	\$ 20	
Intermunicipal Development Plan	\$ 20	
Compliance Certificate	\$ 40	
Land Use Bylaw Amendment Application	\$ 200	
Development Concept Plan	\$ 5,000	
Subdivision and Development Appeal (<i>Non-refundable</i>)	\$ 300	
Reclamation Security for Natural Resource Extraction	\$2,500/acre	
Development Permit issued after commencement of project , within the following land use districts: Agriculture, Agricultural Small Holdings, Highway Commercial, Multi lot Country Residential, Rural Industrial, Hamlet General, Hamlet Industrial, Hamlet Public		
<ul style="list-style-type: none"> Permitted use Discretionary use 	<ul style="list-style-type: none"> \$ 100 \$ 200 	
Development Permit within the following land use districts: Agriculture, Agricultural Small Holdings, Highway Commercial, Multi lot Country Residential, Industrial, Rural Industrial, Hamlet General, Hamlet Industrial, Hamlet Public		5% of development cost
<ul style="list-style-type: none"> Permitted or discretionary use (after development and a variance required) 		
Development Permit within the Industrial district (excluding Hamlet Industrial District):		
<ul style="list-style-type: none"> Permitted use Discretionary use 	<ul style="list-style-type: none"> \$100 \$500 	
Persons contravening any provision of the Land Use Bylaw (01/23) or the Nuisance Bylaw (02/23) to whom a municipal tag or violation ticket is issued shall be liable for a penalty:		
<ul style="list-style-type: none"> Municipal Tag First offense Second offense (each day that a breach of the Bylaw has occurred may be considered to be a separate offense) 	<ul style="list-style-type: none"> \$ 500 \$ 750 \$ 1,000 	
Unsanitary Property Clean Up – (1 Hour Minimum Charge)		
<ul style="list-style-type: none"> Manpower Mower/Trimmer Other Equipment 	<ul style="list-style-type: none"> \$ 50/hr per employee \$ 50/hr 20 % less ARHCA 	

- Flagstaff County has contracted an accredited agency, Superior Safety Codes Inc., to issue all building, gas, plumbing, electrical and private sewage disposal system permits, and perform any required inspections. For information regarding fees and regulations, please call 1-866-999-4777 or go to www.superiorsafetycodes.com.

*

FIRE PROTECTION

(In accordance with Bylaw 08/21)

Flagstaff Regional Emergency Services Society (FRESS) may bill for service in accordance with Bylaw 08/21:

- Schedule A – Regional Fire Services Schedule of Fees
- Schedule B – Specified Penalties

In the event that the amount levied by FRESS for firefighting is not paid within ninety (90) days, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.

PROTECTIVE SERVICES

Description	Fee	*Plus GST
Peace Officer Services	\$75.00/hr	

MUNICIPAL SERVICES

AGRICULTURE/PARKS

Description	Fee	*Plus GST
Beaver Dam Removal <i>The County will remove unwanted beaver dams on private land</i>	Cost recovery + \$50/hour	*
Crop Protection Book	Cost recovery	*
Shelterbelt Establishment Program	50% Cost- Shared	*
Weed Control (<i>One-hour minimum charge, Chemical is GST exempt</i>)		*
<ul style="list-style-type: none"> Contract Weed control on private land (agricultural) <ul style="list-style-type: none"> - Backpack Sprayer - Handgun Sprayer - Spray Truck with Boom-buster - Side by Side - Manpower (hand picking) 	\$35/hr + chemical \$80/hr + chemical \$ 120/hr + chemical \$80/hr + chemical \$35/hr	
Leafy Spurge Program:		*
<ul style="list-style-type: none"> In-House Application Helicopter Application 	50% Cost-Shared 75% County / 25% Landowners Cost-Shared	
Equipment for Rent:		*
<ul style="list-style-type: none"> Tree Planter Skid mounted handgun sprayer Eco-Bran Applicator Skunk Trap Magpie Trap Raccoon Trap Scare Cannon Mulch Applicator Plastic Mulch Soil Probe 	\$ 25/day \$ 25/day \$ 25/day \$ 75 (refundable deposit) \$ 75 (refundable deposit) \$ 75 (refundable deposit) \$150 (refundable deposit) \$ 100 (refundable deposit) +\$25/day Cost recovery \$75 (refundable deposit)	
Pest Control Products for Sale:		*
<ul style="list-style-type: none"> Richardson Ground Squirrel Traps Pocket Gopher Traps RoCon Poison Free Rodenticide Starter Kit RoCon Poison Free Rodenticide 	\$ 31/trap \$ 13.50/trap Cost Recovery Cost Recovery	
County Parks Overnight Camping (Includes GST) <i>The maximum length of stay is ten (10) consecutive nights.</i>		\$5 booking fee per reservation
<ul style="list-style-type: none"> Non-serviced Serviced Galahad Gazebo and Municipal Grounds <i>(Booking deposit of \$ 50 required)</i> 	\$ 25/per night per site \$ 30/per night per site \$ 75/day + \$ 10 per camping unit	

TRANSPORTATION

Description	Fee	*Plus GST
Bid bond	10 % of contract	
Performance bond	50 % of contract	
Dust suppressant (In accordance with Policy PW013)		*
<ul style="list-style-type: none"> • Residential (Collector and Local roads) • Residential (Arterial roads) Up to 200 meters 	Cost recovery No Fee	
Signs (<i>All prices include installation costs</i>)		*
<ul style="list-style-type: none"> • Non-Regulatory • Regulatory • Rural Address Signs 	\$ 225/sign No Charge \$ 200/sign	
Approach Construction <i>Alberta Road Builders & Heavy Construction Association (ARHCA)</i>	20 % less ARHCA	*
New culvert within a right-of-way	Cost recovery	*
Additional Brushing <i>(Additional time rented up to a maximum of 5 hours annually)</i>	20 % less ARHCA	*
Private Laneway Maintenance (<i>in accordance with Policy PW 012</i>) <i>Half hour minimum charge</i> <i>Administration and Inspection Fee</i>	\$174/hr \$87/half hour \$149	*
Equipment Rental Services (<i>in accordance with PW001-9</i>)	20 % less ARHCA	*
TRAVIS Multi-Jurisdiction Fixed Municipal fee	\$25	
Approach inspection/administration fee	\$ 250	
Utility crossing inspection/administration fee	\$ 250	
Overload/Weight Restriction inspection/administration fee	\$ 250	
Multi Load Road Use Inspection/administration fee	\$ 250	
Road Plan Closure and Cancellation inspection/administration fee	\$1,000	
Agreement Security		
<ul style="list-style-type: none"> • Overload/Weight Restriction Agreement OIL Sector • Overload/Weight Restriction Agreement AG Sector 	\$ 25,000 \$ 5,000	
Patch Material	Contact Public Works	*
Gates		*
<ul style="list-style-type: none"> • Metal Gate - supply and installation • Texas Gate - supply and installation 	Cost Recovery Cost Recovery	
Galahad Bulk Water Sales	\$0.04/gallon	
Strome Bulk Water Sales	\$0.04/gallon	
Gravel – all sales of gravel shall be limited for ratepayers to 150 tonne of gravel per year per residential/farm/ acreage site. Gravel is not available for sale to commercial users. For further information regarding gravel prices contact Public Works at (780) 384-4123.		*

HAMLET UTILITIES

Description	Fee	*Plus GST
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Rates, Fees and Charges for Water Services and Sewer Services are as follows:

Property Type	Water Services			Sewer Services	
	Monthly Fixed Rate	Base Consumption Allowance	Monthly Infrastructure Fee	Monthly Fixed Rate	Monthly Infrastructure Fee
Residential Premises & Farm Properties	\$72.00	15 m ³	\$36.00	\$17.25	\$25.50
Manors <i>(Flagstaff Regional Housing)</i>	\$288.00 (\$72.00 x 4 units)	FLAT	\$36.00 Per Service Connection (1)	\$69.00 (\$17.25 x 4 units)	\$25.50 Per Service Connection (1)
Non-Residential	\$72.00	15 m ³	\$36.00	\$17.25	\$25.50
Galahad Health Care Centre	\$1,296.00 (\$72.00 x 18 units)	FLAT	\$36.00	\$310.50 (\$17.25 x 18 units)	\$25.50
Non-Metered	\$72.00	-	\$36.00	\$17.25	\$25.50

Reconnection Fee \$50

The Infrastructure Fee for Water Services and Sewer Services will be applied to all accounts, regardless of whether Water Services have been disconnected.

The Monthly Fixed Rate for Water Services and Sewer Services will not be applied to accounts for which Water Services have been disconnected.

The Consumption Charge for water consumed in excess of the Base Consumption Allowance will be charged at the rate of \$4.00 per m³.

Rates, Fees and Charges for Solid Waste Services are as follows:

Solid Waste Services

- All properties (except Manors)
- Manors (Flagstaff Regional Housing)

Monthly Fixed Rate:

\$27.00

\$27.00

per unit (4)

The Monthly Fixed Rate for Solid Waste Services shall apply to all active serviced accounts unless that customer pays for alternate Solid Waste collection directly from the Flagstaff Regional Solid Waste Management Association.

Additional waste bag tags

\$1 per tag

A penalty of 2.5% on all outstanding utility charges shall be added if the account is more than thirty (30) days overdue.



Report

TITLE: COUNCIL REMUNERATION – 2025 ELECTION

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Policy LE003 – Council Remuneration, Expenses and Benefits (attached) states that Council remuneration shall be set six (6) months prior to an election based on benchmarks derived from external benchmarking as may be appropriate. This policy includes guidelines that address what meetings the annual salary covers. It is noted that the policy states that annual Council remuneration will increase based on Cost of Living each year.

The current annual salary of Council as of January 1, 2025: (includes 2.96% COLA)

Reeve	\$48,887.00
Deputy Reeve	\$44,442.69
Councillors	\$44,442.69

Based on the 2024 Wage & Compensation Survey for Rural Municipalities the following information is available:

The Median and Mean are provided for comparison to Flagstaff County.

Median: Middle “number” of a range of numbers

Mean: Average of a range of numbers

The survey contains results from 41 rural municipalities.

2024 Annual Operating Budget:

Median: \$30,000,000

Mean: \$43,119,261

Flagstaff: \$26,279,100

2024 Population of Municipality:

Median: 6,288

Mean: 8,774

Flagstaff: 3,694

2024 Number of Council Members (including Reeve):

Median: 7.0

Mean: 6.8

Flagstaff: 7.0 moving to 5.0

Regular Council Meetings over most recent annual period:

Median: 21
Mean: 21.5
Flagstaff: 12

Special Council Meeting over most recent annual period:

Median: 2
Mean: 3
Flagstaff: 3

2024 Average Length of Regular Council Meetings:

Median: 5.0 hours
Mean: 5.0 hours
Flagstaff: 4.5 hours

2024 Average Annual Remuneration Council:

Median: \$48,611
Mean: \$48,118
Flagstaff: \$43,165

2024 Annual Remuneration Reeve:

Median: \$66,789
Mean: \$69,284
Flagstaff: \$47,482

2024 Annual Remuneration Deputy Reeve:

Median: \$58,464
Mean: \$60,508
Flagstaff \$43,165

Additional information from the survey is attached.

Alignment with the Strategic Plan

This program supports our Strategic Plan under the following Strategic Theme(s): Provide citizens with good governance with effective, appropriate, and financially responsible levels of service.

Alternatives/Options

1. TO confirm Policy LE003 – Council Remuneration, Expenses and Benefits, utilize the information provided and select the annual salary of the Reeve and Councillors over the next term.
2. TO confirm or change Policy LE003 – Council Remuneration, Expenses and Benefits, and confirm the annual salary for the Reeve and Councillors to remain the same for the next term.

Recommendation

THAT Council consider the options presented to set Council remuneration rates based on Policy LE003 – Council Remuneration, Expenses and Benefits for the next term.

Comparator Municipalities

This customized report for the 2024 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=41):

Beaver County

Big Lakes County

Birch Hills County

Camrose County

Cardston County

County of Barrhead No. 11

County of Forty Mile No. 8

County of Grande Prairie No. 1

County of Minburn No. 27

County of Newell

County of Paintearth No. 18

County of St. Paul No. 19

County of Stettler No. 6

County of Vermilion River

Cypress County

Flagstaff County

Foothills County

Improvement District No. 04 (Waterton)

Improvement District No. 09 (Banff)

Kneehill County

Lac Ste. Anne County

Lethbridge County

Municipal District of Bonnyville No. 87

Municipal District of Greenview No. 16

Municipal District of Peace No. 135

Municipal District of Pincher Creek No. 9

Municipal District of Ranchland No. 66

Municipal District of Spirit River No. 13333

Municipal District of Taber

Municipal District of Wainwright No. 61

Municipal District of Willow Creek No. 26

Northern Sunrise County

Parkland County

Ponoka County

Red Deer County

Rocky View County

Smoky Lake County

Sturgeon County

Thorhild County

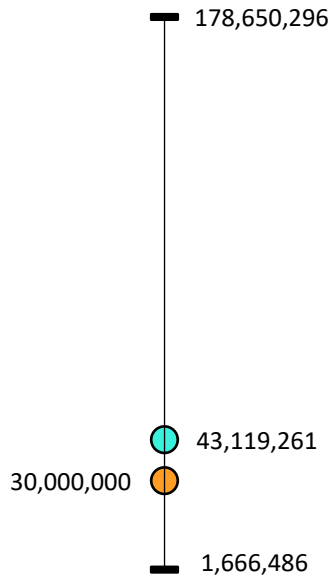
Wheatland County

Yellowhead County

Municipalities — Rural

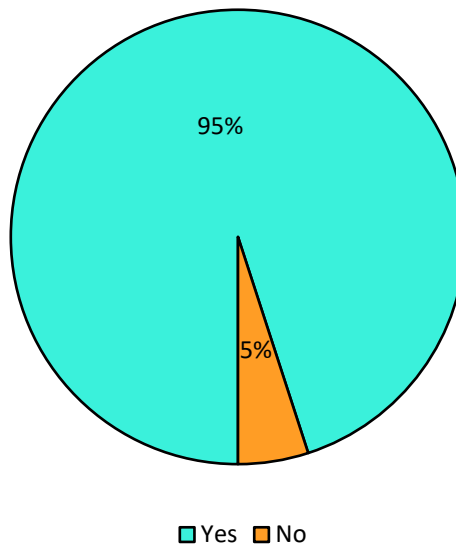
Part 1

8. What is the annual operating budget of your municipality?
(n=41)

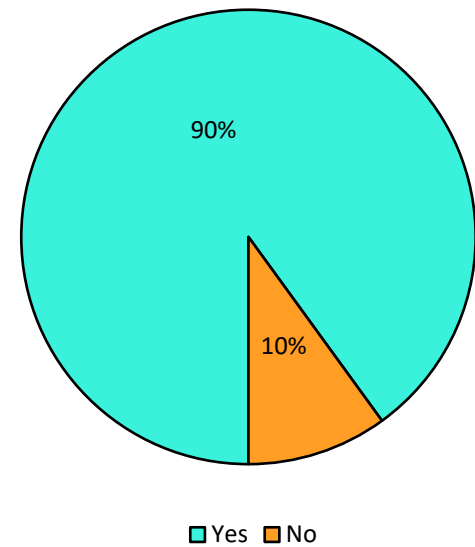


Minimum	Median	Mean	Maximum
1,666,486	30,000,000	43,119,261	178,650,296

9a. Does your municipality employ...? a) Full-time permanent employees (n=41)



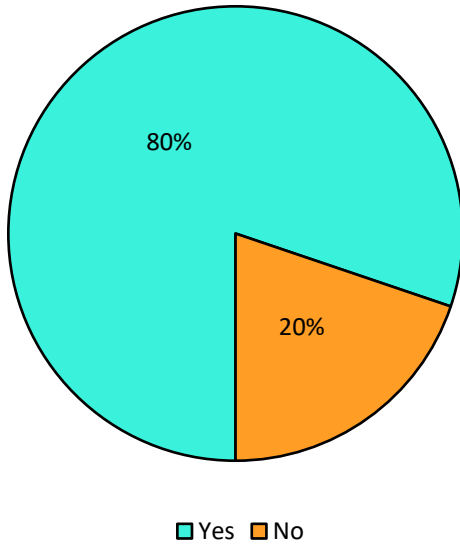
9b. Does your municipality employ...? b) Full-time seasonal employees (n=41)



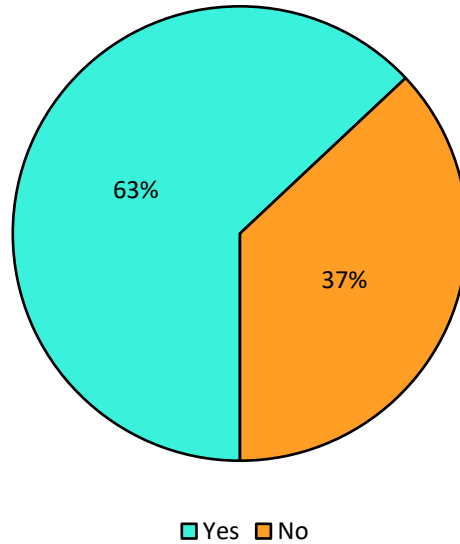
Municipalities — Rural

Part 1

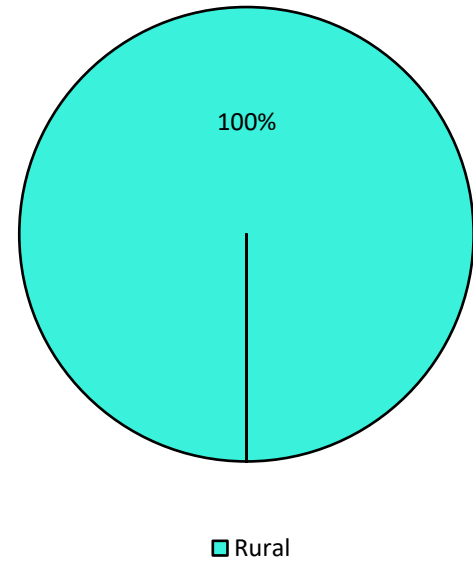
9c. Does your municipality employ...? c) Part-time employees (n=41)



9d. Does your municipality employ...? d) Contracted employees (n=41)



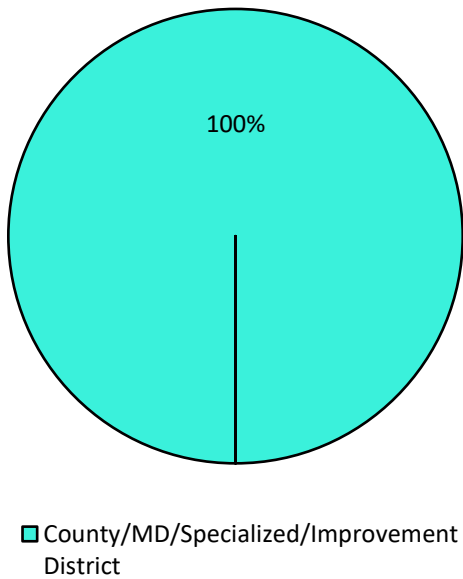
10. Is your Municipality Urban or Rural? (n=41)



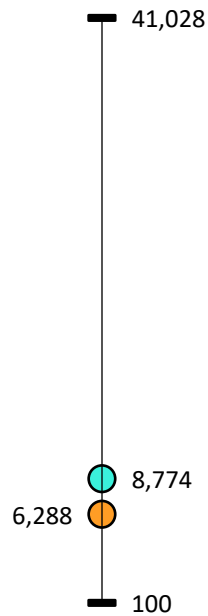
Municipalities — Rural

Part 1

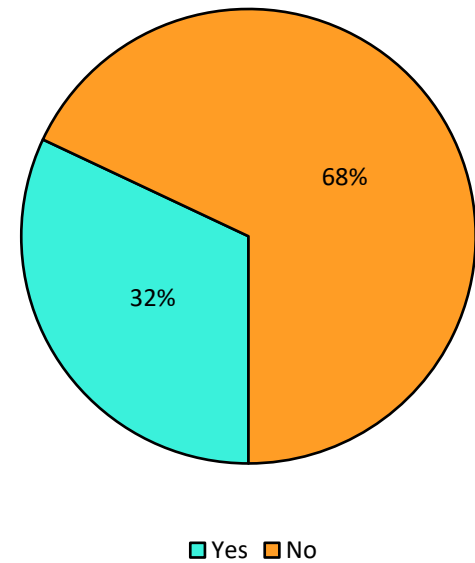
11. Which of the following best describes your municipality? (n=41)



12. What is the population of your municipality? (n=41)



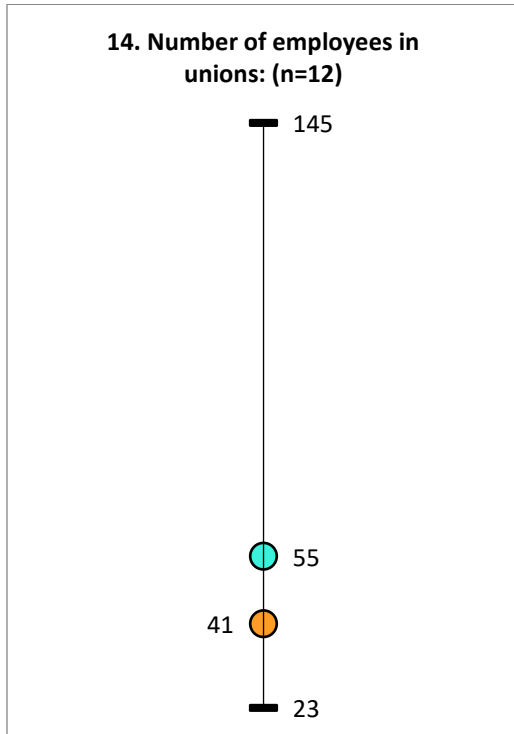
13. Does your municipality have unionized employees? (n=41)



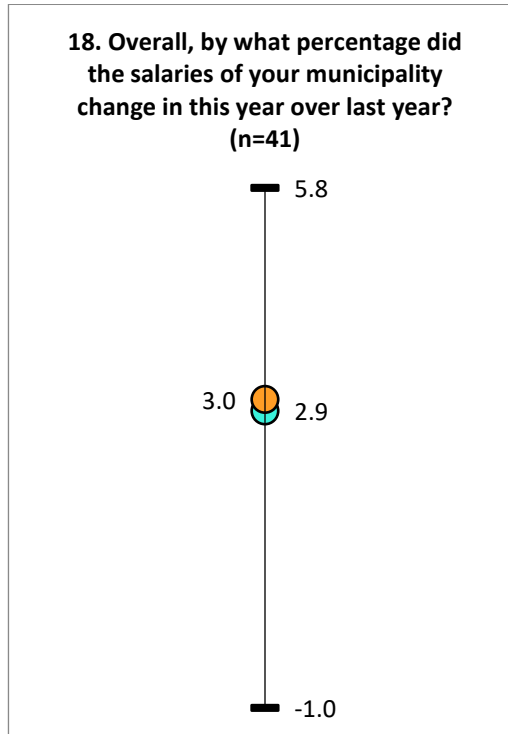
Minimum	Median	Mean	Maximum
100	6,288	8,774	41,028

Municipalities — Rural

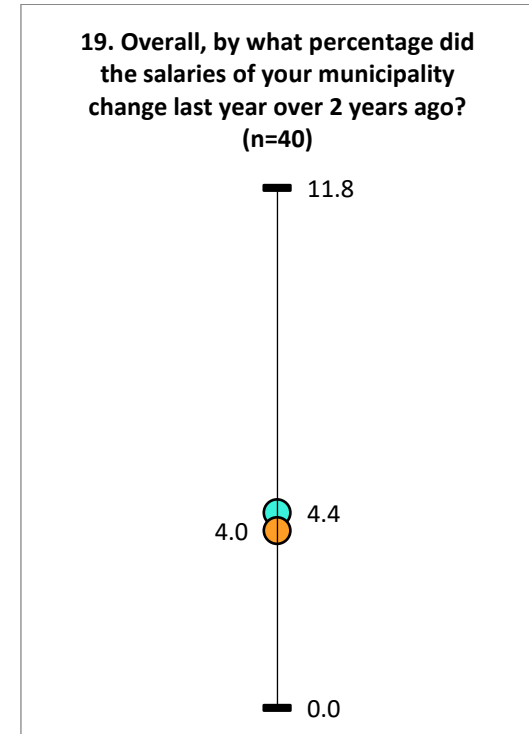
Part 1



Minimum	Median	Mean	Maximum
23	41	55	145



Minimum	Median	Mean	Maximum
-1.0	3.0	2.9	5.8

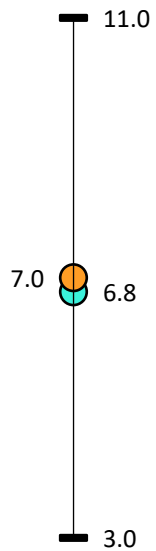


Minimum	Median	Mean	Maximum
0.0	4.0	4.4	11.8

Municipalities — Rural

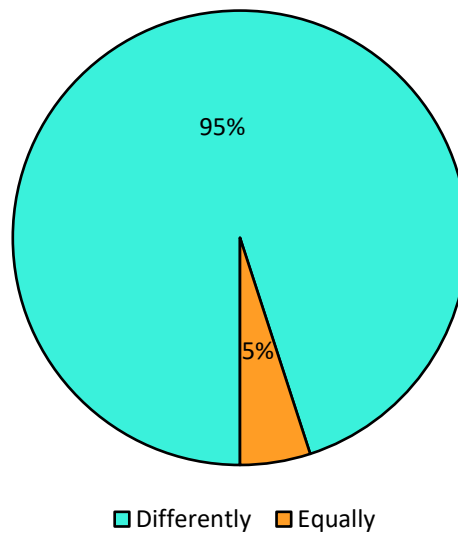
Part 1

20. How many Council Members (including councilors and mayor/reeve) does your Municipality have? (n=41)

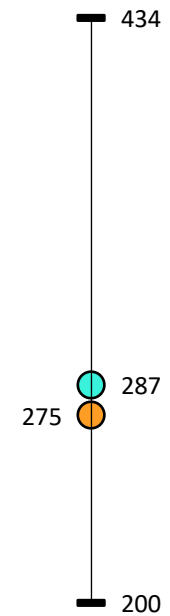


Minimum	Median	Mean	Maximum
3.0	7.0	6.8	11.0

21. Are the Council Members, including the Mayor/Reeve, in your municipality compensated differently or equally? (n=41)



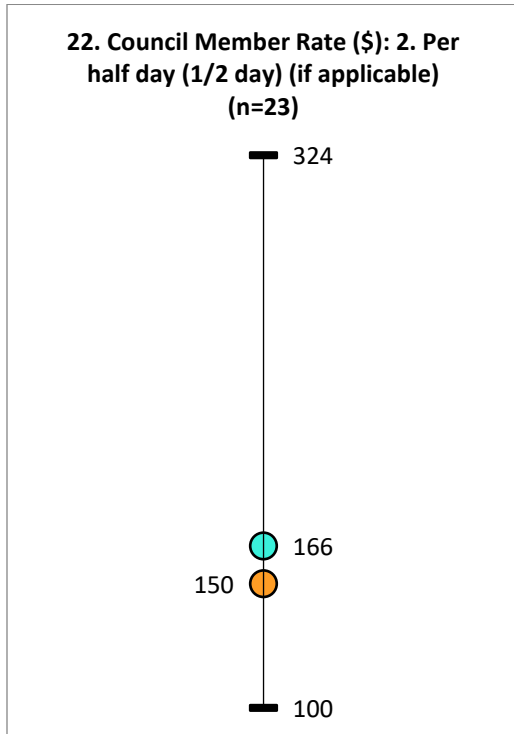
22. Council Member Rate (\$): 1. Per day (if applicable) (n=24)



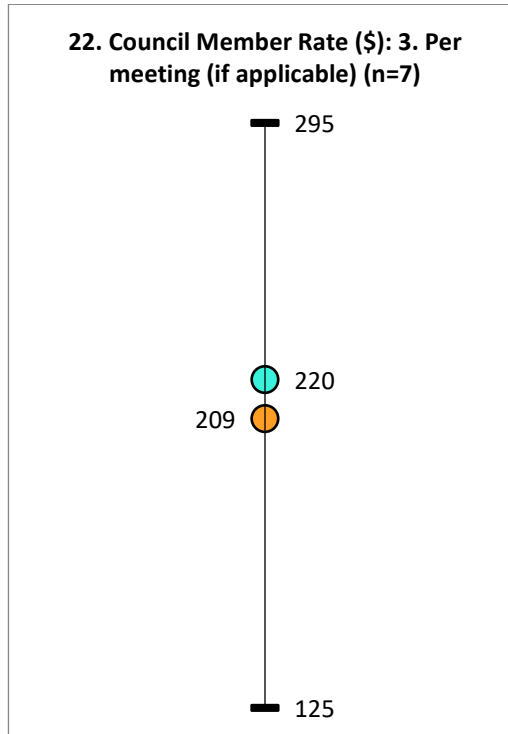
Minimum	Median	Mean	Maximum
200	275	287	434

Municipalities — Rural

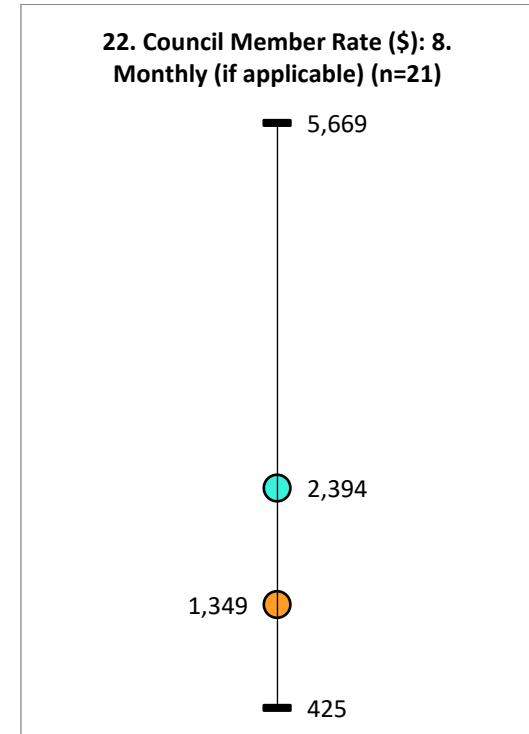
Part 1



Minimum	Median	Mean	Maximum
100	150	166	324



Minimum	Median	Mean	Maximum
125	209	220	295

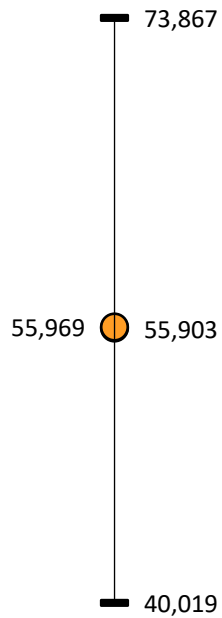


Minimum	Median	Mean	Maximum
425	1,349	2,394	5,669

Municipalities — Rural

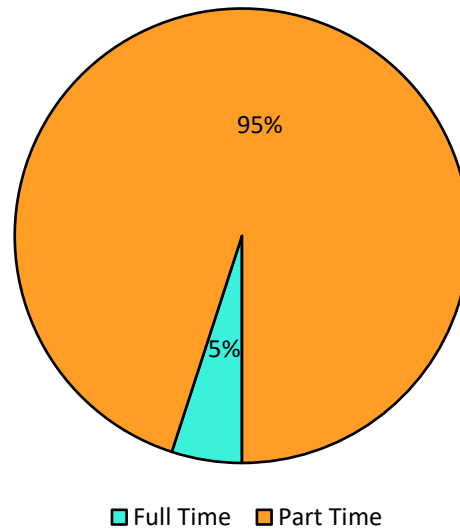
Part 1

22. Council Member Rate (\$): 9. Annually (if applicable) (n=10)

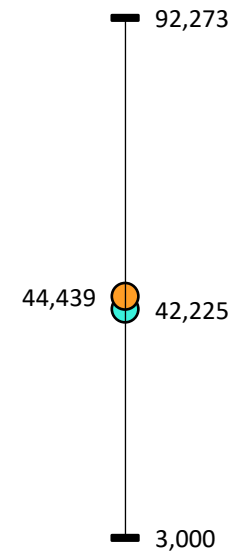


Minimum	Median	Mean	Maximum
40,019	55,969	55,903	73,867

23. Are Council Members (not including the Mayor/Reeve) employed full-time or part-time? (n=39)



24a. What was the lowest annual remuneration paid to a Council Member for the most recent annual period? (n=40)

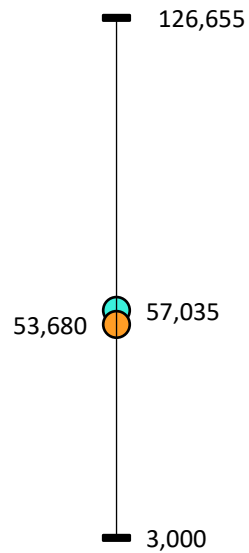


Minimum	Median	Mean	Maximum
3,000	44,439	42,225	92,273

Municipalities — Rural

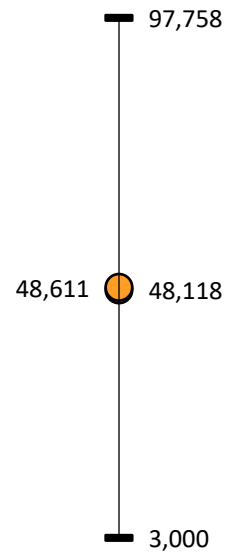
Part 1

24b. What was the highest annual remuneration paid to a Council Member for the most recent annual period? (n=40)



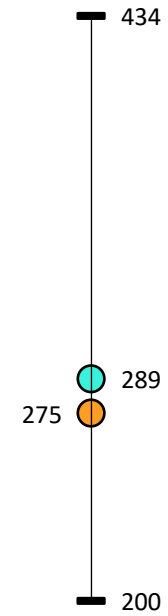
Minimum	Median	Mean	Maximum
3,000	53,680	57,035	126,655

24c. What was the average annual remuneration paid to a Council Member for the most recent annual period? (n=39)



Minimum	Median	Mean	Maximum
3,000	48,611	48,118	97,758

25. Mayor/Reeve Rate (\$): 1. Per day (if applicable) (n=24)

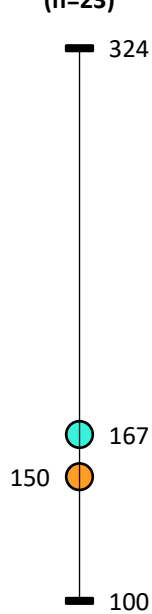


Minimum	Median	Mean	Maximum
200	275	289	434

Municipalities — Rural

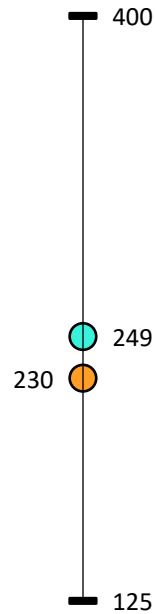
Part 1

25. Mayor/Reeve Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=23)



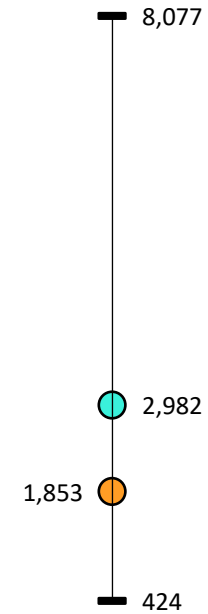
Minimum	Median	Mean	Maximum
100	150	167	324

25. Mayor/Reeve Rate (\$): 3. Per meeting (if applicable) (n=6)



Minimum	Median	Mean	Maximum
125	230	249	400

25. Mayor/Reeve Rate (\$): 8. Monthly (if applicable) (n=23)

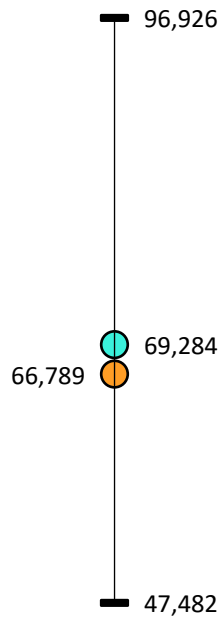


Minimum	Median	Mean	Maximum
424	1,853	2,982	8,077

Municipalities — Rural

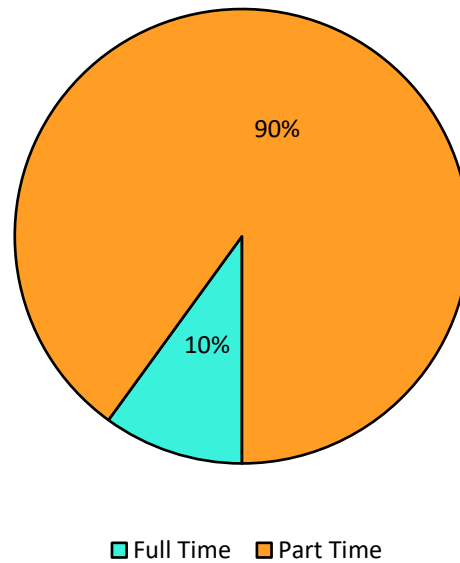
Part 1

25. Mayor/Reeve Rate (\$): 9. Annually (if applicable) (n=11)

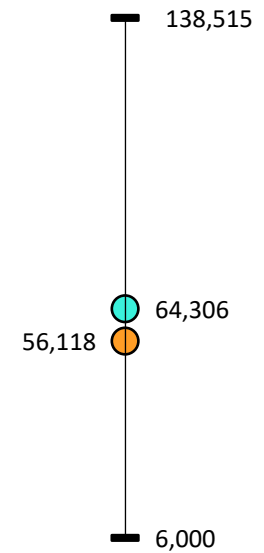


Minimum	Median	Mean	Maximum
47,482	66,789	69,284	96,926

26. Is the Mayor/Reeve employed full-time or part-time? (n=39)



27. On average, what was the annual remuneration paid to the Mayor for the most recent annual period? (n=40)

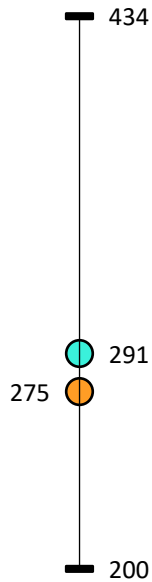


Minimum	Median	Mean	Maximum
6,000	56,118	64,306	138,515

Municipalities — Rural

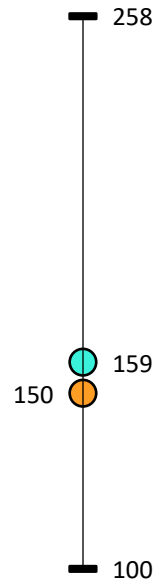
Part 1

28. Deputy Mayor/Deputy Reeve Rate (\$): 1. Per day (if applicable) (n=16)



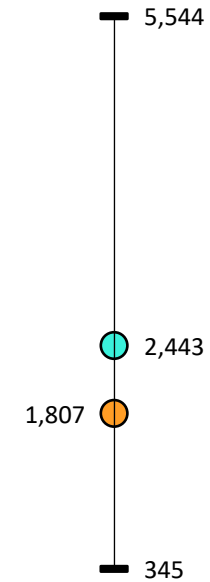
Minimum	Median	Mean	Maximum
200	275	291	434

28. Deputy Mayor/Deputy Reeve Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=15)



Minimum	Median	Mean	Maximum
100	150	159	258

28. Deputy Mayor/Deputy Reeve Rate (\$): 8. Monthly (if applicable) (n=18)

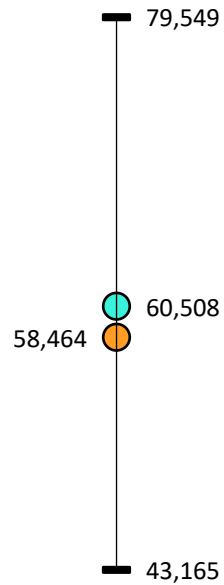


Minimum	Median	Mean	Maximum
345	1,807	2,443	5,544

Municipalities — Rural

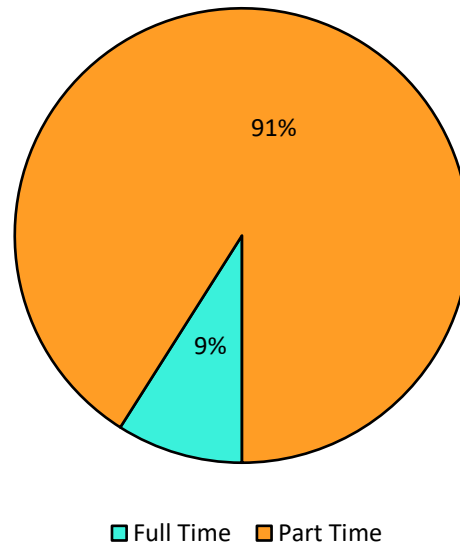
Part 1

28. Deputy Mayor/Deputy Reeve Rate (\$): 9. Annually (if applicable) (n=8)

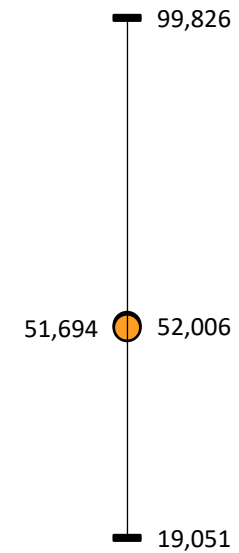


Minimum	Median	Mean	Maximum
43,165	58,464	60,508	79,549

29. Is the Deputy Mayor/ Deputy Reeve employed full-time or part-time? (n=34)



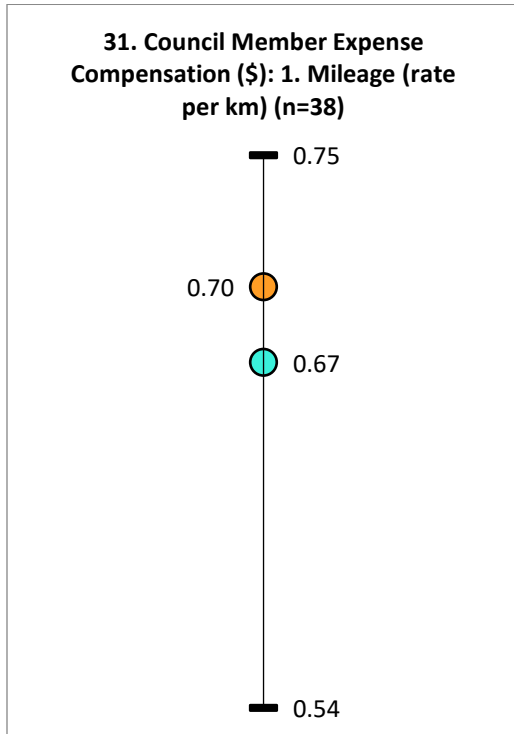
30. What was the Deputy Mayor's (if applicable) annual remuneration paid for the most recent annual period? (n=30)



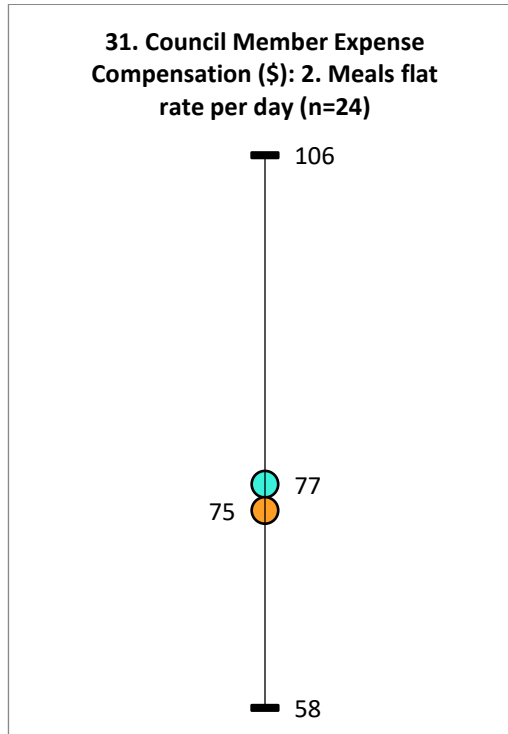
Minimum	Median	Mean	Maximum
19,051	51,694	52,006	99,826

Municipalities — Rural

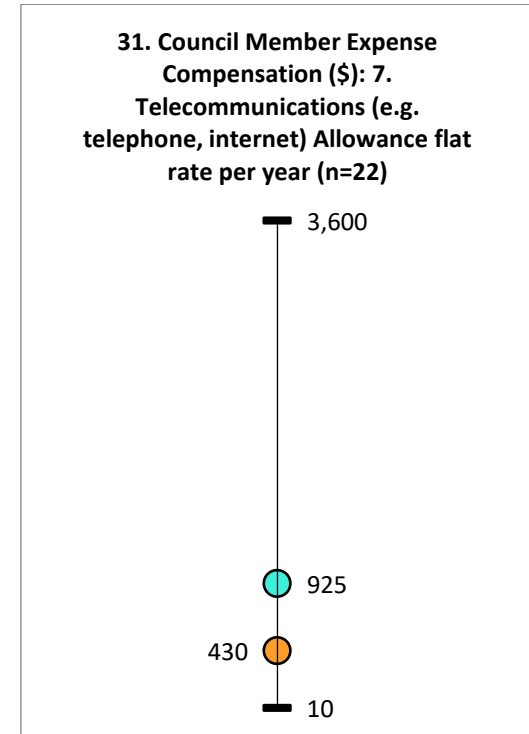
Part 1



Minimum	Median	Mean	Maximum
0.54	0.70	0.67	0.75



Minimum	Median	Mean	Maximum
58	75	77	106

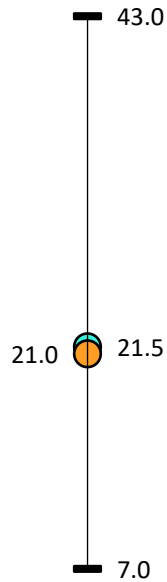


Minimum	Median	Mean	Maximum
10	430	925	3,600

Municipalities — Rural

Part 1

32. How many regular council meetings were held over the most recent annual period? (n=41)



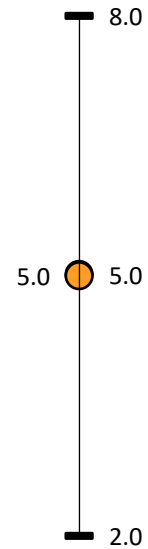
Minimum	Median	Mean	Maximum
7.0	21.0	21.5	43.0

33. How many special council meetings were held over the most recent annual period? (n=39)



Minimum	Median	Mean	Maximum
0	2	3	9

34. On average, how long were regular council meetings over the most recent annual period (in hours)? (n=40)

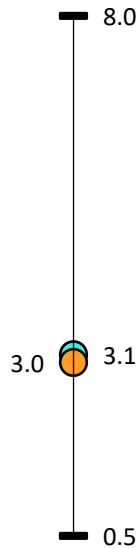


Minimum	Median	Mean	Maximum
2.0	5.0	5.0	8.0

Municipalities — Rural

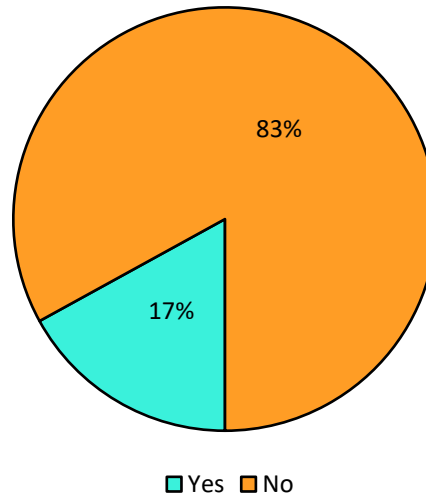
Part 1

35. On average, how long were special council meetings over the most recent annual period (in hours)? (n=32)

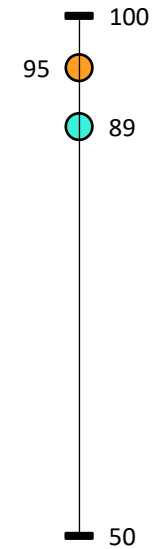


Minimum	Median	Mean	Maximum
0.5	3.0	3.1	8.0

36. In the 2023 tax year, did your municipality apply the 1/3 tax-free expense exemption allowed under the Federal Income Tax Act for elected officials? (n=41)



37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 1. Group Life (n=32)

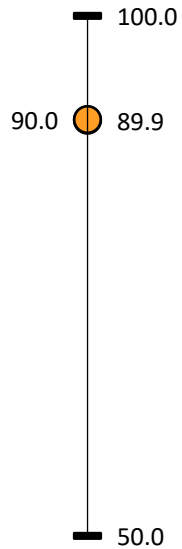


Minimum	Median	Mean	Maximum
50	95	89	100

Municipalities — Rural

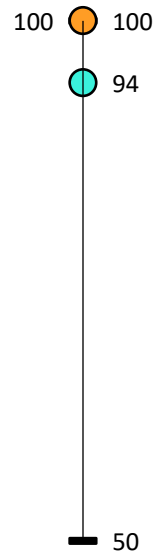
Part 1

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 2. Group Accident (n=29)



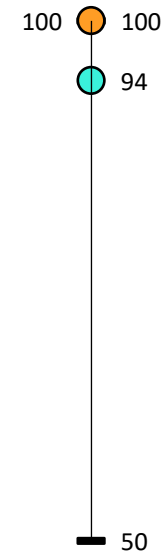
Minimum	Median	Mean	Maximum
50.0	90.0	89.9	100.0

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 3. Extended Health Care (n=33)



Minimum	Median	Mean	Maximum
50	100	94	100

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 4. Dental (n=33)

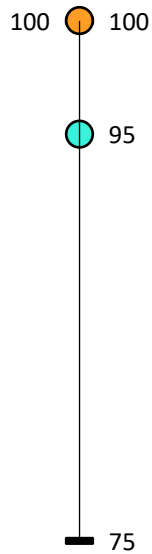


Minimum	Median	Mean	Maximum
50	100	94	100

Municipalities — Rural

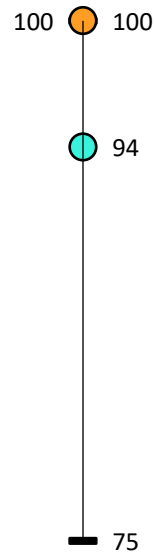
Part 1

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 5. Vision (n=22)



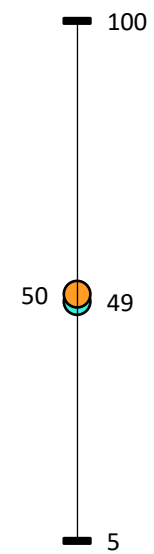
Minimum	Median	Mean	Maximum
75	100	95	100

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 6. Dependent Life (n=14)



Minimum	Median	Mean	Maximum
75	100	94	100

37. Benefits provided to Council Members (Percentage borne by municipality, if provided): 7. Pension/RRSP (n=20)

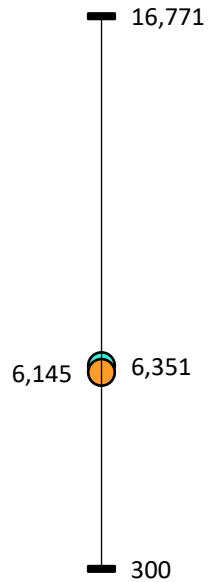


Minimum	Median	Mean	Maximum
5	50	49	100

Municipalities — Rural

Part 1

38. What is the average annual municipal cost of benefits per councilor? (n=38)



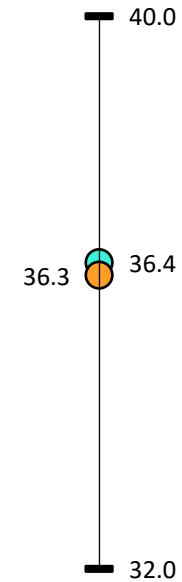
Minimum	Median	Mean	Maximum
300	6,145	6,351	16,771

39. Regularly scheduled hours per week: 1. Management a) Full-time permanent employees (n=39)



Minimum	Median	Mean	Maximum
35	38	37	45

39. Regularly scheduled hours per week: 2. Clerical a) Full-time permanent employees (n=39)



Minimum	Median	Mean	Maximum
32.0	36.3	36.4	40.0



Title: Council Remuneration, Expenses and Benefits	Policy: LE 003
Section: Legislative	

ACCOUNTABILITY TO VISION STATEMENT

The long-term interests of the community are best served by dedicated, committed and representative elected officials who on behalf of the citizens provide good governance. To attract such individuals, remuneration should be responsible, fair and equitable.

POLICY STATEMENT

Council remuneration will be set six (6) months prior to an election based on benchmarks derived from external benchmarking as may be appropriate.

On an annual basis, council remuneration will be adjusted based on the Cost-of-Living adjustment (COLA) provided to staff.

In addition, benefits such as Accident and Critical Illness insurance, and RRSP's will be available on a shared basis.

GUIDELINES

Salary:

County Council will receive an annual salary for their time and service with respect to attending:

- Council and all committee meetings
- Local matters within their division (landowner concerns)
- Agricultural Service Board (ASB) regular meetings, zone meetings, and conventions
- Rural Municipalities of Alberta (RMA) conventions and District 5 meetings.

Mileage, Meals and Accommodation:

While representing the municipality on business beyond the boundaries of Flagstaff County, reimbursement will be provided in accordance with Policy HR 006 – Mileage and Subsistence and the Fees and Charges Bylaw Schedule.

Conferences:

Approved conferences and workshop registrations for Council and committee members may be paid by the County.

If a Councillor or committee member fails to attend and does not cancel prior to the required deadlines, all cancellation fees, and other incurred expenses will be deducted from their next cheque.

When a spouse/partner accompanies a Councillor to a meeting, workshop, seminar, or conference, the expenses of the spouse/partner for meals, travel, accommodation, and incidentals shall be considered a personal expense and shall not be reimbursed by the County.

Equipment Provided:

Councillors will be provided with an electronic device (ie. tablet or laptop). This equipment is to be returned to the County upon resignation or at the end of their term on Council. Compensation for high-speed

internet is provided at \$30/month. Please refer to policy CP 005 – Systems and Data Security for proper use of Flagstaff County equipment.

Benefits:

County Councillors are eligible for coverage under the "Master" Councillor/Trustee Accident Insurance Policy with RMA Insurance. The County pays 50% of the premium and the Councillors pay 50% of the premium.

RRSP Councillors shall be given the opportunity to participate in an RRSP plan. Contribution rates will be based on the LAPP pension plan in which the Councillors participate. All Councillors that are ineligible to participate in the RRSP plan by reason of age will be given the opportunity to participate in a bond or GIC, with contribution rates being the same as the RRSP plan. County Councillors must be aware that any members participating in a bond or GIC, the County portion of the contribution will be considered taxable income.

AD&D Insurance (Accidental Death and Dismemberment)
24 hour coverage - \$200,000
The County pays 50% of the premium and the Councillors pay 50% of the premium.

Critical Illness Councillors are eligible for a Critical Illness insurance policy with Jubilee Insurance. This coverage is for \$15,000 in Critical Illness coverage as well as a \$500 out of pocket expense benefit. The County pays 50% of the premium and the Councillors pay 50% of the premium.

Political Events:

A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal or provincial registered political party, registered association or a candidate are ineligible expenses as a member of Council.

Council Approved: July 17,2024	Resolution #: FC20240717.1009
Reference: Municipal Government Act	Signature:
<hr/>	
Review Cycle:	Next Review Year:
Every three (3) years	2027



Report

TITLE: RESULTS OF 2026 BUSINESS PLAN AND BUDGET PUBLIC PARTICIPATION PLAN

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

At the January 15th, 2025 regular meeting, Council approved the 2026 Business Plan and Budget Public Participation Plan.

The plan included the following tactics:

- 1) A Business Plan survey made available online through the website and social media between January 16th and February 4th, as well as for two consecutive weeks in the Community Press (January 22nd and 29th).
- 2) An idea wall known as the Brainstorm Board available on the County’s website between January 15th and February 4th.
- 3) An open house called Coffee with your Councillor held on February 4th.
- 4) Social media posts meant to educate the public on Council’s various priorities/programs leading up to the open house.
- 5) An episode of the Flagstaff County Podcast, featuring Reeve Don Kroetch, in which the 2026 Business Plan and Budget Public Participation Plan was laid out. A second episode with the Reeve to discuss “What We Heard” from residents.

Survey

The Business Plan Survey received 118 responses. The majority of respondents (52.1%) were 30-49 years old with 96.5% of all respondents residing in Flagstaff County or the hamlets, and 58.5% of respondents residing in the region for more than 10 years.

AREA	PROGRAM	% Satisfied	% Neutral	% Not Satisfied
Communications	Electronic Media	54.2	41.5	4.2
	(Comparison to last year)	51.3	44.5	4.1
	Print Media	48.7	47.0	4.3
	(Comparison to last year)	44.7	51.5	3.8
	Public Participation	37.3	52.5	10.2
	(Comparison to last year)	37.9	54.7	7.4
Economic Development	Small Business Exposure	64.4	30.5	5.1
	(Comparison to last year)	56.5	36.5	7.1
	Business Resources	44.1	50.0	5.9
	(Comparison to last year)	47.6	45.6	6.8

AREA	PROGRAM	% Satisfied	% Neutral	% Not Satisfied
Protective Services	Patrol Services	33.1	48.3	18.6
	(Comparison to last year)	28.3	51.2	20.5
Agricultural Services	Vegetation Management Municipal Lands	37.6	55.6	6.8
	(Comparison to last year)	34.9	59.8	5.3
	Water Loading Stations	55.6	41.9	2.6
Transportation	(Comparison to last year)	46.2	50.6	3.3
	Gravel Maintenance	23.1	47.0	29.9
	(Comparison to last year)	30.4	45.6	24.0
	Dust Suppressant	30.5	54.2	15.3
	(Comparison to last year)	26.0	56.5	17.5
	Service Requests	28.2	60.7	11.1
	(Comparison to last year)	26.8	65.5	7.7

Complete results from the 25-question survey are attached.

Brainstorm Board

The Brainstorm Board received seven new submissions. The top ideas were as follows:

IDEA	Description
Large farmers' market	Create a large-scale market that would become a tourist destination for the ultimate outdoor market experience.
Trails alongside Hwy 13	Build bike/running trails alongside Hwy 13 by compacting and smoothing the ditch area.
Business workshops	Implementation of workshops designed to help small businesses start, grow, and sell, leveraging the expertise of local professionals.

The submissions from the Brainstorm Board are attached.

Coffee with your Councillor (open house)

The open house was attended by six residents. Residents were encouraged to ask questions of their Councillor and bring up any concerns they had. Concerns included a visibility issue at the intersection of Twp Rd 464 and Rge Rd 152, as well as the general observation that motorists aren't properly yielding on arterial roads.

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.

GOAL: Build social connections to create a sense of belonging and diversity.

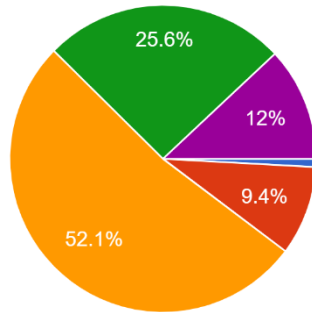
Recommendation

THAT Council accept the feedback gained through the Business Plan and Budget Public Participation Plan and further evaluate the feedback when reviewing the Programs and Services Priorities and in the development of the 2026 Business Plan and Budget.

2026 Business Plan Survey – Results

What age category do you belong to?

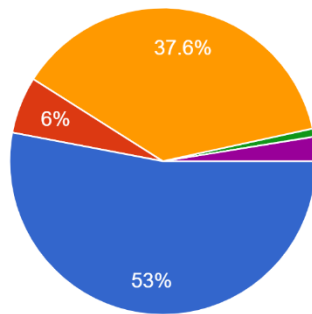
117 responses



- Under 18
- 18-29
- 30-49
- 50-64
- 65+

What is your connection to Flagstaff County?

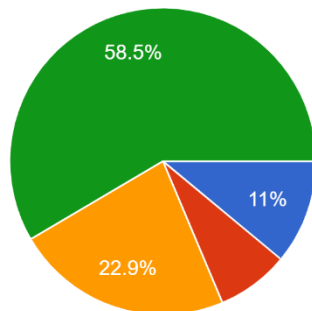
117 responses



- Primary residence
- Reside and own a business
- Reside and own a farm
- Own a business and live elsewhere
- Not a property owner within Flagstaff County municipality

How long have you owned property in Flagstaff County?

118 responses

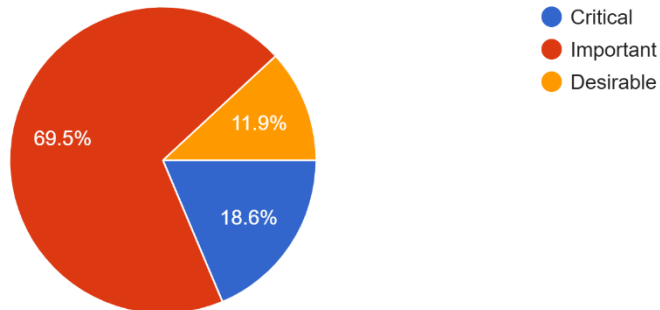


- Not applicable
- Less than 2 years
- 2-10 years
- Over 10 years

Communications – Electronic Media

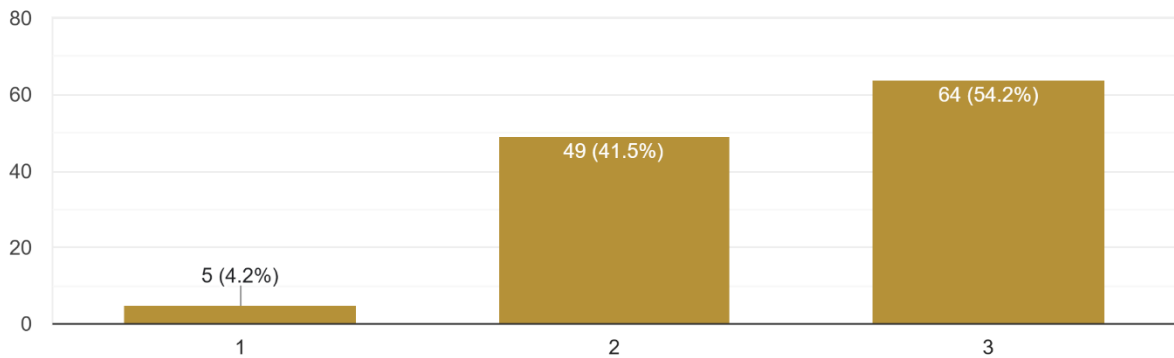
Which of the following describes how you view the Electronic Media program?

118 responses



In your opinion, does Flagstaff County leverage electronic media channels (website, social media, podcasts) effectively to foster dynamic communication, engagement and outreach?

118 responses



1 = Not satisfied

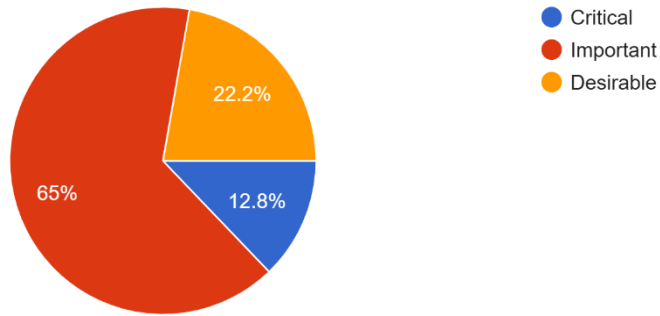
2 = Neutral (neither satisfied nor unsatisfied)

3 = Satisfied

Communications – Print Media

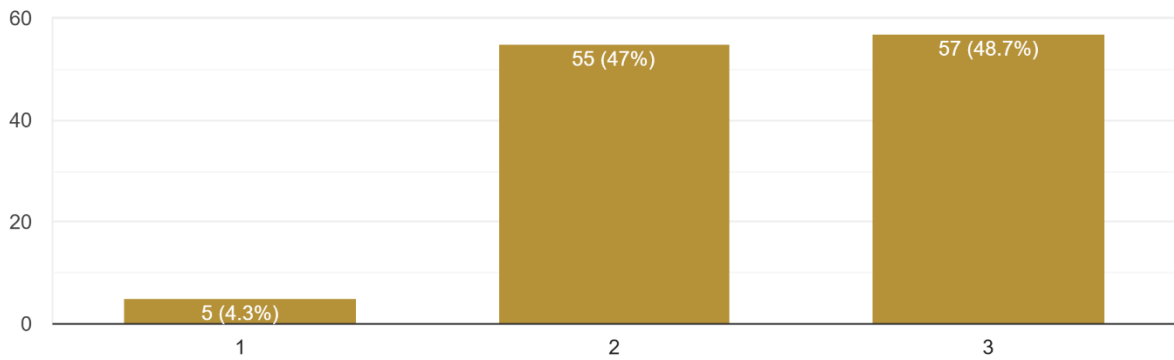
Which of the following describes how you view the Print Media program?

117 responses



In your opinion, does Flagstaff County produce compelling print materials that effectively inform, educate, and engage residents?

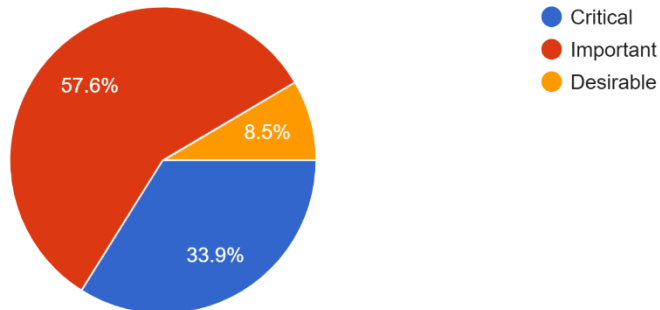
117 responses



Communications – Public Participation

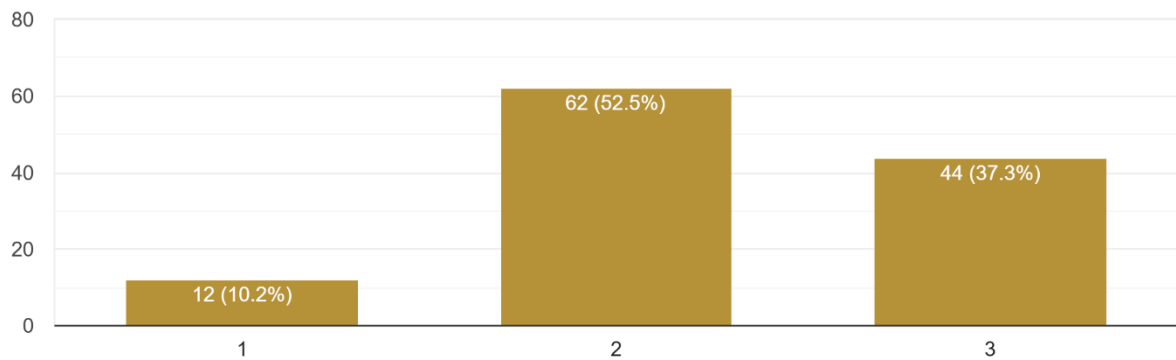
Which of the following describes how you view the Public Participation program?

118 responses



In your opinion, does Flagstaff County create solutions that strengthen trust and accountability by facilitating inclusive decision-making processes t...from residents, businesses and other stakeholders?

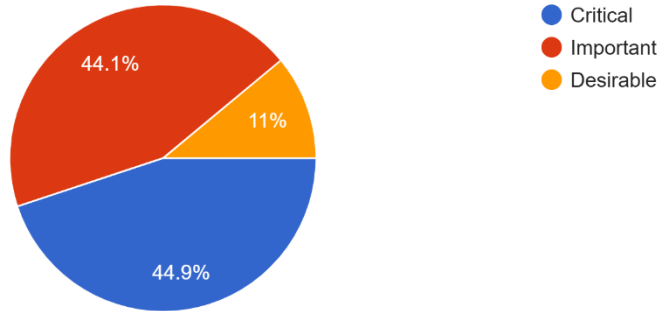
118 responses



Economic Development – Small Business Exposure

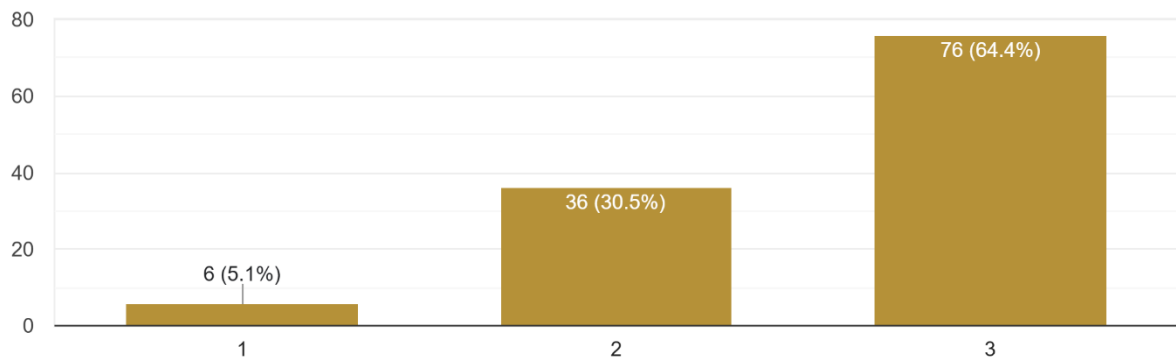
Which of the following describes how you view the Small Business Exposure program?

118 responses



In your opinion, does Flagstaff County facilitate connections between entrepreneurs and consumers by increasing the visibility and exposure of local businesses?

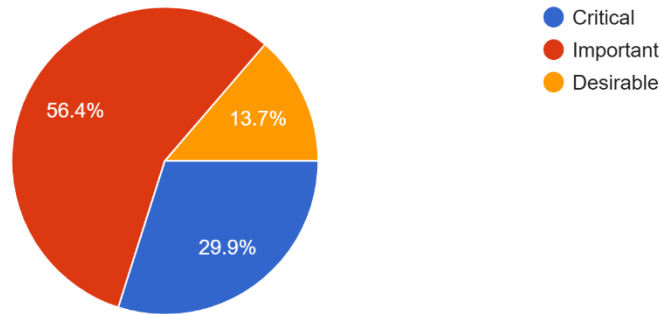
118 responses



Economic Development – Business Resources

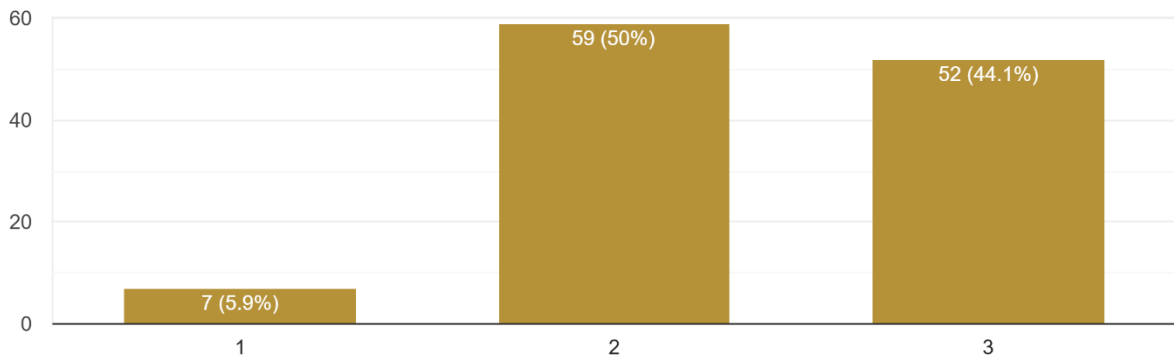
Which of the following describes how you view the Business Resources program?

117 responses



In your opinion, does Flagstaff County support the growth and success of local enterprises by offering a wide range of resources and services tailored to the needs of businesses?

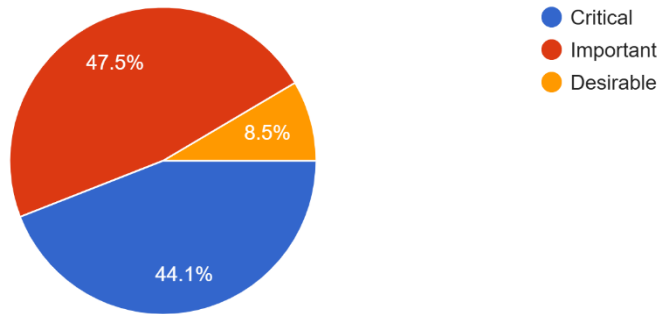
118 responses



Protective Services – Patrol Services

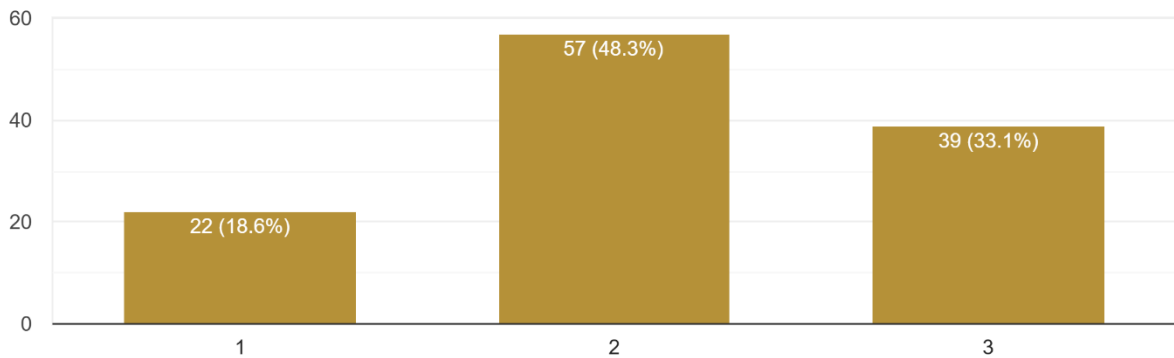
Which of the following describes how you view the Patrol Services program?

118 responses



In your opinion, does Flagstaff County create a safe and secure environment for all road users by maintaining a visible presence and diligently patrolling gravel roads and highways?

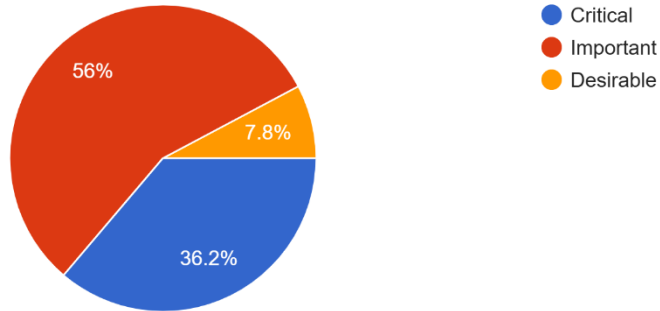
118 responses



Agricultural Services – Vegetation Management on Municipal Lands

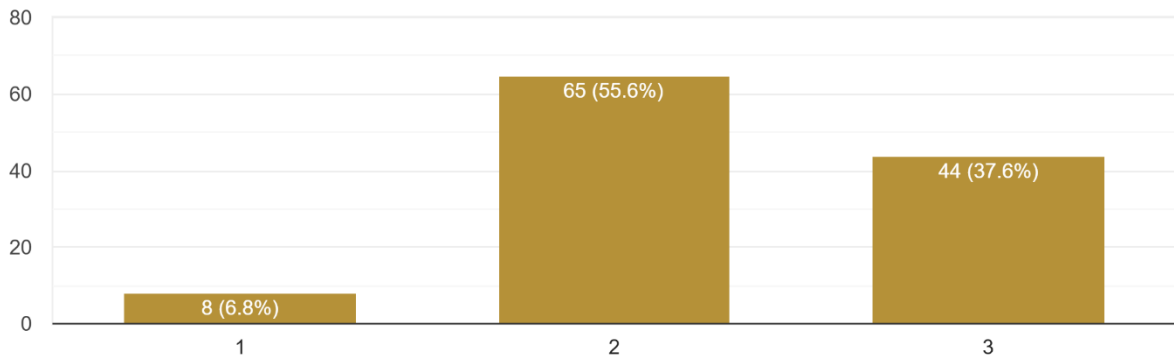
Which of the following describes how you view the Vegetation Management program?

116 responses



In your opinion, does Flagstaff County sufficiently address overgrowth and invasive species through managing roadside vegetation?

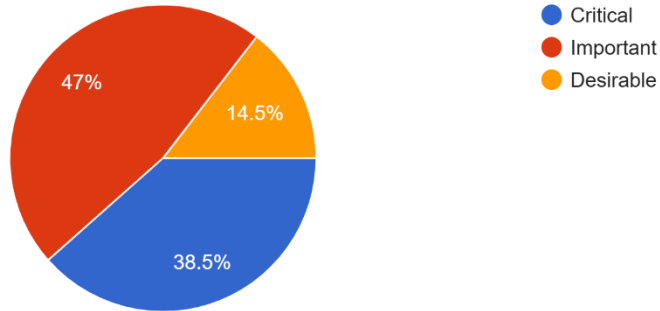
117 responses



Agricultural Services – Water Loading Stations

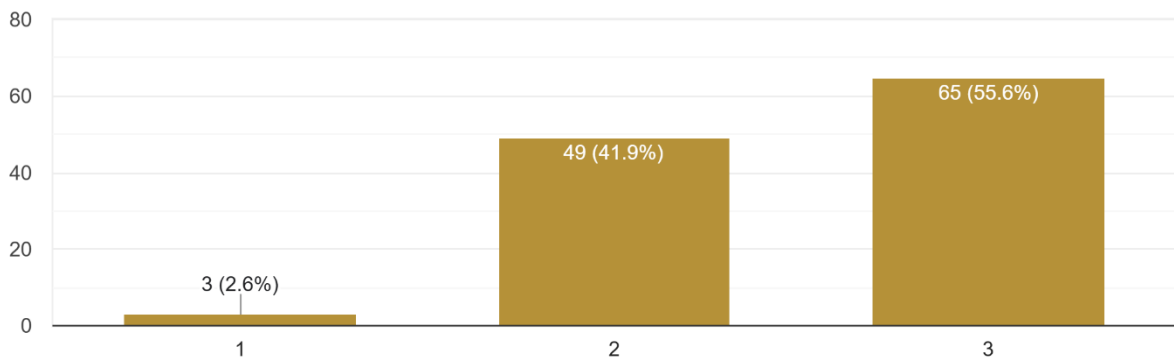
Which of the following describes how you view the Water Loading Stations program?

117 responses



In your opinion, does Flagstaff County provide easy and reliable access to bulk water that meets the needs of agricultural stakeholders?

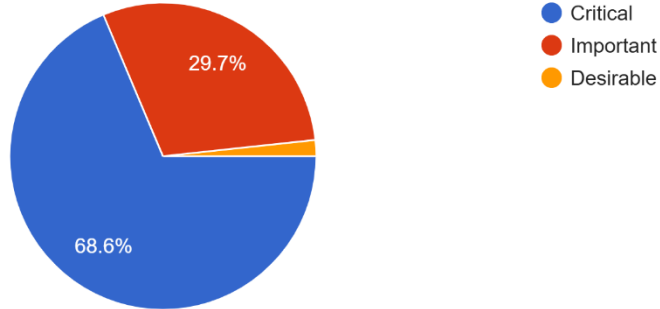
117 responses



Transportation – Gravel Road Maintenance

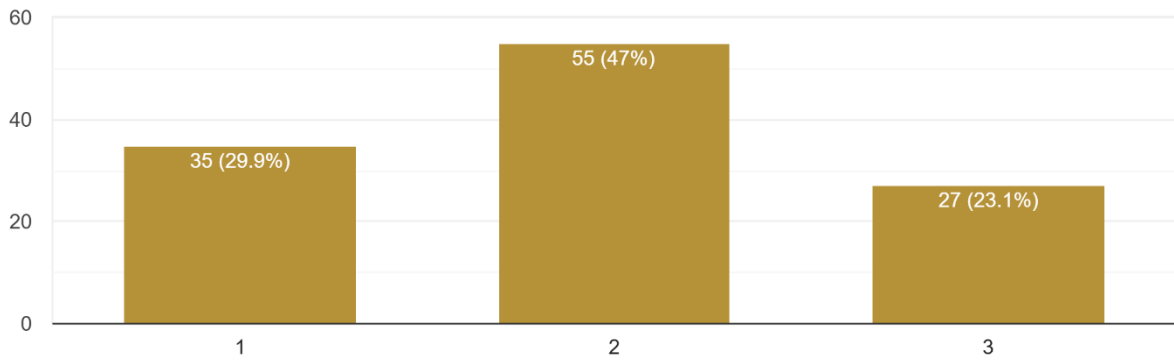
Which of the following describes how you view the Gravel Road Maintenance program?

118 responses



In your opinion, does Flagstaff County provide well-maintained gravel road infrastructure, promote efficient transportation and elevate the overall quality of the road network, consistent and smooth driving surface in all seasons?

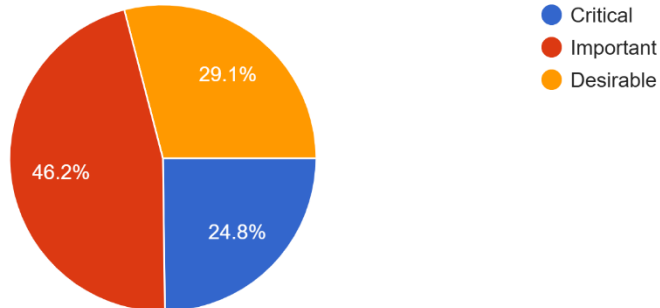
117 responses



Transportation – Dust Suppressant

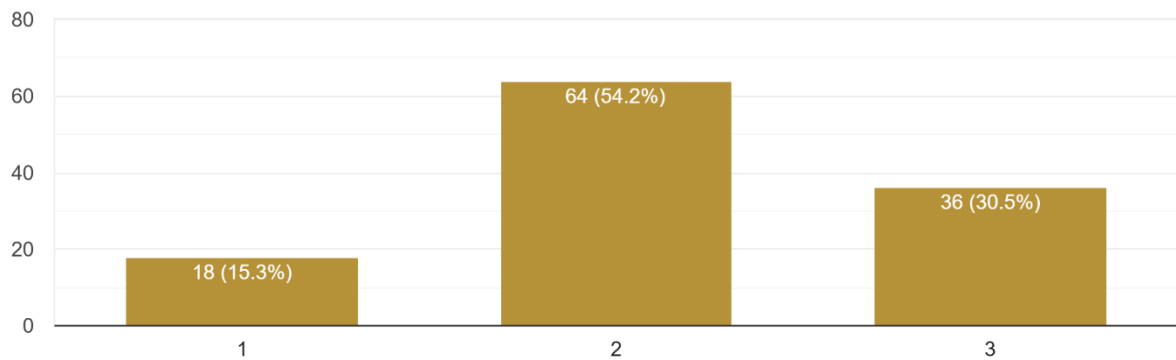
Which of the following describes how you view the Dust Suppressant program?

117 responses



In your opinion, does Flagstaff County create a more comfortable, environmentally friendly, and durable road network by applying a dust suppressant... ensuring a smoother and safer travel experience?

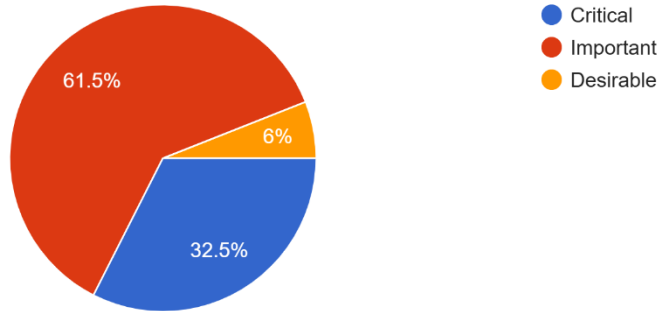
118 responses



Transportation – Service Request Management

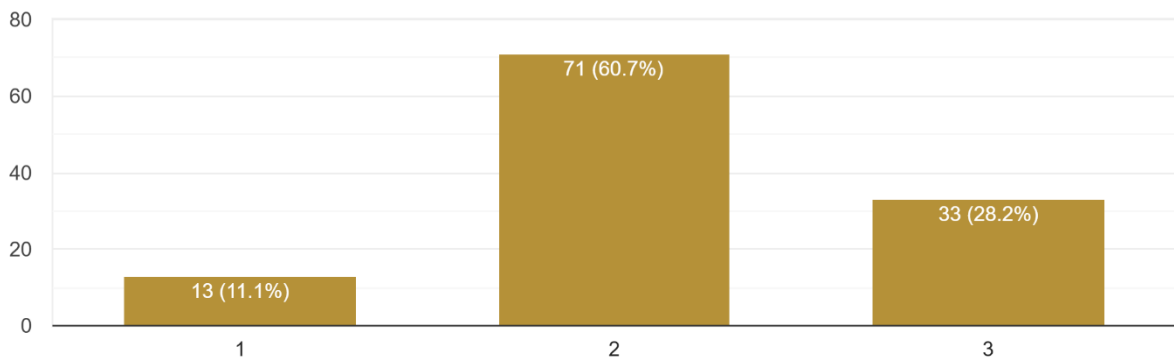
Which of the following describes how you view the Service Request (complaint) program?

117 responses



In your opinion, does Flagstaff County deliver sufficient response to complaints through timely responses and effective solutions?

117 responses



Brainstorm Board

Recreation

Long trails

It would be great to have a long, safe, and enjoyable bike and running trail along the highway by smoothing and compacting the ditch area. Using packed dirt or gravel, the trail would give cyclists and runners a better, safer alternative to riding or running on the highway shoulder. It would be a great way for people to stay active, enjoy the outdoors, and even train for the county's summer fitness event. The long, scenic route would make exercising more enjoyable while also attracting more visitors to local businesses. With minimal costs by using county equipment and resources, plus opportunities for community support and grants, this is an easy, low-cost way to improve recreation and promote healthy living.

♥ 1

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Community Showcase

Farmers' Cooperative

Hi there, I'll be new to the area shortly, but i'd like to see the creation of a large scale farmers' market along the lines of what is done at St Jacob's ON.

Largely created and built by their local Mennonite community, St Jacob's is known across the province for it's incredible selection and quality and has become a tourist destination for the ultimate outdoor market experience.

I myself remember being loaded up in the car one or twice a year to make the 2.5 hr drive to see the Mennonites showcase of not only wares but glimpses into their culture and history, and with many Hutterite communities as well as long cemented farmers it lends itself the opportunity to establish something of that nature.

My recommendation is to emulate a building such as Crossroads market in Calgary and build out from there. Marketing can be done cheaply through targeting specific Facebook groups in the larger cities. I would also recommend that such a facility be located in Daysland or Bawlf as it would be good to be away from the spectre of BVJ and proximity to local hospital advantageous for an influx of tourist populace.

Renting of stall space is also advantageous to spark small business owners that may operate on a very low scale as making a jump to brick and mortar isn't sustainable.

Offering farm to table options without a grocer's intermediary charges would also prove a benefit for those that would put the work in and established businesses would attract more foot traffic.

Yours truly
– Brian Snyder

♥ 0

Page 79 of 233 [Share a comment](#)

Business Resources

Workshops for businesses

Workshop Idea: Supporting Small Business Success in Flagstaff County

I would love to see workshops designed to help small businesses start, grow, and sell, leveraging the expertise of local professionals. These workshops could focus on:

Business start-up essentials, including planning and financing.
Growth strategies, such as marketing, cash flow management, and scaling operations.
Preparing a business for sale, including valuation and succession planning.
Local experts could provide real-world insights and practical guidance, making the workshops both educational and highly impactful for our community's entrepreneurs.

This initiative would foster economic development and empower Flagstaff County businesses to thrive, creating long-term benefits for our community.

♥ 0

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Report

TITLE: 2025 TOURISM ASSISTANCE GRANT – IRON CREEK FLYING CLUB

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Attached is a Tourism Assistance Grant application from the Iron Creek Flying Club requesting grant funding from our Tourism Assistance Grant (Current Ongoing Initiative) for the purpose of hosting the annual Discover Aviation (COPA for Kids) Day to be held on April 26, 2025. This event for kids 8-17 years of age are able to experience a flight in a light aircraft that travels east from the airport to the Hardisty tank farm and back. In 2024 there were 160 participants from throughout the province. The Iron Creek Flying Club has not requested a specific grant amount. The application outlines the event costs that total \$11,000. The cost details are outlined in the application and include fuel, food, insurance for the courtesy car and repairs. As Discover Aviation is a once-a-year event, this request better aligns with the one-time event enhancement grant which is a grant maximum of \$5,000.

On December 13th, 2023, Council approved the Tourism Assistance Grant Policy – CP 018 which outlines the guidelines and criteria for funding eligibility and the attached Grant Evaluation Form has evaluated the application as it applies to the outlined criteria for Council consideration.

Council approved a 2025 budget in the amount of \$50,000 for the Tourism Assistance Grant. Currently \$5,000. has been committed to other organizations.

Alignment with the Strategic Plan

Flagstaff County's commitment to Economic Prosperity means we will work collaboratively with our local businesses and regional partners in the diversified growth of our economy.

Alternatives/Options

1. THAT after reviewing the evaluation form for the Tourism grant request from the Iron Creek Flying Club for the purpose of hosting the Discover Aviation Day Event, approve the grant in the amount of \$3,000.
2. THAT after reviewing the evaluation form for the Tourism grant request from the Iron Creek Flying Club for the purpose of hosting the Discover Aviation Day Event, approve the full estimated expenses of \$11,000.
3. THAT after reviewing the evaluation form for the Tourism grant request from the Iron Creek Flying Club for the purpose of hosting the Discover Aviation Day Event, deny the grant request.

Recommendation

THAT after reviewing the evaluation form for the Tourism grant request from the Iron Creek Flying Club for the purpose of hosting the Discover Aviation Day Event, approve the grant in the amount of \$3,000.



Tourism Assistance Grant Application Form

* Refer to Policy #CP 018 found at <https://www.flagstaff.ab.ca/council/policies/>

Registered Name

Iron Creek Flying Club

Mailing Address

Box 7

Society/Registration

5014003874

Town

Sedgewick

Postal Code

T0B 4C0

Primary Contact

Doug Lindseth 780.608.5413

Email

icflyingclub@gmail.com

Organization Mandate

To promote aviation in the local and surrounding areas

Organization Sustainability

2021 Revenue (actual)	\$	2021 Expenses (actual)	\$
2022 Revenue (actual)	\$	2022 Expenses (actual)	\$
2023 Revenue (actual)	\$	2023 Expenses (actual)	\$
2024 Revenue (projected)	\$	2024 Expenses (projected)	\$

Stream

Length of Term

- Current ongoing initiative
 One-time event enhancement
 1 year
 2 years
 3 years
 One-time

Project Name

Discover Aviation (COPA for Kids) Courtesy car and expenses

Project Description (include start date, end date and location)

April 26, 2025 we will host our annual Discover Aviation Day. Kids ages 8-17 experience flight in a light aircraft that travels east from the airport to the tank farm and back. Last year over 160 kids from throughout the province attended. The event is put on by volunteers and the club pays for fuel (\$5085.00 last year) hotdogs, cookies and beverage (\$920). Also the courtesy car that allows arriving pilots to access local towns throughout the year (\$4000 insurance plus maintenance costs) which has no benefit for the club members but we deem it necessary since the airport is located remotely from



Tourism Assistance Grant Application Form

Identify and describe the outcome that your project will achieve

- Supports tourism development in the region that can be shown to benefit the local business community
- Promotes and enhances the profile of Flagstaff County as a tourism, shopping or business destination
- Supports events that can be proven to have true potential for bringing increased non-resident or tourist spending into the region
- Enhances tourism deliverables that can reasonably expect to increase the number of visitors to Flagstaff County
- Promotes and assists in the development of self-sustaining tourism in Flagstaff County

This event continues to grow and bring people into our county. The airport has been nationally recognized with an award from the Canadian Owners and Pilots Association.

The courtesy car grants access to the county amenities.

**Complete the following if you are applying for a one-time event*

Expected Participation Numbers		Duration of Event	
<input type="checkbox"/> 1-49	<input type="checkbox"/> 100-199	<input checked="" type="checkbox"/> 6+ hours/day	<input type="checkbox"/> 3 days
<input type="checkbox"/> 50-99	<input checked="" type="checkbox"/> 200+	<input type="checkbox"/> 2 days	<input type="checkbox"/> 4 or more days
Distance Participants Travelling From		Estimated Number of Participants	
<input type="checkbox"/> Local (within 50 kms)	<input checked="" type="checkbox"/> Provincial	Total	% from County
<input type="checkbox"/> Regional (within 200 kms)	<input type="checkbox"/> Multi-Provincial		70

Describe any future goals of your organization as they relate to tourism.

To continue to cultivate and assist individuals achieve their aviation goals as well as showcase our region and airport through the event. As well as with the courtesy car available to arriving pilots and passengers.

How can Flagstaff County better support your organization?

We as a club have no source of revenue, we rely on single event fundraising such as the Camrose Airshow/ Snowbirds over Flagstaff. Funds from the events enabled us to cover costs as well donate back to the community (STARS/FRESS) As the popularity of the event grows and the expenses rises, we as a club are hoping to access this grant.



Tourism Assistance Grant Application Form

Budget

Project Revenue	
Federal Government Funding	\$ 0
Provincial Government Funding	\$ 0
Non-Government Funding	\$ 0
Requested Contribution from Flagstaff County	\$ as deemed fit
Total Revenue	\$

Project Expenses	
Labour	\$ in kind
Equipment	\$ in kind
Supplies and Materials	\$
Contracted Services	\$
Other:	
1. fuel	\$ 5000
2. food	\$ 1000
3. insurance	\$ 4000
4. repairs	\$ 1000
5.	\$
Total Expenses	\$ 11000

Declaration

- ⇒ The Organization declares that the information contained in this application and any supporting documents is true, accurate and endorsed by the Organization.
- ⇒ The Organization agrees to submit an outcomes report and financial summary of the project prior to November 1st for each fiscal year that Flagstaff County allocated funding to the project.
- ⇒ The Organization understands and agrees that should this application be approved, all funding awarded is subject to the Organization complying with all associated guidelines and policies.

Signature: _____

Date: January 19/2025

I, Doug Lindseth Print Name attest that I am duly authorized to make this application and bind the Organization to the agreement and grant criteria as approved by Flagstaff County.

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please call (780)384-4100.

Tourism Grant Evaluation Form

Registered Name: Iron Creek Flying Club
Event: Discover Aviation Day

Eligibility Criteria for Organizations

In order for an organization to be deemed eligible for the Tourism Assistance Grant, they must meet the following criteria:

Criteria	Meet/Does Not Meet/ Uncertain
a. be based in Flagstaff County, the towns of Daysland, Hardisty, Killam, Sedgewick or the villages of Alliance, Forestburg, Heisler or Loughheed	Meets
b. be a registered non-profit or registered charitable organization	Meets
c. be able to demonstrate sustainability	Meets
d. have a primary mandate of drawing visitors to the Flagstaff County region	Uncertain

Eligibility Criteria for Projects

The tourism initiative is applying for the Current ongoing initiative which is an annual event and these applications are received throughout the year and are dependent on the remaining funding available.

The project must achieve one or more of the following outcomes:

Outcomes	Meet/Does Not Meet
a. Supports tourism development in the region that can be shown to benefit the local business community;	Possibly benefit local business community.
b. Enhances tourism deliverables that can reasonably expect to increase the number of visitors to Flagstaff County;	Possibly Meets
c. Supports events that can be proven to have true potential for bringing increased non-resident tourist spending into the region;	Possibly Meets
d. Promotes and enhances the profile of Flagstaff County as a tourism, shopping or business destination.	Possibly enhances Flagstaff County profile as a shopping and business destination.
e. Promotes and assists in the development of self-sustaining tourism in Flagstaff County.	Possibly Meets

Funding cannot be used for:

- Recreation or leisure activities
- Social or community services
- Activities or events that receive other grant funding from Flagstaff County

Exclusions	Yes/No
Recreation or leisure activities	No
Social or community services	No
Activities or events that receive other grant funding from Flagstaff County	No

Event Enhancement Scoring System:

Participation		Duration		Distance	
SCOPE	POINTS	SCOPE	POINTS	SCOPE	POINTS
1-49	1	6+ hours/day	1	Local	1
50-99	2	2 day event	2	Regional	2
100-199	3	3 day event	3	Provincial	3
200+	4	4+ day event	4	Inter-Provincial	4

Minimum Points	Grant
3	Up to \$500
5	Up to \$1000
7	Up to \$3000
10	Up to \$5000



Report

TITLE: 2025 TOURISM ASSISTANCE GRANT- AREA 53 RACEWAY

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Area 53 Raceway is located in the Village of Forestburg and provides a drag racing track for the region. Area 53 Raceway is looking for one time funding to develop and complete a "Return Lane". Eighty percent of the preparation work is completed. Flagstaff County Municipal Staff have reviewed and inspected the site and provided a quote for the remainder of the preparation work and completion of the project. The quote estimate is \$9,626.30. (as attached in the application form)

Area 53 Raceway hosts approximately 18 race events per year which are usually multi-day events. The events host approximately 8,500 individuals and 50% of attendees are outside of the region. Racers from out of the province attend these events. The organization has a strong financial position and demonstrates sustainability with a committed group of volunteers.

Council approved a 2025 budget for the Tourism Assistance Grant amount of \$50,000. Currently \$5,000 has been committed to other organizations (\$3,000 Heisler Archery, \$2,000 Friends of the Battle River Rail year 2). Current pending approval of approximately \$13,000.

Alignment with the Strategic Plan

Flagstaff County's commitment to Economic Prosperity means we will work collaboratively with our local businesses and regional partners in the diversified growth of our economy.

Alternatives/Options

1. Review the Tourism Assistance grant request form from Area 53 Raceway and approve the full estimated expenses of \$9,626.30 for the completion of the Return Lane for the raceway.
2. Review the Tourism Assistance grant request form from Area 53 Raceway and approve an alternate grant amount.
3. Review the Tourism Assistance grant request form from Area 53 Raceway and deny the grant request.

Recommendation

THAT Council, after reviewing the Tourism Assistance grant request form from Area 53 Raceway, approve a one-time grant of \$9,626.30 for the completion of the Return Lane at Raceway track located in the Village of Forestburg.



PO Box 369, Forestburg, AB T0B 1N0

February 5th, 2025

Flagstaff County
Box 358
Sedgewick, AB
T0B 4C0

TO WHOM IT MAY CONCERN:

**RE: Area 53 Raceway - Development/Completion of a Return Lane
Tourism Assistance Grant**

Area 53 Raceway is writing to apply for the Tourism Assistance Grant with Flagstaff County. Please find enclosed the:

- Tourism Assistance Grant Application Form
- Quote for Completion of Project (from Flagstaff County) - Appendix A
- Area 53 Raceway 2025 Race Schedule – Appendix B
- Expected Participation/Distance Participants Travel – Appendix B
- Background of Area 53 Raceway – Appendix C

Area 53 Raceway would appreciate Flagstaff County's consideration of this request.

Regards

A handwritten signature in cursive script, appearing to read "Cheryl".

Cheryl Holben
(780)385-5490

A handwritten signature in cursive script, appearing to read "Corey".

Corey Kozey
President/Track Manager (780)781-5456



Tourism Assistance Grant Application Form

* Refer to Policy #CP 018 found at <https://www.flagstaff.ab.ca/council/policies/>

Registered Name

Area 53 Raceway o/a Forestburg Power Sports Assoc.

Mailing Address **Society/Registration #**

Box 369

5015 291676

Town **Postal Code**

Forestburg

TOBINO

Primary Contact **Email**

Corey Kozey
Cheryl Holben

corey.kozey@hotmail.com
cholben5490@gmail.com

Organization Mandate

Area 53 exists to provide a fun, safe, inclusive, and friendly drag racing experience for racers and fans alike

Organization Sustainability

2021 Revenue (actual)	\$ 173,945.13	2021 Expenses (actual)	\$ 87,592.12
2022 Revenue (actual)	\$ 120,226.52	2022 Expenses (actual)	\$ 99,245.82
2023 Revenue (actual)	\$ 94,962.02	2023 Expenses (actual)	\$ 46,350.37
2024 Revenue (projected) actual	\$ 90,459.55	2024 Expenses (projected) actual	\$ 39,154.01

Stream **Length of Term**

- Current ongoing initiative
- New ongoing initiative
- One-time event enhancement
- 1 year
- 2 years
- 3 years
- One-time

Project Name

Development and Completion of a Return Lane

Project Description (include start date, end date and location)

80% of the prep work has already been completed. John Gukie has completed an on-site review/assessment. Jonathan Dahl has provided a quote for the remainder of the prep work and completion of the project. see attached (Appendix A)



Tourism Assistance Grant Application Form

Identify and describe the outcome that your project will achieve

- Supports tourism development in the region that can be shown to benefit the local business community
- Promotes and enhances the profile of Flagstaff County as a tourism, shopping or business destination
- Supports events that can be proven to have true potential for bringing increased non-resident or tourist spending into the region
- Enhances tourism deliverables that can reasonably expect to increase the number of visitors to Flagstaff County
- Promotes and assists in the development of self-sustaining tourism in Flagstaff County

With the influx of visitors and racers attending these events, businesses within the town of Forestburg, (e.g. Ccutts Hardware, IDA Drug Store, Carco Gas Station, motel, and food service establishments) as well as businesses throughout Flagstaff County would benefit greatly due to the increased revenue generated.

Appendix B

**Complete the following if you are applying for a one-time event*

Expected Participation Numbers		Duration of Event	
<input type="checkbox"/> 1-49	<input type="checkbox"/> 100-199	<input type="checkbox"/> 6+ hours/day	<input type="checkbox"/> 3 days
<input type="checkbox"/> 50-99	<input type="checkbox"/> 200+	<input type="checkbox"/> 2 days	<input type="checkbox"/> 4 or more days
Distance Participants Travelling From		Estimated Number of Participants	
<input type="checkbox"/> Local (within 50 kms)	<input type="checkbox"/> Provincial	Total	% from County
<input type="checkbox"/> Regional (within 200 kms)	<input type="checkbox"/> Multi-Provincial		

Describe any future goals of your organization as they relate to tourism.

The improvements we achieve each year increases the number of "private" track bookings; bugs repeat events "Kills of Mayhem", as well as other racing clubs book events at Area 53. (e.g. upgrade the bleachers, repair the racing surface track), promote Area 53 on website and FB)

How can Flagstaff County better support your organization?

We can forward our racing schedule and perhaps sharing it on the Flagstaff County website.



**Tourism Assistance Grant
Application Form**

Appendix A

Budget

Project Revenue	
Federal Government Funding	\$
Provincial Government Funding	\$
Non-Government Funding	\$
Requested Contribution from Flagstaff County	\$
Total Revenue	\$
Project Expenses	
Labour	\$
Equipment	\$
Supplies and Materials	\$
Contracted Services	\$
Other:	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total Expenses	\$

see attached

Declaration

- ⇒ The Organization declares that the information contained in this application and any supporting documents is true, accurate and endorsed by the Organization.
- ⇒ The Organization agrees to submit an outcomes report and financial summary of the project prior to November 1st for each fiscal year that Flagstaff County allocated funding to the project.
- ⇒ The Organization understands and agrees that should this application be approved, all funding awarded is subject to the Organization complying with all associated guidelines and policies.

Signature:

Cheryl Holben

Date:

Feb 5/25

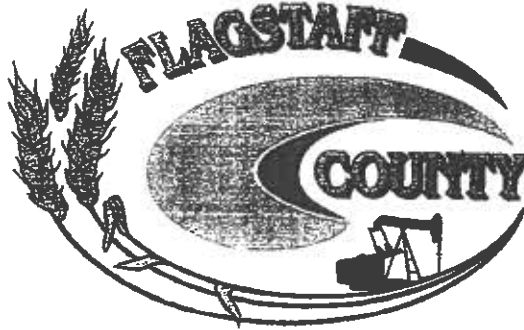
Cheryl Holben
Print Name

attest that I am duly authorized to make this application and bind

the Organization to the agreement and grant criteria as approved by Flagstaff County.

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please call (780)384-4100.

Appendix
A



texted John
& mailed to the
County on Jan 9/25

October 28, 2024

Area 53 Raceway
Box 369
Forestburg, AB T0B 1N0

RE: Quote for Recycled Oil and Application

Material	310 tonne at \$15.2716/tonne	\$4,734.20
Freight	32.5 miles	\$3,338.70
Equipment and Labour	Prep Grader, Application Grader, and Tractor Wobble	\$1,553.40
Total Quote:		\$9,626.30

Terms and Conditions:

- GST is not included
- These are approximate hours and costs for prep and application. They may be subject to change depending on when resources are available to complete the work.
- Extra work must be negotiated prior to work commencing.

If the above quote is acceptable and you would like to proceed with the work, please sign, date, and return to our office.


Area 53 Raceway

Nov 7 / 2024
Date

If you have any questions, please do not hesitate to contact Municipal Services at 780-384-4100.

Yours Truly,



Jonathan Dahl
Municipal Services Director

- COPY -

FLAGSTAFF COUNTY PO Box 358, Sedgewick, Alberta T0B 4C0

Phone: 780-384-4100

Fax: 780-384-3635 Email address: county@flagstaff.ab.ca

Area 53 Raceway - Schedule for 2025

- May 24, 25
 - June 7-8
 - July 5-6
 - July 19-20
- July 23 (Miles of Mayhem) ****
 - August 16-17
- September 6-7 (Steven Chapman Memorial Weekend)
 - September 20-21
- October 4-5 (weather permitting)

****** What is Miles of Mayhem?**

Miles of Mayhem Drag n Drive is a five day competition where street legal drag race cars run 1/8 mile time trials every day at four different tracks, while driving on public roads between each track, unassisted by support vehicles, travelling over 1700km. This is the ultimate test of street/strip cars and drivers. Trophies and cash prizes in multiple classes for vehicles with various levels of modifications. The car with the lowest average elapsed time over the week of racing is named Miles of Mayhem's fastest street car in Canada.

The Dates and Tracks	July 20 th – C.A.R.S. (Rimbey)
	July 21 st – C.A.R.S. (Rimbey) - Day One
	July 22 nd – MHDRA (Medicine Hat) - Day Two
	July 23rd – Area 53 Raceway (Forestburg) – Day Three
	July 24 th – Rad Torque (Nisku) – Day Four
	July 25 th – C.A.R.S. (Rimbey) – Day Five

Expected Participation Numbers for each of the 16 Race Days**Estimated Breakdown**

		% out of County	% from County
Racers per Day	55-80	75%	25%
Pit Crew per Day	1-4	75%	25%
Racers Family/Friends per Day	50	30%	70%
Track Staff	10-15	5%	95%
Spectators	300-500	25%	75%
Food Truck (on Site)			
Swag Booth (Selling Merchandise and Promoting Area 53 Raceway)			

Provincial Racers come from all over Alberta:

Stettler	Hanna	Camrose	Calgary
Drumheller	Rimbey	Medicine Hat	Bonnyville
Cold Lake	Veteran	Bentley	Red Deer
Lacombe	Airdrie	Sexsmith	Grande Prairie
Innisfail	Ryley	Leduc	Oyen
Brooks	Westlock	Whitecourt	Rocky Mountain House
Drayton Valley	Big Valley	Sherwood Park	Lloydminster
Wainwright	Streamstown	Lethbridge	Holden
Edmonton	Spruce Grove	Stony Plain	Blackfalds
Sylvan Lake	Carstairs	Carbon	

Out of Province Racers come from:

Saskatoon	Meadowlake	Kelowna	Vancouver
Cranbrook	Abbotsford		

With the influx of visitors and racers attending these events, businesses within the town of Forestburg (e.g., Coutts Home Hardware, IDA Drug Store, Canco Gas Station, Motel and Food Service Establishments) as well as businesses throughout Flagstaff County would benefit greatly due to the increased revenue generated.

Background of Area 53 Raceway

Area 53 Raceway, is a 1/8 mile drag strip, located on the site which was formally the Forestburg Airport. Area 53 has a 25 year lease agreement with the Town of Forestburg.

We are a non-profit organization, and operate on a volunteer basis consisting of approximately 25 committed individuals, who work diligently to ensure the track runs smoothly and efficiently on race days and behind the scenes. Area 53 has transformed Forestburg's decommissioned airport into a novel recreational attraction in east central Alberta. The track has been running for five years attracting a diverse group of cars and drivers from all over Alberta, extending into British Columbia and Saskatchewan. Participation has been tremendous, averaging 55-70 racers (male and female) as well as junior dragsters (as young as six years of age). Area 53 Raceway has hosted 17 race days (Saturday/Sunday/Long Weekends), as well as the "Miles of Mayhem" competition, during the 2022 racing season. **Spectators and racers alike enjoy the energy and excitement that is generated, and it has benefited our local communities by providing tourism, entertainment, and the economic opportunities that follow.**

Area 53 Raceway strives to provide a family friendly atmosphere. It assists in building and enhancing social networking by affording a great place for community participation, fellowship, and promotes healthy and well-balanced entertainment, including wheelchair accessibility for those requiring. As some of the racers are youth, it encourages and promotes future participation among the up and comers, both male and female. It also enables the local 4-H clubs to participate and utilize their involvement as their community service to their individual clubs.

Each event Area 53 hosts brings in between 300-500 spectators per day x 16 events. The public shares in the energy and excitement that is generated as each racer enters the staging lanes. Fans also have the opportunity, before and after the races, to connect with the racers, as well as, checking out all the modified vehicles, enabling the young and young at heart the opportunity to learn something new.

- Our mandate/mission is - Area 53 Raceway exists to provide a fun, safe and friendly drag racing experience for racers and fans alike within Flagstaff County and beyond.
- **Goals and objectives - maintain our commitment towards improving the track each year as well as striving to maintain the safety of both the racers and spectators, developing and completing a return lane, purchasing of 4 scoreboards, additional cement safety barriers, track blower and general upkeep and maintenance.**

November 07 2024

Re: Oct 28 / 2024 Quote for recycled oil and application

Please note that the end billing for this project will be to the Village of Forestburg and not directly to Area 53 Raceway.

Thank you,



780 582 3819

Myron Felzien (secretary)

Area53 raceway



Report

TITLE: RECREATION FUNDING – ALLOCATION OF ADDITIONAL \$100,000.

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Flagstaff County Council supports and values recreation facilities and programs in the region. Council is cognizant of the financial demands of these facilities and is supportive of the organizations that operate them.

An additional \$100,000 in funding for recreation facilities was approved in the 2025 Business Plan and Budget. The allocation of this additional funding has not yet been determined and could take various approaches. Two options have been provided for Council's consideration:

Option #1

Recreation Facility Operation Expenses Grant for 2025 Only

Provide further funding to regional recreational facilities that have experienced significant increases in operational costs over the past 3 years. Recreation facilities may have experienced rate increases in utilities and insurance expenses or unforeseen repair and maintenance costs. The intention of this grant is to provide financial assistance to facilities that can demonstrate a financial need.

The specific grant amount awarded will be determined after reviewing the required documents and application form. This is a one-time grant intended to address past expenditures. The total grant is \$100,000.

Grant Application Requirements:

- Owner/Operator of a facility that has not-for-profit status
- Provide 3 years (2022, 2023, 2024) of the following information:
 - programming history;
 - number of registrants and users;
 - number of days open and operational;
 - financial statements
- Detailed explanation of the expenses that the organization is applying for and the year-over-year increase in costs.
- Provide details of unforeseen expenses if appropriate.

The application deadline would be May 31, 2025, and will be reviewed by administration. All requests will be considered by Council for a final decision.

Option 2

Additional Recreation Funding of \$100,000 to the Agricultural Societies for 2025 Only

Flagstaff County Council supports and values recreation facilities and the organizations that own/operate these facilities and recognizes that increased operating costs are making it more challenging for these organizations to provide and maintain recreation programming and facilities. In response to these challenges, Flagstaff County will add an additional \$100,000 to the recreation funding formula to be distributed to the regional Agricultural Societies.

Alignment with the Strategic Plan

STRONG COMMUNITIES: To provide community services that make Flagstaff County an attractive place to live for all generations.

Alternatives/Options

1. THAT Council approve Option 1, to allocate the 2025 additional recreation funding of \$100,000 approved in the 2025 Business Plan and Budget through a Recreation Facility Operation Expenses Grant, as outlined.
2. THAT Council approve Option 2, to add the 2025 additional recreation funding of \$100,000 approved in the 2025 Business Plan and Budget to the recreation funding formula to be distributed to the regional Agricultural Societies.
3. THAT Council provide administration with further clarification for the allocation of the 2025 additional recreation funding of \$100,000 approved in the 2025 Business Plan and Budget.

Recommendation

THAT Council approve Option 1, to allocate the 2025 additional recreation funding of \$100,000 approved in the 2025 Business Plan and Budget through a Recreation Facility Operation Expenses Grant, as outlined.



Report

TITLE: SPECIAL COUNCIL MEETING - PROGRAMS AND SERVICES REVIEW

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

At the January 15, 2025 Council meeting, the timeline for the 2026-2029 Business Plan and Budget was approved which includes to 'Review previous year's programs and services in March or April 2025'.

Recommendation

TO schedule a Special Council meeting on March 26th, 2025 for the programs and services review.



Report

TITLE: COMMITTEE REPORTS

Meeting: Council Meeting

Meeting Date: February 12, 2025

Summary

1. Battle River Alliance For Economic Development (BRAED) – January 30, 2025 Quik Notes
2. Battle River Research Group (BRRG) – February 10, 2025 Board Meeting Agenda
3. Flagstaff Regional Emergency Services Society (FRESS) – January 29, 2025 Minutes and Agenda
4. Flagstaff Regional Solid Waste Management Association (FRSWMA) – January 27, 2025 Minutes, Agenda
5. Flagstaff Healthcare Attraction and Retention (FIHAR) – February 6, 2025 Minutes and Agenda

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

Claude Mindorff, Valhalla Solar Energy, PACE Canada Claude spoke about opportunities to develop solar projects and the Valhalla site at Viking. From there he moved on to present other alternate energy developments that could benefit rural Alberta. Those included green hydrogen, agro-tunnels and direct air capture. He finished with a review of green community funding streams.

Kayla Law and Ryan Donald, Fortis Alberta Kayla and Ryan reviewed Fortis' community engagement programs and successes in funding projects in the BRAED region. They noted the tremendous success of the streetlight mapping and repair response program. Communities who have a project they need support for should contact Kayla at kayla.law@fortisalberta.ca

In-Kind Contributions Policy In order to recognize the contribution of BRAED member communities to its success, BRAED started recording meeting attendance of representatives. This policy defines that contributions will be recognized based on the compensation policies of each member.

New GOA requirement for annual audits As a condition of receiving operational funds from Alberta Jobs Economy and Trade, all nine REDAs are now required to undertake full financial audits. Preliminary estimates for BRAED are \$15-20,000. An RFP process will be undertaken.

Election of Executive Member Lional Williams, Councillor Beaver County has joined the Executive as Member-at-Large.

BRAED Sustainability Administration and the Executive continue to work with the GOA appointed consulting team on a model to move forward past GOA funding ending in 2026-27. Qatalyst Consulting is working with all nine REDAs. The Board has asked to see a delivery model that is project based.

4th Annual Tourism Forum, October 22, 2024 in Forestburg was very successful with 45 attendees and several follow-up online coaching sessions on marketing and outstanding customer service.

4th Annual Agriculture Forum, March 13, 2025 in Galahad planning is underway and marketing will begin shortly.

Local to Global Conference, April 23-25, 2025 in Medicine Hat is a project of the Eastern Alberta Trade Corridor (EATC). BRAED is a partner and is assisting in the delivery of the event.

Lunch and Learns online BRAED has hosted three workshops, averaging 8 attendees, targeted to build economic development capacity in the region. The next session is about the Wonder Valley AI data bank in Greenview County.

Management and Communications Monday Starting Line was relaunched and is well received with a 42.35% open rate. This a BRAED member exclusive offering. The Town of Daysland thanked BRAED for hosting the Stakeholder Barbecue there on September 6, 2024 which was a tremendous success.

Financial update BRAED anticipates a surplus of about \$10,000 at yearend. 2025-26 fiscal forecasts are not positive with the JET operational contribution dropping to \$37,000. This will create a deficit to current operational costs. The Board is focused on retaining reserves which should be around \$80,000 for April 1, 2025 and keeping the legal entity viable.

Next BRAED Board Meeting March 20, 2025 in Edgerton.

BRRG Board Meeting

Feb 10, 2025, 9:30 AM

Forestburg, Alberta

AGENDA

1.	Call to Order	Time
	Agenda - additions and/or deletions	5 min
	Agenda - motion to accept the agenda	5 min
2.	General Matters	
	a) Review Minutes - Board Meeting Nov 19, 2024	10 min
	b) Business arising from minutes	
3.	Reports	
	a) Financial Report	15 min
	b) BRRG Updates	15 min
	c) RDAR, ARECA, Alberta Ag and Commissions Updates	15 min
	d) Committee Reports	15 min
	<ul style="list-style-type: none">• Capital and Finance• Personnel Committee – In Camera	
4.	Ed’s Report	10 min
5.	ASB Updates	10 min
6.	Appointment of new accountant for Audit	10 min
7.	Support Continuing Education for Staff (Policy manual update)	5 min
8.	ARECA Board representative	10 min
9.	Upcoming municipal elections	10 min
10	Signing authorization (banking) for Manager	5 min
11.	Next Meeting Dates	
	<ul style="list-style-type: none">• Board Meeting• Committee Meetings	5 min

12. Adjourment

Flagstaff Regional Emergency Services Society Meeting

Minutes

Wednesday, January 29, 2025
Held at the Forestburg Fire Station

Members

Present:	Howard Shield, Councilor -Chairman	Flagstaff County
	Leslie Ganshirt, Mayor – Board Member	Village of Alliance
	Diane Roth - Board Member	Town of Daysland
	Rick Kryz, Mayor – Vice Chairman	Town of Killam
	Nolan Lewis, Councilor – Board Member	Town of Sedgewick
	Brett Baumgartner, Deputy Mayor – Board Member	Town of Hardisty
	Dwayne Giroux, Deputy Mayor – Board Member	Village of Forestburg
	John Cole, Councilor – Board Member	Village of Loughheed
	Melvin Thompson, Councilor – Board Member	Flagstaff County
	Brandon Martz, Mayor – Board Member	Village of Heisler

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

Regrets

2.0 CALL TO ORDER

Chair Shield called the meeting to order at 7:03 p.m.

3.0 ADOPTION OF AGENDA

Resolution # 20250129.1038

Moved By: Mayor Kryz

THAT we accept the agenda as presented for January 29, 2025 with the addition of:

- 6) Business
- e) Accountant - Quotes

CARRIED

4.0 ADOPTION OF MINUTES

Resolution # 20250129.1039

Moved By: Mayor Martz

THAT the minutes from the Flagstaff Regional Emergency Services Society Meeting November 27, 2024, be accepted as presented.

CARRIED

5.0 BUSINESS

5.1 FINANCIAL REPORT – to December 31, 2024

A copy of the Financial Report – December 31, 2024, is hereto attached and form a part of these minutes.

5.2 BALANCE SHEET / PROFIT AND LOSS REPORT– January 1 to December 31, 2024

A copy of the December 31, 2024 Balance Sheet as well as the Profit & Loss Report for the quarter is hereto attached and forms a part of these minutes.

Resolution #20250129.1040

Moved By: Mayor Kryz

TO put \$400,000 of the profit for 2024 into capital reserves and the remaining profit put into operations reserve.

CARRIED

5.3 REQUEST FOR DECISION – ORDERING OF RESCUE TRUCK

A copy of the request for decision – ordering of rescue truck is hereto attached and form a part of these minutes.

Resolution #20250129.1041

Moved By: Deputy Mayor Baumgartner

TO accept the recommendation to purchase the rescue truck from Fort Garry for bid price of \$639,980.

CARRIED

5.4 REQUEST FOR DECISION – ORDER PUMPER TRUCK

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

Resolution #20250129.1042

Moved By: Mayor Martz

TO accept the recommendation to purchase the pumper truck Fort Garry at an estimated cost of \$740,000.

CARRIED

5.5 ACCOUNTANT QUOTES

The term with the current accountant expires after 2024.

Resolution #20250129.1043

Moved By: Mayor Kryz

TO get quotes from accounting firms to complete the financials for a three-year term and bring the information back to the next meeting (February 26, 2025).

CARRIED

6.0 Correspondence

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

- a) Town of Daysland – Approval of 2025 Requisition
- b) Flagstaff County – Approval of 2025 Requisition
- c) Town of Sedgewick – Approval of 2025 Requisition
- d) Village of Heisler – Approval of 2025 Requisition
- e) Town of Killam – Approval of 2025 Requisition
- f) Town of Hardisty – Approval of 2025 Requisition

Resolution #20250129.1044

Moved By: Mayor Ganshirt

TO accept correspondence as presented.

CARRIED

7.0 CLOSED MEETING SESSION – FOIP Section 24

D. Homme was excused from the meeting room.

Resolution #20250129.1045

Moved By: Clr. Roth

TO move to a closed meeting session at 7:48 p.m..

CARRIED

Resolution #20250129.1046

Moved By: Mayor Ganshirt

TO move the closed session to a regular open meeting at 7:57 p.m.

CARRIED

D. Homme was asked to rejoin the regular proceedings.

Resolution #20250129.1047

Moved By: Mayor Kryz

TO give Fire Chief Derek Homme an additional 5 days of paid vacation days in lieu of a salary increase for a positive performance evaluation, and further the days will be retroactive to his anniversary date of July 1, 2024 and will continue annually on that date.

CARRIED

8.0 NEXT MEETING DATE

8.1 Regular Meeting – February 26, 2025 – Sedgewick Fire Hall

9.0 ADJOURNMENT:

Chair Shield adjourned the meeting at 8:02 p.m.

President (Chair)

Recording Secretary



Flagstaff Regional Emergency Services Society Meeting
Agenda
Wednesday January 29, 2025
7:00 PM MST

1. Attendance
2. Call to order.
3. Adoption of Agenda.
4. Adoption of Minutes
 - a) November 2024
5. Business
 - a) Financial Report- FRESS 2024
 - b) P&L/Balance Sheet to Dec 2024.
 - c) Request for Decision- Ordering of Rescue Truck
 - d) Request for Decision- Ordering of Pumper Truck
6. Correspondence
 - a) Daysland Requisition Approval
 - b) Flagstaff County Requisition Approval
 - c) Sedgewick Requisition Approval
 - d) Heisler Requisition Approval
 - e) Killam Requisition Approval
 - f) Hardisty Requisition Approval
7. Closed Meeting Session- FOIP Section 24
8. Next Meeting- TBA 2025
9. Adjournment

**Flagstaff Waste Regular Board Meeting
 Jan 27, 2025
 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
Kevin Kinzer	Town of Killam
Wade Kroening	Town of Hardisty
Stephen Levy	Town of Sedgewick
Janice McTavish	Village of Rosalind
Brandon Martz	Village of Heisler
James Robertson	Town of Daysland
Stephen Wyse	Village of Alliance

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 # 832/2025. 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 Nov 25, 2024, Organizational Meeting were reviewed.

Resolution # 833/2025. Board member J. McTavish moved to adopt the minutes of the Nov 25, 2024, Organizational meeting, attached to and forming part of these minutes.

CARRIED

4.2) Minutes of the Nov 25, 2024, Regular Meeting were reviewed.

Resolution # 834/2025. Board member B. Martz moved to adopt the minutes of the Nov 25, 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.

Resolution # 835/2025. Board member K. Kinzer moved that the board accept the operations report as presented.

CARRIED

5.2) Financial Reports: Board members reviewed the Dec 31, 2024, profit & loss statement and the Jan 23, 2025, Cash Position Statement for review and discussion.

Resolution # 836/2025. Board member J. Robertson moved that the board accept the two Financial Reports as presented.

CARRIED

6.0) Business

6.1) 2025 Flagstaff Waste Draft Budget Approval Status. All 10 members have reviewed and approved the 2025 draft budget. Per bylaw, 80% of member approval is required before the board can ratify the budget as approved.

Resolution # 837/2025. Board member S. Levy moved that

- That Flagstaff Waste board recognize approval by more 80% of members and ratify the 'Draft 2025 Budget' as the 'Approved 2025 Operating Budget & Plan' for Flagstaff Waste, with a total operating revenue of \$2,653,700.00 and municipal requisition of \$1,340,000.00
- That the requisition will be invoiced quarterly to members on a per capita basis as provided in the Society Bylaws.
- That Executive Director provide an Approved copy of the 2025 Approved Operating Budget to all members.

CARRIED

6.2) 2025 Cost of Living Adjustment. Flagstaff Waste formal policy prescribes procedures for approving and applying annual cost of living adjustments to staff salaries (*Flagstaff Waste HR Manual – approved Oct 2023*). The 2024 Annual CPI for Alberta was 3.1%.

Resolution 838/2025. Board member W. Kroening moved that Flagstaff Waste:

- recognize the 3.1% increase in cost of living as reflected in the 2024 “Consumer Price Index – Annual Average CPI” ,
- acknowledge existing HR policy provides that CPI is used to make cost of living adjustment to staff salaries each year,
- instruct the Executive Director to apply the 2025 approved Cost Of Living Adjustment of 3.1% to all Flagstaff Waste staff, retro-active to January 1, 2025.
- approve the attached ‘Proposed 2025 salary grid’ which contains the 3.1% adjustment.

CARRIED

7.0) Correspondence & Information

The board reviewed various letters from municipal partners regarding the draft 2025 Budget, the 2024 Diversions & 5-year History and the 2024 Landfill Harvest report.

Resolution # 839/2025. Chair E. Fossen moved that we accept the correspondence as information.

8.0) Adjournment

Resolution # 840/2025. Chair E. Fossen adjourned the meeting at 7:40 p.m.

Next Meeting – Feb 24, 2025.

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
Jan 27, 2025
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) Nov 25, 2024, Organizational Meeting
 - b) Nov 25, 2024, Regular Meeting
- 5) Reports
 - 5.1) Manager/Operations Update
 - 5.2) Financials
 - a) Dec 31, 2024 - Profit & Loss
 - b) Jan 13, 2025 - Cash Position
- 6) Business
 - 6.1) Ratification of 2025 Annual Operating Budget
 - 6.2) 2025 Cost of Living Adjustment
 - 6.3)
- 7) Correspondence and Information
 - 7.1) Partner correspondence related to 2025 Budget
 - 7.2) C/PC Annual Report to Partners - YE 2024
 - 7.3) YE 2024 Diversions & 5 Year History
 - 7.4) 2024 Landfill Harvest Annual Review
 - 7.5) 2025 Flagstaff Waste Board Roster
 - 7.6)
- 8) Adjournment

Next meeting: Feb 24, 2024 - 7:00 p.m.

Revenue					
	2025 Approved 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 Approved 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	

Estimated Cost by Department - For Requisitions

Approved 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%		

Approved 2025 Budget with Allocations to Municipalities - Annual Requisition

Municipality	Population	Landfill	Collection	Transfer	Recycling	Ag Services	Approved 2025	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%

Annual Rates Per Capita			
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%

Requisition History		
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%

Transfer Site Fees (per capita)			
	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

Approved 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

From: murray@flagwaste.ca
Sent: January 22, 2025 2:43 PM
To: Town of Hardisty; Village of Lougheed; Village of Alliance; Village of Forestburg; Village of Heisler; Town of Daysland; Town of Killam; 'Nancy Friend'; Shelly Armstrong; Town of Sedgewick; admin@flagwaste.ca
Cc: 'Brandon Martz'; 'Elaine Fossen'; 'Janice McTavish'; Jeff Eckstrand; john.cole@lougheed.ca; jrobertson@daysland.ca; Kevin Kinzer; 'Stephen Levy'; 'Stephen Wyse'; w.kroening@hardisty.ca
Subject: Annual Calculation of Unfunded Accrued Liability - Flagstaff Waste
Attachments: 7.3) CPC annual report to partners 2024 yearend.docx

Dear CAO's and Councils.

Every year-end, Flagstaff Waste re-evaluates accrued liability at the regional landfill (related primarily to Closure and Post-Closure construction and monitoring costs) and compares this liability to designated reserves for Closure and Post-Closure (C/PC). We are nearing the end of a 15-year accelerated funding plan to ensure the reserves are equal to or ahead of the accrued liability prior to closure of the landfill in 2054. With the attached report, we are still on track to reach parity (Reserves = Liability) by yearend 2027.

The attached report summarizes the assumptions and analysis related to the above. In a nutshell, Flagstaff Waste C/PC reserves of \$2.164 million fall 13% short of our accrued liability at Year-end 2024. This shortfall equates to \$40.53 per capita, which is shared by all member partners on a per capita basis. This number increased slightly (3.6% or \$11,568) over year-end 2023. The primary reason for the increase in 2024 was due to an unusual increase of 923 tonnes (26.2%) in Municipal Solid Waste (MSW) over the previous year and the long term average. Sources of material were several construction, demolition, and renovation projects throughout the collection area. Of course, a 26.2% increase in material landfilled, also affects the 'accrued liability' proportionately.

If you have any questions related to this matter, please do not hesitate to call.

Regards,

Murray Hampshire
Executive Director
Flagstaff Waste.



January 21, 2025

To member CAO's and Councils.

Re: Annual Closure/Post Closure Liability vs Reserves Review

Some partner municipalities include their portion of the Flagstaff Waste Closure/Post-Closure (C/PC) unfunded liability in their annual financial reporting. The partner shares of Unfunded Accrued Liability are calculated using the following assumptions:

- Available landfill air space was recalculated by our engineering consultant in January 2019 (WSP report, Jan. 2019). This calculation is updated annually by estimating volume from our annual tonnage inflow.
- The estimated construction cost of Closure/Post Closure provided by our engineering consultant in January 2019 has increased by 2% annually from 2019-2021 and increased to 3% annual inflation starting in 2023.
- Total Municipal Solid Waste (MSW) added to the landfill in 2024 was 4,448.3 tonnes (equivalent to 6,843.5 cubic meters).
- 'Landfill % Filled' is calculated by dividing total cubic meters of waste collected by total air space available. At yearend 2024, our landfill is 74.4% full.
- Accrued liability is a function of the total cost of C/PC multiplied by 'landfill % filled' (\$3,52,867 * .747 = \$2,494,533).
- Total C/PC funds held in reserved for this purpose at yearend 2024 = \$2.164 M.
- Accrued Liability is 86.4% funded at yearend 2024.

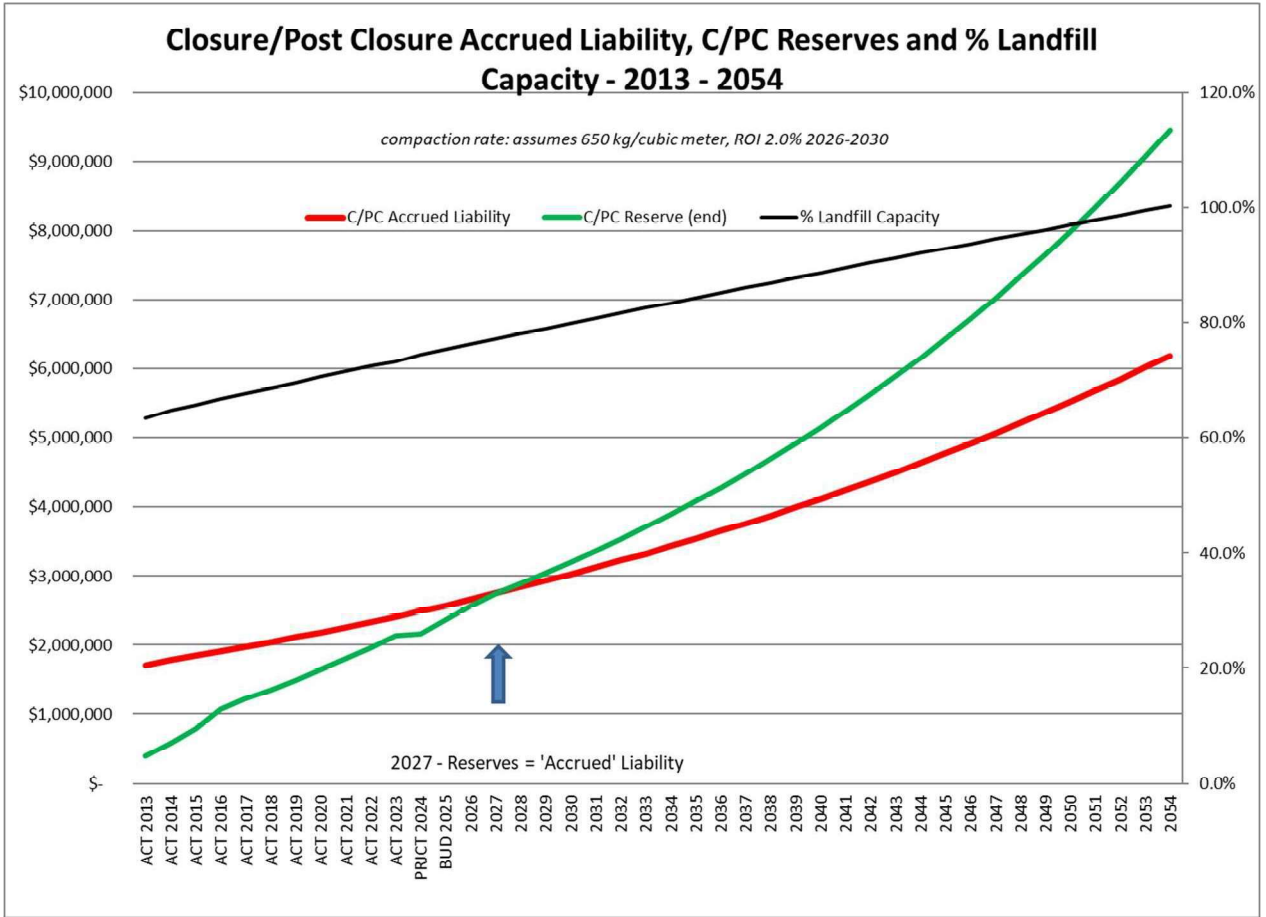
Flagstaff Waste <u>Closure and Post Closure Liability (Dec 31, 2024)</u>	
Estimate of Closure/Post Closure Costs	2024 YE
Estimated C/PC Costs (2019 + inflation)	\$ 3,189,628
Land assembly (updated 2019 + inflation)	\$ 163,239
Total	\$ 3,352,867
Air Space Calculation -	
Total Capacity of Landfill (m3)	617,728
Capacity filled to end of period (m3)	459,787
Landfill % Filled	74.7%
Calculation of Unfunded Accrued Liability	
Accrued C/PC liability to end of period	\$ 2,495,603
Total C/PC Reserve - end of period	\$ 2,164,468
Unfunded C/PC Liability	\$ 331,135
Percent unfunded	13.3%

- Each municipality's share of the unfunded liability (\$331,135) is calculated on a per capita basis using 2021 StatsCan population data. The average cost per capita has increased 3.62% from \$39.11 at YE 2023 to \$40.53 at YE 2024. The main reason for the increase was an unusual increase in total material landfilled in 2024, primarily due to numbers of construction, demolition and renovation jobs in the community. The resultant increase of 923 tonnes over average, resulted in a 26.2% increase in rate of fill, thus increasing the accrued liability accordingly.

Calculation of Partner Share of Unfunded Accrued C/PC Liability			
Municipality	Population	2023	2024
Alliance	166	\$ 6,465.34	\$ 6,727.26
Daysland	789	\$ 30,729.84	\$ 31,974.73
Forestburg	807	\$ 31,430.90	\$ 32,704.19
Hardisty	548	\$ 21,343.41	\$ 22,208.05
Heisler	135	\$ 5,257.96	\$ 5,470.96
Killam	918	\$ 35,754.11	\$ 37,202.54
Lougheed	225	\$ 8,763.26	\$ 9,118.27
Rosalind	162	\$ 6,309.55	\$ 6,565.15
Sedgewick	761	\$ 29,639.30	\$ 30,840.01
Flagstaff County	3660	\$143,873.31	\$148,323.84
Total	8171	\$319,567.00	\$331,135.00
Per Capita		\$ 39.11	\$ 40.53

We have no reason to believe the rate of fill will continue as 2024 was an outlier from the long-term average rate of fill. Our plan to reach parity between unfunded Closure/Post Closure Liability and Capital reserves was developed with a 15-year window starting in 2013. We update our plan annually to record progress as well as to fact cheque model assumptions. Our long-range business planning has been updated below to incorporate new model parameters (interest rates, inflation rates).

- At YE 2024, the landfill is filled to 74.4% of capacity.
- At the YE 2024 the accumulated C/PC reserves are sufficient to fund 86.7% of accrued liability.
- Delayed closure of Phase I until at least 2027 at estimated cost of \$750,000, which costs will be paid out of C/PC reserves.
- Parity (reserves = accrued liability) in 2027. At that time, the Board and members will decide whether to reduce rate of C/PC funding to match annual accrued liability (about \$75,000 per year), or, to continue the same level of funding, with intent to build a future landfill construction reserve when current landfill is completed in 2054 (27 years).



If you have any questions or concerns related to these calculations, please do not hesitate to give me a call.

Regards,

Murray Hampshire
Executive Director.

Flagstaff Healthcare Attraction & Retention (FIHAR) Committee Meeting

Minutes

Thursday, February 6, 2025
Held Via Electronic Meeting

Voting Members Present: Don Kroetch, Flagstaff County Reeve, Chairman
Allen Dietz, Chair of Flagstaff's Informed Response Sharing Team
Julie Pasztor, Town of Hardisty Councillor
Brenda McDermott, Town of Killam Councillor
Kursten Wetzstein, Daysland Site Manager

Non-Voting Members Present: Brian Match, Kalyna County Primary Care Network Executive Director
Terri Rombough, Killam and District Hospital Foundation Chair
Shaina Dunn, Flagstaff County Economic Development Coordinator
Charlene Sutter, Flagstaff County, Recording Secretary
Anya Langkow, RhPAP Rural Community Consultant, Central East Zone

1. CALL TO ORDER

S.Dunn called the meeting to order at 10:05 a.m.

2. 2025 FLAGSTAFF HEALTHCARE ATTRACTION & RETENTION (FIHAR) COMMITTEE APPOINTMENTS

D. Kroetch, serving as the 2024 Flagstaff Healthcare Attraction & Retention (FIHAR) Committee Chair, advised that he will not be seeking re-election in the Fall 2025 Municipal Election.

A. Dietz put forward a request that D. Kroetch be elected as the committee's Chair for 2025 until the municipal election in October.

D. Kroetch put forward a request that A. Dietz be elected as the committee's Vice-Chair for 2025.

No other nominations were presented.

Moved By: A. Dietz

THAT the Flagstaff Healthcare Attraction & Retention (FIHAR) Committee appoint D.Kroetch as Chair for the 2025 term.

Carried

Moved By: B. McDermott

THAT the Flagstaff Healthcare Attraction and Retention (FIHAR) Committee appoint A.Dietz as the Vice-Chair for the 2025 term.

Carried

3. ADOPTION OF AGENDA

Moved By: A. Dietz

THAT the agenda for the Flagstaff Healthcare Attraction and Retention (FIHAR) Committee meeting of February 6, 2025, be approved as presented.

Carried

4. ADOPTION OF MINUTES

Moved By: A. Dietz

THAT the minutes for the Flagstaff Healthcare Attraction & Retention (FIHAR) Committee meeting of December 9, 2024, Committee be approved as presented.

Carried

5. BUSINESS

5.1 2024 YEAR IN REVIEW

D. Kroetch suggested that as the committee reaches out to municipalities for funding support, they also extend an offer for him, as Chair, to attend council meetings and provide a presentation. He volunteered to share insights on the committee's accomplishments and the program plan for 2025, ensuring municipalities have a clear understanding of the work being undertaken.

Moved By: A. Dietz

THAT the 2024 Year in Review be approved as presented.

Carried

5.2 2025 TERMS OF REFERENCE

Moved By: B. McDermott

THAT the updated 2025 Flagstaff Healthcare Attraction & Retention (FIHAR) Committee Terms of Reference be approved as presented.

Carried

5.3 TRUST ACCOUNT WITHDRAWAL APPROVAL

Moved By: A. Dietz

THAT the committee approve the withdrawal of the required amount from the trust account to support the Let's Go Rural! Post Secondary Experience Event, scheduled for February 21-23, 2025.

Carried

5.4 2025 PROPOSED PROJECTS AND PROGRAMS

The committee recognized the need for and importance of assistance and communication from Healthcare Center site managers to successfully launch and complete projects outlined in the 2025 plan.

A discussion ensued regarding corporate sponsorship opportunities to enhance and expand the planned programs for 2025 when and where the committee is able.

Additionally, a suggestion was made to modify Program #2: Flagstaff Healthcare Welcome Grant, by reallocating funds from six \$500 grants given to new healthcare workers in the region, to thirty \$100 welcome

bags that consists of local products/gift cards/passes. This adjustment would allow the program to reach a greater number of healthcare individuals and help to ensure that money stays within the community. K. Wetzstein advised that approximately 15-20 new healthcare workers join the Daysland Health Centre annually, making this revision a well-aligned approach for the entire region and it's healthcare related facilities.

Moved By: A. Dietz

THAT the Flagstaff Healthcare Attraction & Retention (FIHAR) Committee move forward with the following projects/programs: Monthly Appreciation Baskets, Flagstaff Healthcare Welcome Program, Radio Ads, Gym Membership Sponsorship Program, Healthcare Team Lunch Sponsorship Program, Wellness Raffle.

Carried

5.5 2025 FUNDING

Moved By: B. Kellert

THAT the Flagstaff Healthcare attraction & Retention (FIHAR) Committee reach out to the municipalities for funding support at a \$1.30 per capita rate, as well as submit a grant application for the Rural Health Professions Action Plan (RhPAP) Grant.

Carried

6. CORRESPONDENCE ITEMS

6.1 DAYSLAND HEALTH AND WELLNESS HUB PRESENTATION

This presentation and discussion was postponed to a future date as the Daysland Health and Wellness Committee was unable to attend.

7. NEXT MEETING DATE

The next meeting will be at the call of the Chair.

8. ADJOURNMENT

Chair D.Kroetch adjourned the meeting at 11:30 a.m.

Chairperson

Recording Secretary

Flagstaff Healthcare Attraction & Retention (FIHAR) Committee

Agenda

Thursday, February 6, 2025, 10:00 AM

Held Via Electronic Meeting

Pages

1.	CALL TO ORDER	
2.	2025 FIHAR COMMITTEE APPOINTMENTS	2
3.	ADOPTION OF AGENDA	
4.	ADOPTION OF MINUTES	3
5.	BUSINESS	
5.1	2024 YEAR IN REVIEW	5
5.2	2025 TERMS OF REFERENCE	6
5.3	TRUST ACCOUNT WITHDRAWAL APPROVAL	7
5.4	2025 PROPOSED PROJECTS AND PROGRAMS	8
5.5	2025 FUNDING	9
6.	CORRESPONDENCE ITEMS	
6.1	DAYSLAND HEALTH AND WELLNESS HUB PRESENTATION	10
7.	NEXT MEETING DATE	
8.	ADJOURNMENT	



Report

TITLE: CORRESPONDENCE ITEMS

Meeting: Council Meeting

Meeting Date: February 12, 2025

Summary

1. NRCB Application for Amendment RA23022A – Mitchel Kroetsch - Approved
2. STARS – 2024 Flagstaff County Ally Impact Report
3. Rural Municipalities of Alberta (RMA) – January 17, 2025 Contact Newsletter
4. Rural Municipalities of Alberta (RMA) – January 24, 2025 Contact Newsletter
5. Rural Municipalities of Alberta (RMA) – January 31, 2025 Contact Newsletter
6. Royal Canadian Mounted Police (RCMP) – Killam Community Policing Third Quarter 2024 Report
7. Rural Municipalities of Alberta (RMA) – February 7, 2025 Contact Newsletter

Recommendation

THAT the following items of correspondence be approved as presented:

1. NRCB Application for Amendment RA23022A – Mitchel Kroetsch - Approved
2. STARS – 2024 Flagstaff County Ally Impact Report
3. Rural Municipalities of Alberta (RMA) – January 17, 2025 Contact Newsletter
4. Rural Municipalities of Alberta (RMA) – January 24, 2025 Contact Newsletter
5. Rural Municipalities of Alberta (RMA) – January 31, 2025 Contact Newsletter
6. Royal Canadian Mounted Police (RCMP) – Killam Community Policing Third Quarter 2024 Report
7. Rural Municipalities of Alberta (RMA) – February 7, 2025 Contact Newsletter

From: Crystal Powers-Sanford <Crystal.Powers-Sanford@nrcb.ca>
Sent: January 31, 2025 11:44 AM
To: Wanja Nordin <wnordin@flagstaff.ab.ca>
Cc: Lynn Stone <Lynn.Stone@nrcb.ca>; Crystal Powers-Sanford <Crystal.Powers-Sanford@nrcb.ca>; elow@enviowestengineering.ca
Subject: NRCB Application for Amendment RA23022A - Mitchel Kroetsch- Approved

Good morning Wanja,

Attached is the "Notice of Decision" for Application for Amendment RA23022A – Mitchel Kroetsch, issued today, January 31, 2025.

The decision package includes the following documents:

- Decision letter
- Permit
- Decision Summary
- Technical Document (separate attachment)

Should you have any questions, please contact Lynn Stone at 403-340-5358 or lynn.stone@nrcb.ca.

Kind regards,

Crystal Powers-Sanford (she/her)
Field Office Administrator, Red Deer/Airdrie
Natural Resources Conservation Board
#303 4920 – 51 Street
Red Deer, Alberta T4N 6K8
Phone: 403-340-5241
crystal.powers-sanford@nrcb.ca



January 31, 2025

sent by email

Mitchel Kroetsch
Box 132
Bawlf, AB T0B 0J0

Dear Mitchel:

**Re: Application for Amendment RA23022A – Notice of Decision
Mitchel Kroetsch
NW 15-42-16 W4M**

Please be advised that Application for Amendment RA23022A, to revise the dimensions of the previously permitted catch basins at an existing beef confined feeding operation, has been approved.

Enclosed you will find a copy of the decision with respect to the application. In accordance with the *Agricultural Operation Practices Act (AOPA)*, copies of the decision are being provided to all directly affected parties and to all parties determined not directly affected that provided written input to the Natural Resources Conservation Board. Also enclosed is the detailed technical review of the application.

All directly affected parties, which includes you and Flagstaff County, have the right under AOPA to request that the Natural Resources Conservation Board (the Board) review this decision. A written request must contain:

- a) a clear and concise statement of the facts relevant to the application
- b) the grounds on which the request for review is made
- c) a brief explanation as to the nature of the prejudice or damage that has resulted or will result from the order, decision or direction
- d) a brief description of the remedy sought
- e) your name, address, telephone number and, if available, e-mail address
- f) if you have a representative, the representative's name, address, telephone number, and e-mail address

Standard forms for requesting a Board review are available on the NRCB [website](http://www.nrcb.ca) or by contacting Laura Friend, Manager of Board Reviews at 403-297-8269 or by email at laura.friend@nrcb.ca.

The request for Board review (RFR) must be received no later than 4:30 pm on the filing deadline of February 14, 2025.

For more information regarding the Board's review process, you are encouraged to contact Laura Friend at 403-297-8269 or by email to laura.friend@nrcb.ca. A fact sheet on the Board's review process is also available on the NRCB [website](http://www.nrcb.ca).

Yours truly,



Lynn Stone
Approval Officer

Cc: Wanja Nordin, Development Coordinator, Flagstaff County (*sent by email*)
Encl. Permit, Decision Summary, Technical Document



In consideration of Decision Summary RA23022A, Approval Amendment RA23022A is issued to:

Name: Mitchel and Lindy Kroetsch (the “co-permit holders”)
Address: Box 132 Bawlf, AB T0B 0J0
Contact person: Mitchel Kroetsch

Amended dimensions (based on the submitted site plan):

- Catch basin 1 – 53 m x 51 m x 2.7 m (amended dimensions from RA23022)
- Catch basin 2 – 46 m x 40.5 m x 2.7 m (amended dimensions from RA23022)

The co-permit holders shall comply with the requirements of the *Agricultural Operation Practices Act* (AOPA) and the regulations passed pursuant to that Act.

Additional commitments by applicant

1. A fence or other suitable barrier must be placed around the catch basins, in order to protect the liner’s integrity.

This approval amendment amends only the construction of the proposed catch basins and includes an additional commitment by the applicant. Approval RA23022 otherwise stands. The co-permit holders shall adhere to the descriptions, the site plan, engineering reports and other attached documents included with filed Applications RA23022 and RA23022A.

This amendment becomes effective immediately and must be read in conjunction with Approval RA23022. All terms and conditions from Approval RA23022 remain in effect.

January 31, 2025

Lynn Stone
Approval Officer

Decision Summary RA23022A

This document summarizes my reasons for issuing Amendment to Approval RA23022A, under the *Agricultural Operation Practices Act* (AOPA). Additional reasons are in Technical Document RA23022A. All decision documents and the full application are available on the Natural Resources Conservation Board (NRCB) website at www.nrcb.ca under Confined Feeding Operations (CFO)/CFO Search. My decision is based on the Act and its regulations, the policies of the NRCB, the information contained in the application, and all other materials in the application file.

Under AOPA this type of application requires an amendment to an approval. For additional information on NRCB permits please refer to www.nrcb.ca.

1. Background

On August 20, 2024, the NRCB issued Approval RA23022 to Mitchel and Lindy Kroetsch (Kroetsch), which allowed the construction of a new 2,500 beef feeder and 2,500 beef finisher confined feeding operation. The approval permitted the construction of feedlot pens, and two catch basins. Several individuals sought a review of Approval RA23022 by the NRCB Board, and the Board agreed to hold a review.

On September 10, 2024, Mitchel Kroetsch notified me that while they were trenching in water lines for the feedlot, he observed that water was flowing in, presumably from the water table. He then dug two test holes in the location of where catch basin 1 would be constructed. He noted that it appeared that the water table was at approximately 13 feet below grade (3.96 m). Condition 5 of RA23022 required the co-permit holders to immediately cease construction of the catch basin, and contact the NRCB, if the water table is observed to be one metre or less from the bottom of the liner of the catch basin. Based on this notice I verbally directed Mr. Kroetsch to cease construction of the catch basin. Upon advising the Board of what had happened, the NRCB Board suspended the review on RA23022 pending further action initiated by Kroetsch.

On October 17, 2024, Emily Low (Envirowest Engineering), on behalf of the Kroetschs, submitted an application to amend Approval RA23022. This amendment application was updated on October 30, 2024, and deemed complete on November 13, 2024.

The proposed amendment involves modifying the dimensions of the two catch basins to shallower depths, in order to meet the one metre setback to the water table requirement, at the time of construction. The width of both catch basins was also increased, in order to provide sufficient capacity. The proposed dimension changes are 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.

There are no proposed changes to the previously permitted feedlot pens, nor to the proposed livestock numbers.

a. Location

The permitted CFO is located at NW 15-42-16 W4M in Flagstaff County, roughly 5 km south of the Village of Heisler, and 11 km northwest of the Village of Forestburg. The terrain is relatively flat. The closest common body of water is an ephemeral creek, located approximately 1100 m to the east. The Battle River is located approximately 10 kilometers west of the CFO site.

2. Notices to affected parties

Under section 19 of AOPA, the NRCB notifies (or directs the applicant to notify) all parties that are “affected” by an amendment to an approval application. Section 5 of AOPA’s Part 2 Matters Regulation defines “affected parties” as:

- in the case where part of a CFO is located, or is to be located, within 100 m of a bank of a river, stream or canal, a person or municipality entitled to divert water from that body within 10 miles downstream
- the municipality where the CFO is located or is to be located
- any other municipality whose boundary is within a specified distance from the CFO, depending on the size of the CFO
- all persons who own or reside on land within a specified distance from the CFO, depending on the size of the CFO

For the size of this CFO the specified distance is 1.5 miles. (The NRCB refers to this distance as the “notification distance”.)

None of the CFO facilities are located within 100 m of a bank of a river, stream, or canal.

A copy of the amendment application was sent to Flagstaff County, which is the municipality where the permitted CFO is located. No other municipalities are located within the notification distance.

The NRCB gave notice of the amendment application by:

- posting it on the NRCB website,
- advertisement in the Community Press, a newspaper in circulation in the community affected by the application on November 13, 2024, and
- sending 29 notification letters to people identified by Flagstaff County as owning or residing on land within the notification distance.

On November 12, 2024, the Canadian Union of Postal Workers provided Canada Post with official notice that they would begin strike activity on November 15, 2024. The NRCB had been aware of the possibility of a strike before this, and the NRCB mailed notification letters the previous week. Flagstaff County provided additional notification by posting the notice of this application on their website and on social media.

The full application was made available for viewing during regular business hours.

3. Notice to other persons or organizations

Under section 19 of AOPA, the NRCB may also notify persons and organizations the approval officer considers appropriate. This includes sending applications to referral agencies which have a potential regulatory interest under their respective legislation.

Referral letters and a copy of the complete application were emailed to Alberta Environment and Protected Areas (EPA) and Alberta Transportation & Economic Corridors (TEC).

I also sent a copy of the application to Signalta Resources Ltd., Nova Chemicals Corp., TC Energy and Phoenix Gas Co-op Ltd. as they are right of way/easement holders.

Ms. Cindy Skjaveland, a development & planning technologist, responded on behalf of TEC. Ms. Skjaveland stated that all new structures or ground disturbances within 150 metres of Highway 855 may require a roadside development permit; however, she noted that it appears that all of the proposed development falls well outside of this distance.

Monique Cheung, a planning analyst with TC Energy, responded and stated that TC Energy has no concerns.

No other responses from the organizations listed previously were received.

4. Alberta Land Stewardship Act (ALSA) regional plan

Section 20(10) of AOPA requires that an approval officer must ensure the application complies with any applicable ALSA regional plan.

There is no ALSA regional plan for the area where the CFO is located.

5. Municipal Development Plan (MDP) consistency

This is the same MDP that I considered when I issued Approval RA23022. Kroetsch's present application is consistent with that MDP, for the same reasons as those provided in Appendix A of Decision Summary RA23022. The proposed changes in the catch basin dimensions in this application have no impact on the previous determination. This is confirmed by the County providing the same response to RA23022A as they did RA23022.

6. AOPA requirements

With respect to the technical requirements set out in the regulations, the proposed amendment:

- Meets the required AOPA setbacks from all nearby residences (AOPA setbacks are known as the "minimum distance separation" requirements, or MDS)
- Meets the required AOPA setbacks from water wells, springs, and common bodies of water
- Has sufficient means to control surface runoff of manure
- Meets AOPA's nutrient management requirements regarding the land application of manure
- Meets AOPA groundwater protection requirements for the design of floors and liners of manure storage facilities and manure collection areas

With the terms and conditions summarized in part 10, the application meets all relevant AOPA requirements.

7. Responses from municipality and other directly affected parties

Directly affected parties are entitled to a reasonable opportunity to provide evidence and written submissions relevant to the application and are entitled to request an NRCB Board review of the

approval officer's decision. Not all affected parties are "directly affected" under AOPA.

Municipalities that are affected parties are identified by the Act as "directly affected." Flagstaff County is an affected party (and directly affected) because the proposed CFO is located within its boundaries.

Ms. Wanja Nordin, a development coordinator with Flagstaff County, provided a written response on behalf of Flagstaff County. The response to RA23022A was the same as what was provided to RA23022. Ms. Nordin stated that the application is consistent with Flagstaff County's land use provisions of the municipal development plan. The application's consistency with the land use provisions of Flagstaff County's municipal development plan was addressed in Appendix A of Decision Summary RA23022; the MDP has not changed since then, and that determination is still valid.

Apart from municipalities, any member of the public may request to be considered "directly affected." The NRCB received responses from 6 parties.

The NRCB received one submission from Dallas Oberg after the submission deadline in the notice. The submission was simply a forwarded e-mail of his submission to the Board relating to application RA23022. Under NRCB Operational Policy 2016-7: Approvals at part 8.13.2, I considered whether there were exceptional circumstances that warranted considering the submission nonetheless. In this case, I could not identify exceptional circumstances for the lateness of the submission, so I did not consider nor address his submission in the amendment decision.

Of the 5 parties who submitted responses before the deadline, 4 own or reside on land within the 1.5 mile notification distance for affected persons. Because of their location within this distance, and because they submitted a response, they qualify for directly affected party status. (See NRCB Operational Policy 2016-7: Approvals, part 7.2.1.) These parties are Ruth and Bob Burke; Nancy and Rick Hewson; Thomas and Heidi Rohe; and Norman, Lorraine and John Congdon.

The Village of Heisler provided a response, but is not located within the 1.5 mile notification distance for affected persons. In Decision Summary RA23022, Appendix B, I concluded that the Village of Heisler did not meet their burden to demonstrate that they are directly affected by the application. In their response to this amendment, I did not receive any additional evidence to change this determination.

As this application is an amendment of a previously issued approval, I stated in the public notice and notification letters that I would only consider responses relating to the proposed change in catch basin dimensions. The applicable concerns from the directly affected parties were about how the water table was assessed, and that the modified dimensions would not alleviate their concerns about the water table. These concerns are addressed in Appendix A, attached.

The respondents also reiterated most of their concerns from Approval RA23022, including water licensing/water use, location of the site, nuisances, air quality, and health concerns. It is important to highlight that this amendment application deals only with the modified dimensions of the catch basins, and the previous application (RA23022) dealt with all the technical requirements under AOPA. In a recent decision (see Hutterian Brethren of Murray Lake, RFR 2020-09/LA20035 at p 3), the NRCB Board stated that "When making a permit decision on a new application, approval officers do not have the jurisdiction to re-visit previously issued

permits”. Application RA23022 met all relevant AOPA requirements, with the terms and conditions included in the permit (Approval RA23022), and that decision is currently before the NRCB Board on review.

8. Environmental risk of CFO facilities

In RA23022, I had requested that Scott (Sheila) Cunningham, NRCB Environmental Specialist, assist me in assessing the potential risk to surface and groundwater using the NRCB’s environmental risk screening tool (ERST) (see NRCB Operational Policy 2016-7: Approvals, part 9.17). The tool provides for a numeric scoring of risks, which can fall within a low, moderate, or high-risk range. (A complete description of this tool is available under CFO/Groundwater and Surface Water Protection on the NRCB website at www.nrcb.ca.)

The assessment had found that the proposed feedlot pens, and both catch basins pose a low potential risk to both groundwater and surface water.

Due to the change in dimensions in this amendment application, I wanted to re-assess the catch basins. Scott (Sheila) Cunningham’s assessment found that the amended catch basins remain a low potential risk to both groundwater and surface water, and I agree.

9. Factors considered

The previous application RA23022 met all relevant AOPA requirements. The proposed change to the dimensions of the catch basins has no impact on that determination, which still stands.

10. Terms and conditions

Because a review of Approval RA23022 is currently in front of the NRCB Board, I am issuing a separate amendment to an approval (RA23022A). RA23022A modifies only the dimensions of the catch basins. The remainder of Approval RA23022 and its terms and conditions, remains in effect. Additionally, the applicant has proposed to construct a barrier around the catch basins to protect the liner; as such, a condition was added to reflect this commitment.

11. Conclusion

Amendment to Approval RA23022A is issued for the reasons provided above, in the attached appendix, and in Technical Document RA23022A. Amendment RA23022A must be read in conjunction with Approval RA23022.

In its decision on the requests for review of Approval RA23022, the Board indicated that a decision on an amendment application would be open to filing of new requests for review. In that case, the Board would “merge the approval officer decision on the amendment application with the Board review” directed in RFR 2024-06 (issued September 24, 2024). For this reason, if following a merged review, the Board upholds any or all of Approval RA23022 and Amendment to Approval RA23022A, the approval officer asks the Board to direct the approval officer to consolidate any resulting permit.

January 31, 2025



Lynn Stone
Approval Officer

Appendices:

A. Directly affected parties and their concerns

APPENDIX A: Directly affected parties and their concerns

The following people qualify as directly affected parties:

- Ruth and Bob Burke, SE 27-42-16 W4M (multiple responses)
- Nancy and Richard Hewson, NW 14-42-16 W4M
- Thomas and Heidi Rohe, NE 17-42-16 W4M
- Norman, Lorraine, and John Congdon, SW 27-42-16 W4 and SE 14-42-16 W4

The directly affected parties raised concerns that the water table is currently too low due to drought conditions; several suggested that the depth of the water table be reassessed in spring. Many parties provided additional documents, including a reference from 1954, where a nearby cemetery was “shut down” due to the rising water table; and photos from when a neighbour encountered water when excavating a basement.

Approval Officer’s comments:

In support of Application RA23022A, the applicant retained a professional engineer to further assess the water table. The engineer found that the water table was 3.69 metres below grade in the area of catch basin 1, and 3.96 metres below grade in the area of catch basin 2. (The assessment is included in Technical Document RA23022A, with a water table measurement date of October 7, 2024.) The same engineer previously assessed the site in May 2023, and found that the water table was not encountered during the assessment, up to a maximum depth of 6.0 metres below grade. The shallowest of the two water table assessments are used in this amendment. These measurements are site-specific; therefore, I relied upon them more than historical levels throughout the region.

The applicant has proposed that the depths of both catch basins be amended to 2.7 m below grade. This meets AOPA’s requirements that that bottom of the liner must be not less than 1 m above the water table, at the time of construction (Standards and Administration Regulation, 9(3)(a)).

The water table level can fluctuate throughout the season, and from year to year. The NRCB’s Technical Guideline Agdex 096-62 states that the depth to the water table must be measured at the time of the subsoil investigation, and confirmed prior to construction of the facility.

Conditions 5 and 9 of Approval RA23022 require the co-permit holders to immediately cease construction, and notify the NRCB if the water table is observed to be one metre or less from the bottom of the liner of the catch basin. This condition will remain in place while the amended catch basins are constructed.



ALLY IMPACT REPORT

FLAGSTAFF COUNTY



Thank you, Flagstaff County

From the beginning, STARS has relied on our allies to help fulfill our mission of providing critical care, anywhere.

Allies like you make it possible for STARS to continue learning, growing and innovating to ensure we can be there for the next patient, and for more communities, wherever they are and in whatever way they need us.

You support essential education and training, necessary tools, and new and improved technology, allowing us to continue providing critical care when it's needed most.

You make it possible for us to save lives, every day.

From all of us at STARS, and on behalf of the patients we serve,

thank you.

BUILT BY THE COMMUNITY,
FOR THE COMMUNITY

730+

communities were
cared for last year





In 2024, Flagstaff County generously contributed \$15,000 to support STARS flight operations from the Edmonton and Calgary bases that serve the central region of Alberta - **Thank you!** We are sincerely grateful for your commitment to our fight for life.

With your support, we can surpass obstacles and extend beyond boundaries. Most importantly, you make an immediate response possible for people every day.

STARS was built by the community, for the community, and thanks to allies like you, we can continue to reach the communities within Western Canada and the patients within who need our help.

You allow STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Because of you, patients like Willem van Lankvelt will have access to world-class, rapid critical care - no matter where they live, work, or play, for generations to come.

Our partnership with the Flagstaff County is of great pride to STARS, and we are excited to show you the direct impact your gift makes in our communities.

You make critical care anywhere, possible.

Thank you.



FLAGSTAFF COUNTY 2024 MISSION STATISTICS

WITHIN FLAGSTAFF COUNTY @ OCTOBER 15, 2024	2020	2021	2022	2023	2024	TOTAL
NEAR ALLIANCE		1				1
DAYSLAND HOSPITAL CRITICAL INTER-FACILITY TRANSFERS (IFT)	1	5	6	2	2	16
NEAR DAYSLAND		1	2	1		4
NEAR GALAHAD	1					1
NEAR FORESTBURG					1	1
HARDISTY HOSPITAL CRITICAL INTER-FACILITY TRANSFERS (IFT)			2			2
NEAR HARDISTY		1	1	3	4	9
NEAR HEISLER				1		1
KILLAM HOSPITAL CRITICAL INTER-FACILITY TRANSFERS (IFT)	2	7	6	5	1	21
NEAR KILLAM		1		1	1	3
NEAR LOUGHEED			1		1	2
NEAR SEDGEWICK				1	2	3
TOTAL	4	16	18	14	12	64

In 2024, (up to and including October 15, 2024) because of your support, STARS was able to carry out 12 critical inter-facility and scene missions within Flagstaff County and the hospitals located within your area. Thank you for helping to support the residents of Flagstaff County in the communities where they live, work and play.

STARS is more than transport. Whether by air, ground, or satellite link, the expert care delivered by our doctors, nurses, and paramedics comes in many forms. The STARS Emergency Link Centre also acts as a critical care logistics hub, connecting patients with help beyond STARS. Because of your support, we are wherever we need to be using any transportation and tools necessary to reach our patients and deliver the care that can save their lives. For some patients, a helicopter is the right method to respond. For others, our teams will go by airplane or ground ambulances. Often, our physicians can diagnose and provide care guidance directly through phone or video link. The STARS Emergency Link Centre specializes in bringing together all the healthcare and emergency response professionals who are working to help each patient survive.

Any one of us can experience a life-changing incident or medical complication whether or not we're close to care. That's why STARS exists. Your commitment makes an impact and helps deliver critical care anywhere for your residents, ensuring every one of them has access to care when they need it the most.

THANK YOU



YOU MAKE IT POSSIBLE TO SAVE PEOPLE LIKE WILLEM



During what Willem van Lankvelt thought was going to be a pleasant afternoon on his bike near his family's cabin, his ride took a life-threatening turn when he was struck by a truck.

The force of the impact caused significant head trauma and severe internal bleeding. With 16 years of experience as a paramedic, he knew this was his worst-case scenario. Fortunately with your help, STARS was on the way.

Upon STARS' arrival at the scene, the air medical crew had to work quickly to stabilize Willem.

Willem already had a deep appreciation for STARS before his accident. Through his work, he had seen firsthand the everyday difference STARS makes in the lives of critically ill and injured patients thanks to allies like you. Willem even knew the crew that provided care for him, making this one of the most difficult missions that STARS flight nurse, Melvin Yumang, had ever responded to.

"The extent of his injuries were such that neither myself nor my partner Ray recognized Willem at the time," said Melvin.

He had a skull fracture, traumatic brain injury, multiple fractures of his ribs, and bleeding around his lungs. His jaw muscles were clamped shut so access to his airway was basically impossible.

Call received.
STARS crew is
pre-alerted.

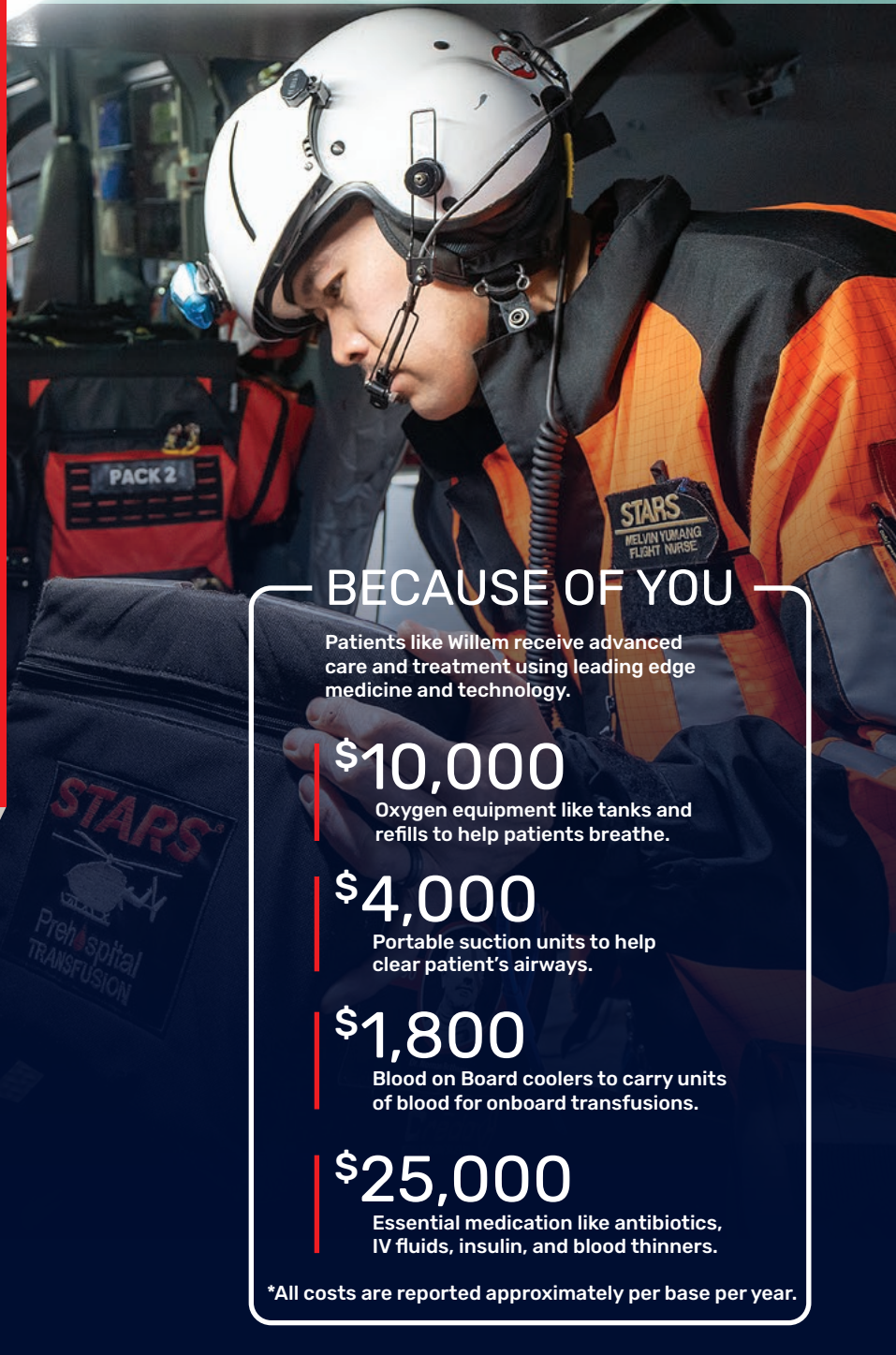
Helicopter dispatched.

Helicopter leaves
the STARS base.

In 2016, registered nurse Melvin Yumang began his journey with STARS. In addition to years of experience in ERs and pediatric ICUs across Canada, Yumang went on to complete the six-month STARS Critical Care and Transport Medicine Academy program – a highly specialized, donor-supported certificate program offered to experienced rural health care professionals and is a requirement for new STARS air medical crew. After this intense course, he was ready to put on the STARS signature blue flight suit and care for the most critical patients. As he reflects on his eight years as a STARS flight nurse, he credits the organization’s success to the expertise of his fellow crew members. Thanks to allies like you, professionals like Yumang have access to essential training needed on STARS’ aircraft and in rural or remote health care settings.

“It’s a privilege to be able to serve those in our community.”

MELVIN YUMANG, STARS FLIGHT NURSE



BECAUSE OF YOU

Patients like Willem receive advanced care and treatment using leading edge medicine and technology.

\$10,000

Oxygen equipment like tanks and refills to help patients breathe.

\$4,000

Portable suction units to help clear patient’s airways.

\$1,800

Blood on Board coolers to carry units of blood for onboard transfusions.

\$25,000

Essential medication like antibiotics, IV fluids, insulin, and blood thinners.

*All costs are reported approximately per base per year.

Crew arrives on scene.

Crew stabilizes and provides necessary medical intervention to patient.

Crew and patient depart scene.

STARS arrives at hospital, and transfers patient care.



“Will’s accident was quite traumatic,” says STARS flight paramedic Ray Rempel. “There’s two things that STARS can bring to patients. One is speed, the other is a higher level of critical care. Willem needed both on that night. We were able to give him blood, and decompress the chest to allow him to breathe a little bit better. We gave medication to access his airway and provided him with the oxygen he needed.”

Thanks to your support, STARS was able to provide the critical care needed in such a difficult and complex situation. Working alongside our allies – police, fire, and EMS – on the ground, Willem was rapidly transported to the trauma centre where he received definitive care and has been able to make a successful recovery.

Because of donors like you, Willem was able to recover and return to work as a paramedic. Your support helps save people like Willem, wherever they are, whenever they need critical care. Thank you for enabling us to be there when we’re needed most.



“To anybody who has supported STARS, I can’t put into words the impact your support has had on me and my family. Thank you.”

Willem van Lankvelt, STARS VERY IMPORTANT PATIENT

Page 139 of 233



Scan the QR code to hear Willem’s story in his own words.

YOU MAKE IT POSSIBLE FOR US TO IMPACT THOUSANDS OF LIVES

With your commitment to our fight for life, you ensure that everyone has access to critical, life-saving care, no matter where they live, work or play. In the air, on the ground, and virtually, we are wherever we need to be to give patients their best hope in a worst-case scenario.

BECAUSE OF YOU



3,927

MISSIONS WERE FLOWN IN THE LAST YEAR

1,720
AB/BC

1,025
SK

1,182*
MB/ON









11



AVERAGE DAILY MISSIONS

* includes fixed-wing and helicopter missions

Incident types

-  **CARDIAC 18.05%**
-  **ENVIRONMENTAL 0.30%**
-  **NEUROLOGICAL 12.48%**
-  **OBSTETRICAL 1.42%**
-  **PULMONARY 12.64%**
-  **VEHICLE INCIDENT 18.38%**
-  **OTHER MEDICAL 19.20%**
-  **OTHER TRAUMA 17.38%**

With support from allies like you, STARS is able to provide landing zone training for first responders and clinical training sessions for rural medical practitioners in our communities to ensure patients receive the best care possible in a worst-case scenario. This year:

121

outreach education sessions were fulfilled in our communities.

3,800+

participants attended landing zone and clinical education sessions.



YOU MAKE IT POSSIBLE TO CONNECT WITH PATIENTS, FASTER

The STARS Emergency Link Centre (ELC) is the critical care logistics hub. You support highly skilled emergency communications specialists connecting STARS to 911 and other emergency services, overseeing helicopter missions and coordinating transport and care for patients. With dedication from allies like you, the ELC is able to run 24/7/365 and allows us to be there for the next patient, whenever they need us.

Critical patients may now receive care quicker than ever before thanks to the launch of a virtual care trial by STARS in partnership with Saskatchewan Health Authority. STARS Virtual Care allows transport physicians to be connected to local providers during active missions via a secure video connection. The trial is underway across the province of Saskatchewan.

“This new tool is allowing us to provide care more precisely and timely, because when I am consulted I can see the problem directly rather than having someone describe it to me over the phone, especially when they can often be in the midst of dealing with a very critical situation,” said STARS base medical director for Regina and Saskatoon, Dr. Dallas Pearson.



49" Ultrawide monitor
\$3,000

BECAUSE OF YOU

37,365

emergency requests were handled by the ELC, an average of **102/day**.

114

transport physicians on staff.

8,760

operational hours of logistics coordination by the ELC.

Phone & Bluetooth headset
\$2,000

Embroidered uniform tops
\$35

Air dispatch radio system
\$510,000

Ergonomic dispatch chair
\$2,000



BECAUSE OF YOU
STARS has flown more than
60,000
total missions since 1985.



YOU MAKE IT POSSIBLE
TO PROVIDE

CRITICAL CARE, ANYWHERE

\$11.4M

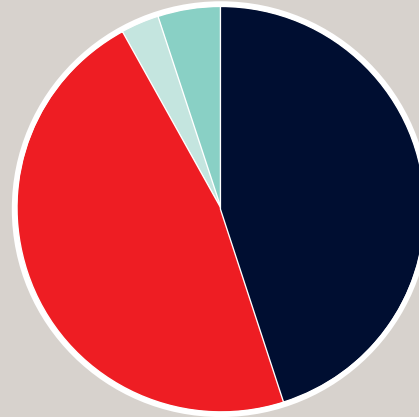
approximate annual
cost per base

37,345

annual donors



STARS funding sources, fiscal-year 2023-24



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS*
- INDUSTRY SERVICES
- OTHER

* cash received in year

IT IS ONLY POSSIBLE WITH **YOU** BY OUR SIDE

As a charitable not-for-profit, we can only operate with the remarkable support of our community allies.

The unwavering commitment of allies like you makes it possible for us to continue providing life-saving care, wherever and whenever it's needed, and ensure we can serve Western Canadians well into the future.

Thank you for making sure we can be there for the next patient, no matter how far.

529
active volunteers



SHANNON PAQUETTE

DONOR RELATIONS & DEVELOPMENT OFFICER

780-890-3163

spaquette@stars.ca



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FEATURED:

RMA Submits Input into Budget 2025

The RMA has submitted input to the Government of Alberta related to planning for Budget 2025. As rural municipalities have a unique role in supporting economic growth and unique responsibilities over massive land areas, it is essential that provincial budget planning incorporates a rural perspective to ensure funding and programming decisions are equitable and effective in addressing the unique needs of 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.

Resolution Deadline for Fall 2025 Convention

With district meetings approaching, the RMA reminds members of the important role resolutions play in guiding the association’s advocacy efforts. To maximize these efforts, having well-written resolutions that are clear, concise, and include pertinent information is essential. The deadline to submit resolutions for the 2025 Spring Convention is 4:00 PM on Tuesday, February 18, 2025.

[Learn more...](#)



AGRICULTURE UPDATE

**Moisture Situation Update -
December 11, 2024**

Health Care System Refocusing Engagement Opportunity

The GOA is now hosting a second round of in-person engagement sessions for the health care system refocus throughout the province beginning January 21, 2025. This round of engagement is intended to share information and gather perspectives on access to health care, the current experiences of the healthcare workforce, and identify opportunities to improve local decision-making.

[Learn more...](#)

REMINDERS

RMA 2025 Spring Convention Registration Now Open

Mark your calendar for March 17–19, 2025, as the RMA Spring Convention returns to the Edmonton Convention Centre. This event brings together elected officials, members, and guests for three days of learning, collaboration, and networking. Registration is now open.

[Register now](#)

Water Availability Engagement Extended and Additional Townhall Announced

The Government of Alberta is seeking input on new policies, regulatory tools, and potential amendments to the Water Act to increase water availability. The deadline to complete the online survey or submit written comments has been extended to January 24, 2025. The goal of the engagement appears to be to increase the amount of water available for use while protecting the aquatic environment.

[Learn more...](#)

Register Today for EOEP's Online Service Delivery Course

Effective service delivery is the cornerstone of a thriving municipality. Understanding how to align community needs

JOB POSTINGS

Lac Ste. Anne County
**General Manager of
Corporate Services**

County of Forty Mile
Regional Deputy Fire Chief

Foothills County
**Safety Codes Officer,
Building – Trainee**

M.D. of Willow Creek
**Communication and
Legislative Clerk**

Westlock County
**General Manager of
Planning & Community
Services**

Rocky View County
Manager Utility Services

Lac La Biche County
**Business Development
Manager**

[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](#).

with available resources is key to successful governance. The Elected Officials Education Program (EOEP) is offering an online service delivery course. The EOEP upcoming Service Delivery course will take place online on three consecutive Thursdays from 6:30 pm to 9:00 pm, starting February 20 and concluding March 6.

[Learn more...](#)

[Forward to friend](#)

[Share on Twitter](#)

[Share on Facebook](#)

RiskPro Schools 2025 Registration Now Open

Registration is now open for RiskPro Schools 2025, which will take place on Wednesday, February 5, 2025. RiskPro Schools is RMA Insurance's annual insurance and risk management education symposium tailored specifically for the education sector.

[Register now](#)

ANNOUNCEMENTS

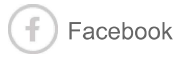
MCCAC Updates

- **Municipal Energy Manager Program:** Time is running out to secure funding for a Municipal Energy Manager in your municipality. With the program nearing capacity, now is the time to act and submit your expression of interest before January 31. Learn how the Town of Cochrane successfully leveraged the program by [watching their story](#) and visit the Municipal Energy Manager Program [page to sign up](#).

IN THE NEWS

- [Nominations open for Alberta's highest honour](#)
- [Protecting the Bow Valley from wildfires](#)
- [UPDATED: Community funding powers up non-profits](#)

- **Province issues hazardous road conditions alert in Central Alberta**
- **Avalanche control work may require closures on Icefields Parkway**
- **Promoting Alberta as a world-class hunting destination**



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RMA Submits Input into Budget 2025

Posted on: January 16, 2025



RMA's input focuses on rural funding priorities linked to four themes.

The RMA has submitted **input (<https://rmalberta.com/wp-content/uploads/2025/01/12-01-25-2025-RMA-Provincial-Budget-Submission.pdf>)** to the Government of Alberta related to planning for **Budget 2025 (<https://www.alberta.ca/budget-2025-consultation>)**. As rural municipalities have a unique role in supporting economic growth and unique responsibilities over massive land areas, it is essential that provincial budget planning incorporates a rural perspective to ensure funding and programming decisions are equitable and effective in addressing the unique needs of rural communities.

The RMA's submission included several recommended budget action items within four themes:

- Rural Municipal Viability: Strong Municipalities Mean a Strong Rural Alberta
- Rural Municipal Infrastructure: Driving Economic Growth
- Rural Community Services: Supporting One Another
- Rural Health, Emergency, and Disaster Services: Safe and Caring Communities

Each theme includes background information, specific budget-related action items, targeted ministries, and a rationale for why these issues are critically important to rural municipalities. The intent of this submission is to provide government decision-

makers with both high-level rural municipal budget priorities and specific, actionable recommendations for improvements or enhancements to existing programs and initiatives.

The RMA is hopeful that the recommendations in the submission will inform the Government of Alberta's work and ensure Budget 2025 reflects the importance of rural economic development and strong rural communities.

Kallie Wischoff

Policy Advisor

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Wyatt Skovron

General Manager of Policy & Advocacy

780.955.4096

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

Source URL: rmaalberta.com/news/resolution-deadline-for-fall-2025-convention/?utm_source=Contact+Newsletter&utm_campaign=8e0e0786e3-EMAIL_CAMPAIGN_2018_01_11_COPY_01&utm_medium=email&utm_term=0_ad7c2a0493-8e0e0786e3-90907477

Resolution Deadline for Spring 2025 Convention

Posted on: January 16, 2025



Resolutions must be submitted by February 18 to be added to the Spring 2025 resolution order paper.

With district meetings approaching, the RMA is reminding members of the important role resolutions play in guiding the association's advocacy efforts. To maximize these efforts, having well-written resolutions that are clear, concise, and include pertinent information is essential.

When is the resolution deadline for the 2025 Spring Convention?

The deadline to submit resolutions for the 2025 Spring Convention is **4:00 pm on Tuesday, February 18, 2025.**

All resolutions **MUST** be emailed in Microsoft Word format to **wyatt@RMAAlberta.com** (**<mailto:wyatt@RMAAlberta.com>**) by this deadline. **Each district is responsible for ensuring that the resolutions endorsed at their district meeting are provided to the RMA in Microsoft Word format prior to the deadline.**

What makes a good RMA resolution?

- Resolutions should address issues that are provincial in scope and not focus on local issues.
- Resolutions should influence legislative changes that will impact rural municipalities.
- The issue identified in a resolution should clearly demonstrate that RMA is the best organization to advocate on moving it forward.
- The structure of resolutions is important. They must have a title, preamble, operative clause, and member background.

What tools are available to help members draft good resolutions?

The RMA offers a **resolution database**

(<https://rmaalberta.com/advocacy/resolutions/resolutions-database/>),

resolution-writing tips

(<https://rmaalberta.com/advocacy/resolutions/resolutions-writing-tips/>), **FAQs**

(<https://rmaalberta.com/advocacy/resolutions/resolutions-frequently-asked-questions/>), and a **resolution template** ([http://rmaalberta.com/wp-](http://rmaalberta.com/wp-content/uploads/2019/07/RMA-Resolution-Template-2018.docx)

[content/uploads/2019/07/RMA-Resolution-Template-2018.docx](http://rmaalberta.com/wp-content/uploads/2019/07/RMA-Resolution-Template-2018.docx)) [Word]. All other

resolution resources can be accessed by contacting RMA Policy and Research

Analyst Bezawit Lemma at **bezawit@RMAAlberta.com**

(<mailto:bezawit@RMAAlberta.com>).

Wyatt Skovron

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Policy & Research Analyst

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Health Care System Refocusing Engagement Opportunity

Posted on: January 16, 2025



The Government of Alberta is launching the second round of in-person engagement sessions for the health care system refocus.

In November 2023, the Government of Alberta (GOA) announced plans to **restructure Alberta's healthcare system (<https://www.alberta.ca/refocusing-health-care-in-alberta>)**. This refocus is intended to strengthen services, empower local decision-making, enhance support for front-line workers, and improve health outcomes for all Albertans.

Beginning in early 2024, the GOA conducted 65 in-person engagement sessions across the province. These sessions gave the opportunity for patients, health care workers, and caregivers to share their feedback on the current state of the health care system in Alberta. Findings from these engagements can be found in this **What We Heard Report. (<https://open.alberta.ca/publications/shape-the-way-what-we-heard>)**

The GOA is now hosting a second round of **in-person engagement sessions (<https://web.cvent.com/event/1f410835-3bc7-4272-b840-ac7f6bce94f/summary>)** throughout the province beginning January 21, 2025. This

round of engagement is intended to share information and gather perspectives on access to health care, the current experiences of the health care workforce, and identify opportunities to improve local decision-making.

To be involved in an engagement session, you must register. For more information on locations, dates, and times of these engagement sessions, please follow the **registration link (<https://web.cvent.com/event/1f410835-3bc7-4272-b840-ac7f6bcec94f/summary>)**.

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FEATURED:

2024 Resolution Status Update – Volume 2 Now Available

The RMA is pleased to provide members with an update on advocacy efforts through the 2024 Resolution Status Update – Volume 2. The Resolution Status Update is an important part of the RMA’s efforts to be transparent and accountable to members, as it provides an update on the status of all active resolutions.

[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 Releases Police Funding Model Member Resource

The RMA has released a new resource to equip members with the tools necessary to begin understanding and advocating for changes to the Police Funding Model. The PFM Member Resource is intended to prepare RMA members for future PFM engagements.

[Learn more...](#)

Launch of Educational Campaign for Albertans Considering Running for



AGRICULTURE UPDATE

Moisture Situation Update - January 15, 2025

Municipal Office

RMA and ABmunis are partnering to offer educational resources and other learning opportunities to those considering running for elected office in the upcoming municipal election. These resources provide prospective candidates and Albertans at-large with a comprehensive and authentic introduction to municipal service, highlighting everything from daily responsibilities and the role of municipal elected officials, to how to run for office.

[Learn more...](#)

Plan Ahead for EOEP's Munis 101 Course

The Elected Officials Education Program will be offering Munis 101 following the municipal election to fulfill the new elected official training requirements. Munis 101: Essential Training for Alberta's Elected Officials is designed to help municipal elected officials meet the updated legislative requirements and gain the essential knowledge needed to serve their communities effectively.

[Learn more...](#)

Electronic Monitoring Program Introduced

On January 15, 2025, the Government of Alberta announced the start of a new provincial ankle bracelet monitoring program in response to issues with the current bail system. The program will allow courts to order individuals deemed 'high-risk repeat offenders' to be monitored with limitations placed on where they can and cannot go. Individuals with bail conditions have certain limitations placed on where they can and cannot go. This will increase surveillance to 24/7 electronic monitoring.

[Learn more...](#)

REMINDERS

RMA Submits Input into Budget 2025

Page 157 of 233

JOB POSTINGS

Rocky View County
Supervisor, Information Management

Parkland County
Senior Accountant, Financial Reporting

M.D. of Bonnyville
Occupational Health & Safety Advisor

Thorhild County
Bylaw Officer-Part-Time

Town of Morinville
Executive Assistant

Cypress County
Utility Operator

County of Vermilion River
Construction Foreman

[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](#)

The RMA has submitted input to the Government of Alberta related to planning for Budget 2025. As rural municipalities have a unique role in supporting economic growth and unique responsibilities over massive land areas, it is essential that provincial budget planning incorporates a rural perspective to ensure funding and programming decisions are equitable and effective in addressing the unique needs of rural communities.

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Resolution Deadline for Fall 2025 Convention

With district meetings approaching, the RMA reminds members of the important role resolutions play in guiding the association's advocacy efforts. To maximize these efforts, having well-written resolutions that are clear, concise, and include pertinent information is essential. The deadline to submit resolutions for the 2025 Spring Convention is 4:00 PM on Tuesday, February 18, 2025.

[Learn more...](#)

Health Care System Refocusing Engagement Opportunity

The GOA is now hosting a second round of in-person engagement sessions for the health care system refocus throughout the province beginning January 21, 2025. This round of engagement is intended to share information and gather perspectives on access to health care, the current experiences of the healthcare workforce, and identify opportunities to improve local decision-making.

[Learn more...](#)

ANNOUNCEMENTS

MCCAC Updates

- **Pincher Creek's Climate Action Success:** The MCCAC is proud to spotlight a success story from the Net-Zero Communities Accelerator. In 2021, Pincher Creek and the Municipal District of Pincher

Creek received funding to hire an Energy Manager through this innovative program. The result? A transformative step toward fighting climate change with tangible, lasting impacts for the community. **Learn more** about how Pincher Creek is driving climate action with commitment and a solid plan for quick paybacks.

IN THE NEWS

- **Helping seniors explore Alberta's hidden gems**
 - **Celebrating Alberta's WorldSkills competitors**
 - **Nipping family violence in the bud**
 - **Alberta government lifts ban on coal exploration in Eastern Slopes**
 - **How a Fort McMurray-to-Grande Prairie highway could be a game-changer for northern Alberta**
 - **Seniors eligible for new camping discount**
-



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Source URL: rmalberta.com/news/2024-resolution-status-update-volume-2-now-available/

2024 Resolution Status Update - Volume 2 Now Available

Posted on: January 21, 2025



The Resolution Status Update provides up-to-date information and progress updates for all active resolutions.

The RMA is pleased to provide members with an update on advocacy efforts through the **2024 Resolution Status Update – Volume 2 (<https://rmalberta.com/wp-content/uploads/2025/01/2024-Resolution-Status-Update-Volume-2-FINAL.pdf>)**. The Resolution Status Update is an important part of the RMA’s efforts to be transparent and accountable to members, as it provides an update on the status of all active resolutions.

Section 1 of the Resolution Status Update includes the Government of Alberta’s responses to resolutions endorsed at the 2024 Spring Convention. Section 2 provides an update on all other active resolutions.

The **RMA Resolutions Database (<https://rmalberta.com/advocacy/resolutions/resolutions-database/>)** has been updated to reflect the status changes and developments included in the 2024 Resolution Status Update – Volume 2.

The following resolutions were assigned new statuses in the 2024 Resolution Status Update – Volume 2:

Number	Resolution Name	Previous Status	New Status
--------	-----------------	-----------------	------------

7-24S (https://rmalberta.com/resolutions/7-24s-establishing-a-provincial-level-of-service-for-emergency-social-services/)	Establishing a Provincial Level of Service for Emergency Social Services	Incomplete Information	Intent Not Met
ER1-22S (https://rmalberta.com/resolutions/er1-22s-alberta-energy-regulator-action-to-require-oil-and-gas-companies-to-pay-municipal-property-taxes/)	Alberta Energy Regulator Action to Require Oil and Gas Companies to Pay Municipal Property Taxes	Accepted in Part	Intent Not Met
12-23F (https://rmalberta.com/resolutions/12-23f-growth-management-board-voluntary-membership/)	Growth Management Board Voluntary Membership	Intent Not Met	Accepted
8-22F (https://rmalberta.com/resolutions/8-22f-rural-mental-health-advocacy/)	Rural Mental Health Advocacy	Intent Not Met	Accepted in Part

Resolutions form an integral part of the RMA's advocacy strategy. The RMA would like to acknowledge the work that the membership undertakes in drafting and debating resolutions that reflect issues of importance to rural municipalities. Endorsed resolutions provide direction for the RMA and enable focused advocacy efforts.

Bezawit Lemma

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Source URL: rmalberta.com/news/rma-releases-police-funding-model-member-resource/

RMA Releases Police Funding Model Member Resource

Posted on: January 21, 2025

The RMA has released a new resource to equip members with the tools necessary to begin understanding and advocating for changes to the Police Funding Model.

The Police Funding Model (PFM) was implemented in April 2020, when the **Police Funding Regulation (https://open.alberta.ca/publications/2020_007)** was introduced. The PFM redistributes responsibility for a portion of frontline policing costs from the Government of Alberta to municipalities that receive policing services through the Provincial Police Service Agreement (PPSA).

The PFM is set to expire on March 31, 2026, following an **extension of the regulation (<https://www.stalbertgazette.com/local-news/police-payment-freeze-welcomed-but-then-what-9938638>)**. Engagements related to the renewal of the regulation are expected to begin sometime this year, but there is no further information on if, how, or when these engagements may occur.

The **PFM Member Resource (<https://rmalberta.com/wp-content/uploads/2025/01/Funding-Model-Member-Resource.pdf>)** is intended to prepare RMA members for future PFM engagements. It includes a detailed overview of the current formula and recommendations for how the PFM can be improved in the future, including that:

- The PFM formula must be changed to better serve rural municipalities
- Policing costs must be linked to increased service levels

- Policing costs must be linked to enhanced local input
- PFM reporting must be evidence-based
- The Municipal Government Act must be amended to designate the PFM levy as a requisition

In Fall 2024, RMA members completed a PFM survey and shared their insights to the impacts and perspectives of the PFM. To learn more about the findings of the survey, take a look at the **What We Heard Report (<https://rmaalberta.com/wp-content/uploads/2024/10/PFM-Survey-What-We-Heard-Report-2.0.pdf>)**.

RMA is dedicated to exploring the PFM's impact on rural municipalities and will continue to provide resources to members.

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Source URL: rmalberta.com/news/launch-of-educational-campaign-for-albertans-considering-running-for-municipal-office/

Launch of Educational Campaign for Albertans Considering Running for Municipal Office

Posted on: January 21, 2025



RMA and ABmunis are partnering to offer educational resources and other learning opportunities to those considering running for elected office in the upcoming municipal election.

The Rural Municipalities of Alberta (RMA) and Alberta Municipalities (ABmunis) are collaborating to provide prospective candidates and Albertans at-large with a comprehensive and authentic introduction to municipal service, highlighting everything from daily responsibilities and the role of municipal elected officials, to how to run for office.

RMA's **Running for Municipal Office webpage**

(<https://rmalberta.com/advocacy/municipal-election-awareness/>) offers an overview of the campaign, and includes materials developed by the RMA, ABmunis, and Alberta Municipal Affairs, which provide information for those interested in running for municipal office. The resources include an overview of what it's like to serve as an elected official, steps to take when running for office, and where to find relevant information to support the candidacy process. As part of the campaign, RMA and ABmunis will be co-hosting a series of webinars open to the public to provide an opportunity to gain insights and ask questions about running for municipal office.

For more information, sign up to receive RMA's **Contact newsletter** (<https://rmaalberta.com/advocacy/contact-newsletter/>), and follow along on RMA's social media channels (**LinkedIn** (<https://ca.linkedin.com/company/rmaalberta>), **Facebook** (<https://www.facebook.com/rmaalberta>), and **X** (<https://x.com/ruralma>)) for updates as the campaign progresses. If you have any questions or require any clarification regarding the campaign, please reach out to **Jared Shaigec**, RMA Policy Advisor.

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Policy Advisor

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Plan Ahead for EOEP's Munis 101 Course

Posted on: January 21, 2025

The Elected Officials Education Program will be offering Munis 101 following the municipal election to fulfill the new elected official training requirements.

Understanding the fundamentals of good governance is an essential part of being a successful elected official, and the **Elected Officials Education Program (EOEP)** (<https://eoep.ca/>) is here to help.

Recent updates to the *Municipal Government Act* (MGA) require all new and returning elected officials to complete mandatory orientation training. **Munis 101: Essential Training for Alberta's Elected Officials** (<https://eoep.ca/events/munis-101/>) is designed to help municipal elected officials meet the updated legislative requirements and gain the essential knowledge needed to serve their communities effectively.

Munis 101 covers foundational topics, such as:

- Role of Municipalities and Municipal Governance
- Roles and Responsibilities of Council, Councillors, CAOs, and Staff
- Budgeting and Financial Administration
- Public Participation and Municipal Planning

Munis 101 will be available both online and in-person across Alberta, with dates scheduled for late October and November 2025. Stay tuned for registration details coming soon.

To learn more about how Munis 101 can help you fulfill orientation training requirements, visit the **EOEP website (<https://eoep.ca/>)** or email **registrar@eoep.ca (<mailto:registrar@eoep.ca>)** for more information.

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Electronic Monitoring Program Introduced

Posted on: January 21, 2025



The Government of Alberta has announced a new ankle bracelet monitoring program.

On January 15, 2025, the Government of Alberta announced the start of a new **provincial ankle bracelet monitoring program** (<https://www.alberta.ca/release.cfm?xID=926382C503ABF-BDF9-A0CD-B60E3ACC056EBB7B>) in response to issues with the current bail system. The program will allow courts to order individuals deemed 'high-risk repeat offenders' to be monitored with limitations placed on where they can and cannot go. Individuals with bail conditions have certain limitation placed on where they can and cannot go. This will increase surveillance to 24/7 electronic monitoring. The anklet brace let monitoring program will exist alongside other programs and services like probation officers, regular reporting, referrals to community programs, and ongoing engagement with policing partners. It is currently unclear what happens if a violation is detected.

In Spring 2023, RMA members passed **Resolution 11-23S** (<https://rmalberta.com/resolutions/11-23s-reforming-the-bail-system-to-address-rural-crime/>): Reforming the Bail System to Address Rural Crime. The resolution calls for 24/7 bail services, changes to how bail conditions are determined, and additional/stricter bail conditions to be available for courts to impose on individuals that have not adhered to previous bail conditions.

Although this announcement does not directly address the asks of this resolution, it does speak to Bill C-75, which amended the *Criminal Code* to make the criminal procedure more modern and efficient. It clarifies that the officer, justice, or judge shall give primary consideration to the release of the accused at the earliest reasonable opportunity, on the least onerous conditions appropriate in the circumstances, and require that conditions imposed must be reasonably practicable for the accused to comply with.

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FEATURED:

RMA Launches “Losing Bet” – A Charitable Gaming Campaign

RMA is concerned about the inequities faced by rural organizations through the current charitable gaming model. That is why we are launching “Losing Bet,” a campaign that will call on the Government of Alberta to make changes to the charitable gaming model to address the inequities that currently exist. “Losing Bet” will equip RMA members with the tools necessary to understand and advocate for changes to the charitable gaming model.

[Learn more...](#)

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[Learn more...](#)



AGRICULTURE UPDATE

**Moisture Situation Update -
January 15, 2025**

REMINDERS

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[Learn more...](#)

Electronic Monitoring Program Introduced

JOB POSTINGS

Big Lakes County
Fire Captain

County of Wetaskiwin
Development Planner

County of Forty Mile
Infrastructure Manager

City of Leduc
Safety Codes Officer

Strathcona County
Senior Internal Control Advisor

Special Areas Board
Equipment Operator II-III

Municipal District of Wainwright
Road Stabilization/Oiling Foreman

[VIEW OUR JOB BOARD](#)

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Forward to friend

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ANNOUNCEMENTS

SMR Canada Summit – March 4-5, 2025

Strathcona County, Parkland County, and Alberta's Industrial Heartland, is proud to co-host the SMR Canada Summit on March 4-5, 2025, in Strathcona County. This premier event will bring together 500 delegates from municipalities, utilities, provincial governments, technology suppliers, NGOs, and academia to explore the opportunities and challenges of developing nuclear projects in Western Canada. For more information and to register, visit www.smrcanada.com.

MCCAC Updates

- **Coalhurst Advances Energy Efficiency with CEC Program:** The Town of Coalhurst is taking action on energy efficiency! Through the Community Energy Conservation (CEC) program, Coalhurst secured \$36,000 in grants to upgrade heating and lighting systems at the Coalhurst Community Centre and a Public Works facility. These improvements are expected to significantly reduce greenhouse gas emissions, with a 58% reduction at the Public Works building and 31% at the Community Centre, demonstrating the power of smart energy investments. Find out more about Coalhurst's success and see how your municipality can benefit from the CEC program. **Learn more.**

IN THE NEWS

- **Refocusing continuing care for the future**
- **Expanding Connect Care access for paramedics**
- **Increasing access to affordable child care**
- **Mapping groundwater in southern Alberta**
- **Parks Canada to provide Jasper, Alta., with total of 320 interim housing units**
- **Alberta rolling out new child-care funding formula to make \$15 per day the flat rate**
- **Residents pick up province's property tax tab, municipalities say**
- **Alberta launches new fast-track permit process**



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Source URL: rmalberta.com/news/rma-launches-losing-bet-a-charitable-gaming-campaign/

RMA Launches “Losing Bet” – A Charitable Gaming Campaign

Posted on: January 30, 2025

“Losing Bet” will equip RMA members with the tools necessary to understand and advocate for changes to the charitable gaming model.

RMA is concerned about the inequities faced by rural organizations through the current charitable gaming model. Despite many years of advocacy from RMA and other rural stakeholders, the Government of Alberta has taken no action to ensure gaming funds are distributed equitably to charitable organizations across the province.

RMA is not backing down from this issue. That is why RMA is launching “**Losing Bet** (<https://rmalberta.com/advocacy/rmas-charitable-gaming-resources/>),” a campaign that will call on the Government of Alberta to make changes to the charitable gaming model to address the inequities that currently exist.

“Losing Bet” will feature information sheets, resources, and a final report that will equip members and rural organizations with an understanding of how the charitable system works and how to advocate for change.

This campaign is in response to **Resolution 12-23S** (<https://rmalberta.com/resolutions/12-23s-casino-opportunities-for-charitable-organizations/>): Casino Opportunities for Charitable Organizations, which calls for equity to all charitable organizations in Alberta, by addressing the disparity between the funding provided, and the frequency of casino opportunities available to

charitable organizations in major urban centers compared with those in rural communities. To follow along with this campaign, please visit the **RMA's Charitable Gaming Resources webpage** (<https://rmaalberta.com/advocacy/rmas-charitable-gaming-resources/>) and subscribe to the **RMA's Contact Newsletter** (<https://rmaalberta.com/advocacy/contact-newsletter/>) to stay up to date with the release of further information!

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Monthly Resolution Update – January 2025

Posted on: January 30, 2025



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 a way of routinely highlighting 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 January 2025 edition of the Monthly Resolution Update Bulletin features the following resolutions:

Resolution 7-22F: Intermunicipal Collaboration Framework (ICF) Reform (<https://rmalberta.com/resolutions/7-22f-intermunicipal-collaboration-framework-reform/>)

Resolution 7-22F calls on the Government of Alberta to define “core municipal services” for the purposes of ICFs, as well as mandate that municipalities present verifiable costs to justify cost sharing for these core services. A related resolution, **Resolution ER1-23F: Limiting Third-party Services in ICF Agreements** (<https://rmalberta.com/resolutions/er1-23f-limiting-third-party-services-in-icf-agreements/>), calls on the Government of Alberta to exclude third-party services from ICFs and limit funding demands from urban municipalities’ independent decisions.

Municipal Affairs has indicated that amendments to the Municipal Government Act (MGA) pertaining to ICFs are expected to be introduced in the Spring 2025 session of the Legislature. These amendments are likely to impact municipalities that are either renegotiating their ICFs or will be required to do so in the near future due to specific renegotiation timelines agreed to within individual ICFs. In contemplation of future amendments to the MGA, Ministerial Order No. 024/23 extended the period for renegotiating ICFs from five years per s. 708.32(1) of the MGA to seven years from the date on which initial ICFs were finalized. For more information, please see RMA's **update regarding ICF renegotiation timelines** (<https://rmalberta.com/news/government-of-alberta-contemplates-legislative-changes-affecting-intermunicipal-collaboration-frameworks/>).

In January 2025, Municipal Affairs began consulting with both RMA and ABmunis regarding potential legislative amendments that will impact the renegotiations of ICFs. RMA is pleased that the Government of Alberta is consulting with Alberta's municipal associations on this important topic and will continue to advocate for the rural municipal perspective and the changes contemplated by both Resolution 7-22F and Resolution ER1-23F.

Resolution 2-22S: Negative Impact of Carbon Tax on Rural Albertans (<https://rmalberta.com/resolutions/2-22s-negative-impact-of-carbon-tax-on-rural-albertans/>) & **Resolution 16-22F: Exemption of Natural Gas and Propane for Agriculture Under the Greenhouse Gas Pollution Pricing Act** (<https://rmalberta.com/resolutions/16-22f-exemption-of-natural-gas-and-propane-for-agriculture-under-the-greenhouse-gas-pollution-pricing-act/>)

Resolution 2-22S calls attention to the potential negative impacts of the Carbon Tax (Greenhouse Gas Pollution Pricing Act) to rural Alberta by charging the RMA with producing an economic impact analysis report and urging the Government of Canada to amend the Act. The impact analysis, **available to read here on RMA's website** (<https://rmalberta.com/reports-toolkits/rma-carbon-tax-report/>), examined impacts to municipalities, households and industry viability in rural Alberta. Although part of this resolution was fulfilled through the creation of this report, the federal government has not responded to either the resolution or the report. Resolution 2-22S was assigned a status of Accepted in Part and expires in April 2025.

A related resolution, 16-22F, calls for amendments to the *Greenhouse Gas Pollution Pricing Act* to allow fuel exemptions for agricultural producers. Bill C-234, an act to amend the *Greenhouse Gas Pollution Pricing Act*, passed third reading in the Senate

on December 12, 2023. Although it has yet to receive royal assent, the bill was passed by the Senate with amendments but is yet to be passed as amended by the House of Commons. The proposed amendments to the bill seek to remove clauses that would exempt carbon taxes from propane and natural gas used to heat or cool barns and livestock buildings and dry grain – extending the carbon tax exemptions available to farmers on gasoline and diesel. If this bill is passed with the proposed amendments, farmers and ranchers would no longer have such exemptions and would incur additional costs to maintain their livestock and/or crops. This resolution is assigned a status of Intent Not Met and expires in December 2025.

RMA will continue to look for updates on the status of Bill C-234 and will continue advocating on the issues presented in both resolutions.

Resolution 17-23F: Sustainable Community Hospice Funding Model
(<https://rmalberta.com/resolutions/17-23f-sustainable-community-hospice-funding-model/>)

Resolution 17-23F calls on the Government of Alberta to implement a sustainable operational funding model for hospice services provided by community hospice societies across the province. At the time of writing, end of life care is provided in a range of settings that include hospitals, long term care facilities, free standing hospices, and homes. Clinical end-of life care may be funded through agreements with Alberta Health Services, however, most of the services offered by community hospice societies are funded through donations and one-off grants. Community hospice societies across the province provide an array of end-of-life services that include clinical care and grief and bereavement programs that support individuals and their families.

RMA began work on this resolution with ABmunis, who has an identical resolution. RMA and ABmunis sent a list of jointly developed principles intended to guide the creation of a sustainable community hospice society to the Health Minister. RMA learned more about the work community hospice societies do in the province from the Alberta Hospice Palliative Care Association as they represent community hospice societies across the province. In December 2024, RMA released a report making a case to the provincial government for why a sustainable funding model is needed. The report provided recommendations on how to create this funding model and highlighted how end-of-life care is less resourced in rural Alberta. **Read the report here (<https://rmalberta.com/reports-toolkits/end-of-life-care-in-rural-alberta-the-case-for-a-sustainable-community-hospice-funding-model/>).**

RMA awaits the Government of Alberta's response to the report, which has generated **positive attention in the media** (<https://www.cbc.ca/news/canada/edmonton/alberta-rural-hospice-end-of-life-health-care-supports-1.7422832>). RMA will continue to advocate on this resolution.

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

Warren Noga

Manager of Policy and Research

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



February 6, 2025

CAOs of Flagstaff County, MD of Provost and Amisk, AB

Dear Flagstaff County, MD of Provost and Amisk stakeholders,

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Killam / Forestburg RCMP.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

Sgt. Andy Wetzstein
Detachment Commander
Killam / Forestburg RCMP





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Killam

Detachment Commander

Sgt. Andy Wetzstein

Report Date

February 6, 2025

Fiscal Year

2024-25

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Crime Reduction Initiative - Reduce Overall Property Crime

Updates and Comments:

56 instances under this category; up 2 from previous quarter. Calls reported under this crime type are trending downward from the previous year. Suppression efforts are under way and were successful in December with several prolific offenders arrested.

Priority #2: Enhance Public Confidence and Engagement - Consultations and Connections

Updates and Comments:

Multiple community connections made during this quarter that saw Halloween, Thanksgiving, Remembrance Day and Christmas holidays. Several stakeholder meetings held as well as town council meetings attended. Members remain consistent on attending/engaging in as many community events as they can.





Community Consultations

Consultation #1

Date	Meeting Type
October 1, 2024	Meeting with Stakeholders
Topics Discussed	
Information Sharing and Education Session	
Notes/Comments:	
Detachment Commander met with the Flagstaff County Family and Community Services for their monthly interagency meeting.	

Consultation #2

Date	Meeting Type
October 7, 2024	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives	
Notes/Comments:	
Detachment Commander and Chief Administrative Officer discussed the recent Alberta Government Ministerial Meeting with the local Oil and Gas Representatives. They discussed property crime, critical infrastructure, government planning, and grants for policing study projects.	

Consultation #3

Date	Meeting Type
October 17, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing	
Notes/Comments:	
The Detachment Commander met with Killam Town Council to introduce themselves and establish lines of communication.	





Consultation #4

Date	Meeting Type
October 17, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing	
Notes/Comments:	
The Detachment Commander met with Sedgewick Town Council to introduce themselves and establish lines of communication.	

Consultation #5

Date	Meeting Type
October 31, 2024	Community Connection
Topics Discussed	
Information Sharing	
Notes/Comments:	
RCMP Members met with the Community Press Reporter to relay new members arrival to the Flagstaff area and convey positive community connections.	

Consultation #6

Date	Meeting Type
October 31, 2024	Community Connection
Topics Discussed	
Information Sharing	
Notes/Comments:	
The Detachment Commander spoke with the Chief Administrative Officer of Forestburg to discuss potential future detachment building opportunities.	



Consultation #7

Date	Meeting Type
November 1, 2024	Meeting with Stakeholders
Topics Discussed	
Annual Planning	
Notes/Comments:	
The Detachment Commander met with the Killam Fire Chief to discuss the annual Fire Safety Plan.	

Consultation #8

Date	Meeting Type
November 7, 2024	Community Connection
Topics Discussed	
Education Session	
Notes/Comments:	
The Killam Public School Kindergarten class and teachers visited the Killam RCMP detachment for a tour, safety education and community engagement.	

Consultation #9

Date	Meeting Type
November 8 and 11, 2024	Community Connection
Topics Discussed	
Information Sharing	
Notes/Comments:	
RCMP Members attended the Killam Public School and local legion's Remembrance Day Ceremony.	



Consultation #10

Date	Meeting Type
November 20, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing and Education Session	
Notes/Comments:	
Detachment Commander met with Flagstaff County Council to introduce themselves and establish a future communication strategy.	

Consultation #11

Date	Meeting Type
November 21, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing	
Notes/Comments:	
Detachment Commander met with Lougheed Council to introduce themselves, discuss crime reduction strategies and establish ongoing communication.	

Consultation #12

Date	Meeting Type
November 25, 2024	Community Connection
Topics Discussed	
Youth	
Notes/Comments:	
RCMP Members conducted a Daysland school walk-through while interacting with students and staff.	



Consultation #13

Date	Meeting Type
November 21, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing and Crime Reduction Strategies	
Notes/Comments:	
New Detachment Commander met with Alliance Council to introduce themselves, discuss crime reduction strategies and establish ongoing communication.	

Consultation #14

Date	Meeting Type
November 21, 2024	Meeting with Elected Officials
Topics Discussed	
Information Sharing and Crime Reduction Initiatives	
Notes/Comments:	
***Duplicate entry by mistake** Detachment Commander met with Lougheed Council to introduce themselves, discuss crime reduction strategies and establish ongoing communication.	

Consultation #15

Date	Meeting Type
November 25, 2024	Community Connection
Topics Discussed	
Information Sharing	
Notes/Comments:	
New RCMP Members conducted a media interview for a future article with the Community Press.	





Consultation #16

Date	Meeting Type
November 25, 2024	Community Connection
Topics Discussed	
Youth	
Notes/Comments:	
RCMP Members conducted a walk-through at Killam School. Members interacted with students and staff.	

Consultation #17

Date	Meeting Type
December 3, 2024	Meeting with Stakeholders
Topics Discussed	
Information Sharing	
Notes/Comments:	
Detachment Commander attended the monthly Flagstaff Family and Community Services video conference with several community agency stakeholders.	

Consultation #18

Date	Meeting Type
December 7, 2024	Community Connection
Topics Discussed	
Traffic	
Notes/Comments:	
RCMP Members participated in the Killam Christmas Parade.	





Consultation #19

Date	Meeting Type
December 10, 2024	Community Connection
Topics Discussed	
Information Session, Education Session and Crime Reduction Initiatives	
Notes/Comments:	
Detachment Commander met with the Flagstaff County Communications Coordinator to participate in a podcast interview. They covered crime reduction initiatives, educational elements and detachment objectives.	

Consultation #20

Date	Meeting Type
December 13, 2024	Meeting with Elected Officials
Topics Discussed	
Victim Services	
Notes/Comments:	
Detachment Commander met with the Mayor of Amisk to discuss the recent Victim Services transition and the possibility of implementing a regional policing model.	

Consultation #21

Date	Meeting Type
December 14, 2024	Community Connection
Topics Discussed	
Traffic and youth	
Notes/Comments:	
RCMP Members participated in the Alliance Christmas Parade.	





Consultation #22

Date	Meeting Type
December 18, 2024	Community Connection
Topics Discussed	
Youth and Education Session	
Notes/Comments:	
RCMP Members went to Hardisty Willow Tree Daycare to discuss the role of police in the community, passenger safety, and bicycle safety.	

Consultation #23

Date	Meeting Type
December 18, 2024	Meeting with Stakeholders
Topics Discussed	
Information Sharing and Crime Reduction Initiatives	
Notes/Comments:	
Detachment Commander met with South Bow Corporation Security Manager for a meet-and-greet and discussed crime reduction strategies.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	6	1	1
Detachment Support	2	2	0	0

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, six officers are currently working with one on special leave (Graduated Return to Work). There is one position with two officers assigned to that position. There is one vacancy at this time.

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



Killam Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	0	1	0	1	0%	N/A	0.0
Robbery		0	0	2	1	0	N/A	-100%	0.1
Sexual Assaults		7	6	5	3	8	14%	167%	-0.1
Other Sexual Offences		1	3	5	7	6	500%	-14%	1.4
Assault		60	47	60	47	48	-20%	2%	-2.4
Kidnapping/Hostage/Abduction		3	1	1	0	3	0%	N/A	-0.1
Extortion		0	2	2	2	1	N/A	-50%	0.2
Criminal Harassment		27	27	20	30	23	-15%	-23%	-0.5
Uttering Threats		19	12	14	33	18	-5%	-45%	1.9
TOTAL PERSONS		118	98	110	123	108	-8%	-12%	0.5
Break & Enter		146	146	154	106	119	-18%	12%	-9.4
Theft of Motor Vehicle		45	56	57	43	42	-7%	-2%	-1.9
Theft Over \$5,000		21	11	18	27	25	19%	-7%	2.4
Theft Under \$5,000		138	128	155	128	112	-19%	-13%	-5.2
Possn Stn Goods		55	65	50	49	49	-11%	0%	-2.8
Fraud		64	65	54	46	55	-14%	20%	-3.7
Arson		3	5	0	2	7	133%	250%	0.5
Mischief - Damage To Property		85	92	79	114	138	62%	21%	12.8
Mischief - Other		8	17	19	28	30	275%	7%	5.5
TOTAL PROPERTY		565	585	586	543	577	2%	6%	-1.8
Offensive Weapons		16	10	9	13	12	-25%	-8%	-0.5
Disturbing the peace		10	7	9	12	20	100%	67%	2.5
Fail to Comply & Breaches		50	88	70	43	34	-32%	-21%	-7.7
OTHER CRIMINAL CODE		35	39	42	14	18	-49%	29%	-5.9
TOTAL OTHER CRIMINAL CODE		111	144	130	82	84	-24%	2%	-11.6
TOTAL CRIMINAL CODE		794	827	826	748	769	-3%	3%	-12.9



Killam Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	6	4	1	4	-43%	300%	-1.1
Drug Enforcement - Trafficking		4	5	0	4	10	150%	150%	1.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		11	11	4	5	14	27%	180%	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	3	4	2	11	267%	450%	1.5
TOTAL FEDERAL		14	14	8	7	25	79%	257%	1.5
Liquor Act		6	5	4	2	1	-83%	-50%	-1.3
Cannabis Act		4	2	1	0	0	-100%	N/A	-1.0
Mental Health Act		86	48	84	78	43	-50%	-45%	-5.6
Other Provincial Stats		184	159	113	119	162	-12%	36%	-8.4
Total Provincial Stats		280	214	202	199	206	-26%	4%	-16.3
Municipal By-laws Traffic		2	1	0	2	0	-100%	-100%	-0.3
Municipal By-laws		31	31	32	28	41	32%	46%	1.7
Total Municipal		33	32	32	30	41	24%	37%	1.4
Fatals		1	1	3	1	4	300%	300%	0.6
Injury MVC		13	17	14	16	18	38%	13%	0.9
Property Damage MVC (Reportable)		243	204	236	230	127	-48%	-45%	-20.6
Property Damage MVC (Non Reportable)		19	20	28	27	18	-5%	-33%	0.5
TOTAL MVC		276	242	281	274	167	-39%	-39%	-18.6
Roadside Suspension - Alcohol (Prov)		1	11	7	14	15	1400%	7%	3.1
Roadside Suspension - Drugs (Prov)		0	2	0	0	1	N/A	N/A	0.0
Total Provincial Traffic		722	801	808	543	535	-26%	-1%	-63.2
Other Traffic		4	1	2	3	0	-100%	-100%	-0.6
Criminal Code Traffic		52	28	13	29	15	-71%	-48%	-7.3
Common Police Activities									
False Alarms		66	35	49	50	43	-35%	-14%	-3.1
False/Abandoned 911 Call and 911 Act		71	74	54	60	47	-34%	-22%	-6.2
Suspicious Person/Vehicle/Property		203	252	261	216	231	14%	7%	2.0
Persons Reported Missing		11	6	8	5	6	-45%	20%	-1.1
Search Warrants		3	2	3	5	3	0%	-40%	0.3
Spousal Abuse - Survey Code (Reported)		88	119	103	79	74	-16%	-6%	-6.8
Form 10 (MHA) (Reported)		10	5	3	2	6	-40%	200%	-1.1



Killam Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	1	0	1	N/A	N/A	0.2
Other Sexual Offences		0	0	0	1	2	N/A	100%	0.5
Assault		14	6	27	11	13	-7%	18%	0.3
Kidnapping/Hostage/Abduction		1	0	0	0	1	0%	N/A	0.0
Extortion		0	1	0	1	1	N/A	0%	0.2
Criminal Harassment		4	6	5	8	7	75%	-13%	0.8
Uttering Threats		5	0	2	6	5	0%	-17%	0.6
TOTAL PERSONS		25	13	35	27	30	20%	11%	2.4
Break & Enter		45	42	36	26	22	-51%	-15%	-6.2
Theft of Motor Vehicle		14	13	13	16	8	-43%	-50%	-0.9
Theft Over \$5,000		7	4	5	6	9	29%	50%	0.6
Theft Under \$5,000		39	26	29	37	19	-51%	-49%	-2.9
Possn Stn Goods		15	20	10	17	8	-47%	-53%	-1.7
Fraud		14	16	8	10	12	-14%	20%	-1.0
Arson		2	1	0	2	2	0%	0%	0.1
Mischief - Damage To Property		29	21	9	43	18	-38%	-58%	0.0
Mischief - Other		5	6	2	10	2	-60%	-80%	-0.2
TOTAL PROPERTY		170	149	112	167	100	-41%	-40%	-12.2
Offensive Weapons		5	3	5	8	1	-80%	-88%	-0.3
Disturbing the peace		1	2	4	1	1	0%	0%	-0.1
Fail to Comply & Breaches		16	22	12	5	7	-56%	40%	-3.5
OTHER CRIMINAL CODE		10	9	9	4	7	-30%	75%	-1.1
TOTAL OTHER CRIMINAL CODE		32	36	30	18	16	-50%	-11%	-5.0
TOTAL CRIMINAL CODE		227	198	177	212	146	-36%	-31%	-14.8



Killam Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	2	0	2	N/A	N/A	0.4
Drug Enforcement - Trafficking		0	3	0	0	3	N/A	N/A	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	3	2	0	5	N/A	N/A	0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	3	0	0	-100%	N/A	-0.2
TOTAL FEDERAL		1	3	5	0	5	400%	N/A	0.5
Liquor Act		2	1	3	0	0	-100%	N/A	-0.5
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		17	13	39	16	8	-53%	-50%	-1.5
Other Provincial Stats		47	30	28	32	52	11%	63%	1.2
Total Provincial Stats		67	44	70	48	60	-10%	25%	-1.0
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		3	7	6	8	5	67%	-38%	0.5
Total Municipal		3	8	6	9	5	67%	-44%	0.5
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		1	3	7	7	4	300%	-43%	1.0
Property Damage MVC (Reportable)		79	86	76	83	39	-51%	-53%	-8.3
Property Damage MVC (Non Reportable)		7	6	5	8	11	57%	38%	1.0
TOTAL MVC		87	95	88	99	54	-38%	-45%	-6.2
Roadside Suspension - Alcohol (Prov)		1	1	4	1	0	-100%	-100%	-0.2
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		144	191	164	73	159	10%	118%	-8.8
Other Traffic		1	0	0	0	0	-100%	N/A	-0.2
Criminal Code Traffic		11	7	2	10	2	-82%	-80%	-1.5
Common Police Activities									
False Alarms		19	10	10	4	8	-58%	100%	-2.8
False/Abandoned 911 Call and 911 Act		18	11	13	12	7	-61%	-42%	-2.1
Suspicious Person/Vehicle/Property		45	82	53	53	45	0%	-15%	-2.9
Persons Reported Missing		4	2	1	1	2	-50%	100%	-0.5
Search Warrants		1	0	0	3	0	-100%	-100%	0.1
Spousal Abuse - Survey Code (Reported)		16	35	37	18	19	19%	6%	-1.1
Form 10 (MHA) (Reported)		3	0	2	1	1	-67%	0%	-0.3



FEATURED:

RMA Monitoring Tariff Situation

RMA has been diligently observing the fluidity of the political situation involving the potential imposition of tariffs and recognizes the significant impacts this action could have on our members. We will continue to monitor the situation as it evolves and share any potential details specific to tariffs impacting municipalities if implemented in future.

[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.

Alberta Health Care System Refocus Engagement

The Government of Alberta is engaging with residents to understand the current state of health care in Alberta. Beginning in early 2024, the GOA conducted 65 in-person engagement sessions across the province. The GOA is now hosting a second round of in-person engagement sessions throughout the province beginning January 21, 2025.

[Learn more...](#)

“Losing Bet” – Week 1



AGRICULTURE UPDATE

**Moisture Situation Update -
January 15, 2025**

JOB POSTINGS

This week, the RMA's Charitable Gaming Campaign, "Losing Bet," provides an overview of the province's charitable gaming model. This sets the stage for future weeks when the series will explain why the system doesn't work for rural communities and how it can be repaired. "Losing Bet" is designed to equip RMA members with the tools necessary to understand and advocate for changes to the charitable gaming model.

[Learn more...](#)

REMINDERS

RMA Launches "Losing Bet" – A Charitable Gaming Campaign

RMA is concerned about the inequities faced by rural organizations through the current charitable gaming model. That is why we are launching "Losing Bet," a campaign that will call on the Government of Alberta to make changes to the charitable gaming model to address the inequities that currently exist. "Losing Bet" will equip RMA members with the tools necessary to understand and advocate for changes to the charitable gaming model.

[Learn more...](#)

Monthly Resolution Update – January 2025

The Monthly Resolution Update Bulletin is a way of routinely highlighting a selection of the over 70 currently active resolutions, offering members a more detailed insight into the work being carried out on their behalf. The January 2025 edition of the Monthly Resolution Update Bulletin is now available.

[Learn more...](#)

ANNOUNCEMENTS

AgKnow Winter Webinar Series

RMA

**Administrative Coordinator
– Policy & Advocacy**

Woodlands County

Director, Corporate Services

County of Vermilion River

**Agriculture Services
Supervisor**

Town of Pincher Creek

Operations Manager

Town of Rimbey

**Director of Community
Services**

Municipal District of Fairview
No. 136

Agricultural Fieldman

Bonnyville Regional Fire
Authority

Regional Deputy Fire Chief

Town of Crossfield

**Asset Management and GIS
Coordinator**

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**.

This winter, AgKnow is delivering a series of webinars designed to explore traditions and challenges farm families and Ag Professionals face so they can be successful. This includes upcoming sessions on **professionals and family farm transitions with Patti Durand on February 13** and **women and intergenerational transfer of family farms with Diane McKenzie on March 26**. Registrations are now open.

[Forward to friend](#)

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MCCAC Updates

- **Alberta Climate Leaders Staff Peer Network:** The MCCAC is inviting municipal staff to join the Alberta Climate Leaders Staff Peer Network, a space to connect, learn, and share strategies for local climate leadership. As a member, you will connect with other municipal staff to share experiences, contribute to meaningful conversations on climate action, gain insights from industry experts, and make a real impact in your community. [Learn more.](#)

IN THE NEWS

- **More funding helps update irrigation infrastructure**
- **Budget 2025: Coming soon**
- **211 services expanding into rural Alberta**
- **Rural cancer patients to benefit from \$1.5 million Alberta investment**
- **Province opens first eating disorders recovery centre**
- **Federal government commits more than \$160 million to Jasper recovery**
- **Alberta government changing election rules to account for displaced Jasper residents**



Source URL: rmalberta.com/news/rma-monitoring-tariff-situation/

RMA Monitoring Tariff Situation

Posted on: February 7, 2025

RMA is actively monitoring the tariff situation between Canada and the USA.

RMA has been diligently observing the fluidity of the political situation involving the potential imposition of tariffs and recognizes the significant impacts this action could have on our members.

On February 3, 2025, Canada and the United States agreed to delay the imposition of respective tariffs on imported goods and the RMA remains hopeful that this situation will be resolved with minimal economic impacts.

We will continue to monitor the situation as it evolves and share any potential details specific to tariffs impacting municipalities if implemented in future. For current news from the Government of Canada related to tariff negotiations, **click here** (<https://www.canada.ca/en/department-finance/news.html>).

Duane Gladden

CEO and Executive Director

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

Tasha Blumenthal

Executive Officer of External Relations & Strategy

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

Source URL: rmalberta.com/news/alberta-health-care-system-refocus-engagement/

Alberta Health Care System Refocus Engagement

Posted on: February 7, 2025

The Government of Alberta is engaging with residents to understand the current state of health care in Alberta.

Beginning in early 2024, the GOA conducted 65 in-person engagement sessions across the province. These sessions gave the opportunity for patients, health care workers, and caregivers to share their feedback on the current state of the health care system in Alberta. Findings from these engagements can be found in this **What We Heard Report**. (<https://open.alberta.ca/publications/shape-the-way-what-we-heard>) The What We Heard Report outlines the unique needs of patients and providers in rural, remote and Indigenous communities, including issues related to access to care, limited availability of services, and recruitment and retention.

The GOA is now hosting a second round of **in-person engagement sessions** (<https://web.cvent.com/event/1f410835-3bc7-4272-b840-ac7f6bce94f/summary>) throughout the province beginning January 21, 2025. To be involved in an in-person engagement session, you must register. For more information on locations, dates, and times of these engagement sessions, please follow the **registration link** (<https://web.cvent.com/event/1f410835-3bc7-4272-b840-ac7f6bce94f/summary>).

Those unable to attend the in-person engagement sessions are encouraged to review the **presentation** (<https://www.alberta.ca/system/files/hlth-refocusing-albertas-health-system-presentation-winter-2025.pdf>) that will be given, and

share thoughts on how health care delivery can be improved by taking this **survey** (<https://your.alberta.ca/embeds/projects/43344/survey-tools/52011>).

For more information on the Government of Alberta's plan to refocus health care in Alberta, please visit this **website** (<https://www.alberta.ca/refocusing-health-care-in-alberta>).

Kallie Wischoff

Policy Advisor

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General Manager of Policy & Advocacy

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Source URL: rmalberta.com/news/losing-bet-week-1/

“Losing Bet” – Week 1

Posted on: February 7, 2025

“Losing Bet” will equip RMA members with the tools necessary to understand and advocate for changes to the charitable gaming model.

RMA is concerned about the inequities faced by rural organizations through the current charitable gaming model. Despite many years of advocacy from RMA and other rural stakeholders, the Government of Alberta has taken no action to ensure gaming funds are distributed equitably to charitable organizations across the province.

RMA is not backing down from this issue. That is why RMA has launched **“Losing Bet (<https://rmalberta.com/advocacy/rmas-charitable-gaming-resources/>)”**, a campaign that will call on the Government of Alberta to make changes to the charitable gaming model to address the inequities that currently exist.

This week, “Losing Bet” will provide an **overview of the province’s charitable gaming model (https://rmalberta.com/wp-content/uploads/2025/02/2025-CharitableGaming_OnePager-2.pdf)**, setting the stage for future weeks, when the series will explain why the system doesn’t work for rural communities and how it can be repaired.

To follow along with this campaign, please visit the **RMA’s Charitable Gaming Resources webpage (<https://rmalberta.com/advocacy/rmas-charitable-gaming-resources/>)** and subscribe to the **RMA’s Contact Newsletter (<https://rmalberta.com/advocacy/contact-newsletter/>)** to stay up to date with the release of further information!



Report

TITLE: INFORMATION ITEMS

Meeting: Council Meeting

Meeting Date: February 12, 2025

Summary

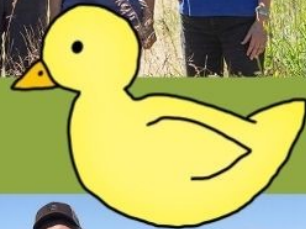
1. Battle River Watershed Alliance – February The Current Newsletter
2. Parkland Regional Library System (PRLS) – January 23, 2025 Parkland Update
3. Parkland Regional Library System (PRLS) – February 6, 2025 Parkland Update



1



CALL FOR NOMINATIONS



OTIS Awards

In 2012, BRWA launched an award program to formally recognize those in the Battle River and Sounding Creek Watersheds who are **Outstanding In Stewardship (OTIS)**. This is an opportunity for watershed residents to look in their community and celebrate those who are implementing measures to care for the land, water, and wildlife.

Please nominate an individual, agricultural initiative, business or organization, young person or youth group.

The nomination deadline is February 28.

[Program Guidelines](#) | [Nominate your Local 2024 Stewardship Hero](#)

Workshops & Events - Join Us

3



March 21, 2025, World Water Day Webinar on Glacier Preservation

Location: Online

Time: 12:30 - 1:30pm

Save the date! This year for World Water Day, Alberta's Watershed Planning and Advisory Councils (WPACs) are diving into the critical topic of Glacier Preservation and its impact on our water resources.



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

Location: BRWA Office, Mirror Lake Centre, Camrose

Time: 9am - 3pm

4

BRWA is hosting an in-person gathering of the Battle River and Sounding Creek Stewardship Community of Practice. [For information and to register](#)



June 19, 2025, BRWA Annual General Meeting

Location: BRWA Office, Mirror Lake Centre, Camrose

Time: 9am - 3pm

Save the date! The OTIS Awards will be presented following the business meeting.

In & Out of the Classroom

5



Nature Science + Sport Skills Combo Camp

BRWA is pleased to announce that we have teamed up with Augustana's Campus Recreation, Vikings Athletics and Environmental Science programs to run a week-long camp from July 21-25 for children ages 9-12. Half of the day, Vikings coaching staff and student-athletes will cover a variety of indoor and outdoor sports. The other half of the day, participants will explore the watershed, sample water quality, and learn about biodiversity and habitat. BRWA staff will be the science camp leaders with special activities led by Dr. Greg King, Dr. Glen Hvenegaard, and other experts. The camp will be held in Camrose at U of A, Augustana Campus. Spots are limited. Registration will open in mid-February through the U of A website.

7



Call for Summer Program Partnerships

Each year our education team collaborates with local groups to lead fun place-based watershed programming for kids and adults. Last year, these events included the Alberta Métis Fest, County of Vermilion River's Wetland Adventure Day, and Camrose summer camps. We would love to work with your organization this summer! If you have an event you would like us to attend, please contact stewardship@battleriverwatershed.ca

BRWA Youth Education Programs

There are only a few spots left for our educational field trips this spring! Book for your class or group today.

The available programs are:

- Waste in Our Watershed Tour (Gr. 4)
- Habitat Tour (Gr. 6)

9

- X-Stream Science (Gr. 7-12)
- Caring For Our Watersheds (Gr. 7-12)

[Request a Spring Field Trip](#)



CARING FOR OUR Watersheds[®]

Alberta

WHAT CAN YOU DO TO IMPROVE YOUR WATERSHED?

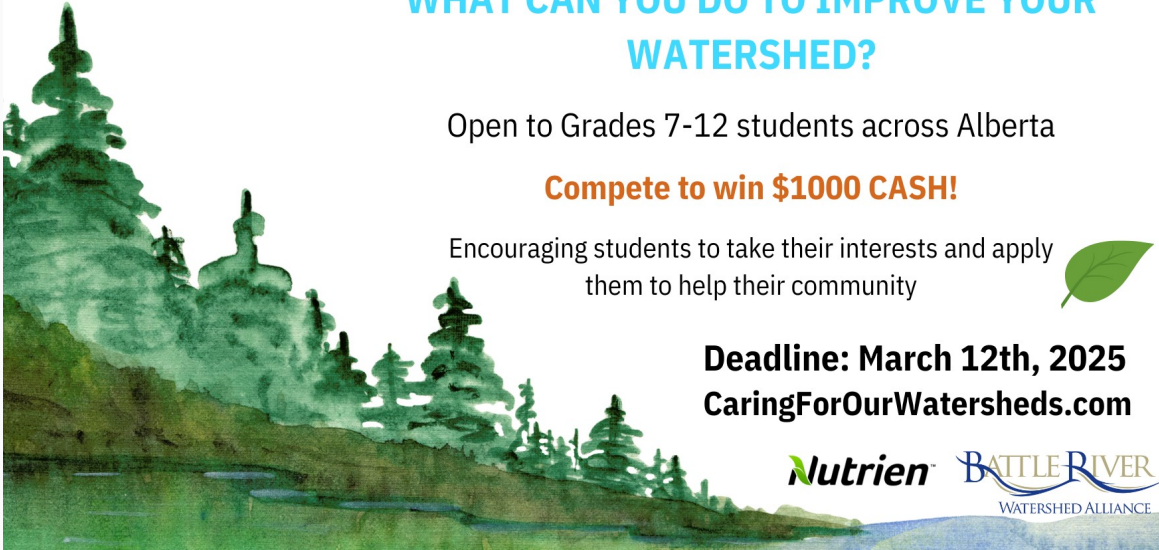
Open to Grades 7-12 students across Alberta

Compete to win \$1000 CASH!

Encouraging students to take their interests and apply
them to help their community



Deadline: March 12th, 2025
CaringForOurWatersheds.com



[Book a Presentation](#)



Take Me Outside Winter Challenge

Get your class outside during the annual Take Me Outside Winter Challenge! This fun and inspiring initiative invites educators, students, and outdoor enthusiasts to embrace the beauty of winter by spending as much time outside as possible from February 24 to March 7.

[More on the Winter Challenge](#)

Water Matters



13

Invasive Species Awareness Week - February 24 to March 2

In December 2024, a new Provincial Aquatic Invasive Species (AIS) Task Force released a Recommendation Report with key measures to combat the spread of aquatic invasive species, with particular emphasis on invasive mussels. The report highlights that AIS pose a significant threat to Alberta's aquatic ecosystems and water infrastructure. These non-native species, including invasive mussels, plants, and fish, often outcompete native species due to a lack of natural predators. They disrupt aquatic ecosystems, cause costly damage to water infrastructure, and negatively impact recreation and tourism.

We all have a role to play. *Clean, Drain and Dry* your watercraft when moving between water bodies and *Don't Let it Loose*. Never release aquarium pets, water garden plants, live food (example: fish, crabs, mollusks) or live bait into rivers, streams, lakes, ponds or storm sewers. In sport fishing, never move a sport fish from one body of water to another.

[Aquatic Invasive Species Task Force Recommendations](#)

14

The Alliance



Camrose for a Bird Friendly City

BRWA has joined a team of enthusiastic individuals who are working towards designating Camrose a Bird Friendly City! The team is made up of representatives from Augustana, Camrose & District Fish and Game Association, the City of Camrose Environmental Sustainability Advisory Committee, Ducks Unlimited Canada, BRWA, and the Wildrose Outdoor Club.

[Bird Friendly City Certification Program](#)

15

Partner Events

- [Kids Can Catch, Pigeon Lake Watershed Association](#), February 15, 2025
- [Building a Strategy for Wetlands Webinar](#), February 19, 2025
- [Prairie Conservation Forum's Grassland Vegetation Inventory Needs Assessment Survey](#), Deadline: February 20, 2025
- [Water Management in Canada's Boreal Conference](#), February 25-26, 2025
- [Beaver Hills Biosphere 2025 Open House, Forum and Youth Summit](#), March 11-13, 2025
- [Working Well Workshops](#), various dates and locations

Opportunities for Municipal Staff & Elected Officials

- [Green Municipal Fund Communities of Practice](#)
- [Climate Ready Infrastructure Service](#)

In Other News

- [Fighting the spread of aquatic invasive species](#)
- [As bird flu concerns grow, Alberta researchers hope to launch wastewater monitoring for livestock](#)
- [Canada's water governance and management systems threaten the country's water supply](#)
- [Central Alberta coyote hunt aims to bring predator's population under control](#)

17



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Mailing address

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

[Unsubscribe from this list](#)

18

Marcy Newby

From: Parkland Regional Library System <administration@prl.ab.ca>
Sent: January 23, 2025 2:00 PM
To: Cheryl Bergman
Subject: Parkland Update January 23, 2025



1

Parkland Update

Thursday, January 23, 2025

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).



Library boards must complete and submit the Public Library Survey and Annual Report by **February 28th** to be considered eligible for the Public Operating Grant. To access LibPAS portal click [here](#). If you encounter any login issues or require login information, please contact jen.pringle@gov.ab.ca. The Annual Report Statistics Master document is available in **One drive** here: [2024 Annual Report Statistics.xlsx](#).

New Year, New Professional Development Opportunities

3

Parkland's 2025 Training Schedule has been finalized! Thanks to everyone who filled out the Member Library Needs Assessment we ran at the end of last year. We heard you and have tried to incorporate as many of the training needs expressed in the survey into this year's calendar. You can find the [full schedule attached here](#) or find more information (as it's made available) on the Events page of the PRLS Staff Support Site.

Don't see what you need here? We are still working out some of the training details for this year and there will be even more PD opportunities during this year's Parkland Conference, happening on Monday, September 15th at the Lacombe Memorial Centre. There are also a whole host of helpful training videos available on the PRLS Staff Training Academy, please check them out!

LIBRARY NEWS

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

4

Upcoming Grant Deadlines

- [Ethnocultural Grant](#) Deadline: January 24
- [Anti-Racism Grant](#) Deadline: January 24
- [Heritage Awareness Grants](#) Deadline: February 3

Notable Upcoming Dates

- [International Day of Education](#) - January 24
- [Family Literacy Day](#) - January 27
- [Black History Month](#) - February
- [World Read Aloud Day](#) - February 5
- [Library Lovers Day](#) - February 14
- [Family Day](#) - February 17

5

- [Freedom to Read Week](#) - February 23 - March 1

Canada Reads 2025 Longlist Announced

6



7

[Canada Reads](#) is back! This year, the great Canadian book debate is looking for one book to change the narrative. The books on this year's longlist all have the power to change how we see, share and experience the world around us. For a full look at this year's longlisted books, [check out this article exploring each title](#).

Health & Safety Conference 2025

The Health & Safety Conference Society of Alberta is excited to announce the return of its annual conference and trade fair on **April 2-3, 2025**, at the Westin Calgary Airport in Calgary. This year's theme is *Beyond Compliance: Pioneering Health and Safety Excellence*. This event promises to bring industry leaders and innovators together to share insights and strategies. Don't miss out on this opportunity—[register now to secure your spot](#).

Career Assistance Network

8

Career Assistance Network is back for 2025 to connect job seekers with their next job and employers with their next hire! Trained professionals will be visiting various communities within rural Central Alberta, offering booked appointment or walk-in sessions to assist individuals with their employment and recruitment needs. Sessions will be offered on a recurring basis in **Camrose, Olds, Ponoka, Rimbey, and Rocky Mountain House**. For more information or to help your patrons book a session, [you can visit the website here](#) or email ashton@rdcan.ca.

Read Alberta Book Blast

9



Are you looking to learn more about new, quality, local books? Do you need new titles for library programs or to add to your collections? Presented by the [Book Publishers Association of Alberta \(BPAA\)](#), the “Read Alberta Book Blast” series will showcase the latest and greatest in Alberta-published books. Through a series of bite-size presentations (we won’t take up too much of your time), library staff can learn about what’s new in the world of locally published titles. Register for the free event on **January 28, 2025 from 1:30-3:00pm** by [clicking this link](#).

Discovering AI - Resources for Libraries

AI is becoming more and more prominent in our lives and more libraries are investigating whether AI is something that could be useful for them. At the same time, environmental activists are waving red flags asking us to consider the impact on the planet when using this new technology.

Register for the Library 2.025 mini conference **AI and Libraries: Literacy, Ethics, and Responsible Use** to dive deep into this topic. The free event will be held online on **Thursday, March 13 from 1-4pm** and [you can register here](#).

In the meantime, [give this article from the United Nations Environment Programme](#) a read. It dives into the considerable environmental impacts of using AI technology and is a valuable read for anyone who uses it. This technology is not without negative side effects that are important to understand.

Alberta Library Trustees' Association Coffee Chat

11

[ALTA](#) has an amazing network of members, so grab a coffee and let's talk! This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. This is an informal 45-minute virtual chat on ZOOM hosted every month. Attendance is limited to 20 trustees and available on a first-come first-served basis. Please know you must be a current ALTA member to participate. If you're interested in registering for the next open chat on **February 12, 2025 at 7:00pm**, [click this link and enter your information](#).

Sasquatch Indigenous Teachings Webinar

12

Sasquatch, Sabe, Bigfoot Known by Many Names

Indigenous Wisdom Teachings Webinar

This free Facebook webinar on **February 6, 2025 at 12pm** is called *Bigfoot/Sasquatch Indigenous Teachings Webinar* and will feature Knowledge Holders Elder Be'shar Blondin, Isaac Murdoch and Dr. Kevin Lewis. Join them in exploring the mysteries of the Sasquatch in this free webinar that is open to all. No registration is required for this event but you can [find more information and participate in the webinar here](#).

13

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Introduction to Disability Management and Occupational Health & Safety

**January 28
9am**

Representatives from WCB will discuss how you can support your workers with effective disability management practices. As an employer, you play a critical role in a worker's recovery by being supportive and

The Role of the Board Chair

**January 28
1:30pm**

What is the role of the board chair in a nonprofit organization? How is it different from the rest of the board members? This 2-hour webinar will discuss the key expectations of a chairperson to better perform their leadership role in a nonprofit organization. The session focuses on

14

offering suitable return-to-work opportunities. You will learn about the resources available to build strong return-to-work plans to help your injured workers get back to work safely. Providing timely and appropriate modified duties can help you reduce your worker's time away from work, which can also reduce your overall premium costs. [You can register for this free webinar here.](#)

**Building Community Connections
by Hiring for Cultural Knowledge**
January 30
1pm

'chairing effective meetings,' 'chair as facilitator,' 'dealing with difficult board/organization challenges,' and 'building a strong board team.' [Make sure to reserve your spot here.](#)

**Ontario Library Association (OLA)
Super Conference 2025**
January 29 - February 1

[This year's conference is special](#) — as when we focus on building bridges, we also focus on bridging gaps. We commit to strengthening the fundamental goal of libraries as welcoming places for all. We

15

Staffing demographics rarely match those of the communities they serve. Learn how valuing specific knowledge, skills, and abilities during the hiring process can develop a staff ready to serve a diverse community. Hear from Cultural Liaison Library Assistant staff representing Hispanic and Tribal communities, including the results of their efforts to build connections with and share stories of these communities. Attendees will be challenged to reconsider some common hiring practices and how to make them more inclusive. Hear a success story from a library that identified cultural knowledge gaps and worked with community stakeholders during the job posting and

commit to upholding our core values while dynamically responding to the changing needs of our communities. We commit to facilitating connections so that knowledge-sharing can take place. These commitments will run through every facet of OLA Super Conference 2025, from carefully considered programming to attendee experience to creative resource sharing.

Libraries are more than just buildings; like bridges, they are essential structures and dynamic spaces that facilitate community building through connection. We invite you to create those connections — build bridges with us — at this year's Super

selection process [during this engaging webinar](#).

Conference.

Board Roles & Responsibilities

February 5

1:30pm

What is governance? What are the board's roles? What are the board's responsibilities? The truth is, there is no one answer to any of these questions. Join us as we help you understand governance from different perspectives. We will start with governance and what it means to the board. Then we will take you through how

Empowering Teens: Enhancing information literacy through games and interactive programming

February 6

1pm

You're getting ready to implement a change at your library, from a new strategic plan to a major project. How do you get your staff, partners, or community to understand and align with this new direction? Theory of Change is a powerful

17

governance touches the entire organization, the structure of the organization, and the volunteers and staff that work in the organization. You will also have many opportunities to speak directly with others and share your experiences, test your knowledge, and ask your questions from the presenters. This webinar is hosted by the Government of Alberta and [you can reserve your spot here](#).

tool to help you define a shared vision that everyone can strive for together, while allowing flexibility and autonomy in how they get there. In this webinar, you'll learn how one library is using Theory of Change to drive strategic alignment while reducing bureaucracy. [Register for this webinar here](#).

Turn Strategy Into Action With Theory of Change

Readers' Advisory: Ideas & Practice 2025

March 12

12pm

18

February 26

1pm

You're getting ready to implement a change at your library, from a new strategic plan to a major project. How do you get your staff, partners, or community to understand and align with this new direction? Theory of Change is a powerful tool to help you define a shared vision that everyone can strive for together, while allowing flexibility and autonomy in how they get there. In this webinar, you'll learn how one library is using Theory of Change to drive strategic alignment while reducing bureaucracy. [Register for this webinar](#)

Booklist is back with a new series of free readers' advisory workshops designed to keep you up to speed on both the ideas and practice that will enhance your RA game. Learn from experts in the field about how genres relate to each other, how to talk to patrons about their leisure reading, and how to write an effective book annotation. Participants should have an understanding of the basic readers' advisory concepts of appeal elements (character, pace, storyline, tone, and writing style). [Make sure to reserve your seat today!](#)

19

[here.](#)

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
[Subscribe to this update email](#)



Want to change how you receive these emails?
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Parkland Update

Thursday, February 6, 2025

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

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

Welcome Valerie! New Accounting Technician at Parkland

We are excited to announce that Valerie Schellenberg has joined the Parkland team as an Accounting Technician. We are thrilled to have her on board!

Valerie grew up in Ontario, dreaming of moving back to the family farm in Alberta. She obtained her Library Technician diploma from Niagara College, and worked in public libraries and regional media centres in both Ontario and Alberta before expanding "doing books" to bookkeeping and accounting in British Columbia. Moving back to Alberta, she continued doing books with school libraries and various accounting businesses. Coming back into full-time library services work doing financial services fulfills both sides of the dream job! Her favourite things to read include mystery, historical fiction, and non-fiction. When not reading, her spare time is filled with seed catalogues and gardening. Welcome Valerie!

Cremona Municipal Library Wins Read for 15 Challenge



The Cremona Municipal Library won the 2025 Read for 15 Challenge with a remarkable 67.03% of their population participating by reading at least 15 minutes on January 27, 2025. Amazing work and congratulations to the Cremona team! An honourable mention also goes out to Camrose Public Library, with a total of 3,426 readers reporting their reading! Great job readers!

Plan of Service Training now Live on Niche

Parkland has recently published [Plan of Service Training on Niche Academy](#). With plenty of our member libraries needing to re-do their Plan of Service this year and in the coming years, this is an excellent resource to get you started. For further help, please reach out to your consultant.

LIBRARY NEWS

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

Upcoming Grant Deadlines

- [Community Foundation Grant \(Canada Post\)](#) - Deadline February 28
- [Literacy Fund Grant \(Indigo Love of Reading *for school libraries only*\)](#) - Deadline February 28
- [Canada Cultural Spaces Fund](#) - Ongoing
- [Donald Hamilton School Library Advocacy Fund](#) - Ongoing

Notable Upcoming Dates

- [Black History Month](#) - February
- [Library Lovers Day](#) - February 14
- [Family Day](#) - February 17
- [Freedom to Read Week](#) - February 23 - March 1
- [Pink Shirt Day](#) - February 26

Big Talk from Small Libraries Conference

Have you ever wished you could attend a free virtual conference tailored just for smaller libraries? You're in luck! [Register now](#) for the Big Talk from Small Libraries Conference on **February 28** to get insight into everything there is to know about running a small library. All presenters are from libraries with fewer than 10,000 people and the event will really dive into

the things that make small libraries great. Join us for this engaging conference to learn more!

Freedom to Read Week



[Freedom to Read Week](#) is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. As of 2024, Freedom to Read Week entered a new phase led by Library and Archives Canada, the Canadian Urban Libraries Council, and the Ontario Library Association in partnership with the Book and Periodical Council. These organizations are coordinating to enhance Freedom to Read Week for years to come. [You can find digital and print marketing materials online here.](#)

Polaris Reports Subscription Option

Parkland has utilized usage data for the various Polaris Reports to make the most frequently used reports subscribable! To subscribe, simply go to the Subscriptions folder and click the three dots in the upper right of the report you'd like to subscribe to, then click 'Subscribe'. Edit the delivery schedule to the frequency you need, enter your email address, select your library in the 'Value/field', and click 'Create Subscription' and the report will be emailed to you. For more information and screenshots on this process, [check out this blog post!](#)

Helping Patrons Access TRAC - And More Resources!

Did you know that you and your patrons can access TRAC's (The Regional Automation Consortium) digital collections? With their Parkland member library card, your patrons can access TRAC's eBook and eAudiobook collections through our eReading platforms - Overdrive/Libby and CloudLibrary! Patrons can check out up to 10 digital TRAC collection items at a time. CloudLibrary will automatically connect to TRAC's collections once they've logged in and it's just a few quick and easy steps for them to access TRAC's Overdrive/Libby collections. [Click here for more information.](#)

Basic Legal Research Webinar from Alberta Law Libraries

Do you get legal questions? In this webinar, librarians from Alberta Law Libraries will provide a review of basic strategies to understand and research the law as well as the best free legal information resources and databases to recommend to your patrons. We will touch on:

- Basic functions of the Courts
- Common Law - the importance of caselaw in Canada
- Primary vs. secondary sources
- Where to find legislation
- Where to find caselaw
- Where to find court forms
- Where to find secondary sources
- Where to find help with legal research
- Where to find legal help

Please join us **Wednesday February 26 at noon** for an overview. [You can register for this webinar here.](#)

Alberta Library Trustees' Association Coffee Chat

[ALTA](#) has an amazing network of members, so grab a coffee and let's talk! This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. This is an informal 45-minute virtual chat on ZOOM hosted every month. Attendance is limited to 20 trustees and available on a first-come first-served basis. Please know you must be a current ALTA member to participate. If you're interested in registering for the next open chat on **February 12, 2025 at 7:00pm**, [click this link and enter your information](#).

Read Alberta Book Blast



Are you looking to learn more about new, quality, local books? Do you need new titles for library programs or to add to your collections? Presented by the [Book Publishers Association of Alberta \(BPAA\)](#), the “Read Alberta Book Blast” series will showcase the latest and greatest in Alberta-published books. Through a series of bite-size presentations (we won’t take up too much of your time), library staff can learn about what’s new in the world of locally published titles. Register for the free event on **February 13, 2025 from 1:30-3:00pm** by [clicking this link](#).

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Legal Responsibilities - Board Development Program

February 12
1:30pm

Where do the board's duties and responsibilities come from? What do board members need to know in order to meet their legal responsibilities? What actions can board members take to help them meet their legal responsibilities? [This course](#) will also examine conflict of interest including tips on how to effectively manage it. Join us for a live and interactive webinar to find out the answers to these questions, hear what other Not-for-Profit board members are experiencing and test your knowledge of the information that is shared.

Financial Responsibilities - Board Development Program

February 26
1:30pm

What are the board's financial responsibilities? How can the board fulfill these responsibilities? What is Financial Management and what does it include? To put it simply, the board has to know what is going on, and ask questions if they don't! [Join us for more details](#) and a few activities that will introduce your financial responsibilities.

Spring Picks from OverDrive Librarians

February 19
12pm

[Join OverDrive's staff librarians](#) to hear about the best books landing on your digital shelves this spring. We're sharing can't-miss titles for adult audiences, plus highlights in Thriller, Mystery, Fantasy, Poetry, and Cookbooks. You'll receive a link to easily shop all the titles mentioned!

Fundraising with Grant Connect

February 20
10am

Join us for a comprehensive introduction on Grant Connect, including identifying and qualifying good prospects using Grant Connect, an walk-through of various features such as Search, Gift Explorer, Contact Explorer and Pipeline, and an overview of our subscriptions. This is a great introductory webinar to increase your chances of successfully receiving grants. [Make sure to register to learn more!](#)

Turn Strategy Into Action With Theory of Change

Elements of Indigenous Style: Insights and applications for the book industry

February 28
12pm

From acquisitions and editorial to marketing and sales teams, every team member plays a role in accurately, respectfully, and ethically championing Indigenous and traditionally underrepresented voices. This session, led by Warren Cariou, Lead Editor of the second edition of Gregory Younging's [Elements of Indigenous Style](#), is for book industry professionals eager to learn and apply Indigenous teachings to their work. Using *Elements of Indigenous Style* as a foundation, this session delves into its mind-opening content, which goes beyond the scope of a traditional style guide. [Register for this webinar here.](#)

Readers' Advisory: Ideas & Practice 2025

March 12
12pm

Booklist is back with a new series of free readers' advisory workshops designed to keep you up to speed on both the ideas and practice that will enhance your RA game. Learn from experts in the field about how genres relate to each other, how to talk to patrons about their leisure reading, and how to write an effective book annotation. Participants should have an understanding of the basic

February 26
1pm

You're getting ready to implement a change at your library, from a new strategic plan to a major project. How do you get your staff, partners, or community to understand and align with this new direction? Theory of Change is a powerful tool to help you define a shared vision that everyone can strive for together, while allowing flexibility and autonomy in how they get there. In this webinar, you'll learn how one library is using Theory of Change to drive strategic alignment while reducing bureaucracy. [Register for this webinar here.](#)

Meeting Procedure and Effectiveness Training for Library Boards

March 1
9:30am - 4pm
Leduc Public Library

Public Library Services Branch (PLSB) invites you to participate in a training seminar on board governance, effective meetings, Robert's Rules of Order and parliamentary procedure. Registration is open to all municipal, intermunicipal, and library system board members and must be completed by February 22. For more information on this training and [to register, click here.](#)

readers' advisory concepts of appeal elements (character, pace, storyline, tone, and writing style). [Make sure to reserve your seat today!](#)

The Social Media Marketing Conference

Multiple Dates in March

This conference was designed to help you navigate the "first tier" and "second tier" platforms, boost your social media marketing savvy, and discover how to reap the many benefits that go hand in hand with a smart, well-thought-out social media marketing campaign. Explore the latest trends in social media, take a look at exciting new marketing techniques, and gain a social media "toolbox" chock full of tools, tips, tricks, and how-to's. To see the available dates and register for this conference, [visit this site](#). There is a fee for this conference.

PARKLAND REGIONAL LIBRARY SYSTEM

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Report

TITLE: CLOSED MEETING (IN CAMERA) SESSION – FOIP SECTION 24

Meeting: Council Meeting

Meeting Date: 2025-02-12

Background

To discuss items under the Freedom of Information and Protection of Privacy Act (FOIP) Section 24 – advice from officials.