

Regular and Closed Meeting Agenda
for Monday, February 13, 2023, at 5:30 p.m. to be held
in the Council Chambers, in the Town Hall Complex,
at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
 - A) Border Communities Wellness Foundation
 - B) Milk River RCMP Detachment
 - C) Oldman River Regional Services Commission: Block 39
 - D) Health and Safety Coordinator/Director of Emergency Management
3. Additions to the Agenda
4. Approval of Minutes
 - A) Minutes of the January 9, 2023, Regular Council Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
 - A) Public Works
 - i. Maintenance Schedule
 - B) Community Peace Officer
 - C) Chief Administrative Officer
8. Bylaws and Policies
 - A) Bylaw Inventory
 - B) Bylaw 990: Remuneration
 - i. Council Professional Development
 - C) Bylaw 1039-23: Regional Assessment Review Board
 - D) Policy Inventory
 - E) Policy F9.0: Sale of Town Land
 - F) Policy R3.0: Snow and Ice Control
9. Old Business
10. New Business
 - A) Correspondence
 - B) Authorities, Boards, Commissions and Committees - Appointments
 - C) Local Intel
 - D) Canada Day
 - E) Budget Meeting Date
 - F) Pink Shirt Day Proclamation
 - G) Childcare/Daycare
 - H) Milk River Watershed Council Canada Donation Request

- I) Farm Safety Centre Donation Request
- J) County of Warner Donation Request
- K) Primary Engineering Invoice
- L) Royal Canadian Military Service Recognition Book

11. Councillor Reports

- A) Authorities, Boards, Committees and Commission Minutes

12. Mayor's Report

- A) Authorities, Boards, Committees and Commission Minutes

13. Closed Session

- A) Section 17, Disclosure harmful to personal property - Land Sale

14. Adjournment

Request for Decision

Border Communities Wellness Foundation

February 13, 2023



RECOMMENDATION

That Council approve the bench project application submission through the Community Lethbridge Foundation.

LEGISLATIVE AUTHORITY

BACKGROUND

Emma Houlet, on behalf of the Border Communities Wellness Foundation, will be in attendance to discuss a bench project. An application for funding for this project would be completed through the Community Foundation Lethbridge.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

RCMP Report

February 13, 2023



RECOMMENDATION

That the RCMP Report for the period ending December 31, 2022, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On a quarterly basis, the Milk River RCMP detachment will provide a Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data, and crime statistics.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Q3 Quarterly Letter
2. Milk River Provincial Report
3. NG91 Infographic
4. Operational Communications Centres (OCC) Program Update



February 1st, 2023

Cpl. Mike Brown
Detachment Commander
Milk River, Alberta

Dear Mayor Liebelt,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Milk River Detachment spanning the October 1st to December 31st, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.



As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Cpl. Mike Brown
Detachment Commander
Milk River RCMP



Milk River Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

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

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		1	0	0	0	0	-100%	N/A	-0.2
Assault		4	1	1	1	3	-25%	200%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		2	1	1	0	0	-100%	N/A	-0.5
Criminal Harassment		2	0	1	0	6	200%	N/A	0.8
Uttering Threats		0	3	2	2	2	N/A	0%	0.3
TOTAL PERSONS		9	5	5	3	11	22%	267%	0.2
Break & Enter		1	0	5	2	3	200%	50%	0.6
Theft of Motor Vehicle		1	0	1	1	0	-100%	-100%	-0.1
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		3	2	4	0	3	0%	N/A	-0.2
Possn Stn Goods		1	0	0	0	0	-100%	N/A	-0.2
Fraud		0	3	1	4	5	N/A	25%	1.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	3	3	1	0	N/A	-100%	-0.2
Mischief - Other		4	3	0	1	0	-100%	-100%	-1.0
TOTAL PROPERTY		10	11	14	9	11	10%	22%	0.0
Offensive Weapons		0	1	0	0	1	N/A	N/A	0.1
Disturbing the peace		0	0	0	0	2	N/A	N/A	0.4
Fail to Comply & Breaches		4	2	0	0	5	25%	N/A	0.0
OTHER CRIMINAL CODE		0	1	1	2	4	N/A	100%	0.9
TOTAL OTHER CRIMINAL CODE		4	4	1	2	12	200%	500%	1.4
TOTAL CRIMINAL CODE		23	20	20	14	34	48%	143%	1.6



Milk River Provincial Detachment

Crime Statistics (Actual)

Q3 (Oct - Dec): 2018 - 2022

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

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	1	0	0	0	N/A	N/A	-0.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	11	6	0	6	500%	N/A	-0.1
TOTAL FEDERAL		1	12	6	0	6	500%	N/A	-0.2
Liquor Act		0	0	1	0	1	N/A	N/A	0.2
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		7	14	2	1	4	-43%	300%	-1.9
Other Provincial Stats		9	6	10	10	3	-67%	-70%	-0.8
Total Provincial Stats		16	20	13	11	9	-44%	-18%	-2.3
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	4	2	0	0	N/A	N/A	-0.4
Total Municipal		0	4	2	0	0	N/A	N/A	-0.4
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		1	0	0	0	2	100%	N/A	0.2
Property Damage MVC (Reportable)		10	17	17	18	15	50%	-17%	1.1
Property Damage MVC (Non Reportable)		3	8	3	0	4	33%	N/A	-0.6
TOTAL MVC		14	26	20	18	21	50%	17%	0.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		39	18	11	54	180	362%	233%	31.8
Other Traffic		0	1	0	0	0	N/A	N/A	-0.1
Criminal Code Traffic		2	5	1	1	0	-100%	-100%	-0.8
Common Police Activities									
False Alarms		4	1	0	0	2	-50%	N/A	-0.5
False/Abandoned 911 Call and 911 Act		4	2	3	2	4	0%	100%	0.0
Suspicious Person/Vehicle/Property		7	3	2	7	6	-14%	-14%	0.2
Persons Reported Missing		0	2	0	1	1	N/A	0%	0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	7	3	3	1	-50%	-67%	-0.6
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

NG911 FOR EMS

How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.





A. Who we are....

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

B. What we do....

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

C. How it happens....

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2nd time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file

D. How you can help....

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.



E. What's next....

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

F. How will NG9-1-1 changes impact me....

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

G. To find out more....

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).

Request for Decision

Block 39 Engagement Report

February 13, 2023



RECOMMENDATION

That Council accept the Block 39 Engagement Report as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On November 15, 2022, the Town of Milk River along with Planners from the Oldman River Regional Services Commission (ORRSC) hosted an Open House in the Town Council Chambers to obtain input on a variety of conceptual designs for the development of Block 39 as a formal park. Attendees voted for their preferred design concept and were given the opportunity to complete a short survey and create their own park design. At the conclusion of the Open House the same 4 question survey was made available online for anyone who was not able to attend the Open House to provide their input.

Attached is the report to Council on what was heard.

RISK/CONSEQUENCES

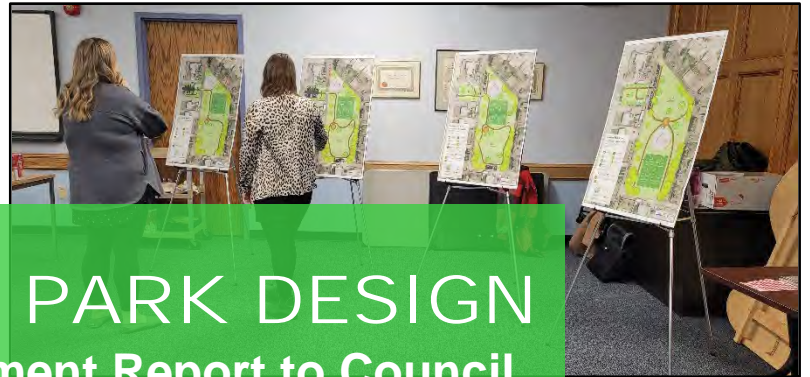
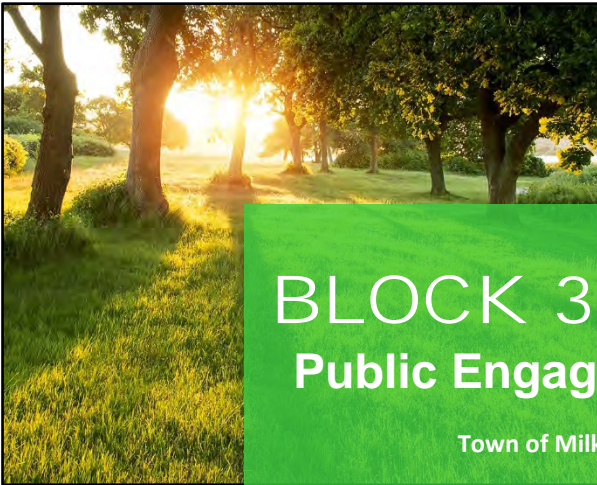
1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Block 39 Public Engagement Report



BLOCK 39 PARK DESIGN

Public Engagement Report to Council

Town of Milk River, November - December 2022



SUMMARY



On November 15, 2022 the Town of Milk River along with Planners from the Oldman River Regional Services Commission (ORRSC) hosted an Open House in the Town Council Chambers to obtain input on a variety of conceptual designs for the development of Block 39 as a formal park. Attendees voted for their preferred design concept and were given the opportunity to complete a short survey and create their own park design. At the conclusion of the Open House the same 4 question survey was made available online for anyone who was not able to attend the Open House to provide their input.

The **most requested design elements** for Block 39, in the order of importance are:

1. Walking Paths & Playground (tied)
2. Sport Court
3. Bathrooms
4. Exercise Equipment, Spray Park, & Open Space (tied)
5. Seating, Gazebo/Shade, Lighting, Winter Use (tied)

Survey respondents were asked to specify the level of importance each **design element** held for them. The following design items were identified as the **highest priorities** based on the number times they were indicated to be a **5 (most important) or 4 on the scale of importance**:

1. Lighting
2. Walking Paths
3. Sports Court & Bathrooms (tied)
4. Playground
5. Gazebo

Although the **majority of survey respondents said they had no concerns** with the development of Block 39, some areas of concern were noted. The three **most commonly mentioned concerns** for the development of Block 39 are:

1. Vehicle Access/Parking
2. Noise
3. Cleanliness, Unlawful Activity, & Lighting (tied)

Next Steps:

1. **Share the results** of the Open House and Survey with the community through a Public Engagement Report to the Community. *This is an optional step.*
2. Council to **determine priorities** and define park elements informed by the public input gathered.
3. Engage engineering consultants to **determine feasibility and costing** of the project.
4. **Refine final concept(s)** based on engineering input.
5. Final **public engagement** on park design.
6. Council to **determine a budget and phasing** for project implementation.

BACKGROUND



Located between 6th and 8th Avenues and Main Street and 1st Street East, Block 39 was created in 1975 when the area was subdivided into 28 residential lots, a Public Reserve lot, and a utility right-of-way. The Public Reserve lot legally known as Lot R29, Block 39, Plan 7410759 has been referred to as Block 39 for a number of years as the Town of Milk River has discussed the possible development of the space into a formal recreational area for residents. The space is comprised of 2.18 acres of green space with a variety of trees scattered throughout the park. The park slopes north to south as the north end of the park is set at a higher elevation than the south end.



Discussions regarding the development of the space first began in 1990 when several concepts were prepared by the Planning Commission for the Town's consideration.

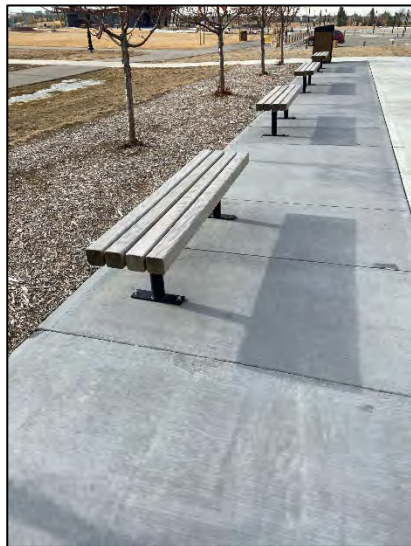
In 1996 a lane was registered around the perimeter of Block 39 providing a legal access to the rear of each of the residential properties backing onto Block 39. Although the lane has not formally been developed, it remains a designated lane. The wear in the grass and observation of the surrounding residential properties shows the lane is utilized from time to time to access the rear of properties for storage of recreational vehicles and automobiles. Properties along the north and east ends of

the park appear to use the undeveloped lane less often as less wear was observed on this portion of the laneway and no garages or driveways that require rear access were observed. Some properties on the west and south sides of Block 39 do have driveways that are accessed from the lane.

In 2003 new designs were prepared by ORRSC based on the designs created in 1996 and discussions with the Town's Recreation Committee. The 1990 and 2003 concepts showed very similar designs however they incorporated new elements such as a horseshoe pit and frisbee golf and removed the tennis court.

In 2021 the Town of Milk River acquired Lots 9 & 10 on the west side of Block 39, along Main Street through a tax forfeiture. The home on the site at the time of acquisition has been removed, providing a greater view of the space and a potential new entrance to Block 39.

Through the years a variety of people have been involved in the project however the desire to create a welcoming space for residents to come together has been a consistent theme. In 2022 the Council of the Town of Milk River reviewed previous park designs and provided an updated concept to ORRSC which includes a multi-use sports court, playground, gazebo, walking path, and washrooms on the newly acquired Lots 9 & 10. ORRSC has utilized the updated concept to design four conceptual park designs which utilize Lots 9 & 10 and provide all the elements identified by Council.



OPEN HOUSE



On November 15, 2022, the Town of Milk River along with Planners from the Oldman River Regional Services Commission (ORRSC) hosted an Open House in the Town Council Chambers from 3:30 - 7:00 pm. Notice of the Open House was posted on the Town's social media and distributed through the local schools to notify residents of the opportunity to engage in and help inform the potential park design.

The Open House was an unstructured, drop-in format, in which residents were invited to attend at their leisure. A total of 31 people attended the Open House, this included four members of Council and six children. Four updated concepts based on direction from the current Council and including the newly acquired Lots 9 & 10 were displayed for public viewing. Attendees were provided a sticker and instructed to place the sticker on their favorite design concept to cast their vote for the most desired concept. Additionally, there was an opportunity for residents to create their own park design on an aerial photo of the space using stickers to represent proposed park elements. Lastly, everyone was encouraged to complete a four-question survey about their preferences and concerns for the development of the park.



Design Concepts

Everyone in attendance viewed the design concepts created by the planning team. Members of Council, Administration, and the planning team enjoyed engaging with residents over the designs to hear what was preferred and/or not preferred about designs and other elements that residents would like to see in the park. In total 23 votes were cast on the conceptual designs with Concept 1A being the most preferred with 14 votes, followed by Concept 1B, with five votes. Concepts 2 and 3 were less popular with one and two votes respectively.

The four design concepts displayed at the Open House are shown on the following pages, the red dots on the pages represent each individual attendees vote on preferred designs. Attendees were instructed to place the dot anywhere on the page without obstructing the design concept for other attendees.

Concept One

Concept 1 includes an Option A and an Option B which incorporate the same elements in the same locations, with the addition of extra parking on Option B. Both options utilize Lots 9 & 10 to provide onsite parking and a public restroom. The playground has been placed in the northwest corner of the site, to enhance the field of vision from Main Street. The multi-use sport court has been placed southeast of the playground and the gazebo is placed southwest of the sport court. A walking path connects the parking lot to all four elements. In this concept, Option B provides additional parking at the south end of Block 39, utilizing the registered lane as a formal driving space. In Option B, an optional road closure along the east side of Block 39 has also been shown. This would allow the Town to gate off the former lane, restricting public vehicular access while allowing access to landowners who would be affected by the road closure.

Throughout the Open House attendees noted they preferred Concept 1A as there was no parking within the park area however Concept 1B was preferred for the closed loop walkway and road closure. After multiple comments about these preferences the planning team drew in the missing portion of the loop walkway on Concept 1A and indicated to attendees that the pathway could be looped in Concept 1A. Concept 1A received 14 votes and Concept 1B received 5 votes.



Concept Two

Concept 2 removes parking from Lots 9 & 10 and places it within the park area. This design utilizes the existing road right-of-way along the west and south sides of the park to allow access to the parking. For this design to be executed, the Reserve Lot north of Lot 12 must be dedicated as a road. This concept has potential issues with access on the north end as the Reserve Lot has limited space for road dedication. This concept received one vote.



Concept Three

Concept 3, like Concept 2, includes parking within the park area however the parking has been concentrated at the north end only in this concept. This concept also requires the Reserve Lot north of Lot 12 be dedicated as a road. Like Concept 2, there are potential issues with access on the north end as the Reserve Lot has limited space for road dedication. This concept received two votes.



Survey

At the Open House, attendees were provided the opportunity to complete a paper survey to provide input on other elements they would like to see in the park, rank the level of importance park elements hold for respondents, list concerns, and provide any additional comments on the proposed development.

A total of 12 surveys were submitted at the Open House. Some attendees took the survey home to complete at a later time. Any surveys that were returned back to the Town of Milk River were collected with the online survey responses. The Open House survey responses and the online survey response were combined, and the results have been presented in the next section, *Survey Results*.

TOWN OF MILK RIVER
BLOCK 39
PUBLIC OPEN HOUSE - NOVEMBER 15, 2022

The Block 39 design concepts incorporate several amenities including, or designed, open space, walking paths, a bathroom, and gardens. Are there other amenities you would like to see in the park?

Please indicate how important each amenity is to you with 1 being the least important and 5 being the most important.

	1	2	3	4	5	Comments
Playground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sports court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gazebo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do you have any concerns for the development of block 39 on walking?
If yes, please provide details on the concerns.

Please provide any other comment you have regarding the development of Block 39 as a public park.

Thank you for your time!
Your feedback, greatly appreciated.

Milk River

Personal Designs

The third activity at the Open House provided attendees an opportunity to design their own park. Aerial photos of the space were set up on tables with stickers representing the same design elements shown on the planning team's design concepts displayed at the Open House. Additional stickers were provided for attendees to add their own design elements as well.

Attendees spent considerable time working on their own personal designs, both individually and together. In total six personal designs were submitted, with some attendees submitting more than one design concept. These designs were analyzed to identify common themes. The analysis found that the six designs had four common elements, which were identified on five design concepts. The four most common elements are a **bathroom**, **playground**, **gazebo**, **washrooms**, and **parking**. Additionally, five of the personal designs have a **walking path** drawn into their designs, most commonly, the pathway looped the perimeter of the park. The second most common elements included on a total of four designs was a spray park and a sport court.



SURVEY RESULTS



Following the conclusion of the Open House an online survey was launched to allow residents to continue to provide feedback on the proposed development of Block 39. The same survey that was offered at the Open House was advertised on the Town's website between December 1 and December 16, 2022, and residents were also able to pick up a paper copy of the survey from the Town office. Following the conclusion of the survey period, one additional response was received on January 9, 2023. The survey results gathered at the Open House were combined with the online survey results to create one set of data.

A total of 29 survey responses were collected, including the 12 initial responses collected at the Open House on November 15, 2022. In addition, a written letter encouraging natural development with a variety of trees, plants, and shrubs and without the use of permanent structures was received. This letter has not been included in the survey results.

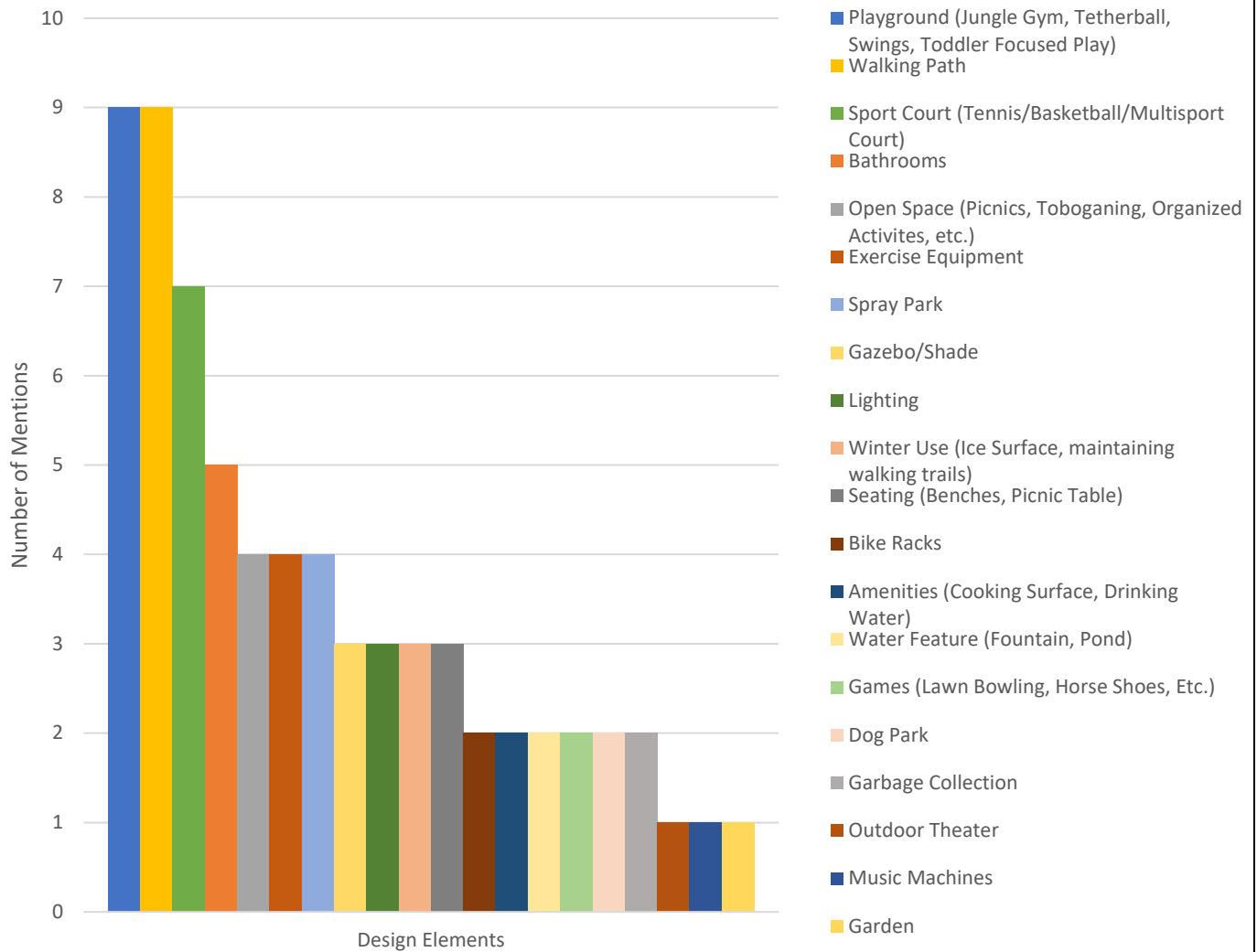
Question One

The Block 39 design concepts incorporate several amenities including, a playground, sports court, walking paths, a bathroom, and gazebo. Are there other amenities you would like to see in the park?

Survey respondents were given the opportunity to write down other design elements they would like to see in Block 39. Many respondents included the design elements proposed by the planning team in addition to a variety of other elements. The responses have been summarized into 20 design elements. The design elements have been defined below and are shown in the graph below to show the number of times something within each design element category was mentioned within question 2 of the survey.

- Sport Court (Tennis Courts, Basketball Courts, Multisport Court, Etc.)
- Playground (Jungle Gym, Tetherball, Swings, Toddler Focused Play)
- Spray Park
- Exercise Equipment
- Walking Path
- Bathrooms
- Garbage Collection (Dog waste bags)
- Dog Park
- Winter Use (Ice Surface, Maintaining Walking Trails)
- Lighting
- Music Machines
- Games (Lawn Bowling, Horse Shoe Pits, Etc.)
- Gazebo/Shade
- Water Feature (Pond, Water fountain)
- Open Space (Picnics, Toboganing, Organized Activities, Etc.)
- Seating (Benches, Picnic Table)
- Garden
- Amenities (Cooking Surface, Drinking Water)
- Bike Racks
- Outdoor Theater

Question One - Preferred Amenities

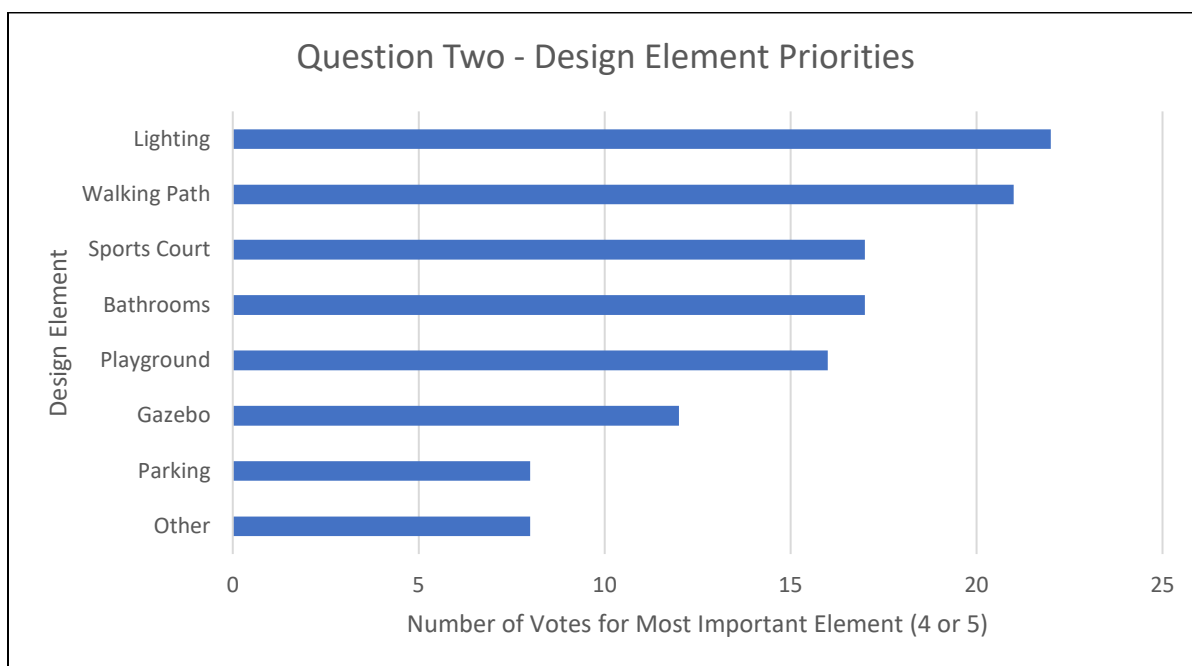


Question Two

Please indicate how important each amenity is to you with 1 being the least important and 5 being the most important.

	1 (less important)	2	3	4	5 (more important)
Playground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sports court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gazebo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking paths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Respondents chose the level of importance each design element held for them on a scale from one to five with one being less important and five being more important. The table below represents the number of times each design element was selected as a four or a five on the scale of importance. The design element that received the greatest number of fours and fives on the scale was **Lighting** with 22 votes. **Walking Paths** were the second most important elements with 21 votes. **Sports Court** and **Bathrooms** ranked third with 17 votes each. This question allowed respondents to select each level of importance multiple times, therefore a single respondent could score a five for each design element. Appendix A provides a more in depth look at the data collected through the survey.

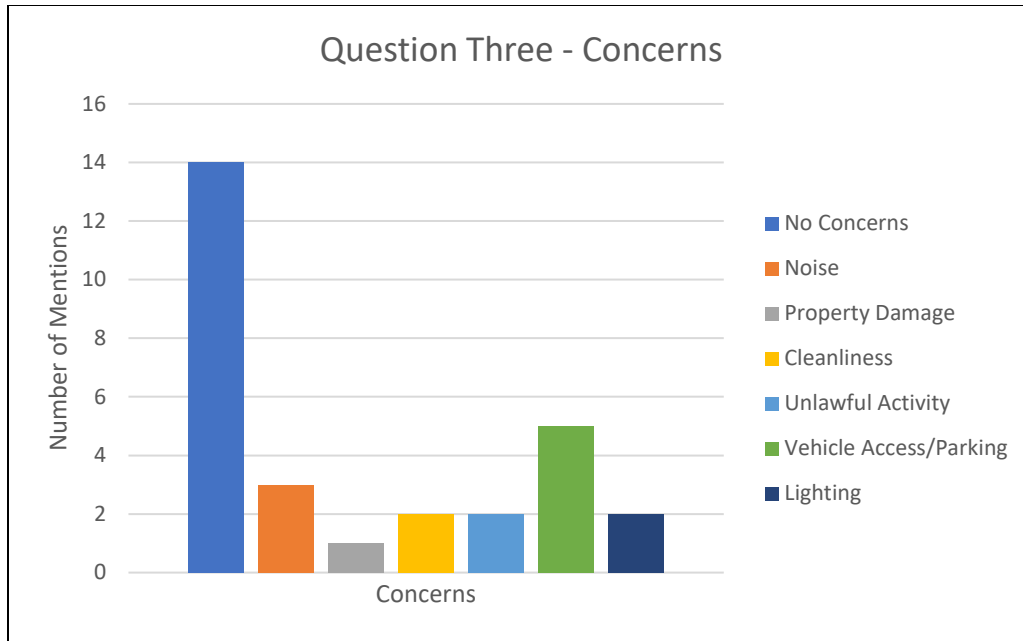


Question Three

Do you have any concerns for the development of Block 39 on existing municipal lands for use as a public park?

Survey respondents had the opportunity to list concerns for the development of Block 39. The respondents' concerns have been categorized below into six types to capture the general themes identified in the comments. In total 23 people responded to this question, with the majority (14) stating they had no concerns. Each individual comment has been included in Appendix A.

- Noise - in general and in connection to the sport court and spray park
- Property Damage - to bathrooms and neighbouring properties
- Cleanliness - of bathrooms, gazebo, and park in general, including dog waste
- Unlawful Actions – unwanted activity after hours and fire hazards
- Vehicle Access/Parking – within the municipal reserve area and use of the reserve lot to access Block 39 with vehicles
- Lighting – adequate for space for safety but also not interfere with neighbouring properties

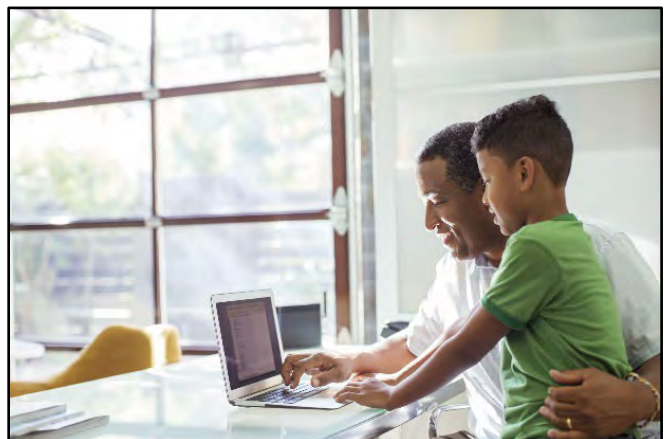


Question Four

Please provide any other comments you have regarding the development of Block 39 as a public park.

A final opportunity for survey respondents to voice their desires or concerns was provided. The comments have been summarized below to capture the general themes identified. Each individual comment has been included in Appendix A.

- Appreciation for a space for children to play
- Request for fencing to separate residential properties from parking lot if parking is to be located on Lots 9 & 10
- Encourage year round usage
- Consider sustainability in design
- Provide lots of garbage collection and seating opportunities
- Keep the space as natural as possible
- Maintain a difference from Kinsmen Park
- Keep parking out of the park space
- Maintenance is important to residents



WHAT WE HEARD



Overall, the conversations that took place at the Open House and the comments received through the survey have been positive and show a community that is excited for a new recreational space. Residents were excited to see development move forward, to provide additional amenities to the community and new ways to recreate.

The following **features were most requested** through the survey and discussions at the Open House:

- Walking paths
- Fitness equipment
- Spray park
- Playground equipment geared towards younger children
- Bathrooms

Along with the positive feedback, some residents did note some understandable reservations about the development of the space. These reservations are areas respondents felt could be problematic however they were generally still in favor of the development of Block 39.

The following items were **most noted as concerns**:

- Noise
- Garbage/cleanliness
- Safety and vandalism
- Lighting both interfering with neighbouring properties and inadequately lighting the space to prevent unwanted activity
- Parking within Block 39 and concern over the proximity of the parking lot to adjacent residential properties



NEXT STEPS



Using information gathered through the Block 39 Open House and the survey Council will now need to determine priorities for Block 39 and engage engineering consultants to determine the feasibility of the project. Once the cost of development and feasibility have been determined, the project can be broken down to phase the capital and operational expenses that will come along with the development of Block 39. Council may wish to use the findings of the survey to help determine how to best phase development.

Once Council has determined what elements are the highest priority and the feasibility of the project, refined final design concepts can then be prepared. Council has committed to engaging the community again prior to finalizing the design of Block 39, and it is recommended that further public consultation occur only once refined designs are finalized, and Council has a clear objective and budget in mind. Council may also wish to share a report with the community to share the results of the Open House and survey through a Public Engagement Report to the Public in an effort to make the process transparent and validate the community's participation in the design of Block 39.





APPENDIX A – SURVEY RESULTS

A total of 29 survey responses were received in the Block 39 Community Questionnaire. With a 2021 Census population of 812 people, the response represents 3.6% of Milk River's population. The survey was first offered at the Town's Block 39 Open House on November 15, 2022, where a total of twelve surveys were submitted by Open House attendees. Following the Open House, the survey was made available, both on paper and online, to allow all members of the community to provide their input over a two week period. Following the Open House, a total of 17 responses were received from both Open House attendees and resident's who did not attend the Open House.

All text has been copied as written in the survey, any errors are those of the writer. Where a response was written on multiple lines on the survey, it has been seperated by a coma. Any names or personal information has been redacted to protect privacy.

Question 1

The Block 39 design concepts incorporate several amenities including, a playground, sports court, walking paths, a bathroom, and gazebo. Are there other amenities you would like to see in the park?

Answered: 26

Skipped: 3

1. Tennis Courts, exercise machines, interactive playground, music machines, games, etc. Shade or shelter from sun, lawn bowling. water fountain.
2. I am thinking a "waterpark" with a grassy area for picnics. walkway could be incorporated around the perimeter of Block 39.
3. Sports court (tennis, basketball) walking/bike/rollerblade path jungle gym (preferably different than other ones in town) lighting so you can walk on paths still when its getting dark or play as sports courts in summer nice area for possible group programs such as yoga, walking, children's summer groups.
4. playground, sports courts, bathrooms, walking paths,
5. Foot access on N.W. corner; if vehicle traffic omitted. Adequate benches along alleyways or designated pathways Possibility of toboggan
6. Walking path, horseshoe pits
7. Dog Park
8. Spray park

9. All of those things
10. Basketball court with proper nets and night lighting Bathroom Water fountain Walking Path Pond
Small garden plot Shade gazebo with cook stove
11. Playground, walking path, multi-court, bathroom
12. Volleyball court, bathrooms, ice surface
13. Playground, walking path
14. Playground ~ Maybe put a couple of the smaller and quieter playground equipment from the Kinsman park onto the space. Leave some of the hilly grass area for the small children to roll and tumble on. Taking into account there is a great playground at the school, is it necessary to have more given that the children in town only make up 10% of the population. Sports court ~No sports court as that prevents quiet enjoyment and encourages kids to hang out later in the evening. Also encourages users to drive up the firelanes behind the homes to use the courts. It would make sense to put sports courts over by the baseball/football field and Civic Center as that is more team sport related. Gazebo ~ A pergola has a more airy open appearance and is more in keeping with a modern day look. A few park benches to seat and read a good book under a tree, along with a couple of picnic tables for folks to have a light meal or play a game of checkers. Be a great tranquil spot for yoga, Taichi or meditation. Lighting ~ Solar lighting along the paths to keep the space financially inexpensive and low maintenance. Parking ~ As to parking, keep it to the paved streets and walk in. Walking paths ~ Have it as a low-impact form of exercise with various types of pathways that allows users and adjacent property owners quiet enjoyment. Keep in mind the surfaces are important for seniors with mobility issues (canes/joint issues) and for anything with wheels (walkers/wheelchairs/strollers).Bathrooms ~ Bathrooms are fine if they are only open during daylight hours and cleaned daily. Other ~ In the snow months, groom a trail for cross-country skiing or snowshoeing use. And maybe a separate bike path on or along side of the firelanes.
15. enviro/green theme (solar, wind...), bike racks, 'doggie' bags
16. N/A
17. Splash pad – or somewhere else in town, little childrens swings
18. N/A
19. 1 - simple, linear exercise area, 2 - no parking, too dangerous for kids, 3 - natural playground (M.R. has 2 traditional equipment playgrounds)
20. Doggy bags, garbage, parking lot
21. Like how a walking trail goes around the big rock, Love the multi sport courts.
22. Round swing (like at elementary school) - very popular!!!!!! Teather ball that was very well used at the elementary when they had it!!!!
23. "Spray" water park, picnic tables, bike racks, Outdoor theatre (live performance or with cable clubs screen), outdoor workout equipment

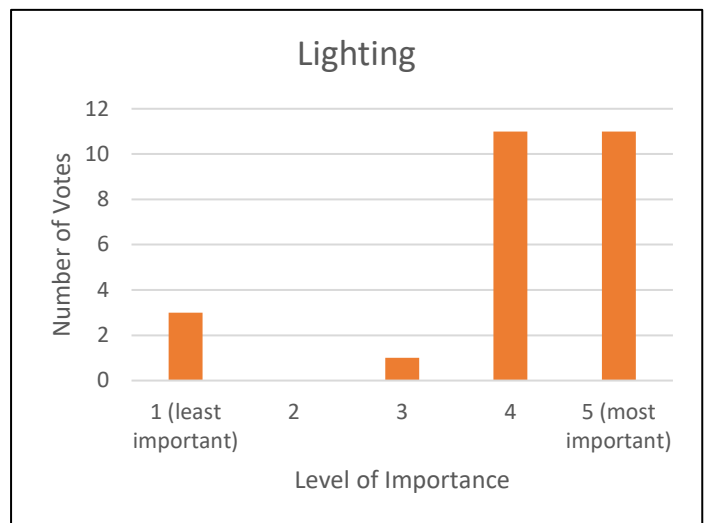
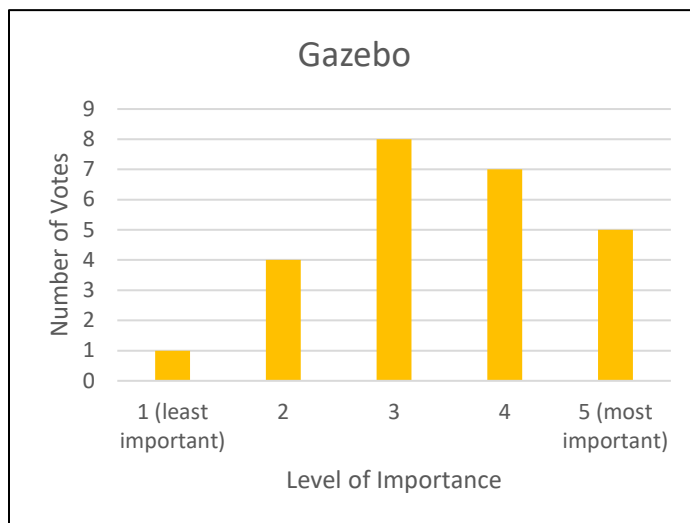
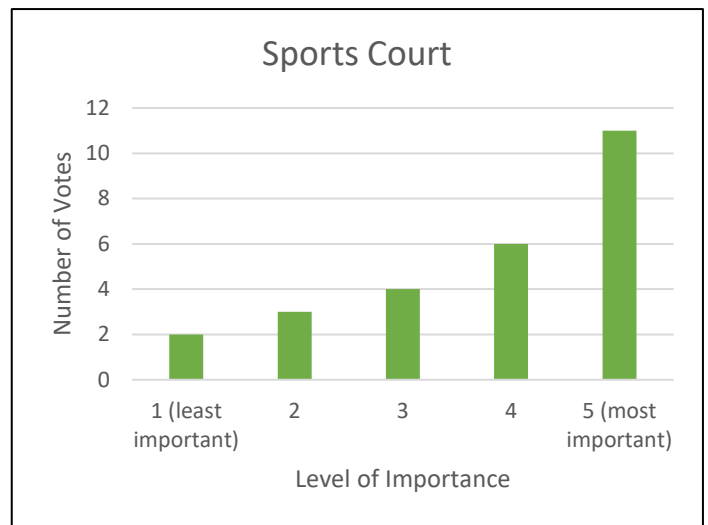
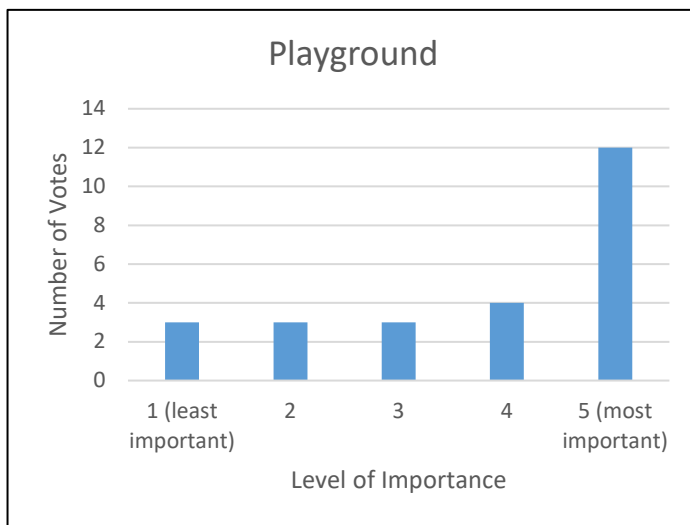
- 24. Water access to fill water bottles
- 25. In the open space put a skating rink in the winter time
- 26. Exercise set ups, toddler playground, small fenced dog park

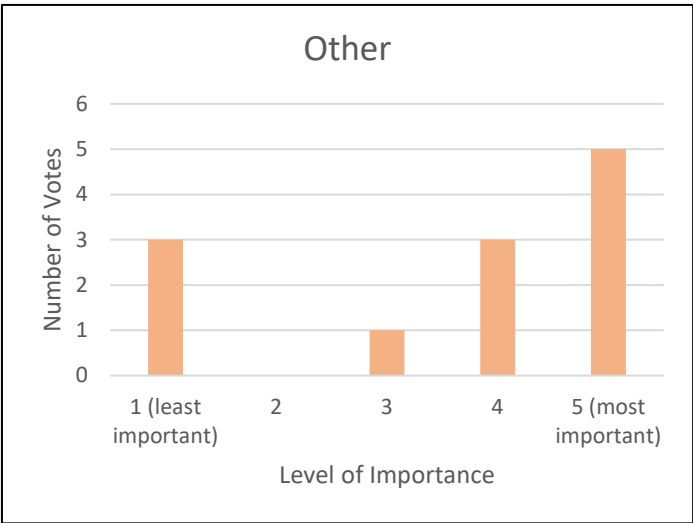
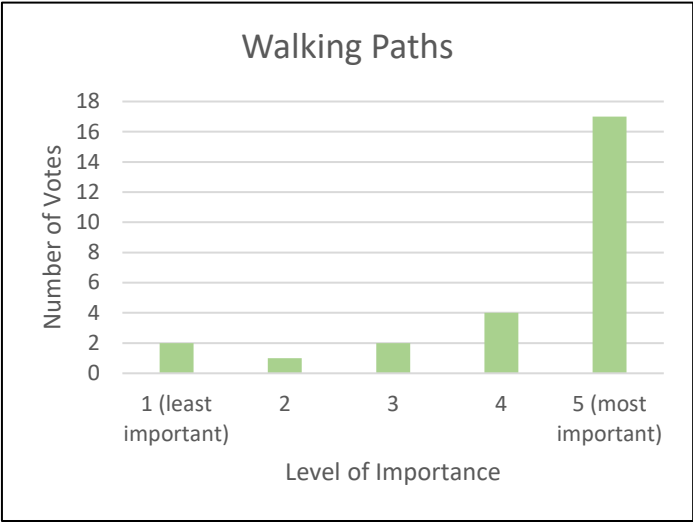
Question 2

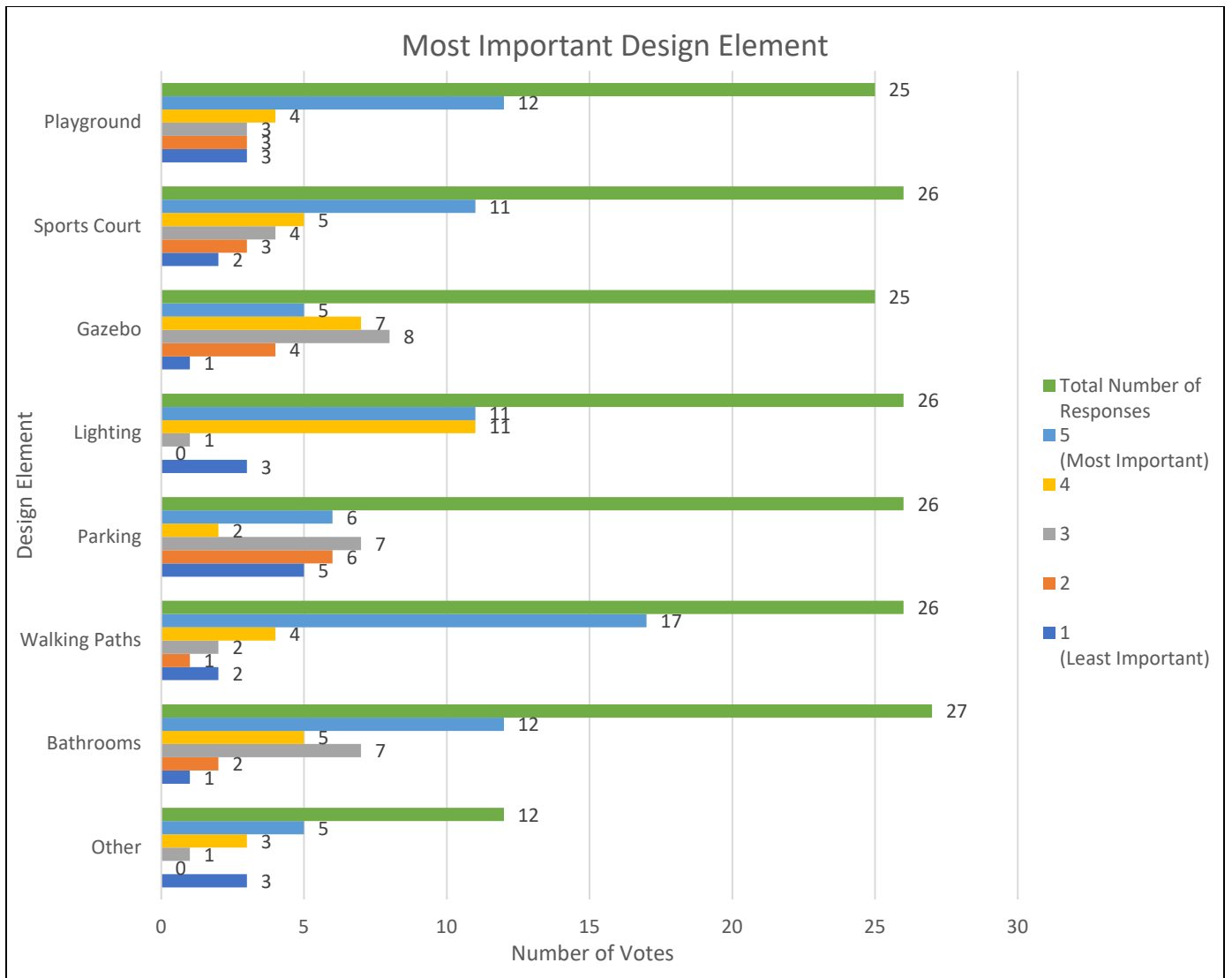
Please indicate how important each amenity is to you with 1 being the least important and 5 being the most important.

Answered: 28

Skipped: 1







'Other' Submissions

Answered: 9

Skipped: 20

1. Exercise equipment
2. Area for outdoor programs (yoga, walking groups, children summer group)
3. Dog park
4. Pond
5. Winter and biking
6. Picnic tables, park benches
7. Conservative lighting
8. Garbage, doggy bags
9. Excercise equipment

Question 3

Do you have any concerns for the development of Block 39 on existing municipal lands for use as a public park?

Answered: 23

Skipped: 6

1. No.
2. concerns with a waterpark: the noise level should be considered to neighbouring properties. Also parking, as existing laneways are for emergency vehicles. To many it may not be an issue.
3. nothing other than people disrespecting backyards/houses back onto park. Would hope if bathrooms/gazebo would be regularly cleaned/taken care of
4. No, It is about time this project happens.
5. use of municipal reserve as vehicle access at the NW corner would encourage too much traffic as present, such usage has led to unlawful actions and posed fire hazards.
6. No
7. No
8. No
9. No
10. None
11. No
12. No
13. Noise. Hangout/make-out point for teenagers. Trespassing through residential properties. Vandalism. People driving/parking on the firelanes. Some petowners using it as an offleash dogpark and not picking up after their pet.
14. Keep the noise level in mind if you are considering pickle ball or tennis courts or skateboard park, etc. A lot of other communities now have concerns over this after building them!
15. feeling of safety (mitigated by solar-powered lighting), lighting directed down so as not to interfere with homes
16. No
17. traffic (I don't want cars on the lot or blocking alleys); litter (we need bins)
18. great idea, Keep it natural, no parking within park (dangerous & not an aesthetic or natural use of space)
19. Public park is the best use for the community as a whole

20. No concerns, excited to see the area developed. Any way its planned will be great and more useful.
21. lighting - to much brightness shining into homes - but still enough to keep safe
22. No
23. No I used to live off this parcel and its a lovely space which is very underutilized

Question 4

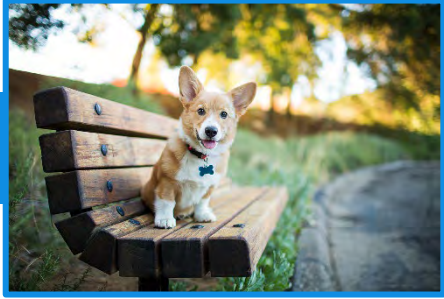
Please provide any other comments you have regarding the development of Block 39 as a public park.

Answered: 15

Skipped: 14

1. [REDACTED] (Redacted for privacy)
2. we appreciate effort going into this development as we believe its an important/special development for our community to use. especially with our community raising tons and tons of children. This is a great resource and addition to our town.
3. This would be a nice place for people to gather and watch the kid play and get some exercise enjoying the the fresh air.
4. as a resident to north of proposed parking lot I would be willing to assist in the common fencing if adequate to both our design desires. [REDACTED] (Redacted for privacy)
Shelter for winter use? Warming area, more of a year around usage (neighbours to welcome + encourage use)
5. Needs to be maintained and have good underground sprinklers. Seems kinsmen park is rundown and not taken care of.
6. Thank you for taking time to work for the betterment of the town. Cheers
7. Keep the greenspace as natural as possible. It's important to have natural green spaces for one's peace of mind. Not every recreation area requires noise and given the entire green space is surrounded by homes, as a home owner I'm sure those with homes backing onto the greenspace would like to continue to enjoy the quiet they have known. And if the space is kept lowkey then tranquillity is maintained. Natural appearance, tranquil, peacefully quiet.
8. Green funding may be available from government/business to help to educate and promote sustainability... may also help to fund the park itself if themed as "green".
9. If there is a walking path it needs to be cleared in the winter
10. Glad this space is finally being developed and will have a purpose.
11. very excited for this!! Thanks for helping improve our wonderful community!

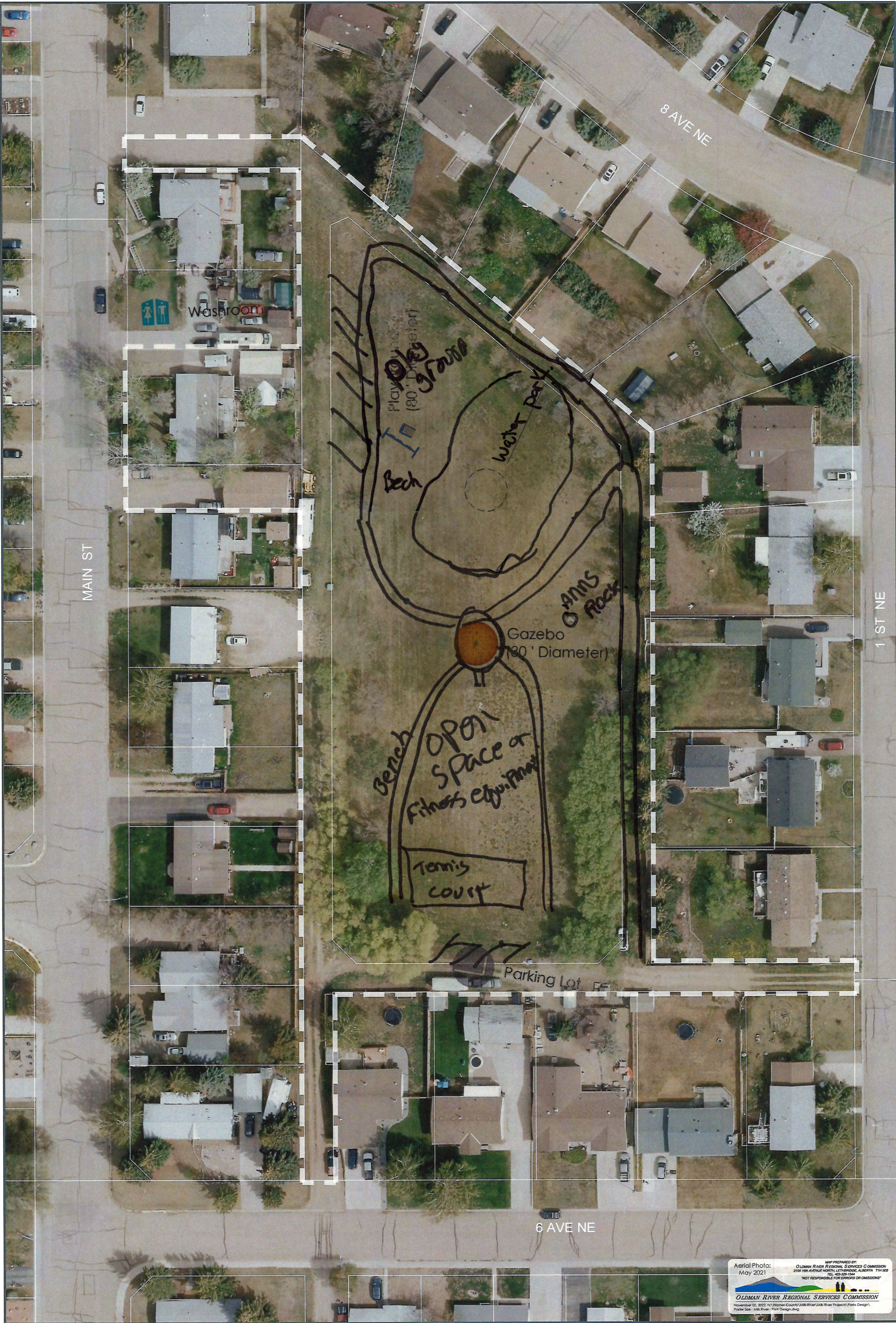
12. However this space is developed I would hope there isn't crossover with Kinsmen park. Block 39 might be more of an active area utilized by all ages and abilities.
13. Do not like the parking lots in the main open space - prefer driving to not being in the back, like the idea of a long walking trails, maybe making the open space a little smaller to space everything else out?? I like the idea of lots of garbage cans to keep things clean! ample seating would also be great for moms watching kids play/elderly have a space to sit if they get tired.
14. I have none
15. Love this idea we really need a space for younger kids and families to go



APPENDIX B – PERSONAL DESIGNS



Solar lighting . move Tennis court to kin playground . Kin playground equipment TO Block 39 and add to structures



Solar Lighting

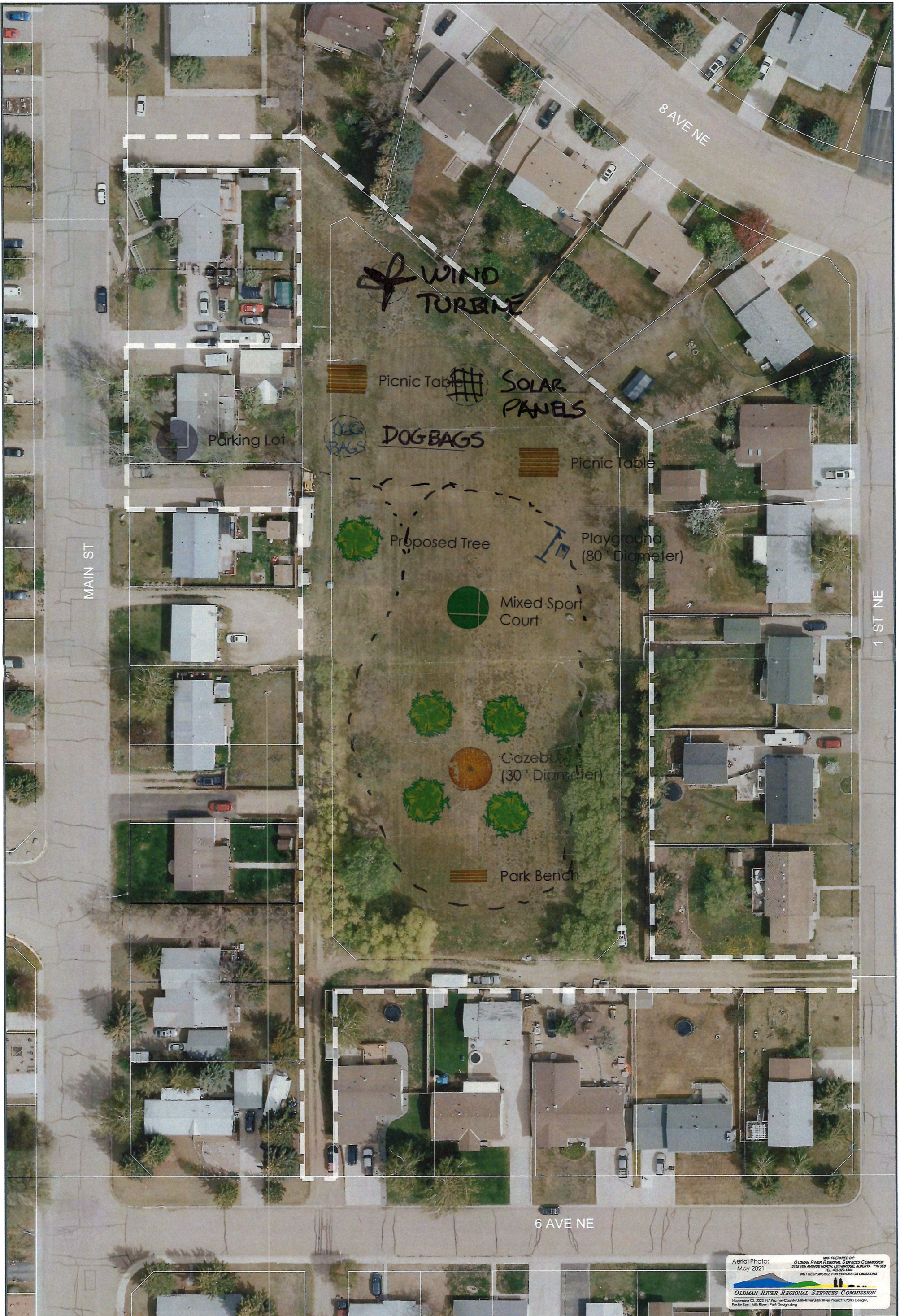


MITON'S PARK



Eco-Enviro Theme

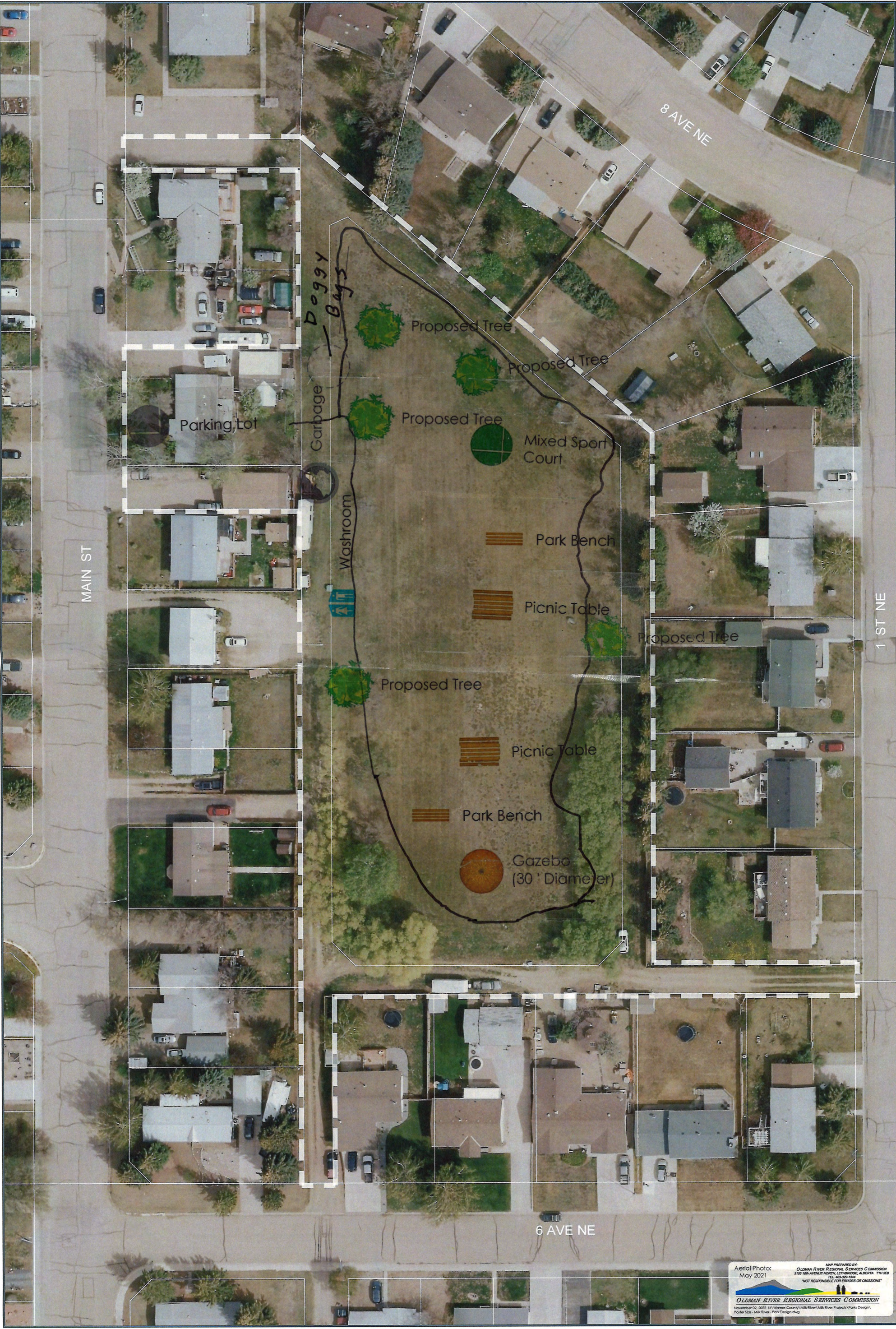
- SOLAR
- WIND



- 'Green' Funding
(gov / business)

- Teaching

- Demonstration





APPENDIX C – LETTER SUBMISSION

"Planting a tree today is not for oneself, but all the selves that will enjoy it in the futures to come."

To the people of Milk River

My vision for the park in question is food security, water security and harmony for all.

1. Drill a well. In any water emergency, anyone from the town should be assured that water will be available. Include a hand pump, solar pump and generator.
2. Plant food. Fruits, nuts and berries can and do grow in this area. 2 Great Pyrenees dogs will keep the deer away and protect the park. They could be the mascots for the town as well.
3. People do not need recreation sites. They need natural beauty where they can simply be. Therefore, courts, hoops, ramps, etc. should not be included.
4. Include the people. Allow them a section of the park to have a voice. Allow them to plant a tree in the name of a loved one. Allow them the pleasure to care for, harvest and share the bounty, but never own any part. Help those who cannot garden to share in the stewardship of the park.
5. In permaculture there are layers that mimic a true forest.

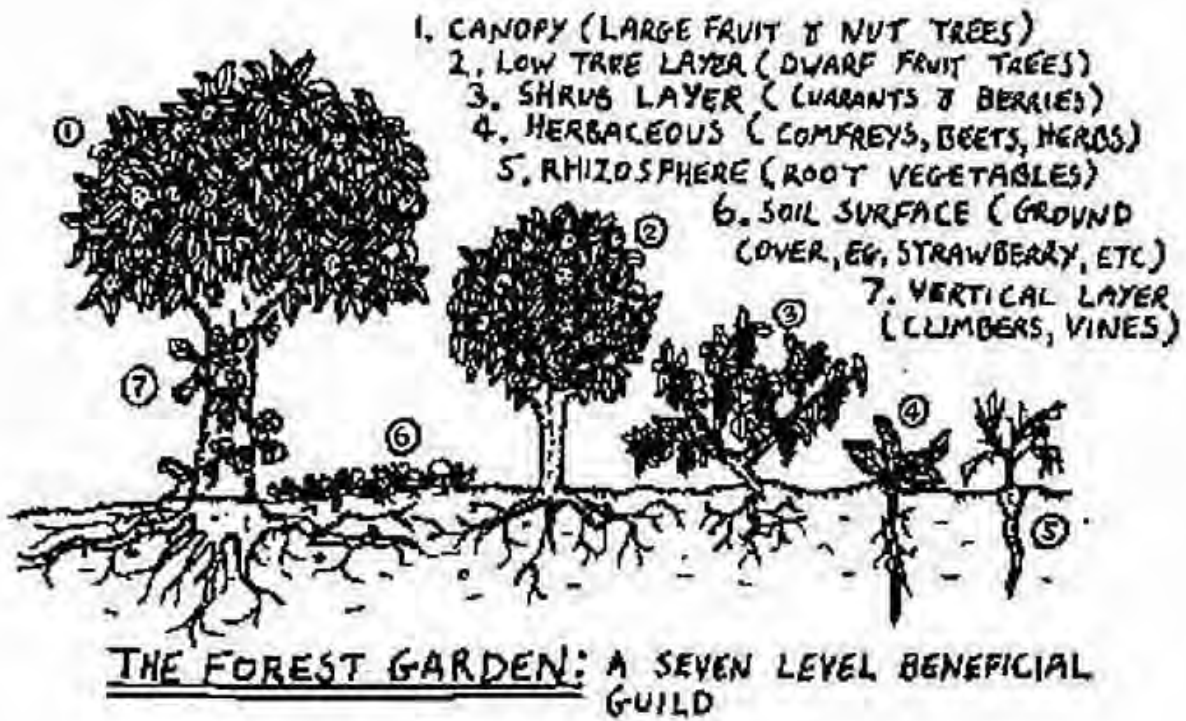
Think about these ideas:

Contour: Contour lines tell us where land slopes and where gravity sends water to drain.

- Wind: We can't help where wind comes from, but we can buffer it. Plant a shelter belt on the windy side.
- Noise: Most of us have to deal with some noise that is out of our control such as a busy road.
- Sunlight: Include the shade effects of neighbouring trees and buildings if any
- Snow/Fire: If these are common, map what direction they might come from so their effects can be buffered. Earth berms can be helpful.
- Wildlife: Map... wildlife patterns that are significant challenges. Rabbits, deer, gophers, mice. Free range chickens and geese and cats are excellent pest control.
- Flooding/Drainage: Demonstrate how water moves on your site according to the contour lines and seasonal flooding. Use swales
- Views/Privacy: Mark where to improve or retain privacy plantings, and where to enhance beautiful views.
- Crime: What direction might transients or unwelcome folks come from? Certain components may help to reduce the threat. Instead of threats of fines, offer the people a safe place to stay the night, a drink and a sandwich. Employ guardian dogs, not guard dogs.
- Air/Water/Light Pollution: A neighbour with a flood light, a neighbouring farmer who sprays his/her crops, light posts, solar lights. Do not employ solar lights and discourage any after dark park lighting.

And follow nature's plan.

Start with fast growth canopy fruit and nut trees, then intersperse dwarf, columnar and slow growth trees. Between these plant the shrubs, such as currants, raspberries, haskaps and gogis, and between those the herbs that are perennial. Save some space for ground covers that produce edibles. Here in Milk River, we have a bird problem due to the lack of trees in the



outlying areas. Please note that any food in a food forest is food for the birds, squirrels, gophers and rabbits. Employing full time guardian dogs and deer (net) fencing in the area, can help alleviate the larger animals and netting trees and shrubs can keep most birds out. The last layer are the vining plants. Everything in the park should produce either a medicine, food source or plant ally. The first plantings should be perennial. Space could be allotted for annuals, given interest. The school could easily incorporate gardening 101 into the grade 7 science curriculum. The park could be divided into sections or plots which are part of the whole and people could purchase the right to help with the planting and maintenance of that section and be the first to share the harvest as well. Purchasing a right to help only gives financial assistance and redirects ownership or sharemanship. They watch their plots and love their plants and are the first to share the bounty provided by nature. Unless purchasing in remembrance of a loved one, names should not be included in the park. No one owns nature.

Leaves should never be raked to allow natural compost to build and to provide homes for the beneficial bugs during our winters. Trimmings from trees can be composted as well, and later a hugelculture bed can be introduced for larger wood.

Rather than grass lawns, which require ridiculous amounts of water and care, there are lots of ground covers that are tress passable and may provide root crops or herbals. There is no lawn in a forest garden.

All of the park should be natural and organic. Pesticides, herbicides and fungicides should be banned and forbidden. People should be able to comfortably allow babies, pets and children to play naturally without worry of being exposed to harmful chemicals.

Bat houses, Mason bee houses, should be available and some birds should be encouraged to live in the park as well. The land would benefit from Muscovy ducks to keep slugs and natural plant pests at bay. Later, possibly, chickens could be introduced for mosquito and bug control as well. Milk River is being overtaken by Collared Doves, an invasive species. These birds drive out the smaller songbirds. They manage 2 nests at a time and may rear three to four broods in a year. I strongly encourage those who feed the birds to make the food accessible only to small native birds by using bird feeders with holes in which the birds must enter to feed. There are specific sizes for songbirds, robins, native birds, etc. Native milkweed is an excellent forage for the native birds and butterflies. The park should include forage foods for these species.

Consider open huts for shelters rather than one large building. The huts would be constructed from local clay and sand bags by the residents and named after those who built them.

Rather than a permanent washroom facility, seasonal potties could be brought in and removed prior to winter. Wifi should not be offered and devices best left on silent. Rainwater should be harvested from any surfaces and swales used to direct water to the most water needy plants. Since this is a small area, a circular design is preferred with the compost area in the middle, the thirstiest plants following the next ring and the outermost ring containing the plants requiring the least water. Water brings water. A small pond would be beneficial, but most likely not necessary for a few years. The chlorine content in the water from the town of Milk River is sometimes close to beyond its safety limit and usually runs very high. Living things do not do well with chlorine so it is suggested to pool the water for a few days prior to using it in the park, so as not to poison the plants. Perhaps the well water could be used for watering depending on the quality.

I have included 2 invoices from orders of my own for my permaculture yard. These are not the only plants in the garden, but a good look at some varieties that would work here. I welcome visitors to view the process and ask questions, but winter is not the time for that. Mid summer to fall is best, when the plants are in full growth. My garden was started in 2021 in the summer. I brought in 1800 pounds of organic straw for my 50 x 100 lot. This year, I brought in the same amount of organic straw. There is no weeding, much less watering and once established, the garden tends itself and we enjoy its bountiful harvest. I have not yet dug the swales or the pond.

If you require more information or have questions, I am always available and willing to share my knowledge.

Sincerely,





ree time Services Inc
3464 8 Avenue NW
Edmonton, Alberta
6B 2X9

RECEIPT

Bill To:		Ship To:		
Mik River, AB, UK MU CA		Mik River, AB, UK MU CA		
Order #:	Purchase Date:	Shipping:	Ship Date:	Estimated Arrival Date:
	November , 2022 3 50 pm	Canada Post Expedited	May 23, 2023	May 26, 2023
Product:		Quantity:	Unit Price:	Total Price:
Chui Lum Tao Peach 1 Year Old Bundle of 2			\$39 98	\$39 98
Treasured Red (Columnar) Apple 1 Year Old Single Plant			\$49 99	\$49 99
Tzlim Pee Tao Peach 1 Year Old Bundle of 2			\$39 98	\$39 98
Thank you for your order! We work hard to provide the highest quality seedlings		Products Sub total:	\$ 29 95	
If you need any help, please contact us at support@treetime.ca. Make sure to include your name and order number so we can follow up promptly. The more details you can provide, the better.		Coupons/Discounts:	\$ 04 00	
*GS Registration # 84299332 Generated on November , 2022 4 05 pm		Shipping:	\$0 00	
		Sub total:	\$25 95	
		Tax (5%):	\$ 30	
		TOTAL:	\$27.25	
Phone:	Fax:	Email:	Website:	
844 8 3 3 00	80 4 2 0460	sales@treetime.ca	treetime.ca	

Refund Policy:

Due to the perishable nature of tree seedlings, payment is required before shipment. Once shipped, seedlings cannot be returned. Amendments or cancellations of orders must be completed within 48 hours of the order being secured. Cancellations made within 48 hours will be credited in full. Cancellations made after 48 hours will be charged a 30% restocking fee.

Our Guarantee:

We guarantee that your trees will put on new growth within 30 days of planting or we'll give you store credit for the value of those trees. Here's how it works:

- You must make a good faith effort to plant your trees in a timely manner and into appropriate conditions, using the methods described in our planting guide: [treetime.ca/planting_guide](#).
- You must make a good faith effort to care for your trees before and after planting. Weeding and watering are not optional.
- We don't cover everything. Examples of situations not covered include: planted into pots, aesthetic issues, slow growth, winter survival, over or under watering, drought, floods, fire, extreme weather, disease, pests, sprayed with herbicide, delayed planting, transplanting, not planted at all, etc.

Learn more about our guarantee here: [treetime.ca/guarantee](#)

Sensation Lilac 1 Year Old Bundle of 3		\$44 9	\$44 9
Souris Raspberry 1 Year Old Bundle of 5		\$29 95	\$29 95
Staghorn Sumac 1 Year Old Bundle of 3		\$33 8	\$33 8
Treasured Red Columnar Apple 1 Year Old Single Plant	2	\$59 99	\$ 9 98



ree time Services Inc
3464 8 Avenue NW
Edmonton, Alberta
6B 2X9

RECEIPT

Bill To:		Ship To:		
Mik River, AB, UK MU CA		Mik River, AB, UK MU CA		
Order #:	Purchase Date:	Shipping:	Ship Date:	Estimated Arrival Date:
	November 5, 202 44 am	Canada Post Expedited	May 30, 2022	June 2, 2022
Product:		Quantity:	Unit Price:	Total Price:
Anne Yellow Raspberry 1 Year Old Bundle of 2			\$25 98	
Black Currant 1 Year Old Bundle of 2			\$29 98	
Chester Thornless Blackberry 1 Year Old Bundle of 2			\$29 98	
Hazeldean Rose 1 Year Old Bundle of 2			\$23 98	
Lewis Mock Orange 1 Year Old Bundle of 3			\$23 9	
Lingonberry 2 Year Old Bundle of 3			\$29 9	
Martin Saskatoon 1 Year Old Bundle of 5			\$ 4 95	
Pawpaw 1 Year Old Bundle of 2			\$43 98	
Pink Candles Nanking Cherry 1 Year Old Bundle of 2			\$29 98	
Prairie Sensation Apple 1 Year Old Single Plant			\$45 99	
September Ruby Apple 1 Year Old Single Plant			\$45 99	
Thank you for your order! We work hard to provide the highest quality seedlings		Products Sub total:		\$
If you need any help, please contact us at support@treetime.ca. Make sure to include your name and order number so we can follow up promptly. The more details you can provide, the better.		Coupons/Discounts:		
*GS Registration # 84299332 Generated on November 5, 202 44 am		Shipping:		
		Sub total:		\$
		Tax (5%):		
		TOTAL:		\$424.95
Phone:	Fax:	Email:	Website:	
844 8 3 3 00	80 4 2 0460	sales@treetime.ca	treetime.ca	

Request for Decision

Health and Safety Coordinator

February 13, 2023



RECOMMENDATION

That Council accept the Health and Safety Coordinator Report as information.

LEGISLATIVE AUTHORITY

Bylaw 1030 Municipal Emergency Management
Safety Agreement (2020) with the County of Warner

BACKGROUND

Amanda Flaws, the Health and Safety Coordinator and Director of Emergency Management will be in attendance to update Council.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Approval of Minutes

February 13, 2023



RECOMMENDATION

That the minutes for the January 9, 2023, regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Procedure Bylaw 1023

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: January 9, 2023, regular council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, January 9, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present - Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey, Councillor Anne Michaelis, Deputy Mayor Dave Degenstein, and Councillor Shayne Johnson

Absent - Elected Officials

None

Present - Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Delegation: 6:00 p.m.

3. Additions to the Agenda

A) Adoption of the Agenda

Addition 10C) Council Chamber Table

Moved by Deputy Mayor Degenstein, "that Council accept the agenda, as amended, for the regular council meeting on January 9, 2023."

Motion Carried 2023-01

4. Approval of Minutes

A) Minutes of the December 12, 2022, Regular Council Meeting

Moved by Councillor Losey, "that Council accept the regular council meeting minutes from Monday, December 12, 2022, as presented."

Motion Carried 2023-02

5. Business Arising from Minutes

6. Financial Report

Moved by Councillor Johnston, "that the Financial Reports for the period ending December 31, 2022, be accepted as information."

Motion Carried 2023-03

7. Administration Reports

A) Public Works

The report is contained within the agenda package.

B) Community Peace Officer

The report is contained within the agenda package.

C) Chief Administrative Officer

CAO Lloyd reviewed the report for the month of December.

Moved by Deputy Mayor Degenstein, "that the Administration Reports for the period ending December 31, 2022, be accepted as information."

Motion Carried 2023-04

8. Bylaws

8A) Borrowing Bylaw 1038-23

Moved by Councillor Losey, "that Borrowing Bylaw 1038-23 be given first reading."

Motion Carried 2023-05

Moved by Councillor Michaelis, "that Borrowing Bylaw 1038-23 be given second reading."

Motion Carried 2023-06

Moved by Deputy Mayor Degenstein, "that Borrowing Bylaw 1038-23 receive unanimous consent for consideration of third reading."

Motion Carried 2023-07

Moved by Councillor Johnson, "that Borrowing Bylaw 1038-23 be given third and final reading."

Motion Carried 2023-08

A) Old Business

None.

B) New Business

10A) Correspondence

Moved by Councillor Losey, "that correspondence for the period ending January 9, 2023, be accepted as information."

Motion Carried 2023-09

10B) Grants in Place of Taxes

Moved by Councillor Johnson, "that Council direct administration to write off the remaining balance of taxes for Roll Number 36000 in the amount of \$3,061.00, under duress."

Motion Carried 2023-10

10C) Council Chamber Desks

Moved by Councillor Johnson, "that Council directs administration to bring back pricing and styles for a permanent, yet moveable council table."

Motion Carried 2023-11

Moved by Councillor Losey "that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers."

Motion Carried 2023-12

Mayor Liebelt recessed the meeting at 6:33 p.m.

Mayor Liebelt reconvened the meeting at 6:39 p.m.

11. Councillors Reports

Councillor Losey attended two meetings: Ridge Country Housing and a virtual conversation with Dr. Low.

Deputy Mayor Degenstein attended the Ridge Regional Public Safety Services meeting and is now the Chair; attended the FCSS meeting and grant presentation from Community Foundations of Lethbridge.

Councillor Johnson attended the Heritage Handi-Bus meeting, the Milk River and District Ag Society AGM, and a County of Warner Regional Emergency Partnership (CoWREP) meeting.

Councillor Michaelis reported on the Milk River Health Professionals Attraction and Retention Committee meeting.

Moved by Councillor Michaelis, "that the Councillors reports for the period ending January 9, 2023, be accepted as information."

Motion Carried 2023-13

12. Mayors Report

Mayor Liebelt attended the Mayors and Reeves meeting, the virtual meeting with Dr. Low; the Riverside Community Golf Course Society annual general meeting; and the Chief Mountain Regional Solid Waste Services Commission meeting. Iron Order has indicated they wish to hold their event again this year on Canada Day weekend. The Mayor is attending a virtual meeting this week with the Minister of Health, Jason Copping.

Moved by Councillor Michaelis, "that Council accept the Mayors Report for the period ending January 9, 2023, as information."

Motion Carried 2023-14

13. Closed Session

A) Section 17: Disclosure Harmful to Personal Privacy

Moved by Councillor Losey, "that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 7:37 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with CAO Lloyd to remain in attendance."

Motion Carried 2023-15

Moved by Deputy Mayor Degenstein, "that the meeting reconvene to the regular Council meeting at 8:50 p.m."

Motion Carried 2023-16

14. Adjournment

Moved by Councillor Johnson, "that the regular council meeting of January 9, 2023, adjourn at 8:51 p.m."

Motion Carried 2023

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the XX day of XXXXX 2023.

Request for Decision

Administration Reports

February 13, 2023



RECOMMENDATION

That the Administration Reports for the period ending January 31, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On a monthly basis, administration provides Council with reports on the following: Public Works, Municipal Enforcement (Community Peace Officer), and the Chief Administrative Officer.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Public Works Report
2. Community Peace Officer Report
3. Chief Administrative Officer Report



General:

- Multiple days of clearing snow piles/windrows. Scraping intersections where ice keeps building, & sanding to try to remove ice on streets.
- Contractor down to look at furnace for town office. When bad south wind blows builds up ice/snow on pressure switch & furnace will not start. Contractor showed public works problem & a possible fix for if it keeps happening. Also put some steel on unit to help cut wind & hopefully avoid problem. January 3rd.
- **All new blades, "feet" & curbrunners onto plow truck, January 3rd.**
- CVIP completed for cube van & Dodge pickup, January 5th & 6th.
- Remove Christmas lights from poles & Town Office, January 9th.
- New cutting edge installed onto backhoe snow bucket. January 16th. Had to pick up in Ft. MacLeod, as after a week of waiting on local supplier, still was not even made yet.

Parks and Rec:

- Candu Automation at campground on January 19th to program sewer lift station ultrasonic float. Public Works also utilized small tanker truck from Fire Dept to lessen time spent filling lift station to activate pumps. Also had Candu look over & repair for a ground fault at water treatment plant.
- Passey Electric at campground on January 19th to repair & test some of the site electricals. Some campers have been voicing concerns about brownouts, burnt plugs or electrical boards in motorhomes burning out. (East side of campground, along golf course). Replaced one plug, checked over a trailer, checked continuity in multiple lines.
- Passey Electric at campground on January 26th to repair a burnt electrical plug. (East side of campground, along golf course). Spoke with electrician about what might be causing problems in campground? They are not sure, as everything looks good & none of the breakers are tripping. Had electrician check plugs at 2 more sites as well.
- Speak with camper south of bathrooms at campground on January 31st. Burnt electrical plug there as well. Passey will need to be booked to come out & replace.

Water & Wastewater:

- **WATER:**
 - 2x weekly Bacteriological sampling, done each Monday.
 - Resident phoned on January 8th for water leak in front of 128-3rd Ave NW. Service line broke between main & curb stop. Dig began~4:30pm & completed by 7:30pm. Hole completely filled on morning of January 9th.
 - Bi-annual water sampling completed on January 10th from Fire Hall.
 - HAA/THM sampling completed on January 19th from Fire Hall.
 - Cummins down for replacement of some coolant fittings on booster station generator, as unit was not coming up to temp during cold weather. January 25th. **Solution for "water in fuel" alarm is to drain all fuel from tank at least once per year & keep tank FULL with winter diesel. Then pull fuel off in fall & use in other equipment.**
- **RAW WATER:**
 - Basin water level remains near full. River flow is at winter levels.
- **SEWER WORK:**
 - Camera sewer at 805-1st St NE, January 18th.
 - Camera sewer at 305-2nd Ave in Warner, January 18th.
 - Sewer lift station furnace died on January 31st. McTaggart came out & ordered new control board.

Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday.

Airport:

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (When checking sewage lagoons)

Education & Training:

- Weekly safety meeting on each Wednesday morning.

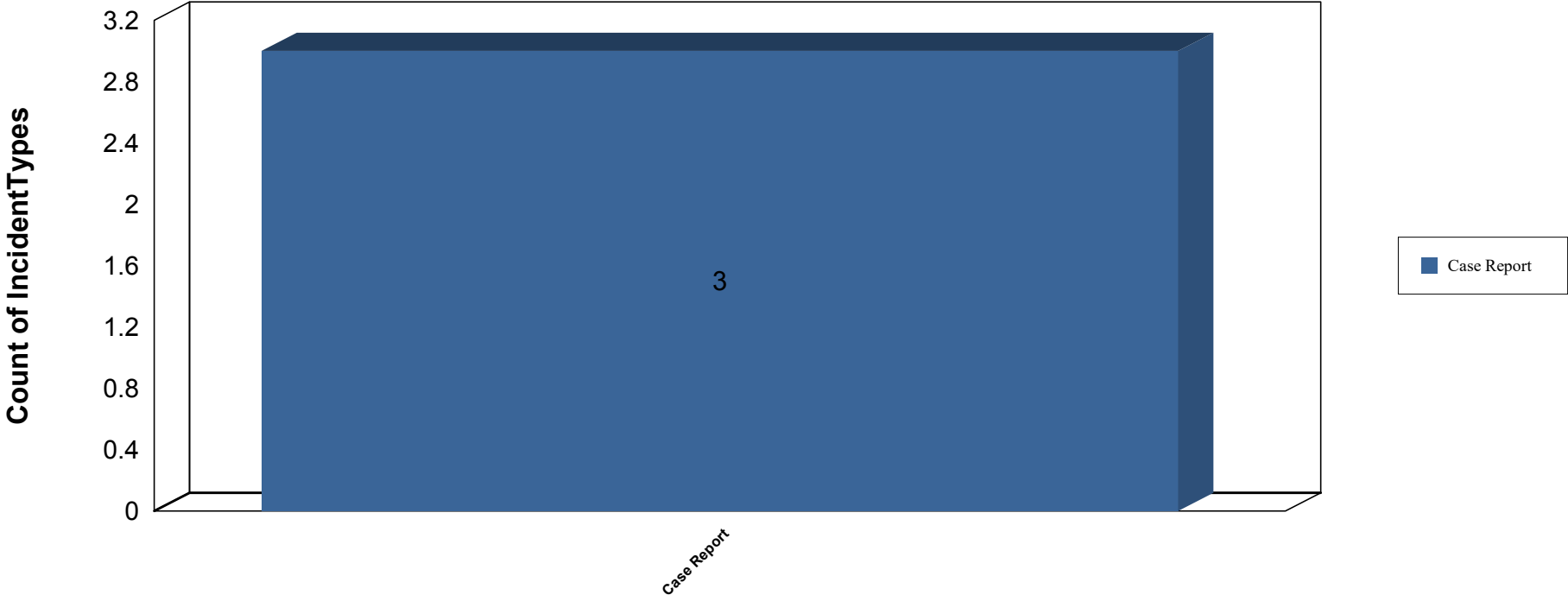
Respectfully submitted.

Town of Milk River Public Works

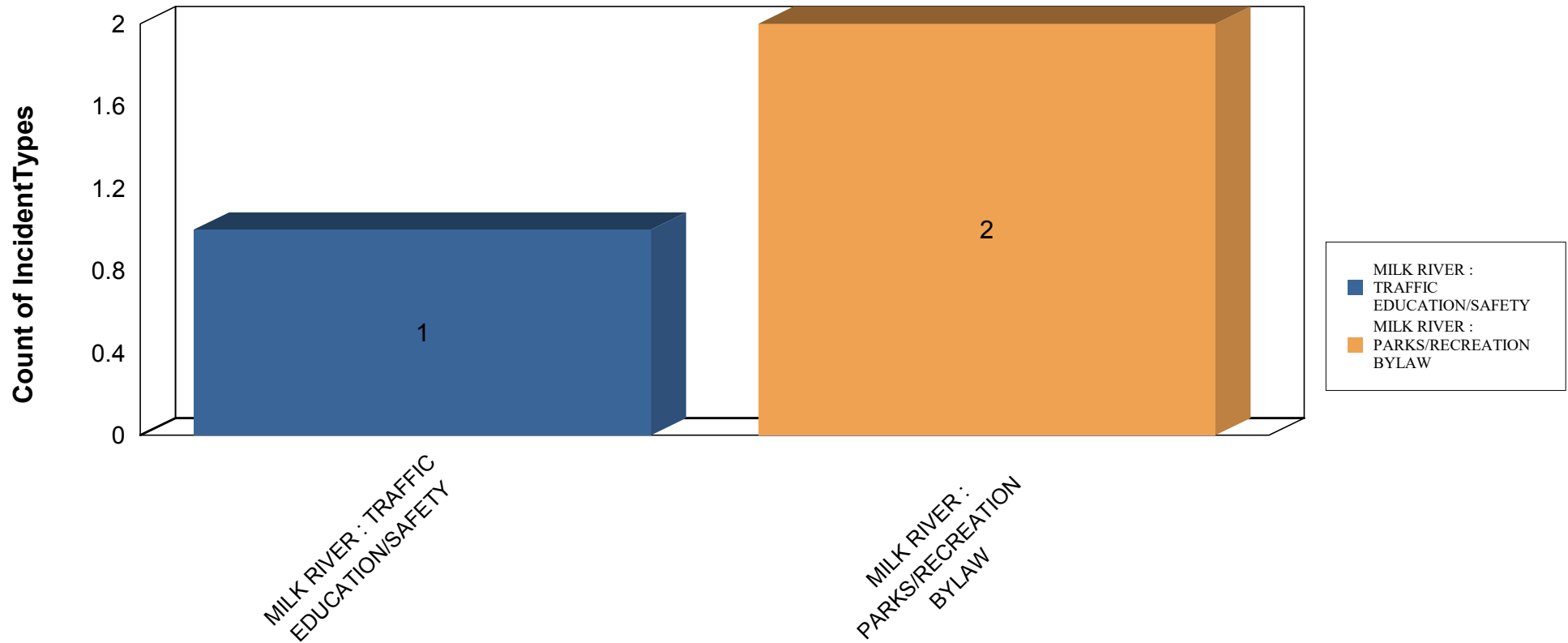
Municipal Enforcement

Statistics from: 1/1/2023 12:00:00AM to 1/31/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



33.33% # of Reports: 1 Case Report MILK RIVER : TRAFFIC EDUCATION/SAFETY

66.67% # of Reports: 2 Case Report MILK RIVER : PARKS/RECREATION BYLAW

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

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



Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meeting
- Walk in visitors
- Phone calls
- ABC Public at Large Appointment Governance
- IAMA Board monthly board meeting
- Resolution action plan
- Municipal Wage Grid comparables
- Submitted summer jobs grant
- Bylaw inventory completion
- Development of draft strategic plan
- Meeting request with Minister of Infrastructure
- CAO Performance Evaluation template
- Letter proofing
- Initial contact with potential grant writer

Finance

- Begin 2023 operating budget
- Discussions with Raymond: grants/year end

Community Development

- Attend Minister Copping meeting
- Communications regarding AHS/hospital/ with Health committee chair
- Research Nurse associations contact information
- Meeting with Golf Course Society President
- Meeting with new contractor for campground
- Communication with Flying Club members: Airport Commission - Mayor meeting end of February/March
- Library appointments email
- Pink Shirt Day

Economic Development

- Communications with realtor regarding town owned properties
- 2 separate business owner meetings
- Search for historical information on two lots
- Residential property inquiries
- Attend regional investment attraction event hosted by InvestAlberta in Calgary
- FCM Heritage Handi Bus / MCCAC meetings
- EV Charging Station
- Stats Can - wage survey
- Research rural renewal stream program

Emergency Management

- Staff completion of required ICS-100 training
- Meetings with Health and Safety Coordinator

Municipal Enforcement

- **Updates from CPO's**

Planning & Development

- Development inquiries/meetings

Public Works

- Attend weekly safety meetings
- Revision of Snow Policy
- Annual maintenance schedule implementation
- Hold Harmless Agreement Draft
- Transfer Station cost analysis
- Fortis:
 - 8th Avenue Power
 - EV Charging Station
 - Campground
 - Alley between 1st and 2nd Avenue
- Power issues at campground
- Public Works policies review

Request for Decision

Bylaw Inventory

February 13, 2023



RECOMMENDATION

That the Bylaw Inventory Report be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act Sections 7-13

BACKGROUND

Administration has completed a bylaw inventory. The total number of bylaws inventoried was 1,023. Further analysis resulted in a total number of active bylaws as 83. Of those active bylaws, it has been determined that 49 bylaws require review.

The full active bylaw list is attached as well as the review bundle list showing the 49 that require review and are presented in bundles, or like subject matter segmented into areas.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Bylaw Inventory
2. Bylaw Review Bundles

Bylaw	Description	Third Reading	Comment
1	Seal	prior to 1939	Amended by Bylaw 678
139	Snow Removal (Private Property)	1/3/1949	
459	Civic Holiday - First Monday In August	3/12/1968	
574	Establish Municipal Library Board	12/6/1976	
611	Provincial Agreement - Airport	12/8/1980	
624	Concerts - Licenses And Regulations	9/14/1981	
625	FCSS Agreement	9/18/1981	Rescinds Bylaw 612
666	Agreement Alberta Transportation - Secondary Road	10/21/1985	
672	Repealing Bylaw 3/17/1986	Repeals Bylaws 12-300 (except 14, 21, 30, 36, 44, 46, 48-50, 53, 59, 71, 74-75, 77, 79, 83, 92-94, 4100-102, 104-105, 114, 126-128, 130, 139, 143-144, 146-147, 149, 150, 154-155, 157-163, 172 173, 178-179, 184, 190, 192-194, 198, 200-201, 203, 208-210, 212, 216-217, 219, 221-222, 224,227, 229, 231, 236, 238, 242-243, 251, 253-256, 258-261, 264-265, 267-268, 270-272, 280 - 284, 290-291, 293-298	
674	Agreement Provincial Government	5/12/1986	Subdivision
677	Repealing Bylaw	6/9/1986	Repeals all prior to May 25, 1986, except for what is in Schedule A
678	Amend Bylaw 1	6/9/1986	Town instead of village
684	Amendment To Rescinding Bylaw No.677	8/11/1986	Amends Flouridation Bylaw 350
686	Amendment To Bylaw No.677	10/6/1986	To include 346, 347, 425 and 539
715	Amendment To Bylaw 677	8/8/1988	To include Bylaw 504
717	Adopt Municipal Crest	9/12/1988	Minister Order 582/88
751	Penalties on Taxes	7/13/1992	Repeals Bylaw 639
759	Repealing Bylaw	1/11/1993	Repeals Bylaws 593 and 622
777	Regulate Vehicle Traffic	8/8/1994	
793	Change Chief Elected Offical to Mayor	1/9/1995	
794	Reduce Number of Councillors	4/10/1995	
802	Establish Airport Commission	10/10/1995	Repeals Bylaw 591
803	Establish Subdivision and Development Authority	11/14/1995	Repeals Bylaw 698
820	Establish Intermunicipal Service Agency	4/14/1997	
826	Provincial 911 Services	9/8/1997	

842	Establish Designated Officer - Recording Secretary (Esther Elman)	4/23/1999	
845B	FOIP Head And Fees	9/13/1999	Amended by Bylaw 905
847	Tax Installment Payment Plan	12/13/1999	Repeals Bylaw 774
848	Early Payment Tax Discount	1/17/2000	Repeals Bylaw 756
850	Power of Attorney - ORRSC 4 subdivisions	6/12/2000	Amended by Bylaw 907
868	Record Retention	9/10/2001	Amended by Bylaw 890
871	Repealing Bylaw	12/10/2001	Repeals Bylaws 815 and 854
879	Handicap Parking at Curling Rink	9/9/2002	
885	Property Information Fees	1/13/2003	Fees for tax certificates, etc
887	Road Closure Plan	5/10/2004	2340HN
888	Road Closure Plan	5/10/2004	2575A1, Block 15
889	Road Closure Plan	5/10/2004	M4, RR16, T2, SE 1/4 Section 28
890	Amends 868 Record Retention	5/3/2003	Schedule A
903	Municipal Development Plan	4/5/2004	Rescinds 729 and amendments
905	Amend Certain Bylaws	11/10/2003	Amends Bylaw 845B and 882
907	Repeal and Amend Certain Bylaws	5/10/2004	Repeals 695 and 816/Amends 850, 873
908	Amend Bylaws - Road Closures	7/12/2004	887, 888 and 889
917	Repeal and Amend Certain Bylaws	10/12/2004	Amends 820/891 Repeals 860/779/748/886/894/895
918	Safety Codes	11/8/2004	Repeals Bylaws 619 and 786
920	Bylaw Enforcement Officer	11/8/2004	
925	Repealing Bylaw	3/13/2006	Repeals Bylaws 662, 664, 857, 866, 891, 892 and 897
926	Borrowing Bylaw (Golf Course)	4/10/2006	
934	Designate Assessor	2/13/2007	Repeals Bylaw 849
956	Road Closing Portion of Main Street	10/11/2011	
957	Road Closing Portion of 1 Street and 10 Avenue West and Portion of Lane In Block 43 Plan 8011352	10/11/2011	
958	Establish Regional Assessment Review Board	6/13/2011	
967	Road Closure Bylaw Plan 1210427	9/17/2012	
969	Amended Road Closing Bylaw Portion Of Main Street and Plan 1210427	11/12/2012	Amends Bylaw 967

977	Establish Municipal Emergency Advisory Committee	10/15/2013	Rescinds Bylaw 901
988	Authorization ATCO Gas Franchise Fee Agreement	10/13/2015	
989	Water, Wastewater and Garbage Services	12/14/2015	Repeals Bylaws 916 and 976 / Amended by Bylaw 1014
990	Renumeration and Expense Council and Staff	12/14/2015	Repeals Bylaw 984
993	Fortis Franchise Fee Agreement	6/13/2016	
997	NEW LUB	12/12/2016	Rescinds Bylaw 821
998	Become a Member of Chief Mountain Regional Solid Waste	12/12/2016	
1000	Amend MDP 903	4/10/2017	
1004	Code of Conduct	8/14/2017	
1005	Fire Services	10/10/2017	Repeals Bylaws 939 and 940
1007	Become a Member in Ridge Public Safety	11/14/2017	
1009	Water Conservation	5/14/2018	Repeals Bylaw 999
1012	Amends LUB 997 (Cannabis)	8/13/2008	
1013	Cannabis Consumption	10/9/2018	
1014	Water, Waste Water, Garbage	10/9/2018	Amends Bylaw 989
1015	Business License	11/5/2018	Repeals Bylaws 773 and 788
1016	Amends LUB 997 (Role Clarity)	2/11/2019	
1017	Amends LUB 997 (Annexation)	2/11/2019	
1018	Chinook Intermunicipal SDAB	3/11/2019	Rescinds 884 and amendments
1023	Council Procedure	10/21/2019	Rescinds Bylaw 952
1024	Nuisance	3/8/2021	Entirely Rescinds Bylaw 1006
1025	IMDP	3/9/2020	Rescinds Bylaw 893
1026	Appoint a CAO - generic	3/9/2020	Repeals Bylaw 983
1030	Establish Emergency Management Agency	8/10/2020	Rescinds Bylaw 997 - WRONG NUMBER
1031-22	2022 Annual Operating Loan	12/13/2021	Repeals Bylaw 1031
1033-22	2022 Special Tax Levy	4/11/2022	
1034	Regional Assessment Review Board	12/13/2021	
1035-22	2022 Tax Rate	6/17/2022	Repeals Bylaw 1034-22
1036-22	Yearly Grant to Library	7/11/2022	Repeals Bylaw 875
1037-22	Animal Control	7/11/2022	Repeals Bylaw 971

Bundle	Bylaw	Description	Third Reading
Roads	139	Snow Removal (Private Property)	1/3/1949
	777	Regulate Vehicle Traffic	8/8/1994
	879	Handicap Parking at Curling Rink	9/9/2002

Legislative	717	Adopt Municipal Crest	9/12/1988
	802	Establish Airport Commission	10/10/1995
	842	Establish Designated Officer - Recording Secretary (Esther Elman)	4/23/1999
	845B	FOIP Head And Fees	9/13/1999
	1004	Code of Conduct	8/14/2017
	1023	Council Procedure	10/21/2019
	1026	Appoint a CAO - generic	3/9/2020

Finance	459	Civic Holiday - First Monday In August	3/12/1968
	751	Penalties on Taxes	7/13/1992
	847	Tax Installment Payment Plan	12/13/1999
	848	Early Payment Tax Discount	1/17/2000
	885	Property Information Fees	1/13/2003
	868	Record Retention	9/10/2001
	890	Amends 868 Record Retention	5/3/2003
	926	Borrowing Bylaw (Golf Course)	4/10/2006
	934	Designate Assessor	2/13/2007
	958	Establish Regional Assessment Review Board	6/13/2011
	988	Authorization ATCO Gas Franchise Fee Agreement	10/13/2015
	990	Renumeration and Expense Council and Staff	12/14/2015
	993	Fortis Franchise Fee Agreement	6/13/2016
	1034	Regional Assessment Review Board	12/13/2021
	1036-22	Yearly Grant to Library	7/11/2022

EM	826	Provincial 911 Services	9/8/1997
	977	Establish Municipal Emergency Advisory Committee	10/15/2013
	1005	Fire Services	10/10/2017
	1030	Establish Emergency Management Agency	8/10/2020

ME

624	Concerts - Licenses And Regulations	9/14/1981
918	Safety Codes	11/8/2004
920	Bylaw Enforcement Officer	11/8/2004
1007	Become a Member in Ridge Public Safety	11/14/2017
1013	Cannabis Consumption	10/9/2018
1024	Nuisance	3/8/2021
1037-22	Animal Control	7/11/2022

P&D

803	Establish Subdivision and Development Authority	11/14/1995
820	Establish Intermunicipal Service Agency	4/14/1997
850	Power of Attorney - ORRSC 4 subdivisions	6/12/2000
903	Municipal Development Plan	4/5/2004
997	NEW LUB	12/12/2016
1000	Amend MDP 903	4/10/2017
1015	Business License	11/5/2018
1018	Chinook Intermunicipal SDAB	3/11/2019
1025	IMDP	3/9/2020

Utilities

989	Water, Wastewater and Garbage Services	12/14/2015
998	Become a Member of Chief Mountain Regional Solid Waste	12/12/2016
1009	Water Conservation	5/14/2018
1014	Water, Waste Water, Garbage	10/9/2018

Request for Decision

Bylaw 990: Remuneration and Expense

February 13, 2023



RECOMMENDATION

That Administration revise and update the remuneration and expense bylaw as directed and bring back to a future Council meeting.

LEGISLATIVE AUTHORITY

Municipal Government Act Part 8: Financial Administration

BACKGROUND

Bylaw 990, being the Remuneration and Reimbursement of Expenses bylaw, was approved for implementation on January 1, 2016.

It is being brought forward to Council for review and potentially update in preparation for the 2023 operating budget.

Attached is an Elected Official Professional Development Plan, submitted as a potential tool to assist members of Council to plan for convention, travel, etc., to be used in the 2023 operating budget process, should council so desire.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Bylaw 990: Remuneration and Expense
2. Elected Official Professional Development Plan

BY-LAW NO. 990

A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PERSONAL REMUNERATION AND REIMBURSEMENT OF EXPENSES FOR MEMBERS OF COUNCIL AND STAFF.

WHEREAS, pursuant to Section 191 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, a Council has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy;

AND WHEREAS, the Council has determined that it became a matter of policy to provide for payment to the members of Council and Staff a remuneration, either annual or otherwise, for attending the meetings of the Council and the committees thereof or for assuming or performing any additional duties;

AND WHEREAS, the Council desires to provide such rates of remuneration and allowances to members of Council and Staff;

NOW THEREFORE, the Council of the Town of Milk River, duly assembled, hereby enacts as follows:

1. **THAT** this Bylaw shall be cited as the Remuneration and Expense Bylaw of the Town of Milk River.
2. **THAT** for the purposes of this Bylaw the year shall run from Organizational Meeting to Organizational Meeting.

PART A: REGULATIONS

1. The Mayor shall be paid an annual honorarium of Four Thousand Dollars (\$4,000.00), one third of which shall be for out of pocket expenses.
2. Members of Council other than the Mayor shall be paid an annual honorarium of Three Thousand Five Hundred Dollars (\$3,500.00), one third of which shall be for out of pocket expenses.
3. All members of Council shall be paid the sum of Hundred Dollars (\$100.00) for each Special Meeting of Council attended.
4. All members of Council shall be paid for each committee meeting attended, including travel time for out of town meetings, the sum of:
 - a. Fifty dollars (\$50) for meeting that is two (2) hours or less in duration,
 - b. Seventy-five dollars (\$75) for a meeting that is between two and four hours in duration (2-4), and
 - c. One hundred fifty dollars (\$150) for a meeting that is longer than four hours (4).

5. When two or more meetings which are held consecutively during the same calendar day will be considered as one meeting and shall be paid the sum of Fifty Dollars (\$50.00).
6. All members of Staff with the exception of the Chief Administration Officer shall be paid the sum of Fifty Dollars (\$50.00) for each committee meeting attended.
7. Travel expenses for all members of Council, the Chief Administrative Officer, and all staff shall be paid as follows:
 - a) Mileage shall be paid at the rate of fifty-three cents per kilometre (\$0.53/km), for each vehicle kilometre travelled on Town of Milk River business by members of Council or Staff. GST shall be deemed to be included.
 - b) Meals shall be compensated at the following rates:
 1. Breakfast \$10
 2. Lunch \$15
 3. Supper \$25
 - c) To make a qualifying meal claim, the member of staff or Council must have been out of Town on business at an hour reasonably required to make such a claim.
 - d) Other meeting allowances may not be claimed in combination with the per diem.
 - e) Lodging and airfare shall be reimbursed upon presentation of receipts and approval of the Chief Administrative Officer for members of staff or the Mayor for members of Council.

PART B: REPEAL AND EFFECTIVE DATE

1. **THAT** By-Law Numbers 984 is hereby repealed.
2. **THAT** By-Law No. 990 come into full force and effect on **January 1, 2016**.

READ a first, second and by unanimous consent of the Councillors present a third and final time this 14th day of December, A.D. 2015.



Mayor – David Hawco



CAO – Ryan Leuzinger

ELECTED OFFICIAL Professional Development Plan

Bylaw 990 Personal Remuneration and Reimbursement Breakfast \$10 Lunch \$15 Dinner \$25 / Mileage \$.53 COUNCILLOR	Per Diem/ Honouriam	Registration <small>(Includes conference, Banquet and all registration charges)</small>	Subsistence <small>(Includes meals and accommodation)</small>	Travel <small>(Includes mileage, parking, air travel, taxi, etc)</small>	TOTAL
CONFERENCE/CONVENTION/TRAINING*					
Rural Municipalities (RMA) Spring OR Fall					
Alberta Economic Developers Association					
Alberta Parks & Recreation Association					
Alberta Municipalities Convention/Workshops/Leaders Caucus					
Elected Officials Education Program (EOEP)					
Family and Community Support Services Association of Alberta (FCSSAA) Conference					
Federation of Canadian Municipalities (FCM)					
OTHER:					
TOTAL					
AUTHORITIES/BOARDS/COMMISSIONS/COMMITTEES		FEES / PER DIEM			
Airport Commission					
Chief Mountain Regional Solid Waste Services Commission					
Chinook Arch Regional Library Board					
Chinook Intermunicipal Subdivision and Development Appeal Board					
Committee of the Whole					
Family & Community Support Services					
Heritage Handi-Bus					
Highway 4 Corridor Committee					
Intermunicipal Collaboration Framework Committee					
Mayors and Reeves					
Milk River and District Ag Society					
Milk River and District Seniors Citizens Society					
Milk River Cemetery Board					
Milk River Community Business Association					
Milk River Health Professionals Attraction and Retention Committee					
Milk River Municipal Library					
Milk River Watershed Council Canada					
Municipal Planning Commission/SDAB					
Oldman River Regional Services Commission					
Quad Council					
Regional Assessment Review Board					
Regional Emergency Advisory Committee					
Ridge Country Housing					
Ridge Regional Public Safety Services					
Riverside Community Golf Course Society					
SouthGrow					
Swimming Pool Committee					
AUTHORITIES/BOARDS/COMMISSIONS/COMMITTEES Fees Per Diem		ALL			
CONFERENCE/ CONVENTION/ TRAINING* Fees Per Diem		ALL			
SPOUSES?		Option			
UNALLOCATED:		ALL			
FEES PER DIEM TOTAL					
Mileage Expense (travel & subsistence)					
Membership & Conference Fees					
TOTALS	0.00				

Request for Decision

Bylaw 1039-23 Regional Assessment Review Board

February 13, 2023



RECOMMENDATION

That the Regional Assessment Review Board Bylaw 1039-23 be given first reading.

That the Regional Assessment Review Board Bylaw 1039-23 be given second reading.

That the Regional Assessment Review Board Bylaw 1039-23 receive unanimous consent for consideration of third reading.

That the Regional Assessment Review Board Bylaw 1039-23 be given third and final reading.

LEGISLATIVE AUTHORITY

Municipal Government Act Part 11: Assessment Review Boards, Section 454-456
Matters Relating to Assessment Complaints Regulation 201/2017

BACKGROUND

In the late spring of 2022, Municipal Affairs conducted a Municipal Accountability Program (MAP) review for the Town of Milk River. The MAP report highlighted 15 areas of improvement.

The following is the observation regarding the mandatory Regional Assessment Review Board bylaw:

"Bylaw 1034 was passed on November 8, 2021. The bylaw does not clearly establish the regional assessment review board. The bylaw does not establish the local and composite assessment review boards for the town, but rather authorizes the regional board to exercise the functions of both the local and composite assessment review boards. The bylaw provides for the term of the members and specifies that three members shall be appointed to the LARB and two members to the CARB. Section 8 of the bylaw provides that the clerk of the board is designated by the CAO of the Oldman River Regional Services Commission. This is contrary to s. 456(2) which requires that where a joint board is established, the councils must jointly appoint the clerk. The councils of the joint board have not designated a chair of either board or prescribed the term of office for the chair(s). The bylaw does not prohibit the appointing of more than one councillor to hear a complaint. The bylaw states that the clerk will appoint members to hear a complaint; however, section 454.11 of the *MGA* requires that the chair convene the board."

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Bylaw 1039-23: Regional Assessment Review Board

**TOWN OF MILK RIVER
BYLAW 1039-23**

**BEING A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ESTABLISHING A REGIONAL ASSESSMENT REVIEW BOARD**

WHEREAS, section 454 of the *Municipal Government Act*, states that council must by bylaw establish a local assessment review board and a composite assessment review board; and

WHEREAS, section 455(1) of the *Municipal Government Act*, states that two or more councils may agree to jointly establish the local assessment review board or the composite review board, or both, to have jurisdiction in their municipalities; and

WHEREAS, the Oldman River Regional Services Commission (Commission) and Municipalities within the region, jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by an assessed person or taxpayer of a Regional Member Municipality;

NOW THEREFORE, the Council of the Town of Milk River, duly assembled, enacts as follows:

1. TITLE

1.1 The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

2. DEFINITIONS

2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.

2.2 In this bylaw the following terms shall have the meanings shown:

- a. **Alternate** means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties.
- b. **Board** means the Regional Assessment Review Board.
- c. **CARB** means the Composite Assessment Review Board established in accordance with the *Municipal Government Act* hears complaints on assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.
- d. **Clerk** means the person appointed to carry out the duties and functions of the assessment review board as required under section 456 of the *Municipal Government Act*.
- e. **Citizen-at-large** means a person who does not represent a specific organization and is appointed by Council.
- f. **LARB** means the Local Assessment Review Board established in accordance with the *Municipal Government Act* hears complaints on

assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.

- g. **Member** means a member of the Regional Assessment Review Board.
- h. **MGA** means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.
- i. **Provincial Member** means a person appointed as a provincial member to a CARB by the Minister in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.
- j. **Regional Member Municipality** means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.
- k. **Regulations** means the *Matters Relating to Assessment Complaints Regulation*.

3. ESTABLISHMENT OF BOARDS

3.1 That Council hereby establishes the following boards:

- a. a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and,
- b. a CARB that heads complaints referred to in section 460.1(2) of the *MGA*.

3.2 The Regional Municipal Members, which includes the Town of Milk River hereby jointly establish the Regional Assessment Review Board to exercise functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board.

3.3 Each Member Municipality is responsible for establishing filing fees and administering policies in respect to refunding filing fees in accordance with the *MGA* and the Regulations.

4. JURISDICTION OF THE BOARD

4.1 That the Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Review Board under the provision of the *MGA* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

5. APPOINTMENT OF BOARD MEMBERS

5.1 Each Member Municipality may elect to appoint one Citizen-at-large and one Council member to be a Board Member by resolution of Council.

5.2 The Clerk shall appoint Citizens-at-large as required to fulfill the needs of the Board so long as they are residents of a Member Municipality.

5.3 The Board shall consist of a minimum of twenty members.

6. TERMS OF APPOINTMENT

- 6.1 Unless otherwise stated, all Members are appointed for three-year terms.
- 6.2 If a vacancy on the Board occurs the Member Municipality who made the appointment, or the Clerk, may appoint a new person to fill the vacancy.
- 6.3 A Member may be re-appointed to the Board at the expiration of his/her term.
- 6.4 A Member may resign from the Board at any time on written notice to the Clerk and to the Member Municipality to that effect.
- 6.5 The Member Municipality may remove their designated Member at any time.
- 6.6 The Clerk may remove a Member for cause or misconduct and will report their removal to the Member Municipality who made the appointment.
- 6.7 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

7. CHAIR

- 7.1 In accordance with section 11 of this Bylaw, the Clerk shall:
 - a. jointly appoint a Member as the Chair of the LARB and CARB;
 - b. prescribe the term of office for the Chair; and
 - c. prescribe the remuneration and expenses, if any, payable to the Chair.
- 7.2 The Chair, or designate, shall convene Members for a panel to hear assessment complaints as required in the *MGA* and section 8 of this Bylaw.

8. PANELS OF THE BOARD

- 8.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require:
 - a. a three persons panel when the Board is acting as a Local Assessment Review Board;
 - b. a two persons panel when the Board is acting as a Composite Assessment Review Board; or
 - c. a single member when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 8.2 When sitting as the CARB, the Presiding Officer shall be the appointed Provincial Member.
- 8.3 When sitting as the LARB the Presiding Officer shall be the determined by the panel.

- 8.4 Where a panel has only one Member, that Member is the Presiding Officer.
- 8.5 Unless an order from the Minister authorizes otherwise, the panel may not:
- a. consists of more than one councillor to a three persons panel; and,
 - b. a single member CARB or LARB panel cannot consist of a councillor.
- 8.6 When possible, a three person panel will include one Member who is from the municipality under whose jurisdiction the complaint arises.

9. PRESIDING OFFICER

- 9.1 The Presiding Officer of a panel:
- a. will preside over and be responsible for the conduct of meetings;
 - b. may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - c. will vote on matters submitted to the panel unless otherwise disqualified.

10. CLERK OF THE REGIONAL ASSESSMENT REVIEW BOARD

- 10.1 That Council jointly appoints the Chief Administrative Officer of the Oldman River Regional Services Commission as the Assessment Review Board Clerk of the Regional Assessment Review Board.
- 10.2 The Clerk shall:
- a. assist the Board in fulfilling its mandate; and
 - b. prescribe the remuneration and expenses payable to each member of the Assessment Review Board in accordance with the agreement;
 - c. may delegate to an employee the duties and functions of the Assessment Review Board Clerk providing they have successfully completed the training as prescribed by the Minister;
 - d. shall issue instructions to independent legal counsel for the Board or panel of the Board; and,
 - e. may, at the request of the Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the panel of the Board.

11. DELEGATION OF AUTHORITY TO THE CLERK

- 11.1 In accordance with its authority under the MGA, Council hereby delegates the Clerk the authority to:
- a. appoint Citizens-at-large to the Regional Assessment Review Board;

- b. jointly prescribe remuneration and expenses payable to each Member of the Board in accordance with the agreement; and
- c. jointly appoint a Member as the Chair of the LARB and CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair.

12. HEARINGS

- 12.1 Hearings will be held at such time and place as determined by the Clerk.
- 12.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

13. QUORUM AND VOTING

- 13.1 The quorum for panels of the Board shall be as established by the *MGA*, namely:
 - a. two Members of a panel acting as a LARB; and
 - b. one Member and the Provincial Member of a panel acting as a CARB.
- 13.2 All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 13.3 The majority vote of those Members present and voting constitutes the decision of the Board.
- 13.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, a replacement member of the panel shall be appointed.

14. CONFLICT OF INTEREST

- 14.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may remove himself or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - a. declares that he or she has a conflict of interest; and
 - b. describes in general terms the nature of the conflict of interest.
- 14.2 The Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 14.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - a. he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or

- b. substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

15. PECUNIARY INTEREST

- 15.1 The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board.
- 15.2 A Board member who fails to declare a pecuniary interest in a matter before the Board or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

16. COMMENCEMENT OF APPEALS

- 16.1 In accordance with the *MGA*, an assessed person or a taxpayer may commence an assessment complaint by:
 - a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the *MGA*; and
 - b. paying the applicable fee.

17. RULES OF ORDER

- 17.1 The Board will conduct hearings and board meets in accordance with:
 - a. the provisions of the MGA and related regulations;
 - b. principles of natural justice and procedural fairness; and
 - c. the Board's own policies and procedures.

18. ADJOURNMENTS AND POSTPONEMENTS

- 18.1 Adjournments and postponements must be granted in accordance with the *MGA* and the regulations.
- 18.2 The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - a. allowing the Board to obtain a legal opinion or other professional guidance; or
 - b. to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 18.3 Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have

convened and the hearing is deemed to have commenced as of the date of such consultation.

19. NOTICE OF HEARING AND RECORD OF HEARING

19.1 After the hearing of a complaint, the Clerk shall:

- a. under direction of the Presiding Officer, prepare minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
- b. arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the *MGA*.

19.2 The Clerk will maintain a record of the hearing in accordance with the *MGA* and the regulations.

20. REIMBURSEMENT OF COSTS

20.1 The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

21. RESCINDING OF BYLAW

21.1 Bylaw No. 1034 is hereby repealed in its entirety.

22. EFFECTIVE DATE

22.1 This bylaw is effective when it received third reading and is signed by the Chief Elected Official and the Chief Administrative Officer, or designate, in accordance with the *MGA*.

Read a First Time this ____ day of _____, 2023.

Read a Second Time this ____ day of _____, 2023.

Received Unanimous Consent for consideration of third reading this ____ day of _____, 2023.

Read a Third and Final Time this ____ day of _____, 2023.

Mayor

Chief Administrative Officer

Schedule “C” Responsibilities

AC = Assistant Clerk from Member Municipality

A = Assessor from Member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Chief Administrative Officer)

	Receipt of Appeal
AC	<ul style="list-style-type: none"> • Collect fee
AC	<ul style="list-style-type: none"> • Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> • Open file and send to Assessor & Clerk

	Initial Stages
A/AC	<ul style="list-style-type: none"> • Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> • Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> • If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> • If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> • Assistant Clerk advises Regional Clerk of hearing location preference

	Confirmation of Receipt of Appeal
C	<ul style="list-style-type: none"> • Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> • Determine if issue exists for merit hearing

	Assignment of Resources
C	<ul style="list-style-type: none"> • Open file/identify all parties involved
C	<ul style="list-style-type: none"> • Assign administrative support and Board members
C	<ul style="list-style-type: none"> • Establish hearing date, schedule facility, Board members

	Send Notice of Hearing to Complainant
C	<ul style="list-style-type: none"> • Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> • Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	• Complainant provides first disclosure to Assistant Clerk and Assessor
AC	• Assistant Clerk date stamps submission and forwards a copy to Clerk
A	• Assessor submits response to Assistant Clerk and Complainant
AC	• Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	• Complainant provides rebuttal to Assistant Clerk and Assessor
AC	• Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	• Clerk verifies all disclosures
C	• Clerk verifies attendance of all parties
C	• Clerk produces agenda packages and provides copies at the hearing for members and public
C	• Clerk liaises with Board and provides all material necessary – including legislation
C	• Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	• Clerk attends hearing and produces minutes that identify all issues presented to Board
C	• Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	• Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	• Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	• Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	– Invoice for services in accordance with agreement
C	– Copy of hearing minutes
C	– Statistics (where necessary)
C	– Feedback form to establish best practices and service standards for quality control
C	– Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule “D” Fees

Regional Assessment Board Fee

Annual Fee = \$500, payable to Oldman River Regional Services Commission.

Remuneration

Board Members and Clerk shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Clerk shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Clerk shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Clerk.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Clerk shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by Member Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

Requesting an appeal fee is at the discretion of municipality. Schedule 2 of *Matters Relating to Assessment Complaint Regulation, 2018*, Complaint Fee indicates:

	Complaint Fee
Residential 3 or fewer dwellings and farmland	Up to \$ 50
Residential 4 or more dwellings	Up to \$650
Non-residential	Up to \$650
Business tax	Up to \$ 50
Tax notices (other than business tax)	Up to \$ 30
Linear property — power generation	Flat fee \$650 per facility
Linear property — other	Flat fee \$ 50 per DIPAUID *
Designated industrial property — major plant or facility	Flat fee \$650 per major plant or facility
Designated industrial property – other	Flat fee \$50 per DIPAUID *
Equalized assessment	Flat fee \$650

* Designated Industrial Property Assessment Unit Identification

Request for Decision

Policy F9 Town Land for Sale

February 13, 2023



RECOMMENDATION

That Council direct administration ...

LEGISLATIVE AUTHORITY

Municipal Government Act Section 153 General Duties of Councillors.

BACKGROUND

There has been interest in the vacant municipal lots for sale. As such, and since the Town Land for Sale policy was last approved in 2013, administration is bringing this policy forward to Council for any updates or revisions.

RISKS/CONSEQUENCES


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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Policy F9 Town Land for Sale

 TOWN OF MILK RIVER POLICY & PROCEDURE MANUAL	SECTION: FINANCE
POLICY: SALE OF TOWN LAND	POLICY NUMBER: F9.0
ADOPTED BY COUNCIL: Dec. 9, 2013	AMENDED:

PURPOSE

Purpose: To provide a framework for the selling of town-owned lands for the purposes of fostering increased development within the town and for the acquiring of addition revenue for the town.

General: Unless exempted by the Municipal Government Act or regulation made pursuant thereto, every sale of land owned by the Town shall be made in accordance with the applicable procedures set forth in this policy

Policy Statement: The Town of Milk River will sell available lands based upon market price and fair value, as determined by administration with consideration given to the following:

- a) Current real-estate trends
- b) Property assessment data
- c) Level and quality of services
- d) Level and quality of surrounding development
- e) Principles of Supply and Demand
- f) Other market factors

Policy Principles:

1. The purchaser will be required to have commenced development within 180 days of the signing of the offer to purchase. Administration will have discretion in the setting of this limit and in the allowance of any extensions that may be required due to any mitigating circumstances such as during the winter season, or other extreme weather conditions and so forth.
2. A non-refundable deposit of 5% of the sale price will be required to be provided at the time of the signing of the “offer to purchase.”
3. Applicant must acquire the necessary Development and Building Permits and pay the required fees;
4. The duplicate Certificate of Titles will be transferred only after all monies have been received; and,

5. Any conditions outside the scope of this policy will require Council approval.

Procedures

1. Before selling any real property of the Town, the Council shall
 - a) by resolution passed at a meeting open to the public, declare the real property to be surplus;
 - b) obtain at least one appraisal of the fair market value of the real property;
 - c) approve or amend Individual lot prices as indicated in b);
 - d) delegate the authority for the sale of real property to the Town Chief Administrative Officer as outlined in Section 3 - Conditions of Sale; and
 - e) give notice to the public of the proposed sale in accordance with this policy or otherwise as Council may direct
2. Notice to the public shall be deemed to be given and sufficient, once the minutes of the proceedings of the Council or If any Committee of Council have been printed and ratified by Council.
 - a) An appraisal shall be based on the principle of market value as estimated by an Independent accredited appraiser;
 - b) if the real property is not sold within one year from the date on which the appraisal is made, a new appraisal may be obtained before the property is sold If directed by Council;
 - c) an appraisal shall not be disclosed to the public until after the sale of the real property has been completed If such disclosure could reasonably be expected to prejudice the economic interests of the Town or could reasonably be expected to be Injurious to the financial Interests of the Town.
3. Notwithstanding anything herein contained, the Council may authorize a sale of real property by public tender, public auction, call for proposals, direct advertisement or otherwise as the Council may deem appropriate;
4. Upon receipt of an offer to purchase real property which has not been declared surplus, Council may determine whether the real property should be declared surplus and if the real property has not been sold after the real property has been declared surplus and the procedures set forth In section 2 have been observed, then the Council may accept or otherwise deal with the offer to purchase as the Council considers appropriate and In doing so the Council may have regard to the use proposed to be made of the real property;
5. Notwithstanding that public notice has been given under this policy and that one or more offers has been presented to the Council, nothing

shall fetter the absolute discretion of the Council to retain the real property or to dispose of the real property on such terms and conditions as may be considered desirable by the Council.

6. The Council may also require the purchaser to pay, In addition to the purchase price, the Town's legal, survey, advertising and other costs associated with the sale.

Policy Approval Date: 12/09/2013

Passed by Motion No.: 2013-12-07

Request for Decision

Snow and Ice Control Policy

January 9, 2023



RECOMMENDATION

That Council approve Policy R3, Snow and Ice Control, as presented.

LEGISLATIVE AUTHORITY

Policy R3.0 Snow and Ice Control

BACKGROUND

The current Snow and Ice Control policy was approved on September 14, 2015, along with the priority route map.

At the November 14, 2022, Regular Council meeting, the Snow and Ice Control Policy was discussed, and amendments suggested. The revised policy is now back in front of Council for further discussion, confirmation, and approval.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Snow and Ice Control Policy
2. Priority Route Map

Council Policy R3

Snow and Ice Control



Responsibility: Public Works

Effective Date _____

References

Bylaw 139 Sidewalk Snow Removal

Council Resolution _____

POLICY STATEMENT

An effective snow and ice control policy is necessary to allow the Town to function under normal winter weather conditions to reduce snow and ice hazards.

The aim of the snow and ice control policy is to provide reasonable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good driving habits.

PURPOSE

To establish the standards, procedures and priorities for the snow and ice control program within the Town of Milk River to ensure for safe traffic movement.

The intent of the snow and ice control policy is to minimize economic loss to the community, ensure the available resources are best utilized, and to reduce the inconvenience and hazards of winter conditions for motorists.

SCOPE

Street snow and ice control throughout the Town of Milk River.

DEFINITIONS

~~Accumulation—The total amount of snow which has fallen and remained undisturbed in place, measured from the roadway surface.~~

Discretionary - Due to a variety of variables (weather conditions, operational limitations and seasonal trending), some snow and ice control activities are initiated by administration outside the realm of this policy. The intent of having non-quantified triggers is to provide administration the flexibility to respond to upcoming weather projections, balance resources, and deploy measures to prevent situations that could restrict access for emergency and waste management vehicles. -Discretionary does not apply to a performance target measure.

Laneway - also known as back alleys, ~~laneway~~Laneways provide access to the rear of properties. ~~Business Laneways will be plowed in the downtown core to permit access for garbage removal and business deliveries.~~

Snow plowing - Pushing accumulated snow from the roadway surface either to the sides of the roadway or the centre of the roadway to ensure travel lanes are passable to traffic.

Windrow - A continuous ridge of snow running parallel to the road, created ~~from by snow plowing~~Snow plowing operations.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or their designate, is responsible for the implementation of this policy.

STANDARDS

1. Guidelines

~~1.1. An effective snow and ice control policy is necessary to allow the Town to function under normal winter weather conditions to reduce snow and ice hazards.~~

1.2.1.1. The Town will take full advantage of all snow storage capacity of roadways to minimize the expenditures associated with snow removal and hauling.

1.3.1.2. ~~Although~~This policy sets out the priorities and procedures for snow and ice control, however, the Town may direct crews and equipment to work in areas requiring immediate attention due to emergency conditions or localized drifting.

~~1.4.1.1. The intent of the snow and ice control policy is to minimize economic loss to the community, ensure the available resources are best utilized, and to reduce the inconvenience and hazards of winter conditions for motorists.~~

~~1.5.1.1. The aim of the snow and ice control policy is to provide reasonable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good driving habits.~~

~~1.6. This policy must be kept flexible and should serve as a guideline for snow and ice control within Town.~~

1.7.1.3. The Town may adjust/alter any section within this policy when an emergency situation and/or when severe weather situations occur.

1.8.1.4. The Town will consistently endeavour to accomplish the tasks laid out within this policy in the most cost-effective and safe manner, while still maintaining the high level of service.

2. Service Levels

Level of service standards are established for Town controlled roadways according to their priority ranking. The level of service priorities are based upon emergency access and routing, ~~and~~ traffic speed and volumes.

2.1. Service levels may be impacted by available resources, Council approved budget, equipment failures, and extreme weather conditions.

2.2.

2.1.2.3. Snow plowing operations will be conducted on a seven days per week basis meaning that work may commence on weekends and holidays.

~~2.2.2.4.~~ ~~No~~ Private driveways or sidewalks will not be cleared by Town crews or equipment, with the exception of the sidewalks in the downtown commercial areas as depicted in Appendix A. ~~The downtown commercial area sidewalks will be cleared with a small tractor.~~ Any minor snow removal will continue to be the responsibility of the business owners.

~~2.3.2.5.~~ ~~With the exception of downtown,~~ Laneways and alleys will not be plowed by Town crews unless extensive snow drifting occurs and will be based upon request and the ~~Discretion~~ discretion of the Town. The focus of ~~laneway~~ Laneway clearing will be to provide access for emergency services. ~~Roadway~~ Roadway plowing will always take priority over ~~laneway~~ Laneway plowing. ~~Laneway~~ Laneways will be cleared with a single pass and ~~windrow~~ Windrows will be left on both sides. Residents will be responsible for clearing openings in the ~~windrow~~ Windrows if access to private property is desired.

~~2.4.1.1.~~ ~~Service levels may be impacted by available resources, Council approved budget, equipment failures, and extreme weather conditions.~~

~~2.5.2.6.~~ It is expected that there will be extreme weather situations where the immediate demand for snow and ice control services will exceed the available resources.

~~2.6.~~ The Town may commence snow clearing as soon as possible after a storm. ~~when:~~

~~2.7. Priority one areas have six (6) inches of snow has accumulated;~~

~~2.7.1. Priority two areas have eight (8) inches of snow has accumulated;~~

~~2.7.2. Priority three areas have ten (10) inches of snow has accumulated.~~

~~2.7~~ During a blizzard or severe weather conditions, public works and the CAO may use Discretion to prioritize any areas they deem essential.

~~During blizzard or severe weather situations, the Town may clear access to the homes of key individuals prior to commencing other snow clearing priorities. Key individuals include Town staff, RCMP members, Fire Department members, EMS employees, Medical Doctors and elected officials.~~

3. Roadway Plowing and Removal Priority Ranking (~~See attached map~~ Appendix B)

3.1. **Priority One**

- Emergency Routes and Firehall
 - Firehall apron and sidewalk
- School Access
 - 3rd Avenue N from 1st Street NE to 3rd Street NE
 - 4th Avenue N from 3rd Street NE to 5th Street NE
- All of Main Street
- Prairie Rose Lodge
 - 1st Street NW and 4th Avenue NW
- Downtown Commercial Areas
 - Sidewalks in front of downtown businesses (conducted with equipment)
 - ~~Main Street from 2 Avenue N to Center Avenue~~
 - 1st Avenue from Railway Street to the alley west of Main Street
 - ~~Sidewalks in front of downtown businesses (conducted with equipment)~~

3.2 ~~Priority Two~~

Public Works and the CAO will use Discretion to clear priority routes based on determined needs.

- Highway Access Intersections (steep angle approach)
 - Southbound intersection of 1st St NE and Highway #501
 - Southbound intersection of 2nd St NE and Highway #501
- Drainage corridors
 - Main Street from 6th Avenue NE to 2nd Avenue NE
 - 6th Avenue from 1st Street NE to Main Street
 - 2nd Street E from 3rd Avenue N to Centre Avenue
- Railway Street from 10th Avenue North to Centre Avenue
- Service Road
- 8th Avenue North from the Service Road to Main Street
- 7th Avenue North from the Service Road to Main Street
- 4th Avenue North from the Service Road to Main Street
- 3rd Avenue North from Railway Street to Main Street
- 2nd Avenue North from Railway Street to Main Street

3.3 Priority Three

- Roadway parking areas in front of churches
- All other roadways throughout the Town, including 10th Avenue as well as 5th Street NE from curb to grass
- Highway #501 is the responsibility of Alberta Transportation; however, the Town will assist with plowing when resources are available. The contracted service provider conducts snow clearing, sanding, etc. ~~Assist Alberta Transportation with Highway #501 when applicable~~

~~3.4 Highway #501 is the responsibility of Alberta Transportation; however, the Town will assist with plowing when resources are available. The contracted service provider conducts snow clearing, sanding, etc.~~

~~3.5 Roads are sanded on the same priority basis as snow plowing. Emphasis will be placed on intersections, school and playground zones and other known problem areas.~~

~~3.6 The Town may commence sanding all developed intersections as well as any intersections that are on steep hills when conditions are icy.~~

4. Snow Storage and Removal

4.1. The Town ~~may, if deemed necessary, will~~ build or place ~~windrow~~Windrows ~~either to the~~in the centre of the roadway or on the sides of the roads. The Town will make all reasonable efforts to ensure that the ~~windrow~~Windrows do not block access to private driveways. ~~Windrow~~Windrows in the centre of the roadways will be utilized during extreme weather situations.

4.2. During extreme weather situations, boulevards may be utilized for snow storage and may result in damages to improvements and private trees within Town boulevards. Care and attention will be taken to reduce potential damage to private trees and boulevards; however, it will not be the responsibility of the Town to replant or reconstruct any damaged trees or boulevards.

~~4.3. Windrow~~At the Discretion of the Town, Windrows placed on the roadways will be hauled away once snow plowing has been completed and where there is the potential to cause safety or drainage issues.~~based upon the scope of this policy and the discretion of the Town where there is the potential to cause safety or drainage issues.~~

~~4.4.4.3.~~

~~4.5.4.1. The Town is not responsible for any sand/gravel that may be left on boulevards after the snow has melted.~~

4.6.4.4. All snow that will be hauled away will be moved to designated storage sites within the Town, as per Alberta Environment approvals and regulations.

4.7.4.5. All private snow removal contractors are strictly prohibited from dumping snow on any Town property, street, or snow storage site.

5. Sanding and Snow Fence

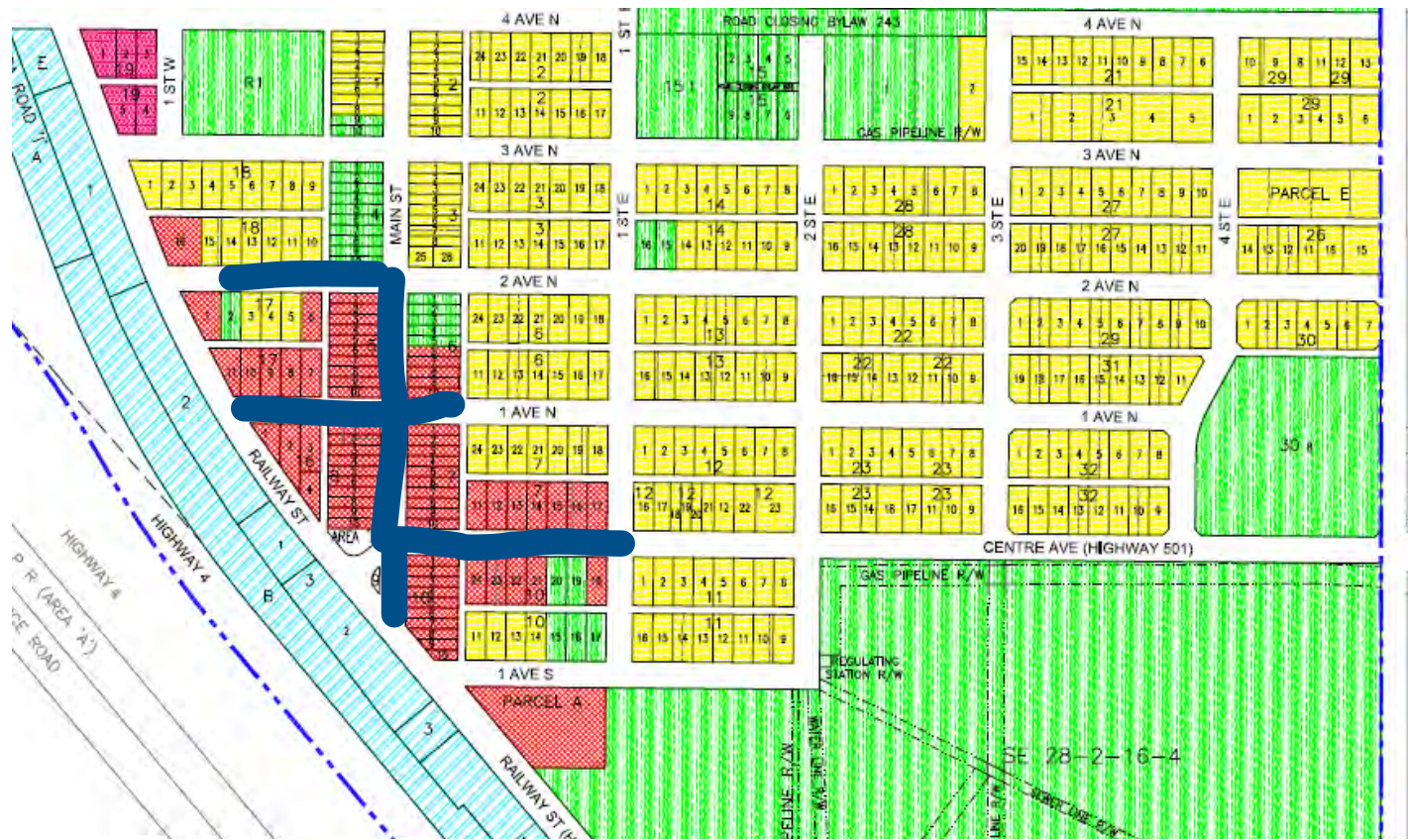
5.1. Roads are sanded on the same priority basis as Snow plowing.

5.2. Every intersection will be sanded at the end of every shift.

5.3. The Town is not responsible for any sand/gravel that may be left on boulevards after the snow has melted.

4.8.5.4. Every fall, snow fence will be erected along 8th Avenue NE between
XXXXXXXXXXXXXXXXXX

Appendix A: Sidewalk Removal Map



Appendix B: Roadway Plowing and Removal Priority Ranking Map



Request for Decision

Correspondence

February 13, 2023



RECOMMENDATION

That correspondence for the period ending February 13, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Municipal Internship Program
2. Government of Alberta Digital Strategy
3. Alberta Regional Rail
4. Federation of Canadian Municipalities Green Municipal Fund Letter
5. Town of Fox Creek Letter
6. Town of Camrose Letter
7. FCSS Report
8. FortisAlberta Commercial New Service Quotation
9. Alberta Transportation: Milk River Regional Potable Water Supply
10. Alberta Health Services Property Tax Exemption

AR110411

January 13, 2023

Ms. Kelly Lloyd
Chief Administrative Officer
Town of Milk River
PO Box 270
Milk River AB T0K 1M0

Dear Ms. Kelly:

The Government of Alberta is committed to supporting fiscally responsible, collaborative, and accountable local governments. By supporting the capacity-building priorities of our municipalities, we can help strengthen communities, improve the quality of life for residents, and foster an environment for business and industry to thrive. Through the Municipal Internship component of the 2022/23 Alberta Community Partnership (ACP) program, we will continue to support the development of future local government leaders. Thank you for your municipality's application for a grant under the Municipal Internship component of the ACP.

This year we received a record number of submissions to host an intern for the 2023 Municipal Internship Program. The process for selecting municipalities to host interns has been completed. The decision of the selection panel was based on ensuring a balance of new and repeat hosts in geographically dispersed locations, distribution in the three streams of the program, and with a mix of large and small municipalities as well as urban and rural centres.

Although the Town of Milk River was not selected to host an intern in 2023, I appreciate your interest and willingness to support this capacity building initiative. I encourage you to apply for the 2024 program.

If you have any questions or would like feedback on your application, please contact one of the Training & Internship Advisors, at Municipal Affairs, by dialing toll-free 310-0000, and then 780-427-2225.

Yours truly,



Njeri Mbajjorgu
Acting Executive Director
Municipal Capacity and Sustainability Branch

January 20, 2023

AR 300

Dear Chief Administrative Officer:

The world is becoming increasingly digital and it is critical that Alberta is keeping pace with technology and expectations of communities and Albertans. The Government of Alberta has been exploring how we can deliver world-class digital services to Albertans, modernize our processes and deliver better, faster and smarter services.

The Ministry of Technology and Innovation (TI) is leading efforts to make technology and innovation the driving force behind Alberta's economic diversification and growth. We are invested in digital transformation as a way to improve digital government services and to ensure all services are accessible and inclusive.

Over the past several months, our Ministry has been developing a Digital Strategy, which will help the government modernize digital service delivery and improve user experiences by better integrating technologies into the delivery of government services. The proposed strategy will help the government:

- Respond to the greater reliance on digital government services among Albertans;
- Help deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta cannot do our digital transformation work alone, and our number one priority is to serve Albertans and improve their quality of life. As we move forward with advancing our Digital Strategy we want to work with municipalities. We recognize and greatly appreciate the contributions of municipalities across the province in strengthening our economic and social prosperity. We are interested in learning about how residents within your municipalities engage with government services in a virtual manner and in hearing your feedback on our upcoming Digital Strategy. We are all in the service of our citizens and/or residents and we want to ensure they have a positive user experience when they interact with us.

.../2

Strategy development will be an ongoing process as we connect with partners across the province with a focus on improving the user experience. We intend to specifically engage municipalities over the coming months as we work towards implementing the strategy in a meaningful way. Technology and Innovation will be reaching out in the near future to seek your interest in engaging.

Should you have any questions or feedback on the proposed Digital Strategy or future opportunities to engage with your municipality, please contact Michael Crerar, Executive Director, Partnerships (michael.crerar@gov.ab.ca).

Please find the draft Digital Strategy Executive Summary attached. Please note that this is a confidential document, and we kindly request that you not share it externally.

We believe that Alberta's challenges are best solved together, and I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to be 'David James', with a long horizontal stroke extending to the right.

David James
Deputy Minister

Attachment – Executive Summary – Government of Alberta Digital Strategy

Executive Summary – Government of Alberta Digital Strategy

In 2020, Albertans quickly adapted and found new ways to excel while working, accessing government services, and connecting with loved ones virtually during the COVID-19 pandemic. The usage of digital government services through www.alberta.ca increased by more than 300 percent, and mobile access increased by 500 percent.

As the province emerges from the pandemic, the expectations of Albertans have shifted and there is a greater reliance on accessing on-demand virtual government services. Through the Government of Alberta Digital Strategy, we have an opportunity to modernize digital service delivery and improve user experience by better integrating technologies into the delivery of government services.

The new delivery model outlined in the Strategy provides government with better access to technological expertise, develops clearer standards, lowers delivery risk, and reduces opportunity costs. It will also enable highly skilled teams to provide services in a fast and more cost-efficient manner. The Strategy will result in the government being able to do more for less cost, will allow government to be more responsive and adaptive to changes, and will ensure digital services meet the expectations of users and achieve positive outcomes.

The Digital Strategy

The Government of Alberta Digital Strategy will:

- Respond to the greater reliance on digital government services among Albertans;
- Help the Government of Alberta deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans;
- Modernize government service delivery; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta Digital Strategy will achieve these goals through the following activities:

- Integrate technologies into all areas of service delivery;
- Eliminate the administrative burden among Albertans while they interact with government;
- Create the processes and implement the technologies required to provide high-quality services to meet the needs of Albertans; and
- Develop productive data and technology infrastructure.

The Strategy will be led by the Ministry of Technology and Innovation in close collaboration with all provincial Ministries, supported by the Deputy Minister's Data and Digital Committee, a new Digital Investment Board, and newly developed product teams of government employees. The Government of Alberta Digital Strategy is a living document and will cover a three-year time period. Quarterly updates will be provided on progress and changes to the Strategy will be made with input from Albertans.

Digital services will be built using standard platforms such as cloud hosting, software development, and testing services that accelerate development and deployment of technologies through automation. During the implementation phase, digital services will replace current technologies and outdated storage infrastructure to improve user experience, efficiency, and cost effectiveness. This will result in digital services that improve the quality of life of Albertans who seek access and support from the government.

A new ecosystem of common data services will be developed through this strategy. Live structured datasets, for example, will be created to enable teams to easily build services and liberate data from closed legacy systems. Common data services will help the government meet the needs of Albertans by providing accurate, authoritative sources of data while also protecting user privacy.

Strategy implementation will require new roles, skills, and agile, citizen-focused approaches to service design and delivery. Hands-on designers, developers, and technology experts will be an integral part of our future workforce and the Strategy will aim to make the Government of Alberta an appealing employer for those with these specialized skills. The Strategy sets out 14 criterions to help in-house and vendor teams design and deliver efficient services for Albertans, such as:

- Understanding users and their needs before developing a solution;
- Structuring budgets and contracts to support agile service delivery; and
- Effectively measuring performance.

Our Vision

Our vision is to help Alberta become a leader in delivering world-class digital services and opportunities for all Albertans. The Government of Alberta will achieve this vision by completing the three missions described below:



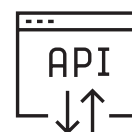
Mission 1: User-centred services

- We will redesign Government of Alberta services to meet the needs of all Albertans with fast, seamless access to services when needed.
- We will redesign and improve the highest-impact services.
- We will mandate that all services meet a new Government of Alberta Digital Service Standard.
- We will provide a seamless user experience for all services through alberta.ca.
- We will more smartly invest in digital technology.



Mission 2: Digitally capable public service

- We will develop and implement the processes and technologies needed for the Government of Alberta to become a leader in digital service delivery and create more opportunities for innovation.
- We will invest in internal teams to design, develop, operate, and continuously improve citizen-centred digital services.
- We will develop a digital leadership team at senior levels of government.
- We will create a workplace where digital, data, and technology professionals are supported.
- We will adopt and scale Internet-era ways of working in government.
- We will reshape how the government purchases digital products and services.



Mission 3: Flexible modern foundations

- We will create a new generation of shared components, APIs, and data services.
- We will fully utilize the cloud and other commodity services.
- We will adopt open standards and favour the use of open-source technologies.
- We will commit to replacing legacy technology systems that constrain our public services.
- We will work towards continuous improvement of digital services.

A New Standard That Government Services Must Meet

Today, our services are inconsistent and often do not meet users' expectations. Standards and the guidance supporting them are among the most powerful ways to address this by changing the incentives acting on public servants at scale.

We have adapted the GoA Digital Service Standard from tried and tested standards in other jurisdictions, including Ontario, the UK, and Australia. It sets out 14 criteria to help in-house and vendor teams design, deliver, and operate simpler, faster, smarter services for Albertans



Understand users and their needs before the solution.

Develop a deep and ongoing understanding of who the service users are, how they behave, and what that means for the design and evolution of the service.



Establish and empower the right team.

Put in place a multidisciplinary team that can create, operate, and continuously improve the service in a sustainable way. A suitably skilled product owner, who is empowered to make decisions, should lead the team.



Iterate and improve frequently.

Start small and scale the service rapidly using agile ways of working. Design with users and continuously improve services based on their feedback.



Operate a reliable service.

Sustainably resource the service so it can operate, improve, and adapt to changing user needs with minimum disruption for users.



Structure budgets and contracts to support agile delivery.

When buying products, services, or solutions, apply modular contracting principles to mitigate risk, avoid vendor lock-in, and encourage the delivery of working software to users at pace.



Create a secure, ethical service that protects user privacy.

Identify the data the service will use, store, or create. Apply privacy by design principles and appropriate legal and security measures to protect users as they use the service and afterwards. Ensure ethical data usage throughout the service.



Make the service simple to use.

Ensure that users can do what they need to do as simply as possible and succeed the first time with minimal help.



Make the service accessible and inclusive.

Design the service for inclusion so that all who need it can use it. A diverse, inclusive delivery team improves the chance of success.



Design and test the service from end to end.

Design a seamless, resilient, omnichannel experience that meets user needs. Test end-to-end, early and often, with users to validate this.



Choose the right tools and technology.

Choose technology that is scalable, interoperable, secure, accessible, and open, showing a bias to small pieces of technology, loosely joined.



Work in the open.

Make new source code and non-sensitive data open and reusable. Expose the service via an API that can be used within and (where possible) beyond the government. Share research, learning, and progress openly throughout the service's design, build, and operation.



Use and contribute to open standards, common components and patterns.

Build on open standards, common components, and patterns from inside and outside the GoA. Identify and share any patterns and components that are developed so that others can use them.



Measure performance.

Measure how well all parts of the service work for users, including how people interact with it in real time and publish performance data.



Make data useable.

Ensure data will map into other services, and follows standards for data governance, metadata management, and quality assurance. Also, ensure that data will support a more precise understanding of service performance.

Final Thoughts

The implementation of the Strategy will impact all services provided by the Government of Alberta to citizens, businesses, professionals, and internal government services. Small teams inside and outside government will have the resources needed to create and iterate services at a pace necessary to meet the needs of all Albertans and make the Government of Alberta a leader in digital public service delivery.

Flexible and modern technologies will support public service delivery, replacing old technology and ensuring that services meet the new Government of Alberta Digital Service Standard. These changes will serve to attract small, medium, and large enterprises, students, and new graduates to work with and innovate around government, stimulating design and technology jobs. This agile approach will also translate to other areas of government, with policy teams being able to test new ideas in a much shorter timeframe and receive feedback from real users. Technology funding will also be aligned with the new Government of Alberta Digital Service Standard so digital government services will meet the needs of Albertans with less financial investment required from government. Finally, all Albertans including citizens, businesses, professionals, and public servants will enjoy more simple and efficient digital services. These commitments will be delivered alongside the actions outlined in the Alberta Broadband Strategy and will align with the upcoming Government of Alberta Data Strategy.

Responsible Rail (RR) approach



- **Safety:** Implementing safety measures such as redundant signaling systems, automatic train control, and collision avoidance systems to prevent accidents.
- **Sustainability:** Utilizing sustainable technologies and practices such as electric or hydrogen-powered trains, and incorporating energy-efficient design elements into infrastructure and stations.
- **Practical:** Utilizing existing technologies CFR, AAR, FRA compliant freight compatible rolling stock.
- **Accessibility:** Accessible and convenient for all. Ensuring that rail systems are accessible and convenient for all users, including providing ramps and elevators at stations, and offering special accommodations for passengers with disabilities or mobility limitations.
- **Equality:** Working all communities including indigenous communities to ensure that rail projects are developed in a way that respects the rights and interests of these communities.

Bringing Responsible Rail to Alberta and Montana



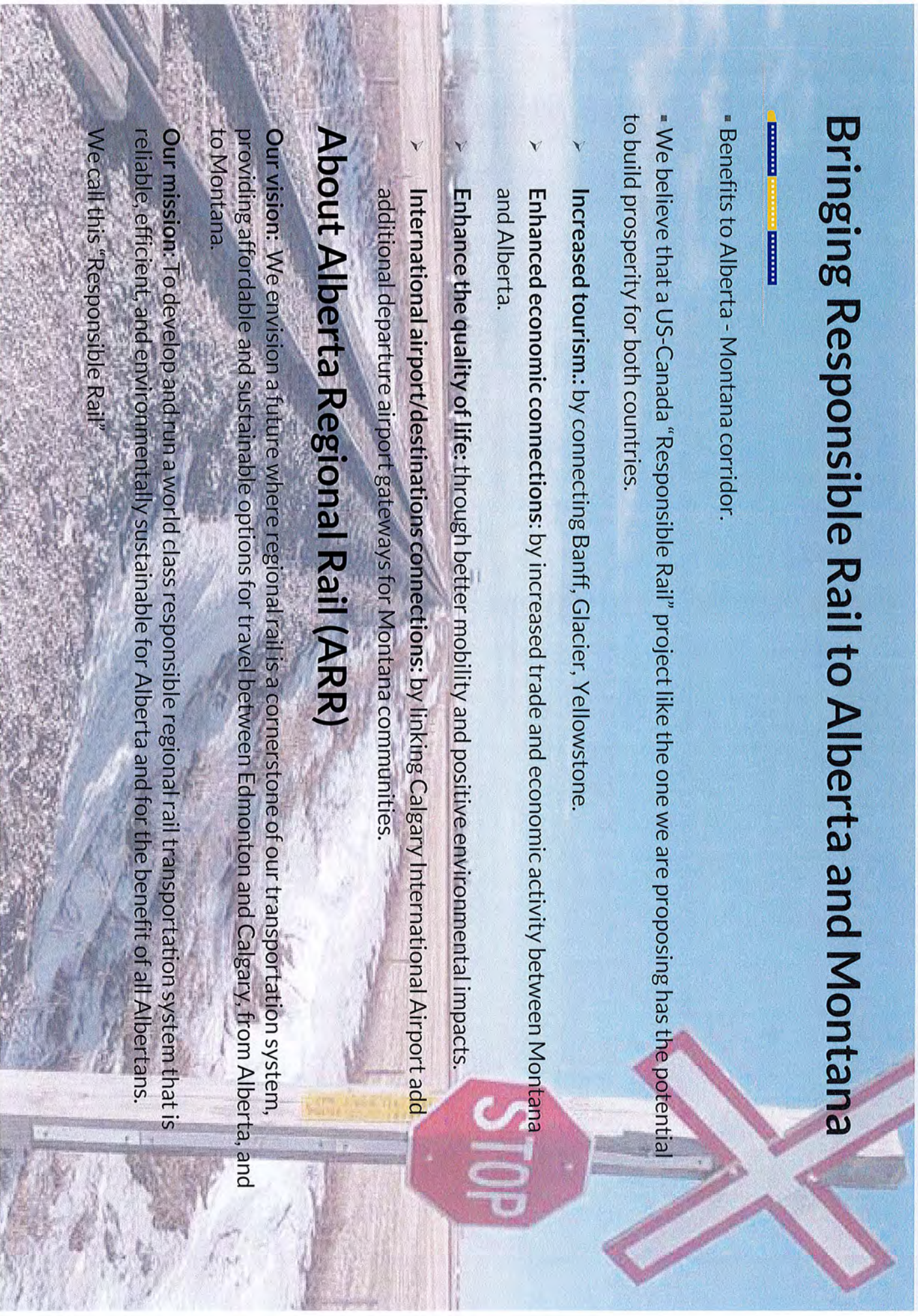
- Benefits to Alberta - Montana corridor.
- We believe that a US-Canada “Responsible Rail” project like the one we are proposing has the potential to build prosperity for both countries.
- **Increased tourism.:** by connecting Banff, Glacier, Yellowstone.
- **Enhanced economic connections:** by increased trade and economic activity between Montana and Alberta.
- **Enhance the quality of life:** through better mobility and positive environmental impacts.
- **International airport/destinations connections:** by linking Calgary International Airport add additional departure airport gateways for Montana communities.

About Alberta Regional Rail (ARR)

Our vision: We envision a future where regional rail is a cornerstone of our transportation system, providing affordable and sustainable options for travel between Edmonton and Calgary, from Alberta, and to Montana.

Our mission: To develop and run a world class responsible regional rail transportation system that is reliable, efficient, and environmentally sustainable for Alberta and for the benefit of all Albertans.

We call this “Responsible Rail”





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

January 31, 2023

President

Présidente

Taneen Rudyk

Councillor

Town of Vegreville, AB

First Vice-President

Premier vice-président

Scott Pearce

Maire

Municipalité de

Canton du Gore, QC

Second Vice-President

Deuxième vice-président

Geoff Stewart

Deputy Mayor

Municipality of the

County of Colchester, NS

Third Vice-President

Troisième vice-présidente

Rebecca Bligh

Councillor

City of Vancouver, BC

Past President

Présidente sortante

Joanne Vanderheyden

Mayor

Municipality of

Strathroy-Carleton Place, ON

Chief Executive Officer

Cheffe de la direction

Carole Saab

Ottawa, ON

Peter Casurella
Executive Director
SouthGrow Regional Initiative
237 16th Street South
Lethbridge, Alberta
T1J 4N4

Project Title: Piloting an electric bus route along Alberta's rural Highway 4
Application Number: GMF 17644

Dear Peter Casurella:

On behalf of the Green Municipal Fund (GMF) Council and FCM's Executive Committee, I would like to congratulate the South Grow Regional Initiative on its successful funding application for the above-noted initiative.

It is my pleasure to confirm that the South Grow Regional Initiative has been approved for an additional grant of up to \$122,620 which will bring the total approved grant amount from \$211,700 to \$334,320.

In the near future, Ulana Fries will contact the South Grow Regional Initiative with the Town of Milk River to finalize the agreement for this funding. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is signed.

FCM, in partnership with the Government of Canada, oversees public announcements regarding GMF-funded initiatives. In the coming weeks, our media relations team will contact the South Grow Regional Initiative with the Town of Milk River to discuss the process for a public announcement. Until that time, before making any public statements related to the status of the application process for GMF funding (with the exception of reporting to Council), please contact the FCM media team at 613-907-6395 or by email at media@fcm.ca.

.../2

24, rue Clarence Street
Ottawa, Ontario, K1N 5P3

T. 613-241-5221

F. 613-241-7440

www.fcm.ca



Thank you for your interest in GMF. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan De Sousa". The signature is fluid and cursive, with the first name "Alan" and last name "De Sousa" clearly distinguishable.

Alan De Sousa
Chair, Green Municipal Fund Council

ADS/UF:nk

cc: Mayor Larry Liebelt, Town of Milk River
Mr. Jon Hood, CAO, Town of Milk River



January 27, 2023

The Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor
Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
The Honourable Todd Loewen – MLA – Central Peace Notley
The Honourable Rachel Notley – Leader of the Official Opposition NDP
Arnold Viersen, MP, Peace River – Westlock
Alberta Municipalities Members
Town of Ponoka



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
PH: 780-656-3674 | FX: 780-656-3675
smokylake.ca | town@smokylake.ca

February 6, 2023

Nadja Lacroix
Senior Manager,
Inspections Gaming
Nadja.lacroix@aglc.ca

**Re: Letter of Support: Appeal of Denied Application to Relocate
Camrose Casino to South Edmonton**

Dear Nadja:

On behalf of the Not-for-Profit community groups and the residents of the Town of Smoky Lake, please accept this letter in support of the owners of the Camrose casino appeal of the AGLCs decision to deny the request to relocate the casino from Camrose to South Edmonton.

The decision to deny the relocation, we are informed, may result in the closure of the casino. This will have a significant negative impact on our community groups and, by extension the people within our region. The casino has long been a significant source of funding for the groups in our rural area.

In the current economy, parents specifically rely on an equitable charitable gaming model to help serve the under-served (the rural people within the Province of Alberta). Those same parents are the eager volunteers who take advantage of every opportunity they are given to "work at a casino event" to raise much needed funds for their organization.

I'm given to understand that should the Camrose casino close, our groups will have far fewer fundraising opportunities and will have to travel greater distances to fill the funding gap.

.../2

Again, in the pursuit of equality of opportunity that would have Rural Albertans presented with the same funding opportunities as our urban counterparts, we ask that you consider the appeal by the Camrose Casino owners and allow the relocation. This will ensure the survival and growth of the current rural charitable gaming region.

Sincerely,

TOWN OF SMOKY LAKE
Per

Amy Cherniwchan
Mayor
Town of Smoky Lake

AC/bt

Cc:

Glenn van Dijken, MLA – Athabasca.Barrhead.Westlock@assembly.ab.ca

Brian Jean, Minister of Jobs, Economy & Northern Development –
jend.minister@gov.ab.ca

Travis Toews, President of Treasury Board & Minister of Finance – tbf.minister@gov.ab.ca

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – Nicole.marshall@gov.ab.ca

Kandice Machado, AGLC CEO – kandice.machado@aglc.ca

Len Rhodes, AGLC Board Chair – len.rhodes@aglc.ca

Wyatt Skabron, Manager of Policy & Advocacy, RMA – wyatt@rmaalberta.com

2022



REPORT TO MUNICIPALITIES FAMILY SERVICES



Strengthening Families in rural Alberta

www.fcss.ca

Alberta 



VISION | Residents living their full potential.

MISSION | FCSS enhances the social well-being of individuals, families and communities within our region.

CORE VALUES:

Integrity | *We strive to be accountable and transparent to all whom we serve.*

Innovation | *We remain open to changing needs and ensure services remain timely and relevant.*

Inclusiveness | *We are committed to building a spirit of acceptance and respect with those we work with and support.*

FAMILY SERVICES

OUTCOME STATEMENT

Parents/Caregivers have increased knowledge, abilities and confidence to develop healthy family relationships and to enhance their child's development.

PRIORITIES:

- Exceed the annual Triple P targets.
- Distribute and complete ASQ's for all infants attending programs.
- Collect evaluations quarterly from all participants attending drop-in programs.
- Promote the importance of early childhood development through social media.

Strengthening Families

INTRODUCTION

2022 FAMILY SERVICES AT A GLANCE

19,421 Total service hours

12,492 Total service visits

1,438 Total Information and Referrals provided

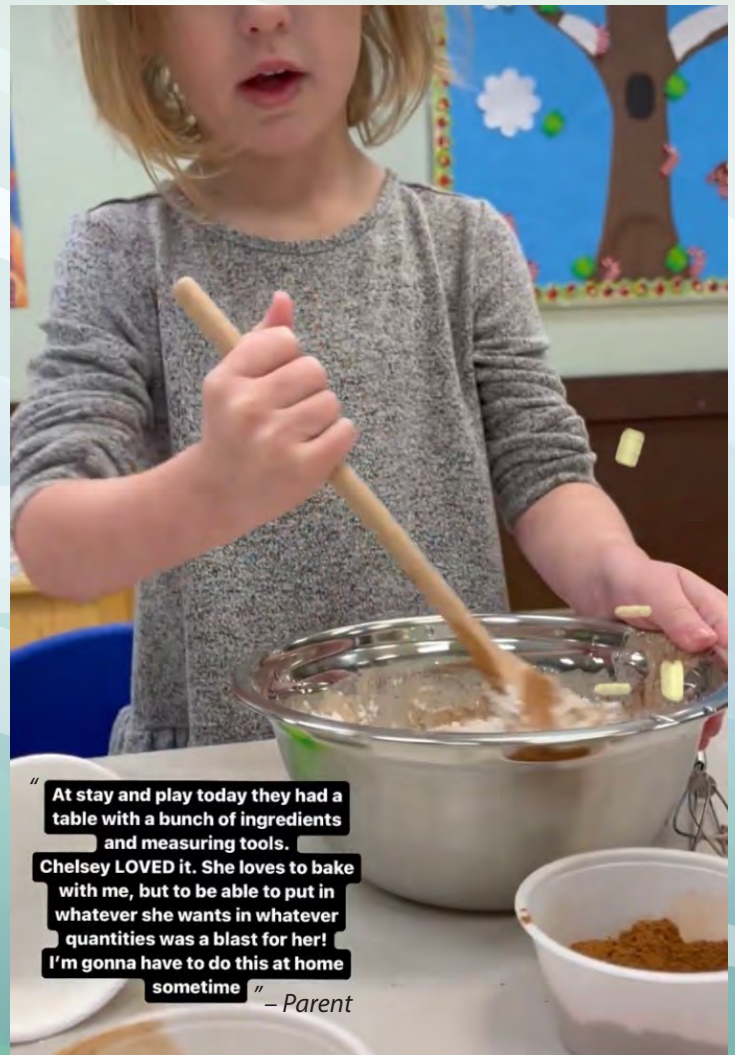
1,072 Total new clients

809 Total of 1 time essential services

WHAT WE DO

- Parent Education & Family Support
- Early Childhood Development Programs
- Youth Programs
- Community Events & Family Programs

97% of group programs
were attended in-person



" At stay and play today they had a table with a bunch of ingredients and measuring tools. Chelsey LOVED it. She loves to bake with me, but to be able to put in whatever she wants in whatever quantities was a blast for her! I'm gonna have to do this at home sometime "

– Parent

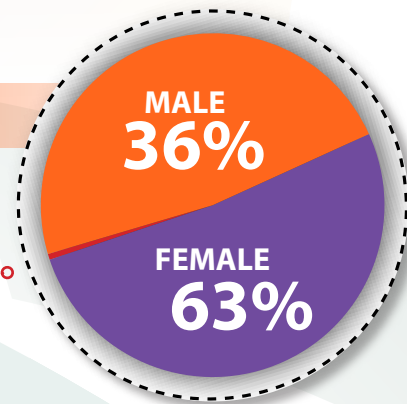
WHO WE SERVE

CLIENT AGE

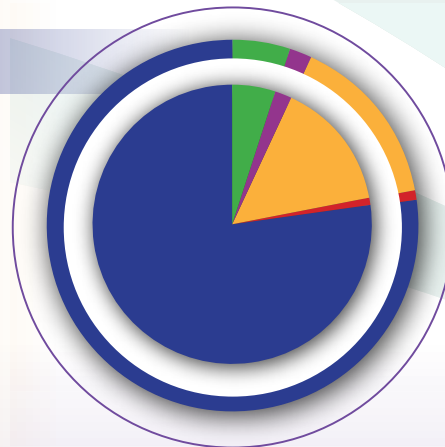


CLIENT GENDER

NON/BINARY 1%

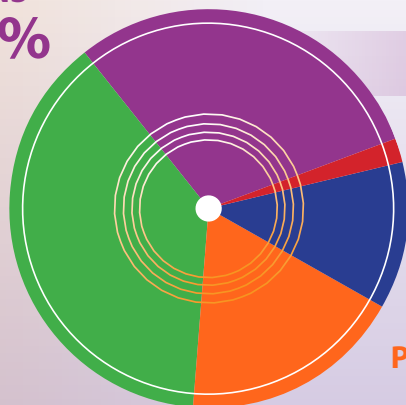


CLIENT SELF-IDENTIFY AS



WALK-INS 30%

EVENT/PROGRAM 38%



HOW FAMILIES FIND US

WEBSITE/SOCIAL MEDIA 2%

EMAIL 12%

PHONE/TEXT 18%

MEET THE FAMILY SERVICES TEAM



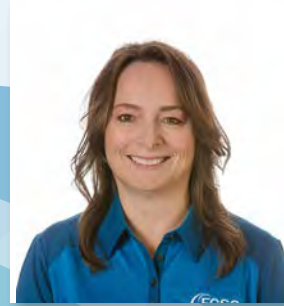
Kim Fehr



Janet Fekete



Jackie Fiorino



Kim Forchuk



Jessica Goodrider-Loewen



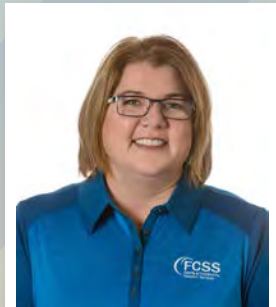
Kim Hardy



Susy Hiebert



Maria Klassen



Stacey Maynes



Susie Peters



Penny Pittman



Margarita Sawatsky



Myrna Sopal



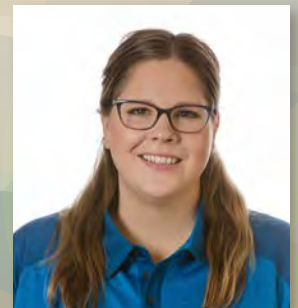
Lauren Tams



Jess Walton



Amanda Weaselfat



Amanda Webster

PARENT EDUCATION AND SUPPORT

PARENT EDUCATION PROGRAMS OFFERED IN 2022

- Baby Signing
- Caregiver Café
- Kids Have Stress Too
- Triple P Fearless
- Baby & Me
- Infant Massage
- Triple P Groups & Seminars
- Presentations on different topics

1,207 Total service visits

1,487 Total service hours

Caregiver Café is one of our most popular parent education programs. Parents and children attended together, while the children play the parents engage in meaningful conversations. Caregiver Café conversations are structured around questions related to each of the five protective factors. This program had **467** visits throughout 2022.

90% Strongly agree or agree they are more aware of how their child's needs changes as they grow and develop



Infant Massage

89% Strongly agree or agree they have more information on what resources are available for their family

"Very helpful, this program has not only educated me on how to help my son, but it has also helped me grow as a person and I'm very grateful." – Parent

71% Strongly agree or agree they have met other parents in their neighborhood/community they can ask for help and support

"This class is so wonderful. I enjoy the time with my baby and with other moms. It fills my cup and helps me be a better mom." – Parent

"I loved that I could ask all my questions in a judgement free zone!" – Parent



Caregiver Café

ONE-ON-ONE PARENT EDUCATION

The Family Support Workers and the Family Liaison Workers provide families with one-on-one Triple P and family support. The purpose of these sessions is to help families increase positive parenting skills, gain knowledge of child development, increase protective factors and build familial resilience. This is done by first helping the family to identify parenting strengths and challenges and then to set goals for positive change and last develop a parenting/family plan where new skills and strategies are introduced and practiced. During these sessions staff may also support families with basic needs referrals or help with a financial support application such as child tax benefits.

Most common challenges families report:

- 1 Child behaviour
- 2 Family/Relationship dynamic stress
- 3 Financial stress
- 4 Mental health concerns
- 5 Self-care
- 6 Child with disability
- 7 Child development

1,265 Total service hours

838 Total visits

Most common Protective Factors identified:

- 1 Willing to accept help
- 2 Asking for help
- 3 Values their role as a parent
- 4 Secure attachment with their child
- 5 Has supportive relationships
- 6 Able to problem solve
- 7 Able to cope with stress
- 8 Understands healthy development
- 9 Realistic expectations of children

98 Caregivers received this service

"My favourite thing about this course was the FCSS staff's constant reassurance and understanding that we were going to be okay, that we are good parents, and most importantly, how AMAZING and capable our son is. We are closer as a family because of this program. Forever thankful. It almost sounds fake typing it out.. haha! We are honestly so thankful that this program exists.." – Parent

SUCCESS STORY

A young, single mother who had recently separated from her partner – let's call her Sam – was referred to us. When starting the program, Sam was couch surfing, struggling with substance use, and trying to find a safe and stable place to live. She was also in the process of having weekly visits with her toddler, who was in the care of the paternal grandmother. After identifying her most pressing needs, Family Support Staff was able to empower her to find housing, get connected to the local food bank, and receive addiction counselling.

After finding a secure place to live, Sam was slowly able to welcome her young child back into her care. This client has since completed the Triple P Level 4 parenting program and received her certificate to show her accomplishments. Staff referred her to the local Youth Employment Program, which she completed and was placed at a local establishment for work experience. Not only is she still currently working at the same business, she also received a promotion to supervisor.

During this time, Sam was also able to get her learners licence and purchased a car. While working, she was also inspired to attend the local GED program and has successfully obtained her GED. She now has her son back fulltime, and is slowly exiting out of the program. This client shared with us that her next goal is to continue to work on getting her drivers licence so that she can travel to and from Lethbridge to further her studies at either the Lethbridge Community College or the University of Lethbridge.

Finally, Sam receiving support from the Family Support Worker also helped her improve her relationship with her extended family. This is a particularly important outcome since families thrive when they are healthy and together. Sam continues to be empowered to improve every facet of her life, and we look forward to seeing her participate actively in her community.

"She helped us understand our son in a way I didn't think was possible. How children develop - How their brains handle and manage emotions - and unrealistic expectations when it comes to being a perfect parent." – Parent

73% Strongly agree or agree they are more aware of how their child's needs changes as they grow and develop

57% Strongly agree or agree they have more confidence in their parenting skills

* During one-on-one parent education sessions it typical to see a decrease in confidence level at first.

EARLY CHILDHOOD DEVELOPMENT PROGRAMS

Early childhood development programs are designed for caregivers and children aged 0-6 to attend together, learn new skills through play, meet other families and get connected to resources in their community.

12,367 Total service hours

7,642 Total visits

- Stay & Play
- Outdoor Play
- Physical Literacy (Move it, Move it)
- Summer Fun
- Rhyme Time

79% Strongly agree or agree they are more aware of how their child's needs changes as they grow and develop



83% Strongly agree or agree they have more information on what resources are available for their family

84% Strongly agree or agree they have met other parents in their neighborhood/community they can ask for help and support

DEVELOPMENTAL SCREENING – ASQ

Regular developmental screenings provide a fast and helpful look at how a child is doing in important areas like communication, social skills, motor skills and problem-solving skills. Screening can identify a child's strengths, uncover new milestones to celebrate and reveal any areas where the child may need extra support or specialized intervention. In 2022 the Family Services team completed a total of **144** screenings with **10** children needing follow-up and referrals to specialized services.



YOUTH PROGRAMS

The Family Services team offers programs for youth ages 6-14. These programs are designed to provide a safe and inclusive environment for youth where they can make social connections and learn new skills. Programs offered in 2022 include, Do Crew Jr, 7 Grandfather Teachings, Lego club, Growing Minds, Indigenous Arts & Culture programs and afterschool programs. New this year was the Paleontologist Super Sleuth program.

2,205 Service visits

2,350 Service hours



Do Crew Jr participants busy making stuffed heart pillows to donate to charity.



Do Crew Jr in Vauxhall volunteering to clean graffiti off Vauxhall Elementary School.



Do Crew Jr volunteering at the Saturday Vauxhall Farmers Market kids corner.

94% Strongly agree or agree they know adults they can go to for help

94% Strongly agree or agree that they understand that it is okay to be themselves

78% Strongly agree or agree they are better at solving problems

"My son has been involved in Do Crew Jr. Program since the start. I would love to express how truly wonderful and comfortable the program is. I am his mother, obviously I give him rave reviews, but the change in his drive for wanting and actually carrying out community/family service independently is impressive. He wants and seeks things to do for others and knows WHY he wants to do them. He tested positive for Covid when they had the classes to create Christmas Cards for seniors, I was taken back on how disappointed he was when he couldn't attend. The FCSS staff is positively to blame. My son has always been outgoing and enjoy activities, but now he seeks and notices when things need to be done or help. He also approached me to text the FCSS staff a picture back after he finished a project from class at home.

The class has grown so much since the first one. The staff knows how to interact and pump the kids up. They taught them to wait their turn, listen, really listen, empathy (don't just notice they are upset, find out why, listen, learn). My son is coming up with ideas on his own, seeing things from a different perspective, different approaches etc. I'm not sure if he or myself is more sad it's over, so I'm going to beg! Every single parent and Do Crew Jr. wants more!!! They are comfortable with the staff, have built a connection and trust with them. I feel with Grade 7 approaching in the fall, Do Crew Jr. would continue to be a beneficial positive impact on this same group of kids. Especially with this next year bringing a lot of changes and emotions with the age. They feel safe with staff and may have questions or situations that they may feel more openly to work on or discuss with someone less momish and teacher-ish and or settings. I feel like he has learned and gained so much. I should send the many compliments your way that I get from parents that I have recommended Do Crew Jr too. Is there a possibility for continuing the program with the group of kids? Grade 10 is a long time to remember how great and awesome Do Crew Jr was. I would love to keep them engaged and continuing. I LOVE the program! – Parent

PALEONTOLOGIST SUPER SLEUTH PROGRAM WARNER - PARTNERSHIP



After a hard couple of years through the pandemic, the Devil's Coulee Museum in Warner was looking for new and imaginative ways to raise awareness in the County of Warner. They are a small organization run by Board members and volunteers. When they started thinking about offering some free programming to youth, they realized they would need some help. They approached FCSS to see if we could partner; they offered their facility, knowledge and volunteers and we would help with advertising and implementation. The Paleontologist Super Sleuth program was the result of this

partnership. Youth aged 5-14 were welcomed and we saw participants from Warner, Milk River and Stirling. They enjoyed hands-on activities, stories, puzzles and got personalized tours through the museum. The families and community were then welcomed for free museum admission, hot chocolate, snacks and a gallery showing what the youth had accomplished. Everyone agreed it was a success!

COMMUNITY EVENTS

Community events and family programming during 2022 included Clothing Fests, National Indigenous peoples Day Celebrations, Farmers markets, back to school events and cultural programming.

2,447 Service visits

28 Events



Gingerbread Pajama Night



Indigenous Peoples Day celebration in Taber



Indigenous Peoples Day celebration in Taber



Truth and reconciliation celebration



Clothing Fest at the Raymond ice arena

91% Strongly agree or agree they have more information on what resources are available to their family.

85% Strongly agree or agree they have met other parents in their neighbourhood/community they can ask for help and support.



Serving:

Barnwell | Barons | Coaldale | Coalhurst | Lethbridge County
County of Warner | Coutts | Milk River | M.D. of Taber | Nobleford
Picture Butte | Raymond | Stirling | Taber | Vauxhall | Warner



January 27, 2023

Town of Milk River
Attn: Kelly Lloyd
PO Box 270
240 Main Street
Milk River, Alberta
T0K 1M0

Billing Customer:	Town of Milk River
Service Location:	SE-28-02-16-4 303 3 Avenue Milk River, Alberta
Existing Site Identification Number:	0040301569002
Request Number:	500110594-01

Dear Kelly Lloyd,

Subject: Commercial - New Service

At FortisAlberta, our purpose is to deliver the electricity that empowers Albertans, like you, to succeed and we do this with respect and integrity. Operational excellence is of utmost importance, and our focus is to get you connected and maintain your power 24/7. Our team is always working to build, maintain, and upgrade our system to be safe and reliable.

Our centralized Control Centre in Airdrie provides visibility of the 240 communities in our service territory, the ability to predict many problems before they occur and, in many cases, the ability to remotely restore your power in a matter of seconds. The necessary people and equipment are always available – primed and ready to respond in your local area. We work together to get you connected and keep the power on, not just because it is our job, but because we care about the people we serve. As a valued FortisAlberta customer, if it matters to you, it matters to us.

In this quotation package, the words and phrases which are defined in FortisAlberta's [Customer Terms and Conditions](#) shall have the same meaning assigned to them in this quotation package. This quotation package for a new Commercial electrical service (the "Project") includes the following documents:

- ☐ Customer Acceptance to Proceed, which will require Customer's signature,
- ☐ Estimate Print specific to the Project, which will require Customer's signature,
- ☐ Schedule "A" for services that details FortisAlberta's [Customer Terms and Conditions](#), and
- ☐ Rate Sheet that explains a Retailer's invoice.

- ☐ Distorting Load Information Sheet
- ☐ (the "Quotation Package")

The Customer, or Customer's representative, is to thoroughly review the Quotation Package and confirm acceptance of same.

There are no Customer Distribution Contribution Costs (\$0.00) (payable amount) associated with this project.

Project Costs	\$38,547.52
FortisAlberta investment*	(\$38,547.52)
<u>Customer Distribution Contribution (before tax)</u>	<u>\$0.00</u>
<u>GST (5%)</u>	<u>\$0.00</u>
<u>Customer Distribution Contribution</u>	<u>\$0.00</u>

The FortisAlberta investment is calculated and will be adjusted based on the increase of 98.00kW of Expected Peak Demand.

Expected Peak Demand (previous):	0.00kW
Expected Peak Demand (new):	98.00kW
*difference:	98.00kW

**FortisAlberta's Investment level has been calculated in accordance with the [Customer Contributions Schedules](#) and FortisAlberta's Customer Terms and Conditions which can be found on [FortisAlberta's website](#).*

DESIGN DETAILS

The Customer, or the Customer's representative, is required to carefully review the attached Estimate Print. Following the Customer's approval of the design details of the Project, the Customer is required to sign and return the Estimate Print along with the Customer Acceptance to Proceed document to FortisAlberta. For more information or to discuss the design details further, contact your FortisAlberta representative, Josie Soles at 403-340-6021.

CUSTOMER RESPONSIBILITIES

The Customer, or the Customer's representative shall be responsible for ensuring adherence to FortisAlberta's metering standards as per [FortisAlberta's Service and Metering Guide](#).

The Customer acknowledges and agrees that the Customer shall be responsible for any and all costs incurred by FortisAlberta installing facilities not included in the attached Estimate Print, including but not limited to secondary lines at the Service Location.

Following the Customer's review and acceptance of this Quotation Package, Customer to complete and return the following documents:

- ☐ A signed Customer Acceptance to Proceed document;
- ☐ A signed Estimate Print;

- ☐ An ESA will be issued upon receipt of this document
- ☐ Electrical Service Agreement (ESA) Contact Information Sheet Failing to return this document at the time of acceptance, could affect construction timelines
- ☐ Distorting Load Information Sheet, regardless if the site has distorting load or not;
 - ☐ Please refer to the [FortisAlberta Power Quality Specification](#) guideline for further information regarding the criteria that must be met.

The above signed documents must be returned to FortisAlberta no later than Monday, March 27, 2023 via:

- ☐ DocuSign to FortisAlberta Inc.
- ☐ E-mail to complexquote@fortisalberta.com or
- ☐ Fax to (403) 514-4415 or
- ☐ Mail to FortisAlberta Inc., 320 17 Ave SW, Calgary, Alberta, T2S 2V1.

BILLING FOR YOUR SERVICE

FortisAlberta directly invoices the Retailer, as selected by the Customer, for monthly distribution charges incurred. The Customer's Retailer invoices the Customer for those same monthly distribution charges.

The Customer is to understand and appreciate that the above amount does not include energy consumption costs, riders, local fees, and GST. These amounts are calculated based off the costs to have facilities in place and ready to serve the Customer, even in the event the Customer is not consuming energy. FortisAlberta will start to bill on the Contract Minimum Demand on the first billing period.

Based on the information provided by the customer and/or customer's representative, this service will be billed as a Rate 61 - General Service :

Expected Peak Demand	98.00 kW
Contract Minimum Demand	65 kW
Maximum Supply	109 kVA
Investment Term	5 year(s)
Distribution Termination Notice (maximum 24 months)	2 month(s)
Transmission Termination Notice (maximum 60 months)	2 month(s)

If you have any questions with regards to the Electrical Service Agreement, Rates or Terms and Conditions, please contact your FortisAlberta Representative, Josie Soles at 403-340-6021.

FOR MORE INFORMATION

To serve you better, FortisAlberta offers several self-serve options. To learn more, visit our website at www.fortisalberta.com.

Your business is important to us. Should you have any questions, or you would like to discuss this Quotation Package further, please contact your FortisAlberta Representative Josie Soles at: 403-340-6021 or Toll Free at: 844-340-6021.

Yours truly,

A handwritten signature in black ink, appearing to read 'Josie Soles', is centered on the page.

Josie Soles
Quotation Analyst

Attachments:

- Customer Acceptance to Proceed
- Estimate Print
- Schedule "A"
- Rate Sheet
- ESA Contact Information Sheet (if applicable)



CUSTOMER ACCEPTANCE TO PROCEED

To proceed with the Project, the Customer is to **sign and return** this Customer Acceptance to Proceed document, along with a signed Estimate Print, to FortisAlberta before **Monday, March 27, 2023**. By signing and returning this Customer Acceptance to Proceed document, the Customer is acknowledging and accepting all terms within this Quotation Package and FortisAlberta's [Customer Terms and Conditions](#).

Following receipt by FortisAlberta of the signed documents and payment of the Customer Distribution Contribution, as applicable, FortisAlberta will proceed with the Project.

Notwithstanding the foregoing, FortisAlberta reserves the right to **requote** or **cancel** the Quotation Package under the following conditions:

- ☐ The customer has not returned a signed copy of this Customer Acceptance to Proceed and a signed Estimate Print to FortisAlberta before **Monday, March 27, 2023**;
- ☐ There are changes to the scope of the Project as outlined in Schedule "A" under "About Construction," after FortisAlberta receives the signed Customer Acceptance to Proceed document and Estimate Print; and/or
- ☐ FortisAlberta has received the signed Customer Acceptance to Proceed document and Estimate Print, however construction on the Project has not started **for any reason** within six (6) months following receipt by FortisAlberta of this Customer Acceptance to Proceed document and the Estimate Print.

If the Project is cancelled by either the Customer or by FortisAlberta, for reasons outside the reasonable control of FortisAlberta, at any time after this Quotation Package has been accepted, the Customer may be responsible for any and all costs incurred by FortisAlberta up to the date of cancellation.

Date of Quotation	January 27, 2023
FortisAlberta Request/Reference #	500110594-01
Customer Distribution Contribution	\$0.00
Quoted By	Josie Soles
Customer Name (Please Print): <small>(Full legal name/entity is required)</small>	Town of Milk River
Customer Signature:	<div> DocuSigned by: E85DFA0AD4CE47D... </div>
Date:	2/8/2023
PO/AFE#:(if applicable)	

ELECTRICAL SERVICE AGREEMENT (ESA)
CONTACT INFORMATION SHEET

The following information must be returned along with the signed Customer Acceptance to Proceed document and Estimate Print (if applicable). Upon receipt of this information, an ESA will be issued.

Note, failing to provide this information at the time of acceptance, could affect construction timelines.

Company name <i>(Please Print):</i> <i>(Full legal name/entity is required)</i>	
Mailing Address:	
Contact Person for this Company/Service:	
Phone Number:	
Fax Number:	
Email Address:	
Civic Address for Site ID:	

Distorting Load Information Sheet Instructions (V.4)

Note

If you do not know how to fill out this form, please direct this form to your consultant and electrician to complete.
If you have any questions, please contact us at power.quality@fortisalberta.com

1. Fill in the contact information fields.

Business Name:		Phone:	
Contact Name:		Fax #:	
Address:		E-mail:	
		CRM#:	
Consultant/Electrician Information			
Consultant (if applicable):		Electrician:	
Contact Name:		Contact Name:	
Phone #:		Phone #:	

CRM is the number starts 5000XXXX.

2. Select if the peak total operating distorting load for your facility is greater than 50kW and PFCC is used.

1. Is the total distorting load at the site \geq 50KW?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2. Will you be installing Power Factor Correction Capacitors?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Total distorting load

Please include only the peak operating load when in normal operation, not the total connected distorting load.
(e.g. if one VFD is not used while the other VFD is running, no need to count it towards the total distorting load kW)

3. Attach Single Line Diagram.

Single Line Diagram is attached?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
----------------------------------	--------------------------------------	--------------------------

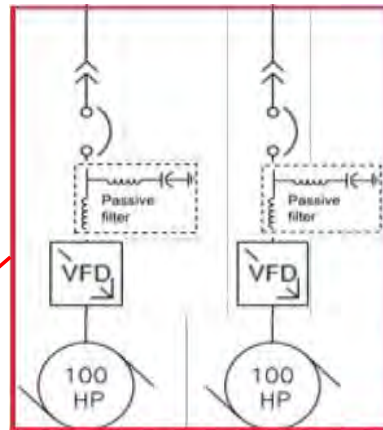
If answered 'Yes' to either Question 1 or Question 2 in Step 2, please include Single Line Diagram for the facility.

4. Enter all information per each distorting load type.

Please include all the existing distorting loads.

Type 1 example: 6 pulse VFD drive with 3% line reactor and a passive filter

Type 1 Distorting Load and Mitigation Technique			
Total Distorting Load (kW)	120	~ Distorting loads only, please use 1hp=0.746kW for conversion)	
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase	Mitigation Description	>3% Line/Link Reactor
Distorting Load Description	6 Pulse Drive	Will you be installing a Harmonic Filter?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Manufacturer and Model	ABB ACS 550	If so, specify Manufacturer & Model:	TCI-HG7
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No		



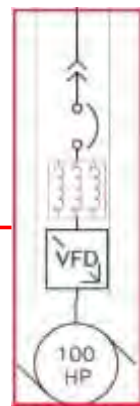
- Two 100HP (74.6kW) motors with peak operation load of 60kW each.
- VFD: 6 Pulse drive
 - Manufacturer/Model: ABB ACS 550
- With 3% AC line reactors
- Filter
 - Manufacturer/Model: TCI-HG7 Passive Filter
- *Obtain harmonic spectrum from VFD vendor and specification.

If harmonic spectrum is available, please provide the data on the Harmonic Spectrum sheet for the distorting load type.

Add more Distorting Loads and Mitigation Techniques if there are any.

Type 2 example: 12 pulse VFD drive with 5% line reactor

Type 2 Distorting Load and Mitigation Technique			
Total Distorting Load (kW)	50	~ Distorting loads only, please use 1hp=0.746kW for conversion)	
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase	Mitigation Description	>5% Line/Link Reactor
Distorting Load Description	12 Pulse Drive	Will you be installing a Harmonic Filter?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer and Model	Allen Bradley Power Flex 750	If so, specify Manufacturer & Model:	
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No		



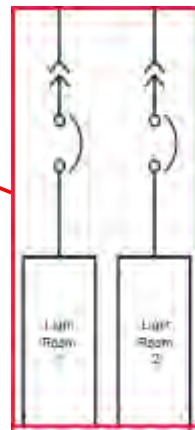
- One 100HP (74.6kW) motor with peak operation load of 50kW.
- VFD: 12 Pulse drive
 - Manufacturer/Model: Allen Bradley Power Flex 750
- With 5% AC line reactors

If harmonic spectrum is available, please provide the data on the Harmonic Spectrum sheet for the distorting load type.

Add more Distorting Loads and Mitigation Techniques if there are any.

Type 3 example: Fluorescent lighting load

Type 3 Distorting Load and Mitigation Technique			
Max. Operating Distorting Load (kW)	60	~ Distorting loads only, please use 1hp=0.746kW for conversion)	
# Phase for Individual Equipment	<input checked="" type="radio"/> 1-Phase <input type="radio"/> 3-Phase	Mitigation Description	
Distorting Load Description	Fluorescent Lighting	Will you be installing a Harmonic Filter?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer and Model	Gavita Pro 1000	If so, specify Manufacturer & Model:	
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

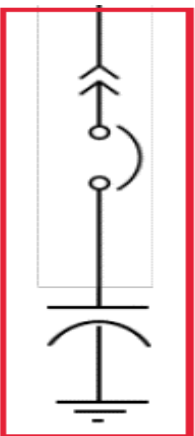


- Two light rooms with peak operation load of 60kW.
- Light/Fixture
 - Manufacturer/Model: Gavita Pro 1000

If harmonic spectrum is available, please provide the data on the Harmonic Spectrum sheet for the distorting load type.


5. If you will be installing PFCCs, Enter PFCC capacitor information.

2. Detailed Power Factor Correction Capacitor Information (Mandatory if PFCCs will be installed)			
Total Reactive Power of the Capacitors on the Same Bus (kVAR):	100	Capacitor Rated Voltage (V):	600



- 100kVAR Capacitor Bank rated @ 600V.

6. Return the Distorting Load Information Sheet to FortisAlberta or power.quality@fortisalberta.com for assessment.

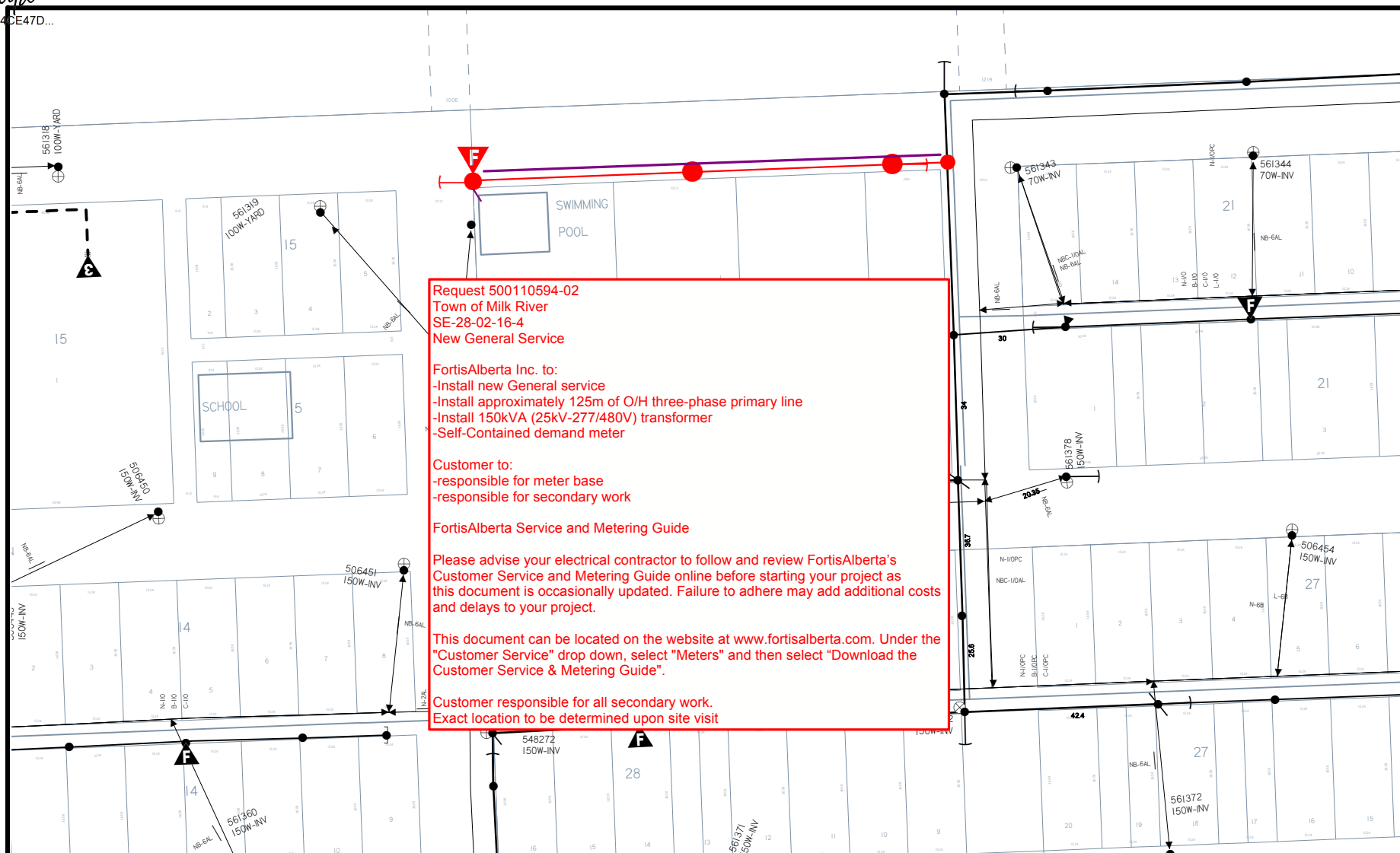
	<h1>DISTORTING LOAD INFORMATION SHEET</h1>	
Please only fill out Yellow Cells . Refer to the Instructions sheet for a guideline on completing this form. Technical questions may be directed to power.quality@fortisalberta.com , phone: (403) 945-6439 or (587) 775-6302.		
Contact Information		
Business Name:	Town of Milk River	Phone: 403-647-3773
Contact Name:	Kelly Lloyd	Fax # :
Address:	PO Box 270, 240 Main Street	E-mail: cao@milkriver.ca
		CRM#: 500109202
Consultant/Electrician Information		
Consultant (if applicable):	Dandelion Renewables	Electrician:
Contact Name:	Morris Bowey	Contact Name:
Phone # :	780-566-3000	Phone # :
Facility Distorting Load Summary		
What is Distorting Load?	Single Phase Power Supply: Computer, data centers, data mining operation UPS: Uninterrupted Power Supply AC Voltage Regulator: Light dimming system, Industrial & domestic heating, Induction heating AC Drives (VFD): 6-pulse drive, 12-pulse drive, 18-pulse drive (or higher) etc. Arcing devices: Electric arc furnace, Arc welders Lighting: HID, Fluorescent, LED Consult your distorting equipment manufacturer for information on your equipment's harmonic content.	
1. Is the total distorting load at the site ≥50KW?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Will you be installing Power Factor Correction Capacitors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If you answered YES to either question, please include the single line diagram for the facility when this form is returned. FortisAlberta must receive <u>this completed form</u> and <u>the single line diagram</u> for the request to proceed.		
1. Detailed Distorting Load Information (Mandatory if Total Distorting Load is Greater than or Equal to 50kW)		
	Single Line Diagram is attached?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Type 1 Distorting Load and Mitigation Technique		
Total Distorting Load (kW)		(<- Distorting loads only, please use 1hp=0.746kW for conversion)
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase	Mitigation Description
Distorting Load Description		Will you be installing a Harmonic Filter?
Manufacturer and Model		<input type="radio"/> Yes <input checked="" type="radio"/> No
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If so, specify Manufacturer & Model:
Type 2 Distorting Load and Mitigation Technique		
Total Distorting Load (kW)		(<- Distorting loads only, please use 1hp=0.746kW for conversion)
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase	Mitigation Description
Distorting Load Description		Will you be installing a Harmonic Filter?
Manufacturer and Model		<input type="radio"/> Yes <input checked="" type="radio"/> No
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If so, specify Manufacturer & Model:
Type 3 Distorting Load and Mitigation Technique		
Max. Operating Distorting Load (kW)		(<- Distorting loads only, please use 1hp=0.746kW for conversion)
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase	Mitigation Description
Distorting Load Description		Will you be installing a Harmonic Filter?
Manufacturer and Model		<input type="radio"/> Yes <input checked="" type="radio"/> No
Harmonic Spectrum Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If so, specify Manufacturer & Model:
2. Detailed Power Factor Correction Capacitor Information (Mandatory if PFCCs will be installed)		
Total Reactive Power of the Capacitors on the Same Bus (kVAR) :		Capacitor Rated Voltage (V):
Comments		

HARMONIC SPECTRUM SHEET					
Type 1		Type 2		Type 3	
Name of Specific Equipment and Mitigation:		Name of Specific Equipment and Mitigation:		Name of Specific Equipment and Mitigation:	
Current Harmonic Spectrum		Current Harmonic Spectrum		Current Harmonic Spectrum	
Harmonic Number	% of Fundamental	Harmonic Number	% of Fundamental	Harmonic Number	% of Fundamental
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
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43		43		43	
44		44		44	
45		45		45	
46		46		46	
47		47		47	
48		48		48	
49		49		49	
50		50		50	
ITHD%	0.00%	ITHD%	0.00%	ITHD%	0.00%

DocuSigned by:

kelly Lloyd

E85DFA0AD4CE47D...



NOTES:

CONTACT FORTISALBERTA
 TO CONFIRM
 ON-SITE ALIGNMENTS AND
 POWER SOURCE LOCATION



**FORTIS
 ALBERTA**

LEGEND

RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES

Designer: Josie Soles

Date: 1/19/2023

Customer: Town of Milk River

Location: SE-28-02-16-4

WO#/OI#: 500110594

Preliminary Not For Construction

LAND ONLY TO SCALE 1:1,500
 Print



FortisAlberta has built your new electricity service.

What does this mean for you?

Your electricity system is in place and billing will begin in 30 days or when you energize your service, whichever is sooner.

There are costs associated with having facilities in place and ready to serve you even if you are not using any energy consumption. As a result, FortisAlberta will begin billing your retailer as of the date of energization or 30 days after your construction is complete if the site has not yet been energized.

* Minimum billing will apply even if the power has not been connected.

There are two sets of charges that appear on your electricity bill:

1 **Delivery Charges**
Electricity is delivered through transmission and distribution systems



TRANSMISSION



DISTRIBUTION

FORTIS
ALBERTA

2 **Energy Charges**
Power is sold to customers by the retail billing company



RETAILERS



CUSTOMERS

FortisAlberta is an electricity distribution company. We supply and maintain the poles and wires that bring electricity from the higher voltage lines to our distribution lines that energize your property. FortisAlberta's services are included in the Delivery Charge portion of your bill.

UNDERSTANDING YOUR DELIVERY CHARGES

Name: Your Name Account Number: A000000000
Address: Your Address Statement Date: October 28, 2014
Your Town AB T0H 0A0

Details of new charges

Electricity
Site ID: 0040000000000
Billing period: Sept 16 to Oct 15, 2014
Meter reading provided by FortisAlberta

Meter number: 12345678
Reading on Oct 19 (Actual): 100000
Reading on Sept 15 (Actual): 90000

Energy charges
Provided by energy provider
New charges based on 1000 kWh
Oct 1 - Oct 15: 100 kWh at 8.000 CA/kWh: \$800.00
Sept 16 - Sept 30: 100 kWh at 8.000 CA/kWh: \$800.00

Administration charge: \$100.00
Cancel/Rebill: \$100.00
Subtotal of electric charges: \$1000.00

Delivery charges
Provided by FortisAlberta
Consumption: 1000 kWh

Charge	Amount
Distribution charge	\$100.00
Transmission charge	\$100.00
Rate riders	\$100.00
Local access fee	\$100.00
Subtotal of delivery charges	\$400.00
GST at 5% on	\$20.00
Your total electricity charges	\$1420.00

Summary of your account
Amount of last bill: \$1000.00
Last payment processed: \$1000.00
Balance forward: \$100.00
New electricity charges: \$100.00
Total payment now due: \$1420.00

Delivery Charges

The regulated cost of delivering your electricity.

Distribution Charge

This charge reflects FortisAlberta's cost of building, operating and maintaining the local distribution system.

Transmission Charge

FortisAlberta collects Transmission charges on behalf of the transmission operator. These costs cover the operation and maintenance of the provincial power grid.

Rate Riders

A rider is a temporary credit or charge approved by the Alberta Utilities Commission, the Alberta utilities sector regulator.

Local Access Fee

FortisAlberta collects this fee on behalf of local government to access municipal land and construct, maintain and operate the distribution system serving residents of cities, towns and villages.

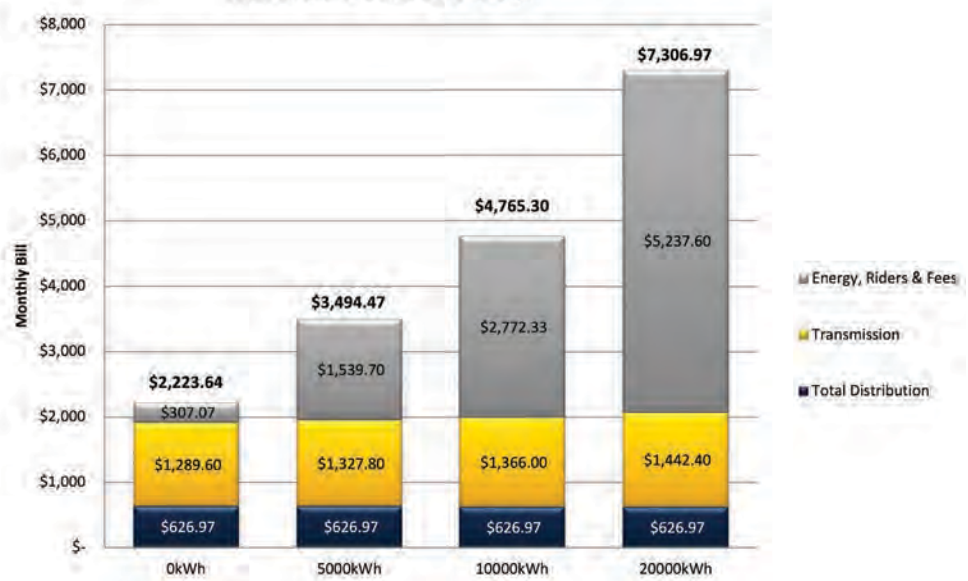
Sample breakdown of charges from your monthly electricity bill

Electricity Energy Charges provided as an example only. Calculations based on 23.10 cents/kWh Regulated Rate Option on Jan. 1, 2023.

**FORTIS
ALBERTA**

310-WIRE (9473) | FortisAlberta.com

Estimated Monthly Electricity Bills for General Service (Rate 61)
based on 100kW Demand and 31 days



The Rate Minimum is 50kW or the Contract Minimum Demand

Power line contacts are hazardous

You cannot tell if a power line is energized just by looking at it. Even if the line is not live one moment, automatic switching equipment may restore power to the line without warning. The protective covering on some power lines is not insulation; it only protects the line from the weather. It won't protect you from electrical contact.

The electricity in a power line always seeks a path to the ground. This path might include a tree, a vehicle, or a fence. These objects then become energized. If you touch the energized line or object, the electricity can flow through your body. Keep away from any object that is in contact with a power line (minimum 10m).

Once electricity comes into contact with the ground or object, such as a vehicle or tree, they can become energized. The electricity then flows through the ground over a wide area, spreading out like ripples in a pool of water. The voltage in the ground is very high at the point of electrical contact. Farther away, the voltage drops off. With power lines of up to 25,000 volts, the voltage drops to zero at about 10 metres. However, if the ground is wet, it will be more than 10 metres from the point of contact to the point where the voltage drops to zero.

To stay safe inside equipment or a vehicle that is in contact with a power line (overhead and underground) – follow these steps:

- If possible, move the equipment or vehicle away to break contact with the power line (min. 10m away).
- If the equipment or vehicle cannot be moved, call 911 and the power company. **STAY INSIDE** the equipment or vehicle until the power company and emergency crews arrive onsite and let you know the power line has been de-energized. If anyone approaches while you are waiting, open the window and tell them to keep away (min. 10m).
- If you must get out of the equipment or vehicle (in the case of fire) jump out with your feet together. Never touch the ground and the vehicle/ equipment at the same time. Move away slowly by shuffling and keeping both feet close together, or by bunny

hopping away slowly. Do this until you are at least 10 metres away from the vehicle/equipment.

When to be extra careful...

Our research also reveals that most of these incidents occurred at the beginning of the week either just before or after lunch, between Monday and Wednesday from 10 a.m. to 2 p.m.

Make sure you'll get home safely...

- Take responsibility for your own safety
- Always make a safe work plan, and ask yourself, **"Where's the Line?"**
- Know your proximity to overhead power lines when parked or operating equipment: remember to keep a minimum distance of 7 metres away. If you have to get closer, call FortisAlberta 310-WIRE (9473) or 1-855-333-9473 before you encroach on the power lines so we can assist you.

Most incidents occur at work...

Most of the incidents occur in Alberta's busiest industries – oil and gas, construction, transportation and agriculture. Below is a list of the types of equipment that most often contact overhead and underground power lines:

- Trackhoes
- Gravel trucks
- Backhoes
- Crane trucks
- Delivery trucks and high load moves
- Farm equipment (tractors, combines, air seeders, sprayers, grain augers)

**FORTIS
ALBERTA**
our promise is your power

Electrical Safety



What you need to know to stay safe

**FORTIS
ALBERTA**
our promise is your power

For electrical emergencies
call us at **310-WIRE (9473)**
or **1-855-333-9473**

MISSION  **ZERO**
Preventable
Injuries



FortisAlberta brings electricity to homes, businesses and oilfields across Alberta

We work with this dangerous product every day so we follow strict guidelines and never compromise safety.

We also urge the public to keep safety top-of-mind. Every day someone comes in contact with a power line, risking serious injury or death. While most incidents occur at work, you still need to keep safety in mind at home.

Seven is more than a lucky number...

It's also the number of metres that you must stay away from any power line when parked and operating equipment. If you think you have to get closer, call us first at 310-WIRE (9473) or 1-855-333-9473.

If you come upon a downed power line...

Stay at least 10 metres away and phone us right away at 310-WIRE (9473) or 1-855-333-9473. Make sure nobody else comes near. If the power line has come down on your equipment or vehicle, stay inside and call for help. If you must get out of the equipment or vehicle (in the case of fire) jump out with your feet together. Never touch the ground and the vehicle/equipment at the same time. Move away slowly by shuffling and keeping both feet close together, or by bunny hopping away slowly. Do this until you are at least 10 metres away from the vehicle/equipment.

WHERE'S THE LINE?
POWER LINE SAFETY

wherestheline.ca

Power lines are constructed according to Alberta Electric Utility Code Standards. The overhead power lines and communication lines are installed and maintained to permit the safe movement of equipment, buildings, or objects. There are two different approach distances to power lines that must be understood and maintained by workers and the general public:

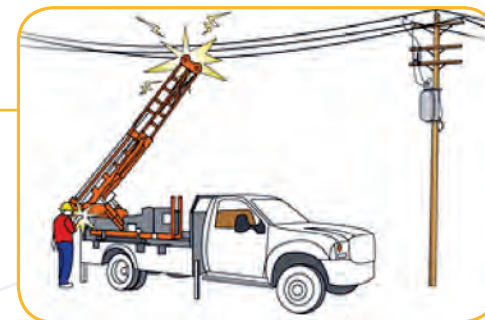
1. distances while equipment is moving
2. distances while equipment is parked and operating near a power line.

The following chart highlights safe distances while passing under power and communication lines. The heights shown reflect the maximum height equipment, buildings or objects can be.

Safe distances while passing under power lines

3.6 metres (11.8 feet)	areas normally accessible to pedestrians only
4.1 metres (13.5 feet)	driveways to residences or residential garages
4.2 metres (13.7 feet)	areas where agricultural equipment is normally used
4.2 metres (13.7 feet)	farm or yard entrances or farm field access roads
4.3 metres (14.1 feet)	right of way of underground pipelines
4.8 metres (15.7 feet)	lanes, alleys or entrances to commercial or industrial premises
5.3 metres (17.3 feet)	roads and highways
5.3 metres (17.3 feet)	crossing oilfield lease roads

If your equipment, buildings or objects exceed these heights in the above chart, you must contact your electrical service provider before proceeding.



Do not approach or touch anything, such as a vehicle, tree or fence that is in contact with a power line.

Equipment and machinery is getting bigger all the time. Busy operators often have long days with tight timelines.

- **Be aware of the size of your equipment** – our power lines are designed and maintained to Alberta Electrical Utility Code standards. Depending on the location, power lines (includes guy wires) - can be as low as 3.7 metres from the ground.
- **Pile safely** – locate piles (dirt, gravel, etc) away from power lines and where kids can't climb too near. Remember the 7 metre rule!
- **Watch tree branches** – overgrown vegetation may be too close to overhead wires and make pruning dangerous. Don't take chances!
- **Call before you dig** – before doing any ground disturbance, contact Alberta One-Call at 1-800-242-3774 to locate any underground facilities. Underground excavation accounts for more than 20 per cent of power line contacts.
- **Plan your recreation – away from power lines.** FortisAlberta is aware of situations where a parachute and sailboat have each contacted a power line.

Call us at 310-WIRE (9473) or 1-855-333-9473 with your electrical safety concerns or visit www.fortisalberta.com



SCHEDULE "A" FOR SERVICES GREATER THAN OR EQUAL TO 75kW

As part of the quotation package, this document includes key information about your quote and construction for your new electrical service or electrical service upgrade. Items within this document may not apply to everyone. It is important that you, the customer, or as the representative of someone who has requested a quote, read thoroughly.

Upon receiving your signed quotation package, a FortisAlberta employee will contact you to discuss details of your upcoming construction and installation dates.

ABOUT YOUR QUOTATION

- 1) By signing your quotation package you are authorizing FortisAlberta to proceed with construction.
- 2) The quotation is conditional upon FortisAlberta obtaining necessary outside approvals and easements, if required. This may mean accessing approvals from municipal or provincial governments.
- 3) The Customer Terms and Conditions of Electric Distribution Service govern the relationship between FortisAlberta and the customer as filed and approved by the Alberta Utilities Commission. When you have signed and returned the quotation package to FortisAlberta, it is deemed that you have also accepted these Terms and Conditions. If there is any conflict between a provision in these Terms and Conditions and a provision in an Electric Service Agreement, Commitment Agreement, Interconnection Agreement or any other existing or future agreement or communication between FortisAlberta and the responsible party, the provision in the Terms and Conditions shall govern. The Customer Terms and Conditions can be viewed on our website at www.fortisalberta.com.

ABOUT CONSTRUCTION

- 1) The construction of your new electric service or service upgrade does not include any costs associated with brushing, alignment or access unless otherwise indicated.
- 2) This also means FortisAlberta does not assume the availability of the proposed right of way for the line route or permission to brush along this line route if necessary.
- 3) A FortisAlberta representative will confirm the project scope upon your acceptance. Should project parameters change or the scope of the project differ from the quote letter, it may be necessary to review the overall costs and submit an updated proposal for your consideration. This includes if the project scope changes due to external influences and/or changes initialized by the customer.

HOW TO ENERGIZE THE SITE

FOR NEW SERVICES

When the Electric Service Agreement has been executed and returned to FortisAlberta you will receive a site identification number(s) (site ID). The customer is responsible for providing a legal land description for rural services and a civic addresses for urban services before a site identification(s) number will be issued by FortisAlberta.

- 1) You will then use the site ID to enroll your site and create an account with your chosen retailer. You must also have a valid electrical permit on site or authorization issued by the inspection authority having jurisdiction.
- 2) The Retailer will then submit an energize order through FortisAlberta to allow the physical connection of the site. They will advise you about anticipated timelines.

FOR SERVICE UPGRADES

Your existing site ID is listed at the top of the site specific quote letter attached to this package and is to be used when contacting and arranging through FortisAlberta for your service upgrade.

IMPORTANT TO KNOW

- 1) All energy negotiations must be completed with your Retailer for the energy portion of your rate.
- 2) Alberta's Deregulated electrical industry allows you to choose a Retailer that suits your electrical energy needs. A list of Retailers can be found at ucahelps.gov.ab.ca or call 310-4822.
- 3) You must enroll the site within 30 days after the construction is complete.
- 4) If you do not enroll with a Retailer within 30 days, FortisAlberta will enroll you with the Regulated Rate Option Retailer (EPCOR). The billing of the rate minimums will commence regardless if electric consumption is used.

DISTRIBUTION TARIFF

As a regulated utility, FortisAlberta is required to flow through charges and refunds related to services provided by the Alberta Electric System Operator (AESO) and include taxes set by municipal councils and the provincial government. Distribution is only one component of a customer's electricity bill. In addition, the total bundled bill includes transmission, retail energy charges, riders and taxes. These charges are included in the bill from your Retailer.

Distribution Access Tariff charges will commence 30 days after installation date or upon service connection, whichever comes first.

The Rate Minimums can be found on www.fortisalberta.com in the Rates, Options and Riders Schedule.

REGISTERED OWNER

If you are not the registered owner of the property, by signing the Quotation Acceptance/Notification to Proceed page, you are giving FortisAlberta the authorization to notify the registered owner of the property regarding the nature of the proposed service if required, and this may include any information that you are providing to FortisAlberta.

CANCELLATION FEES

Once you have signed and accepted the terms of this quotation package, FortisAlberta will initiate construction. If you cancel the project after this time, you may be responsible for direct and indirect costs incurred by FortisAlberta.

TO PERMANENTLY DISCONNECT SERVICE

You or the registered landowner of the property may be responsible for costs to permanently disconnect an existing service. These charges may include costs associated to initially build the service and costs to salvage.

CUSTOMER COMPLIANCE

The customer is responsible to ensure that their facilities comply with all provincial and federal regulations and codes. In addition, you need to review the Customer Guides that are issued and updated by FortisAlberta. It is available on the website www.fortisalberta.com. Here you will also find the guidebook "FortisAlberta Power Quality Specification", which includes, limits for voltage flicker, harmonic distortion and other distortion caused by the Customer.

FortisAlberta may request documentation to ensure that all requirements in the "FortisAlberta Power Quality Specification" guidebook are met. One of the documentation required is the attached "Distorting Load Information Sheet" which must be completed by the customer and returned to FortisAlberta for approval before construction can proceed.

At any time after energization, FortisAlberta can monitor the customer's equipment for any distortions. At FortisAlberta's request, the customer shall take whatever action required to correct the interference or disturbance at the customer's expense or FortisAlberta may elect to correct the problem at the customer's expense.

ELECTRIC SERVICE AGREEMENT

An executed Electric Service Agreement is required for those services whose expected peak demand is, or exceeds, 75 kW. The construction of a new service or a service upgrade will not proceed without an executed Electric Service Agreement. Any changes to an executed Electric Service Agreement may add delays in the construction process.

The Electric Service Agreement is issued by FortisAlberta when the quotation packaged has been signed and returned to FortisAlberta. It is the customer's responsibilities to provide FortisAlberta with the legal billing and location information prior to the issuing of the Electric Service Agreement. Any incorrect information provided to FortisAlberta may delay construction timelines. FortisAlberta reserves the right to register Electric Service Agreement on the legal land title.

PROJECT TIMELINES

The scope of the construction may vary depending on the material acquisition, brushing, easements and external approvals. These timelines should be discussed with the project manager that is assigned to this project once the Electric Service Agreement has been executed by the customer.

PRIVACY ACT

FortisAlberta collects and uses personal information about customers to establish and manage the relationship necessary to provide electricity distribution services to customers. FortisAlberta is committed to complying with the privacy legislation that governs how personal information must be managed and protected and therefore requires your signature on this quote as consent to collect and use the information necessary to establish a business relationship. FortisAlberta complete privacy statement is on the web site at www.fortisalberta.com.



FortisAlberta Inc.
320 – 17th Avenue
Calgary, AB T2S 2V1
(403) 514-4000
www.fortisalberta.com

Explanation of Requirement to Register Electric Services Agreement (“ESA”)

This letter is provided to you to explain FortisAlberta’s rationale for requiring (i) the registration of the ESA against the land title for your parcel of land and (ii) that the registered owner of the property be notified of the nature and status of the application for electric distribution service and, in some cases, the registered owner sign the ESA. The rationale for both of these matters is described below.

FortisAlberta's Customer Terms and Conditions of Electric Distribution Service (the “Terms and Conditions”), which are annually submitted to and approved by the Alberta Utilities Commission (the “AUC”), provide FortisAlberta with the right, but not the obligation, to register ESAs at the appropriate Land Titles Office against title to the applicable lands. No agreement can provide for the waiver or alteration of any part of the Terms and Conditions unless such agreement is first filed with and approved by the AUC.

The registration of the ESA is intended to protect the interests of the registered land owner in situations where a tenant could commit to or alter a service without the knowledge of the registered owner. Since the obligations of the ESA will be the responsibility of the registered owner if the tenant defaults, the registration of the ESA will ensure that the registered owner is always aware and in agreement with those obligations. The registration of the ESA will also protect the interests of the load customer by making the registered owner aware at the front end of the contractual obligations of the ESA registered on their property. It is hoped that this understanding between the load customer and the registered owner will reduce the potential for litigation costs and time for all parties involved. In addition, potential purchasers of the property will then have an opportunity to become fully informed of the legal obligations that may arise as a result of the ESA and the presence of electric distribution facilities on the property.

We trust that you will understand the reasons why FortisAlberta is required to inform the registered owner of the property of the nature of the ESA and why the ESA may be registered against title.

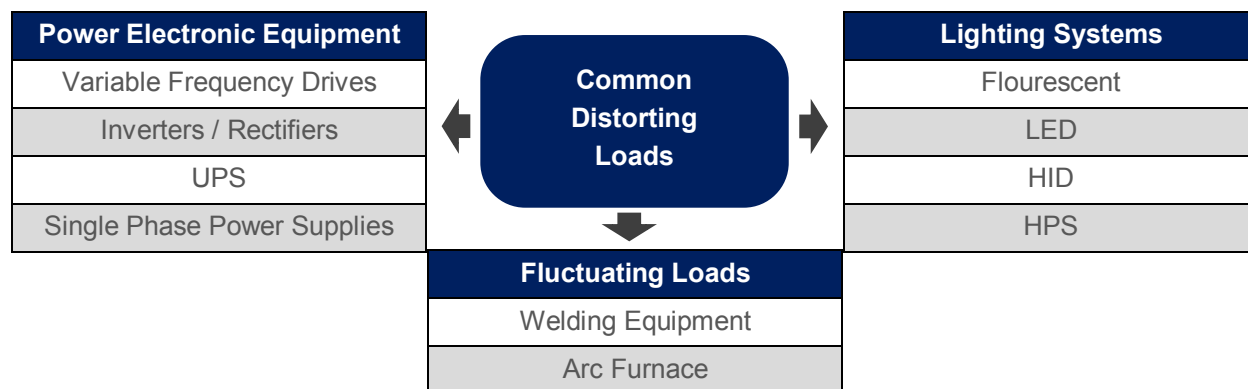
GENERAL

This guideline is intended for new or upgraded customer facilities that may contain distorting loads. The document will provide understanding and awareness of the following:

- What distorting loads are and the possible effects they have on the power system.
- How to complete a ***Distorting Load Information Sheet (DLIS)***. Example provided below.
- High-level process flow of the Power Quality evaluation.

WHAT ARE DISTORTING LOADS?

Definition: Any non-linear load connected to a power system, when in operation, produces harmonic currents. The flow of harmonic currents through the system in turn creates voltage harmonics, which distort the supply voltage / distribution voltage.



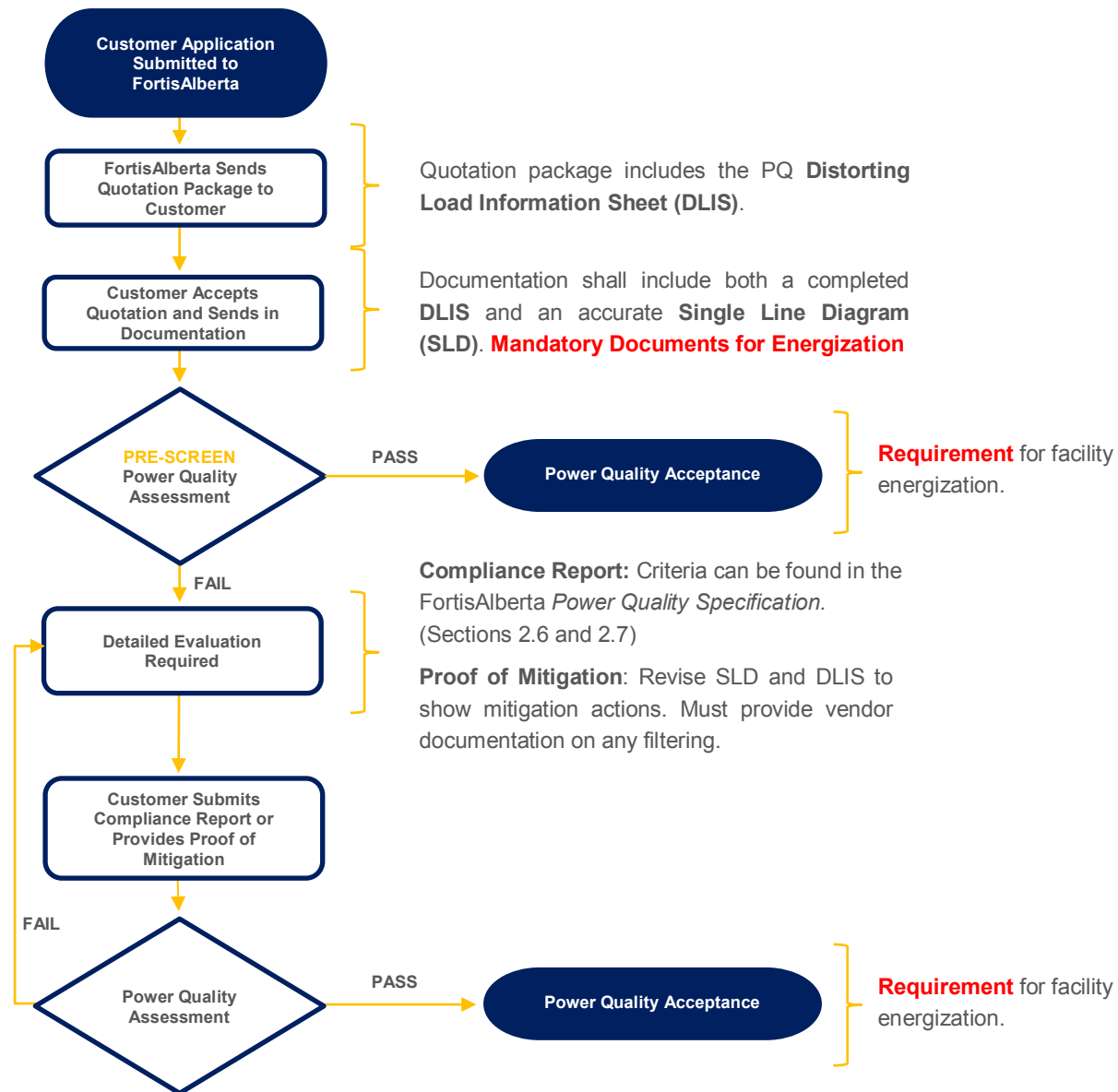
Distorting Load Effects: Harmonics and voltage fluctuations produced by distorting loads may lead to any of the following effects on the power system:

- Overloading of Equipment. i.e. Transformer / Conductor Heating
- Neutral Voltage Rise. i.e. Nuisance Protection Tripping / Neutral Conductor Heating
- Capacitor Bank Aging. i.e. Parallel / Series Resonance, Heating
- Communication Interference. i.e. Telephone Interference, AMI Interference
- Distribution Non-Compliance. i.e. Cascading effects seen on neighboring customers.
- Excessive Voltage Flicker. i.e. Dimming / Blinking of Lights



POWER QUALITY ASSESSMENT PROCESS

The flow chart below provides a high-level view of FortisAlberta's Power Quality assessment process prior to energization. When all power quality requirements are met, FortisAlberta will energize the customer's service and determine the required facility commissioning process (PQ Spec. Sections 2.8-2.10).





POWER QUALITY ASSESSMENT

Completing the required Power Quality documents in full detail will allow for an accurate assessment of the facility and prevent delays in the energization process. Depicted below are general tips and guidance to ensure the facility receives Power Quality Acceptance.

Pre-Screen: Power Quality Assessment

The Pre-Screen Assessment is based off the information provided in the *Distorting Load Information Sheet* and the *Single Line Diagram* sent to FortisAlberta from the customer. The accuracy of the data provided is important as the screening theoretically evaluates the data to determine the facility's *Current Distortion*, *Communication Interference* and *Capacitor Resonance* Levels. Each level is compared to the acceptance threshold values identified in FortisAlberta's Power Quality Specification. Click the link below for FortisAlberta's PQ specification:

[Power Quality Specification](#)

General Tips for Power Quality Acceptance

1. Facilities containing 6-pulse VFDs with / without a line reactor **WILL** fail the pre-screen assessment. Ensure a passive or an active harmonic filter (IEEE 519 compliant) is sized to compensate the distorting load in order to pass the screening.
2. FortisAlberta will use standard harmonic spectrums for all distorting load types in the evaluation. For a more accurate assessment of the distorting load, obtain the equipment's harmonic spectrum from the manufacturer.
3. The total distorting load equates to the max amount of distorting load operating at normal running condition and not the max amount connected to the system.

Detailed Evaluation

If a facility fails the pre-screen assessment, FortisAlberta will outline to the customer the failed parameter(s). One of the following will be required for the facility to gain Power Quality Acceptance:

Proof of Mitigation

The customer will be required to provide an alternative design or add mitigation equipment to the facility that will lower the PQ parameters within the limits outlined in the PQ specification. Documents to be provided for proof:

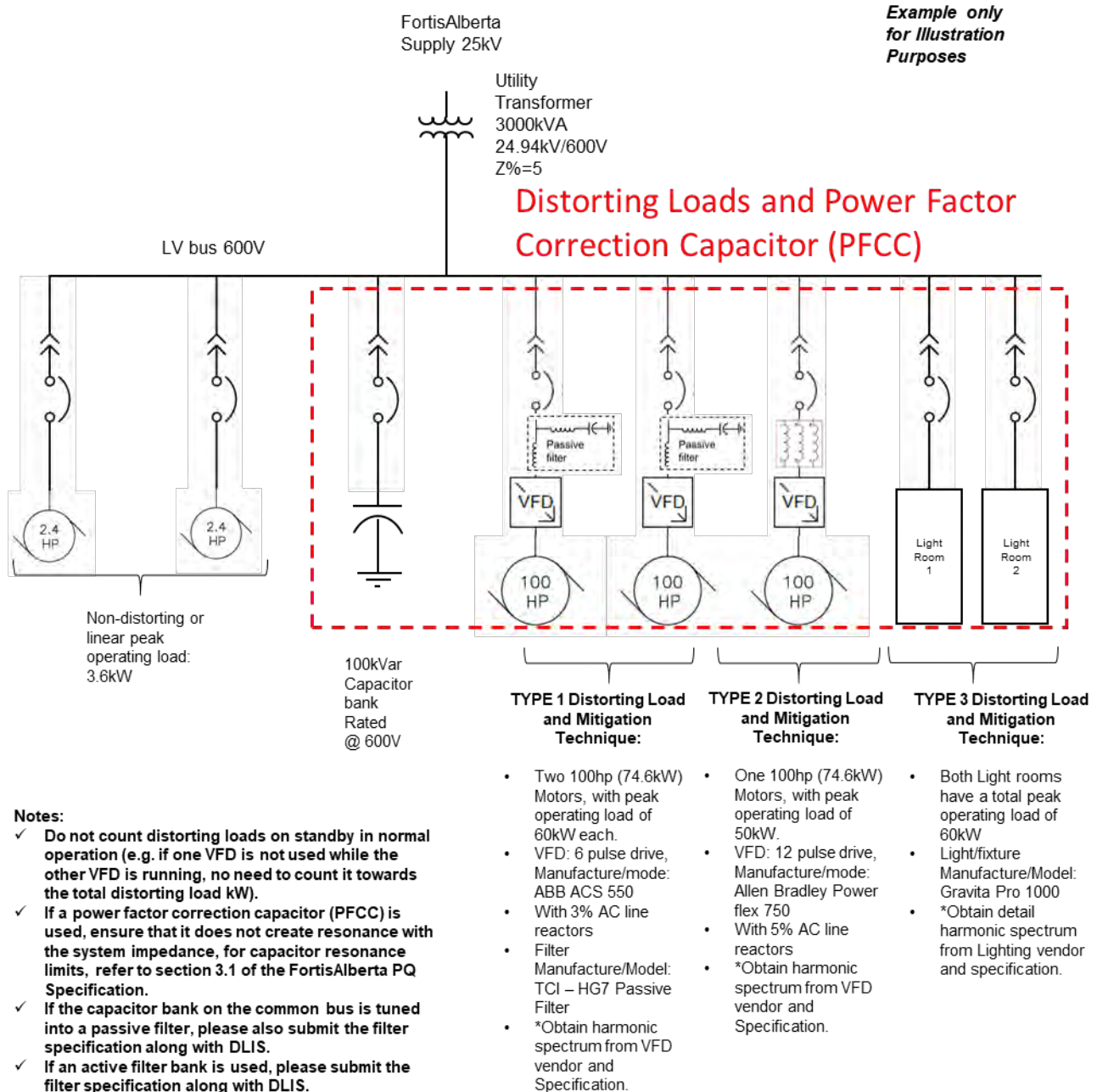
1. Updated SLD displaying the alternative design and the PQ mitigative equipment.
2. Vendor documentation on all PQ mitigative equipment.
3. Updated DLIS.

Customer Compliance Report

Review *Section 2.7* of FortisAlberta's PQ Specification for the report requirements. For any variances and questions in regards to the report contact the Power Quality team at Power.Quality@FortisAlberta.com.

DISTORTING LOAD INFORMATION SHEET EXAMPLE – SINGLE LINE DIAGRAM

The example SLD below identifies three types of distorting loads and their properties. The information provided under the SLD is what is expected to be used to complete the DLIS.





DISTORTING LOAD INFORMATION SHEET EXAMPLE – COMPLETED FORM

Fill out the Distorting Load Information Sheet (DLIS) with distorting load information identified on the single line diagram.

FORTIS ALBERTA		DISTORTING LOAD INFORMATION SHEET	
Please only fill out Yellow Cells. Refer to the Instructions sheet for a guideline on completing this form. Technical questions may be directed to power.quality@fortisalberta.com or to (587) 775-6302.			
Contact Information			
Business Name:		Phone:	
Contact Name:		Fax #:	
Address:		E-mail:	
		OID/CRM#	5000XXXXX
Consultant/Electrician Information			
Consultant (if applicable):		Electrician:	
Contact Name:		Contact Name:	
Phone #:		Phone #:	
Facility Distorting Load Summary			
What is Distorting Load?	Power electronic equipment such as drives, inverters, rectifiers, computers, etc... Arcing devices such as HID or fluorescent lighting, welders, arc furnaces, etc... Consult your distorting equipment manufacturer for information on your equipment's harmonic content.		
1. Is the total distorting load at the site $\geq 50\text{kW}$?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
2. Will you be installing Power Factor Correction Capacitors?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
If you answered YES to either question, please include the single line diagram for the facility when this form is returned. FortisAlberta must receive <u>this completed form</u> and <u>the single line diagram</u> for the request to proceed.			
1. Detailed Distorting Load Information			
(Mandatory if Total Distorting Load is Greater than or Equal to 50kW)			
	Single Line Diagram is attached?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Type 1 Distorting Load and Mitigation Technique			
Total Distorting Load (kW)	120 <small>(- Distorting loads only, please use 1hp=0.746kW for conversion)</small>		
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase		
Distorting Load Description	6 Pulse Drive		
Manufacturer and Model	ABB ACS 550		
Harmonic Spectrum Available?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mitigation Description	None		
Will you be installing a Harmonic Filter?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
If so, specify Manufacturer & Model:	TCI -HG7 Passive Filter		
Type 2 Distorting Load and Mitigation Technique			
Total Distorting Load (kW)	50 <small>(- Distorting loads only, please use 1hp=0.746kW for conversion)</small>		
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase		
Distorting Load Description	12 Pulse Drive		
Manufacturer and Model	Allen Bradley Pow erflex 750		
Harmonic Spectrum Available?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mitigation Description	>5% Line/Link Reactor		
Will you be installing a Harmonic Filter?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If so, specify Manufacturer & Model:			
Type 3 Distorting Load and Mitigation Technique			
Max. Operating Distorting Load (kW)	60 <small>(- Distorting loads only, please use 1hp=0.746kW for conversion)</small>		
# Phase for Individual Equipment	<input type="radio"/> 1-Phase <input checked="" type="radio"/> 3-Phase		
Distorting Load Description	Flourescent Lighting		
Manufacturer and Model	Gravita Pro 1000		
Harmonic Spectrum Available?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mitigation Description	None		
Will you be installing a Harmonic Filter?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If so, specify Manufacturer & Model:			
2. Detailed Power Factor Correction Capacitor Information			
(Mandatory if PFCCs will be installed)			
Total Reactive Power of the Capacitors on the Same Bus (kVAR)	100	Transformer Size (kVA):	3000
		Transformer Impedance (%):	5
Comments			

Fill in all contact information for both customer and/or Consultant/Electrician

CRM is the number starts 5000XXXXX

Select/Check if the peak total operating distorting load for your facility is greater than 50kW, and PFCC is used.

Attach Electrical SLD with the DLIS

Enter all information per each distorting load type, as illustrated in the example SLD above

Enter PFCC Capacitor information, as illustrated in the example SLD

Fill out harmonic spectrum information for each distorting load type as shown in example below. Note these spectrums are for illustration only, not actual values. Specify current harmonics in % of fundamental (60Hz) current. Consult with manufacturer for proper harmonic spectrums.

HARMONIC SPECTRUM SHEET					
Type 1		Type 2		Type 3	
Name of Specific Equipment and Mitigation:	ABB ACS 550	Name of Specific Equipment and Mitigation:	Allen Bradley Powerflex 750	Name of Specific Equipment and Mitigation:	Gravita Pro 1000
Current Harmonic Spectrum		Current Harmonic Spectrum		Current Harmonic Spectrum	
Harmonic Number	% of Fundamental	Harmonic Number	% of Fundamental	Harmonic Number	% of Fundamental
2	0.61%	2	0.00%	2	0.00%
3	2.38%	3	4.59%	3	2.28%
4	0.24%	4	0.00%	4	0.00%
5	24.24%	5	5.41%	5	1.41%
6	0.49%	6	0.00%	6	0.00%
7	11.54%	7	2.63%	7	0.84%
8	0.12%	8	0.00%	8	0.00%
9	0.49%	9	0.43%	9	0.59%
10	0.12%	10	0.00%	10	0.00%
11	4.15%	11	7.49%	11	0.51%
12	0.24%	12	0.00%	12	0.00%
13	2.32%	13	6.91%	13	0.39%
14	0.18%	14	0.00%	14	0.00%
15	0.24%	15	0.24%	15	0.00%
16	0.24%	16	0.00%	16	0.00%
17	1.95%	17	1.47%	17	0.00%
18	0.24%	18	0.00%	18	0.00%
19	1.40%	19	1.42%	19	0.00%
20	0.18%	20	0.00%	20	0.00%
21	0.18%	21	0.28%	21	0.00%
22	0.12%	22	0.00%	22	0.00%
23	1.10%	23	2.85%	23	0.00%
24	0.12%	24	0.00%	24	0.00%
25	1.04%	25	3.08%	25	0.00%
26	0.12%	26	0.00%	26	0.00%
27	0.12%	27	0.09%	27	0.00%
28	0.06%	28	0.00%	28	0.00%
29	0.67%	29	1.12%	29	0.00%
30	0.06%	30	0.00%	30	0.00%
31	0.79%	31	1.14%	31	0.00%
32	0.06%	32	0.00%	32	0.00%
33	0.12%	33	0.00%	33	0.00%
34	0.06%	34	0.00%	34	0.00%
35	0.43%	35	0.00%	35	0.00%
36	0.06%	36	0.00%	36	0.00%
37	0.61%	37	0.00%	37	0.00%
38	0.00%	38	0.00%	38	0.00%
39	0.12%	39	0.00%	39	0.00%
40	0.00%	40	0.00%	40	0.00%
41	0.31%	41	0.00%	41	0.00%
42	0.06%	42	0.00%	42	0.00%
43	0.49%	43	0.00%	43	0.00%
44	0.06%	44	0.00%	44	0.00%
45	0.12%	45	0.00%	45	0.00%
46	0.00%	46	0.00%	46	0.00%
47	0.24%	47	0.00%	47	0.00%
48	0.00%	48	0.00%	48	0.00%
49	0.43%	49	0.00%	49	0.00%
50	0.00%	50	0.00%	50	0.00%
ITHD%	27.59%	ITHD%	13.63%	ITHD%	2.94%

Note: Name of equipment for each type and last row (ITHD%) is automatically filled out and calculated.

Certificate Of Completion

Envelope Id: BAFB37492FEE4AEB85EA421E8830E6EB

Status: Completed

Subject: FortisAlberta Customer Connection Quotation Package - Reference # 500110594-01

Source Envelope:

Document Pages: 25

Signatures: 2

Envelope Originator:

Certificate Pages: 4

Initials: 0

Complex Quote

AutoNav: Enabled

320 17 Ave SW

Envelopeld Stamping: Enabled

Calgary, AB T2S 2V1

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

complexquote@fortisalberta.com

IP Address: 20.200.94.167

Record Tracking

Status: Original

Holder: Complex Quote

Location: DocuSign

1/27/2023 2:10:41 PM

complexquote@fortisalberta.com

Signer Events

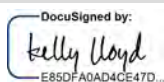
Kelly Lloyd

cao@milkriver.ca

Chief Administrative Officer

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



E85DFA0AD4CE47D...

Signature Adoption: Pre-selected Style
Using IP Address: 75.155.71.84**Timestamp**

Sent: 1/27/2023 2:10:45 PM

Viewed: 1/27/2023 3:10:39 PM

Signed: 2/8/2023 1:33:32 PM

Electronic Record and Signature Disclosure:

Accepted: 1/27/2023 3:10:39 PM

ID: d81f5ee4-2c83-43c7-8d10-4595667f6c4f

Company Name: FortisAlberta Inc.

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Cody Webster

cody.webster@fortisalberta.com

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 1/27/2023 2:10:46 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Morris Bowey

operations@dandelionrenewables.com

Security Level: Email, Account Authentication
(None)**COPIED**

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Viewed: 1/27/2023 2:30:38 PM

Electronic Record and Signature Disclosure:

Accepted: 10/7/2022 11:20:31 AM

ID: d14f0d48-ddc7-41ac-967e-844a28d7eb04

Company Name: FortisAlberta Inc.

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/27/2023 2:10:46 PM
Certified Delivered	Security Checked	1/27/2023 3:10:39 PM
Signing Complete	Security Checked	2/8/2023 1:33:32 PM
Completed	Security Checked	2/8/2023 1:33:32 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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your access and consent to receive and sign documents electronically To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and • that you can print on paper or electronically save this ERSD for your future reference and access, or • that you can email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system. By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that • you can access and read this ERSD, and • you can print this ERSD on paper, or save or send this ERSD to a location where you can print it, for future reference and access, and • unless or until you notify FortisAlberta Inc. as described above, you consent to receive all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by FortisAlberta Inc. during the course of your relationship with FortisAlberta Inc. exclusively through electronic means.

Hi all

Thank you for the attached information and conceptual design brief as a submission under Alberta Municipal Water/Wastewater Partnership – Water For Life Program for the Milk River Region Potable Water Supply Project.

We understand the importance of the Town, Commission and Region's project, and wanting to identify a long term solution of potable water supply to the Town of Milk River, and the other municipal residential users in the region. At this time, you are still in the high level conceptual process for the regional project. Your submitted information will be received as preliminary information for an upcoming project. We encourage the group to proceed with a feasibility study to demonstrate the project is the most cost-effective and can be economically justified by comparing other alternatives.

Regarding your application to Alberta Community Partnership Program to further study / review the project and design considerations, please forward this information when finalized as part of your proposed project.

We look forward to reviewing the project further with the refined design considerations and any challenges on the regulatory side, AEP input, land procurement and consultation, updated cost estimates, and what it identifies as the most economical water solution for the Town of Milk River and the region, based on all the findings and cost comparisons for the options being explored.

The determination for cost effectiveness needs to include costs for individual system upgrades, along with regional options. When comparing the options – they should not include consideration for grant funding in the analysis. Comparisons can be shown how grant funding can assist if successful under AMWWP or W4L, however, this should not be the determining factor for the recommended project.

For consideration - this project appears to be a combination of upgrades to existing hub and waterlines, and additional new waterline extensions. When determining grant funding eligibility under the current program criteria, you will know that this project will have a blended grant percentage based on upgrades to existing infrastructure under AMWWP, determining what is eligible as new customers under W4L, and eliminating any allocation if capacity is built for rural water users.

If you have any questions, please let me know.

Cindy Helm

Grants and Safety Administration
Construction and Maintenance Division, Southern Region
Alberta Transportation
Tel 403-382-4065



Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)

Classification: Protected A

January 31, 2023

Emailed to: main@milkriver.ca

Town of Milk River
Box 270
240 Main Street
Milk River, AB T0K 1M0

**RE: PROPERTY TAX EXEMPTION APPLICATION
PREMISES AT 201-4 STREET NE, MILK RIVER, ALBERTA, T0K 1M0**

Please be advised that Alberta Health Services has entered a Residential Tenancy Agreement for the following:

Name of Landlord:	
Address:	201-4 Street NE, Milk River, AB
Legal Land Description:	Plan 1644JK; Block 31; Lot 11
Licenses Premises:	1,570 sf
Term of Lease Extension:	February 1, 2023 to February 1, 2028

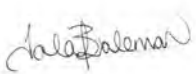
Pursuant to Section 362(1)(g.1) of the Municipal Government Act, Alberta Health Services is exempt from municipal property tax when property is used in connection with health region purposes. This letter will confirm that these premises are used by Alberta Health Services in order to provide health care services.

Please process the property tax exemption for the licensed premises as indicated above, and provide confirmation of the date the Town of Milk River will apply the property tax exemption.

Feel free to contact me if you require additional information.

Sincerely,

ALBERTA HEALTH SERVICES



Tala Bateman
Real Estate Administrator

cc: Shawna Pineau (AHS); Rose Mankow (hourhouse.in@gmail.com); file

Request for Decision

Authorities, Boards, Commissions and Committees

February 13, 2023



RECOMMENDATION

That Council appoint _____ to the Regional Assessment Review Board, and _____ as the alternate.

That Council appoint _____ and _____ to the Intermunicipal Collaboration Framework Committee, with _____ as an alternate.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Administration has completed a governance review of the Authorities, Boards, Commissions and Committees of which members of Council are appointed to. Upon review, there were two boards in which there were not appointments made, as dictated by either agreements or bylaws.

This RFD is to confirm appointments, if any, to the Regional Assessment Review Board and the Intermunicipal Collaboration Framework Committee.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Authorities, Boards, Commissions and Committees Appointment Listing
2. Assessment Review Board Training

Town of Milk River Appointments to Authorities, Boards, Commissions and Committees 2022-2023



The following are appointments of Council members to various Authorities, Boards, Commissions and Committees for the period of November 1, 2022, to October 31, 2023.

Airport Commission • Town Bylaw 802	2 MR Flying Club 1 Councillor and 1 Alternate 1 Public at Large	Liebelt
Chief Mountain Regional Solid Waste Services Commission • Town Agreement (2000)	1 Councillor 1 Alternate	Liebelt
Chinook Arch Regional Library Board • Town Agreement (2021)	1 Councillor	Michaelis
Chinook Intermunicipal Subdivision and Development Appeal Board • Town Bylaw 1018	1 Councillor 2 Public at Large	Michaelis
Committee of the Whole • When required	5 Councillors	All of Council
Family & Community Support Services • Town Bylaw 625 • Agreement (1982) • FCSS Governance Policies	1 Councillor 1 Alternate	Degenstein
Heritage Handi-Bus • Handi-Bus Bylaws	1 Councillor	Johnson
Highway 4 Corridor Committee	Silent	Liebelt
Intermunicipal Collaboration Framework Committee • ICF Agreement (2020)	2 Councillors 1 Alternate	
Mayors and Reeves	Mayor or Deputy Mayor	Liebelt
Milk River and District Ag Society • Ag Society Bylaw (2020)	1 Councillor - nonvoting rights	Johnson
Milk River and District Senior Citizens Society • Society Bylaws	Silent	Losey
Milk River Cemetery Board • Cemetery Bylaws	1 Councillor	Liebelt
Milk River Community Business Association • Association Bylaws	Silent	Degenstein
Milk River Health Professionals Attraction and Retention Committee • Committee Bylaws	Designate	Michaelis
Milk River Municipal Library • Libraries Act	No more than two councillors	Michaelis

Town of Milk River Appointments to Authorities, Boards, Commissions
and Committees 2022-2023



<ul style="list-style-type: none"> Town Bylaw 574 		
Milk River Watershed Council Canada	Membership	Losey
<ul style="list-style-type: none"> Watershed Bylaw 		
Municipal Planning Commission Subdivision & Development Authority	2 Councillors 3 Public at Large	Degenstein, Johnson
<ul style="list-style-type: none"> Town Bylaw 803 		
Oldman River Regional Services Commission	1 Councillor 1 Alternate	Losey
<ul style="list-style-type: none"> ORRSC Bylaw 2013-2 		
Quad Council	All of Council	All of Council
Regional Assessment Review Board	1 Councillor 1 Alternate	
<ul style="list-style-type: none"> Town Bylaw 1034 		
Regional Emergency Advisory Committee	1 Councillor 1 Alternate	Johnson
<ul style="list-style-type: none"> Town Bylaw 1030 CoWREP Terms of Reference 		
Ridge Country Housing	1 Councillor 1 Public at Large	Losey, Degenstein
<ul style="list-style-type: none"> Housing Business Plan 2023-2025 		
Ridge Regional Public Safety Services	1 Councillor	Degenstein
<ul style="list-style-type: none"> Ridge Bylaw 001-16 		
Riverside Community Golf Course Society	Silent	Liebelt
<ul style="list-style-type: none"> Society Bylaws 		
SouthGrow	1 Councillor 1 Alternate	Johnson
<ul style="list-style-type: none"> Articles of Association (2021) 		
Swimming Pool Committee	1 Councillor	Liebelt
<ul style="list-style-type: none"> Town Terms of Reference 	4 Public at Large	

From: [ORRSC Administration](#)
To: [Arrowwood - Village \(cao.arrowwood@gmail.com\)](#); [Barnwell - Village \(rachel.s@barnwell.ca\)](#); [Barons - Village \(barons@xplornet.com\)](#); [Cardston - County \(murray@cardstoncounty.com\)](#); [Cardston - Town \(jeff@cardston.ca\)](#); [Carmangay - Village \(cao@villageofcarma.com\)](#); [Champion - Village \(cao@villageofchampion.ca\)](#); [Claresholm - Coalhurst - Town; Coutts - Village \(vilcouth@telus.net\)](#); [Crowsnest Pass - Municipality \(patrick.thomas@crowsnestpass.com\)](#); [Fort Macleod - Town \(a.burdett@fortmacleod.com\)](#); [Glenwood - Village; Hill Spring - Village \(office@hillspring.ca\)](#); [Lethbridge - County \(amitchell@lethcounty.ca\)](#); [Lomond - Village \(cao@villageoflomond.ca\)](#); [Magrath - Town \(james@magrath.ca\)](#); [Milk River - Town \(cao@milkriver.ca\)](#); [Milo - Village \(cao@villageofmilo.ca\)](#); [Nanton - Town \(cao@nanton.ca\)](#); [Nobleford - Town \(cao@nobleford.ca\)](#); [Picture Butte - Town \(keith@picturebutte.ca\)](#); [Pincher Creek - MD \(cao@mdpincercreek.ab.ca\)](#); [Pincher Creek - Town \(cao@pincercreek.ca\)](#); [Raymond - Town \(kurtispratt@raymond.ca\)](#); [Stavely - Town; Stirling - Village \(cao@stirling.ca\)](#); [Taber - MD \(acrofts@mdtaber.ab.ca\)](#); [Vauxhall - Town \(cao@town.vauxhall.ab.ca\)](#); [Vulcan - County \(cao@vulcancounty.ab.ca\)](#); [Vulcan - Town \(kfath@townofvulcan.ca\)](#); [Warner - County \(shathaway@warnercounty.ca\)](#); [Willow Creek - MD \(Derrick@mdwillowcreek.com\)](#)
Cc: [Lenze Kuiper](#)
Subject: Assessment Review Board Training 2023
Date: December 20, 2022 3:06:44 PM

Good Afternoon CAO's,

Land and Property Rights Tribunal (LPRT) has recently announced training opportunities, on a first-come first-serve basis, for Assessment Review Boards. We will be sending out an email to your appointed board members after the holiday season, providing them with training dates and an opportunity for them to work with us to register for the course. All training will be provided virtually from LPRT.

LPRT requires the registration form to be signed by the CAO/Manager/Director related to the Board, and we have received confirmation from LPRT that Lenze Kuiper, CAO of ORRSC, may sign the registration form on your behalf to help alleviate CAO's from being inundated with requests.

Please note that there is no cost to participate in the LPRT training. Board members must be certified to participate on an ARB panel.

At this time, the following dates have been made available for both New Members and those requiring the Refresher course (required every 3 years):

- February 6 to 10 (morning) – New Member
- February 13 to 15 (morning) – Member refresher
- February 27 to March 3 (morning) – New Member
- March 7 to 9 (morning) – Member refresher
- April 17 to 19 (morning) – Member Refresher
- May 1 to 5 (morning) – New member

- May 23 to 25 (morning) – Member refresher
- June 12 to 16 (morning) – New Member

The morning sessions are 8:30 to 11:30 am, and the afternoon sessions are 1:00 to 4:00 pm.

In accordance with legislation, we are limited to only using 1 elected official per hearing panel, therefore it is very important that we work diligently to keep our lay members training up-to-date.

More information on the training can be found here:

<https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx>

If you have any questions regarding the training or the Assessment Review Board, please do not hesitate to ask.

Thank you,

Raeanne Keer

Executive Assistant

Pronouns: she/her

Phone: 403-329-1344

Email: admin@orrscc.com

Oldman River Regional Services Commission

3105 – 16 Ave N | Lethbridge, AB | T1H 5E8



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Request for Decision

Canada Day

February 13, 2023



RECOMMENDATION

That Council approve the donation of \$_____ towards the 2023 Canada Day Celebrations.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In 2022, Council donated \$800.00 to be put towards the band in the park for the Canada Day celebrations.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Donation Request Letter

From: jtwine2005@gmail.com
To: ["Kelly Lloyd"](#)
Subject: Canada Day
Date: January 22, 2023 12:31:01 PM

Town of Milk River CAO, Mayor and Council

I would like to start by thanking you for your support in funding the band for our community Canada Day event in the past.

I am starting to organize the Canada Day event for this year, and I was hoping we could count on your support again. Last year you donated \$800. To pay for the band. The band is charging \$1000.

This year if you are willing to donate towards that again it would be greatly appreciated.

I would like to have Border Bound set up and play before the fire works at the ball diamond again so that people can come listen to some music in the park with their families. That worked very well and was well received over the last couple of years.

With support like yours we have been able to make this a great local family event that is free to attend.

Jason Lynn has volunteered to order and arrange the fireworks part of our event again this year.

I have sent a request to the kinsmen to ask if they will help fund the fireworks again.

That is all I am personally planning for this year, but the Iron Order Motorcycle Club is also hoping to do their bike rodeo that day.

If possible, I was hoping the town could also set up the bouncy houses again this year. They are always a hit with the kids.

Thank you again for your consideration and past support
Suzanne Liebelt

Request for Decision

Budget Meeting Date

February 13, 2023



RECOMMENDATION

That council set a budget meeting for Wednesday, March 1 at 1:00 p.m.

LEGISLATIVE AUTHORITY

Municipal Government Act

Section 242 Adoption of operating budget

- (1) Each council must adopt an operating budget for each calendar year.
- (2) A council may adopt an interim operating budget for part of a calendar year.

Section 243 Contents of operating budget

BACKGROUND

Council approved the 2023 Interim budget at the December regular council meeting. The draft final 2023 budget requires review and discussion with Council and a date set to conduct budget business.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Pink Shirt Day

February 13, 2023



RECOMMENDATION

That Council proclaim February 22, 2023, as Pink Shirt Day in the Town of Milk River.

LEGISLATIVE AUTHORITY

BACKGROUND

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



Instead of standing idly by and watching it happen, they decided to step up and do something about it.

Almost 10 years after the fact, their act of standing up to bullying has grown into a worldwide movement called Pink Shirt Day.

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

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

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

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

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

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

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Pink Shirt Day Proclamation



OFFICE OF THE MAYOR PROCLAMATION
"PINK SHIRT DAY"

Wednesday, February 22, 2023

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

On February 22, 2023, everyone is encouraged to practice kindness and wear pink to symbolize that bullying is not tolerated. Wearing pink on February 22nd sends a strong message that society cares.

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

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

THEREFORE, we, the Elected Officials of the Town of Milk River, do hereby proclaim Wednesday, February 22, 2023, as "PINK SHIRT DAY" in the Town of Milk River.

Signed the day of , 2023

His Worship
Mayor Larry Liebelt

Request for Decision

Childcare/Daycare

February 13, 2023



RECOMMENDATION

That Council receive the discussion regarding childcare/daycare in Milk River as information.

LEGISLATIVE AUTHORITY

BACKGROUND

This item is on the agenda for Council discussion.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Milk River Watershed Council Silent Auction

February 13, 2023



RECOMMENDATION

That Council approve the donation of \$_____ towards the Milk River Watershed Council's Silent Auction.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Milk River Watershed Council Canada will be hosting a Community Appreciation Forum on March 27. The Watershed is seeking donations for a silent auction that will be held during the Forum.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Donation Request Letter



Ms. Kelly Lloyd,
CAO, Town of Milk River,
Box 270,
Milk River, T0K 1M0

February 7, 2023

Dear Ms. Lloyd:

The MRWCC is seeking donations for the 2023 silent auction. The proceeds from the auction will help support the watershed planning, monitoring, and stewardship within our community. Our fundraising efforts have been a success because of your generosity and continued support over the years. We are therefore, once again, writing to ask if you would consider taking the opportunity to make a donate this year. We will accept any type of items (used/ new) or cash donation. The auction will be held at the MRWCC Community Appreciation Forum on **March 27, 2023**

We have established four levels of contributions for you to consider:

- ☐ Bronze level contributor Items valued under \$100
- ☐ Silver level contributor \$100.00
- ☐ Gold level contributor Over \$100.00 to less than \$500.00
- ☐ Platinum level contributor \$500.00 and over

Please note that all sponsors will be recognized in the MRWCC Meander Newsletter and on the MRWCC website at www.mrwcc.ca.

The MRWCC is a registered charity and a Watershed Planning and Advisory Council (WPAC) established under Alberta's Water for Life Strategy. As a not-for-profit organization and registered charity, we appreciate any support, and we will issue a tax-deductible receipt for your donation upon request. The MRWCC is committed to ensuring that your gift will be used efficiently to support watershed planning, monitoring, and stewardship within our community.

Thank you for your continued support and for considering this request. To let us know what form of support you would like to give and/or arrange how to pick up or drop off donations, please contact Mary at 403-647-3808 or email: mary@mrwcc.ca. We will be accepting donations until **March 24, 2023**.

To learn more about the MRWCC, please visit our website at www.mrwcc.ca

We look forward to hearing from you!

Sincerely,

Tim Romanow, MRWCC Executive Director
Registered Charity Number: 803245943RR0001
Cc: Peggy Losey, Councilor, Town of Milk River

Request for Decision

Farm Safety Donation Request

February 13, 2023



RECOMMENDATION

That Council approve the donation of \$_____ towards the Farm Safety Centre.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In 2022, Council donated \$350.00 to the Farm Safety Centre to support efforts to bring awareness of farm safety to children and promote health, wellbeing, and safety to all rural Albertans.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Donation Request Letter



RECEIVED

FEB 06 2023

265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.abfarmsafety.com

February 1, 2023

Town of Milk River
PO Box 270
Milk River AB T0K 1M0

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety education effort called Safety Smarts in 1998. The 2022-2023 school year is the 25th consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

The program has been delivered continuously since 1998 and over the course of its 25 years the Safety Smarts Program is offered province wide by a regional team of instructors. The program has continued to evolve into what we have and see today. Rural children across the province receive farm safety presentations in their individual school classrooms. Since 1998 Safety Smarts learning and engagement has involved 846,376 rural children, 41,952 presentations and 7,629 school visits have been made.

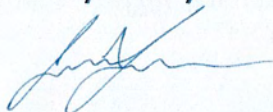
The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2022 calendar year, our Safety Smarts team delivered a total of 1,676 Safety Smarts presentations to 36,413 elementary students in 399 rural elementary schools across the province. Feedback from both students and teachers is both positive and encouraging.

The Farm Safety Centre runs another program for adults called the SFF Rural Health Initiative. This is a newer program designed to promote health, well-being and safety to rural adults. We partner with towns, municipalities, counties and or specialty groups like ag. societies to offer free one-on-one in-depth health assessments and personalized education for those that choose to participate. It is all about creating awareness and helping rural Albertans be more proactive about their health, well-being and safety. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.


The Farm Safety Centre is hopeful that in 2023 your organization will consider supporting our continual efforts to bring awareness of farm safety to children and promote health, well-being and safety to all Rural Albertans. **As budget realities allow, we invite the Rural Communities in Alberta to consider a modest 2023 donation of \$350 - \$500.** If this does not work within your budget then a donation of any amount will be greatly appreciated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,

A handwritten signature in blue ink, appearing to read 'Jordan Jensen', with a stylized flourish at the end.

Jordan Jensen | Executive Director
Farm Safety Centre
j.jensen@abfarmsafety.com

A handwritten signature in black ink, appearing to read 'Keylan Kado', with a large, stylized oval loop and a horizontal line extending to the right.

Keylan Kado | Program Manager
Farm Safety Centre
programs@abfarmsafety.com



SAFETY SMARTS 2022 DELIVERY UPDATE

The Farm Safety Centre, first and foremost would like to express our sincere gratitude for all your generous support over the years to the Safety Smarts Program and the Farm Safety Centre!

In 2022 our team was able to achieve:

1,676 Presentations

in

399 Rural Elementary Schools

and reached

36,413 Students

25 Years
of
Safety
Smarts
Delivery

846,376
Children
Have Been
Reached

41,952
Presentations
Have Been
Given

7,629
Schools
Have Been
Visited

Request for Decision

Emergency Services Volunteer Appreciation

February 13, 2023



RECOMMENDATION

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

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The County of Warner will be hosting its 33rd annual Emergency Services Volunteer Appreciation Evening on March 24th. The evening consists of a dinner and long-term service award presentations to those with 10 years or more of service.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Donation Request Letter



COUNTY OF WARNER NO. 5

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

Ph: 403-642-3635
Toll Free: 1-888-642-2241
Fax: 403-642-3631
General Inquiries: admin@warnercounty.ca
Administrator: shathaway@warnercounty.ca
Web: www.warnercounty.ca

February 2, 2023

Town of Milk River
Attention: Kelly Lloyd
PO Box 270
Milk River, AB T0K 1M0

RECEIVED

FEB 08 2023

To Whom It May Concern

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

This will be the 33rd year the County of Warner will hold an appreciation evening to honour approximately 150 emergency services volunteers throughout the County of Warner.

The County will be holding this event on **March 24, 2023**. The County provides a dinner and presents long term service awards to those with 10 years or more of service. A highlight of the evening is the draw for donations received from businesses within the County, business from which the County purchases goods and services, and businesses that would like to support the volunteer work of these men and women.

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

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

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

Sincerely,

Nikki van Klaveren
Tax Clerk

Request for Decision

Primary Engineering Invoice

February 13, 2023



RECOMMENDATION

That Council approve payment of invoice 0744034 to Primary Engineering for the electrical development for 8th Avenue, in the amount of \$101,220.00.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The subdivision on 8th Avenue has previously had the installation of water and sewer mains through its capital program. The next phase is to bring power to the area. The first installment for this project was made in 2022, as part of the capital plan.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

2023 Capital Budget (tbd)

ATTACHMENTS

1. Primary Engineering Invoice 074034



207 - 39th Avenue NE
Calgary, AB T2E 7E3
Tel: (403)873-0400
Fax: (403)873-0411

Invoice Number
Invoice Date
Invoice Period:
Page:
Project

074034
January 30, 2023
1/30/2023 To 1/30/2023
1 of 1
DB-02266
Town of Milk River Phase 8
20 Lot Residential Development
8th Avenue Milk River

Town of Milk River
c/o MPE Engineering Ltd.
714 5 Avenue S
Lethbridge, AB T1J 0V1
Canada

Description	Current Amount
-------------	----------------

2nd Installment Invoice: 40% Construction Advance:
*please refer to Payment Terms below

96,400.00

PAYMENT TERMS

20%



Engineering Deposit

Initial payment equal to 10% of the Total Project Cost is required upon proposal acceptance to commence engineering.

40%



Construction Advance

Second payment equal to 50% of the Total Project Cost is required to procure materials prior to construction start.

40%



Completion

Final payment equal to 40% of the Total Project Cost, plus or minus any approved change orders to date is required upon construction completion and prior to service energization.

Invoice Subtotal 96,400.00

GST 4,820.00

Invoice Total 101,220.00

Primary Engineering and Construction Corp. GST: #862568532RT0001

We Appreciate your Business!

Request for Decision

The Royal Canadian Legion Annual Military Service Recognition Book

February 13, 2023



RECOMMENDATION

That Council approve the advertisement in the Annual Military Service Recognition Book in the amount of \$_____.

LEGISLATIVE AUTHORITY

BACKGROUND

The Town of Milk River has been supporting this effort for many years.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Request Letter
2. Rates Sheet

Hello, Kelly

Thank you for taking a moment to talk with me today. Here is the information you have requested regarding our Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

We would sincerely appreciate **TOWN OF MILK RIVER** support and appreciation for our Veterans by purchasing an advertisement in our next edition. If you require any additional information, please reply to this email or phone me at our toll-free number below.

I will be in contact in a few days for your response. Thank you again for your consideration.



Respectfully,

Brian McKnight

Advertising Rep/Military Service Recognition Book

Alberta / NWT Command - Royal Canadian Legion

Campaign Office 1-888-404-1877



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Alberta-Northwest Territories Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 16th Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada's largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion's continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

Rosalind LaRose
President



Alberta-Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>GST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2,523.81	+	\$126.19	=	\$2,650.00
Inside Front/Back Cover (Full Colour)	\$2,195.24	+	\$109.76	=	\$2,305.00
Full Colour 2 Page Spread	\$3,509.52	+	\$175.48	=	\$3,685.00
Full Page (Full Colour)	\$1,752.38	+	\$87.62	=	\$1,840.00
Full Page	\$1,314.29	+	\$65.71	=	\$1,380.00
½ Page (Full Colour)	\$985.71	+	\$49.29	=	\$1,035.00
½ Page	\$766.67	+	\$38.33	=	\$805.00
¼ Page (Full Colour)	\$595.24	+	\$29.76	=	\$625.00
¼ Page	\$485.71	+	\$24.29	=	\$510.00
1/10 Page (Full Colour)	\$357.14	+	\$17.86	=	\$375.00
1/10 Page (Business Card)	\$300.00	+	\$15.00	=	\$315.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6



Request for Decision

Councillors Report

February 13, 2023



RECOMMENDATION

That the Councillors reports for the period ending February 13, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. FCSS Board Minutes
2. ORRSC Executive Board Minutes

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, December 7, 2022
Coaldale Hub (2107-13th Street)
In-person and Online via Teams

Attendance (in-person)

Board Members:

Bekkering, Garth – Town of Taber
Chapman, Bill - Town of Coaldale
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Feist, Teresa - Town of Picture Butte
Foster, Missy – Village of Barnwell
Jensen, Kelly – Town of Raymond
Jensen, Melissa – Town of Nobleford
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Weistra, Ed – Village of Barons

Attendance (online) – Board Members

Degenstein, Dave – Town of Milk River
Montina, Lyndsay – Town of Coalhurst
Payne, Megan – Village of Coutts

Absent – Board Members

Harris, Merrill – M.D. of Taber
Plumtree, Margaret - Town of Vauxhall

Staff (in-person):

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

Call to Order

B Chapman called the meeting to order at 4:03 p.m.

Carried Unanimously:

Introductions:

B. Chapman requested Board Members and Staff to introduce themselves.

Approval of Agenda

E. Weista moved the Board approve the agenda as amended.
7 b) Audit 2022-2025

Carried Unanimously

Minutes

J. Heggie moved the minutes of the November 2, 2022, FCSS Board meeting be approved as presented.

Carried Unanimously

Business Arising from Minutes

Family and Community Support Services Association of Alberta (FCSSAA)
Conference 2022

The Board discussed the FCSSAA Conference, held on November 16-18, 2022.

The Board members that attended the conference agreed that FCSS 101 was the best session attended.

B. Chapman thanked K. Weaver for showcasing Youth Do Crew and Free Little Pantry at the conference.

Delegation

Big Brothers, Big Sisters

Z. Morrison welcomed Jenn Visser and Mackenzie Beckwith from Big Brothers, Big Sisters.

J. Visser reported FCSS Funding has increased rural programming, which has resulted in an increase in rural participants from 5% in 2019 to 19% in 2022.

Z. Morrison identified the connection between the funding for Family School Liaison Program and Big Brothers, Big Sisters programs that serve the Barons-Eureka-Warner FCSS areas.

Big Brothers, Big Sisters is looking for adult volunteers in all our municipalities. To volunteer contact Mackenzie Beckwith, Rural Caseworker at 403-382-9355 or mackenzie.beckwith@bigbrothersbigsisters.ca.

Jenn Visser and Mackenzie Beckwith left the meeting at 4:34 pm.

Correspondence

The following correspondence was presented for information:

- 2022-11-29 – 2023-2025 Grant Agreements – Stephan Gauk, Executive Director, Civil Society and Community Initiatives, Preventive Community Services Division, Alberta Seniors, Community and Social Services
- 2022-11-29 – Nermine Gabr, Canada Revenue Agency – Letter and Certificate of Appreciation.
- FCSSAA Board Meeting Highlights October 14, 2022
- 2022-11-24 FCSSAA – Letter regarding FCSSAA and Food Bank Grants

Z. Morrison discussed food security and food banks.

M.H.
7/11

- 2022-10- Lethbridge County – Lorne Hickey appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Coaldale – Bill Chapman appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – M.D. of Taber – Merrill Harris appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Picture Butte – Teresa Feist appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Taber – Garth Bekkering appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Village of Barons – Ed Weistra appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – County of Warner – Jack Heggie appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Coalhurst – Lyndsay Montana appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Barnwell – Missy Foster appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Stirling – Larry Nilsson appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Milk River – Dave Degenstein appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 Town of Raymond – Kelly Jensen appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Coutts – Megan Payne appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Warner – Martin Kirby appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Nobleford – Melissa Jensen appointed to Barons-Eureka-Warner FCSS Board.

Z. Morrison highlighted the completion of the provincial FCSS Accountability Framework. The Framework will be an important tool to measure the local and provincial success of FCSS.

T. Feist moved the Board receive the correspondence as presented for information.

Carried Unanimously

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- New Branding for FCSSAA (logo)
- FCSS Contract 2023-2025
- FRN 4th year extension.

- Staff Updates

L. Nilsson moved the Board approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report including the Project Grand Funding Summary for 2022.

K. Weaver highlighted the Project Grant Funding received from Canada Red Cross for Cultivating Community: Strengthening Mental Health in Agriculture.

The Board discussed the agricultural community and debated the merits of this grant.

K. Weaver highlighted the NeighbourGOOD Trailer project funding received from Community Foundation of Lethbridge and Southwestern Alberta.

L. Hickey moved the Board approve the December 7, 2022 Financial Report including:

- Financial statement for October 31, 2022;
- Monthly accounts for October 1 -31, 2022;
- Mastercard statement for October 14 to November 10, 2022.

Carried Unanimously

T. Feist left the meeting at 5:00 pm

G. Bekkering left the meeting at 5:03 pm

New Business

Policies

Z. Morrison reviewed the guidelines he uses for policy review and revisions.

Z. Morrison reviewed Policy Handbook updates for:

- Introduction (including Orientation Manual)
- Occupational Health and Safety Policies
- Administrative and Finance Policies

J. Heggie moved the Board receive the updates to the Policy Handbook including the Introduction & Orientation, Occupational Health and Safety Policies, and Administrative and Finance Policies for information as per the memo to the Board dated December 7, 2022, to be effective January 1, 2023.

Carried Unanimously

Z. Morrison reviewed the Human Resource Policies.

m.h.
J.M.

E. Weistra moved the Board approve the proposed changes to the Human Resource Policies as per the memo to the Board dated December 7, 2022, to be effective January 1, 2023.

Carried Unanimously

2022-2025 Annual FCSS Audit

The Board discussed the FCSS Audit – Request for Proposals submissions.

L. Nilsson moved the Board approve that KPMG be the named Auditor for the period of 2022 to 2025.

Carried Unanimously

Round Table

Z. Morrison provided an update on Christmas Hampers for Lethbridge County, M.D. of Taber, County of Warner and Town of Nobleford.

Z. Morrison shared a DO Crew Junior story for information.

Z. Morrison shared a youth counselling story success story for information.

Z. Morrison shared a clothing fest was held in Picture Butte for the first time, it was well attended.

Z. Morrison reported on the toy donation from the Coaldale Teddy Bear Toss for children in need in the Coaldale area.

Date of Next Meeting

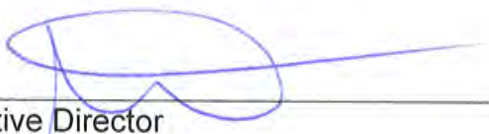
The date of the next regular Board meeting will be February 1, 2023, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams).

Adjournment

J. Heggie moved the meeting adjourn at 5:46 p.m.

Carried Unanimously


Chairperson


Executive Director



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
November 10, 2022; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 10, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Don Anderberg, Vice Chair (Virtual)
Jesse Potrie
Brad Schlossberger (Virtual)
Neil Sieben (Virtual)

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Absent:

Gordon Wolstenholme, Chairman
Christopher Northcott

Vice Chair Anderberg called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: Neil Sieben

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Agenda, as presented

CARRIED

2. Approval of Minutes

Moved by: Brad Schlossberger

THAT the Executive Committee adopts the October 13, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. New Business

a. Budget Discussion

L. Kuiper, CAO, presented the proposed 2023 Operating and Capital Budget to the Committee, highlighting an increase to membership fees, subdivision fees, and GIS fees, a 5% cost-of-living increase for staff due to rising inflation, and the purchase of a third staff vehicle in 2023. L. Kuiper noted that a vehicle was budgeted in 2020, but due to the pandemic restrictions it was not purchased at the time as it was not needed.

Moved by: Jesse Potrie

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the Draft Budget for 2023 to the Board of Directors for approval, as presented.

CARRIED

b. Board of Directors Organizational Meeting & Executive Committee Elections – Thursday, December 1, 2022

L. Kuiper stated that the Organizational Meeting would be held on December 1, 2022 and that nomination forms were sent out for those who wish to let their name stand for the Executive Committee.

Don Anderberg verbally provided his nomination for Vice Chair.

Jesse Potrie, Brad Schlossberger, and Neil Sieben verbally provided their nominations for the Executive Committee.

c. Subdivision Activity

The Subdivision Activity to the month ending October 2022, was presented for information.

5. Accounts and Financial Statements

a. Office Accounts

Moved by: Neil Sieben

THAT the Executive Committee approve the Monthly Office Account for September 2022 and the Payments and Credits for August 2022.

CARRIED

b. Financial Statements

Moved by: Brad Schlossberger

THAT the Executive Committee approve the following Financial Statements:

- (i) Balance Sheet
 - As of September 30, 2022
- (ii) Comparative Income Statement
 - Actual to September 30, 2022
- (iii) Details of Account
 - As of September 30, 2022

CARRIED

6. New Business

There was no new business to discuss.

7. CAO Report

L. Kuiper provided his CAO Report to the Committee, highlighting the new periodical to be presented at the Board of Directors Meeting, recruitment update for upcoming vacant planning position, and a status update on the Assessment Appeal hearings.

8. Round Table Discussion

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

9. Next Meeting – January 12, 2023

10. Adjournment

Following all discussions, Vice Chair Anderberg adjourned the meeting, the time being 7:07 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Request for Decision

Mayors Report

February 13, 2023



RECOMMENDATION

That the Mayors Report for February 13, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission Minutes
2. Riverside Community Golf Society Financial Statements
3. Mayors and Reeves Report

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
NOVEMBER 9, 2022, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood (zoom)	Tanya Smith – Village of Coutts (zoom)
Byrne Cook – Town of Magrath	Allan Burton – Town of Cardston
Wayne Harris – Cardston County (zoom)	Bryce Coppieters – Town of Raymond
Larry Liebelt – Town of Milk River (zoom)	Randy Taylor – County of Warner (zoom)
Tyler Lindsay – Village of Warner (zoom)	Gary Bikman – Village of Stirling

Others Present:

Marian Carlson – SEO	Lee Beazer – Operator
Suzanne Pierson- Secretary/Treasurer (zoom)	

Commenced at 4:30 pm

Byrne Cook in the Chair.

AGENDA

Bryce Coppieters moved that the agenda be adopted as presented. Carried

MINUTES

Gary Bikman moved that the minutes of the October 12, 2022, board meeting be adopted as presented. Carried

NEW BUSINESS

The SEO advised that discussions have taken place with a contracted Chartered Accountant to complete a more comprehensive financial analysis of rates. The proposal came in much higher at an anticipated \$8,000. The SEO is in discussion with other Chartered Accountant's to get a more reasonable cost.

The SEO advised that everything is running smoothly with the staffing.

Gary Bikman moved to approve the SEO's report. Carried

Tanya Smith arrived at 4:34 p.m.

The Operator reported that 847.65 tonnes of waste were delivered to the Landfill in October 2022 making the year-to-date total 8,409.97 tonnes.

The Operator advised that the Federal department of weights and measures came by and inspected the weigh scale at the Landfill. The scale was found to be out of tolerances. Accurate Western Scale came,

and the scale has been recalibrated. Randy Taylor asked how often the scale needs to be tested. Lee advised that it is once a year.

The Operator reported that all employees that needed to complete hearing test have done so.

The Operator advised that Wilde Brothers Engineering have been contacted about completing the year-end report for Alberta Environment.

Bryce Coppieters moved to approve the Operator's report.

Carried

Approval of Bills

Bills for the month of October 2022 were reviewed.

Bryce Coppieters moved to approve the bills for October 2022.

Carried

The SEO presented the 2023 Budget for the board to review. The presented budget represents a 3% increase in requisition rates.

Allan Burton arrived at 5:00 p.m.

22-26 Gary Bikman moved to approve the 2023 Budget as presented with the requisition rates being \$30.33/capita.

Carried

The SEO presented the proposal from Waste Connections of Canada.

22-27 Bryce Coppieters moved to table the discussion regarding the proposal from Waste Connections of Canada until the planning session.

Carried

Randy Taylor would like the road at the Landfill discussed at the next board meeting in preparation for the planning session.

ADJOURNMENT

Tanya Smith moved meeting adjourned.

Adjournment at 5:21 p.m.

Next Commission organization and regular board meetings are scheduled for Wednesday, December 14, 2022, at 4:30 p.m. at the Town of Magrath.



Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
DECEMBER 14, 2022, BY ZOOM.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Randy Bullock – Cardston County
Larry Liebelt – Town of Milk River
Tyler Lindsay – Village of Warner

Tanya Smith – Village of Coutts
Allan Burton – Town of Cardston
Bryce Coppieters – Town of Raymond
Randy Taylor – County of Warner
Gary Bikman – Village of Stirling

Others Present:

Marian Carlson – SEO
Suzanne Pierson- Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:03 pm

Gary Bikman in the Chair.

AGENDA

Brian Wickhorst moved that the agenda be adopted as presented. Carried

MINUTES

Tanya Smith moved that the minutes of the November 9, 2022, board meeting be adopted as presented. Carried

BUSINESS ARISING FROM THE MINUTES

The SEO received a proposal from Kim Welby to facilitate the strategic business planning session. The board discussed having a strategic planning session on February 8 and March 8, 2023.

22-33 Randy Taylor moved to hire Kim Welby to facilitate the strategic business planning session. Carried

The SEO will see if the Town of Magrath can host the planning session.

Tyler Lindsay arrived at 5:18 p.m.

The board discussed ideas for the planning session. The board would like the following topics discussed at the planning session: governance, landfill road, managing/replacing facilities, best practice study, internal performance agreements, and cost of hauling waste to the Landfill from the Transfer Stations.

Byrne Cook inquired if a special invitation could be extended to the Blood Tribe. The SEO will extend an invitation to the Blood Tribe to be part of the planning session.

NEW BUSINESS

The Operator reported that 713.405 tonnes of waste were delivered to the Landfill in November 2022 making the year-to-date total 9,123.38 tonnes. There should be no need for waste diversion in 2022.

The Operator advised that the price of the skid steer has gone up by \$5,000 and will be 8 months before possible delivery. The Operator suggested to either keep the existing bobcats or look for a cheaper machine through another company.

The board would like the Operator to move the shop bobcat onto a truck and move the highest hours bobcat into the shop.

The Operator advised that Wilde Brothers Engineering have been contacted about completing the year-end report for Alberta Environment.

Randy Taylor moved to approve the Operator's report. Carried

Financial Statement

The Financial Statement for October 31, 2022 was reviewed.

Bryce Coppieters moved to accept the October 31, 2022, Financial Statement. Carried

Approval of Bills

Bills for the month of November 2022 were reviewed.

Tanya Smith moved to approve the bills for November 2022. Carried

CORRESPONDENCE

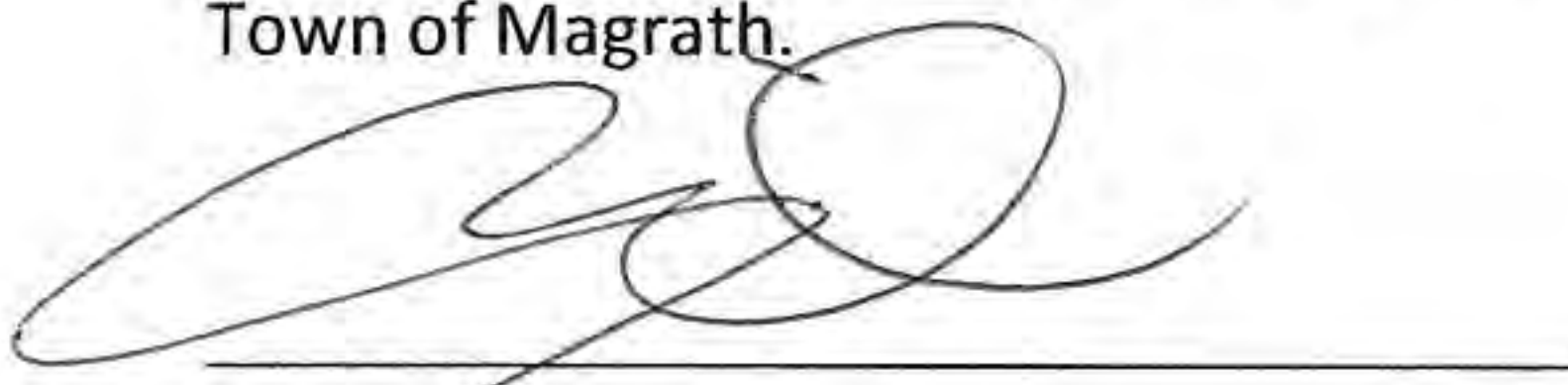
A letter from Evolugen regarding the Spring Coulee Solar project. Filed

ADJOURNMENT

Tanya Smith moved meeting adjourned.

Adjournment at 5:44 p.m.

Next Commission board meeting is scheduled for Wednesday, January 11, 2023, at 4:30 p.m. at the Town of Magrath.


Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION
ORGANIZATIONAL MEETING HELD DECEMBER 14, 2022 BY ZOOM.**

Authority Members Present:

Larry Liebelt – Town of Milk River
Byrne Cook – Town of Magrath
Randy Bullock – Cardston County
Tanya Smith – Village of Coutts
Allan Burton – Town of Cardston

Brian Wickhorst – Village of Glenwood
Randy Taylor – County of Warner
Bryce Coppieters – Town of Raymond
Gary Bikman – Village of Stirling

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Meeting commenced at 4:32 p.m.

Marian Carlson in the Chair.

The board will text their vote to Marian for the Chairman.

The board voted to let Randy Bullock vote on behalf of Wayne Harris, Cardston County.

Carried

Chairman

Marian Carlson asked for nominations for Chairman.

Bryce Coppieters nominated Gary Bikman.

Marian called for nominations a second time.

Larry Liebelt nominated Randy Taylor.

Marian called for nominations a third time and final time.

Voting anonymously occurred.

Gary Bikman is declared Chairman.

22-28 Larry Liebelt moved to destroy ballots cast for the Chairman.

Carried

Vice-Chairman

Marian Carlson asked for nominations for Vice-Chairman.

Randy Taylor moved to nominate Byrne Cook.

Marian Carlson asked for nominations a second and third time.

Byrne Cook is acting Vice-Chairman.

Signing Authorities

- 22 -29 Larry Liebelt moved that the signing authorities be as follows: Gary Bikman, Allan Burton, Byrne Cook, Marian Carlson, Suzanne Pierson, and Lee Beazer; (Lee Beazer and Suzanne Pierson cannot sign the same cheque(s)) signing for the following accounts: Chief Mountain Regional (Depreciation), Chief Mountain Regional Solid (Current Operating), and Chief Mountain Regional Closure Account. Carried

Committees

- 22-30 Allan Burton moved that the committees be as follows: Finance Committee are Bryce Coppieters, Tyler Lindsay, and Byrne Cook; Joint Health and Safety Committee are Larry Liebelt, Mike Nish, and Brian Wickhorst; Policy Committee are Allan Burton, Tanya Smith, Randy Taylor, and Wayne Harris; HR Committee are Wayne Harris, Tyler Lindsay, Bryce Coppieters, and Randy Taylor. Carried

Per Diem

- 22-31 Bryce Coppieters moved that the per diem rates stay at \$200 for a committee meeting and to follow the CRA approved rate for mileage. Carried

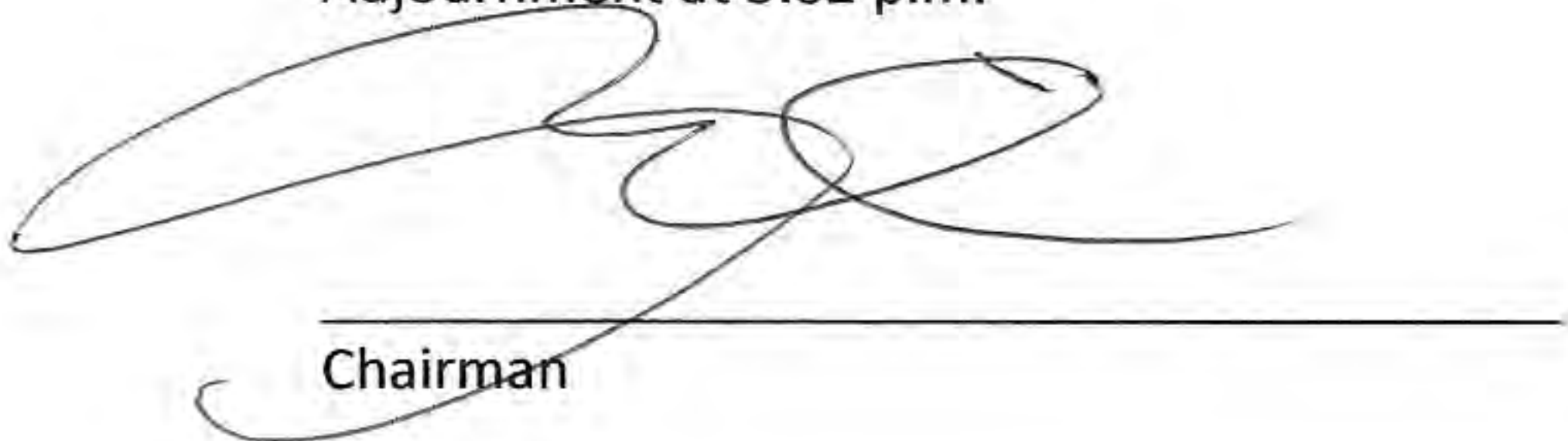
The Board discussed whether to keep the regularly scheduled board meetings.

- 22-32 Brian Wickhorst moved to maintain the regularly scheduled board meetings the second Wednesday of each month in Magrath. Carried

ADJOURNMENT

Tanya Smith moved adjournment of the organizational meeting.

Adjournment at 5:02 p.m.



Chairman

Riverside Community Golf Meeting 2023

- Meeting called to order Feb 6 @ 7:18 pm
- Attendance- Larry, John, CJ, Darcy, Doug, Beth, Darcy, Layne and Kristin
- Minutes read by Kristin. Larry moves to accept the minutes as information-carried
- Treasurer's Report read by John. Beth moves to accept the Treasures report as info. -carried

Old Business

- Lee to give more info on BBQ- push to next meeting.
- Kristin got the new phone number for the campground in place.
- Larry motions to make a new email 8flagscampground2023@gmail.com. Carried.
- Doug is going to type up new rules for the campground.
- Casino and corvette week are complete. Everything went smoothly with both.
- CJ motions to give tips from the Casino to The Wilkes family for working Christmas eve for us. 2nd by Beth- carried
- Darcy will go finish papers for signing authority.
- CJ has called to get the reels sharpened. Rep is on holidays, will make sure they are ready for spring.
- Maintenance is complete. Rough mower needs more work.
- Job descriptions – Campground will be done by Kristin. Ron Ostby will help with greenskeepers.
- Beth motions to hire Ron Ostby for ProShop/Kitchen Manager. - carried

New Business

- Doug will look into new portable toilets.
- Doug will chat with the town about getting a rough mower that we'd share.
- CJ motions to purchase an electric pump and related set up. -Carried.
- Policies discussed to sponsor/donate to local groups on a case-by-case basis.
- Layne will talk to the cable club about campground wifi usage.
- CJ will be the maintenance contact. He'll also get prices for a good pressure washer so the groundskeepers can clean equipment properly.
- The campground contractor quit. Kristin will post the campground and kitchen positions on facebook. Doug will do posters and talk to Bob.

AED monthly testing

Next meeting Monday, Mar. 13, 2023 @7pm @ clubhouse.

Motion to adjourn by John. Carried.

RIVERSIDE COMMUNITY GOLF SOCIETY

2022 Financial Statements
(Unaudited - See Notice to Reader)

RIVERSIDE COMMUNITY GOLF SOCIETY
2022 Financial Statements
(Unaudited - See Notice to Reader)

Contents

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Statement of Financial Position	2
Statement of Operations and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 8



OHLMANN
ACCOUNTING SERVICES LTD

Notice to Reader

To the board of directors of the
Riverside Community Golf Society

On the basis of information provided by the organization, I have compiled the statement of financial position of the Riverside Community Golf Society as at October 31, 2022 and the statements of operations and changes in net assets and cash flows for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Ohlmann Accounting Services Ltd.
Taber, Alberta
December 12, 2022

RIVERSIDE COMMUNITY GOLF SOCIETY

Statement of Financial Position

As at October 31, 2022

(Unaudited - See Notice to Reader)

	2022	2021
ASSETS		
Current assets		
Cash	\$ 57,743	\$ 61,890
Inventory	1,644	-
Prepaid expenses	1,169	1,627
Accounts receivable	461	11,703
GST receivable	-	429
	61,017	75,649
Capital assets (note 3)	116,918	126,695
	<u>\$ 177,935</u>	<u>\$ 202,344</u>

LIABILITIES AND FUND BALANCES

Current liabilities		
Accounts payable	\$ 3,728	\$ 11,655
GST payable	1,607	-
Current portion of long-term debt (note 5)	6,000	6,000
	11,335	17,655
Long-term liabilities		
Deferred capital contributions (note 4)	69,778	78,806
Long-term debt (note 5)	62,000	68,000
	131,778	146,806
Net assets	34,822	37,883
	<u>\$ 177,935</u>	<u>\$ 202,344</u>

On behalf of the Board

_____ Member _____ Member

RIVERSIDE COMMUNITY GOLF SOCIETY**Statement of Operations and Changes in Net Assets****Year ended October 31, 2022****(Unaudited - See Notice to Reader)**

	2022	2021
Revenue		
Campground	\$ 116,652	\$ 67,624
Restaurant	104,414	-
Green fees and cart rental	65,215	58,782
Membership fees	49,286	40,338
Realization of deferred capital contributions	9,028	10,409
Donations, grants, and fundraising	7,165	12,571
Rental	6,000	5,500
Bowling	678	-
Government subsidies	-	29,522
	358,438	224,746
Cost of goods sold	53,793	-
Gross margin	304,645	224,746
Expenditures		
Wages and benefits	140,728	85,648
Equipment lease	28,264	32,062
Utilities	28,254	21,603
Equipment, shop and course repairs and maintenance	26,356	64,828
Campground - Town of Milk River share	22,230	16,861
Clubhouse repairs and maintenance	12,383	3,223
Fertilizer, chemical, and seed	7,782	13,617
Insurance and licenses	5,925	5,544
Interest and bank charges	5,569	2,153
Fuel and oil	5,074	4,190
Office and miscellaneous	4,477	1,922
Advertising and promotion	2,546	2,417
Equipment rental	1,060	2,269
Golf course improvements	-	8,971
Amortization	17,058	18,787
	307,706	284,095
Deficiency of revenue over expenditures	(3,061)	(59,349)
Net assets, beginning of year	37,883	97,232
Net assets, end of year	\$ 34,822	\$ 37,883

RIVERSIDE COMMUNITY GOLF SOCIETY**Statement of Cash Flows****Year ended October 31, 2022****(Unaudited - See Notice to Reader)**

	2022	2021
Operating activities		
Deficiency of revenue over expenditures	\$ (3,061)	\$ (59,349)
Items not involving cash		
Amortization	17,058	18,787
Realization of deferred capital contributions	(9,028)	(10,409)
	4,969	(50,971)
Net change in non-cash working capital items		
Inventory	(1,644)	-
Prepaid expenses	458	617
Accounts receivable	11,242	2,599
GST	2,036	(923)
Accounts payable	(7,927)	1,224
Deferred casino revenue	-	(7,155)
	4,165	(3,638)
Cash flows from operating activities	9,134	(54,609)
Financing activities		
Proceeds of long-term debt	-	35,000
Repayment of long-term debt	(6,000)	(1,000)
Cash flows from financing activities	(6,000)	34,000
Investing activity		
Purchase of capital assets	(7,281)	(15,830)
Net change in cash during the year	(4,147)	(36,439)
Cash, beginning of year	61,890	98,329
Cash, end of year	\$ 57,743	\$ 61,890

RIVERSIDE COMMUNITY GOLF SOCIETY

Notes to Financial Statements

Year ended October 31, 2022

(Unaudited - See Notice to Reader)

1. Nature of operations

Riverside Community Golf Society is incorporated under the Alberta Societies Act and is a not-for-profit organization. The Society was established to provide golf services for the residents of Milk River and the surrounding area.

2. Summary of significant accounting policy and general information

Capital assets

Capital assets are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates are as follows:

Leasehold improvements	10%
General equipment	20%
Power equipment	30%

One-half the normal rate of amortization is recorded in the year of acquisition.

3. Capital assets

	2022		2021	
	Cost	Accumulated amortization	Net	Net
Leasehold improvements	\$ 193,433	\$ 101,545	\$ 91,888	\$ 95,996
General equipment	232,971	214,838	18,133	22,669
Power equipment	86,029	79,132	6,897	8,030
	<u>\$ 512,433</u>	<u>\$ 395,515</u>	<u>\$ 116,918</u>	<u>\$ 126,695</u>

4. Deferred capital contributions

Deferred capital contributions consist of grants, donations, and fundraising received that have been used to fund capital purchases. Contributions are amortized at the same rate as the assets that the funds were used to purchase.

	2022	2021
Balance, beginning of year	\$ 78,806	\$ 89,215
Amortization	(9,028)	(10,409)
Balance, end of year	<u>\$ 69,778</u>	<u>\$ 78,806</u>

RIVERSIDE COMMUNITY GOLF SOCIETY

Notes to Financial Statements

Year ended October 31, 2022

(Unaudited - See Notice to Reader)

5. Long-term debt

	2022	2021
Community Futures - This Regional Relief and Recovery Fund loan from the Government of Canada is interest-free until the due date of December 31, 2023. If the loan is repaid on or before the due date, one-third of the loan will be forgiven. If there is still a balance owing after the due date, the remaining balance will be converted to a 2-year term loan bearing interest at 5%.	\$ 60,000	\$ 60,000
Kristin Dobrocane - This loan for apartment upgrades is repayable monthly at \$500 and is interest-free. The payments are being made in lieu of receiving rental income for the term of the loan. The loan is due in February 2024.	8,000	14,000
	68,000	74,000
Less: current portion	6,000	6,000
	\$ 62,000	\$ 68,000

Minimum principal repayments are as follows:

2023	\$ 6,000
2024	62,000
	\$ 68,000

6. Golf Course Operations

	2022	2021
Green fees and cart rental	\$ 65,215	\$ 58,782
Membership fees	49,286	40,338
Total revenue	114,501	99,120
Wages and benefits	80,922	74,361
Equipment lease	28,264	32,062
Equipment, shop and course repairs and maintenance	26,356	64,828
Fertilizer, chemical, and seed	7,782	13,617
Fuel and oil	5,074	4,190
Equipment rental	1,060	2,269
Total expenses	149,458	191,327
Net loss	\$ (34,957)	\$ (92,207)

The above schedule only includes the direct operating costs incurred during the year.

RIVERSIDE COMMUNITY GOLF SOCIETY

Notes to Financial Statements

Year ended October 31, 2022

(Unaudited - See Notice to Reader)

7. Campground Operations

	2022	2021
Revenue	\$ 116,652	\$ 67,624
Town of Milk River share	22,230	16,861
Wages and benefits	11,400	10,300
Total expenses	33,630	27,161
Net profit	\$ 83,022	\$ 40,463

The above schedule only includes the direct operating costs incurred during the year.

8. Restaurant Operations

	2022
Revenue	\$ 104,414
Cost of goods sold	53,793
Wages and benefits	47,891
Supplies	3,723
Inventory adjustment	(1,644)
Total expenses	103,763
Net profit	\$ 651

The above schedule only includes the direct operating costs incurred during the year.

9. Lease commitments

The organization has a land lease with the Town of Milk River payable annually at \$25,000 through the end of the lease term, which is December 31, 2026. As of October 31, 2022 the lease still has \$96,874 remaining to be paid.

The organization has an equipment lease with John Deere Financial for a John Deere fairway mower that is payable monthly at \$1,076. These payments are due only in the months of May through October of each year. The lease expires on December 20, 2022 and there is a purchase option at that time of \$1.

The organization has an equipment lease with De Lage Landen Financial Services Canada for eight 2020 Club Car golf carts that is payable monthly at \$2,178. These payments are due only in the months of May through October of each year. The lease expires on November 1, 2024 and there is a purchase option at that time of \$10.

The organization has an equipment lease with CWB National Leasing for a Turfco greens roller and a Turfco over seeder that is payable monthly at \$1,081. These payments are due only in the months of May through October of each year. The lease expires on October 31, 2023 and there is a purchase option at that time of \$1,930.

RIVERSIDE COMMUNITY GOLF SOCIETY

Notes to Financial Statements

Year ended October 31, 2022

(Unaudited - See Notice to Reader)

9. Lease commitments — continued

The organization's total commitments, under various operating leases and a property lease agreement are as follows:

2023	\$	45,630
2024		38,068
2025		25,000
2026		21,874
		<hr/>
		\$ 130,572
		<hr/>

Reporting back to Albertans on red tape

Key messages:

- We're proud to be a national leader in cutting red tape for job creators, taxpayers, and families.
- Modernizing regulations reduces costs for Albertans and makes Alberta the ideal place to live, work, and invest – supporting economic growth and diversification and creating jobs.
- As the latest Red Tape Reduction Annual Report shows, Alberta's government has eliminated more than 27 per cent of its regulatory requirements since 2019, saving Albertans and Alberta businesses an estimated \$2.1 billion.
- We worked hard to reduce needless red tape, and we don't want to let it creep back in. We want to make sure that Albertans face fewer unnecessary processes and that our province remains the best placed to do business.
- As we work to build on the culture shift taking place across all departments, Alberta's government will continue to engage Albertans and industry to hear their ideas for how we can remove more unnecessary regulatory barriers.

Imperial Oil invests in Alberta

Key messages:

- Alberta continues to be a top destination for investment.
- We have competitive taxes, skilled workers, and a strong outlook for our economy.
- This significant capital commitment from Imperial Oil shows our plan is working to attract investment and grow the economy.
- This investment will create an estimated 600 construction jobs, not to mention all the indirect economic benefits to Alberta. It also shows industry's innovation technology leadership, with Alberta's support, reducing emissions in Canada and around the world

Inviting Trudeau to develop jobs legislation

Key messages:

- The world needs more Canadian energy, not less.
- It is premature and ill-advised to signal the end of a vibrant, thriving industry that has the ability to reduce Canada and the world's emissions through technological innovation and increased exports of LNG and other clean burning fuels.
- The federal "just transition" plan will risk a full 25 per cent of Alberta's economy and 187,000 jobs in Alberta, while also causing major disruptions and displacement to 13.5 per cent of Canada's workforce.
- Alberta and Ottawa should work in partnership on a plan that will signal to all Canadians and investors from around the world that our governments have cooperatively designed a series of incentives and initiatives intended to achieve the following objectives:
 - Substantially decreasing Canada and Alberta's net emissions;

- Accelerating private and public investment in projects and infrastructure that utilize and develop Carbon Capture Utilization and Storage, Bitumen Beyond Combustion, Geothermal technology, petrochemicals, hydrogen, lithium, helium, zero-emissions vehicles and nuclear technologies;
- Attracting and growing a larger skilled workforce to fill positions in both the conventional energy sector as well as emerging industries using the technologies cited above; and,
- Significantly, and through the lens of global emissions reduction, increasing the export of LNG and other responsibly-developed conventional oil and natural gas resources to Europe, Asia, and the United States.

Alberta's credit rating upgraded

Key messages:

- Alberta's excellent financial management and strong economic performance is being recognized with an upgraded credit rating from Moody's.
- After years of successive downgrades, this government's commitment to increased savings, reduced debt, and a balanced budget have continued to generate stability and prosperity for Alberta, and frankly, all of Canada.
- This credit upgrade speaks volumes about our responsible decisions to invest in health care, help businesses, and create more jobs for Albertans.
- We have high incomes, a competitive tax regime, and revenue is growing along with the economy. Many economic forecasters expect Alberta to lead the provinces in real GDP growth this year.
- Leading up to Budget 2023, this government will continue to be unrelenting in its focus on investment attraction, economic growth, diversification and job creation.

Pausing insurance rates

Key messages:

- Alberta's economy has recovered strongly, but Albertans are struggling to heat their homes and feed their families and we want to help.
- Many Albertans have expressed concern about the affordability of their personal automobile insurance. Alberta's government will continue to develop short and long-term solutions to steady and lower auto insurance rates.
- While no new increases will be approved for the remainder of the year, Alberta drivers may still see increases due to previously approved rate changes, changes to their driving records – including at-fault claims and tickets – or changes to their insurance profiles (e.g. new address or vehicle).
- Alberta's government has also heard concerns that some Albertans are facing challenges with having to pay their annual auto insurance premiums upfront in full. To address this, Alberta's government is requiring that insurance companies provide Albertans with the option to pay their premiums monthly.

Addressing rural physician shortages

Key messages:

- Alberta has the best frontline health care workers in the world and we will work to have the right supports in place to ensure Albertans get the care they need when and where they need it.
- Rural Albertans are disproportionately affected by the nation-wide shortage of healthcare workers and their community members cannot access physician training close to home.
- That's why Alberta's government is investing \$1 million to explore ways that regional post-secondary institutions, such as the University of Lethbridge and Northwestern Polytechnic, can help deliver medical education outside of Edmonton and Calgary.
- This is just another piece in our government's larger strategy to improve our healthcare system which includes historic investments in health care and targeted seat expansions in health related programs across the province's post-secondary system.

Advancing hydrogen use in transportation**Key messages:**

- Alberta has the resources, skilled workforce, and experience needed to be a global leader in hydrogen, and now we need the infrastructure to support this growing industry.
- By building hydrogen fuelling stations for heavy duty commercial vehicles, we can make it easier for industry and individuals to use hydrogen powered vehicles and build up our growing hydrogen economy.
- Our goal is to transition to a larger hydrogen economy by 2030 and to do that we need input from all stakeholders, especially our industry experts, to help guide future steps and put the industry in the best position possible to succeed.

Expanding supports for students with disabilities**Key messages:**

- Alberta's economy has recovered strongly, but Albertans are struggling to heat their homes and feed their families and we want to help.
- Persons with disabilities face some of the highest costs and barriers to accessing post-secondary, and they face significant challenges when entering the workforce.
- These changes will support over 5,200 Albertans each year, ensuring they can access the supports they need to pursue higher education and lead successful careers.
- We continue to take steps to make post-secondary education more accessible and affordable so that all Albertans can learn the skills they need to secure Alberta's future.

Lowering surgical wait times in Calgary**Key messages:**

- We are taking immediate action to fix the health care system. It is unacceptable for thousands of Albertans to wait for a year or more for a hip or knee replacement.

- Our Health Care Action Plan prioritizes decreasing surgery wait times and we are working to make that happen so that Albertans have access to the care they need, when and where they need it.
- Albertans living in Calgary and nearby communities now have access to thousands more publicly funded surgeries — up to 3,000 additional orthopedic surgeries will be performed each year, starting this year, at two chartered surgical facilities in Calgary.
- This significant increase will make a big difference to those who are often putting their lives on hold while waiting to get their needed surgeries.
- We're contracting more publicly-funded surgeries from independent facilities because it works. Chartered surgical facilities have already enabled us to cut the wait time for cataract surgery nearly in half this summer, from 19 weeks to just 10 weeks last year — the lowest it's been since 2015.
- We will continue our work to make sure Albertans waiting for surgery are not waiting longer than the what medical experts recommend and we will do that by adding more publicly funded surgeries both at hospitals across Alberta and at chartered surgical facilities.

First shipment of children's medication arrives

Key messages:

- Alberta's first shipment of children's acetaminophen has arrived and will be distributed to hospitals in the province to be used to treat patients.
 - We know that Alberta parents and caregivers have significant worries and concerns about the shortage of children's medication as they care for their sick children.
 - Because of the high demand for this medication, there may be additional pressure on emergency rooms, hospitals and physicians' offices, as parents seek other ways to get the medicine they need.
 - That's why we have been working so hard to get additional children's medicine in our province.
 - We are very pleased that this first shipment has come in and will help stabilize the hospital supply and we will continue to work with Health Canada to get final approval on the medicine for retail use.
 - The manufacturer has addressed concerns from Health Canada and now we, along with Alberta parents and caregivers, wait for the final approval from Health Canada.

Attracting global talent to solve job market gaps

Key messages:

- Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada.
- To continue Alberta's economic momentum, we are taking steps to attract skilled workers from around the globe. Attracting skilled newcomers will help address job shortages in key industries, and help Alberta's economy continue to grow.

- By changing the AALP to prioritize people with family connections in Alberta, we are not just attracting skilled workers, we are ensuring they have a support system here to assist them in their transition, and help them settle into the community quicker.
- These skilled newcomers will help fill gaps in the labour market and create new jobs as entrepreneurs who start businesses – both of which strengthen and grow Alberta's economy.
- Alberta's government will continue to promote Alberta's advantages as Canada's top destination for jobs and the best place to live in Canada.

Taking action to lower EMS response times

Key messages:

- Alberta has the best healthcare workers in the world, especially our EMS workers, and they deserve a system that supports them. We are taking steps to achieve that goal.
- We are implementing our Healthcare Action Plan to reduce EMS response times.
- We are making it a priority to improve EMS response times and fix the healthcare system, so Albertans can get the emergency care they need, when and where they need it.
- Help is on the way for Albertans calling 911. In the coming months, we are adding 20 ambulances during peak hours in Edmonton and Calgary, and AHS continues to hire more paramedics and EMS staff.
- We are moving ahead with priority actions identified in the reports from the Alberta EMS Provincial Advisory Committee (AEPAC) and the dispatch review to improve EMS coverage by fast-tracking ambulance transfers at hospitals and freeing up highly trained paramedics from non-emergency transfers.
- Our EMS goals come from listening to frontline workers, EMS partners in rural and urban municipalities, and the work done as part of Alberta's EMS Provincial Advisory Committee and the independent dispatch review.

Supporting vulnerable Albertans' transition from hospital

Key messages:

- Alberta has the best frontline health care workers in the world and we will work to have the right supports in place to ensure Albertans get the care they need, when and where they need it.
- We know that it's important that all Albertans have a safe place to go to continue their healing after they are discharged from the hospital. Now, Albertans who are homeless will have a safe place they can be discharged to.
- Alberta Health Services and Jasper Place Wellness Centre have partnered to open 36 new transition beds across three facilities.
- These facilities will not only provide access to physical care, but also offer addiction and mental health treatment services, as well as community and social supports including income support, job training and housing support to help Alberta's homeless find a more permanent housing solution.
- Many Albertans experiencing homelessness also have complex addiction and mental health challenge and these community beds are designed to improve their overall health outcomes.