



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 12, 2024  
AGENDA**

Time: 7:00 P.M.  
Place: Council Chambers  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – JANUARY 22, 2024**

**ACTION ITEMS:**

1. BYLAW #1779 – Business License Bylaw  
RE: 1<sup>st</sup> Reading
2. CORRES: Hon. Jason Dixon, Minister of Seniors, Community & Social Services  
RE: Affordable Housing Partnership Program (AHPP)
3. CORRES: Hon. Rebecca Schulz, Minister of Environment and Protected Areas  
RE: Water Sharing Agreements
4. CORRES: Alberta Municipalities  
RE: Sponsor a Resolution at 2024 Convention
5. CORRES: Oldman Watershed Council  
RE: Drought Workshop February 29<sup>th</sup>
6. CORRES: Alberta SouthWest  
RE: Regional Economic Development
7. CORRES: National Police Federation  
RE: Budget 2024 Update
8. REQUEST FOR DECISION: Alberta Municipalities Spring Leaders' Caucus
9. REQUEST FOR DECISION: Coffee with Council
10. REQUEST FOR DECISION: Update Quality Management Plan
11. REQUEST FOR DIRECTION: Alberta Municipalities 2023 Resolutions
12. INFORMATION BRIEF: Local Government Fiscal Framework (LGFF) – Capital
13. INFORMATION BRIEF: RNIP Extended
14. INFORMATION BRIEF: Council Committee Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA:
  - a. Business Interests of a Third Party – FOIP Section 16
  - b. Business Interests of a Third Party – FOIP Section 16
  - c. LAND – FOIP Section 16

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – December 15, 2023
2. Claresholm Community Centre Association Board Meeting – November 28, 2023
3. SouthGrow Regional Economic Development Report – February 2024
4. Claresholm Golf Club Meeting Minutes – October 18, 2023
5. Claresholm Golf Club Meeting Minutes – November 15, 2023
6. Claresholm Golf Club Meeting Minutes – December 20, 2023
7. Mayors & Reeves of Southwest Alberta Meeting Minutes – January 5, 2024
8. Helium Developers Association of Canada – February 2, 2024
9. Rural Mentorship for Integration – Looking for Mentees and Mentors

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 22, 2024**

Place: Council Chambers  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

**COUNCIL PRESENT:** Mayor Brad Schlossberger, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

**ABSENT:** None

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mayor Schlossberger

**AGENDA:** Moved by Councillor Cutler for unanimous consent to remove the following from the Agenda:

**9. REQUEST FOR DECISION: Council Meeting Date Change**

**CARRIED UNANIMOUSLY**

Moved by Councillor Ross that the Agenda be accepted as amended.

**CARRIED**

**MINUTES: REGULAR MEETING – JANUARY 8, 2024**

Moved by Councillor Meister that the Regular Meeting Minutes of January 8, 2024 be accepted as presented.

**CARRIED**

**DELEGATION: THE RANGE GRAVEL EXPERIENCE – GARTH STOTTS**

The Range Gravel Experience bike race is scheduled for Saturday, July 20, 2024. Organizer Garth Stotts was present by Zoom to update Council on planning for the race.

**ACTION ITEMS:**

**1. CORRES: Alberta Health Services & Prairie Mountain Health Advisory Council**

**RE: Zoom Meeting – Health Care Delivery & Services**

Received for information.

**2. CORRES: Alberta Public Safety & Emergency Services Engagement Team**

**RE: Engagement on improving police governance in Alberta**

Received for information.

**3. CORRES: Foothills Bisons AA Hockey Association**

**RE: Request to Waive Ice Fees**

**MOTION #24-006** Moved by Councillor Cutler to waive the ice fees at the Claresholm Arena on Saturday, February 10, 2024 for the Foothills Bisons AA Hockey Association's fundraising event in support of STARS.

**CARRIED**

**4. REQUEST FOR DECISION: The Range Gravel Experience - July 20, 24**

**MOTION #24-007** Moved by Councillor Carlson to allow The Range Gravel Experience to stage their event on July 20, 2024 at Centennial Park Campground.

**CARRIED**

**MOTION #24-008** Moved by Councillor Kettles to provide showers at the Centennial Park Campground for a \$5 fee to The Range Gravel Experience participants on July 20, 2024.

**CARRIED**

**MOTION #24-009** Moved by Councillor Zimmer to reserve 8 treed sites for volunteers and to reserve campsites for the Range Gravel Experience event on July 20, 2024 up until May 31, 2024, after which will be first-come, first-serve.

**CARRIED**

**MOTION #24-010** Moved by Councillor Cutler to permit the Claresholm Skate Park Association to host a Beer Gardens in Centennial Park on July 20, 2024 from 12 p.m. to 8 p.m. during the Range Gravel Experience, and for the town to provide tables and chairs.

**CARRIED**

**5. REQUEST FOR DECISION: Municipal Infrastructure Planning**

MOTION #24-011 Moved by Councillor Ross to draft a letter of support and provide the needed information to the Palliser Economic Partnership to assist with their mission to ease the housing crisis in Alberta.

**CARRIED**

**6. REQUEST FOR DECISION: SouthGrow Immigrant Retention Research**

MOTION #24-012 Moved by Councillor Meister to direct administration to draft a letter of support for the Southwest Alberta Immigrant Retention Strategy, and that the letter be addressed to Alberta Labour.

**CARRIED**

**7. REQUEST FOR DECISION: Terms of Reference: Mayor & Reeves of Southwest Alberta**

MOTION #24-013 Moved by Councillor Cutler to approve the updated Terms of Reference of the Mayors & Reeves of Southwest Alberta Committee as presented.

**CARRIED**

**8. REQUEST FOR DECISION: Feasibility Funding for Immigration Partnership**

MOTION #24-014 Moved by Councillor Meister to direct administration to draft a letter of support for the Feasibility Funding for a Local/Zonal Immigration Partnership.

**CARRIED**

**9. REQUEST FOR DIRECTION: Council Communication**

MOTION #24-015 Moved by Councillor Meister to direct administration to prepare a formal proposal for future Council discussion on 'Coffee with Council' events.

**CARRIED**

**10. INFORMATION BRIEF: CAO Report**

Received for information.

**11. INFORMATION BRIEF: Council Committee Report**

Received for information

**12. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**13. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Cutler to adopt the information items as presented.

**CARRIED**

**14. IN CAMERA: Personnel**

Moved by Councillor Ross to go In Camera at 7:41 p.m. for the following items:  
Personnel – FOIP Section 17

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 7:41 p.m.

Moved by Councillor Carlson to come out of In Camera at 8:22 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:22 p.m.

**Personnel – FOIP Section 21**

MOTION #24-016 Moved by Councillor Carlson to approve the non-union salary grid as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:23 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:23 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

# ACTION ITEMS





# REQUEST FOR DECISION

Meeting: February 12, 2024  
Agenda Item: 1

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## BYLAW No. 1779 – BUSINESS LICENSE BYLAW

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### **BACKGROUND / DESCRIPTION:**

Provincial monitoring of tobacco and vaping product sales are now permanently a part of the AHS public health inspector portfolio. See background information to this program: [Tobacco, Smoking and Vaping Reduction Act – Enforcement Program | Alberta Health Services](#)

AGLC used to be the entity responsible for this but was unable to fulfil its requirements, the Alberta Government has thus given it to AHS. AGLC is still involved in illegal/contraband investigations: [Multiple contraband tobacco products seized by AGLC investigators | AGLC](#). AGLC enforces the Tobacco Tax Act and conducts criminal investigations related to the possession, distribution and trafficking of contraband tobacco products.

The Town has had inquiries in relation to bars or restaurants selling tobacco or vaping products (used to be prohibited by AGLC):

- Nothing in the TSV Act or TSV Regulations restricts sales from these types of facilities- Excerpt below from the TSV Act.
- The City of Calgary has a bylaw that does not allow home based sales of Tobacco or Vaping. This is not in the TSV Act or TSV Regulation, but it is their municipal licensing decision.
- These (below) are the only prohibited places in the TSV Act from which to sell Tobacco or Vaping products.

### **Sale in certain places prohibited**

**7.3** No person shall sell tobacco products or vaping products, or

offer tobacco products or vaping products for sale,

(a) at a health facility in which one or more health professionals

regulated under the *Health Professions Act* or another

enactment provide services,

(b) at the campus of a public post-secondary institution as

defined in the *Post-secondary Learning Act*,

(c) at a pharmacy,

(d) at a retail store if

(i) a pharmacy is located in the retail store, or

- (ii) customers of the pharmacy referred to in subclause (i)  
can enter the retail store directly or by use of a corridor  
or area used exclusively to connect the pharmacy with  
the retail store,
- (e) at any temporary or mobile outlets or premises, or
- (f) from a vending machine.

There are no regulatory requirements for a tobacco or vaping retailer to seek out approvals to sell prior to operations, only that they must obtain these from approved / regulated sources. AHS will make a Tobacco and Vaping monitoring file when a facility is known to be selling any of these products. This is monitored typically 1 x per year by AHS.

Under the Act and Regulations there are many restrictions related to any public advertising outside the facility, on-line or in any media. This is all detailed in the provided links to the TSV program above.

There is also a secret shopper type program provincially that is now being implemented with minors going into retailers to try to buy these products. This is enforced not by public health inspectors but by AHS Peace Officers who fine violators on the spot with up to a \$950 dollar fine. The fail rate generally province wide has been about 60%. Many vendors are still selling to minors.

#### **OPTIONS / DISCUSSION:**

The Town can pass a bylaw to regulate the sale of these products but may be difficult in a retail setting as grocery and convenience stores and now even restaurants and take out places can sell these types of products. AHS does recommend an amendment to our licensing bylaw to prohibit dwelling (home occupations) and mobile units/vendors from selling these products. (see the attached bylaw – changes noted in red)

The Community Development Committee reviewed the potential change and carried a motion to refer the amendment to Council to restrict vaping and tobacco products from being sold from people's dwelling and/or mobile units at the meeting held January 18, 2024.

#### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No.1779, the Town of Claresholm Business License Bylaw.

#### **ATTACHMENTS:**

- 1.) Draft Bylaw #1779

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: February 8, 2024

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# TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1779

A Bylaw of the Town of Claresholm to provide for the licensing and regulation of businesses, within the Town of Claresholm.

**WHEREAS** it is provided in and by the *Municipal Government Act* that the Council may issue licenses to control and regulate business and industry carried on within or partly within Town and may license any and all such businesses whether or not such businesses are specifically provided for in the *Municipal Government Act*.

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, the Council of the Town of Claresholm duly assembled hereby enacts the following:

This Bylaw may be cited as the Business License Bylaw of the Town of Claresholm.

## 1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.
10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who lives in the Town of Claresholm.
15. **Non-Resident** – Shall mean a person who is not an inhabitant of Claresholm.
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
  - a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,
  - b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards

- delivered in and shipped into the municipality, or
- c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:
    - i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.
19. **Sub-Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.
20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in land except a thing that is neither affixed to the land nor intended to become a part of the land.
21. **Seniors Lodge** – Shall mean a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.
22. **Home Occupation** – Shall mean an occupation, trade, profession or craft carried on by a person at his residence or at any other residence in the Town as a use secondary to the residential use of the building.
23. **Vacation Rentals** – Shall mean short-term rentals including Air BnB's. This includes owner operated or properties managed by a third party. This does not include Bed & Breakfasts.

## 2.0 **Appointment, Authority and Duties of a License Inspector**

The Council, by resolution, may appoint one or more License Inspectors, to carry out the provisions of this Bylaw.

The duties and powers of a License Inspector are inter alia:

1. To consider and approve or refuse all license applications.
2. To secure the due observance of this Bylaw.
3. On receipt of the appropriate fees, to issue licenses hereunder where warranted.
4. To prosecute violators of this Bylaw.
5. Such other duties as Council may require.

## 3.0 **General**

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses of all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.
2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

## 4.0 **Requirements for License**

1. No person shall, whether within the Town or partly within the Town:
  - a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under the provisions of this bylaw or by provincial or federal legislation.
  - b. Receive home occupation approval for the sale of any tobacco or vaping products.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.
3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.
4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, all new business licenses purchased after June 30<sup>th</sup> of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30<sup>th</sup> of that year.
8. A business license for an existing, licensed business shall be renewed by the 1<sup>st</sup> of March each year. Renewal shall be affected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".

9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
11. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
12. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.
13. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
14. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, the License Inspector may, upon receipt of the proper fees issue a license to the licensee.
15. A License under this Bylaw shall be signed by the License Inspector of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
16. Any license granted under this Bylaw shall be authority only to engage in or carry-on business on the premises therein described and not in or on any other premises, provided however that this section shall not apply to hawkers, peddlers, or mobile vendors, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.
17. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

## 5.0 **Exceptions**

A Business License is not required for the following Businesses:

1. A Charitable or Non-Profit Organization registered under the Alberta Societies Act, and amendments thereto;
2. A minor providing individual light duty occasional services such as paper deliveries, babysitting, yard work and snow shoveling;
3. Publicly funded, educational or institutional establishments in the Town.
4. A business providing goods and services to the residents of a seniors lodge exclusively;
5. Persons selling home-made baked goods, crafts, meat, plants, fruit or other farm produce that has been raised, grown or produced by themselves within the Town of Claresholm, and does not operate a commercial business to sell such items;
6. A Business that carries on activities at the Farmers Market which is operated by an organization that is registered with the Farmer's Market Association;
7. A Business exhibiting at a trade show or exhibition held in the Town of Claresholm for a consecutive period not exceeding seven (7) days;
8. Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
9. The Business/ Event is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
10. The Business is carried on by the Government of the Province of Alberta or the Government of Canada;
11. Any other Business exempted through or by order of Council.

## 6.0 **Zoning Regulations, Relocation and Suspension of License**

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.
2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.
3. Any act or omission of a clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act of omission of the licensee and the licensee

shall be responsible for such act or omission, as though it were done by the Licensee themselves.

#### 7.0 **Appeal Where License Refused**

1. In every case where:
  - a. A license or a license renewal has been refused,
  - b. A license has been issued subject to conditions,
  - c. A license has been cancelled,the person seeking a license may appeal to the Town Council and the Council, after hearing the applicant, may:
  - a. Direct that license or renewal be issued with or without conditions,
  - b. Refuse to grant a license or renewal,
  - c. Uphold or revoke the cancellation of a licenseOn any ground which appear just and reasonable.
2. An appeal from the decision of a License Inspector shall be made by the applicant within 30 days after notification of the License Inspector's decision has been communicated to the applicant.
3. Every appeal shall be in writing, addressed to the License Inspector and shall be dated as of the date it is received.

#### 8.0 **Inspection by Town of License Premises**

A License Inspector or other person authorized by Council may inspect any premises at all reasonable times for the purpose of administering or enforcing this Bylaw; and any person who refuses admission to a License Inspector or authorized person or who neglects or refuses to produce the appropriate license upon request, shall be guilty of an offence.

#### 9.0 **License Fees**

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.
3. The fee payable for a Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".
4. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

#### 10.0 **Contractor and Sub-contractor**

1. Upon request of the License Inspector any person making application for a building permit shall furnish a list of contractors and subcontractors who are, or will be, working on the building project together with the address of same.

#### 11.0 **Hawkers, Peddlers, Direct Sellers and Mobile Vendors**

1. A person who sells merchandise on a wholesale basis to retail merchants in the Town shall not be required to obtain a license pursuant to this section.
2. All hawkers, peddlers, direct sellers, or mobile vendors shall require a separate license of each employee or agent who acts as a hawker, peddler, direct seller or mobile vendor in the Town.
3. A Business License issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits and/or vegetables, shall be withheld until the Applicant has produced appropriate permits, licenses or certificates from Alberta Health Services.
4. **Vaping and tobacco products cannot operate from a mobile vendor or mobile business unit.**

#### 12.0 **Provisions for Flea Markets**

A Business License for a Flea Market is required for the organizing entity only. All other individual vendors partaking in the Flea Market are not required to obtain a Business License. The Business License issued pursuant to this schedule shall be valid:

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all required inspections, including building, fire and health inspections, are conducted as required.

13.0 **Provisions for Vacation Rentals**

1. A business license is required if you own/manage/operate a short-term or vacation rental property.
2. If you own a vacation rental that is being managed by a third party, that third party company requires the business license.

14.0 **Transfer / Changes to a Business License**

1. An existing Business License issued under this Bylaw may be transferred / changed upon application to and approval by the Licensing Inspector in the following circumstances;
  - a. When the transfer is from one Licensee to another for the same Business name in the same Business Premises; or
  - b. When there is a change of civic address from one Business Premise to another for the same Licensee and Business with the same land use designation (zoning).
2. No person to whom a Business License has been issued under this Bylaw shall change the location of the premises in which he carries on his business, trade, profession or other occupation without first having applied to the License Inspector.
3. Any person desiring to obtain a transfer / change of any License issued pursuant to this bylaw, shall be required to pay a processing fee as outlined in Schedule "A".
4. A non-resident Person or Business is not allowed to transfer his or her License.

15.0 **Fines and Penalties**

1. A person violating any provision of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine of not less than \$200.00 and not more than \$2,000.00 and in default of payment thereof, to imprisonment for a period of not less than 30 days.
2. Where a person is found guilty of non-payment of a license fee payable hereunder, the convicting provincial court judge may order payment thereof in addition to imposing a fine.
3. The License Inspector may enforce the provisions of this Bylaw by issuing a voluntary fine to any person alleged to have committed one or more breaches of the Bylaw. The voluntary fine shall state the alleged offence and require payment of the appropriate fee as provided in Schedule "B" attached hereto and declared to be part of this Bylaw by the date indicated on the voluntary fine.
4. A voluntary fine may be issued by personally serving it upon the alleged offender or by leaving it at the residence or place of business of the alleged offender or by serving it on the alleged offender by single registered mail.

16.0 **Amendment to Schedule**

Town Council may by resolution amend Schedule "A" and /or Schedule "B" from time to time as required.

17.0 Bylaw number 1615 and all amendments are hereby repealed.

18.0 This Bylaw shall take effect on the date of final passage.

Read a first time in Council this      day of      2024 A.D.

Read a second time in Council this      day of      2024 A.D.

Read a third time in Council and finally passed in Council this      day of      2024 A.D.

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Brad Schlossberger, Mayor

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Abe Tinney, Chief Administrative Officer



**Schedule “A” - Fees**

Without limiting the generality of the foregoing, the license fee for each of the following business shall be the amount set opposite their common designation:

<b><u>Canvassers</u></b>	Resident	\$100.00 per annum
	Non-Resident	\$ 50.00 per day
		\$100.00 per week
		\$200.00 per month
		\$300.00 per year

<b><u>Carnivals and circuses</u></b>	\$100.00 per day
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<b><u>Resident Contractors</u></b>	
operating from a residence site	\$100.00 per annum
operating from a business site	\$ 50.00 per annum

<b><u>Non-Resident Non-Construction</u></b>	\$100.00 per annum
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**Non-Resident Contractors**

\$100.00 per year when doing under \$15,000.00 gross business in Town
\$175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town
\$225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town
\$325.00 per year when doing over \$75,000.00 but under \$150,000.00 gross business in Town
\$650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town
\$1,000.00 per year when doing over \$250,000.00 gross business in Town

The onus of establishing the amount of the contract to the satisfaction of the License Inspector shall be on the non-resident contractor. If a non-resident contractor undertakes further contracts in the Town of Claresholm prior to December 31<sup>st</sup> in the year in which the license was issued, further fee or fees will be levied but not exceed the maximum total fee of \$1,000.00 for that calendar year.

**Hawkers, Peddlers, Direct Sellers, Mobile Vendors:**

Non-Resident	\$ 50.00 per day or \$100.00 per week or \$200.00 per month or \$300.00 per year
Resident	\$100.00 per year
Itinerant Shows and entertainments and other transient business:	\$ 50.00 per day or \$300.00 per annum

**Salvage Dealers and Secondhand Dealers**

Resident	\$ 50.00 per annum
Non-Resident	\$300.00 per annum

<b><u>Christmas Tree Vendors</u></b> (No fee for religious or Community groups)	\$ 50.00 per annum per site
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<b><u>Home Occupation</u></b>	\$100.00 per annum
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**Other Charges:**

<b><u>Transfer / Change on Information Fee:</u></b>	\$ 10.00
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**Late Payment Fee:**

\$ 15.00

**Schedule “B” – Fines**

1. A voluntary fine of \$200.00 for a first offence.
2. A voluntary fine of \$250.00 for a second offence providing the second offence is committed within twelve (12) months of the first offence.
3. A voluntary fine of \$500.00 for the third offence providing the offence is committed within twelve (12) months of the first offence.

DRAFT



ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

RECEIVED

FEB 06 2024

JAN 29 2024

His Worship Brad Schlossberger  
Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Schlossberger:

Thank you for your letter in support of the Porcupine Hills Lodge and Seniors Foundation's application to the Affordable Housing Partnership Program (AHPP). As Minister of Seniors, Community and Social Services, I appreciate the opportunity to respond.

The Government of Alberta is focused on finding innovative solutions that encourage new investments in housing while ensuring Albertans can find homes that fit their budgets. The AHPP provides capital funding to support innovative and sustainable affordable housing solutions for Albertans in need. This partnership of the public, non-profit and private sectors working together can deliver affordable housing solutions that are customized for communities to meet local needs. Through the AHPP, the ministry has already approved 30 projects, allocating about \$125 million in grant funding to support more than 1,100 new homes in 11 communities across the province.

The second AHPP intake was highly competitive. I can confirm we received an application from Porcupine Hills Lodge (PHL), which requested \$1.4 million in provincial funding for its Cottage Expansion project in Claresholm. The total estimated capital funding for this 16-unit affordable housing project is \$4 million.

I look forward to announcing the successful projects in the coming weeks. If PHL's project is not successful in this round of funding, we will consider their application for future rounds. Details for the next round of AHPP funding will be available in the spring.

For any further questions regarding PHL's application to the AHPP, please contact Erika Washington, Executive Director, Housing Capital Programs, by phone at 587-987-5379 or by email at [erika.washington@gov.ab.ca](mailto:erika.washington@gov.ab.ca).

I appreciate your advocacy on behalf of this housing expansion project. Thank you for writing.

Sincerely,

Jason Nixon  
Minister of Seniors, Community and Social Services

cc: Chelsae Petrovic, MLA, Livingstone-Macleod

RECEIVED

FEB 06 2024



ALBERTA  
ENVIRONMENT AND PROTECTED AREAS  

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*Office of the Minister*

Dear Water License Holder,

As you know, our province is currently in a drought. Unfortunately, we have received little precipitation so far this winter. These conditions mean there is potential for the drought to worsen this year, and we must be prepared.

Our province is taking action in accordance with Alberta's water shortage management plan. This plan ranges from Stage 1, which is a minor drought, to Stage 5, which can lead to a declaration of an emergency. We are currently in Stage 4.

Alberta has stood up a Drought Command Team, and a first draft of a 2024 Drought Emergency Plan has been completed and is being refined. We have also initiated drought modelling work that will help us predict and maximize the province's water supply.

The province is also bringing together an external advisory panel of leaders from various sectors to provide advice on drought preparations and to advise on how Alberta can make water more available over the long term.

**Finally, and most importantly, starting February 1<sup>st</sup>, 2024, the Drought Command Team will be bringing together major water licence holders to negotiate water sharing agreements.**

Water license holders will be asked to voluntarily take less water in order to ensure that there is water available for as many users as possible. These negotiations will be the largest water-sharing effort that has ever been initiated in Alberta and the first since 2001.

In Alberta, there are 25,000 water licence holders that hold licences for 9.5 billion cubic metres of water. The Drought Command Team will select and prioritize negotiations with Alberta's largest water licence holders in an effort to secure significant and timely reductions in water use.

However, even if you are not identified as a major water licence holder, your support is still needed to help fully prepare Alberta for a severe drought. All Albertans will need to use less water to ensure that water is available to as many users as possible.

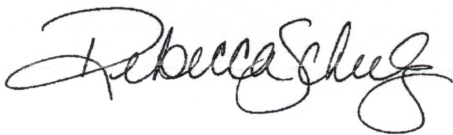
That is why I am writing to all water licence holders to ask that the following action be undertaken in the coming months:

1. Review and understand the conditions of your licence(s).
2. Review and understand how much water your business or organization uses and identify ways to reduce your use of water.
3. Take immediate action by investing in water conservation technologies that will help your business or organization reduce water use.
4. Develop drought plans now in case they are needed in the spring or summer.
5. Enter your licence onto Alberta's Digital Regulatory Assurance System (DRAS). DRAS is a secure online platform which will help licence holders compile and view all parts of their license(s) for greater transparency, completeness, accuracy and timeliness when managing their water licences and water use.
6. Monitoring water availability in your area using [rivers.alberta.ca](https://rivers.alberta.ca) and take action to reduce your water use if your area is under a water shortage advisory.

If you have any questions or require any additional information, please call us toll free at: 310-3773 (in Alberta), or email: [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has successfully navigated droughts before and has a long, proud history of coming together during tough times. I know we can count on you and all of Alberta's other water licence holders to take the actions necessary to get through these challenging times.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" and last name "Schulz" clearly legible.

Rebecca Schulz,  
Minister of Environment and Protected Areas

## Karine Keys

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** January 31, 2024 11:56 AM  
**To:** Karine Keys  
**Subject:** Submit a resolution for debate at ABmunis 2024 Convention – Due by May 31

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayors, Councillors, and CAOs:

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25-27, 2024. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details including our Resolution Tips sheet, Resolution Template, and Resolutions Policy.

### Change for 2024

Beginning this year, the mover municipality and the seconder municipality must represent at least two of the following population categories:

- Less than 2,500 population
- 2,500 to 10,000 population
- Greater than 10,000 population

For example, if the moving municipality has a population of 7,000, then the seconder municipality must be less than 2,500 population or greater than 10,000 population. The purpose of this change is to increase the likelihood that each resolution is applicable to most municipalities.

### Deadline for 2024 Resolutions

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

### Have a more urgent issue?

If your municipality has a pressing issue that cannot wait until the resolution session at our September Convention, then your municipality can present a request for decision (RFD) for consideration at ABmunis' Spring Municipal Leaders Caucus on March 14-15, 2024. The deadline to [submit an RFD](#) is February 23, 2024.

If you have questions about resolutions or RFDs, please contact our Policy & Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca). Also, make sure that you are registered to attend our [Spring Municipal Leaders Caucus](#) to discuss the resolutions process, action on adopted resolutions from recent years, and connect with municipalities that may be interested in co-sponsoring a resolution with you.

Thank you,

**Tyler Gandam** | President



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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

## Karine Keys

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**From:** Shannon Frank <shannon@oldmanwatershed.ca>  
**Sent:** January 29, 2024 12:37 PM  
**Subject:** Drought Workshop February 29 in Lethbridge

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon / Oki,

You're invited to a comprehensive, in-person workshop dedicated to effective drought management for small municipalities and First Nations. The event will be February 29 from 9am-3pm in Lethbridge / Sikoohktok. The workshop is free and registration is required. [Register here.](#)

**What You'll Gain:**

- **In-depth Understanding:** Learn about regional water shortages and the impact of droughts in Alberta.
- **Valuable Lessons:** Benefit from the experiences and lessons learned by Alberta communities that have endured past droughts.
- **Resource Access:** Explore current information, tools, and resources available for effective drought management.
- **Preparation Strategies:** Receive guidance on preparing communities before, during, and after multi-year droughts.

Please share with your colleagues and I hope to see you there.

Shannon





**Shannon Frank**  
**Aohkii Inihkiaki / Water Singing Woman**

Executive Director

Oldman Watershed Council



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 1 (403) 317-1328  
 [shannon@oldmanwatershed.ca](mailto:shannon@oldmanwatershed.ca)  
 [oldmanwatershed.ca](http://oldmanwatershed.ca)  
 276, 104 - 13 ST N, Lethbridge, AB, T1H 2R4

*Sign up for a [free membership](#) to get the latest news straight to your inbox*

**From:** Bev Thornton <[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)>

**Sent:** Friday, January 26, 2024 10:55 AM

**Subject:** \*\*IMPORTANT FW: Briefing Note on GoA intention to end Partnership for Regional Economic Development

**Importance:** High

Dear AlbertaSW Board and CAOs,

On Friday January 19<sup>th</sup> you were forwarded a letter Mayor Brent and I received from the office of Minister Matt Jones, Jobs, Economy, and Trade, outlining the intent of the upcoming 3-year agreement between the REDAs and GoA, after which there would be no further investment in REDAs.

We were caught by surprise, as meetings since last fall have been positive and encouraging, indicating that REDAs were a valued and an important part of the Economic Development for Rural Alberta Program (EDRAP) Strategy.

And, in order to receive resources for 2024-2025, our Grant Application is due February 9<sup>th</sup>, a very short timeline to assemble what is required, but working on it!

REDA Chairs and Managers have collaborated to communicate our position to the province.

After dozens of e-mails, phone calls and zoom meetings, it was agreed to send the e-mail, below, to all MLAs with the following 3 documents attached:

- 1) The letter from the Minister, dated January 19, outlining new formula for investment in REDAs
- 2) Memo from the Minister inviting REDA Chairs and Managers to a meeting to learn about the “enhanced range of supports” and department staff explained we were being “supported to end our dependence on the government”... (in fact the regions have demonstrated a return on investment...)
- 3) The “REDA Explainer for MLAs” , drafted by Peter, with input from all the REDA Chairs and Managers, providing an overview of REDAs, and countering some incorrect information that is coming from the Minister’s office.... such as “This is the most generous funding package the REDAs have ever been given... “,

Very disappointing. AlbertaSW is fine for another year or two... which gives us time to create next steps that are in the best interest of our communities.

We do not want to just undo over 2 decades of successful collaboration.

Our next AlbertaSW Board meeting is Wednesday February 7 and we can begin to think about what is in our futures.

Feel welcome to share this with your Councils, and we will hope to influence a positive way forward.

Brilliant ideas welcome!

Call me if you have questions or need more information.

Best regards, and appreciation to you all!

Bev

AlbertaSW

403-627-0244



**From:** Peter Casurella <[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)>

**Sent:** Friday, January 26, 2024 10:26 AM

**To:** [premier@gov.ab.ca](mailto:premier@gov.ab.ca)

**Subject:** Briefing Note on GOA's intention to end Partnership for Regional Economic Development

**Importance:** High

Dear Premier Smith and the elected members of the Government of Alberta,

Please find **attached a briefing note** from the elected Chairs on the proposed partnership arrangement that was submitted by the Ministry of Jobs, Economy, and Trade to our nine organizations. Our organizations were dismayed to receive the **attached proposal** from the Ministry which makes clear their intention to **exit the partnership** with our rural municipalities on regional economic development. We are sending this briefing note because the Ministry's memo to Government MLA's was misleading, and the proposal was communicated by the Ministry to our municipalities as a move to 'end our dependency on the government', which entirely misses the point and ethic of our long-standing partnership with the GOA.

We hope you take the time to read and understand the information provided and encourage you to reach out to your local REDA representatives for more information and to also attend the meeting between the Minister of Jobs Economy and Trade and the REDA Chairs on February 15th as proposed by the Hon. Minister.

I encourage you to revisit the **Economic Development in Rural Alberta Plan (EDRAP)** <https://open.alberta.ca/publications/economic-development-in-rural-alberta-plan> which was produced by Minister Horner with collaboration from Minister Jean last year. This is an excellent document, and I refer you particularly to Pillar 5 which emphasizes the need to invest in capacity building for regional economic development as a core component of realizing provincial outcomes in rural Alberta.

Thank you for your time and attention to this matter.

Sincerely,

**Peter Casurella**

Executive Director

SouthGrow Regional Initiative

Creating Opportunity in Southern Alberta

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ALBERTA

JOBS, ECONOMY AND TRADE

*Office of the Minister  
MLA, Calgary-South East*

AR 85105

January 19, 2024

His Worship Jim Willett  
Mayor, Village of Coutts  
Chair, SouthGrow Regional Initiative  
[jimwillett@couttsalberta.com](mailto:jimwillett@couttsalberta.com)

Mr. Peter Casurella  
Executive Director, SouthGrow Regional Initiative  
PO Box 27068  
Lethbridge, AB T1K 6Z8  
[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)

Dear Mayor Willett and Mr. Casurella:

Thank you for your August 2, 2023, letter outlining a proposed funding approach for Regional Economic Development Alliances (REDA) and for meeting with me and your fellow REDAs on September 26, 2023. As Minister of Jobs, Economy and Trade, I appreciate the work that your organization does on behalf of your membership. By working together, communities can seize opportunities and pursue a shared economic vision.

Alberta's government is committed to regional economic development and values the work of many stakeholders involved in this important work, including REDAs. To help optimize the use of provincial and local resources and create more targeted investments, my ministry is shifting to competitive, project-based economic development initiatives that recognize all actors in the regional economic development ecosystem. In the future, impactful projects delivered by collaborative partnerships will be a key aspect of our approach.

In recognition of the valued historical relationship with SouthGrow Regional Initiative, my ministry is offering a funding approach that will support your transition to becoming operationally self-sustaining. Over the next three fiscal years, transitional funding will be available to your organization for predictability, stability and support.

.../2

The funding will have the following conditions to ensure prudent use of public funds:

- for fiscal years 2024/2025 to 2026/2027, your organization may receive up to \$125,000 per year;
- annual funding will be based on membership revenues raised by your organization;
- for 2024/2025, funding will be based on the peak membership revenue collected by your organization in any of 2020/2021, 2021/2022 and 2022/2023 fiscal years for your organization to receive the maximum potential funding;
- funding will match membership revenues using a ratio of grant funding to membership revenue of 2:1 in 2024/2025, 1.5:1 in 2025/2026 and 1:1 in 2026/2027; and
- the proportion of annual grant funds used for project-based activities must represent at a minimum 25 per cent in 2025/2026 and 50 per cent in 2026/2027. There are no restrictions on use of the funds in 2024/2025.

In addition to this funding, an independent consultant will be available to work with your organization to help you plan and prepare for this transition away from operational support. Your organization may continue to apply for funding through available regional economic development initiatives or other Alberta government grant programs; however, further operational or direct funding to REDAs will not be available at the end of this three-year funding agreement.

Department staff will be in contact with you shortly to schedule a meeting that provides additional information on how to apply for this funding and access the consultant services. If you have questions in the meantime, please contact Ms. Merry Turtiak, Executive Director, Regional and Northern Economic Development, at 780-619-8311.

On behalf of Alberta's government, thank you for your important work. I wish you all the best in your future economic development efforts and continued success in supporting regional collaboration.

Sincerely,



Honourable Matt Jones  
Minister of Jobs, Economy and Trade

cc: Chris McPherson, Deputy Minister, Jobs, Economy and Trade  
Sylvia Lepki, Assistant Deputy Minister, Economic Development and Business Supports  
Merry Turtiak, Executive Director, Regional and Northern Economic Development  
Tammy Powell, Director, Regional Economic Development Services

## Memorandum

From: Honourable Matt Jones  
Minister

Our File Reference: AR 85593

Your File Reference:

To: Honourable Danielle Smith  
Premier of Alberta

Date: January 24, 2024

Telephone: 780-638-9400

All Government MLAs

Subject: **Meeting to Discuss Regional Economic Development Alliance Funding**

Alberta's government is committed to economic growth and values the regional economic development efforts led by important stakeholders across the province, including Regional Economic Development Alliances (REDAs).

As you know, my mandate letter instructed me to collaborate with partner organizations, including REDAs, to enhance wayfinding services and other business-attraction initiatives for investments under approximately \$50 million.

As representatives of your communities, I wanted to personally invite you to a presentation on the enhanced range of supports and resources that will be made available to REDAs in advance of my presentation to them directly. This meeting will include a brief demonstration of exciting new tools, resources, and incentives that will be provided to REDAs as well as a discussion on changes that will make local economic development funding more equitable and competitive project-based. During this transition, three years of record direct operational support will be available to REDAs on a matched basis.

My office will be in touch shortly to invite you to a virtual presentation on Wednesday, February 7, 2024, from 11:00 am to 12:00 pm. In addition, I will be meeting with the REDA Chairs on Thursday, February 15, 2024 from 1:00 pm to 2:30 pm, and extend an invitation to each of you to attend that meeting as well.

Thank you, and please let me know if you have any questions or comments.



Honourable Matt Jones

January 25, 2024

**RE: Minister Jones' Memo to Government MLAs**



Dear Premier Smith and Government MLAs,

You will have received a memo dated January 24<sup>th</sup> from the Hon. Minister Jones regarding a meeting to discuss Regional Economic Development Alliance Funding. We were dismayed to see in this memo that the truth surrounding the conversation has been distorted and we are not confident you will receive an accurate briefing on the nature of our decades long partnership with the Government of Alberta nor the true impact of the ministry's current proposal. Please allow me to offer a few clarifying points, for which I am happy to produce receipts and supporting evidence from the careful records our association has preserved since our founding in 2004.

## **What is the nature and purpose of the partnership between the GOA and the REDAs?**

The partnership between the Government of Alberta and the municipalities on regional economic development work was started by the Ministry in the early 2000's to set up a model *for realizing Provincial economic development priorities*. The idea was that the government could get a lot more value for their money if they partnered with collections of municipalities within economic regions where communities had common interest. Government realized that opportunities within the rural regions were best understood and pursued by the people who live in those regions. The GOA's role has been to enable the partnerships, set the overall strategic direction, and provide support so that the regions can execute projects and programs which are specific to that region.

The result has been that most of rural Alberta is part of one of these partnerships wherein they routinely collaborate to deliver projects that unlock new opportunities. The collaborations themselves have been drivers of increased cooperation amongst municipalities and between various levels of government, and the projects tend to have very high leveraging ratios and included funding from municipalities, businesses, and the federal government which are applied to provincial priorities and outcomes that the Province has an interest in.

## **What has the partnership looked like in the past?**

Minister Jones has said in his letter to caucus that the proposal he has put forward constitutes 'record direct operational support' for the REDAs leading up to the cutoff. **This is false.**

Up until 2011, most of the REDAs were staffed and managed by Government employees from regional offices. They each had multiple employees and budgets that ranged between \$400 – \$500k.

In 2011 funding for the REDAs was cancelled, and the offices closed. The Municipalities at that time chose to carry on supporting the organizations and received project specific funding from the GOA. The

outcomes were not great and the REDAs struggled along until 2014 in which the regions collaborated with the GOA on an exploratory process called the 'REDA Renewal'. This process involved both a research project to profile the potential economic opportunity from renewing the partnership and conversations between the regions and the Government to set the direction for a re-invigorated partnership. Both parties were convinced that re-engaging as partners would be a wise course of action and agreements were signed that provided the REDAs with \$100,000 per year in operational support. As part of this agreement, the Government could dictate alignment with their own strategic plans and mandate reporting and certain outcomes from the regional organizations.

In 2016-2018, an additional project specific stream of funding called the REDA-CARES stream was created. The REDAs had to submit project plans to secure this additional funding. During the two fiscal years in this period, each REDA received \$200,000 in operational and project funding and returned significant value to the province for that investment.

In 2019-2020, Minister Fir moved to end the partnership with the regions under the sweeping budget cuts of that era. Our organizations reminded government of the recorded value and outcomes from our work and they backed down from completely ending the partnership, instead reducing their commitment to \$50,000 per year for 3 years. Our organizations continued their work during this period, demonstrating value and the situation rapidly turned around. In 2022 the GOA returned additional project funding to the REDAs with a one-time top up of \$25,000 for projects. **In 2023, Minister Brian Jean refunded the REDAs to \$125,000 per year in operational support and expressed strong government support for the value of the partnership.**

*"Nobody knows their local economy better than REDAs, which bring awareness of provincial and municipal initiatives," said Jean. "Each area has its own specific needs and goals, and this additional support will increase their ability to develop local solutions to economic needs while supporting the improvements that their region needs." – Minister Brian Jean*

**In 2022 and 2023 Minister Nate Horner also worked to develop the Economic Development in Rural Alberta Plan** after extensive consultations with REDAs on effective strategies that should be pursued in rural Alberta. This is an excellent document. This document extensively cites the need for regional collaboration to increase rural outcomes and puts the need to support regional collaborations as a primary focus.

*"...the EDRAP is not a plan for community development. Instead, the EDRAP focusses on strategies for sustainable economic development which emphasize regional collaboration and enhancing economic development capacity. Communities that work together can more optimally pool resources to pursue common issues and opportunities. Regional collaboration enables communities and other stakeholders to work together to achieve more strategic outcomes. Participating in a regional partnership mitigates a rural community's "grow on your own" challenge and maximizes the benefits of a collective experience." (EDRAP 7)*

The strategy has an entire Strategic Pillar (#5) dedicated to Rural Economic Development Capacity Building, which includes outcomes that are actively being supported by the REDAs, and **it specifically recommends "Continued collaboration and investment in Regional Economic Development Alliances." (EDRAP 14)**

Minster Jones was also given a mandate letter in the spring of 2023 that instructed him to ***“collaborate with partner organizations, including the REDAs, to enhance wayfinding services and other business-attraction initiatives for investments under approximately \$50 million.”***

The current 1-year partnership agreement with the Government of Alberta ends on March 31<sup>st</sup>, 2024. With all the above considerations in mind, the REDAs collectively submitted a proposal to the Minister suggesting that we enter into a 5-year continued agreement with the Government of Alberta which would include at least \$125,000 per year in direct operational support from the Government of Alberta and up to \$100,000 per year in investment attraction support to assist with the fulfillment of his mandate. We met with the Minister in Edmonton on September 26, 2023, to discuss these issues. The meeting was very positive, and **we were strongly led, by both the Minister and his staff, to expect a favorable negotiation and a satisfactory outcome so that we could get back to work.**

**On Friday January 19<sup>th</sup>, without any further conversation for consultation or feedback, we received the Minister’s proposal with a demand to sign by February 9<sup>th</sup>.**

The Ministry’s proposal is NOT the most generous funding model that the REDAs have ever been offered. The funding itself is the third highest level of funding in our 20-year history and is functionally a long walk off a short dock.

## **What is being proposed by the Ministry of Jobs, Economy, and Trade?**

I have attached the proposal from the Ministry for your consideration. They are looking to sustain funding for operational support for up to \$125,000 for three years, but with an accelerating matching requirement from the Municipal partners which caps out at 1:1 in year 3, after which there is no additional partnership. He has also offered an ‘independent consultant’ to work with our organizations to find a path to sustainability and has promised some shiny new tools from Edmonton to support our regional work.

## **So why is this all a problem?**

### **1. The Ministry has indicated that the GOA is going to stop partnering with the REDAs.**

Ministerial staff communicated this proposal to our organizations as a process to help us get off dependency on Government Funding. **Let me make it painfully clear.** We are not dependents of the government; we are in partnership with the government. Regional economic development IS in the best interests of the local municipalities, but the mandate to realize regional priorities rests with the Government of Alberta. We are in a partnership with the Government of Alberta, where they came to us and asked us to partner to realize outcomes for which they have a mandate. That mandate exists today not only in the Ministers own mandate letter, but also in the Economic Development in Rural Alberta Plan, and within the Governments general mandate to support economic development throughout the Province of Alberta without leaving the smallest and most rural and remote areas behind.

**The Ministry is proposing to exit this partnership and justify that his mandate has been fulfilled by working with the REDAs over the subsequent three years.**



**2. The Small REDAs will be unable to meet the matching requirements and are likely to die.**

REDAs like Alberta SouthWest have only 35,000 people. Under this formula, the REDA would move from having just shy of \$200,000 in base predictable funding from all sources, to less than \$100,000 from all sources in year 3. Subsequent to that they would go down to ~\$50,000 with which to carry on. The implication of course is another major downloading of costs onto municipalities to keep funding work for which the Government is supposed to be a partner. Our municipalities showed staunch support for the REDAs during the reduced funding from 2019 to 2022. In the case of SouthGrow, our municipalities doubled their commitment in the face of generational reductions to the funding they receive from Edmonton. ***They cannot and should not be asked to assume additional downloaded costs when the Government has such a plain mandate to continue partnering and support regional work in rural Alberta.***

**3. The Ministry has justified this move by claiming that the changes will ‘make local economic development funding more equitable and competitive project-based’.** This is very mystifying to us. Our organizations represent the smallest communities and most rural and remote locations in the province. Village staff members often turn to our supporting services to help them with grant applications or to build and design local programs. We are their resource and by the fact that we exist, there is more equitable access from the smallest and most underserved areas of the province. The entire REDA program currently costs the Ministry \$1,125,000 to provide support and service to almost 250 communities. The Cities do not need access to that \$1,125,000 in order to continue their economic development work, but our small communities do need the supports and expertise that our organizations bring to them.

**4. We do not need ‘exciting tools’, we need a fully invested provincial partner, and the proposal from the Ministry has not identified any of these mentioned ‘incentives’.** The REDAs themselves have created many of our own exciting tools over the past number of years. We’ve already heard that some of these tools duplicate what we ourselves have already invested in. We are unlikely to need any help from a 3<sup>rd</sup> party consultant to tell us how to sustain our organizations as this is a problem we’ve grappled with for decades. Whomever the poor consultant is will likely be paid very well to come and learn from us how to sustain a nonprofit in rural Alberta without contributing anything which we don’t already know. Unless the Ministry has something new to offer that was not communicated to us already, this is all just sugar to try and make a bitter bill taste better.

**5. The Ministry has also cited that not all municipalities are part of REDAs as a major problem with the model. We see the solution to this issue not as the cancellation of the REDAs, but as an argument to further support them.** There are several ‘holes in the map’ but only two of them constitute an actual gap. Wood Buffalo is not part of a REDA, but they have one of the best funded economic development associations in the entire province due to their particular circumstances. There used to be REDAs around Edmonton and Calgary. Over the years they have evolved into Edmonton Global, and the informal partnership between the communities around Calgary. They are well funded and receive substantial funding from the GOA through other mechanisms. There is a legitimate gap along the West Yellowhead corridor where the idea of collaboration has never taken root despite efforts to try. There is another legitimate gap in the Lesser Slave Lake region



where a former REDA closed for a variety of unfortunate reasons. The Peace Region Economic Development Alliance has expanded to serve some of the communities in this area, and the Grizzly Regional Economic Alliance Society is well positioned to expand north and assist. Strong support for REDAs from the Government would help us to extend the benefits of collaboration to these communities and a very reasonable goal of the partnership could be to close these holes in the map so that all regions of the province have equitable support from a REDA in partnership with the Government.

## So where do we go from here?

1. The Ministry's proposal to exit the partnership with the rural regions is off mission for the GOA and the mandate that they themselves have adopted. Exiting the partnership should simply not be an option given that the mandate exists, and the program is producing favorable outcomes.
2. The Ministry HAS in fact committed to funding up to \$125,000 per REDA for 3 years (with an unrealistic matching requirement for the smaller regions), so maybe that is somewhere we can start.
3. **The Ministry should amend their proposal so that it is inclusive and provides equitable support for both the small and large REDAs.** Our large REDAs have never indicated a problem with proportionally more support being given to our smaller friends out of the belief that the province's contribution sets the floor, and our municipal contributions account for differences in regional size and economic weight. **Translation:** The matching requirement should allow for small regions to participate at the same level as the larger ones.
4. **The Ministry should amend their proposal so that it provides multi-year certainty without a path to exiting the partnership.** Economic Development is a marathon, and regional projects are often multi-year. This kind of planning requires long-term certainty. To unlock and support our work, a 5-year agreement that spans provincial elections would be preferred. Our Municipalities need to know that the province is in this as a partner for the long term so that they can justify sustaining their own investment in the face of increasing financial pressures.
5. **The Ministry's proposal to provide a consultant should focus on helping REDA's achieve their potential.** There is room for growth and improving of outcomes in the REDA model. A qualified consultant could work with and analyze the opportunities present in each region and assist with identifying and realizing better outcomes. In a REDA like GROWTH Alberta to the north of Edmonton, the consultant could assist the REDA in expanding and communicating their value proposition to the communities formerly served by the Lesser Slave Lake Economic Association. In a place like SouthGrow, the consultant could help our team identify future opportunity forecasts and help us implement projects that set us up for the kind of success that we saw after we started working on renewable energy investment attraction in 2007.

6. **The Ministry should consult with the REDAs on what kind of tools would be useful for our regional work before investing significantly in their purchase or creation.** We have not been consulted in this way, we have many ideas on what would be useful, and talking about it would only make sense.

Thank you for your consideration of these issues. Please do not hesitate to reach out to the REDAs with whom you have contact for more information. It would be our pleasure to bring a detailed presentation to you on our organizations and to specifically present to you the value that the Government of Alberta gets for their investment. It is significant and we would be happy to show you the outcomes that you have received through this partnership. We encourage you to attend the meeting between the REDAs and Minister Jones as per his invitation.

Prepared on behalf of the Regional Economic Development Alliances by Peter Casurella, Executive Director of the SouthGrow Regional Initiative



## Regional Economic Development Alliances In Alberta

Fostering broad based economic prosperity  
through regional collaboration across rural Alberta



## Karine Keys

---

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** February 8, 2024 8:37 AM  
**To:** chelsae.petrovic@claresholm.ca  
**Cc:** Karine Keys  
**Subject:** Budget 2024 Update from the National Police Federation  
**Attachments:** NPF - 2024 Pre-Budget Submission.pdf; SAMPLE Support For ABRCMP Funding Letter.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mayor Petrovic,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

**Maryanne King**

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

**npf-fpn.com**





**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE** <sup>TM</sup>



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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FÉDÉRATION  
DE LA POLICE  
NATIONALE™

# 2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



**NPF Contact:**

Sarah Nolan | Director, Government Relations & Policy | [snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

## INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

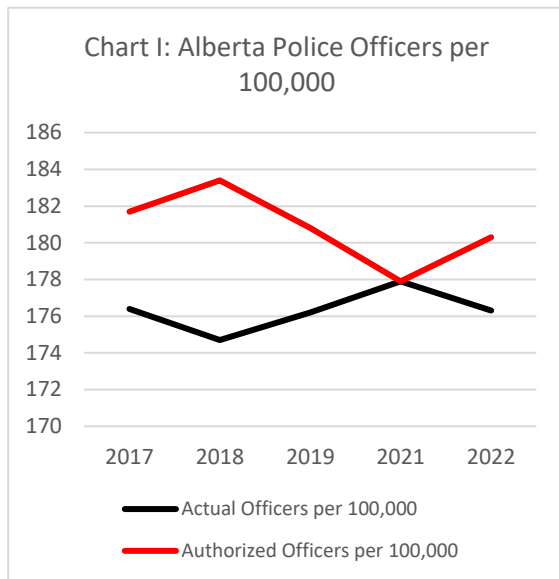
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.<sup>i</sup> While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial government that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

## NPF RECOMMENDATIONS

### **1. Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.<sup>ii</sup> For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta's population growth. By the province's stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.<sup>iii</sup> All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

## 2. \$4m in grant funding to support the implementation of policing committees

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under



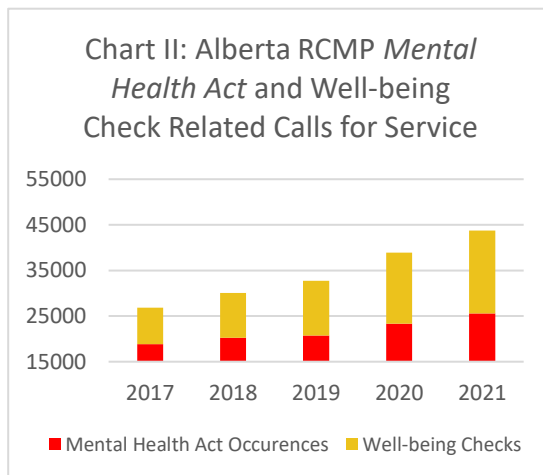
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

### **3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services**

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.<sup>iv</sup> This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.<sup>v</sup>

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.



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<sup>i</sup> December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

<sup>ii</sup> Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

<sup>iii</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>iv</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>v</sup> March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>

Dear Premier Smith,

The government's renewed interest in supporting public safety across the province is appreciated by my community and others. To ensure that every community across our province has the resources they need to continue to keep the public safe, I'm writing to ask you to include the Alberta RCMP in Budget 2024.

As you know, the Commissioner of the RCMP establishes a minimum level of policing in consultation with the Provincial Minister, who then decides if that standard will be met or exceeded per Article 6 of the Provincial Police Service Agreement (PPSA). The number of officers is reviewed annually by the Provincial Minister as part of planning for each upcoming fiscal year. The Provincial Minister can increase the number of Members in the service through Article 5 of the PPSA.

We are asking the Government of Alberta to invest \$80 million in our Alberta RCMP in pursuit of hiring an additional 400 new RCMP officers across the province. Our community could specifically benefit from an additional ## officers from these new positions. The government can utilize the PPSA as described above to request additional personnel that will bolster the safety of Albertans across the province, and we invite you to act on this function.

Over the past few years, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under-resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to go towards reinvestment in policing, with a priority on increasing core policing.

We need your reassurance that communities served by the RCMP are just as crucial to your government's public safety plans as others. We know that the impact of crime and the number of Albertans needing help aren't limited to the boundaries of Calgary and Edmonton, which is why we are asking you to equitably invest in the Alberta RCMP.

Sincerely,



# REQUEST FOR DECISION

Meeting: February 12, 2024

Agenda Item: 8

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## ALBERTA MUNICIPALITIES 2024 SPRING MUNICIPAL LEADERS' CAUCUS

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### **DESCRIPTION:**

Alberta Municipalities is going to be holding a Municipal Leaders' Caucus (MLC) on March 14 & 15 at the Westin Edmonton.

This event is open to all members of Council. It provides the opportunity for member of Council to network with members of other municipalities outside of the annual convention.

Council may choose to attend this event in person, or the Municipal Leaders' Caucus may be attended virtually. Council has sent two Councillors each of the last two years to this event.

### **ATTACHMENT:**

- 2024 Spring Municipal Leaders' Caucus Event Summary
- 2024 Spring Municipal Leaders' Caucus Draft Agenda

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: February 8, 2024

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# 2024 SPRING MUNICIPAL LEADERS CAUCUS

[Home](#) / [Events](#) / 2024 Spring Municipal Leaders Caucus

[← Events](#)

## Mar 14 - 15

Hybrid  
Advocacy

[REGISTER TODAY!](#)

## Event Summary

Join us for the 2024 Spring Municipal Leaders' Caucus (MLC), taking place at the Westin Edmonton on March 14 and 15. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders. Registrations also includes a networking reception with delegates following day one.

Municipal Leaders' Caucus is only open to elected officials and senior administrators representing a municipality within Alberta.

[Register today!](#)

### Spring MLC Accommodations

A room block has been created at our host hotel, The Westin Edmonton, with rooms starting at \$195 per night plus applicable taxes. Please use the below link to book a room, or call the hotel at 780-426-3636.

[Book your hotel accommodations](#)

### Sponsor an RFD

Does your municipality have a pressing issue that can't wait until the resolutions session at Convention this fall? Consider sponsoring a Request for Decision (RFD) at Spring MLC. You can find more information about RFDs on our [Requesting Action by Alberta Municipalities](#) webpage, along with an RFD template. Your RFD must be submitted with proof of council endorsement to [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) by end of day, February 23, 2024. Feel free to reach out to us at this email if you have questions.

### Event Category

Advocacy

### Location

The Westin Edmonton  
10135 100 Street NW  
Edmonton AB T5J0N7

### Audience

Municipal Leaders' Caucus is only open to elected officials and senior administrators representing a municipality within Alberta.

#### Ticket pricing

Municipal Leaders' Caucus In-person - \$250

Municipal Leaders' Caucus Virtual - \$125\*

*Virtual attendees will have access to participate in all sessions taking place in the main ballroom. However, due to technical restrictions, virtual participants will not have the ability to choose the breakout session they would like to attend. All virtual participants will automatically remain in the main ballroom, regardless of municipality size.*

#### Downloads

 [2024 ALBERTA MUNICIPALITIES SPRING MLC AGENDA 1.PDF](#)

#### Cancellation/Refund Policy

Any cancellation made prior to 4:30 pm on Friday, March 1, 2024 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 1 at 4:30 pm and March 8 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 8 will not be eligible for a refund. Registrations are transferrable. Please send all cancellation requests or changes to [registration@abmunis.ca](mailto:registration@abmunis.ca). Please note, you must be an elected official or senior administrator from an Alberta Municipalities Regular Member or RMA Member Municipality to attend this event. If you have any questions, please email [registration@abmunis.ca](mailto:registration@abmunis.ca). Alberta Municipalities reserves the right to review, cancel, and refund registrations if necessary.

REGISTER OR

FIND MORE

### More Upcoming Events

FEB 6, 10:00 AM • VIRTUAL

**Meeting Grant Agencies**

MAR 28, 10:30 AM • VIRTUAL

**Municipal Network for Welcoming and Inclusive Communities (WIC)**

SEP 25, 1:00 PM • IN-PERSON

**2024 Convention & Trade Show**

### STAY UP TO DATE!

We keep you informed. Subscribe to one of our regular newsletters.

**Draft Agenda for Spring 2024 Municipal Leaders Caucus**  
**March 14 and 15, 2024**

Thursday, March 14	
9:00 a.m.	Registration and Breakfast
10:00 a.m.	President's Opening Remarks
10:15 a.m.	Minister of Municipal Affairs' Remarks
10:30 a.m.	<p><b>Whiskey's for Drinking; Water's for Fighting: Preparing for Possible Drought in Summer 2024</b></p> <p>Alberta experienced drought in several parts of the province in 2023. Significant drought was avoided through the effective use of water storage in southern Alberta, but now many water storage reservoirs are very low, with a warm and dry winter forecasted. These factors could lead to a significant drought in 2024.</p> <p>Alberta Environment &amp; Protected Areas will present an update on the current and forecasted situation. The province is also taking steps to prepare to respond and to collaborate with key water license holders and other stakeholders. Alberta Municipalities will present its work to support long term increased water conservation.</p>
11:30 a.m.	President's Report
11:45 p.m.	Lunch
12:45 p.m.	<p><b>Bridge over Troubled Waters: Fostering Respect in Polarized Communities</b></p> <p>Healthy debate is central to democracy, but too often political discourse crosses the line into vitriol and personal attacks. The degradation of public discourse is taking its toll on municipal officials' mental health and pushing moderate voices to the sidelines. This session will feature a panel of municipal officials along with legal and communications experts, who will discuss their experiences and highlight opportunities to create space for constructive dialogue on local issues.</p>
2:00 p.m.	Break
2:15 p.m.	<p><b>Policy Palooza: Crafting Resolutions That Hit the Right Notes</b></p> <p>ABmunis will spin our top records for adopted resolutions past and present. We will also provide an update on changes to the playbook that governs our resolution process to ensure we're all in harmony, as well as tips to help write a resolution that is a smash hit with other members. You will also have the opportunity to find municipal bandmates interested in jamming on resolutions to address similar issues.</p>
3:15 p.m.	Break and transition to breakout rooms
3:30 p.m. – 4:45 p.m.	<p><b>Mingle in the Municipality: Member-Led Discussions Based on Municipal Type</b></p> <p>Join your peers from cities, towns, or villages and summer villages to discuss top-of-mind municipal issues; brainstorm solutions; and provide feedback on ABmunis advocacy, events, and communications.</p>
5:00 – 6:30 p.m.	Networking Reception

Friday, March 15	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Opposition Leader's Remarks
9:15 a.m.	Ministers' Dialogue Session I
10:15 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:30 a.m.	Premier's Remarks
11:45 a.m.	Requests for Decision
12:00 p.m.	Closing Remarks and Lunch



# REQUEST FOR DIRECTION

Meeting: February 12, 2024

Agenda Item: 9

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## COFFEE WITH COUNCIL

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### **DESCRIPTION:**

Following discussions at the last regular Council meeting on January 22, 2024 regarding Council communications, Administration is proposing to go forward with a "Coffee with Council" initiative starting in March 2024.

### **BACKGROUND:**

Council has indicated that they would like to host Coffee with Council monthly to start, and see how the community responds to it. Events would be held on the first Saturday of the month at 2:00pm and the 3<sup>rd</sup> Tuesday of the month at 7:00pm. This will hopefully provide greater opportunities for Council to meet with the public. If after a few months the turnout is low and there is not much interest, it could be switched to bi-monthly or quarterly.

It was decided that it would be best to host Coffee with Council in Council Chambers at the Town Office to avoid any extra costs associated with renting a space. Events would be approximately one hour in length each time.

Coffee with Council will allow people access to Town Council in a more relaxed environment. People will be less intimidated if they are meeting Council in a more casual setting. If any issues arise, there will be time to research and get answers, or possibly bring the concern forward during a regular Council meeting.

### **PROPOSED:**

March 2024     Saturday, March 1<sup>st</sup> at 2:00 p.m.  
                     Tuesday, March 19<sup>th</sup> at 7:00 p.m.

April 2024     Saturday, April 6<sup>th</sup> at 2:00 p.m.  
                     Tuesday, April 16<sup>th</sup> at 7:00 p.m.

May 2024      Saturday, May 4<sup>th</sup> at 2:00 p.m.  
                     Tuesday, May 21<sup>st</sup> at 7:00 p.m.

June 2024      Saturday, June 1<sup>st</sup> at 2:00 p.m.  
                     Tuesday, June 18<sup>th</sup> at 7:00 p.m.

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to hold Coffee with Council at the Town Office every 1<sup>st</sup> Saturday at 2:00 p.m. and 3<sup>rd</sup> Tuesday at 7:00 p.m. starting in March 2024 until the end of June 2024 at which time the initiative will be revisited.



**ATTACHMENT:**

- MARCH 2024 Calendar with pertinent meetings

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: February 8, 2024

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# MARCH 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 1 <sup>st</sup> SATURDAY COFFEE WITH COUNCIL 2pm
3	4 1 <sup>st</sup> MONDAY FCSS 7pm	5 1 <sup>st</sup> TUESDAY PHL 4pm	6 1 <sup>st</sup> WEDNESDAY Alberta SouthWest 6pm	7 1 <sup>st</sup> THURSDAY ORRSC 7pm (quarterly)	8	9
10	11 2 <sup>nd</sup> MONDAY Town Council 7:00pm	12 2 <sup>nd</sup> TUESDAY Child Care Society Social Centre 6:30pm	13 2 <sup>nd</sup> WEDNESDAY Lions 7pm Kinsmen 7pm	14 2 <sup>nd</sup> THURSDAY Community Dev Committee 7pm	15 3 <sup>rd</sup> FRIDAY Transportation Society 10am	16
17	18 3 <sup>rd</sup> MONDAY Chamber 5pm Housing Authority 7pm EDC 7pm	19 3 <sup>rd</sup> TUESDAY COFFEE WITH COUNCIL 7pm	20 3 <sup>rd</sup> WEDNESDAY Golf Club 12pm Museum 3pm Ag Society 6:30pm	21 3 <sup>rd</sup> THURSDAY CAREs 7:15pm Food Bank 4pm	22	23
24	25 4 <sup>th</sup> MONDAY Town Council 7:00pm	26 4 <sup>th</sup> TUESDAY	27 4 <sup>th</sup> WEDNESDAY Playschool 7pm Lions 7pm	28 4 <sup>th</sup> THURSDAY WC Landfill 3pm Welcoming 6pm	29	30
31						



# REQUEST FOR DECISION

Meeting: February 12, 2024  
Agenda Item: 10

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## TOWN OF CLARESHOLM UPDATED QUALITY MANAGEMENT PLAN

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### **BACKGROUND / DESCRIPTION:**

The Town of Claresholm is an accredited municipality and is responsible for the administration, effectiveness, and compliance with a Quality Management Plan (QMP) for Safety Codes administration and delivery. This means the Town of Claresholm will administer the Safety Codes Act including all regulations applicable to the Building, Electrical, Plumbing, Gas and Fire disciplines. The Town of Claresholm contracts to Superior Safety Codes Inc. for all disciplines except fire. The QMP describes the terms and conditions of accreditation.

Currently the Town has a QMP (approved in 2020) and since there has been a new template, the Safety Codes Council has recommended the Town of Claresholm update into a newer format. This new document has minor changes (ex. to the organizational chart), but no major changes to service delivery or requirements. The document is attached for review and approval. Previously, the organization chart had names listed; administration is advising to use position names instead of staff names for when those positions have different people filling them.

Administration presents the draft document for review and approval. Included in the QMP is the terms and conditions of accreditation, and requirements for delivery standards, records, inspections, etc. The QMP manager is the CAO, Abe Tinney. Annually all Safety Codes Officers and the QMP manager and applicable staff review the QMP.

### **PROPOSED RESOLUTIONS:**

Administration recommends Council carry a motion to agree to the terms within the updated Quality Management Plan as presented. The QMP will then be sent to the Safety Codes Council for approval.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire.

### **ATTACHMENTS:**

- 1.) Draft QMP

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: February 8, 2024

---

# **Town of Claresholm**

## **Quality Management Plan**



**QMP Version: September 2022 v1.1**

# Town of Claresolm

## Quality Management Plan

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This Quality Management Plan has been accepted  
by the Administrator of Accreditation.

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**Peter Burrows**  
**Administrator of Accreditation**

---

**Date**



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## Schedule A - Scope and Administration

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## 1.0 Scope of Accreditation

The **Town of Claresholm**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- ☒ All parts of the:
  - National Building Code – 2019 Alberta Edition; and
  - National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- ☒ All parts of the:
  - CSA C22.1-21 Canadian Electrical Code (25th Edition).

### 1.3 Fire

- ☒ All parts of the:
  - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
  - Fire Investigations (cause and circumstance).
- ☒ Public education.

### 1.4 Gas

- ☒ All parts of the
  - CSA-B149.1:20 Natural gas and propane installation code
  - CSA-B149.2:20 Propane storage and handling code
  - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
  - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the**
  - CSA-B109:17 Natural gas for vehicles installation code
  - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
  - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

### 1.5 Plumbing

- ☒ All parts of the:
  - National Plumbing Code of Canada (NPC) 2020, and
  - Alberta Private Sewage Systems Standard of Practice 2021

## **2.0 Quality Management Plan Administration**

### **Town of Claresholm**

#### **2.1 Overall Administration**

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

##### **2.1.1 Delivery of Safety Codes Services**

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

##### **2.1.2 Contracted Accredited Agency**

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

##### **2.1.3 Monitoring and Oversight**

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## **2.2 Personnel**

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### **2.2.1 Appointment of a QMP Manager**

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### **2.2.2 SCO Authority**

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

### **2.2.3 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### **2.2.4 Registry of SCO and Permit Issuers**

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## **2.4 Training on the Contents of this QMP**

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## **2.5 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## **2.6 Records**

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.



All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## **2.7 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## **2.8 Permit Information and Permissions**

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## **2.9 QMP Amendments and Revisions**

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

## **2.10 Annual Internal Review**

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.

## **2.11 Cancellation of Accreditation**

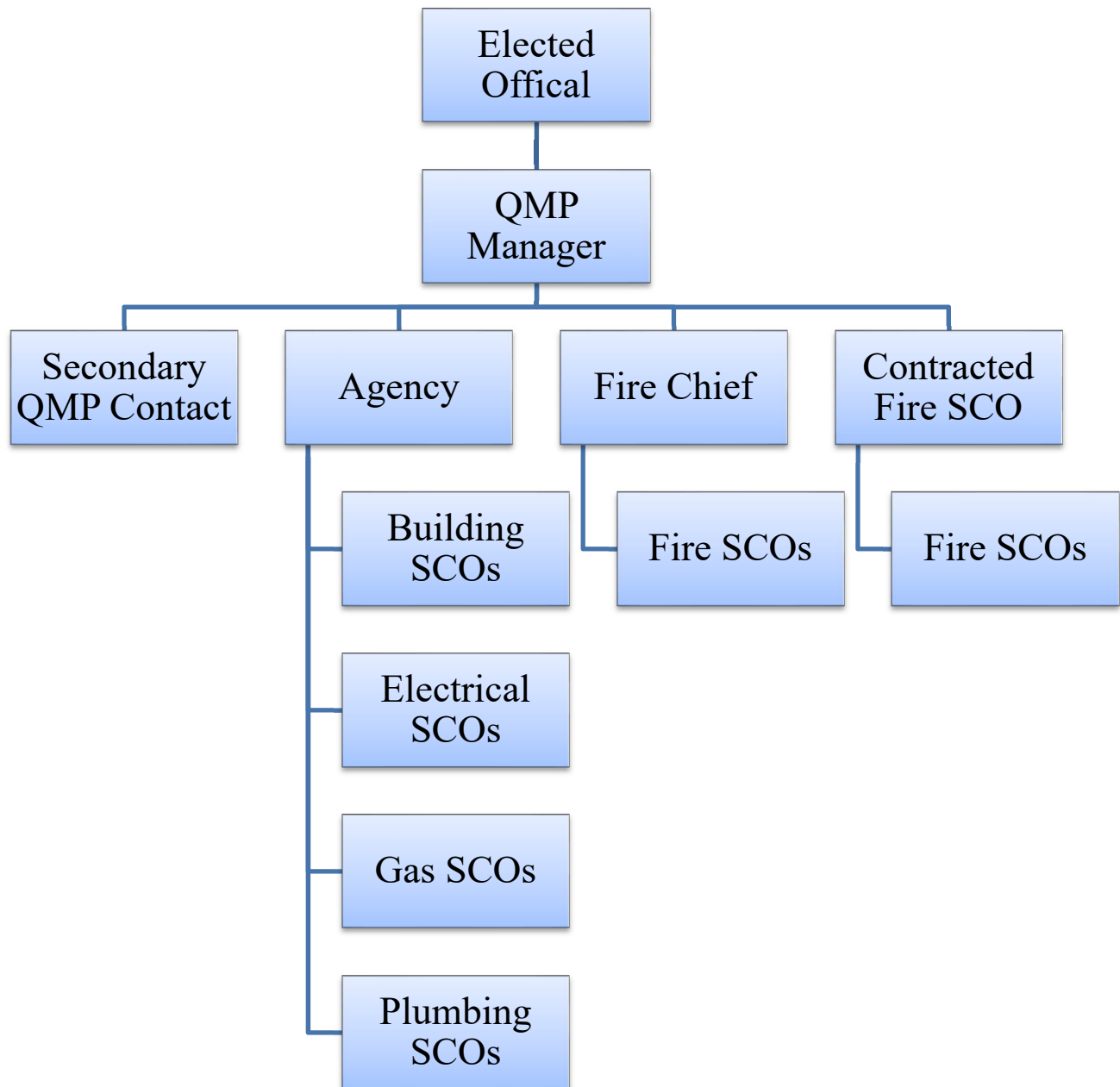
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

## 2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

### 2.13 Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

---

**Signature of Municipal Employee Duly Authorized  
to Enter Into this Agreement**

---

**Date**

---

**Name**

---

**Job Title**

---

**Phone Number**

---

**Email Address**

### 2.14 QMP Manager Information

---

**QMP Manager Name**

---

**Job Title**

---

**Mailing Address**

---

**Phone Number**

---

**Email Address**

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

## Schedule B - Operational Requirements

---

## 3.0 Operational Requirements

### 3.1 Definitions

The following definitions apply.

#### 3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### 3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### 3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### 3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### 3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

### 3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

### 3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with



have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### **3.7 Permit Administration**

#### **3.7.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### **3.7.2 Permit Information**

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

### 3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### 3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

### 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

### 3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### 3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

### 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

## Schedule C -Technical Discipline Service Delivery Standards

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## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

#### 4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> <li><b>OR</b></li> <li>within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of <b>over</b> \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of <b>over</b> \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work <b>over</b> \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>building envelope and HVAC rough-in</li> <li><b>OR</b></li> <li>framing, structure, and building envelop prior to insulation and vapour barrier</li> <li><b>AND</b></li> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over</b> \$50,000 <b>and less than</b> \$200,000	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

**\* NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ Interior Partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

**\* NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

#### 4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- 2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:**
  - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>mid-term</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>completed rough-in inspection prior to cover-up</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>mid- term inspection</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>

#### 4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.3 Fire

### 4.3.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

### 4.3.2 Fire Inspections

#### Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> <li>one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance.</li> <li>one (1) post demolition inspection to be conducted</li> </ul>
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <li>Once per event</li> </ul>
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group B, Division 1 Detention	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group B, Division 3 Care	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <li>On request or complaint</li> </ul>



Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

**\*Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

#### 4.3.3 Inspection Frequency Definitions:

- 1. On request or complaint** - the process as defined by municipal operational policy.
- 2. Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3. Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4. Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5. Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

#### **4.3.4 Hot Works**

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

#### **4.3.5 Construction Fire Safety Plans (including demolition)**

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

#### **4.3.6 Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and

- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

#### **4.3.7 Fire Prevention Programs**

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
  - Risk Watch (an injury prevention program);
  - Getting to Know Fire (fire educator lesson plans);
  - Seniors Fire Safety Programs;
  - Juvenile Firesetter Intervention Program;
  - Fire Smart; and
  - Shelter-in-Place.

## 4.5 Gas

### 4.5.1 Gas Permits

The Municipality will issue Gas Permits.

### 4.5.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### 4.5.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> <li>rough-in</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> <li>rough-in</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>

### 4.5.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.6 Plumbing

### 4.6.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.6.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.6.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>completed rough-in below grade</li> <li><b>OR</b></li> <li>completed rough-in above grade prior to covering within 180 days of permit issuance</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>one (1) site inspection prior to covering.</li> </ul>

#### **4.6.4 Permits for Private Sewage Disposal Systems**

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

#### **4.6.5 Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### **4.6.6 Miscellaneous Plumbing Inspections**

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



# REQUEST FOR DIRECTION

Meeting: February 12, 2024  
Agenda Item: 11

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## Alberta Municipalities Resolutions 2023

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### **DESCRIPTION:**

Alberta Municipalities (AM) created a 2023 Resolutions Book that has identified common issues or concerns facing many municipalities. Their end goal being to advocate for solutions on behalf of the municipalities. [2023 Resolutions Book - Version 3 Post Convention.pdf \(abmunis.ca\)](https://abmunis.ca/2023-Resolutions-Book-Version-3-Post-Convention.pdf)

### **BACKGROUND:**

The FCSS Director was tasked with reviewing the 'social' resolutions to see if any of the issues align with the issues that are being seen in Claresholm. Alberta has chosen a centralization of support services, using 1-800 intake lines, and online portals; leaving FCSS the only service group that provides help face to face. Claresholm FCSS has seen an influx of people in need this past year and Claresholm FCSS is dealing with all of the issues in these resolutions. These issues are shared with every municipality across the province with little or no relief in sight. The following are four resolutions that are directed toward these issues.

### **DISCUSSION/OPTIONS:**

*Resolution B1: Protection for Vulnerable Residential Tenants- there are few protections for vulnerable residents*

- Rental increases are unregulated allowing landlords to increase rent as much as they want and whenever they want (not just annually)
- Affordable housing costs should be no more than 30% of household income (not the case in Claresholm)
- Rental stresses or fear of being homeless can lead to many other negative outcomes (stress leading to physical illness, mental health issues)
- High cost of rent puts pressure on other social supports (increase use of food banks, decrease in participating in community life, increase waitlists for social housing)
- Citizens are choosing inappropriate rental properties just to have a safe space and not be homeless (living in extremely small space or space is too large or space is not suitable for living safely)

\*These issues are very real for residents of Claresholm.

*Resolution B2: Enhanced Funding for Rent Assistance (RAB) and Temporary Rent Assistance Benefits (TRAB)- subsidize rent for low income Albertans for accommodation of their choice*

- there is lack of funding to and long wait times to access these programs
- there are 9.9% (2021 federal Census) or approximately 422,000 Albertans in need of adequate (affordable and suitable) housing.
- Rent Subsidy Program applications are long and arduous and require a lot of information. A simplified application would be welcomed.
- programs need to wait on Government budget before a confirmation of funding continuation
- Subsidy program for our area is in High River. Rent subsidies for High River area are served first and then rural area is considered.
- applicants must already be living in a rental unit or have a signed lease to apply



- seems typical that if landlords hear of the tenants receiving subsidy, then tend to increase rent further.

\* FCSS utilizes the Westwinds Communities program for clients in need of rental support but there are long wait times and no assurance that the program will last.

*Resolution B3: Homelessness and Associated Social Needs in Rural Communities*

- Homelessness exists in Claresholm even though you can't see it.
- People cannot afford the rent in small competitive rental markets
- Renters are being evicted with nowhere else to go
- There is no access in Claresholm to temporary shelters
- There is a lack of comprehension of how tenant rules work. Not following the landlord/tenant rules can lead to eviction.
- Renters do not understand that there are not limitless options for living in Claresholm so choosing to move out of stable situations is not the best idea.
- Families are living in motel rooms or holiday trailers, in vehicles or on couches
- Housing units that we have are always full and waitlists are long- Low income housing only exists for seniors and people with children- large gaps for people 18 to 64

\*FCSS sees many clients with no place to go and our resources to help are limited

*Resolution B4: Rural Access to Supports for Addictions, Mental Health*

- We are fortunate to have a Mental Health Clinic in town
- Mental Health Clinic is not as easily accessible anymore. Clients must fill out a form to be referred now.
- Clients from Centre for Mental Health and Addictions once discharged want to stay in Claresholm. Not much in supportive living for them so some struggle.
- Have Sparta House which is a day program for people that live with mental illness.
- FCSS has a large percentage of mental health clients that need more than regular guidance- puts stress on FCSS workers

FCSS staff are encouraged by the level of social resolutions approved by AB Munis members, and would like Council to send correspondence to the AbMunis (not all municipalities, but the organization) as a way of emphasizing the importance of advocacy for these issues.

ATTACHMENTS:

- 1.) 2023 Resolution Book

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Barb Bell, FCSS Director

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APPROVED BY: Abe Tinney – CAO

DATE: February 8, 2024

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# 2023 Resolutions Book



Post Convention Results  
Resolutions Session – Thursday, September 28, 2023

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# About Resolutions

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to identify and prioritize common issues and solutions while also empowering Alberta Municipalities Board of Directors to advocate to the federal and provincial governments on members' behalf. This process includes a Resolutions Session at the Alberta Municipalities Convention where members vote on the resolutions submitted.

As set out in ABmunis' [Resolutions Policy](#), a resolution must address a topic of concern affecting municipalities on a regional or provincial level, and must be approved by the council of the sponsoring municipality and seconded by an additional municipal council. A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by Alberta Municipalities.

Resolutions adopted by members annually at Convention are typically active for three years. Alberta Municipalities administration, standing committees, and the Board take action to develop and implement advocacy strategies for each resolution. Given the scope, complexity, and volume of issues facing municipalities, ABmunis uses a [framework to prioritize](#) where it invests our collective efforts.

All resolutions from the current year and the fourteen previous years, including those that are both active and expired, are posted in the [Resolutions Library on ABmunis' website](#).

# **2023 RESOLUTIONS**

**Adopted:  
Active Resolutions**

## B1: Protection for Vulnerable Residential Tenants

Moved by:	Municipality of Jasper
Seconded by:	Town of Edson
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** the *Alberta Residential Tenancies Act* provides few protections for vulnerable residential tenants;

**WHEREAS** residential tenants in Alberta communities are vulnerable to unregulated annual rent increases, which can result in increased negative outcomes for Albertans, and for the communities in which they reside;

**WHEREAS** affordable housing for families, seniors and individuals is defined as housing that costs not more than 30% of a household’s total annual income, including heat, water and sewer expenses;

**WHEREAS** residential tenants required to spend more than 30% of household income on rent are increasingly vulnerable; and

**WHEREAS** it is within provincial authority to protect vulnerable residential tenants through legislation, and it is also within provincial authority to create or increase rental subsidies and other housing supports to the most vulnerable Albertans.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to amend existing legislation or pass new legislation to increase protection for vulnerable residential tenants;

**FURTHER BE IT RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to create or improve financial supports available to vulnerable residential tenants; and

**FURTHER BE IT RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to continue its work improving the availability of affordable housing for vulnerable residential tenants.

### BACKGROUND:

- When rent exceeds 30% of household income, a variety of individual and social issues arise, including:
  - Increased mental health crisis and anxiety around experiencing homelessness and paying rent or bills;
  - Increased access to foodbank and food recovery programs;
  - Increased need for donated or free personal hygiene products;
  - Decreased ability to pay for childcare and extracurricular activities for children;
  - Decreased ability to engage in community activities;
  - Increased applications to Alberta Supports and seniors housing authorities for rent subsidies;
  - Increased job hunting for sufficient income;
  - Increased waitlists for Social Housing;
  - Increased negative impacts on employers; and
  - Decrease in community stability, including families and individuals having to relocate.
- Other jurisdictions have recognized the need for provincial protections for vulnerable residential tenants, such as British Columbia; Manitoba; Ontario; and Prince Edward Island.
- This resolution should be given high priority as it both impacts our most vulnerable residents in all Alberta communities, and negatively impacts our local and provincial economies.
- This issue and call to action align with the Alberta Municipalities strategic initiatives of Welcoming and Inclusive Communities (WIC) and Social Issues Scoping.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on affordable housing and homelessness. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B2: Enhanced Funding for the Rent Assistance and Temporary Rent Assistance Benefits

Moved by: City of Airdrie  
 Seconded by: City of Grande Prairie  
 Category: B – Issues Related to Alberta Municipalities' Strategic Initiatives  
 Subject: Social  
 Status: Adopted - Active

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**WHEREAS** the Governments of Canada and Alberta proclaimed that every Canadian deserves a safe and affordable place to call home and committed to providing \$444 million in rent support to low-income Albertans in need through the Canada-Alberta Housing Benefit from 2019 to 2028;

**WHEREAS** the Stronger Foundations Alberta Affordable Housing Strategy identifies the goal to simplify processes and regulations for eligibility, prioritization, and rent setting, creating a more transparent and fair system for Albertans who need housing supports;

**WHEREAS** a diverse labour force is required to fill a wide range of jobs to support a vibrant, strong provincial economy;

**WHEREAS** Albertans across the province are facing increased financial pressures and there are 9.9 per cent (2021 federal Census) or approximately 422,000 Albertans in core housing need; and

**WHEREAS** the Rent Assistance Benefit (RAB) and the Temporary Rent Assistance Benefit (TRAB) programs are intended to assist lower income Albertan households to afford their rent in housing of their choice.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to:

- establish predictable, long-term rent assistance funding to meet the needs of all low-income Albertans allowing them to access rent support for appropriate housing;
- increase awareness of rent assistance programs to provide more Albertans in core housing needs with the support that they need to ensure they have access to appropriate housing; and,
- simplify the application process.

### BACKGROUND:

Core housing need refers to whether a private household's housing falls below at least one of the indicator thresholds for housing adequacy, affordability or suitability, and would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (attains all three housing indicator thresholds).<sup>1</sup>

The Rent Supplement Program provides a subsidy directly to households for an accommodation of their choice to help make rent more affordable. In 2021 the Government of Alberta redesigned the Program and created two benefits, the Rent Assistance Benefit (RAB) and the Temporary Rent Assistance Benefit (TRAB). RAB is a long-term benefit available to subsidize the rent for Albertans if they are below low-income thresholds, while TRAB provides a modest subsidy for working households with low income, or those between jobs, and is intended to help eligible tenants afford their rent while they stabilize or improve their situation.<sup>2</sup>

<sup>1</sup> 1 [Dictionary, Census of Population, 2021 – Core housing need \(statcan.gc.ca\)](https://www25.statcan.gc.ca/n1/pub/92-62-001-x/2021001/article/00001-eng.htm)

<sup>2</sup> 2 Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing, pg. 8.



Presently the Province announces RAB and TRAB funding amounts in the Government's spring budget (prior to end of Q1 annually). The funding cycle for rent assistance program applicants is based on the calendar year, from January to December. This lack of alignment between the funding model and the term of the rent assistance program, means that Administrators must be cautious in accepting additional households in need of support until after the budget is confirmed in the first quarter of the year to avoid oversubscribing the program. In the case that additional program budget is received, Administrators must then onboard new recipients and spend the money prior to the end of the calendar year.

The TRAB was initially launched in seven Alberta urban centres. In August 2022 the temporary assistance program was expanded to include residents from more than 80 communities across the Province. While this was a welcome announcement, no additional funding was dedicated to the expanded program.

Albertans are struggling to afford housing at alarming rates. An expansion of funding to rent assistance programs would help meet some of the increased need. The Province's **Alberta is Calling** campaign actively encourages people to relocate to Alberta to build their futures. The resulting high in-migration of people is a driver behind the low vacancy rates across the province, causing rents to spike to unprecedented levels impacting those who can afford it least.

Many lower income Albertans are not aware of either the RAB or TRAB. If people are not connected to government or not-for-profit supports, they may simply not know about the program and applying on-line can also be confusing. One of the main challenges applicants face is that to qualify they must already be living in a rental unit or have a signed lease prior to receipt of their first subsidy payment. Many individuals and families need to secure the rent assistance benefit prior to obtaining housing to be able to afford it.

In addition, the TRAB income level is quite low and Albertans who know about the program are finding it difficult to qualify for the temporary assistance. More funding targeted at those Albertans most in need, enhanced public education about the existence of rent assistance programs and a simplified application process would go a long way to addressing core housing need in Alberta.

Access to stable, adequate housing is foundational to community wellbeing and prosperity of all Albertans. Adequately funding the rent supplement program has a direct impact on building thriving, safe and welcoming communities for all.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on affordable housing. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B3: Homelessness and Associated Social Needs in Rural Communities

Moved by:	Town of Rocky Mountain House
Seconded by:	Town of Edson
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** safe, stable, affordable, accessible, and permanent housing is a human right, and its absence negatively impacts typical development; physical and mental health functioning; nutrition; social and emotional wellbeing; education, employment, and training opportunities; academic success; family and social cohesion; and the ability to exercise individual rights and responsibilities;<sup>1</sup>

**WHEREAS** the provision of addressing homelessness and affordable housing falls within Federal and Provincial jurisdiction;

**WHEREAS** the Government of Canada renewed their support for affordable housing, and reducing chronic homelessness nationally by 50% by fiscal year 2027 to 2028, through the National Housing Strategy and a commitment to invest \$40 billion in capital over 10 years;

**WHEREAS** according to the Government of Alberta's Economic Multiplier Analysis, every \$1 invested in building affordable housing creates \$1.74 in total economic output;

**WHEREAS** in times of economic downturn, pandemics, job loss, and periods of high rates of under-employment and unemployment, persons of low socioeconomic status and those living in poverty in urban, suburban, and rural locations are at significantly heightened risk of losing stable housing resulting in homelessness;<sup>2</sup>

**WHEREAS** homelessness results from systematic barriers, structural racism, anti-LGBTQ+ discrimination, and embedded social injustices including the lack of safe and affordable housing; discriminatory gaps in wages based on gender, race, ethnicity, and immigration status; high costs of food, childcare, transportation, and utilities; insufficient supportive community services, including those targeted to treat mental health and substance disorders; under-funded schools ill equipped to prepare students for academic or vocational success; scarce job training programs; limited early childcare and after school programs to support working families; inadequate and unfair wages; job layoffs and under-employment and;

**WHEREAS** the purpose of municipalities are to develop and maintain safe and viable communities, and provide services and facilities that are necessary as established through Alberta's *Municipal Government Act*; and local residents, businesses, and communities are expressing concerns to their municipalities about the negative impact that homelessness is having on both individuals experiencing homelessness and the broader community.<sup>1</sup>

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to:

- Invest in the rural municipalities to aid in the development of affordable housing units and support those most vulnerable to the current economic and health impacts.

1 American Psychological Association. (2021a). APA resolution on APA, psychology, and human rights. In *Council policy manual*. Retrieved from <https://www.apa.org/about/policy/resolution-psychology-humanrights>

2.(e.g., Blustein et al., 2019; Desmond, 2016; Kopf, 2017; Shinn & Khadduri, 2020; United States Conference of Mayors, 2020

3. City of Edmonton's [Provincial Support for Addressing Affordable Housing and Homelessness](#) (2020)

- Maximize the funding that can be leveraged from the Government of Canada, and increase research directed towards the prevention of homelessness among marginalized and vulnerable populations, and evidence-based intervention plans for those currently experiencing homelessness.
- Encourage the province to dedicate additional resources towards creating permanent shelter spaces in coordination with smaller communities who request it; ensuring homeless and women emergency shelters have the operating funding support they need; funding bridge housing to help transition people from shelters into supportive housing with additional supports;
- Invest in the cost-effective health and support services needed to help those with complex needs get housed and stay housed, resulting in a visible reduction in homelessness and a drastic savings in health, justice, and law enforcement costs.
- Investigation of interventions to promote resilience in different populations at risk for homelessness, including those within rural, suburban, or urban areas.

#### **BACKGROUND:**

Rural homelessness is a huge issue and it is a bigger problem that most people realize. Rural homelessness might look different than in urban centres but the percentage of those experiencing homelessness is the same in both places. There are some people who cannot afford a place to live due to a small and competitive rental market.

With the continued increase in pressures resulting from the transfer or assumption of responsibilities to municipalities without the resources to properly support them from federal and provincial government, many municipalities are recognizing that while there is a definite need for these support services but unfortunately, many municipalities are not able to fully provide financial supports and there is a need for increased sources of funding, which must be provided from all orders of government.

The Government of Alberta's Budget 2023 talks about providing essential services and supports, with \$316 million over 3 years for ongoing supports for affordable housing.

On March 1, 2023, Alberta Municipalities (ABmunis) release its Preliminary Analysis of the Government of Alberta's 2023 Budget, which included the following comments regarding Affordable Housing:

"Released in 2021, Alberta's affordable housing strategy maps out the changes needed to provide affordable housing for an additional 25,000 households over the next 10 years, an increase of more than 40 per cent. To meet this target the province aims to support the creation of 2,300 new affordable housing units and new low-income rental subsidies per year each of the next three years. Budget 2023-24 allocated \$342.5 million for affordable housing, including rent supplements. Of the \$342.5 million, \$34.3 million is allocated to help grow the supply of affordable housing in priority areas through the Affordable Housing Partnership Program."

On February 28, 2020, AUMA (now ABmunis) released its Preliminary Analysis of the Government of Alberta's 2020 Budget, which included the following comments regarding Affordable Housing:

"AUMA is very concerned to see significant cuts to capital investment in affordable housing for both the development of new units, as well as the maintenance and repair of existing units. Addressing Alberta's lack of affordable housing is a priority for municipalities. In addition to stimulating employment and economic growth, capital investment in affordable housing yields long-term savings for all levels of government due to decreased use of health services, police and justice services, child welfare, and other services such as homeless shelters, income supports, and addictions and mental health supports."

#### **ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with past advocacy on affordable housing, homelessness, and addictions. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B4: Rural Access to Supports for Addictions, Homelessness and Mental Health

Moved by:	Town of Grimshaw
Seconded by:	Town of Peace River
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** the province is providing \$187 million to address addiction, homelessness, and mental health in Alberta’s large urban centres and while challenges remain in these centres, equitable access to training, support, funds, and resources has not been provided for municipalities of all populations across the province;

**WHEREAS** municipalities of all populations in Alberta require collaboration and coordination, as they are in dire need of assistance to deal with addiction, homelessness, and mental health;

**WHEREAS** every Albertan, no matter their circumstance, deserves the opportunity to pursue recovery from addiction, and pre-treatment programs can be a bridge between detox and treatment for people who are pursuing recovery from addiction;

**WHEREAS** the most common factors contributing to persons being homeless are lack of money, unaffordable rent or mortgage, mental health struggles, addictions, medical conditions, and job loss; and

**WHEREAS** the urgent need for shelter spaces in rural communities has been steadily increasing and requires provincial support as access to resources is limited.

**THEREFORE, BE IT RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to provide a solution for municipalities of all populations who identify a need, to address the issues of addiction, homelessness, and public safety, and build on the province’s recovery-oriented system of addiction and mental health care.

### BACKGROUND:

Addiction and mental health issues are exacerbated in rural communities, including towns and villages, as there is generally a large geographical area to cover. As a result, people have to travel further for treatment and wait a long time for services. Municipalities in rural communities also require more workers and funding per capita than is needed in large urban centres for supporting and treating mental health and addiction.

The total number of emergency department visits in Peace River and area (six hospitals) in 2021/2022 that had an Addiction/Mental Health presentation were over 2,000, with 1,400 of those visits being mental health related and 600 of them substance related. In 2022, the Peace River RCMP detachment made 62 transfers (a 135% increase from the previous year) to convey a person with Addiction/Mental Health presentation to a designated facility in Grande Prairie and/or Edmonton. This uses up many hours of the officers’ time, in addition to the many hours responding to call outs from the public for these people.

When it comes to homelessness and understanding its causes, the larger urban experience tends to dominate the conversation due to the “visibility” of individuals experiencing homelessness. The issue of homelessness within rural and remote communities is far less understood or even acknowledged by the wider public because of its “hidden” nature. Individuals experiencing housing insecurity in rural and remote communities are more likely to couch surf, live in overcrowded housing, or own/rent housing that may need major repairs, often leveraging the relationships around them for support. The lack of available, accurate, and current data on rural communities’ homelessness limits the ability of those communities to advocate for better resources for their residents in greatest need.

The shelter in Peace River has 15-20 people staying there every night and this number is steadily increasing. In Peace River, when persons are released from the Peace River Correctional Center they are provided with transport into the downtown core and end up at the shelter when it is open, due to extenuating factors, which greatly increases the number of homeless in the area. In a one-month period, there were 80 persons transported to Peace River from the Correctional Center with no repatriation or transportation plan home for them. As a result, Peace River is overwhelmed with people who need better supports that rural communities cannot currently offer. RMA passed a similar resolution earlier this year, which provides the opportunity for ABmunis and RMA to collaborate on advocating for increased access to supports for addictions, homelessness, and mental health for Albertans in municipalities large and small, urban and rural throughout Alberta.

**ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with past advocacy on affordable housing, homelessness, and addictions. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B6: Capital Funding Support for Housing Management Bodies

Moved by:	Town of Wembley
Seconded by:	Town of Sexsmith
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** Housing Management Bodies (HMB's) in the Alberta who provide supportive living facilities for seniors (lodges) are facing continual unanticipated increasing cost pressures including inflation, higher utility costs and interest rate increases that are heavily impacting budgets needed to keep sites operational;

**WHEREAS** these costs are pressuring HMB's operations causing deficits that require higher requisition requests as they try to balance capital repairs over and above operating expenses. The overall outcome is an impact to the affordability for residents;

**WHEREAS** the Government of Alberta has announced the Affordability Action Plan designed to provide assistance to seniors facing affordability crisis, however, there is no assistance offered for supplies or works needed for capital maintenance of the actual lodges which are also negatively affected by the increased costs crisis; and

**WHEREAS** the Government of Alberta has previously provided selected organizations with capital maintenance level funding, however, this has reduced or is no longer available to HMB's. HMB's are in immediate and long-term need of this support to sustain and improve Alberta's seniors' facilities.

**THEREFORE, BE IT RESOLVED** that Alberta Municipalities lobby the Government of Alberta to increase funding to Housing Management Bodies to alleviate the affordability crisis and provide funding for capital upkeep or replacement needed to sustain supportive living at senior lodges.

### BACKGROUND

A recent presentation by our Housing Management Body (HMB), the Grande Spirit Foundation, highlighted the fact that all capital replacement funding is becoming the sole responsibility of the organization as lodges are not eligible for additional funding such as MSI or other regular grant contributions. Housing Foundations can typically access Canadian Mortgage and Housing Corporation (CMHC) for new facilities and capital maintenance via borrowing along with some provincial funding to complete new projects, but not for existing facilities. HMB's throughout the province submit annual business plans to the province with capital renewal requests for existing and new facilities. These requests were funded through grants in the past, which assisted HMBs to prioritize and upgrade capital repairs as required. This grant funding for capital repairs is either no longer existent or insufficient to keep up to aging lodge infrastructure. The result is the Foundation either continues to raise rental rates to the maximum of residents' income as per the Social Housing Regulation and further challenges our senior affordability or increases municipal requisitions which adds to the existing tax burden for municipal ratepayers. The Grande Spirit Foundation currently has over 1100 units with 1700 residents, more or less, and has approximately \$90 million in capital budgets in planning to assist people in need of housing accommodation.

### ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on affordable and seniors' housing. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.



## B7: Post-Traumatic Stress Disorder (PTSD) Coverage for Community Peace Officers Under the Workers Compensation Act

Moved by:	Town of Drayton Valley
Seconded by:	City of Edmonton
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** Bill 1: *Workers' Compensation Amendment Act*, 2012, was introduced to amend the *Workers Compensation Act* to include provisions under part 4, that if a first responder, correctional officer, emergency dispatcher or a member of any other class of worker prescribed by regulations is, or has been diagnosed with post-traumatic stress disorder by a physician or psychologist, the post-traumatic stress disorder shall be presumed, unless the contrary is proven, to be an injury that arose out of and occurred during the course of the worker's employment;

**WHEREAS** post-traumatic stress disorder (PTSD) is a psychiatric disorder that may occur in people who have experienced or witnessed a traumatic event such as a natural disaster, a serious incident, a terrorist act, war/combat, or rape or who have been threatened with death, sexual violence, or serious injury;<sup>1</sup>

**WHEREAS** public safety personnel appear to be at an increased risk for developing a psychological injury due to the nature of their work and 44.5% meet the criteria for one or more mental disorders;<sup>2</sup>

**WHEREAS** post-traumatic stress disorder is a potentially disabling condition that is now a widely recognized public health issue, particularly among public safety personnel. A study conducted by Carleton et al. (2018) investigated the proportion of Canadian public safety personnel reporting symptom clusters consistent with various mental disorders. The results indicated that 23.2% of the total sample screened positive for PTSD (in contrast, estimates of the prevalence of PTSD among the general population range from 1.1 to 3.5%);<sup>3</sup>

**WHEREAS** the *Workers Compensation Act*, part 4, defines a first responder as a firefighter, paramedic, peace officer, or police officer;

**WHEREAS** the *Workers Compensation Act*, part 4, defines a peace officer as an individual appointed as a peace officer under section 7 of the *Peace Officer Act* who is authorized by that appointment to use the title "Sheriff";

**WHEREAS** the restricted definition of Peace Officer to only include those authorized to use the title of Sheriff under part 4 of the *Workers Compensation Act*, does not encompass approximately 3000 Community Peace Officers and Peace Officers throughout Alberta under the presumptive provisions for PTSD coverage; and

**WHEREAS** municipalities, their residents, businesses, and visitors benefit from having Community Peace Officers in their communities to preserve and maintain the public peace and benefit from an engaged mentally healthy and resilient workforce.

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<sup>1</sup> <https://psychiatry.org/patients-families/ptsd/what-is-ptsd>

<sup>2</sup> <https://www.mdpi.com/1660-4601/17/4/1234/htm>

<sup>3</sup> <https://ourspace.uregina.ca/bitstream/handle/10294/9055/Glossary%20of%20Terms%20Version%202.pdf?sequence=4&isAllowed=y>

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to

- A. by regulation, add all peace officers appointed under the Peace Officer Act as an 'other class of worker' referred to in section 24.2(2) of the *Workers' Compensation Act* until such time as the Act can be amended, and
- B. amend the definition of Peace Officer under the *Workers Compensation Act*, Part 4, section 24.2(1)(f) to include all Peace Officers appointed under section 7 of the Peace Officer Act.

**BACKGROUND:**

Under the [Workers Compensation Act](#), RSA 2000, specifically, Part 4; Compensation Entitlement, Application and Payment, workers are entitled to compensation under the Act if the worker suffers personal injury by accident, unless the injury is attributable primarily to the serious and willful misconduct of the worker, and to the dependents of a worker who dies as a result of an accident.

Further, under Part 4, is PTSD Presumptions, specifically section 24.2, if a first responder, correctional officer, emergency dispatcher or a member of any other class of worker prescribed by regulations is or has been diagnosed with post-traumatic stress disorder by a physician or psychologist, the post-traumatic stress disorder shall be presumed, unless the contrary is proven, to be an injury that arose out of and occurred during the course of the worker's employment.

According to the American Psychiatric Association, post-traumatic stress disorder (PTSD) is a psychiatric disorder that may occur in people who have experienced or witnessed a traumatic event such as a natural disaster, a serious incident, a terrorist act, war/combat, or rape or who have been threatened with death, sexual violence, or serious injury.

As of 2020, the Government of Alberta indicated that the province has more than 30,000 part and full-time police officers, firefighters, and paramedics.<sup>4</sup> Section 24.2(1)(d) of the Act defines first responders as a firefighter, paramedic, peace officer, or police officer. However, when reviewing the definition of peace officer under section 24.2(1)(f), it defines a peace officer as an individual appointed as a peace officer under section 7 of the [Peace Officer Act](#) who is authorized by that appointment to use the title "Sheriff".

According to the Government of Alberta, there are approximately 3000 Peace Officers in Alberta that are employed by approximately 290 authorized employers such as municipalities, post-secondary institutions, hospitals, and police agencies. These Community Peace Officers are appointed under section 7 of the *Peace Officer Act* but are only permitted by the Ministry of Justice and Solicitor General to use the title of Peace Officer or Community Peace Officer, and not the title of Sheriff. Therefore, there are approximately 3000 Community Peace Officers that are not covered under section 24.2 of the *Workers Compensation Act* and compensation will not be presumed.

Workers that do not fall under the definition of a first responder, are still able to submit a claim for PTSD, or other psychological diagnosis. Adjudication of these psychological injury claims will occur in the same manner as other WCB claims.

According to the Government of Alberta, which is responsible for the *Workers Compensation Act*, in Alberta, they indicated that a committee review is required every 10 years for the Act. The most recent committee review was completed in 2020. At that time, there was an amendment to the definition of workers covered under the presumptive coverage, which still does not encompass Community Peace Officers.

Peace Officers and Community Peace Officers are across Alberta providing services to protect Albertans and visitors alike. Community Peace Officers are in communities and institutions to "preserve and maintain the public peace". To that end, these dedicated Community Peace Officers can become involved in serious, traumatic, and

<sup>4</sup> <https://www.alberta.ca/establishing-the-heroes-fund.aspx#>



life altering events. These events include but are not limited to physical confrontations; motor vehicle collisions where severe injury or death has occurred; transporting or assisting in the transportation of deceased people within hospitals; providing first-aid medical services such as CPR; amongst others. Duties that are consistent with “first responders” such as firefighters, paramedics, police officers, and sheriffs, which are currently being covered under the Act.

Under the Public Security Peace Officer Program Policy and Procedures Manual, issued through the Government of Alberta, Community Peace Officers are permitted to provide emergency response while operating emergency vehicles, to injury collisions, attending fire or medical situations at the request of the Fire or EMS department, any emergent situation if requested by the police service to attend in an emergency response capacity, or to provide backup to police or peace officers where there is a reasonable belief that the officer is in serious danger.

There has been no previous advocacy or resolutions pertaining to this specific topic through Alberta Municipalities. However, in 2021, the City of Fort Saskatchewan brought forward a resolution, which was adopted, titled “[Mental Health and Wellness for Public Safety Personnel](#)”. The resolution was that “it is resolved that the Alberta Urban Municipalities Association request that the Government of Alberta work cooperatively with public safety personnel organizations and allied stakeholders to research, develop and implement evidence-based solutions to address mental health and wellness of public safety personnel in the Province of Alberta.

#### Heroes’ Compensation Act

Should this amendment be made to the *Workers Compensation Act* and Community Peace Officers are defined as first responders under the *Workers Compensation Act*, Community Peace Officers would also be recognized under the [Heroes’ Compensation Act](#), as First Responders. This Act provides a lump sum payment of \$100,000 being paid to the dependent(s), or the estate, of a First Responder that dies as a result of an accident defined by the *Workers Compensation Act*.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on mental health supports for first responders. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis’ Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B8: Provincial funding for Medical First Response

Moved by:	City of Grande Prairie
Seconded by:	City of Medicine Hat, Town of Sexsmith, and City of Wetaskiwin
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** public health is a provincial responsibility and emergency medical services (EMS) and ambulance response are the authority of Alberta Health Services (AHS) and its contractors;

**WHEREAS** AHS centralized and assumed responsibility for EMS from municipalities and at that time promised no degradation of EMS services;

**WHEREAS** many municipalities operate a fire service whose firefighters participate in the Medical First Response program but are not trained paramedics;

**WHEREAS** these firefighters often serve as first responders in the absence or delay of AHS paramedics within their service area;

**WHEREAS** AHS paramedics are at times delayed or not available to attend as first responders thereby leaving that responsibility to the firefighters;

**WHEREAS** the Alberta Emergency Medical Services Dispatch Review by PwC noted that the average wait time to respond to an EMS event increased by 18.5 minutes province-wide between 2017 and 2022;

**WHEREAS** Health Minister Jason Copping indicated that the Alberta government accepted all 53 recommendations in the Alberta EMS Provincial Advisory Committee's Final Report<sup>1</sup>; and

**WHEREAS** many jurisdictions, due to unbudgeted rising costs, are contemplating reducing MFR service levels to no longer respond to medical assist calls, even though it places its own residents in further jeopardy.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to compensate municipalities that operate a fire service with employees or volunteers who are qualified as Medical First Responders in instances when those firefighters respond to emergencies due to the absence or delay of provincial paramedics in their service area.

### BACKGROUND:

In May 2022, the Province engaged PricewaterhouseCoopers LLP to conduct an independent review of Alberta's integrated EMS dispatch model. The purpose of the review was to identify opportunities and provide recommendations that support the EMS Dispatch system in improving patient outcomes. The PwC Report noted that:

In 2004 Alberta began a journey to evolve the coordination and oversight of the EMS dispatch system from a decentralized system to a centralized system. This was done to improve service consistency, standardization, and embed EMS within the broader health system to provide high-quality, patient centered care across the province. However, a number of questions were raised by stakeholders about the impact the model's design has had on system performance, protocol challenges, and event addressing challenges.

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<sup>1</sup> [Alberta EMS report recommends steps toward privatization, critics say | CBC News](#)

Many municipalities have entered into agreements with AHS to have their fire services provide Medical First Response (MFR) when AHS paramedics are delayed. However, there is no direct compensation for this service although support for training can be provided by AHS.

In January 2022, the Alberta EMS Provincial Advisory Committee was established to address the growing demand for EMS across Alberta. In their Final Report, they made 53 recommendations to improve EMS services in the province. Several of the recommendations addressed MFR.

Recommendation #12 included, “developing strategies to enhance the profile of MFR programs and ensure that community and service delivery partners have an ongoing process for engagement, consultation and advice on the system, **including a sustainable funding model.**”

Recommendation #13 states that, “If MFR agencies are more effectively structured within the EMS system, then these skilled professionals can be used more effectively. ... To bring this about, it is recommended that AHS consult with MFR agencies and AHS EMS leaders to ... **develop options for funding opportunities to use MFR responders.**”

Throughout the Final Report, enhancing and expanding MFR is touted as one of the solutions to improving EMS service across the Province. Funding this important function of EMS service delivery would give municipalities the support they need to remain as part of the program and to possibly take on further responsibilities if service gaps exist.

Rural Municipalities of Alberta members passed the following resolution in November 2022 which has the similar intent and from which this resolution has been modeled:

**THEREFORE, BE IT RESOLVED** that the Rural Municipalities of Alberta advocate to the Government of Alberta to compensate municipalities that operate a fire service with volunteers or employees that are qualified as Medical First Responders in instances when those volunteers or employees respond to emergencies due to the absence or delay of provincial emergency medical technicians and paramedics in their service area.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with past advocacy on compensating municipalities that participate in the Medical First Response program. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B9: Integration of Nurse Practitioners into the Alberta Healthcare System

Moved by:	Town of Wembley
Seconded by:	Town of Sexsmith
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** Nurse Practitioners (NPs) are expert clinicians with advanced training, who are able to provide comprehensive primary, acute and specialty health care;

**WHEREAS** smaller municipalities in Alberta experience challenges accessing essential healthcare services and therefore need access to alternative options to a traditional physician-oriented service delivery model;

**WHEREAS** the Government of Alberta recognizes the potential of Nurse Practitioners in meeting the healthcare needs of Albertans and saving the healthcare system money;

**WHEREAS** current provincial grant funding programs for Nurse Practitioners are short term and do not address the broader funding models that create a barrier to greater integration of Nurse Practitioners into the healthcare system; and

**WHEREAS** provisions in provincial legislation should support Nurse Practitioners in providing services they are qualified to conduct.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to remove the legislative and funding barriers that impede greater integration of Nurse Practitioners into the healthcare system.

### BACKGROUND:

In Alberta, Nurse Practitioners have Master's degrees or PhDs and, as such, are prepared autonomous health professionals who provide essential healthcare services grounded in professional, ethical and legal standards. Nurse Practitioners integrate their in-depth knowledge of advanced nursing practice and theory, health management, health promotion, disease/injury prevention, and other relevant biomedical and psychosocial theories to provide comprehensive primary health care services. For more information on Nurse Practitioners, see the [Nurse Practitioners Association of Alberta \(NPAA\)](#) and [Alberta Health Services \(AHS\)](#) websites.

The [March 2015 Rural Health Services Review Final Report](#) clearly stated that Albertans are struggling to obtain access to essential healthcare services. Feedback provided by Albertans, which is documented in the report, identified that Albertans support the implementation of Nurse Practitioners as an approach to improving access to essential healthcare services.

From a funding perspective, Nurse Practitioners are labelled as a member of a multi-disciplinary team, as opposed to a primary care provider like a physician. Therefore, while physicians are paid directly by the Alberta Health Care Insurance Program for services they provide, Nurse Practitioners are paid out of the budget for an AHS hospital or clinic, or a Primary Care Network (PCN). As a result, about 60 percent of Alberta's Nurse Practitioners (i.e., 500 out of approximately 800 Nurse Practitioners) are employed by Alberta Health Services in hospital settings. In contrast, throughout Canada, about 66 percent are employed in community settings and only 24 percent work in hospitals. Municipalities have identified the opportunity to increase the number of Nurse Practitioners in rural/small community settings to improve access to healthcare. Providing a more flexible funding model would enable Nurse Practitioners to practice in community-based clinics and support the longer-term integration of Nurse Practitioners throughout the Province.

ABmunis' advocacy related to Nurse Practitioners started with a resolution adopted in 2015, [\*Promoting the Use of Nurse Practitioners within the Alberta Healthcare System\*](#), which called for the Government of Alberta to allocate funding to models of remuneration that support the integration of Nurse Practitioners within the Alberta healthcare system. Since 2015, the province has provided grants and developed programs related to Nurse Practitioners. For example, in 2016, the province launched the \$10 million Nurse Practitioner Demonstration Project, which explored the increased use of Nurse Practitioners in primary health care. Based on the success of the four demonstration project sites, the province launched the Primary Care Network Nurse Practitioner Support Program in March 2019 to provide \$38.5 million over three years to Primary Care Networks to support Nurse Practitioners currently working within the networks, as well as to hire 50 more Nurse Practitioners over two years. Despite the passing of the intended end date of the Support Program (which was extended into 2022-23) grant funding for Nurse Practitioners continues to be provided to PCNs, while they negotiate a future funding model with Alberta Health.

The funding programs that the province has implemented to support Nurse Practitioners to-date have primarily benefitted metropolitan areas and have not focused on increasing the use of Nurse Practitioners in smaller and rural communities. In addition, small communities have identified that grant funding has not been sufficient to support deployment of Nurse Practitioners throughout Alberta. Instead, there is a need for an ongoing sustainable funding model that more permanently ensures the integration of Nurse Practitioners into Alberta's healthcare system as a whole.

Legislation limiting Nurse Practitioner authority to provide primary care has been a further barrier to the integration of Nurse Practitioners into the healthcare system. The province started taking steps to address these legislative barriers in June 2020. Changes made to legislation include:

- Updating ambulance regulations to allow NPs to work as medical directors and provide real-time medical advice to paramedics.
- Allowing NPs to act as independent primary care providers in nursing homes.
- Authorizing NPs to complete driver medical examination forms.

Allowing Nurse Practitioners to take on these roles and complete these tasks is in line with their typical responsibilities, as they are already within their regulated scope of practice under the *Health Professions Act*. Any remaining legislation that limits the ability of Nurse Practitioners to practice as primary health care providers should be identified and amended.

ABmunis administration and the Small Communities Committee regularly connect with representatives of the NPAA to discuss alignment of advocacy, any remaining legislative barriers to integration, and steps that both organizations are taking to promote the greater integration of Nurse Practitioners into the health care system.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with ABmunis priority initiative, Access to Health Care Outside of Metropolitan Areas. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Small Communities Committee in the context of related priorities and positions.

## B10: Expand Capacity to Train Combined Laboratory and X-Ray Technologists for Rural Alberta

Moved by:	Town of Sundre
Seconded by:	Town of Olds
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** all disciplines of healthcare in Alberta are experiencing shortages of qualified professionals and rural areas are experiencing even greater shortages than urban sites;

**WHEREAS** rural healthcare facilities require staff with a wider, multi-disciplinary skill set, known as a Combined Laboratory and X-Ray Technologist (CLXT), than the staff that are required in conventional urban settings;

**WHEREAS** CLXT skill sets are mandatory for rural healthcare locations, and inadequate numbers of students are being trained at the Northern Alberta Institute of Technology (NAIT) to meet the need in rural Alberta;

**WHEREAS** NAIT is the only institution offering this training in Alberta, with a current class size of forty students per year. NAIT has indicated that they have the capacity within their infrastructure to increase their class size by an additional twenty students if they have the clinical sites to support student training and/or a viable option of simulation training that will allow for the increase in students;

**WHEREAS** NAIT has also advised that they are committed to exploring ways to increase their CLXT intake; and

**WHEREAS** the province’s Alberta 2030 vision is focused on the post-secondary system and being highly responsive to labour market needs.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to collaborate with post-secondary institutions to expand the number of seats available to train Combined Laboratory and X-Ray Technologist (CLXT) for rural Alberta by increasing the number of seats for CLXT training at NAIT by twenty seats and exploring means by which an additional twenty seat capacity (to a total of 80 students annually) can be created at NAIT or another Alberta post-secondary institution.

### BACKGROUND:

The Alberta landscape is dotted with many small rural hospitals. Although small, they are mighty, and provide an essential service to many Albertans. Often remote, these facilities offer a buffer for the injured and sick from the chronically overcrowded big city emergency rooms. Many rural hospitals offer minor surgeries, obstetrics, pre- and post-operative care, and palliative and long-term care, which helps to take the pressure off the city hospitals. These hospitals also allow local citizens to receive quality health care close to home and family.

One discipline where staff shortages have become a particularly serious concern is the combined Lab and X-ray Laboratory and X-Ray Technologist (CLXT). This part of our hospital’s team is vital in assisting with efficient diagnosis and treatment and is essential to keeping a rural emergency room open. These combined skills are specific to, and mandatory for, rural hospitals, and staff shortages in this discipline are apparent across the Province. Rural hospitals are often limited in the number of staff they can hire by budgetary constraints and therefore in many cases cannot afford to hire both a position for lab and for x-ray as separate personnel. The combined CLXT provides a cost-effective way to fill both positions with a single staff member.

The [Alberta Health Services website](#) includes the following statement:



“Combined laboratory and x-ray technologists play a critically important role in the diagnosis, disease prevention and public health surveillance. They are responsible for collecting, preparing and analyzing patient samples, providing general patient care and taking blood. They conduct medical laboratory tests and administer electrocardiograms. They are also responsible for general radiography exams (X-ray). Combined laboratory and x-ray technologists are responsible to perform site specific manual and automated approved laboratory procedures, diagnostic imaging exams and related duties, following established standards and practices defined by the ACCLXT (Alberta College of Combined Laboratory and X-ray Technicians), CPSA (College of Physicians and Surgeons of Alberta) and HPA (Health Professions Act).”

NAIT is the only post-secondary institution providing this specialized program, offering forty (40) seats annually. Increasing those seat numbers, from forty to eighty would significantly address the current demand in rural Alberta. NAIT currently has twenty new seats and thereafter increasing NAIT’s capacity, and/or adding another institution with capability to offer this training, may be enough to meet current demand. Currently, NAIT receives 500 applications for the program, and interviews approximately 200 people for each intake of the 40 seats. This demonstrates that the demand for the current program is very high and filling additional seats would not be an issue.

Access to health facilities and trained health care professionals in rural areas is essential to the sustainability and economic growth of our Province as a whole. Skill specific training, in adequate numbers, is necessary to foster growth and sustainability in rural Alberta. The request for the Government of Alberta to support additional post-secondary seats for CLXT training aligns well with the already developed Alberta 2030 vision:

- “Alberta’s world-class post-secondary system will equip Albertans with the skills, knowledge and competencies they need to succeed in their lifelong pursuits.”
- “The system will be highly responsive to labour market needs and through innovative programming and excellence in research, contribute to the betterment of an innovative and prosperous Alberta.”

This resolution was also adopted by RMA in November 2022, providing the opportunity for joint advocacy on this issue.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on access to medical imaging. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis’ Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

## B11: Maintaining Non-Partisan Municipal Elections

Moved by:	City of Brooks
Seconded by:	Village of Duchess
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Governance
Status:	Adopted - Active

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**WHEREAS** municipal elections in Alberta have been predominantly free from political party influence, affording local elected officials the autonomy to debate and vote on community issues based on the best interests of their community;

**WHEREAS** at the Provincial level there has been comment on opening the door to having political parties at the local level;

**WHEREAS** partisan politics would restrict individual elected officials from independently pursuing the best interests of the municipality but instead bind them by the ideology of the political party they represent; and

**WHEREAS** the current *Local Authorities Elections Act* (LAEA) does not explicitly restrict political party influence in local elections.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Provincial Government to refrain from introducing partisan politics in local government elections;

**AND IT IS FURTHERED RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to amend the LAEA to prohibit partisanship infiltrating local elections or politics in any way including political party endorsements of local candidates, donations directly or indirectly to local candidates, or by way of any other influence.

### BACKGROUND:

Local government elected officials are closer to the people they represent than any other form of government. These representatives also live in their community which is not always the case for those elected provincially or federally. Local representatives interact with their citizens often, are accountable to their citizens and are easily accessible.

On any community issue they face, these local elected officials bring their experience and what they believe is best for the overall community and express this through their debate and vote. This is critical in local government and plays a big part in why local government is the most accountable and efficient form of government.

Partisanship in local politics would be a disappointment. No longer could our local elected officials vote on what they believe is best for the community, but instead, they would be beholden to vote based on the ideology of the political party they represent. In the few cases where elected officials in non-local governments dare vote on what they feel is in the best interests of their constituents rather than by their parties' ideologies, they have been alienated by the party. This has the effect of leaving their constituents frustrated with the feeling their voice has been further eroded.

For our municipalities to remain efficient, effective and accountable, it is critical that we leave no room for partisan politics. Thank you for your consideration and support of this resolution.

### ALBERTA MUNICIPALITIES COMMENTS:

This resolution aligns with ABmunis Local Election Principles (approved by members on June 18, 2020) which emphasize that candidates are elected to represent and be accountable to municipal residents, not a political party. These [principles have guided ABmunis advocacy on amendments to the LAEA](#) and they will be a foundation for future advocacy as ABmunis presses the province to complete a full-scale review of the LAEA. If this



resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Municipal Governance Committee.

## B12: Inclusion of Libraries in Intermunicipal Collaboration Frameworks

Moved by:	Town of Cardston
Seconded by:	Town of Magrath
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Governance
Status:	Adopted - Active

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**WHEREAS** the purpose of Intermunicipal Collaboration Frameworks (ICFs) is to ensure municipalities contribute funding to services that benefit their residents (MGA s. 708.27 (c));

**WHEREAS** most libraries serve residents of more than one municipality and the financial sustainability of libraries is of great importance to all Alberta municipalities;

**WHEREAS** Library Boards are created by municipalities by bylaws, and many are primarily funded by a municipality, including many municipalities having responsibility for staffing and facility maintenance and replacement;

**WHEREAS** Library Boards are charged in the *Libraries Act* with the responsibility for funding, but have no effective leverage to secure funding for the provision of their services with neighbouring municipalities except within the ICF negotiation framework; and

**WHEREAS** many ICFs currently contain funding provisions for library services within many of the negotiated ICF agreements, which is of common knowledge to Municipal Affairs.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the clear articulation by the Government of Alberta in legislation that cost sharing for library services is within the scope of Intermunicipal Collaboration Frameworks.

### BACKGROUND:

ICFs are intended to require municipalities to create comprehensive frameworks between them which address all intermunicipal services that benefit the residents of both municipalities. This ensures that municipalities which benefit from services offered in neighbouring municipalities will equitably share in the costs associated with delivering those services. Limiting “intermunicipal services” to only those services that are directly administered by municipalities is contrary to the Legislature’s intent. With respect to library services, while it is true that Library Boards are separate legal entities, the fact remains that they are created and funded by municipalities, and most importantly are largely dependent on funding from municipalities to sustain their operations. Since ICFs are required to include provisions addressing the proportionate funding of intermunicipal services, it is an unreasonable for the Minister of Municipal Affairs to exclude any consideration of intermunicipal services that are funded by municipalities.

### The MGA

Part 17.2 of the *Municipal Government Act* (MGA) creates a flexible framework intended to allow municipalities to, either by agreement or through arbitration, craft comprehensive ICFs which address all shared services which benefit residents of both municipalities. A broad and purposive interpretation of Part 17.2 of the MGA would include all intermunicipal services within the ambit of ICFs, regardless of whether the intermunicipal service is delivered directly by a municipality, or if it is principally funded by municipalities but delivered by a third party.

Section 708.27 of the MGA confirms that ICFs are intended:

- a. To provide for the integrated and strategic planning, delivery and funding of intermunicipal services,*
- b. To steward scarce resources efficiently in providing local services, and*

*c. To ensure municipalities contribute funding to services that benefit their residents.”*

Section 708.29 sets broad parameters for what must be included in an ICF:

- “(1) A framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.*
- (2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.*
- (3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.*
- (3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during a review under section 708.32, with respect to*
  - (a) the interpretation, implementation or application of the framework, and*
  - (b) any contravention or alleged contravention of the framework.*
- (4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.*
- (5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.”*

Read together, sections 708.27 and 708.29 give municipalities significant flexibility in crafting an ICF that covers all intermunicipal services between them, provided those services are municipally funded and benefit residents of both municipalities.

The direction in section 708.29(1) is that the ICF “must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.” There is no reference to excluding intermunicipal services that are municipally funded but are operated by third parties. All that is required is that the intermunicipal service be funded by the municipalities, and benefit residents in both municipalities, for it to be addressed in the ICF.

Further, there is no indication that the reference to “delivery” of services was intended to exclude intermunicipal services delivered by third parties. The broad and unqualified language in section 708.27 suggests that municipalities can have flexibility in determining how services are planned, funded and delivered, and there is no indication in the legislation that ICFs are intended to include only certain modes of service delivery and not others. The key consideration is whether the service is municipally funded and benefits residents in multiple municipalities (thereby addressing the third objective to require municipalities to contribute equitably to services that benefit their residents).

### **The Libraries Act**

The *Libraries Act* sets out the relationship between Library Boards and municipal Councils. Section 3 states that it is the discretion and responsibility of the local municipal Council to establish a library board.

#### *“Municipal board*

- 3 (1) The council of a municipality may, by bylaw, establish a municipal library board.”*

The *Libraries Act* continues to expound upon the financial relationship between the Library Board and the municipality. It is obvious from section 8 that the local municipal Council continues to have great influence and discretion over the financial position of the local Library Board.

#### *“Budget*

- 8 (1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.*
- (2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.*

*(3) Council may approve the estimate under subsection (1) in whole or in part.”*

The province also supplies a great deal of data to show the reliance of Library Boards on the local municipal authority. On the Government of Alberta web site, the following financial information is shared;

*“In 2018:*

*Provincial operating grants to public library boards (municipal and system) totaled \$30,132,755, representing 13% of total library operating revenue.*

*The province also expended \$4,841,109 to support the provincial library network. This included funds for SuperNet connectivity for all public libraries, electronic resources and the resource sharing network. Total provincial support for public library service amounted to \$34,973,864.*

*Municipal contributions (including in-kind support) to public library boards (municipal and system) totaled \$173,295,301. This represented 73% of total library operating revenue.”* (<https://www.alberta.ca/public-library-statistics.aspx>)

This confirms that the local municipality is the key stakeholder in library funding, and by extension should be permitted to negotiate library funding as part of the ICF process.

The successful future of libraries in Alberta is highly dependent on the ability of local municipalities to fund them properly, thereby maintaining or increasing library relevance in the community. The fact that Municipal Affairs prohibits the negotiation of library funding in the ICF context complicates the ability of the local municipality or the local Library Board to secure long term, reliable funding to serve the members of all benefitted communities.

The Town of Cardston respectfully requests the support of Alberta Municipalities membership in petitioning the Government of Alberta to reconsider their current position on cost-sharing within ICF agreements, and to include this service firmly within the scope of future negotiations of ICFs.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with advocacy related to funding for municipal libraries, ongoing research and advocacy guided by the Future of Municipal Government project, as well as change management related to the province’s reviews of the *Municipal Government Act*, with the most current review being focused on ICF legislation. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis’ Board by the Municipal Governance Committee.

## B13: Provincial Funding for Growing Municipalities

Moved by:	City of Airdrie
Seconded by:	City of Leduc
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** Alberta's population increased by more than 347,000 people, or by 8.3%, since 2016;

**WHEREAS** the Province's *Alberta is Calling* campaign encourages people to relocate to Alberta to build their futures;

**WHEREAS** Government of Alberta projections indicate that more than 91% of newcomers are settling in urban centres;

**WHEREAS** urban municipalities support the development of whole communities to house newcomers and provide crucial quality of life amenities and services;

**WHEREAS** the Government of Alberta's transition from the Municipal Sustainability Initiative to the Local Government Fiscal Framework in 2024-25 will result in a 37% decrease in total dedicated capital funding to municipalities;

**WHEREAS** high growth rates require large infrastructure investments in transportation, recreation and cultural amenities, water/wastewater and in protective services to ensure that communities remain attractive and viable; and

**WHEREAS** municipalities are very limited in options, other than steep property tax increases, to raise necessary capital funds to support large infrastructure investments.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to actively partner with municipalities absorbing the population growth required to support a vibrant, diverse and thriving provincial economy through the creation of a dedicated funding program to support the capital investment pressures of growth.

### BACKGROUND:

Alberta is one of Canada's fastest growing provinces. The Alberta is Calling campaign actively encourages skilled workers to consider relocating to Alberta. Most newcomers are settling in urban centres.

According to the Government of Alberta's Office of Statistics and Information population estimates 2016-2022 released in March of this year 61 Alberta municipalities recorded a growth rate of more than 10% over that time period<sup>1</sup>. In total these municipalities welcomed 326,068 newcomers, almost 94% of the entire population increase recorded over that seven-year period.

Alberta municipalities, as required by the *Municipal Government Act* (MGA,) must produce five-year capital plans outlining schedules to fund new and lifecycle capital projects. These capital plans include roads, bridges, pathways, water/wastewater infrastructure, community facilities like libraries, recreation, cultural and community amenities, parks and infrastructure for protective services. All of which are important in creating strong, vibrant, livable communities.

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<sup>1</sup> <https://open.alberta.ca/dataset/alberta-population-estimates-data-tables>

Population growth pressures, coupled with high-cost escalations and a proposed 37% decrease in the amount of capital funding available to non-charter municipalities (all other than Calgary and Edmonton) is placing tremendous burden on those municipalities absorbing the population growth the Province is actively attracting.

As an example, the City of Airdrie will see a reduction in capital funding of approximately \$3-4M from the Province when LGFF becomes effective in 2024. The LGFF Transition Fund introduced in Budget 2023-24 will help off-set the impact of the formula chosen to distribute funds but does nothing to address the impact of the overall decrease in the funding available to non-charter municipalities. The City's 10-year capital plan 2023-2032 outlines more than \$1B of capital projects. There are many other high growth urban municipalities that are facing similar pressures with very few options than to increase property taxes significantly.

In addition, three of the Government of Alberta's funding programs that address municipal water/ wastewater and local infrastructure projects – Water for Life, the Alberta Municipal Water/Wastewater Partnership and the Strategic Transportation Infrastructure Program – exclude certain types and sizes of municipalities. The funding is not equally available to all municipalities to meet important infrastructure needs.

The three funding programs noted above need to be expanded to include all municipalities or the Government of Alberta needs to set aside dedicated funding, during times of high growth, to better partner with those municipalities absorbing the growth. Working better together we can make Alberta prosperous for all.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis is focused on advocating for a significant increase to the starting amount of the LGFF Capital to change from its current level of \$722 million to be \$1.75 billion to benefit all municipalities throughout Alberta. Our advocacy is based on the estimated municipal infrastructure deficit along with our analysis of the significant decade-long downward trend in provincial funding for municipal infrastructure, after accounting for Alberta's increase in population and inflation. In addition, ABmunis has engaged members in taking a principle-based approach to the proposed allocation formula for LGFF based on each municipality's scope of infrastructure and growth pressures while considering the differences in fiscal capacity between municipalities. ABmunis' recommendations to Alberta Municipal Affairs for population to be a primary weighting in the LGFF Capital allocation formula is in part designed to support higher growth municipalities.

## B14: Provincial Lending Rates to Municipalities

Moved by:	City of St. Albert
Seconded by:	City of Airdrie
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Economic
Status:	Adopted - Active

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**WHEREAS** Albertan municipalities must build capital projects to support future growth and ensure their long-term sustainability;

**WHEREAS** it is difficult for Alberta municipalities to fund the building of capital projects using funds generated by property taxes alone;

**WHEREAS** the Government of Alberta provides loans to municipalities to fund the building of capital projects;

**WHEREAS** in 2021, the Government of Alberta announced that any new loans to municipalities would henceforth be charged a higher interest rate similar to what a large City could obtain in the bond market, as opposed to the lower rate available to the Government itself;

**WHEREAS** the Government of Alberta communicated that the new spread between the province’s borrowing rate and the rate charged to municipalities is an approximate increase of 0.5%;

**WHEREAS** in addition to the increase of interest rates imposed by the Government of Alberta on municipalities, the shift in national and global financial markets since 2021 has caused a massive increase in debt servicing costs municipalities must pay in comparison to debt servicing costs paid prior to 2021;

**WHEREAS** the increase in debt servicing costs has created greater strains on municipal finances, forcing municipalities to make difficult financial decisions in order to provide well-managed, accountable local government to Albertans;

**WHEREAS** the burden of increased debt servicing costs has resulted in Albertan property owners paying more to fund the building of community infrastructure; and

**WHEREAS** the Government of Alberta’s fiscal standing has significantly improved since 2021, with the Government posting a budgetary surplus of \$10.4 billion in the 2022-2023 fiscal year in addition to a projected surplus of \$2.4 billion for the 2023-2024 fiscal year.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Ministry of Treasury Board and Finance to implement measures to restore the policy that permitted municipalities to obtain loans with lower interest rates, as was provided prior to 2021, to allow for improved financial flexibility to encourage municipalities to fund capital projects and save taxpayer dollars.

### BACKGROUND:

Albertan municipalities finance the building of capital infrastructure projects in their jurisdictions that are critical for long-term community sustainability and growth. Such capital projects, including the construction of roads, bridges and utilities, are required to support growth essential to Alberta’s long-term economic prosperity.



Although grants and provincial funding such as the Local Government Fiscal Framework (LGFF) are provided by the Province, such funding is often inadequate to cover the entire cost of capital projects. Consequently, municipalities must utilize other fiscal tools to fund the construction of capital infrastructure projects to avoid placing undue burdens on citizens through the raising of property taxes or the reduction of essential services. One such tool is obtaining loans issued to municipalities by the Government of Alberta.

Loans are issued to municipalities with interest rates calculated by the Province, based on current market conditions. Municipalities are required to pay the principal of the loan back to the province, in addition to interest based on the type of loan and payment term. For example, on a 20-year term “Blended Amortization” loan of \$10,000,000.00 borrowed on April 15, 2023 (4.93% interest), municipalities will have paid in total, at the end of the term:

- Principle: \$10,000,000.00
- Interest: \$ 5,840,712.80
- Total: \$15,840,712.80

In 2022, the City of St. Albert needed to obtain the following loans to finance three capital projects critical to economic growth and sustainable development of essential infrastructure. The following loan terms and interest rates were obtained:

- Ray Gibbon Drive Construction: \$15,000,000 – 20 Year Term – 4.78% Interest
- North St. Albert Trail Construction: \$7,000,000 – 20 Year Term – 4.78% Interest
- Community Amenities Site & Lakeview Business District (RR260): \$4,000,000 – 3 Year Term – 4.77% Interest

At the end of payment terms for these loans, St. Albert taxpayers will have paid \$12.75 million in interest payments. Had the Government of Alberta restored the previous policy of offering loans with interest rates that are available to the government itself – a ~0.5% reduction in the above-listed interest rates – St. Albert taxpayers would pay \$11.268 million in interest at the end of the payment term, equating to a savings of over \$1.48 million. These savings will instead be received by the Government of Alberta as a revenue stream.

With higher interest rates set to only increase the burden on taxpayers if the City borrows more money from the province to fund new capital projects, St. Albert’s City Council is forced to consider deferring the approval of new capital projects, despite the economic growth and development such projects would generate.

Across Alberta, municipalities are faced with making similar decisions regarding approvals of capital projects. Consequently, certain projects may not receive municipal approval – not because these projects wouldn’t support the growth of new developments and availability of more local jobs for Albertans, but because related debt servicing costs would risk the ability of municipalities to continue to fund essential services without imposing further tax increases on Albertans.

Given that the Government of Alberta posted a budgetary surplus of \$10.4 billion in the 2022-2023 fiscal year in addition to a projected surplus of \$2.4 billion for the 2023-2024 fiscal year, the Province is in a position where the charging of higher interest rates to municipalities is unnecessary for its own fiscal health, and instead levies increased pressure on municipalities who rely on loans to fund capital projects.

Should the Ministry of Treasury Board and Finance take measures to restore the policy of issuing loans with interest rates similar to those available to the Province, more capital projects may receive municipal approval; more infrastructure will be built, more local jobs will be created, taxpayer dollars will be saved, and Albertans will see increased growth and economic prosperity in their communities.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

This resolution aligns with Alberta Municipalities’ existing advocacy efforts related to the 2020 resolution, “Continuation of Municipal Bonds in Alberta”, wherein members have called on the Government of Alberta to ensure



a sufficient supply of low-cost infrastructure loans for local authorities. Alberta Municipalities made presentations about the interest rate differential to various ministers in early 2023 and will need to bring this issue forward again under the new government.

## B15: Infrastructure Servicing and Construction Costs of School Sites

Moved by:	City of Lethbridge
Seconded by:	Town of Okotoks
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** sections 670.1 of the *Municipal Government Act* (MGA) and 53.1 of the *Education Act* require municipalities and school boards to enter into binding agreements addressing the [allocation of reserve land](#) and servicing for future school sites;

**WHEREAS** the Alberta government's current school site readiness checklist requires school boards to obtain letters of commitment from municipalities to provide and fund the infrastructure servicing of future school sites (i.e., water, sewer, storm water, electric and telecommunications connections to property lines) if the landowner or land developer is unable, in advance of provincial allocations of capital funding for school construction;

**WHEREAS** school boards and municipalities have no authority to compel landowners or land developers to fund such costs in advance of the neighbourhood being developed;

**WHEREAS** the cost of serving school sites in advance of neighbourhood development creates an additional financial burden for landowners as well as private-and public-sector land developers;

**WHEREAS** the costs of school-site servicing are added to future lot prices, and this ultimately affects home affordability in a community;

**WHEREAS** the current requirements and constraints force municipalities to encumber municipal financial reserves or municipal borrowing capacity, or to raise municipal taxes to provide and fund the servicing of future school sites;

**WHEREAS** encumbering municipal reserves and borrowing capacity to facilitate school-site servicing is not sustainable and renders these financial resources unavailable for municipalities to make other much-needed community investments; and

**WHEREAS** the province currently collects the education property tax requisition, and all education property taxes are pooled through the Alberta School Foundation Fund.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to ensure provincial allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.

### BACKGROUND:

- This issue impacts all municipalities but especially mid-sized and small municipalities as well as those with slower rates of growth and land absorption. They may not have the financial ability to meet the requirements of the readiness checklist but still need new schools. Ensuring that the school-age population across the Province has the opportunity to learn in environments that are tech-friendly and are not overcrowded demonstrates equity and an investment in the future.
- Municipalities set aside monies in various municipal reserves that are not intended for servicing of school sites. Forcing municipalities to dip into these reserves to finance school site infrastructure costs renders these reserves unavailable for their intended purposes of addressing community needs. In addition, if monies in municipal reserves are not available to satisfy this requirement and a municipality must borrow, this would encumber overall municipal borrowing capacity.

- This issue is urgent, as this provincial requirement is already putting a strain on municipal finances, including municipal reserves. It could jeopardize the advancement of school construction in some communities unless the province ensures that allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.
- The Government of Alberta already collects an education property tax, as a component on municipal property tax notices, to fund schools and school construction. This provincial education tax could simply be adjusted to sufficiently fund all costs of school construction, including the servicing of school sites with the required infrastructure.
- A somewhat similar resolution by the Town of Penhold was adopted in 2014 [Provincial Support for School Development](#), but has since expired. Although, there are some similarities, this resolution is distinct in that it seeks only the inclusion of site servicing (water, sewer, storm water, electric and telecom connections to property line) in provincial capital funding for school construction. Nor does our resolution seek to have the province take on an active role as contractor on school construction projects.
- ABmunis members also passed a resolution in 2019, [School Site Procurement](#), which focused on the province developing necessary legislation, policy, and procedures to ensure productive engagement by the province and school boards with municipalities in the early stages of planning and announcing new school sites. This resolution expired in 2022.
- On June 10, 2020, the MGA was amended to require municipalities to enter into [Joint Use Planning Agreements \(JUPAs\)](#) with school boards. These agreements were originally required to be in place by June 10, 2023; however, [the deadline for completion of JUPAs was extended to June 2025](#). A JUPA is a formal partnership between a municipality and a school board to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) land. More than one municipality or school board may be a party to a JUPA.
- The Alberta School Board Association (ASBA) shared a position statement proposed by one of their members with the mover, the City of Lethbridge, in April 2023. which addresses capital funding for school construction covering all costs of construction, including the servicing of school sites, as well as ensuring that adequate properly sized reserve land is made available for school sites. See Appendix 1.

#### ALBERTA MUNICIPALITIES COMMENTS:

This resolution aligns with ABmunis' Municipal Finance strategic initiative, as well as with the Infrastructure Committee's priority initiative, Forthcoming Federal/Provincial Infrastructure Funding Programs. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee. The Municipal Governance Committee would also be asked for input on the approach to advocating for the requested capital funding allocations.

## Appendix 1

**Proposed Regular Position Statement – Infrastructure Allocation, Servicing and Construction Costs of School Sites**  
Sponsored by St. Albert Public Schools, seconded by \_\_\_\_\_

### Proposed Resolution

**BE IT RESOLVED THAT**, ASBA advocate to the Government of Alberta for the Ministries of Education, Infrastructure and Municipal Affairs work together with Alberta Municipalities and school boards to ensure provincial allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.

**BE IT FURTHER RESOLVED THAT**, ASBA advocate to the Government of Alberta to instruct the Ministries of Education, Infrastructure and Municipal Affairs to work together with Alberta Municipalities and school boards to resolve challenges around the lack of properly sized and available reserve land for school site allocations through the Municipal Government Act.

### RATIONALE

[ASBA's 2023 provincial election advocacy priorities](#) included capital planning.

“Capital planning is a priority for school boards. Clarity on the new School Planning Program phases, and consultation on the capital planning process, would support well-informed decision making in relation to providing adequate, modern and appropriate learning spaces for our students.”

Section 53.1 of the Education Act requires school boards to enter into joint use and planning agreements (JUPAs) with municipalities under section 670.1 of the Municipal Government Act.

In April 2023, Alberta Municipal Affairs Minister extended the deadline for JUPAs to June 10, 2025.

Integrated and long-term planning and use of school sites has long been a challenge in Alberta and a priority for many school boards to address the need for new schools and spaces for students.

Changes to the reserve process in the Municipal Government Act for municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) requirements challenge both municipalities and school boards to plan for and secure adequate school sites.

At the April 4, 2023, Lethbridge City Council Meeting, submission of the following proposed resolution to the September 27-29, 2023 Alberta Municipalities Convention was approved:

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to ensure provincial allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.

To ensure equity in funding and provision for adequate and appropriate learning spaces for students, the government must include school boards and municipalities in any consultation on the capital planning process.

### BACKGROUND

At the April 4, 2023 Lethbridge City Council Meeting, approved submission of the following proposed resolution to the September 27-29, 2023 Alberta Municipalities Convention:

“WHEREAS Section 670(1) of the Municipal Government Act requires municipalities to enter into binding agreements with school boards for the allocation of reserve land and servicing for future school sites;

WHEREAS the Alberta government’s current school site readiness checklist requires school boards to obtain letters of commitment from municipalities to provide and fund the infrastructure servicing of future school sites (water, sewer, storm water, electric and telecom connections to property lines) if the landowner or land developer is unable,

in advance of provincial allocations of capital funding for school construction;

WHEREAS school boards and municipalities have no authority to compel landowners or land developers to fund such costs in advance of the neighbourhood being developed;

WHEREAS the cost of servicing school sites in advance of neighbourhood development creates an additional financial burden for landowners as well as private-and public-sector land developers;

WHEREAS the costs of school-site servicing are added to future lot prices, and this ultimately affects home affordability in a community.

WHEREAS the current requirements and constraints force municipalities to encumber municipal financial reserves or municipal borrowing capacity, or to raise municipal taxes to provide and fund the servicing of future school sites;

WHEREAS encumbering municipal reserves and borrowing capacity to facilitate school-site servicing is not sustainable and renders these financial resources unavailable for municipalities to make other much-needed community investments;

WHEREAS the Province currently collects the education property tax requisition, and all education property taxes are pooled through the Alberta School Foundation Fund;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to ensure provincial allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.”

**SOURCE:** <https://agendas.lethbridge.ca/AgendaOnline/Meetings/ViewMeeting?id=3901&doctype=2>  
[Education Act Section 53.1](#)  
[April 2023 Deadline for School Site JUPAs Extended to 2025](#)

## B16: Provincial Support for Downtowns, Business Districts and Mainstreets

Moved by:	City of Edmonton
Seconded by:	City of St. Albert
Category:	B – Issues Related to Alberta Municipalities’ Strategic Initiatives
Subject:	Economic
Status:	Adopted - Active

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**WHEREAS** downtowns, business districts and mainstreets serve as community hubs where residents and visitors can gather to celebrate, build community, share ideas, learn, trade and innovate, and are often the first and lasting impression of municipalities;

**WHEREAS** downtowns, business districts and mainstreets support a municipality’s ability to attract, retain and grow economic investment;

**WHEREAS** vibrant, attractive, welcoming, safe, and economically diverse downtowns, business districts and mainstreets support the Government of Alberta’s ongoing efforts to attract new residents and economic activity to Alberta;

**WHEREAS** downtowns, business districts and mainstreets were, and continue to be, some of the most impacted areas stemming from the negative economic effects of COVID-19 such as the loss of residents, workers, businesses, and visitors, and the increase and concentration of social disorder;

**WHEREAS** municipalities require partnerships with, and support from, other orders of government to revitalize and ensure the ongoing vitality of these strategically important areas of communities throughout Alberta; and

**WHEREAS** the Government of Alberta has recognized the importance and prominence of downtowns, business districts and mainstreets through the release of the Calgary Office Revitalization and Expansion (CORE) and the Edmonton Metropolitan Region Economic Recovery (EMRER) reports.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta and the Government of Canada to increase their financial commitment to supporting the recovery and ongoing vitality efforts for the downtowns, business districts, and main streets of communities throughout Alberta.

### BACKGROUND:

Downtowns, business districts and mainstreets are the focal point of businesses, retail, tourism, and the hospitality industry in communities of all scales.

These areas within communities throughout Alberta contribute greatly to Alberta’s economy and are areas in which jobs are often concentrated. Furthermore, these areas exert a strong influence on how a community is perceived, in turn impacts the attraction of tourism, investment, workers, students, visitors, and new residents to a community.

These issues are not just big city issues but can be seen in communities throughout Alberta as the downtowns of mid-sized cities and the mainstreets of all communities have suffered from the negative economic effects stemming from COVID-19.

Alberta’s municipalities and the Government of Alberta have a shared interest and responsibility to ensure these strategic areas within communities throughout Alberta can thrive and be utilized as an incentive to new residents and investment to Alberta. These areas within communities throughout Alberta have and will continue to play a

critical role in our ability to attract and retain investment, grow our tourism industry, and contribute to the reputation of Alberta as a place to call home.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue; however, this resolution aligns with past advocacy on community building and community safety. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of related priorities and positions.

## B17: Changes to the Clean Energy Improvement Program

Moved by:	City of Edmonton
Seconded by:	City of Lethbridge and Town of Athabasca
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Subject:	Environment
Status:	Adopted - Active

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**WHEREAS** existing buildings make up a large portion of greenhouse gas emissions that are created from urban settings, and energy retrofits to existing buildings have been identified as a strategy to reduce these emissions;

**WHEREAS** the Government of Alberta's Act to Enable Clean Energy Improvements, SA 2018, c 6 amended the Municipal Government Act, and an associated Clean Energy Improvements Regulation, AR 212/2018, to establish the Clean Energy Improvement Program (CEIP);

**WHEREAS** CEIP is an alternative financing tool for residential and non-residential property owners to fund energy efficiency and renewable energy upgrades that are repaid through property taxes;

**WHEREAS** initiatives similar to CEIP have proven successful in numerous jurisdictions and has the potential to result in significant retrofit investments, support the creation of a thriving retrofit industry, and create thousands of private sector jobs; and

**WHEREAS** changes to CEIP are required to scale up and expand the program so it can reach its full potential.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to make the following changes to the Clean Energy Improvement Program (CEIP):

1. Make borrowing for CEIP eligible under the *Local Authorities Capital Financing Act*;
2. Allow residential building financing for multi-unit buildings, including condominiums, to be equivalent to the non-residential investment limit;
3. Increase the maximum financing limit for residential properties, which is currently set at \$50,000 or no more than double the municipal property taxes, whichever is less;
4. Increase the maximum financing limit of \$1 million for non-residential properties; and,
5. Expand eligible items to include additional clean energy and adaptation upgrades such as, but not limited to, EV Chargers, while allowing municipalities to retain the ability to choose which elements of an expanded program to offer.

### BACKGROUND:

Legislation to enable a Clean Energy Improvement Program (CEIP) became effective in Alberta on January 1, 2019. This program is similar to the Property Assessed Clean Energy (PACE) programs that can be found in other cities across Canada and the United States. CEIP is administered through ABmunis and to date, nine municipalities throughout Alberta have implemented a Clean Energy Improvement Program.

The City of Edmonton's Community Energy Transition Strategy is Edmonton's plan to transition to a low carbon city by 2050. The strategy has five critical pathways for climate action, one of which is an Emission Neutral Building pathway. Existing buildings make up about 38 per cent of Edmonton's total greenhouse gas emissions.

Edmonton created a two-year pilot of the CEIP to provide low-cost financing to property owners to complete a minimum of three eligible upgrades to their buildings.

A few lessons were learned through this pilot, including:



- The benefit of low cost financing is critical for the success of CEIP and the extent to which property owners can make retrofit investments. Consideration needs to be given to making CEIP borrowing eligible under the Local Authorities Capital Financing Act as it can offer excellent rates that are transferred without markup to the applicants. Initially, CEIP was an approved borrowing reason under Alberta Capital Finance Authority (ACFA). When ACFA was dissolved and LAC identified as the alternative source, CEIP was not an eligible borrowing purpose. This has forced municipalities to search elsewhere for program financing.
- The financing limits of \$50,000 and \$1 million for residential and non-residential buildings have proved to be too restrictive to support deep retrofits. Net Zero retrofits have typically required greater investment than the current financing limits, especially for residential buildings. Increasing the maximum financing limit may require increasing the ceiling for financing from doubling the annual municipal property tax, to tripling or disconnecting from the property tax assessment and incorporating equity or ability to repay calculations. There is an option to facilitate exceptions for increasing the non-residential ceiling above \$1 million as detailed in the regulation through approval by the Minister and by a resolution of council.
- Consumers have expressed an interest in energy efficiency upgrades that are not currently included within the program. The original eligibility list for the program was driven by the Energy Efficiency Alberta mandate to reduce greenhouse gas emissions. However, adding other technologies including those for adaptation, such as electric vehicle chargers and flood proofing is recommended and could be an opportunity to increase community climate resilience.
- The program currently considers multi-unit residential buildings as “residential” and allows only the \$50,000 maximum. Given the scale of multi-residential buildings, a financing limit similar to the non-residential buildings limit (currently \$1 million) is warranted.
- There are significant economic benefits resulting from a robust Clean Energy Improvement Program. Similar programs have proven to be very successful in other jurisdictions including the United States, resulting in billions of dollars in retrofit investment and the creation of thousands of jobs. It is estimated that since 2009, CEIP programs in the United States have had a \$21.6 billion economic impact, created 170,000 job-years, and have facilitated the completion of 325,000 projects.

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#### **ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on these proposed CEIP amendments. However, ABmunis has previous resolutions advocating for additional financing options for micro-generation. This resolution also aligns with past advocacy on expanding the financing tools available to municipalities. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Sustainability and Environment Committee within the context of related priorities and positions.

## C1: Sustainable Community Hospice Funding Model

Moved by:	Town of Rocky Mountain House
Seconded by:	Town of Penhold, and City of Camrose
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** the demographics in Alberta are shifting, it is projected that over the next 25 years, the share of the population 80 years and older will increase significantly, more than doubling to as much as 7 per cent of the total Albertan population;<sup>1</sup>

**WHEREAS** the Government of Alberta has communicated, “adopting the palliative approach to care when life-limiting diseases are diagnosed is an effective way of managing health care spending. It reduces the cost of delivering care, frees up acute care capacity and improves quality of life for patients with life-limiting illness and their families;”<sup>2</sup>

**WHEREAS** there is an increasing demand on community providers, such as non-profit hospice societies, to deliver palliative end-of-life care (PEOLC) in Alberta;

**WHEREAS** the ability to meet the Alberta Health Services’ accepted standard for PEOLC bed capacity is severely limited by the lack of a province-wide, sustainable funding model;

**WHEREAS** Alberta Health Services’ Rural Palliative Care In-Home Funding Program can only be used to cover end-of-life care received at home and cannot be utilized to cover end-of-life care provided by hospice societies in their facilities; and

**WHEREAS** the Government of Alberta’s Palliative End-of-Life Care Grant Fund was one-time grant funding that was not eligible for operational costs for hospice societies.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to implement a sustainable operational funding model for the provision of hospice services by community hospice societies across the province.

### BACKGROUND:

There has been ongoing engagement from the Government of Alberta regarding Palliative End-of-Life Care, highlighting the importance of these supports and services to Albertans. The need to develop the capacity of these community services, especially in rural settings, is clear; the following provincial frameworks and reports are all consistent in that message:

- Government of Alberta – Advancing palliative and end-of-life care in Alberta – Palliative and End-of-Life Care Engagement Final Report November 2021
- Alberta Health Services – Palliative and End of Life Care – Alberta Provincial Framework Addendum 2021
- Alberta Health Services - Palliative and End of Life Care - Alberta Provincial Framework 2014

What remains is the question of continual operational funding for PEOLC hospice community providers.

<sup>1</sup> <https://open.alberta.ca/dataset/90a09f08-c52c-43bd-b48a-fda5187273b9/resource/bb7c6ef6-ade5-4def-ae55-ef1fd5d4e563/download/2020-2046-alberta-population-projections.pdf>

<sup>2</sup> <https://open.alberta.ca/dataset/130eb68f-c7b5-4ab1-8a4a-ce6181c34610/resource/69c4fd85-8206-4d63-b43f-94d447c55c31/download/health-advancing-palliative-end-of-life-care-in-alberta.pdf>

The Government of Alberta identified the service gaps that exist for PEOLC needs in Alberta in the Advancing Palliative and End-of-Life Care in Alberta Final Report November 2021. The report included the following recommendation:

“Government, AHS, and their partners, should grow and expand community-based PEOLC services via home and community care programs and facility-based continuing care... Stand-alone hospices face challenges in maintaining sustainable operational budgets and workforce.”

The Government of Alberta committed \$20 million over four years to improve PEOLC by shifting from hospital to community-based care; raising awareness of how and when to access PEOLC; developing effective caregiver supports; and establishing education, training and standards for health professionals.<sup>3</sup> The funds were entirely allocated as of 2022 and were not eligible for hospice societies' operational expenses.

Non-profit hospice societies who are already operating in communities and working towards expanding these important services in Alberta have been left in budget purgatory. They are actively working towards a priority identified by the Government of Alberta, but reliant on fundraising for operational funding.

Correcting the disparity between the funding available to patients who choose to receive PEOLC in-home versus in a hospice suite is an immediate solution that could address these challenges while the economic analysis of reallocating health care financial resources in accordance with the shift from hospital to community-based hospice care is completed.

Municipalities must advocate for the allocation of financial resources to these valuable supports and services provided in their communities.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

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<sup>3</sup> <https://rmalberta.com/resolutions/20-19f-policies-for-supporting-community-hospice-associations/>

## C2: Review of Vehicle Collision Reporting Damage Threshold

Moved by:	City of Airdrie
Seconded by:	City of St. Albert
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** the Alberta Government has mandated that all collisions with combined damage over \$2000 must be reported and that all autobody shops are required by the Alberta Government to have a damage sticker that can only be issued by a police force in order to repair the vehicle;

**WHEREAS** motor vehicle collisions are among the top ten calls for service to municipal police departments and the work involved in managing these collisions is extensive;

**WHEREAS** the cost to repair a vehicle has increased, especially newer vehicles which have complex technology and require more parts to repair; and

**WHEREAS** the majority of collisions occurring in the province are property damage only and most will require a damage sticker.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to engage stakeholders and review the \$2,000 collision reporting damage threshold to reflect current repair costs, while reducing red tape and administrative work for municipal police departments.

### BACKGROUND:

According to Alberta Traffic Collision Statistics, out of the 95,001 collisions that occurred in our province in 2020, over 90 per cent were categorized as property damage only (PDO).<sup>1</sup> Due to a provincial requirement in sections 146 and 147 of the Operator Licensing and Vehicle Control Regulation under the *Traffic Safety Act*, if the combined damage to all vehicles and any property involved is over \$2,000, a collision report must be filed with police. A damage sticker will be issued which allows for repairs to be completed. With the increasingly high cost for vehicle repairs, nearly all PDO collisions will require reporting, using significant police officer and support staff resources.

A report released in March 2023 by the Insurance Bureau of Canada (IBC), outlined that due to inflation, the price of vehicle and automotive parts had increased by 13 per cent in the last two years. Cost pressures are further magnified by increases in the price and availability of labour to undertake repair work. While the cost of replacement parts for older vehicles has increased making them more expensive to repair, newer vehicles have complex technology and require more parts to repair. The cost to repair vehicles on the road today has increased dramatically over the last few years. The IBC report compares the cost to repair a Toyota RAV4 bumper on models from 2017 and 2022. The number of parts required and total cost more than doubled.<sup>2</sup>

A Collision Cost Study Update prepared for the Edmonton Capital Region Intersection Safety Partnership (CRISP) in 2018 offered estimates on the average cost of damage to vehicles in the Capital Region during the time of the study. The report concluded that the average cost of vehicle repairs in a PDO collision was \$9,130.<sup>3</sup>

<sup>1</sup> <https://open.alberta.ca/dataset/25020446-adfb-4b57-9aaa-751d13dab72d/resource/07d4f0b8-d2e3-42ab-9eae-3d01b8291e04/download/tran-alberta-traffic-collision-statistics-2020.pdf>

<sup>2</sup> <https://www.albertaautoinsurancefacts.ca/wp-content/uploads/2023/03/Alberta-Auto-Reform-Report-March-2023.pdf>

<sup>3</sup> [https://drivetolive.ca/wp-content/uploads/2020/07/CollisionCostStudyUpdate\\_FinalReport.pdf](https://drivetolive.ca/wp-content/uploads/2020/07/CollisionCostStudyUpdate_FinalReport.pdf)

At the RCMP detachment in the City of Airdrie, almost every collision results in the requirement to be reported to obtain a damage sticker. In 2022, 3,030 collisions were reported to the Airdrie RCMP detachment.

The demand for RCMP officers and support staff is significant. Officer time to review damage and issue a damage sticker so that repairs can be completed, along with support staff follow-up to photocopy statements, prepare requests from law offices for collision details, assist the driver with paperwork, enter the data into two databases and manage any errors of submissions, takes a great deal of time and resources.

The amount of administrative work surrounding this reporting has led cities such as Grande Prairie, Lethbridge and Medicine Hat to direct reporting of PDO collisions and the issuing of damage stickers to a third-party collision reporting centre. A 2022 collision reporting centre pilot project in Edmonton was offered at no additional cost to police or the public. Whether reporting to a public or private entity, the \$2,000 damage threshold remains for all PDO collisions.

Other provinces have different reporting structures. For example, in Saskatchewan, British Columbia and Manitoba, only collisions involving injury, death, criminal offence, towing or an out of province vehicle, require reporting to the police. BC also requires a police report if a vehicle has sustained more than \$10,000 in damage. All of these provinces operate under a provincial insurance model.

The Province of Ontario, similar to Alberta, has legislation that requires collisions resulting in property damage of \$2,000 or more be reported immediately to an authorized peace officer.

Alberta's collision damage threshold increased from \$1,000 to \$2,000 on January 1, 2011. Prior to the change, the threshold had not changed in almost 20 years.<sup>4</sup>

**ALBERTA MUNICIPALITIES COMMENTS:**

Alberta Municipalities does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee.

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<sup>4</sup> <https://www.alberta.ca/release.cfm?xID=29699F51C2115-C0C6-C2B5-3131AFOA489B467C>

## C3: E-Scooters and Modernizing the Alberta Traffic Safety Act for Personal Use

Moved by:	City of Calgary
Seconded by:	City of Edmonton
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** e-Scooters are now readily available for sale on the private market;

**WHEREAS** the Government of Alberta's *Traffic Safety Act* does not currently provide a legal framework for personal use of e-scooters beyond private property;

**WHEREAS** without a legal framework personal choice and freedom of mobility to meet needs and lifestyles is limited;

**WHEREAS** in Alberta a municipality cannot create bylaws to regulate the use of personal e-Scooters;

**WHEREAS** the Cities of Calgary and Edmonton have had to obtain special Alberta Transportation ministerial permissions to be allowed to authorize and regulate the use of rental e-Scooters under a pilot project;

**WHEREAS** if this process was replicated for dozens, or hundreds, of municipalities it would create needless red tape for both municipalities and Alberta Transportation and still not address the issue of e-Scooters for personal use; and

**WHEREAS** all Albertans should be able to legally use micromobility options that help connect travelers to local destinations.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to amend the *Traffic Safety Act* to accommodate the daily use of e-Scooters Alberta wide, for rental and personal use.


### BACKGROUND:

#### What is micromobility?

Micromobility refers to a range of small, lightweight vehicles operating at speeds typically below 25 km/h (15 mph) and driven by users personally. Micromobility devices include bicycles, electric bicycles (e-Bikes), electric scooters (e-Scooters), electric skateboards, shared bicycle fleets, and electric pedal assisted (pedelec) bicycles. Shared e-Scooters are a great way for a resident or visitor to travel throughout a community. Since 2019, many Alberta municipalities have issued permits to companies, with the approval of the Government of Alberta through Alberta Transportation and Trade Corridors (Alberta Transportation), to provide rental access to new, safe, and sustainable methods of transportation. Users can ride a shared e-Scooter municipality-wide on bicycle lanes, pathways, empty sidewalks and roadways with lower speed limits and lower traffic volumes. E-Scooters are not permitted on busier roadways, like Macleod Trail or Gateway Boulevard. Information on the types of vehicles allowed on pathways can be found on the following site - <https://www.calgary.ca/roads/safety/bike-laws.html>



ALLOWED VEHICLES	
Bicycles – manual and electric assisted 	Skateboards – manual and electric assisted 
Scooters – manual and electric assisted 	Inline skates or Rollerblades 
Segway 	Electric Unicycle 
Hoverboards 	Mobility Devices – Wheelchairs and Scooters 

PROHIBITED VEHICLES (with examples)	
All electric motorcycles	Juiced Scrambler 
	CSC City Slicker 
	Vespa Style Scooter or genZe Scooter 
Any gas powered vehicle	Gas Assisted Bicycles and Scooters 

Despite the type of vehicle being used, ALL users must obey a maximum speed of 20km/hr, or posted speed limit.

### Benefits of shared micromobility programs

Data from other North American cities have demonstrated a wide range of benefits of shared micromobility programs including:

- Filling in the gap for the vital first/last mile by encouraging people to walk, cycle and take public transit more often.
- Saving time on short trips.
- Providing access to various transportation options for all demographics.
- Improving people's physical health by providing transportation options that encourage citizens to be more physically active.

### Personal e-Scooter use not allowed in Alberta

Currently, personal e-Scooters are not allowed to operate on public sidewalks or roadways as they do not have provincial approval to operate beyond private property. For a private citizen to operate their own e-Scooter legally on a municipal roadway or sidewalk, they would also require a provincial exemption. No municipality has the authority to issue a vehicle exemption for public roadways. For personal e-Scooters, the devices do not have the same level of device regulation as shared e-Scooters, and many can travel at speeds over 50 km/h. Municipalities also do not have the authority to regulate what is sold online or in stores. If the Government of Alberta were to allow for personal e-Scooters on roadways, the City of Calgary would currently recommend that personal e-Scooters be treated the same as bicycles and travel on roadways, bike lanes and pathways.

Personal e-Scooters are a growing regulatory gap that the Government of Alberta needs to address and allow for it.

### Shared E-Scooter Operations and Restrictions

Shared e-Scooters have a number of restrictions on them to receive an exemption from the Government of Alberta including restrictions of top speed (maximum of 20 km/hour), insurance requirements (which in the case of Calgary is \$10 million in Corporate General Liability Insurance), reporting requirements and geofenced areas that the

devices slow down and/or cannot operate in. Currently, shared e-Scooters are allowed to operate on roads without lane markings (lower volume roadways), bike lanes, pathways, and sidewalks (as long as they do not interfere with pedestrians).

### **E-Scooter and Micro-mobility in Alberta**

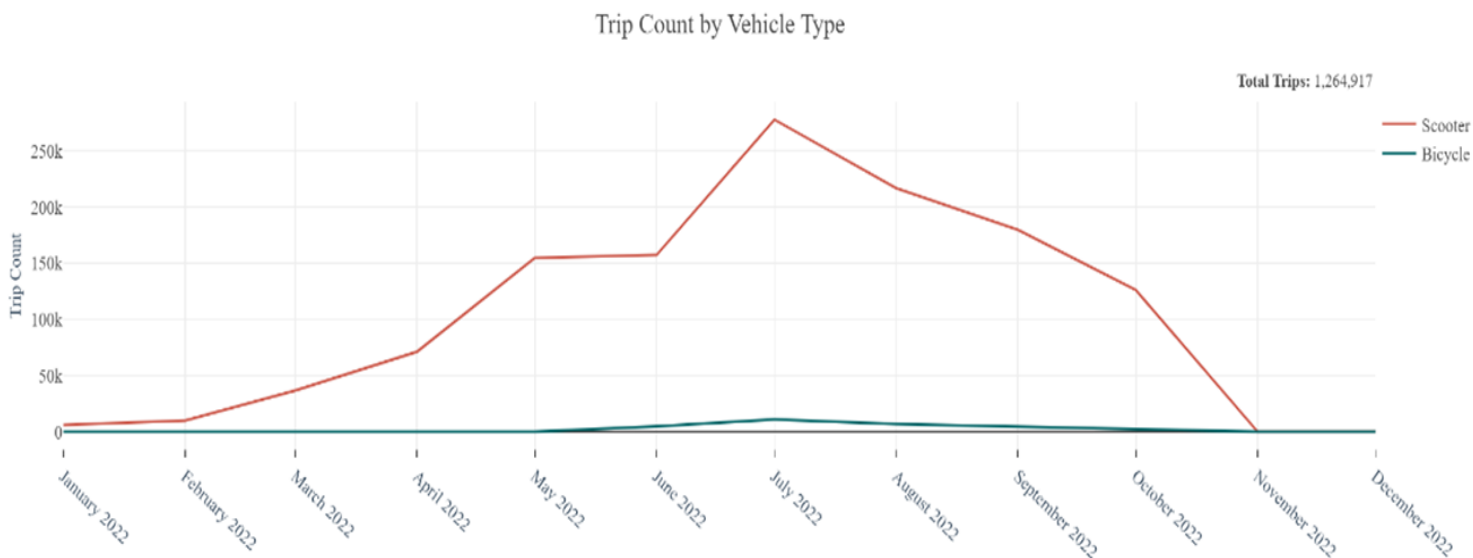
Alberta's municipalities currently do not have the authority to create their own bylaws that allow for and regulate the operations of e-Scooters on sidewalks or roadways within our communities. The Government of Alberta through Alberta Transportation and the *Traffic Safety Act* has jurisdiction over what types of vehicles are allowed on roadways, cycle tracks and sidewalks within a municipality. Under the current provincial law, motorized scooters (both electric and gas powered) are considered prohibited miniature vehicles. Alberta Transportation can authorize exemptions and allow their use under the *Traffic Safety Act*, and it is this legislated procedure municipalities that wish to undertake an e-Scooter pilot program must comply with.

In 2018, the City of Calgary and the City of Edmonton received permission and permits from the Government of Alberta to be able to conduct pilot projects in 2019 (and subsequently 2021, 2022 and 2023) that allowed e-Scooter and e-Bike companies to operate within these municipalities, such as Bird, Spin and Lime, in Edmonton and Neuron and Bird in Calgary. Once permission was granted by Alberta Transportation, municipal administrations were able to author bylaws that further regulated the approved shared e-Scooters. For example, the City of Calgary updated its Traffic, Streets, Stephen Avenue and Parks and Pathways Bylaws through the course of their shared e-Scooter and e-Bike pilot and the City of Edmonton updated their Traffic Bylaw, including specifically prohibiting e-scooters riding on sidewalks, through the course of their pilot.

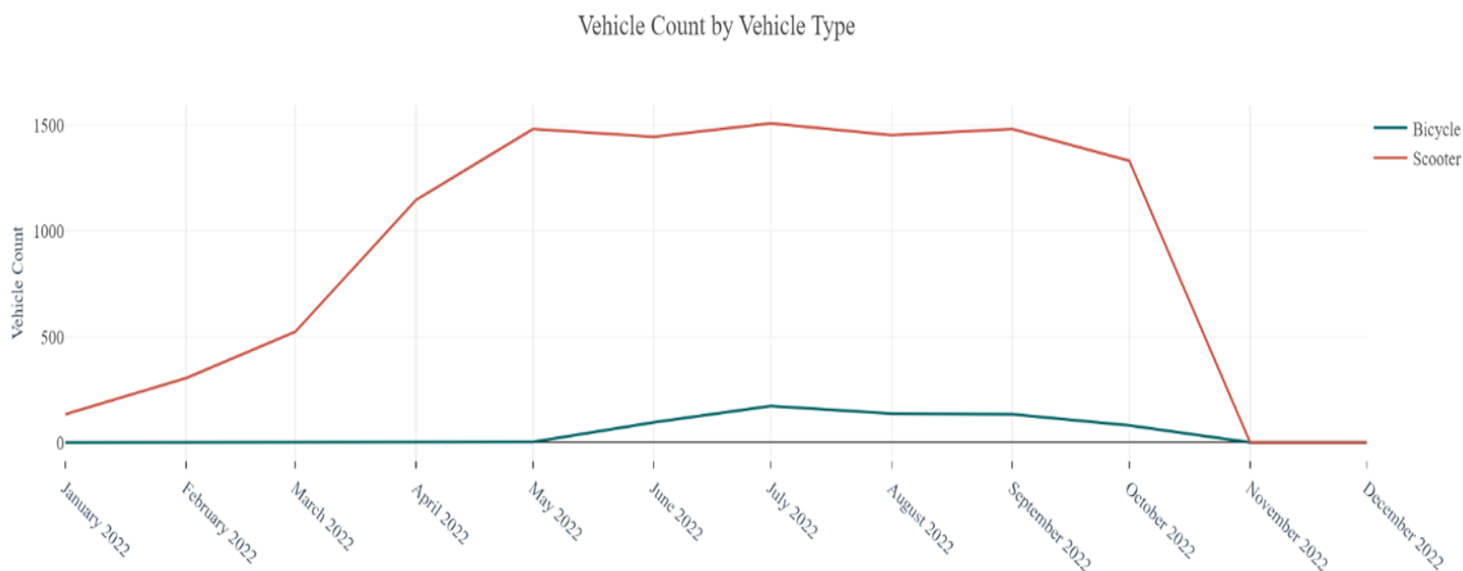
The Calgary and Edmonton 2019 e-Scooter pilots were successful and subsequently in 2021, 2022 and in 2023 more of Alberta's municipalities applied to Alberta Transportation for their own e-Scooter pilots. In 2023, authorized e-Scooter pilot projects are in effect in the cities of Calgary, Edmonton, Red Deer, Lethbridge, Airdrie, Medicine Hat, St. Albert, Leduc and in the towns of Okotoks, Cochrane, Lacombe, and Blackfalds, among others. With Alberta having 344 municipalities, municipal e-Scooter and e-Bike pilot programs becoming more common province-wide, and successful e-Scooter pilot programs transitioning to permanent programs, Alberta Transportation should reduce the burden of red tape on itself and municipalities by formalizing shared e-Scooter use and personal e-Scooter use within the *Traffic Safety Act* and permitting municipalities to draft their own bylaws to regulate the use and operations of e-Scooter within their municipality.



City of Calgary 2022 Micromobility Trip data.



City of Calgary 2022 Micromobility Operators fleet numbers.



#### ALBERTA MUNICIPALITIES COMMENTS:

Alberta Municipalities does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee.

## C4: Use of Golf Carts on Designated Municipal Roads

Moved by:	Summer Village of Half Moon Bay
Seconded by:	Village of Delburne
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
‘Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** a number of ABmunis members, primarily from smaller communities, have expressed support for the use of golf carts on certain designated municipal roads as an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity;

**WHEREAS** as the result of a Saskatchewan Urban Municipalities Association (SUMA) member resolution, the Saskatchewan Traffic Safety Act has been updated to allow people to drive golf carts on certain municipal roads. As of May 2023, Saskatchewan municipalities have the ability to allow golf carts to be used on public roads if their municipality passes a bylaw, subject to certain limitations and Saskatchewan Government Insurance (the “Administrator”) approval;

**WHEREAS** British Columbia and Ontario have implemented pilot projects to determine how to best integrate the safe use of golf cart in municipalities. The municipalities involved in the pilot projects must pass a by-law to permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities;

**WHEREAS** the operation of golf carts on Alberta municipal roads would be governed by changes to the Traffic Safety Act of Alberta and should be enabled through a municipality specific bylaw. Off Highway Vehicles already enjoy this type of flexibility through the Alberta Traffic Safety Act 120(4)(b) where the council of a municipality may, by bylaw, authorize or issue a permit authorizing persons to drive off-highway vehicles along certain roads that are under their direct control and management; and

**WHEREAS** the use of micro-mobility battery-powered scooters on roads is a good example of where municipality specific bylaws have been successfully created in coordination with amendments to Alberta provincial regulations to allow for the safe use electric scooters.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality.

### BACKGROUND:

The requested action should have a high priority. Many jurisdictions across Canada already see the benefit of having an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity and golf carts can provide this. Properly position, these changes could also form part of a bigger strategy on aging population, mobility, and declining rural populations.

Currently, golf carts are classified as a prohibited miniature vehicle, which also includes personal transporter, pocket bikes, go carts, electric scooters and golf carts. These vehicles are motor vehicles as defined in the Traffic Safety Act; however, they also meet the definition of “miniature vehicles” which are prohibited from use on roads. With the rise of a micro-mobility revolution to deliver low- carbon, cost- effective, ability-inclusive means for alternative transportation, changes are required to the prohibited miniature vehicle classification. Golf Carts and electric scooters should be removed from this classification and provided with rules and regulations that would allow for their safe operation on municipal roads.

Saskatchewan

As of May 2023, Saskatchewan municipalities now have the ability to allow golf carts to be used on public roads for more than just getting to and from the course. SGI has updated a policy that will allow people to drive golf carts on certain municipal roads, if their municipality passes a by-law, subject to certain limitations and SGI approval. This change in regulations is the result of a member resolution at their recent annual convention of the Saskatchewan Urban Municipalities Association (SUMA). The resolution called for change, stating, "many SUMA members, primarily from smaller communities and resort villages, have expressed support for ability-inclusive, cost-effective, safe, environmentally-aware transportation alternatives that enhance community connectivity and reduce parking congestion in public gathering spaces."

In response to that resolution, the Saskatchewan Government stated that, "Our government has listened to our municipal stakeholders and asked SGI to make these common-sense changes that balance safety considerations with meeting the needs of our communities," Minister Responsible for SGI Don Morgan said.

"Expanding the use of golf carts within our resort village will allow golf carts to operate as vehicles on municipal roadways subject to numerous safety requirements," Resort Village of Shields Mayor Angie Larson said. "This will improve the quality of life for our community."

British Columbia

A new pilot project will now allow golf carts to operate on certain local roads in Chase and in Qualicum Beach, providing drivers with more transportation options, Premier Christy Clark announced today.

"This change makes it easier for people, particularly seniors, to stay engaged in their community and access the services that make their lives better," said Premier Clark. "By allowing these lower emission vehicles on local streets, we are connecting British Columbians with their families and friends and improving not only their health but the quality of their lives."

"This innovative pilot project will provide British Columbians with more transportation choices," said MLA for Parksville-Qualicum Michelle Stillwell. "Qualicum Beach is a great location to trial the program, keeping people, especially seniors connected with their family, friends and community."

"We have heard from residents that they would like additional options to use alternative and environmentally friendly vehicles," said Qualicum Beach Mayor Teunis Westbroek. "Golf carts will give our town more ways to get around and we are thrilled to be part of this pilot project as I believe it is appropriate in our community."

The golf carts will need to meet detailed operating conditions and vehicle specifications such as only driving on municipal roads with a maximum speed of 30 km/h during daylight hours. The golf cart must be registered and insured and be equipped with seat belts, a horn, lights, signals, and a rear-view mirror. Drivers will need to have a valid driver's license.

Ontario

Ontario has created a ten-year pilot framework for permitting the use of golf carts on-road; referred to as 'golf cars' in regulations. On June 3, 2020, the Ontario Ministry of Transportation introduced this new pilot project in order to examine golf cart's ability to safely integrate with other vehicle types and determine whether existing rules of the road are adequate. The pilot project operates under Ontario Regulation 407/21 Pilot Project – Golf Cars sets out the broad regulatory framework to allow golf cars on roads on Pelee Island and in Huron-Kinloss and includes operator and vehicle requirements.

The province established the broad regulatory framework for golf carts that include a number of vehicle and operating requirements that must be met. The municipalities involved in the pilot project must pass a by-law to

permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities. Municipalities are in the best position to determine the needs of their communities.

### Electric Scooters

Micro-mobility companies Lime, Neuron and Bird Canada offer rentable, battery-powered scooters after Alberta's provincial regulations were amended to allow for their use. Like other forms of motorized transportation, scooters are subject to laws governing safe usage. But those laws can vary. A great example of how municipalities can decide what is best for them, in Calgary scooter users can ride on sidewalks but not on roads and in Edmonton, it is the opposite: Riders are prohibited from sidewalks but allowed on roads with speed limits of 50 km/h or less. Both cities permit scooters on paved pathways and in bike lanes. It is notable that these rules specifically apply to rented scooters.

Municipalities in Alberta already have some flexibility in determining road safety rules under the Alberta Traffic Safety Act and this flexibility should be extended to the use of golf carts. Example, Alberta Traffic Safety Act 120(5) A [municipal] permit, order or bylaw issued or made under this section may do one or more of the following: (a) prescribe terms and conditions, or either of them, under which an off-highway vehicle may be operated on a highway; (b) prescribe the maximum speed limits, not to exceed the maximum speed limits prescribed for vehicles under this Act, that are applicable to an off-highway vehicle; (c) prescribe the minimum speed limits that are applicable to off-highway vehicles; (d) prescribe routes to be used by off-highway vehicles.

### **ALBERTA MUNICIPALITIES COMMENTS:**

Alberta Municipalities does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee. The Small Communities Committee would also be asked for input on the approach to advocating for the requested legislative change.

## C5: Access to Mobile Wireless (Cellular) Services

Moved by:	Alberta Municipalities Board of Directors
Seconded by:	N/A
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Infrastructure
Status:	Adopted - Active

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**WHEREAS** Albertans rely on mobile wireless (cellular) services to conduct business activities, for personal use, and in emergency situations;

**WHEREAS** the Telecommunications Act affirms that the Canadian telecommunications policy has an objective “to render reliable and affordable telecommunications services of high quality accessible to Canadians in both urban and rural regions in all regions of Canada”;

**WHEREAS** the Canadian Radio-television and Telecommunications Commission (CRTC) made access to mobile wireless voice and internet services part of a nation-wide service objective for telecommunications services in 2016;

**WHEREAS** the CRTC has a target of 100% of all Canadian households having access to the latest generally deployed mobile wireless technology (currently defined as long-term evolution [LTE]) by December 2026; and

**WHEREAS** despite CRTC reporting that more than 99% of all Albertans have access to cellular services, many Albertans outside of major urban centres do not have access to reliable cellular network coverage; and

**WHEREAS** access to landlines and high-speed internet is challenging in rural and remote areas which further increases the importance of reliable mobile wireless (cellular) services;

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities engage the Canadian Radio-television and Telecommunications Commission to address the lack of reliable cellular network coverage for mobile wireless (cellular) service.

### BACKGROUND:

This resolution was adopted at the Rural Municipalities of Alberta (RMA) Spring 2023 Conference. Alberta Municipalities Board recognizes that many of our members also experience challenges with access to wireless internet and there is an opportunity for ABmunis and RMA to collaborate in advocating for improved coverage.

There are several telecommunications providers offering mobile wireless voice and internet services. Despite telecommunications providers offering services, there are areas throughout the province that do not have reliable cellular network coverage.

The lack of reliable cellular network coverage is experienced by residents and businesses in remote municipalities that are at a distance from the higher populated urban centers.

Residents and business owners alike have raised concerns about their ability to operate their businesses due to challenges with telecommunications. Today many residents and businesses in rural Alberta are not being serviced by landlines or being refused service. Therefore, reliance on mobile wireless (cellular) services becomes their only option. However, when a business must rely on high spots on the property to receive and send cellular calls it makes it difficult for business owners to operate and grow their business.

Even more importantly, emergency situations require reliable cellular network coverage. Rural and remote areas are at risk of emergency situations becoming critical when there is no access to 911.

The CRTC provides reports on “Major Roads With & Without LTE Services” that support cellular networks. Most major roads in Alberta are identified by the CRTC as having LTE service. However, the data does not accurately reflect the reliability of the service. For example, Highway 18 is marked as having LTE service, however there is a location between Barrhead and Westlock with no cellular access or a dead spot. The same is true on Highway 33 between areas heading west to Swan Hills and south to Edmonton (marked in yellow on map below).

Source: [https://crtc.gc.ca/cartovista/RoadsWithAndWithoutLTE\\_En/index.html](https://crtc.gc.ca/cartovista/RoadsWithAndWithoutLTE_En/index.html)

CRT also reports on “LTE Service Coverage Areas.” The area encompassing the County of Barrhead is shown as fully covered by two facility-based networks, however there are several areas within the County of Barrhead that are three-digit highways and local roads that do not have reliable coverage and experience dead spots. According to the map, the Village of Heisler also does not have LTE service along Highway 855. These dead spots occur from no coverage by service providers, no cellular signal or lack of towers.

Source: [https://crtc.gc.ca/cartovista/LTEProviderCountYE2019\\_EN/index.html](https://crtc.gc.ca/cartovista/LTEProviderCountYE2019_EN/index.html)

CRTC reports do not reflect the reality on the ground in rural and remote Alberta with respect to mobile wireless (cellular) services. As a result, the lack of attention and investment leaves rural Alberta underserved which limits economic growth from many perspectives and potentially increases risk to life and property by negatively impacting emergency response.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

Alberta Municipalities has no active resolutions directly related to this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis’ Board by the Small Communities Committee. The Infrastructure Committee would also be asked for input on the approach to advocating for the requested policy change. ABmunis would also seek opportunities for joint advocacy with RMA.

## C6: Capital Budget Disclosures Negatively Impacting Procurement Processes

Moved by:	Town of Okotoks
Seconded by:	City of Airdrie
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Economic
Status:	Adopted - Active

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**WHEREAS** Part 8 of the *Municipal Government Act* (MGA) outlines the framework local councils and administrations must operate within when managing the finances of a municipality;

**WHEREAS** municipalities must follow specific requirements regarding budgets, borrowing, investing, corporate planning and financial reporting, and off-site levy requirements, and that same information and deliberations must be provided to the public;

**WHEREAS** the procurement and tendering process is a regimented and highly competitive process;

**WHEREAS** the costing and phasing of municipal project details provided as part of municipal budgets negatively impacts the results of open, competitive procurement processes; and

**WHEREAS** inflation, shortages of skilled trades and supplies have increased the pressures in budgeting and procurement processes.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta for amendments to Part 8 of the *MGA* to provide that detailed phasing and costing of projects are protected information from disclosure in public budget documents and off-site levy bylaw requirements until after those projects have been awarded under the applicable procurement process.

### BACKGROUND:

Section 283.1 of the *MGA* states that each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years and respecting its anticipated capital property additions over a period of at least the next five financial years. A municipality may only authorize expenditures that are included in the budget, are for an emergency, are legally required or are otherwise authorized by council.

Municipal operating and capital budgets are one of the most important policy decisions of council. The budget determines the programs and services that the municipality will provide to residents. The inability to keep phasing and design information for municipal projects protected until the procurement process is complete affects all municipalities across the Province. Escalating costs due to inflation, materials, skilled trades, and suppliers has magnified the negative impact of being unable to negotiate or award projects on a level playing field. Companies or firms submitting bids or tenders for municipal procurements have detailed financial information that no other private company or individual would be subject to divulging. To protect taxpayers, this amendment should be prioritized as these financial impacts will increase and be experienced on all local government projects.

Recent tendering results submitted to the Town of Okotoks have highlighted the trend for submissions to exactly match detailed budget documents contained in off-site levy and budget approval documents.

### ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Municipal Governance Committee within the context of related priorities and positions.



## C7: Trade Agreement Impacts on Municipal Procurement Processes

Moved by:	Regional Municipality of Wood Buffalo
Seconded by:	Lac La Biche County
Category:	C – Other Issues of Potential Interest to Alberta Municipalities
Subject:	Economic
Status:	Adopted - Active

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**WHEREAS** the New West Partnership Trade Agreement (“NWPTA”) is an accord between the Governments of British Columbia, Alberta, Saskatchewan and Manitoba (“Western Provinces”) to create a barrier-free, interprovincial market;

**WHEREAS** the NWPTA is restrictive as it relates to the procurement process and limits the opportunities or options for local sourcing by municipalities in the western provinces to the posting thresholds, which are less than the posting thresholds in the Canadian Free Trade Agreement (“CFTA”);

**WHEREAS** that discrepancy in the thresholds creates an advantage for public bodies and contractors outside of the western provinces to be detriment of municipalities and contracts within the western provinces; and

**WHEREAS** local sourcing could be beneficial for a number of municipalities in Alberta as they would be supporting their own local economy.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the provincial government to abolish the NWPTA, as it would permit greater opportunities for local sourcing.

### BACKGROUND:

Municipalities in Alberta would benefit from a shift to procurement processes that allow for local businesses to be given priority. Domestic trade agreements, such as the CFTA and the NWPTA, which are negotiated at the federal and provincial levels of government, do not currently allow for such provisions.

One option for Alberta Municipalities is to lobby on behalf of all its member municipalities with a focus on dissolving one of the domestic trade agreements, being the NWPTA, which applies only to western provinces. While it is true that the NWPTA served a valuable purpose in promoting trade liberalization in the western provinces prior to the introduction of the CFTA in 2017, the NWPTA applies only to the western provinces, whereas the CFTA applies to the federal government and all provinces in Canada. Considering the introduction of the CFTA, a case can be made that the NWPTA continues to exist in a way that disadvantages the western provinces.

For example, the thresholds in the CFTA are tied to inflation and increase over time, while the thresholds in the NWPTA do not. Further, the CFTA has higher thresholds than the NWPTA, meaning the threshold for single-source or sole source procurements is higher for non-western provinces. Under the NWPTA, western provinces are restricted to a threshold of \$75,000 for goods and services and \$200,000 for construction, while other provinces can take advantage of the higher thresholds in the CFTA of \$121,200 for goods and services and \$302,900 for construction. This ultimately allows non-western provinces local preference policies for procurements up to \$121,200 for goods and services and \$302,900 for construction, while western provinces are limited to \$75,000 for goods and services and \$200,000 for construction.

Additionally, while the foundational concepts contained in the CFTA and NWPTA are similar, the agreements do contain some different exceptions for when single-sourcing or soles sourcing is permitted. This results in more opportunities for non-western provinces to engage in single-source or sole-source procurements than there are for western provinces.

When non-western provinces extend more sole sourcing opportunities to their own local contractors, contractors from the western provinces bidding on work in other regions of Canada may have fewer opportunities than are afforded to contractors from these other regions of bidding on work within the western provinces, which are bound by the more restrictive terms of the NWPTA.

As the NWPTA is negotiated at the provincial government level, Alberta Municipalities, which represents numerous Alberta municipalities, is a natural conduit to lobby the provincial government for support in this initiative.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of related priorities and positions.

## E1: Enhancing Amusement Ride Safety

Moved by:	Town of Stony Plain
Seconded by:	Alberta Municipalities Board of Directors
Category:	E – Emergent Resolutions
Subject:	Social
Status:	Adopted - Active

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**WHEREAS** Alberta municipalities provide safe and healthy community spaces, events, and programs for residents and visitors to gather and celebrate;

**WHEREAS** Amusement rides offer an exciting and fun feature to many permanent and temporary festivals and events throughout Alberta;

**WHEREAS** Alberta municipalities seek to mitigate residents' and visitors' exposure to harm and injury associated with the operation of amusement rides in their community;

**WHEREAS** the Government of Alberta administers the *Safety Codes Act*, which includes the development, interpretation, and enforcement of safety standards for amusement rides;

**WHEREAS** the Alberta Elevating Devices and Amusement Rides Safety Association provides independent oversight to the installation and ongoing safety compliance of elevating devices, amusement rides, and passenger ropeways throughout Alberta; and

**WHEREAS** recent incidents involving members of the public on amusement rides in Alberta warrant a review of the safety standards and industry compliance.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to conduct a review of the codes and standards that govern amusement rides to ensure members of the public can enjoy the safe operation of these experiences.

### BACKGROUND:

The Town of Stony Plain is requesting this emergent resolution be considered as a result of recent incidents that occurred in Stony Plain during a community event. In June 2023, two separate incidents occurred where amusement rides caused injuries to eventgoers, requiring an immediate call for inspection of the amusement rides, and resulting in the cancellation of the midway for the remainder of the event. Following these incidents, other Alberta municipalities with amusement ride providers participating in community celebrations have proactively requested onsite ride inspections to ensure the safety of eventgoers.

Amusement rides in Alberta must operate based on Canadian standards and regulations adopted under the *Alberta Safety Codes Act*. The *Safety Codes Act* outlines that amusement rides are inspected for compliance with the standards and regulations based on the following frequency:

- All amusement rides are reviewed for compliance at least once a year; and
- Portable rides must be inspected at the first set up in Alberta each year.<sup>1</sup>

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<sup>1</sup> <https://open.alberta.ca/dataset/ddf68cc1-a702-4bc0-b867-f834194dd877/resource/5887fd61-c82a-42c3-a34f-4d764b16fb10/download/ar-2011-001frequencyofcompliancemonitoring.pdf>

The amusement ride provider involved in the incidents in Stony Plain received their required inspection at their first setup in Alberta for 2023 before hosting the midway in Stony Plain. Based on the incident in June, consideration should be given to conducting further inspections beyond the first setup.

While incidents involving amusement rides in Alberta are rare, the impact can be life-threatening. A 2010 incident at the Calgary Stampede resulted in enhancements to the regulations and oversight of the amusement ride providers<sup>1</sup>. These recent incidents in Stony Plain warrant a further review of the *Safety Codes Act* standards and consideration of improved oversight, compliance, and enforcement.

The Town of Stony Plain has been in communication with Alberta Elevating Devices and Amusement Rides Safety Association to clarify their role and consider opportunities to mitigate the occurrence of these incidents. Additionally, Alberta Recreation & Parks Association has been contacted by the Town of Stony Plain to request support for this resolution prior to or during their upcoming AGM in the fall of 2023.

Ensuring safe and healthy communities is a cornerstone role for Alberta municipalities. Our direct and strong relationship with the Government of Alberta provides an opportunity to respond to these incidents productively, seek improvements in regulations, strengthen industry partners, and allow for continued positive community events and celebrations.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the standing committee within the context of related priorities and positions.

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<sup>1</sup> <https://www.alberta.ca/release.cfm?xID=30120E8777162-CD2D-2AF8-5615FA043A170717>

## E2: Adequate Level of Provincial Funding for Community Infrastructure

Moved by: Alberta Municipalities Board of Directors  
 Seconded by: N/A  
 Category: E – Emergent Resolutions  
 Subject: Infrastructure  
 Status: Adopted - Active

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**WHEREAS** Albertans rely on public infrastructure for a broad spectrum of daily uses including transportation, access to safe water, removal of wastewater, fire and emergency services, recreation facilities, public buildings, and other day-to-day public services provided by municipal governments across Alberta;

**WHEREAS** the Government of Alberta plans to replace the Municipal Sustainability Initiative (MSI) Capital with a new municipal infrastructure funding program in 2024 called the Local Government Fiscal Framework (LGFF) Capital program and LGFF Capital will represent the bulk of infrastructure funding that the Government of Alberta provides to municipalities;

**WHEREAS** the LGFF Capital program will meet ABmunis' principles for increased predictability and responsiveness; however, the program does not meet the principle of revenue adequacy because the starting amount of funding in 2024 is set to be \$722 million, which is 36 per cent lower than the historical funding average under the MSI program and does not compensate for changes in Alberta's population and inflationary changes in the cost of construction and materials;<sup>1</sup>

**WHEREAS** municipal governments have limited fiscal capacity to generate the revenue needed to maintain existing infrastructure as well as build new infrastructure to support community growth;

**WHEREAS** the Government of Alberta currently collects \$2.5 billion in property taxes, an amount that Budget 2023 signals will increase by a rate determined by combination of inflation and population, which further limits municipalities own revenue generation potential without unduly burdening Alberta homeowners and renters;<sup>2</sup>

**WHEREAS** Alberta's population has grown at an average of 1.8 per cent annually since 2011<sup>3</sup>, but provincial investment in community infrastructure has declined over that same period;

**WHEREAS** Alberta's population continues to grow with the province's "Alberta is Calling" campaign helping to contribute to a 3.5 per cent increase in Alberta's population between July 2022 and July 2023 and the Government of Alberta estimates that population growth will be up to 4.4 per cent in 2023;<sup>4</sup>

**WHEREAS** in 2011, the Government of Alberta delivered \$420 per capita across all municipal capital funding programs, but that level of investment has trended downward since that time to only \$151 per capita in 2023-24 and will only rise to a projected amount of \$180 per capita in 2024-25;<sup>5</sup>

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<sup>1</sup> The historical average of the Municipal Sustainability Initiative (including the Basic Municipal Transportation Grant) was \$1.13 billion per year between 2011 to 2020 before the province front-loaded the 2022 and 2023 funding years in 2021.

<sup>2</sup> Government of Alberta's 2023-2026 Fiscal Plan, page 66.

<sup>3</sup> ABmunis calculations using Statistics Canada Table 17-10-0005-01 (2011-2022) and Table 17-10-0009-01 (2023)

<sup>4</sup> Statistics Canada. Table 17-10-0009-01 Population Estimates and the Government of Alberta's 2023-24 First Quarter Fiscal Update and Economic Statement.

<sup>5</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the

**WHEREAS** over the last decade, the province has placed a lower priority on funding community infrastructure with total municipal capital funding dropping from 3.7 per cent of provincial spending in 2011-12 to only 1.0 per cent of budgeted spending in 2023-24;<sup>1</sup>

**WHEREAS** the quality of community infrastructure is a critical factor in the quality of life offered in Alberta's communities and is a key element to create a competitive advantage to attract and retain people, families, workers, and business investment in Alberta;

**WHEREAS** the Government of Alberta is making great efforts to encourage people to move to Alberta but there needs to be a corresponding increase in investment in community infrastructure to support new and existing residents;

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to restore municipal infrastructure funding to an adequate level by setting the new Local Government Fiscal Framework Capital funding program at a starting amount of \$1.75 billion when the program begins in 2024.

#### **BACKGROUND:**

Since ABmunis' initial work to design an infrastructure funding program to replace MSI, ABmunis has been consistent in our principles that LGFF:

1. deliver an adequate level of funding,
2. be responsive to changes in Alberta's economy and community needs,
3. provide increased predictability for municipalities to plan for their financial future, and
4. be embedded in legislation for improved stability of the program.

The Government of Alberta has delivered all of the principles, with the exception of funding adequacy. ABmunis appreciates that the Government of Alberta acted on the calls from municipalities to remove the 50 per cent cap on the revenue growth index factor calculation. However, the starting amount of the LGFF funding pot is the primary determinant of what level of funding municipalities will receive into the future.

For example, if the Government of Alberta's revenue grows at the rate seen between 2008 and 2020, then it will take about 20 years for LGFF Capital to return to the same funding level that was already in place under MSI from 2010 to 2019.<sup>2</sup> This doesn't consider the significant shortfall municipalities will face to address inflationary increases in the cost of infrastructure and new growth needs associated with a rising population over the upcoming decades.

ABmunis' members have called for an increase in LGFF since the *Local Government Fiscal Framework Act* was passed in fall 2022. The purpose of this resolution is to define what funding increase is necessary for LGFF Capital

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Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1<sup>st</sup>. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

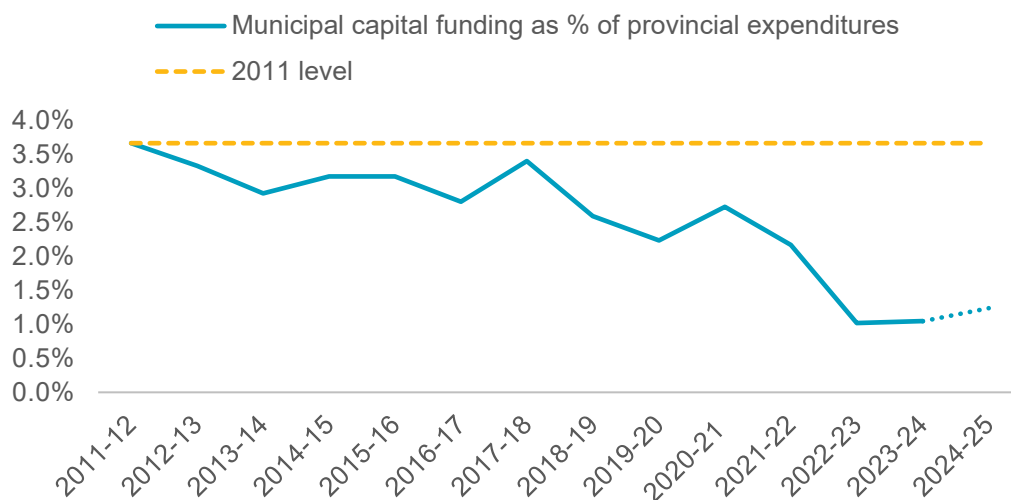
<sup>1</sup> ABmunis calculations using total provincial expenditures reported in the Government of Alberta's 2023-2026 Fiscal Plan, page 164. Infrastructure spending is based on total municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta (same funding programs listed in footnote 5 above).

<sup>2</sup> Between 2008 and 2020, the Government of Alberta's revenue grew at an average annual rate of 1.1%. If the same growth rate is projected against an LGFF funding pot of \$722 million, it would take until the year 2043 until LGFF reaches a funding amount of \$1.1 billion, which was the average of MSI between 2010-2019. The 2021 and 2022 years were excluded from the calculation of annual average changes in provincial revenue due to the unique increase in resource revenues in those years.

to address community needs and that will be considered acceptable by municipalities. The request for the LGFF Capital funding pot to be increased from \$722 million to \$1.75 billion is based on three metrics:

### 1. Provincial Capital Funding as a Percentage of Provincial Expenditures

In 2011-12, provincial capital funding for municipalities represented 3.7 per cent of provincial expenditures. In 2023-24, that figure has dropped to about 1 per cent and is forecasted to be 1.2 per cent in 2024 when LGFF is implemented. If the province committed to reinstate municipal capital funding to 3.7 per cent of provincial expenditures, then LGFF should be \$2.4 billion.<sup>1</sup>



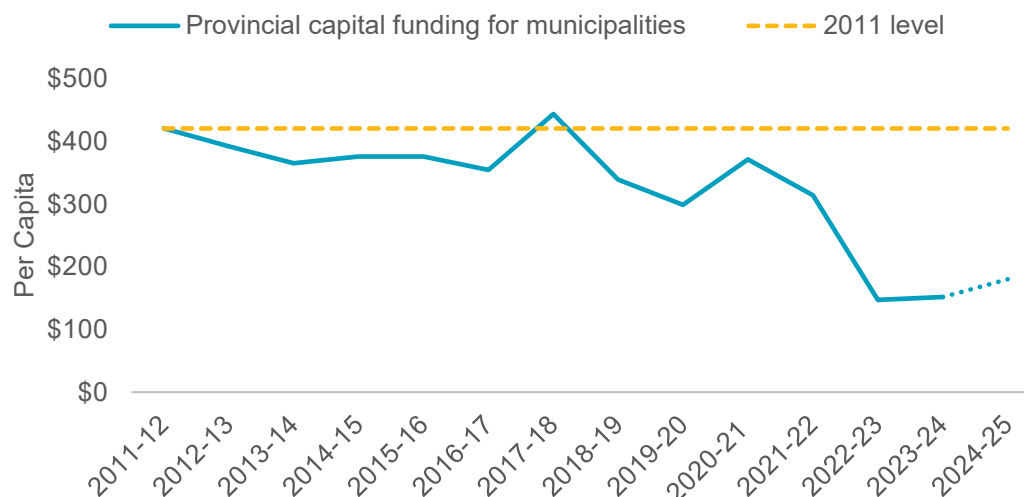
### 2. Provincial Capital Funding per Capita

In 2011, provincial capital funding for municipalities amounted to \$420 per capita. In 2024, the total provincial capital funding for municipalities is forecasted to be only \$180 per capita. If the province committed to reinstate funding per capita to the 2011 level, then LGFF should be \$1.9 billion.<sup>2</sup>

<sup>1</sup> Refer to footnotes 5 and 6.

<sup>2</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding federal funding that flows through the Government of Alberta. Funding figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population from 2011-2023 is sourced from Statistics Canada Table 17-10-0005-01 and Table 17-10-0009-01 and 2024 is estimated based on the average annual change from 2011 to 2023.

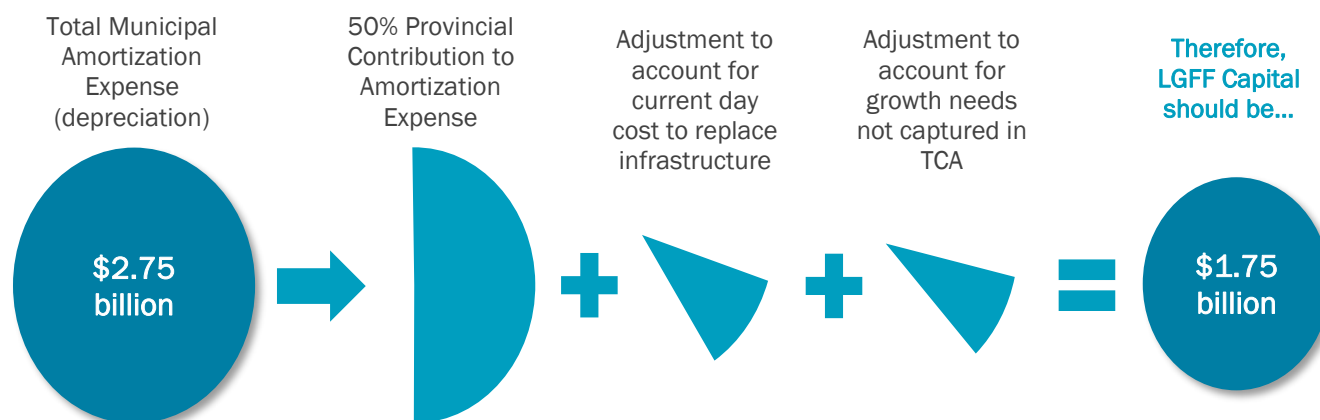




### 3. Funding Depreciation Cost of Community Infrastructure Plus Growth Needs

Municipal governments manage 53 per cent of Alberta's public infrastructure but collect significantly less taxes from Albertans compared to the Government of Alberta and the Government of Canada.<sup>1</sup> With the inadequacies of the municipal property tax system and the revenue generating capacity of the provincial government, there is a strong argument that the province should be responsible for at least 50 per cent of community infrastructure costs.<sup>2</sup>

In 2021, amortization expense from all municipalities totaled \$2.75 billion. This is a fair indicator of how much needs to be spent annually to maintain community infrastructure. But those figures must be adjusted upwards to reflect the current day cost to replace that existing infrastructure plus add the cost to build new infrastructure to support the growth in Alberta's population. When rolled together, the figures support ABmunis' request for LGFF to be \$1.75 billion.



Alberta Municipalities acknowledges that asking the Government of Alberta to increase investment in community infrastructure by \$1 billion is a significant request. However, the figures demonstrate how provincial support for

<sup>1</sup> Ownership of public infrastructure is measured by the reported the historical cost of tangible capital assets excluding land. Figures are based on ABmunis' calculations using Alberta Municipal Affairs' 2021 Financial Information Returns – Schedule G(4) with the total of all municipalities and the Government of Alberta's 2021-22 Annual Financial Report, Schedule E14.

<sup>2</sup> The Government of Alberta's 2023 Fiscal Plan (page 121) states that Alberta has a tax advantage of \$19.7 billion compared to other provinces.



community infrastructure has declined over time, Alberta continues to be a place of growth, and there will be significant long-term consequences in terms of future costs to Albertans and challenges to retain people if the construction of infrastructure continues to be deferred.

**Replacement of Provincial Property Taxes**

In addition to these three metrics, municipalities are increasingly concerned with the amount of provincial property taxes that are extracted from municipalities with lower levels of grant funding being returned. When MSI was created in 2007, the program was intended to return all provincial property taxes to municipalities in the form of funding for local infrastructure. At the time, the Government of Alberta was collecting \$1.4 billion in provincial education property taxes and planned to deliver \$1.4 billion in MSI to municipalities starting in 2010. On top of that, the province was delivering hundreds of millions of dollars of other capital funding programs to municipalities.

Since then, provincial education property taxes have grown to \$2.5 billion and the total of all provincial capital funding to municipalities in 2023 was significantly less at only \$712 million. This is concerning because increases in provincial property taxes constrain a municipality's flexibility to increase property tax to fund municipal services and at the same time, there is less infrastructure funding coming back from the Government of Alberta.

The Government of Alberta recognizes that changes are needed. Premier Smith's August 2023 mandate letter to the Honourable Ric McIver, Minister of Municipal Affairs directs the Minister to review "the feasibility of amending the education property tax to assist municipalities with retaining more funding for local priorities". The scope and outcome of that review is unknown and is likely many years away and therefore, an increase in the LGFF Capital program is the best solution to fund community infrastructure in Alberta until there are any meaningful changes in provincial education property taxes.

**ALBERTA MUNICIPALITIES COMMENTS:**

ABmunis members approved a 2022 resolution on [Provincial-Municipal Revenue Sharing](#) that calls for the Government of Alberta to increase LGFF funding but it does not quantify the amount that would be acceptable to support current and future community needs.

# 2023 RESOLUTIONS

## Defeated Resolutions

## B5: Supporting Long-Term Sustainability of Affordable Housing in Alberta

Moved by:	City of Edmonton
Seconded by:	City of Grande Prairie
Category:	B – Issues Related to Alberta Municipalities' Strategic Initiatives
Status:	Defeated

**WHEREAS** adequate housing is a fundamental human right affirmed in international law, and is a critical element to building vibrant and inclusive communities;

**WHEREAS** a lack of affordable housing puts people at risk of homelessness and contributes to social disorder and places increased pressure on health and social services;

**WHEREAS** the Government of Alberta has a key role in ensuring housing options are available to all Albertans, and is committed to supporting greater sustainability in the affordable housing sector and ensuring that housing supports are available for Alberta's most vulnerable populations through the province's 10-year affordable housing strategy;

**WHEREAS** there has been an increase in provincial investments into affordable housing; however, the demands for affordable housing exceed current funding commitments;

**WHEREAS** increasing costs due to inflation, deferred maintenance and other requirements are pushing the limits of affordable housing operators' abilities to maintain existing supply and;

**WHEREAS** municipalities are committed to working together in collaboration with other orders of government, non-profit and private housing providers, Indigenous peoples and other stakeholders to help develop, manage and maintain the supply of affordable housing.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to:

1. Provide increased capital and operating funds to address growing gaps in supporting affordable housing needs across Alberta and help further accelerate housing supply.
2. Amend provincial legislation to exempt all non-profit affordable housing providers from both municipal and education tax *and* establish a clear definition to indicate which properties will qualify for the exemption.

### BACKGROUND:

Alberta is often described as an affordable place to live, however this affordability does not extend to all households and is not equitable across all demographic groups and income levels. For example, through the completion of local housing needs assessments, many municipalities across Alberta are identifying significant and projected growing gaps in addressing core housing needs for very-low income households and select vulnerable and marginalized populations within their communities.

In 2021, the Government of Alberta released their 10-year strategy to improve and expand affordable housing. The strategy broadly describes affordable housing as supporting "low-to-moderate income households that cannot attain housing at market rates. It also provides stability for vulnerable people who may have several barriers to accessing safe, suitable accommodations on their own (e.g., Albertans in receipt of Assured Income for the Severely Handicapped). In Alberta, affordable housing is provided by housing management bodies or private, non-profit operators to individuals and families in core housing need. To determine which households are unable to afford market housing, the Government of Alberta uses income thresholds for each region/community as identified each year by Canada Mortgage and Housing Corporation."

Available 2022 [data](#) from the Canada Mortgage and Housing Corporation shows that Alberta has the fewest number of affordable housing units per capita (with many units being rated in fair to poor condition) compared to most other provinces across Canada. While progress has been made on supporting affordable housing development and providing increased rental supplements through recent provincial and federal investments, there are still concerns over insufficient funding to support capital maintenance and renewal of existing assets. Further actions are required to keep pace with Alberta's growing population and lagging housing investments.

Various housing management bodies, which operate most of Alberta's affordable housing units, have also shared how they have had their operating budgets decreased since 2018, and are limited in their ability to create financial reserves and explore innovative funding models which hampers their long-term planning and financial sustainability. Given growing inflationary pressures, and no new increases put towards housing management body operating agreements included in the 2023 provincial budget, many are operating with significantly less funding and having to potentially pivot limited resources away from critical reinvestments in preserving housing assets and required support programs and services.

In Alberta, property tax exemptions are governed by the *Municipal Government Act*, the *Community Organization Property Tax Exemption Regulation* and other regulations including the recently enacted *Alberta Social and Affordable Housing Accommodation Exemptions Regulation*. Existing provincial legislation specifically exempts a limited number of affordable housing properties from paying municipal and education taxes. While municipalities are enabled to exempt or cancel municipal taxes for other affordable housing properties who may not be covered by existing legislation, this does not include education tax and adds unnecessary inconsistencies and municipal red tape. Various non-profit organizations who support the delivery of affordable housing have raised challenges they face in qualifying for property tax exemptions and have echoed the need for legislative reform that is currently hindering their ability to reinvest into affordable housing.

On October 1, 2022, the Government of Alberta announced plans to take action on homelessness. The provincial [action plan](#) included the following statement about supporting Ministry initiatives, however, no action has yet been taken:

- In alignment with Stronger Foundations' Action 5.4: Introduce new programs and incentives to grow the supply of affordable housing. As part of this action, Alberta's government will explore policy and legislative changes that will provide tax exemptions and relief for more affordable housing projects, including exemption from municipal property taxes and provincial property education taxes.

During the Fall 2020 ABmunis' convention, a [resolution](#) seeking provincial support for addressing affordable housing received broad member support. While a number of the advocacy requests within this resolution still remain relevant, resolutions only have an active life of up to three years, therefore, this resolution will expire this year.

#### **ALBERTA MUNICIPALITIES COMMENTS:**

The first clause of this resolution aligns with previous ABmunis advocacy on affordable housing. With respect to the second clause, ABmunis has not taken a position on exempting non-profit affordable housing providers from paying municipal taxes. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.



# Alberta Municipalities Strength In Members

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# INFORMATION BRIEF

Meeting: February 12, 2024  
Agenda Item: 12

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## LOCAL GOVERNMENT FISCAL FRAMEWORK (LGFF) – CAPITAL

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### **BACKGROUND/DESCRIPTION:**

The Local Government Fiscal Framework (LGFF) is the primary form of funding to municipalities from the provincial government and is replacing the old Municipal Sustainability Initiative (MSI) program. LGFF and MSI both have (had) a capital and operating component to them – the below is only a discussion of the capital portion of funding. There is little information available at this point on the operating component of LGFF, with 2024 allocation to remain the same as 2023 MSI operating funding.

MSI was launched back in 2007 and was supposed to end in 2019, but was extended numerous times until its final completion date of 2023. MSI was un-legislated funding from the province to municipalities which left significant uncertainty around the dollar amount of funding to be received and the future of such funding. In the last few years, funding was cut back significantly, stretching the same amount of funding across more years than originally intended, reducing our annual allocations.

LGFF Capital funding is now legislated with the Local Government Fiscal Framework Act, providing long-term sustainable and predictable funding for municipalities. Included in that legislation is predictable increases/decreases to the LGFF provincial budget, and therefore our funding, which is based on increases (decreases), in overall provincial revenues from three years previous. The 2024 LGFF funding to municipalities, excluding Calgary/Edmonton, is \$340M. Based on the increase in provincial revenues from 2021 to 2022 of 13.6%, LGFF funding will increase 13.6% from \$340,000 in 2024 to \$386,325,924 in 2025.

Early drafts of the legislation proposed only a 50% increase based on revenues, which would have meant 2025 funding would have only increased 6.8% instead of 13.6%. This increase was in large part due to the lobbying efforts of Alberta Municipalities and RMA.

With the switch from MSI to LGFF there is also a shift in program objectives. MSI focused solely on growth pressures, whereas LGFF has a more diverse objective of resiliency, livability, and creating conditions for economic growth. This shift is seen in some of the changes, both to funding allocation calculations and in administration and eligible projects for funding.

### **FUNDING ALLOCATION:**

Though LGFF is replacing MSI, how the allocation of this funding is calculated to each individual municipality has changed quite significantly. MSI capital funding included both the historical MSI Capital, plus a portion of what used to be a separate grant program called Basic Municipal Transportation Grant (BMTG). BMTG accounted for 25-30% of the total MSI capital funding.

The MSI portion of funding allocation was calculated with a base amount of \$120K (60K for summer villages) with the rest being weighted 48% on population, 48% on education property tax requisition (or essentially on equalized assessment), and 4% on kilometers of local roads.

The BMTG portion of the funding was based on population for urban municipalities (cities, towns, and villages) and for rural municipalities (counties, MDs and metis settlements) it was based on numerous factors including kilometers of open road, population, equalized assessment, and terrain.

LGFF allocation formula has changed fairly significantly, with a much greater weighting on population, and a greater weighting on length of roads, with no portion being based on assessment (education property tax requisition), with the exception of possible “needs based funding”. Instead of assessment new factors are used, including book value of total tangible capital assets and cumulative amortization (5-year average).

The “needs-based funding” portion accounts for 3% of the overall funding. To qualify for needs-based funding for an urban municipality, your population has to be less than 10,000 and your equalized assessment per capita has to be below 80% of the provincial average (average based on all urban municipalities with a population below 10,000).

Claresholm 2021 equalized assessment per capital was 118,400 which was 86% of the provincial average of about 138,000. 2022 our equalized assessment per capita increased to 121,264 while the provincial average decreased to 136,000, increasing us to 89% of the provincial average. We therefore do not qualify for the needs based funding portion.

Claresholm's 2024 LGFF Capital funding is \$672,909, calculated as follows:

Formula Component	Input Data for 2024	Per Unit Rate for 2024	2024 Funding
Base Funding			\$150,000
Needs-based Funding			Not Eligible
Population (2019 MAPL) (65%)	3,780	\$94.77	\$358,236
Tangible Capital Assets (2021) (15%)	96,911,137	\$766.25 per \$1M	\$74,258
Cumulative Amort. (2017-2021 avg) (10%)	63,680,156	\$1,264.53 per \$1M	\$80,526
Local Road Component (2021) (10%)	51.38 km	\$192.46	\$9,889
<b>LGFF Allocation</b>			<b>\$672,909</b>

We don't have information on the allocation or calculation for any other municipalities, but looking at Claresholm's proportion of total MSI Capital Funding in 2023, we received .1547% of the \$261.6M MSI Capital funding budgeted (excluding Calgary & Edmonton). With LGFF we are receiving 0.1979% – an approximately 78% increase in the proportion of total provincial capital funding.

So despite the increased weighting on roads, which benefits MDs and Counties, the greater weighting on population benefits urban municipalities. Moving away from equalized assessment and using TCA factors instead will also likely shift funding more towards urban municipalities. Urbans are more likely to have significant water/sewer/storm infrastructure and recreation infrastructure, driving up those TCA values for similar populations.

This shift from equalized assessment to TCA factors also shifts money more towards municipalities that have higher infrastructure costs/needs with comparable assessment values due to terrain or environmental factors (for example rocky terrain or flood plains that require greater TCA investment for similar infrastructure), as well as would shift more dollars to those who actively invest in their infrastructure.

## **LGFF ADMINISTRATION AND SPENDING**

LGFF is similar to MSI in its flexibility and project eligibility, allowing funding to be used for most any project that is capital in nature, and allows you to save funds from multiple years on larger projects, or utilize future funding on current projects. There are, however, some changes. These include:

- LGFF now has a couple financial indicators that, if you are off-side on, can trigger restrictions on your LGFF capital spending (more information below).
- Minimum application amount has increased to 10% of annual allocation instead of only 5%, making small projects/applications more likely to not be eligible for LGFF Funding
- Annual reporting now includes outcomes reporting in addition to financial reporting. This will make annual reporting more onerous, though they have indicated the outcomes reporting will be fairly basic.
- No more project amendments – cash flow updates no longer require approval and can be updated without an “amendment” making this process quicker and easier. A larger scope change would require a withdrawal of the application and submission of a new application.
- Interest on borrowing is no longer an eligible expenditure
- Municipally-owned broadband and asset management software purchases/projects are now eligible.
- Streamlined application requirements allowing multiple projects in one application even when projects are under different functional categories. This helps offset the concern on higher minimum application dollar values as you can more easily include multiple projects to be over any minimums.
- Payment of funds is more restricted, preventing large carryforwards to be held by the municipality earning interest. Can have a carryforward greater than your annual allocation for the next years allocation to be released. The funds are still available (aren't lost), they just will be held by the province not earning interest.

With regards to the restrictions on spending the two financial indicators that will trigger restrictions include:

- Investment in infrastructure ratio – Spending on TCA compared to TCA Amortization. Restrictions if ratio drops below 1
- Capital grants as a percentage of investment in infrastructure – Where LGFF and Canada Community Building Fund (CCBF) funding of TCA additions is greater than 80% of total TCA additions.

Claresholm is not in any significant risk of restrictions being triggered.

- Investment in infrastructure is a municipal indicator that is already reported/published. In 2017 we were down at only 1.11, but this has increased to a high of 2.12 in 2020 and dropped over the next two years to 1.82 in 2022. This is based on a 5 year period, and so would have to drop below 1 for several years before we were at risk of being off-side.
- Dependence on capital grants – this is ONLY looking at dependence on LGFF and CCBF. Receipt of other competitive capital grants, such as Alberta Municipal Water/Waste Water Partnership (AMWWP), Community & Facility Enhancement Program (CFEP), or federal grants like Active Transportation Fund (ATF) or Enabling Accessibility Fund (EAF) reduce our dependence. And with transition to funding much of our utility infrastructure through utility fees/reserves, estimates are that we are below 50%.



If either of the indicators are offside, spending is restricted to only “core infrastructure”. Core infrastructure includes:

- Roads and bridges
- Water, waste water, and storm water
- Solid waste disposal
- Police, fire and emergency services
- Infrastructure management systems, and
- Disaster mitigation.

The most notable exclusions from this list are recreation/parks, culture, administration and equipment. You can apply for exceptions to these restrictions to spend funds on non-core projects, but it requires ministerial approval.

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

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APPROVED BY: Abe Tinney – CAO

DATE: February 8, 2024

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# INFORMATION BRIEF

Meeting: February 12, 2024  
Agenda Item: 13

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## Rural and Northern Immigration Pilot Extension

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### **DESCRIPTION:**

Immigration, Refugees and Citizenship Canada (IRCC) has extended the period for issuing recommendations under RNIP from the end of February to July 31, 2024. Claresholm has consequently received 17 more allocations for 2024. This extension allows communities to maximize benefits of the pilot in its final year.

The pilot will sunset on August 31, 2024, which means candidates that receive a recommendation certificate after Feb 29th, 2024 will have less than 6 months to apply for permanent residence and a work permit. This information has been added to the RNIP pages of the Town of Claresholm website.

Administration is waiting to hear from IRCC about the future of the immigration program once the pilot ends. We are uncertain if the pilot will transition into a permanent program, and what that transition might look like.

### **ATTACHMENTS:**

- 1.) none

### **APPLICABLE LEGISLATION:**

- 1.) none

**PREPARED BY:** Ali Hemmaway

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**APPROVED BY:** Abe Tinney – CAO

**DATE:** February 9, 2024

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# Town of Claresholm

## Council Committee Report

Date: February 12, 2024

### Mayor Schlossberger

Jan. 29 Manufacturing Energy Construction Agriculture Processing. MECAP. Interesting meeting. Lots of talk about labour shortages from farm owners to construction companies. Every business owner there trying to diversify.

Jan.30 Grassroots Economic Development. Abe and I attended this pilot project from Economic Developers of Alberta. Did some community capacity building worksheets. We were teamed up with MD of Willow Creek and Prairie Can West. Tackled a couple interesting topics.

Jan. 31. Consultation with AHS on their new proposed Health Care model. Some heated discussion at our table. Several local health care providers at our table. They do not see this new model as improvement over the present model. The main message from our table was to create a separate advisory council for Edmonton and Calgary. Then create separate advisory councils for rural Alberta. Southwest, Southeast. Northeast and Northwest. And to have healthcare workers on these advisory councils.

Feb.2 Mayors and Reeves. Presentation by Physician Assistant's Ass. Interesting. Could be helpful. But another layer of our healthcare that does not have enough bodies or enough training facilities. Presentation on the helium industry in Alberta. This is a new industry to Alberta. They find helium at the deepest depths of old gas or oil drilling sites. Mostly in southeast Alberta. We have no processing in Canada for helium, so they ship raw product to the USA. They are not recognized in Alberta. Want Mayors and Reeves to advocate for their industry. Saskatchewan is light years ahead of us in this industry.

Feb 6. Webinar about meeting your Grant Agencies. Very informative!! Found a couple solid leads for grants.

Feb.6 GOA engagement on the Police Amendment Act. The first step in going to a provincial police force. Pretty interesting on how GOA is going about doing this.

Feb.7 Emergency meeting with Southgrow. How the GOA is forcing REDA's to sign a letter that states if you sign this we will continue to fund



# Town of Claresholm

	<p>your REDA for three years but will decrease every year depending on your funding from your communities. Funding will end in 2 years.</p> <p>Feb.7 Taking a course on Service Delivery for elected officials. Very apparent from our breakout rooms that it is getting harder and harder to supply services people are demanding. Hanna, County of Newell, Calmar, Airdrie, Calgary and Spring Lake in our breakout room. Every community struggling with finding the funds to keep up with service demands!!</p> <p>Water another big concern with every community.</p>
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>CARes</p> <p>Over 1500 volunteer hours from nov. 12-Jan. 25, as always , volunteers are needed. 30 dogs refused in nov/dec, 67(53 puppies) in dec/jan. 40 cats in and 58 cats refused.The 50/50, raffle, and auction are complete, thank you to all the participants! Council's visit was appreciated.</p> <p>FCSS</p> <p>The monthly total of clients has gone up substantially compared to last year. The new junior teen group starts on Friday the 9th. Granum programming is still receiving great support. Family day skate will be held again from 11-2. Barb and Megan are going to help turn the town pink for kindness week.</p> <p>Welcoming Claresholm</p>



# Town of Claresholm

	WCIS has a new facilitator for the mentorship program. Planning for new projects to display around town and maybe a 'taste of' festival. Discussion in regards to the possibility of becoming a society
<b>Councillor Ross</b>	
<b>Councillor Zimmer</b>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2023				
18b	IN CAMERA: LAND - Moved by Councillor Carlson to approve the Offer to Purchase from Homecare Hub Inc. for Lots 58-65, Block 118, Plan 8010781 as presented. CARRIED MOTION #23-171	Abe/Tara	Contract being reviewed	In progress
Regular Scheduled Meeting - January 22, 2024				
3	CORRES: Foothills Bisons AA Hockey Association - Moved by Councillor Cutler to waive the ice fees at the Claresholm Arena on Saturday, February 10, 2024 for the Foothills Bisons AA Hockey Association's fundraising event in support of STARS. CARRIED MOTION #24-006	Denise	Bisons have been contacted & accounts receivable is aware	Complete
4	RFD: The Range Gravel Experience - Moved by Councillor Carlson to allow The Range Gravel Experience to stage their event on July 20, 2024 at Centennial Park Campground. CARRIED MOTION #24-007	Denise	Organizer has been contacted and arrangements are being made	Complete
4	RFD: The Range Gravel Experience - Moved by Councillor Kettles to provide showers at the Centennial Park Campground for a \$5 fee to The Range Gravel Experience participants on July 20, 2024. CARRIED MOTION #24-008	Denise	Organizer has been contacted and arrangements are being made	Complete
4	RFD: The Range Gravel Experience - Moved by Councillor Zimmer to reserve 8 treed sites for volunteers and to reserve campsites for the Range Gravel Experience event on July 20, 2024 up until May 31, 2024, after which will be first-come, first-serve. CARRIED MOTION #24-009	Denise	Organizer has been contacted and arrangements are being made	Complete
4	RFD: The Range Gravel Experience - Moved by Councillor Cutler to permit the Claresholm Skate Park Association to host a Beer Gardens in Centennial Park on July 20, 2024 from 12 p.m. to 8 p.m. during the Range Gravel Experience, and for the town to provide tables and chairs. CARRIED MOTION #24-010	Denise	Association has been contacted and they are gathering the necessary permits	Complete
5	RFD: Municipal Infrastructure Planning - Moved by Councillor Ross to draft a letter of support and provide the needed information to the Palliser Economic Partnership to assist with their mission to ease the housing crisis in Alberta. CARRIED MOTION #24-011	Jace	Information gathered and sent to Abe	Complete
6	RFD: SouthGrow Immigrant Retention Research - Moved by Councillor Meister to direct administration to draft a letter of support for the Southwest Alberta Immigrant Retention Strategy, and that the letter be addressed to Alberta Labour. CARRIED MOTION #24-012	Ali	Letter sent	Complete

7	RFD: Terms of Reference - Mayors & Reeves of Southwest Alberta - Moved by Councillor Cutler to approve the updated Terms of Reference of the Mayors & Reeves of Southwest Alberta Committee as presented. CARRIED MOTION #24-013	Abe	Correspondence issued to Mayors and Reeves	Complete
8	RFD: Feasibility Funding for Immigration Partnership - Moved by Councillor Meister to direct administration to draft a letter of support for the Feasibility Funding for a Local/Zonal Immigration Partnership. CARRIED MOTION #24-014	Ali	Letter sent	Complete
9	RFDirection: Council Communication - Moved by Councillor Meister to direct administration to prepare a formal proposal for future Council discussion on 'Coffee with Council' events. CARRIED MOTION #24-015	Karine	On the Agenda for discussion at the Feb 12, 2024 meeting	Complete
14	IN CAMERA: Personnel - Moved by Councillor Carlson to approve the non-union salary grid as presented. CARRIED MOTION #24-016	Abe	Non-union Salary Grid has been updated.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 9, 2024

# INFORMATION ITEMS





# MUNICIPAL PLANNING COMMISSION MINUTES

**December 15, 2023**

**Town of Claresholm – Council Chambers**

**Attendees:** Jeff Kerr – Member-at-Large (Vice-Chairperson)  
Doug Priestley - Member-at-Large (Via Zoom)  
Kandice Meister – Council Member  
Brad Schlossberger – Mayor (Chairperson)

**Staff:** Tara Vandervalk – Development Services Manager  
Tracy Stewart – Development Assistant

**Public:** Brian Brehaut – Applicant

**Regrets:** Kieth Carlson – Council Member

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**9:01 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
Agenda by  
Councilor Meister**

**Seconded by  
Jeff Kerr**

**CARRIED**

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**Adoption of Minutes**

- October 27, 2023

**Motion to adopt the  
Meeting Minutes by  
Jeff Kerr**

**Seconded by  
Councilor Meister**

**CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2023.091  
Applicant: Brian Brehaut  
Owner: Brian Brehaut  
Address: 4730 2A Street E  
Legal: Lot 10, Block 38, Plan 5369JK  
Regarding: Add accessory building (steel)

**Motion to approve with  
conditions by  
Doug Priestley**

**Seconded by  
Councilor Meister**

**CARRIED**

**CONDITIONS(s):**

1. The applicant shall obtain all relevant **Safety Code Permits** and approvals based on current-dated construction drawings that are endorsed by a professional engineer where required.
  2. Applicants shall ensure that **building materials and waste materials** on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
  3. The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.
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# MUNICIPAL PLANNING COMMISSION MINUTES

December 15, 2023  
Town of Claresholm – Council Chambers

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## Item 2: ACTION

### HOME OCCUPATION

File: D2023.089  
Applicant: Porcupine Hills Plumbing and Heating Ltd.  
Owner: Kelly Fowler  
Address: 102 Derochie Dr.  
Legal: Lot 18, Block 7, Plan 0413176  
Regarding: Home office for plumbing and heating business

Motion to approve with  
conditions by  
Jeff Kerr

Seconded by  
Doug Priestley

**CARRIED**

### CONDITIONS(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
1. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations **shall not involve the display or storage of goods and equipment** upon or inside the premises in such a manner that these items are exposed to public view.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
3. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
4. All work vehicles, trailers, etc. shall be parked off street.
5. Any intensifications of use or additional vehicles/employees will require a new application.

### NOTE(S):

1. The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).
2. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.
3. As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:
  1. may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).
  2. shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.
  3. shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.

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## Item 3: DISCUSSION

### In Camera – discussion (if required)

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# MUNICIPAL PLANNING COMMISSION MINUTES

**December 15, 2023**

**Town of Claresholm – Council Chambers**

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**9:12 a.m.**

**Motion to adjourn by  
Jeff Kerr  
CARRIED**

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*Claresholm Community Centre Association Board Meeting*

**Minutes**

**Tuesday, November 28, 2023 - 7:30 pm**

**Meeting Room - Claresholm Community Centre**

**Board Members In Attendance:** Butch Glimsdale (Chairman/Masons), Carmelle Steel (Secretary/Arts Society), Shirley Isaacson (Treasurer/Sons of Norway), Breanna Seeman (Kinettes/Kinsmen), Sherry Bourassa (Lions), Walt Lane (Gun Range), John DeDominicis (Arts Society)

**Absent:** Brad Schlossberger (Mayor, Town of Claresholm, Hall Board Representative)

- 1) **Call to Order** at 7:29 pm
- 2) **Approval of Agenda** Moved by: Shirley    Second: Sherry    All in favor, Carried.
- 3) **Approval of the Previous Minutes**  
Presented and Moved by Carmelle    Second: Walt    All in favor, Carried.
- 4) **Caretaker Report**
  - a) Hardwood Floors - refinishing while washroom renovation is happening. Anton's Flooring (Lethbridge). Last done April 2, 2020.
  - b) Tile Floors - wax, unless floors are being redone.
  - c) Kitchen - painted the wall behind the dishwasher, and the bottom of the coat room. Also painted the wall behind the stoves but not the wall with the roll up door.
  - d) New plug ins and switches - repairs only, nothing that requires a permit.
  - e) Dishwasher has some issues, but has been fixed.
  - f) Bulletin Board still to be put up in Meeting Room.
  - g) Stoves have been seasoned.
  - h) After Grasslands Restoration booking, some Lions food was left over. Shayne called Brian McKinnon and some was thrown away.Motions out of the Caretaker's Report: None.
- 5) **Treasurer's Report**

Shirley presented her financial report. We are in receipt of the donation from the Norgard estate.

Report moved by Shirley    Second: Breanna    All in favor, Carried.
- 6) **Old Business:**
  - a) Building Assessment (Abe)
    - i) Follow Up: Develop Maintenance Schedule with the Town of Claresholm. Include furnace filters, exhaust filters. Establish list of what we can realistically do (minor repairs and maintenance). Butch, Shayne, John and Carmelle to meet and send to Abe.
    - ii) Clarification on responsibilities of maintenance / Lease renewal December 2024 - Carmelle to follow up with Abe.
    - iii) Copper pipe in kitchen - Shayne to talk to Jace.

b) Grants:

- i) Canada Recovery Grant - paid for iPad (\$903), cell boosters (\$8495.03), TV/wall bracket for Meeting Room (\$1810.19), printer (\$370.64), branding process (\$2500), Projector (\$3800). *This leaves us with just over \$1,600 in the "Materials and Supplies categories".* It was agreed to install a ceiling mount and projector in the Lodge Room.
- ii) CFEP Grant - received \$123,825 in July 2022, with Town of Claresholm matching. Applied in May for \$125,000 to assist with the bathroom renovation project. Should hear around the end of November, but no word yet.
- iii) Green and Inclusive Community Buildings Program - applied for an additional \$538,700. Hoping to hear in December, but no word yet.

- c) Fundraising Concert - Saturday, October 14 - Lions donated their cost back plus some as a donation. Thank you Lions!

**7) New Business:**

- a) Request to Join the Board (Alec Harrison/SUCH Drama)  
Breanna moved to accept the request to serve on the Community Centre Board.  
Walt seconded. The vote was defeated. A letter will be sent signed by the Chair.
- b) Master Keys - request from the West Meadow School for a key to the hall as it is an emergency location for the school. Jace would also like a key. Will provide them with main hall keys for now.
- c) Main Hall Kitchen restock / locked drawers and cupboard completed - Carmelle to prepare a list.
- d) Lodge Room Kitchen upgrades - microwave needs to be replaced and we could look at adding a dishwasher to that kitchen.
- e) Exterior painting - Looking for quotes on painting the exterior of the building.
- f) Branding paperwork request - thanks to those who completed. Carmelle is working with a designer on a new logo/tagline to better market the hall.  
Side note: Shayne mentioned the Village of Acme Administrator contacted him about our booking system.
- g) Fundraiser - "Tribute to the Eagles" June 8, 2024
  - i) Deposit Required \$2000. Breanna made a motion to book this group and send the deposit. John seconded. All in favor. Carried.
- h) Hall Comparison - Drayton Valley The Max - For information.
- i) Other: Claresholm Arts Society Rental for the week of December 17. A cheque will be sent to the hall board to cover this week.

**8) Adjourn** - moved by Shirley.

**9) Next meeting:** Tuesday, January 23, 2024 @ 7:30 pm

# Economic Development in Rural Alberta Plan

## Strategic direction 5 Rural economic development capacity building

Enhance rural economic development through regional and targeted capacity building.

Collaboration and cooperation at a regional scale leverages collective resources and economic development opportunities.

## Monthly Report

For Mayors and Reeves

# February 2024

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Dear Mayors and Reeves,

**TLDR:** Once again, the Provincial Government has announced their intention to withdraw from their partnership with you on Regional Economic Development despite record outcomes for the Province for their investment and a very recent mandate in their Economic Development in Rural Alberta Plan.

In the early 2000's the Government of Alberta began meeting with groups of municipalities throughout the rural regions to start conversations towards setting up Regional Economic Development Alliances. The rationale was as follows:

- a.) The province had a mandate to engage in provincial economic development work.
- b.) That work looked different in different economic regions.
- c.) If they partnered with collections of municipalities, they could further leverage municipal money for regional economic development work
- d.) And gain access to regional expertise and human capacity

And this what they did.

In the intervening years as personalities, premiers and Ministers have changed the partnership has been called into question several times, but each time that the province has pulled away, they've come back when shown the value that they get for their investment as well as the benefits that stem from regional collaboration which are facilitated by the REDAs.

We find ourselves yet again in this moment. The Minister of Jobs, Economy, and Trade has given notice of the Governments' intention to exit their partnership with our municipalities on this file in three years' time. **(Please see attached the letter from the Minister to our Chairperson).**

As part of this three-year roadmap to their exit, they are demanding an increasing annual matching contribution from our Municipalities to unlock their matching requirement as their way of 'helping us become self-sustaining' while completely forgetting that this was never about us being dependent on them, but rather about our municipalities and the GoA being in a partnership with each other.

What does this mean for us? A few things.

1. SouthGrow is in good shape. We won't have to raise our per-capita to qualify for our matching amounts if we go down this path and we have time to grapple with what comes next IF the GoA sticks to their prescribed course.
2. However, our friends in other regions do not have time. Alberta SouthWest for example only has a population of ~30,000 people, and they will feel the bite of downloaded costs, or reduced funding from Edmonton in year 1. There are other REDAs who will be in the same

boat. If those REDAs close up shop under this pressure it will be much harder to get them back when the GoA comes to their senses and re-engages in regionalism.

3. We will help ourselves best if we take common cause with the smaller REDAs right now and convince the government caucus to overrule the Minister of Jobs, Economy, and Trade and stay the course on the GoA's long-term partnership with our organizations, and to STOP TRYING TO DOWNLOAD MORE COSTS ONTO OUR MUNICIPALITIES.

### **What is being done and what can you do?**

1. GoA partnership with REDAs is being brought forward again as a policy item through the RMA. It is likely that it will also be brought back around through the policy process at AB Munis and your support on this would be instrumental.
2. If you are engaged with any constituency associations or have relationships with your MLAs, please reach out to them and make this a priority for them as well.
3. Send a note to Premier Smith and ask her what on earth is going on that her government wants to end a 20-year partnership with their rural base on economic development.
4. Finally, since REDA work is often done out of sight and mind, please invite me back to your councils to update you on the work that we do so that you can speak in support of the partnership with confidence and conviction.

### **I have attached for your reference:**

1. The Ministers letter to our Association
2. The Ministers (problematic and wrong) note to caucus on the issue
3. The REDA's explainer to Caucus clarifying the issue.
4. The first of many articles reminding government of the outcomes that the REDAs produce.

Sincerely,

Peter Casurella  
Executive Director  
SouthGrow Regional Initiative  
1-403-394-0615



## Headlines for January 2024

Please find below a summary of our operational plan. As the year progresses you will see a rolling report here that tracks our progress on each of the deliverables in real-time. New information each month is highlighted to make it easy for you to spot progress as it happens.

### Pillar I: Strategic Collaboration

#### I. Member Engagement

##### A. Annual Council Presentations

Goal: The Executive Director will endeavor to deliver a direct report to council to 40% of our members on an annual basis. (12) Staff will also provide a once-per-year recorded update to all members that they can play for their councils, and will distribute the monthly Mayors and Reeves reports to the full board with

Progress: Council visits completed for over 40% of member municipalities.

##### B. Councillor Training

Goal: SouthGrow hosts an Economic Disaster Resilience & Recovery Course for Municipal Staff and Councils that is attended by at least 40 individuals from across the region. This session will take place in quarter 1 or quarter 3 of the fiscal year. Amended by Board motion to be a series of webinars delivered over the year.

Progress: Held 6 webinars, 1 more are planned in addition to the Economic Summit in March.

##### C. Government Relations

Goal: SouthGrow will work to secure multi-year funding for SouthGrow (at or above current funding levels), to retain the promise of a 10-year commitment to twinning all of Highway 3, to retain the core elements of the present rural economic development strategy, and to secure other regional priorities that only partnerships with other levels of governments can bring. We will do this by proactively communicating the value of our priorities to all personalities involved that we can in a politically neutral fashion and by providing them with data that substantiates our claims.

Progress: BRAED leading on booking annual Chair's meeting in Edmonton for this year. Letters sent to re-elected MLAs in region and to the premier. Letters drafted for sending to all new ministers, specific priorities being added to those letters. Meeting with Minister Matt Jones for Chairs booked. Numerous meetings with Ministers and Chair of SouthGrow have been held or booked. REDA joint initiative requests have been submitted to Matt Jones. Requests are for multi-year funding and \$100k per year for regional investment attraction. Executive Director has consulted extensively with Minister Neudorf on the Renewables file. Minister of JET has agreed in principle to REDA proposals. Long-term predictable funding + Investment attraction support for each region. Decision has been made by JET, expecting news in the mail imminently. **JET proposal ended up being exactly the opposite of what we were led to expect. GoA planning to exit partnership in three years while downloading costs onto municipalities.**

##### D. IEDC Accreditation

Goal: SouthGrow secures a membership with the International Economic Development Council, applies for Accredited Economic Development Organization status, and completes the deliverables necessary for accreditation. This will be completed early in the fiscal year. The process will culminate in an SGRI representative attending the IEDC annual conference in Dallas TX in October to receive our accreditation (board or staff member as convenient)

Progress: Application Completed and uploaded, waiting on adjudication and next steps from the IEDC.

**E. Economic Development Summit**

Goal: SouthGrow hosts a regional Economic Development Summit in 2023 that provides stakeholders with access to speakers and engagement on important economic development topics, trends, and issues that affect our region. Importantly, this year we attempt to expand the summit scope to include active partnerships with stakeholders in the Alberta SouthWest and Palliser regions with the intent of growing the event into a pan southern-Alberta partnership. Dates this year have been left vague to accommodate potential partnerships.

Progress: Post-op conducted on last year's event. Survey of attendees complete. Planning for next year complete. Letters sent to possible partners, waiting to hear back. Strategized event budget of \$40k - \$50k is within reach from our input of \$5k. 5 partners signed up. Applying for event grant from City of Lethbridge. Applying for event sponsorship from Prairies Canada. Steering committee has been formed. Date set for March 21<sup>st</sup>. Also applying for Prairies Canada support. Applied for grant support from City of Lethbridge. Grant support from the City of Lethbridge secured. 7 Partners on-board, PC grant moving forward for multi-year support, keynote speaker secured, marketing about to start, program has been finalized, venue secured. Ticket sales have started, ATB is sending their economist as well.

**F. Community Ec Dev Matchmaking**

Goal: SouthGrow surveys its member municipalities by the end of Q2, 2023 to identify what community level Ec Dev projects are being pursued by our administrations, and then offers matchmaking introductions between communities who are pursuing similar projects for potential collaboration. SouthGrow also identifies resources and connections which might help each community to pursue their projects.

Progress: Process workshopped. Goals refined. Survey outlined. Survey drafted in software. Responsibilities for collecting feedback have been defined. Survey needs some final review then is ready to send out to our communities. Surveys now completed. Working on final reports.

**II. Build and Sustain Collaborations**

**A. Southern Alberta Alternative Energy Partnership – Government Education**

Goal: SouthGrow will continue to advocate for a unified vision for Alberta's electrical grid and regulatory reform within the province with the intent of creating certainty in the market for investment and updating Alberta's regulatory codes to account for the modern energy mix and issues on the ground. We will do this by communicating the issues at stake to decision makers along with SAAEP's partners across the province.

Progress: Director Welby booked to attend Energy Efficiency Conference in Edmonton in June. Executive Director Casurella attending Energy Futures Lab visioning session in Calgary in June. SAAEP working on drafting policy recommendations for rural renewable energy regulations that are missing which would prevent abuses. This is in the works and will be completed in time for delivery to AB Munis for discussion at their policy convention. Extensive conversations with government following renewables pause. Consultations with industry and municipal staff have been had. Recommendations have been shared with Minister Neudorf for specific policies that he requested feedback on. Have participated in AUC consultations. Have participated in Energy Futures Lab feedback to Government on this issue (supportive of the pause). Have engaged extensively with CANREA's policy team on the issue. Attended energy futures lab planning in Calgary and attended Energy Transformations Conference in Calgary. Group feedback from sessions has been reviewed and comments sent back to EFL. They have shared documents extensively with Minister Neudorf. Our perspectives have been well represented in the rural stream. EFL is releasing their vision document imminently, Minister to release his reports in February.

**B. Southern Alberta Investment and Trade Initiative**

Goal: SouthGrow maintains its participation and leadership in the Southern Alberta Investment and Trade Initiative, pursuing meaningful projects under its umbrella as detailed in other plan sections.

Progress: CanExport grant was secured along with partner contributions to this year's iteration of our Global marketing campaign. Campaign was re-launched after adjustments and additions in April. We are advertising now across the Google network with YouTube ads, and on LinkedIn and Twitter. First campaign report will be forthcoming at end of June. Campaign is going really well. Excellent progress on YouTube especially. These ads are driving dozens of conversions to the website. Have applied for 2024 funding to build more ads, improve the website, send rep on a trade mission, and run ads for the year. Community profiles are being completed for Invest Alberta by a consultant right now. Secured full funding for 2024. 2023 program has come to an end with excellent metrics. Working on reporting and final reports. 2024 program will start up in February.

**C. Canada's Premier Food Corridor and Canada's Western Gateway**

Goal: SouthGrow supports the growth of sub-regional collaborations that promote industry clusters by convening them when necessary, hosting meetings, providing advisor services, connecting them with resources, and by actively using those brands in our own communications efforts. This support is ongoing and continual.

Progress: Canada's Premier Food Corridor in the process of rapid build out with funding received from Prairies Canada. Being led by EDL. Canada's Western Gateway website is being re-freshed by SouthGrow right now. EDL is leading on another application for funded support of cluster growth for CWG. CPFC has completed hiring for their positions. CWG website has been refreshed. CWG group has met to resource an application for cluster development to Prairies Canada. Transmark has been purchased by Cando and new conversations are being pursued.

**D. Southern Alberta Tourism Collaboration**

Goal: SouthGrow will partner with Tourism Lethbridge and contribute funds to enable digital marketing of regional tour routes that are under development or have been developed through previous partnerships.

Progress: Last Year's program is in full swing by TL. Our \$9000 that we gave them enabled a regional program worth \$321,000 which included the development of three additional regional tours focused on natural resources. They will be on TL's website soon. Our money this year will be used for marketing these routes and the others that were created last year – the Ale Trail and the Food Tours. – All of these are regional in scope. Travel Alberta has finished their strategy for the highway 3 tourism development zone, but hasn't released it publicly due to the election. Contribution for marketing paid to TL. Sip, Taste Explore is live. Regional Natural Resources tours are live on Driftscape. Marketing of regional assets has begun. Expecting a report from TL in 2024 for how our investment was used. Tourism Lethbridge has press released their next large regional support program in partnership with SouthGrow and Alberta Southwest.

**E. Highway 3 Twinning Development Association**

Goal: SouthGrow supports the Highway 3 Twinning Development Association towards its goals by providing matching funding, board representation, in-kind support, and by helping to continually secure regional buy-in from our membership. SouthGrow ensures that the H3TDA remains a vibrant, active, and impactful organization.

Progress: SouthGrow presented on economic trends and the impacts of bypasses to the Crowsnest Pass Chamber of Commerce and Crowsnest Pass Council. SouthGrow facilitated a visioning session that the Board of the H3TDA held in Lethbridge. SouthGrow presented on bypasses to the Town of Bow Island. Contrary to media, construction is proceeding. Just not the road-work phase yet. SouthGrow covering the cost of Agrifood speaker for H3TDA meeting. Premier has NOT confirmed that 10-year funding is actually

committed. Was asked at Alberta Municipalities. H3TDA has put together a federal letter writing campaign. Contractors have been picked and actual roadwork expected in the spring.

**F. REDA Collaboration**

Goal: SouthGrow collaborates with the other Regional Economic Development Alliances to promote the value of regional partnerships, encourage government interaction with, and leveraging of, the REDAs, and helps to position the REDAs as key players in the provincial Economic Development ecosystem.

Progress: Annual Chairs meeting with the new Minister is in the planning stages. SouthGrow, ABSW, and PEP presenting to Mayors and Reeves on June 16<sup>th</sup>. JET very amenable to our proposals. Negotiations moving ahead. REDAs have sponsored EDA conference again and it is already paid.

**III. Sustain or Expand Membership**

**A. Sustain Membership**

Goal: SouthGrow sustains its paying membership within 10% of its current membership income levels (+ or - \$10,000).

Progress: Invoices due out this month to members. Letter from full board set to go to the City of Lethbridge as per board motion in April. Most payments collected. Village of Lomond has given 1-year notice to exit partnership citing financial difficulties.

**B. Expand Associate Memberships**

Goal: SouthGrow retains at least 4 existing associate members and adds 2 more for a total end of year of no fewer than 6 associate members. (Current 10)

Progress: Payments collected. FortisAlberta has been added as an associate member. D-Com has been added as an associate member. (Currently at 12)

**Pillar II: Marketing & Communications**

**I. Regional Promotion**

**A. Website Improvements**

Goal: SouthGrow updates its website toolkit with additional resources for our communities and enhances the content on our website to host information for site selectors looking at the region. This site selector information is also plugged into our other core websites (SAITI, SAAEP) and is provided to our partner brands or municipalities for their use.

Progress: Local intel tools installed on main website and SAITI website. SAAEP being re-worked. Consultations on CWG website underway for refresh and addition of tools. Partners have had Localintel tools installed on ABSW website and EDL website. All websites have had a refresh this year. Already identifying additional improvements for next year.

**B. Market the Region Globally**

Goal: SouthGrow project manages a global digital marketing campaign to promote the agrifood opportunities in southern Alberta. This is based on content created in 2021 and run as a global campaign in 2022. Content is refreshed in early 2023, youtube ads are created and added to our stable of ads in

early 2023. Global marketing is continued through 2023 with these ads. In addition, SouthGrow supports the attendance of a regional representative at the Site Selectors Guild conference in Texas in the spring of 2023 (grant dependent).

The region continues its unified digital campaign and has increased global awareness as measured by digital metrics. The region continues to build partnerships with global site selectors.

Progress: Same metrics as SAIT reporting above. Going very very very well. Final reports being worked on.

## II. Internal Communications

### A. Newsletters

Goal: SouthGrow keeps its internal members and stakeholders well-advised of trends, opportunities, threats, and events that impact community and regional economic development. We also keep them well informed of Provincial Government initiatives.

Progress: Newsletters rolling out regularly. AB Today rolling out regularly. Policy advisor to Minister Jones commended SouthGrow on our excellent newsletter. Readership has increased.

### B. Regional Sponsorships

Goal: SouthGrow supports stakeholder or partner initiatives with sponsorships to help enable their success. Sponsorships are selected on a case-by-case basis. Requests that provide benefits in the economic sphere to as many of our member communities as possible are prioritized. The sponsorships will not go to any organizations that exist outside of member communities.

Progress: Notice of available sponsorships has been sent out to all members to remind them of the available funding. Sponsorships to the JEDC and Nikka Yuko have been paid out. \$1000 in sponsorship money remaining.

## Pillar III: Economic Development & Innovation

### I. Ag-Tech Market Development

#### A. Agri-food Scholarship Program

Goal: SouthGrow actively supports youth engagement in the Hi-Tech Ag sector by partnering with educational organizations in the region to deliver up to 4 scholarships to students attending Lethbridge College or the University of Lethbridge who plan to build a career in agri-food in southern Alberta.

Progress: Sponsorships received from MNP Taber, Ridge Utilities, and Community Futures. Guidelines sent out. Three scholarships were awarded to deserving students.

#### B. Agri-food Conference Representation

Goal: SouthGrow represents southern Alberta at one global agri-food convention or trade show to build relationships and increase awareness of opportunities within the region. Furthermore, we collaborate with our partners to divide up conference attendance so that we have the maximum reach possible.

Progress: Kim Welby attended SIAL Canada in Toronto. EDL provided access to Gazelle AI to allow her to develop targeted contacts. Kim learned a lot and provided the Executive with a full report. 8 individual

meetings with prospects held. Trip came in underbudget. Excess of budget applied to sending Kim to Energy Efficiency Conference in Edmonton in June. Budget room has been found to send Kim Welby to the Protein Industries Canada AGM in Edmonton in September. She attended.

## II. **Broadband Deployment**

### **A. Project Manage upgrade of remaining regional POP sites.**

Goal: SouthGrow identifies remaining regional supernet POP sites that require upgrading to 10G, and works with regional ISPs, municipalities, Service Alberta, and Axia-Bell to secure the funding to upgrade as many sites as possible or which make sense. The projects will be identified and funded within the year.

Progress: Met with Phil Wright from the MCCAC to get initial direction for project. Key contacts secured and file on project is open. Opened conversation with Marnie from Bell to get access to site data for whole region. There's 9 POP sites left to upgrade in the entire region. 4 of them are likely targets. Looking for private partners now.

## III. **Labour Market Solutions**

### **A. Regional Grad Retention Strategy**

Goal: SouthGrow serves as the funding partner for the ongoing regional grad retention strategy project and successfully administers it to completion in May of 2023.

Progress: SouthGrow amended project agreement to extend deadlines until November of 2023. Project was completed just before Christmas. Final report to be unpacked by the partners and then sent out to membership. Then we will look at next steps for implementation. Final reports were received in January. Committee looking at next steps.

### **B. Implementation of Regional Grad Retention Strategy**

Goal: SouthGrow leads on the implementation of strategies arising out of the regional grad retention study by serving as the lead funding applicant and convener of partners.

Progress: Committee is planning to meet to draft next steps. Likely will take the form of recommendations to stakeholders.

## IV. **Community Supports**

### **A. Regional Investment Initiative**

Goal: Through our SAIIT partnership SouthGrow will work with Invest Alberta to create a network of connected communities who share information and act as ground-level support for the provincial investment attraction ecosystem. SouthGrow will utilize a template provided by Invest Alberta, hire an appropriate contractor in collaboration with Alberta SouthWest, and get the opportunity identification template filled out for all of our communities. We will then submit these templates to Invest Alberta and utilize the information in our own marketing efforts with SAIIT. The project is complete within the operational year.

Progress: Initial conversations with Alberta Southwest held. Project pending official kick off. Project has been awarded to a consultant and kick off meetings are booked. Project completed and deliverables given back to SouthGrow. Next step is to share with Invest Alberta and post onto website and unpack for lessons learned to inform investment attraction work going forward.

## V. Special Projects

### A. Zero Emissions Vehicle Infrastructure Project (2-year)

Goal: SouthGrow manages the disbursement of ZEVIP funding from NRCAN to fund a wide array of charging infrastructure in the region. This project is completed by 2024 and involves an active partnership with the MCCAC allowing many of our member municipalities to get fully subsidized infrastructure, and institutions and businesses to get 46% matching funding for their projects. The full amount is successfully spent by project end in 2024.

Progress: Program is fully subscribed. Completion documents starting to roll in. Coalition of partners has been gathered and permission given to pursue a second program. Fortis and ATCO are on-board as marketing partners and AB Munis is willing to continue working with us. NRCAN fully allocated current intake before we could apply. They are working to open a 2024 intake for a continued program for existing delivery organizations. This is going very well. NRCAN attempting to change the rules again. This is a problem. Still, we are on track to build 197 stations across Alberta. Money for reimbursements has been paid out up until October of 2023. Reimbursement money for projects claimed up till October has gone out. End of the program is in sight for 2024.

### B. EV Bus Project

Goal: SouthGrow completes multi-year application process to get EV bus for highway 4 corridor funded, with funding landed within 2022 and bus purchased and operational in-region by Fall of 2022.

Progress: Deposit has been paid by Milk River to Crestline Motors in Saskatoon for order of the bus. Agreement with FCM has been amended for new timelines. Next step is to get payouts from FCM for the bus deposit and then wait on delivery of the vehicle. Bus provider pivoted to a different company but same deliverable and same cost. New agreement signed and sent. They've promised on-time delivery for our funding deadlines. 25% deposit paid. Bus is under construction. Insanely, the company in the US that we were working with is in receivership but still in operation. Bus is still on schedule to actually be delivered. This project is straight up wild.

### C. Demand Side Management Pilot Project (PENDING)

Goal: SouthGrow partners with Fortis to deliver a Demand Side management program funded by NRCAN's Toward Net Zero Homes program, applied for in Q4 of 2022. This partnership would see SouthGrow serve as money handler for a \$600,000 project to install and monitor demand side management technology in homes and businesses in SouthGrow Communities so that Fortis can measure the impact on demand management from these pilots to be able to project to the regulator the impact on grid function that can be achieved from mass implementation. This project specifically focuses on the installation of heat pumps to measure their efficacy year-round and demand side impact on energy use. The program study would be conducted by Dr. Myers from the University of Calgary.

Progress: Grant application to Towards Net Zero Homes was unsuccessful. Conversations for pivoting the project to a new grant target are underway. SouthGrow has applied along with Fortis to the ERA to deliver battery supported EV charging station to two SouthGrow communities (TBD) as part of a technology pilot. Battery EV project is advancing to full application. SouthGrow is responsible for helping find sites. We have facilitated conversations with Bow Island and Coaldale on this as per FortisAlberta's interest. Full application has been submitted. Presentation to the ERA on Monday. \$150,000 has been resourced from ZEVIP project for the Fortis project. Need to find \$50,000 more to fully fund program.

#### **D. Supply Chain Opportunity Identification Project**

Goal: Together with Economic Development Lethbridge, SouthGrow launches a 2-year Supply Chain Identification project that profiles regional inputs and outputs from our 200 largest industrials, investment opportunities, red flags, and more, and captures that information in a database to begin matchmaking and the sharing of opportunities. This project is underway by summer of 2022 with a contractor hired and implementing the deliverables. Project moves into phase 2 by summer of 2023 for completion in 2024.

Progress: Initial setup done. Waiting on EDL to complete Stats Can compilation of in-region business for SouthGrow and contractor to sort and filter. Then it will be off to the interview and surveying stages of the project. Master lists received from EDL. Interviews and surveying are underway. Lots of work was needed to update contact lists and expenses increased. In January, interviews are now complete, survey work is underway.

#### **E. Blackfoot Language Signage**

Goal: SouthGrow, Community Futures Lethbridge Region, and Tourism Lethbridge lead a partnership that includes the Blood Tribe with the intent of leveraging partner contributions against grant funding to assemble a pool of money used to fund the deployment of Blackfoot language place signage across south-western Alberta. This project will pursue the assemblage of a significant funding package for Q4 of 2023 (grant timelines) and a project implementation date in Q1 of 2024. Funding will be given in the form of micro-grants to applicants with the Blood Tribe informing the language on the sign. The partners will utilized a common brand for the deployment.

Progress: Steering committee has been struck. Intake portal in development. Securing key contacts from Blood Tribe. Community Futures has received the NRED grant dollars. SouthGrow developing style guide right now. All processes and documents have been created. Program launched! Applications are rolling in. Reconciliation committee from Lethbridge joined partnership. Applications have increased and are being steadily processed. January: program is tentatively fully subscribed. Community Futures has submitted an application for \$70,000 for a continued program next year.

### **VI. Flagship Project**

#### **A. SouthGrow Power Project**

Goal: SouthGrow advances the implementation of a < 5MW solar installation that will be owned and operated by SouthGrow the intent of funding the organization. Within the operational year, we will attempt to Identify eligible land, purchasers for the power, and a viable grid connection while completing a feasibility study. By the end of the operational year, we will reach the point where the Board will need to decide on a go-no-go for the project.

Progress: NRED grant received to support application costs. Grant received from Fortis to lower application costs. Waiting on final paperwork from Fortis to confirm grant then applications going in. Proceeding well. Renewables Pause affected us. Working aggressively with Prairies Canada on securing a contribution. The pause gives us some breathing space as we navigate pieces of the project. No reason we won't be able to proceed as we have designed this. Our land is 'effluent spreading land' around a wastewater pond. Prairies Canada has declined to fund the project and have offered to refer us to an NRCAN program. Still alive but have to change our approach for funding.



Don't forget to email [info@southgrow.com](mailto:info@southgrow.com) if you would like to get signed up for our economic development newsletter. This newsletter has been called 'The Best Economic Development Newsletter in the West' (mostly by us, but that doesn't make it less true.) It comes packed with great resources for you and your people.



#### [Economic Development | Government Relations](#)

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#### [About SouthGrow Regional Initiative](#)

SouthGrow is an economic development alliance of twenty-nine south central Alberta communities committed to working together to achieve prosperity for the region. Representing over 180,000 people, SouthGrow is committed to assisting communities, organizations, businesses, and people in the region to further their economic development goals and to maintain the high quality of life.

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[southgrow.com](https://southgrow.com)

The Bridges at Claresholm Golf Club  
Regular Board Meeting Minutes  
Date Oct 18th 2023

PRESENT: Andrew M. Shane S., Todd H., Brendan F., Rod K., Lyle B., Frank K., Jeff L.,

ABSENT: Brady E., Quinton F., Ted M.,

CALL TO ORDER: 7:04

1. APPROVAL OF AGENDA

Motion to approve:

Rod to add two items:

- In camera session for advice from council
- In camera session for discussion re: personnel

2. APPROVAL OF MINUTES:

Motion to approve: Rod K.,

3. OLD BUSINESS:

- F150 Truck - inspection complete, not entirely up to his standard. Rescinded 1000\$ offer and instead offered 500\$ with 5 days of volunteer work. Todd makes a motion that we won't sell truck, Frank seconded.

4. CORRESPONDENCE:

- N/a

5. REPORTS:

1. GREENS COMMITTEE: Jeff (7:23)

- Compressor coming next week (oct 25th?)
- Mike Anderson sent proof of a modified tee marker; 3-4000 material cost for 100 pieces asking for 7 years corporate in exchange. Lyle and Jeff to work out details
- Winterizing going well
- Last app of fungicide and anti-desiccant
- Tarp/Snow Fencing 30-31 (9 tarps)
- BIG THANKS to volunteers who tinned the roof on the bathroom

2. FINANCE COMMITTEE: Todd

- Good year overall - net income down a little
  - Some difficulties running tournaments towards end of season
- Shane accepts the financial minutes

3. TOWN REP: Rod

- Mayor brings greetings
- New roles being assigned
- Strategic planning in the next couple weeks - to consider physical and promotional assets
- Plan to do part of the stage - storm water out of the parade staging lot and across the street and into frog creek. Improve drainage. Was delayed
- Concerns brought from Lyle B. re: the dirt shelf forming in the pond on 18 around the inlet

4. CLUB PRO AND MARKETING COMMITTEE:

- Consider reviewing corporate membership rules/regulations
- Sent out membership rate sheet for next year, todd motions to accept same with two changes: range membership stays at 75\$, junior 40, evening membership changed to evening/league membership
- Will have option to "discount" if paid with debit/cash as CC charging 2%
- Discussion re: playing league without membership - will discuss further over the winter.
- Likely to have flash sale in November
- Attending the buying show - ordered some, will be ordering more.
- Alarm system - upfront 892 for maintenance shop, 1858 for clubhouse. Monthly fee ~120\$. Currently paying ~800 a year. Terry makes a motion to move forward with security systems, Brendan seconded. All in favour
- New carts are in

5. Policy: N/a

6. Grant and Casino Committee:

- UFA grant should make decision this month
- CFAP (spelling?) paperwork completed

7. CLUBHOUSE COMMITTEE: Frank

- Restaurant contract lease end tonight
- May need to consider some avenues for future restaurant operations

8. NEW BUSINESS:

ADJOURNMENT

Motion to adjourn: : Frank K

Next Meeting: Nov 15th 2023

The Bridges at Claresholm Golf Club  
Regular Board Meeting Minutes  
Date Nov 15 2023

PRESENT: Frank K. Brendan F., Ted M., Andrew M., Todd H., Lyle B., Jeff L., Quinton F., Rod K., Brady E., Shane S.

ABSENT: Terri N

CALL TO ORDER: 7:04

1. APPROVAL OF AGENDA

Motion to approve:

- Frank K.

2. APPROVAL OF MINUTES:

- Ted M

3. OLD BUSINESS:

- 

4. CORRESPONDENCE:

- N/a

5. REPORTS:

GREENS COMMITTEE: Jeff (7:23)

- Mike Anderson reached out - making a deal regarding tee box markers. Lyle provided Mike with a proposal. 3 years at half 2-person corporate with cart + 20 rounds (~6200\$, looking for 1.5 his investment) for 80 pieces. One on every box (each color, red white, blue, black)
- Talked with Jordy bronson - suggest coming out early spring/late winter for tree trim
- Tarps lifting but working on securing them
- Blow out went well - small compressor with some issues, but got it done

FINANCE COMMITTEE: Todd

- Outstanding gift card ~25000, 7 year ongoing
- GST recoverable, next file in Janurary
- donations , ad revenue and golf cart raffle a little bit incorrect, needing adjustment on balance sheet
- Course materials up - allocation issue (fertilizer up due to extra app,
- Increase irrigation (changes on 17)

Motion to accept: Brendan F.

TOWN REP: Rod

- Couple committees that outlined business plans to give ideas of goals, initiatives (training, enhance the buildings etc.), produced an annual report with detail. Well received and thinking we should consider something similar to tell the community what we are about
  - Discussion re: storm drainage near the 5th/6th hole
  - Passed on to town rep to ask plan for ponds and exhaust out of water treatment plant (into corner of 18)
  - CLUB PRO AND MARKETING COMMITTEE:
    - Highwood sale this friday, hoping to make a dent in inventory
    - Attended buying show, bought most of stock for upcoming season
    - Open tuesday - friday until december 22
    - Keith thompson wondering if they can run hamper program at clubhouse dec 22
  - Policy: N/a
  - Grant and Casino Committee:
    - Casino May 2nd,3rd need to pick advisor (usually gone with peterson group)
  - CLUBHOUSE COMMITTEE: Frank
    - Hot water tank is shot - started spewing water through the top ~6500\$ 8 years ago, will have to see how that goes
    - Plans to pain upstairs dark red, plan to rip up wooden floor and lay rug
8. NEW BUSINESS:
- Locks changed
  - Fire inspection next tuesday
  - New alarm system Nov 29/30 2023 (and in maintenance shop)

Motion to go in Camera: Ted M., seconded Brady E.

Motion to go out of camera: Todd H. all in favour

-discussion regarding people who may be interested in catering and the kitchen service upstairs.

Suggests that a committee is put together to interview and get started

Andrew wonders whether we are looking for contractors or manager, committee to collaborate

- Andrew, Brendan, Frank, Lyle

Contract to be reviewed

ADJOURNMENT

Motion to adjourn: Brady Egger

Next Meeting: Dec 20th

The Bridges at Claresholm Golf Club  
Regular Board Meeting Minutes  
Date Dec 20 2023

PRESENT: Terry N, Lyle B, Brady E., Brendan F., Andrew M., Todd H., Rod K., Frank K.,

ABSENT:

CALL TO ORDER: 7:03

1. APPROVAL OF AGENDA

Motion to approve:

- Todd H

2. APPROVAL OF MINUTES:

- Frank K.

3. OLD BUSINESS:

- Fire inspection took place between town and frank everything is up to date, fixed what needed to be fixed
- New alarm system in clubhouse and maintenance shop
- High river sale ~3170\$ worth of produce

4. CORRESPONDENCE:

- Pro Shop sign (stained glass) - built by Don S., wanting 400\$ credit for cart shed to cover cost of material/labor Todd makes a motion to accept this proposition, seconded by Brady E.

5. REPORTS:

GREENS COMMITTEE: Jeff

- Rod Fedyk wondering if we are still wanting to sell old truck - offered 500\$ as is. Decided by the board to wait and make a decision if we want to sell it, and for a set price.

FINANCE COMMITTEE: Todd

- Nothing that jumped out
- Over on professional fees (not accounted for summer jobs, pay for grant
- Lyle pointed out that the 15800 hasn't been accounted for
- Budgeted more on expense side (didn't pay fee of cart until it was delivered)
- Jeff tasked to have next year budget by next meeting
- **Agreed to set-up to accept e-transfers for Claresholm Golf Course.**

Motion: Brendan F

Seconded: Shane S.

- New insurance policy to be paid by Jan 10, board of directors liability (942\$), general liability (1816\$)

Motion to accept: Brendan F.

TOWN REP: Rod

- Ponds - letter forwarded to CGC. Town suggested they have some responsibility to sort up Ponds, will coordinate with Lyle B to decide what will happen
- New culvert might get a LITTLE bit more water, ultimately its planned to be tied into other flood mitigation
- Town budget complete - funding staying the same.
- Plan to start providing financials and meeting minutes to the town, to be passed on by Lyle
- CLUB PRO AND MARKETING COMMITTEE:
  - High river sale ~3170\$ worth of produce
- Policy: n/a
- Grant and Casino Committee:
  - n/a
- CLUBHOUSE COMMITTEE: Frank
  - New Hot water tank (~4500\$) residential 75 Gallon tank.
  - Getting a close match for the rug upstairs -
  - Two applicants for kitchen contract - looking for feedback on questions to bring to the table for meeting in January

Todd H. Makes a motion to go in Camera

Brendan F. makes motion to come out of camera

ADJOURNMENT

Motion to adjourn: Shane S

Next Meeting: Jan 17 2024



**1.0 WELCOME AND INTRODUCTIONS**

Reeve Randy Taylor called the meeting to order at 1:00 pm. Round table introductions.

**2.0 ADDITIONS TO / APPROVAL OF THE AGENDA**

**Moved** by Reeve Maryanne Sandberg – **Carried**

**3.0 ADDITIONS TO / APPROVAL OF THE MINUTES**

Motion to adopt the minutes, **moved** Reeve Dan Hamilton, **Carried**.

**4.0 BUSINESS ITEMS ARISING FROM MINUTES**

**5.0 MP AND MLA UPDATES**

**5.1 MP Reports**

**5.2 MLA Reports –**

MLA Chelsae Petrovic

- LGFF has been released with \$722 million being allocated to municipalities. Alberta communities will see an increase of 14% in 2025.
- You can view the allocations online and address your questions to Municipal Affairs.

Mayor Tanya Thorn – Thank you for the update, municipalities are inline with this but funding is substantially lower than it needs to be and growing communities have challenges with that when it comes to infrastructure.

MLA Nathan Neudorf

- Discussed Bills 1-8
  - Bill 1- Alberta Tax Payer Amendment Act
  - Bill 2- Alberta Pension Protection Act
  - Bill 3- Opioid damages and health care cost recovery Amendment Act
  - Bill 4- Tax Statutes Amendment Act
  - Bill 5- Public Sectors Employers Amendment Act
  - Bill 6 – Public Health Amendment Act
  - Bill 7- Engineering and Geoscience Professions Amendment Act
  - Bill 8- Justice Statutes Amendment Act
- In response to Mayor Tanya Thorn's thought – The province understands the challenge with the tremendous growth we've had. The province does not see the tax benefit of that for at least a year. The province is starting to have internal conversations about revenue stream.
- Discussed the fuel tax – some people are criticizing the province for keeping it but it is a half billion dollars in revenue and oil is down right now.
- Discussed the fiscal framework – have a proposed surplus of 5 billion with 2.5 billion going to debt.
- The province is starting to have conversations and considering different revenue sources.



**6.0 PRESENTATION - Current and predicted water situation and drought management plan –**  
Environment and Protected Areas, Darren Bourget, Regulatory Assurance Manager

- Discussed the importance of water in Alberta, the current situation, drought risks and steps to take in drought management.
- Discussed public health and safety – agriculture and agriculture agreements, aquatic environments, industrial agreements, and meeting inter-provincial agreements.
- Discussed the reservoirs being stressed this year with the Oldman at 28%, St Maries at 9%, Pine Coulee at 28% and Waterton at 53%.
- The MD of Pincher Creek has been hauling water since August, have been working to find solutions to this problem for them.
- The risk of drought is significant because of being in El Nino right now. That usually means warmer, dryer winters and summers.
- Discussed the first in time, first in right priority issue being designed for local issues not for a provincial scale emergency.
- Have spent a lot of time developing temporary license amendments, enhancing regulatory tools and looking at how to declare an emergency giving the provincial government broad powers to manage who gets water.
- Currently working on collaborative agreements to have in place should the need arise.
- Time lines are as follows: January to March – draft collaborative agreements, March to May – implement collaborative agreements.
- To view a presentation made by ADM Smythe please visit: <https://www.alberta.ca/drought-information-for-water-licence-holders-and-municipalities>  
Direct Link to YouTube: <https://www.youtube.com/watch?v=hrFSNVre8as>

**7.0 REPORTS**

**7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter**

- Discussed providing letter of support for a funding application from Lethbridge Economic Development.
- Discussed working on a joint project with SouthGrow.

**7.2 SouthGrow – Mayor Lindsay Montana**

- Mayor Lindsay Montana will be reporting on behalf of SouthGrow moving forward.

**7.3 RMA – Reeve Jason Schneider**

- No report

**7.4 AM – Mayor Tanya Thorn**

- Discussed policing – the inter-police advisory board is back meeting again, with the conversation being centered around what the role for the permanent board would be.
- Discussed the provincial police funding model.

#### 7.5 Oldman Watershed Council – Shannon Frank

- Discussed trying to educate the public about the drought situation by creating a blog and the website abwater.ca which includes the presentation from EPA drought management.
- Discussed seeing collaboration in the south region in regards to water conservation.
- Trying to get volunteers and land owners who have wells to monitor them and share information, need to work on building trust with land owners.
- Thanked those that donated, volunteered and served on boards.

#### 7.6 Highway #3 Association- Councillor Bill Chapman

- Discussed the copy of the presentation sent out electronically, presented by Bryce Stewart.
- Invoicing for 2024 has been sent out to municipalities.
- Discussed the RFP for the Taber to Burdett piece being awarded to Leadcore.
- Highway #3 Association will be attending Ag Expo, Home and Garden trade show and the Medicine Hat trade show.

#### 8.0 ROUND TABLE DISCUSSION

- Reeve Randy Taylor – In November some municipalities were helping others with donated items. If there is something pressing go ahead and ask.
- **Moved** by Reeve Dan Hamilton to open a bank account for the Mayors and Reeves of Southwest Alberta requiring 2 of 3 signing authorities – **Carried**
- **Moved** by Mayor Cathy Moore for Jill Watmough to take on administration and finances for Mayors and Reeves of Southwest Alberta for a wage increase of \$800 per month - **Carried**

#### 9.0 TERMS OF REFERENCE

- Discussed having an in-camera meeting with members to finalize the terms of reference.
- Mayor Thomas Grant mentioned his council had looked over the shorter version of the terms of refence and had no issue with them.
- Reeve Tamara Miyanaga agrees that in due course councils should look over the terms of reference.
- Reeve Maryanne Sandberg agrees that a committee should be formed and that councils should look over the terms of reference.
- Mayor Gordon Reynolds – the short version of the terms of reference is closest to the initial intent.
- Mayor Jennifer Handley agrees that the short version is closest to the initial intent.
- Need to change: 51% of members need to be in agreeance (under quorum), AGM needs to be taken out.
- Would like a clean version sent out to have councils look at before the next meeting on February 2, 2024.

#### 10.0 NEXT MEETING DATE

Friday, February 2, 2024 at 1:00 – Culver City Room, Lethbridge City Hall/Virtual via Zoom

#### 11.0 ADJOURNMENT:

Mayor Blair Painter **moved** to adjourn the meeting at 3:46 pm - **Carried**

# Presentation to Southern Alberta Mayors and Reeves

Helium Developers Association of Canada (HeDAC)

February 2<sup>nd</sup>, 2024

Lethbridge, Alberta

Chris Bakker – CEO Avanti Helium & Co-chair HeDAC

Brent Jonah – CEO Thor Helium

Richard Dunn – Executive Director, HeDAC

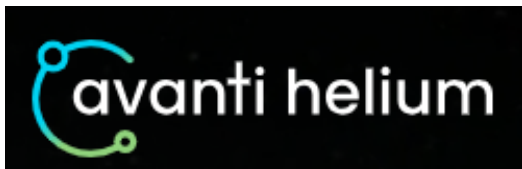


Enabling Canada's helium developers to provide a secure and sustainable domestic helium supply is critical to Canada's medical, research, technical and industrial sectors.

Launched in October 2023, the Helium Developers Association of Canada (HeDAC) represents companies looking to explore, produce and develop helium in Western Canada.

HeDAC's mandate is to create public awareness and align industry and governments in advancing a much-needed domestic helium supply.

Founding HeDAC member companies include: Avanti Helium, First Helium, Global Helium, Royal Helium and Thor Resources

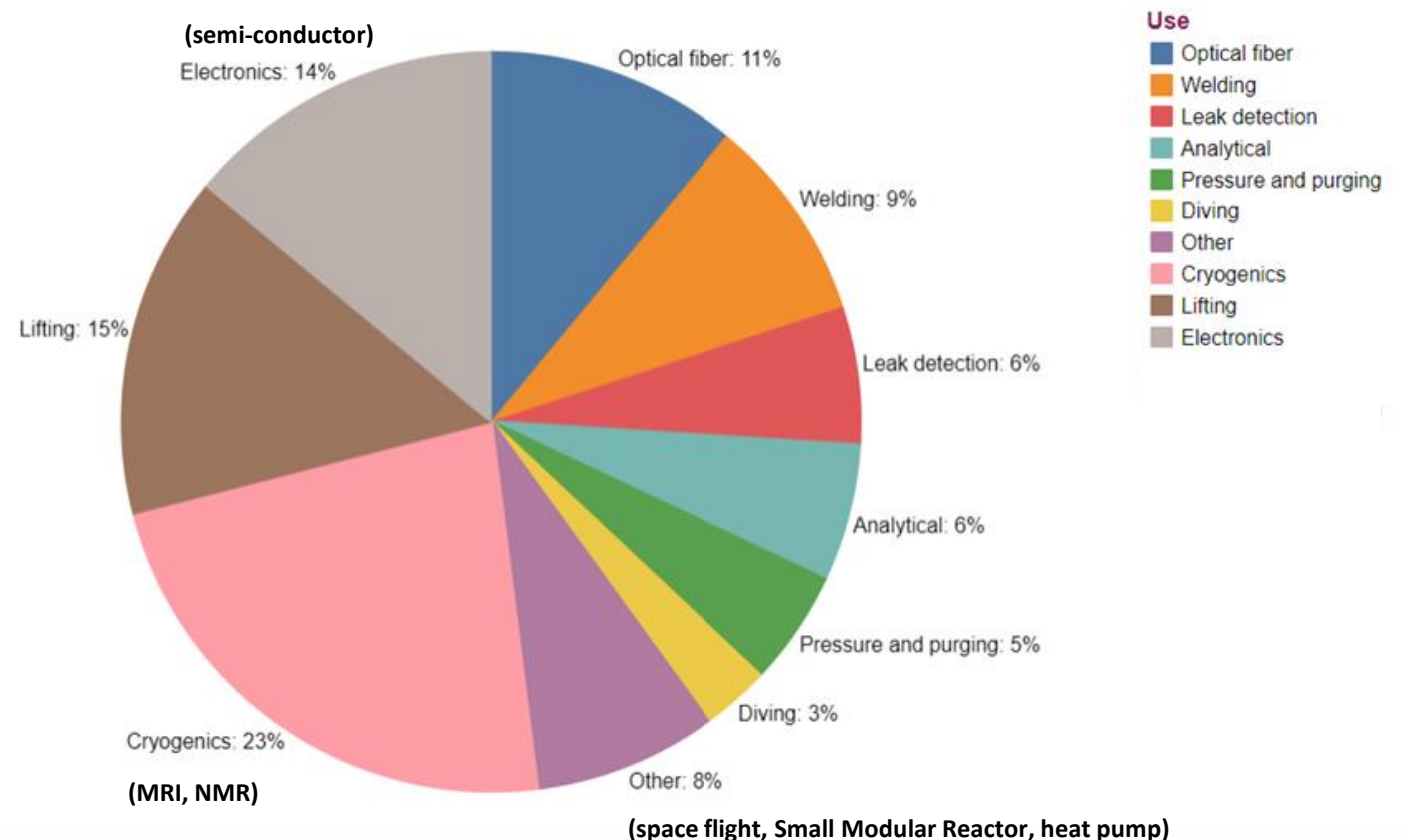


## Much (much) more than balloons.... Helium is a critical enabler for clean technologies and a greener future.

Helium plays a fundamental and irreplaceable role in:

- Essential medical and scientific cryogenic applications – MRIs and NMRs
- Rapidly growing hi-tech applications - semiconductor chip & fibre optics manufacturing, space flight operations, leak detection for EV batteries
- Emerging applications - newest generation small modular reactors (MMR) Driving Thermal Heat Networks for buildings, quantum computing

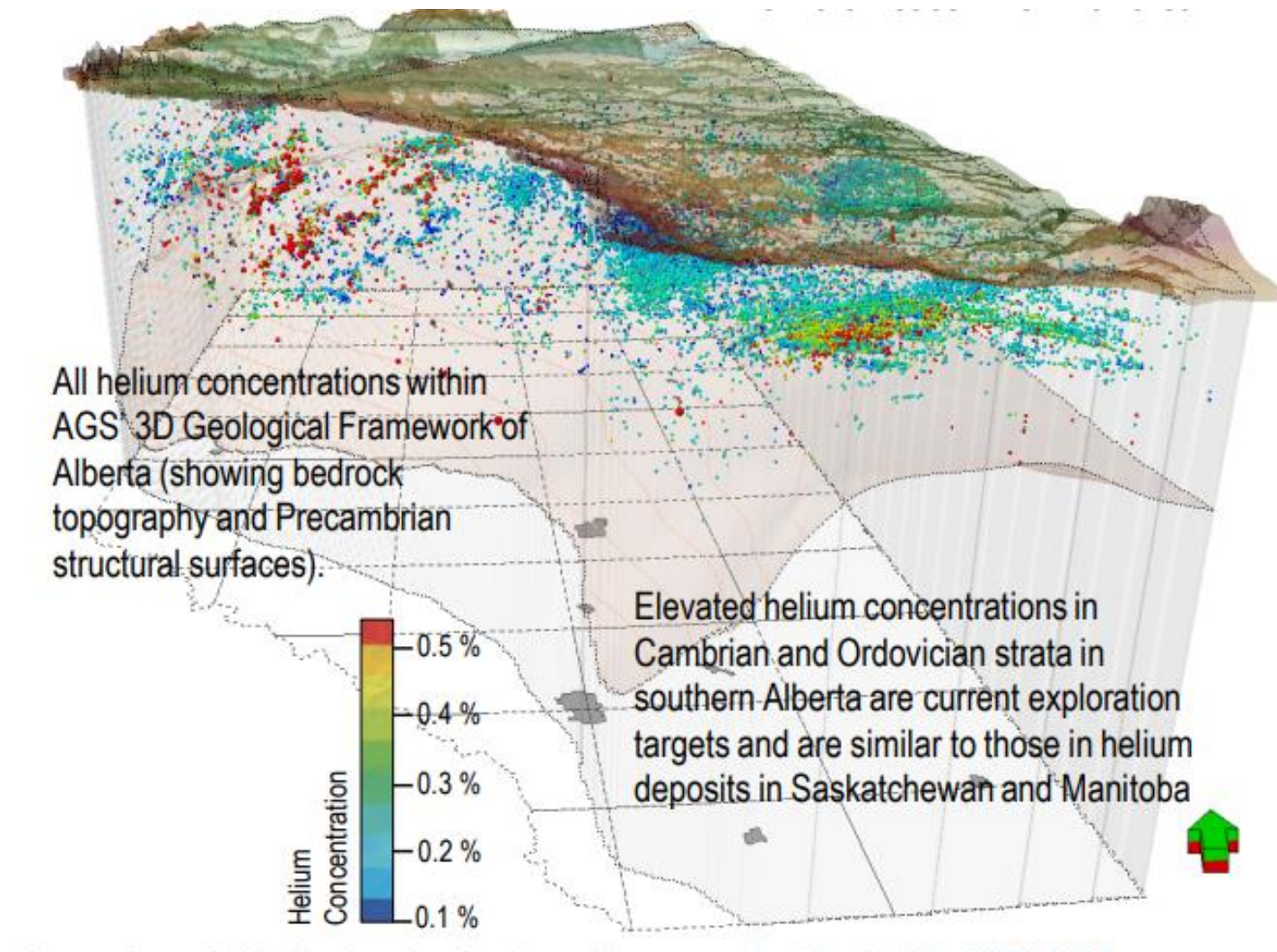
Share of global helium demand by end use





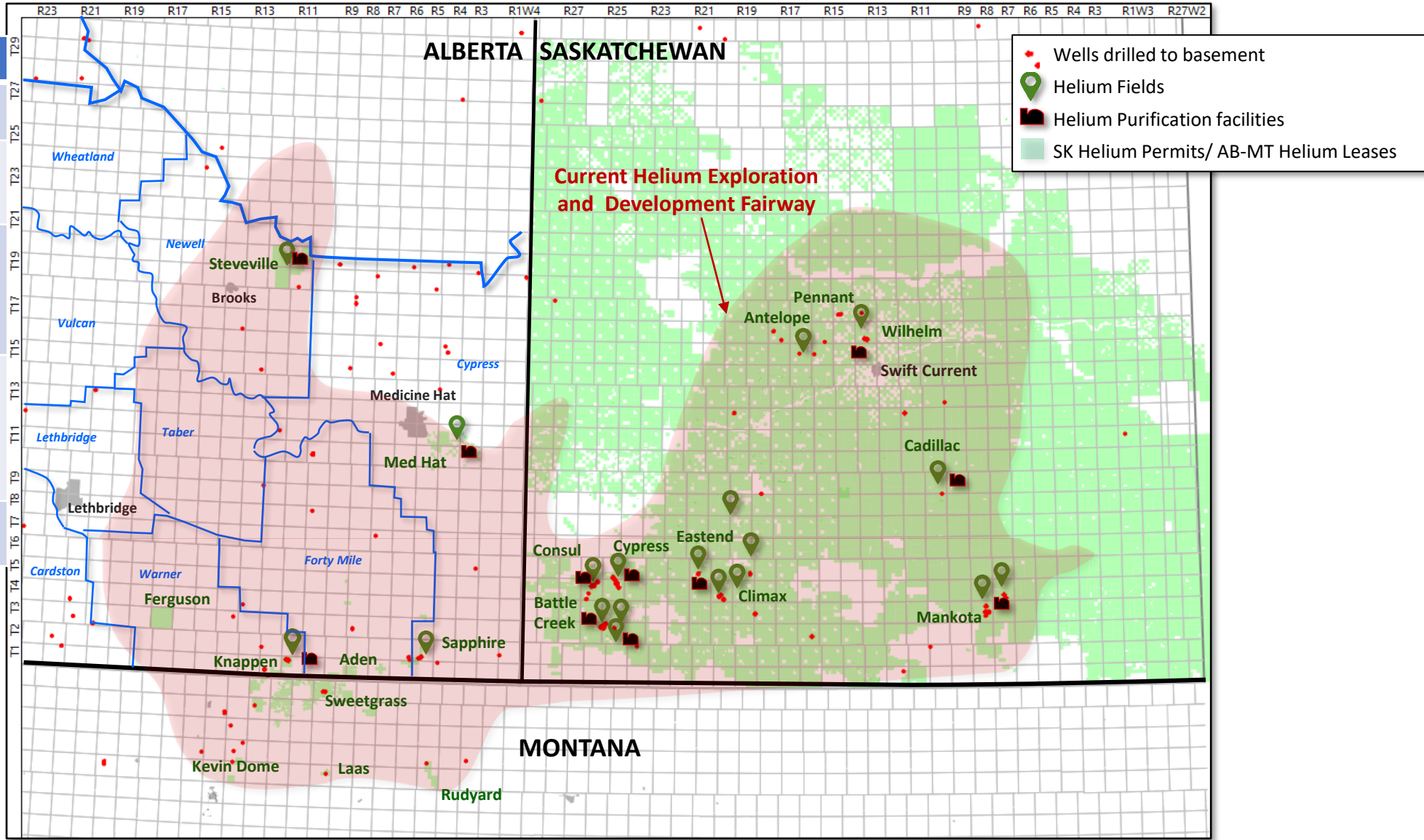
## Canadian Helium - strong resource potential, sustainably produced

- Helium is formed in basement rock and with volcanic uplift moves to deep zones
- Canada's helium resource is estimated to be 5<sup>th</sup> largest in world, however we account for less than 2% of supply
- In Southern Alberta and Saskatchewan helium is uniquely co-produced with nitrogen, unlike alongside natural gas or LNG in rest of world.....uniquely positions Canada as world transitions
- While a meaningful economic diversification opportunity for Alberta and Saskatchewan, it's early days and finding economic reserves of helium is complex with significant investment risk



# Western Canada's Helium Landscape

	AB	SK
Royalty	4.25%	4.25%
Tenure	Proposed helium exploration	Extensive permit
Incentive Programs	Proposed AB Petrochem Incentive Prgm (APIP)	Infrastructure, Innovation
Active Companies	Avanti, Royal, Global, Weil, Thor, First	North American, Helium Evolution, Canadian
Rate (mcf/d)	100	425



## Working closely with Provincial Governments to enable Canada's helium opportunity

- **Saskatchewan – Guided by successful Helium Action Plan**
  - Saskatchewan's helium plan targets producing 10% of the world's helium by 2030, supporting thousands of jobs and generating annual exports worth as much as \$500-million.
- **Alberta – Helium prominent in the Minister of Energy and Minerals' mandate letter**
  - Direction provided to the Minister to incentivize investment and improve regulatory regimes for helium, HeDAC has provided following recommendations to the Minister:
    - *Fine-tune Alberta's helium exploration mineral tenure license system*
    - *Extend successful APIP incentive program to helium processing facilities*
    - *Optimize regulatory processes*
- **AB and SK have submitted letters of support for HeDAC's federal budget proposal**



# Fine-tuning tenure for early, deep exploration

HeDAC recommends the term of exploration licenses in the deeper helium prone zones (i.e. mid Devonian and deeper) be extended to 4 years from the current 2 years, per other areas of the province

Cretaceous Age - ~ 300 m – 1100 m  
CBM, shallow O&G, ~ 100,000 producing wells in SE AB (600 Townships block)

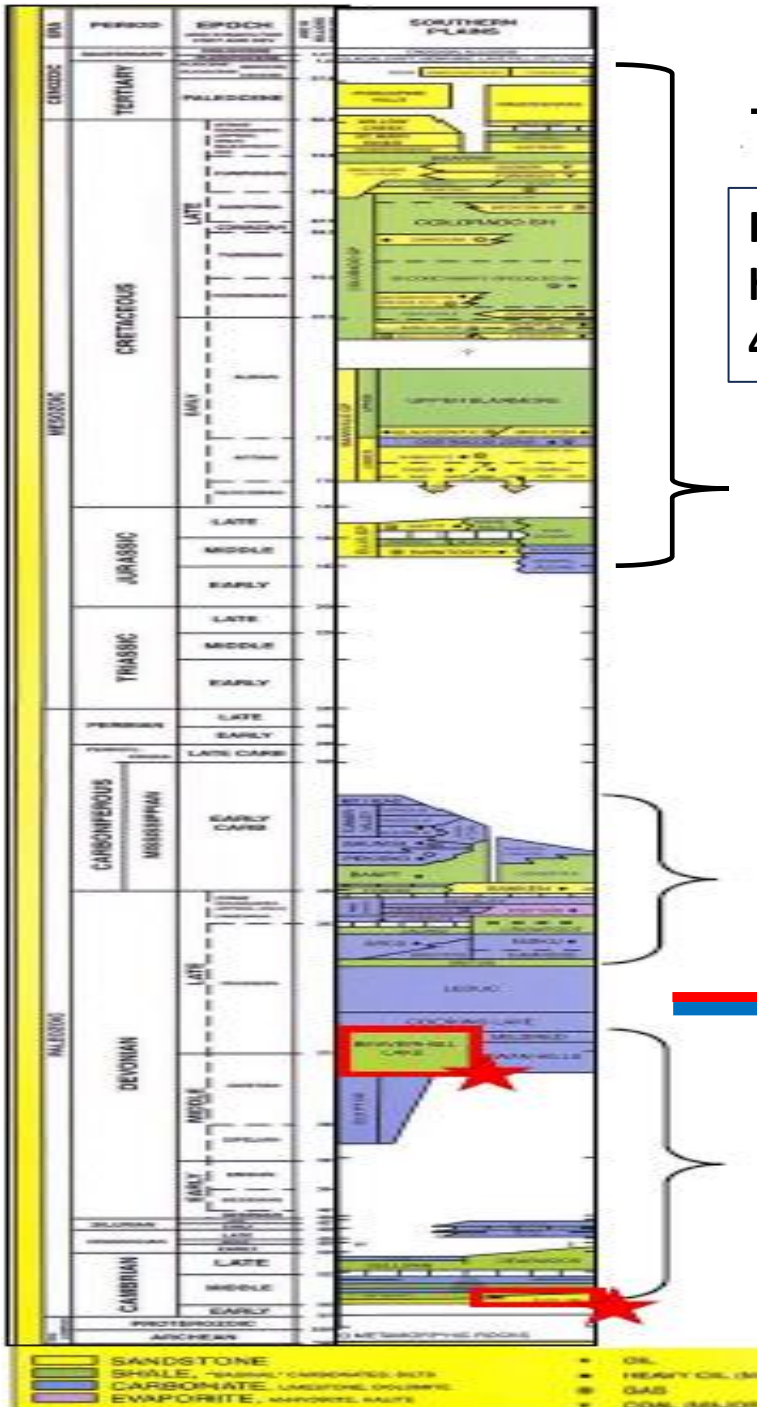
Late Devonian Age – ~ 1400 m  
Deeper oil, ~ 2,000 producing wells in SE AB

Middle Devonian (Beaverhill Lk) and Cambrian Sands – ~ 1700 – 2200 m  
~ 10 producing helium wells and with 360 wells total over 600 Twp largely unexplored (equivalent to one penetration per 60 sections), no oil or gas wells



Petroleum System

Nitrogen / Helium



# Provincial Support for Helium Field Processing

- Helium requires unique (and expensive) local field processing facilities to (i) separate the helium from the nitrogen and small amounts of methane and carbon dioxide and (ii) compress into tube trailers for transport to liquefaction facilities
- To drive helium investment and support helium processing infrastructure, HeDAC has recommended that the GoA extend the successful Alberta Petrochemical Incentive Program (APIP) to helium facilities, thereby providing similar level support to that provided by Saskatchewan



Thor Knappen Facility



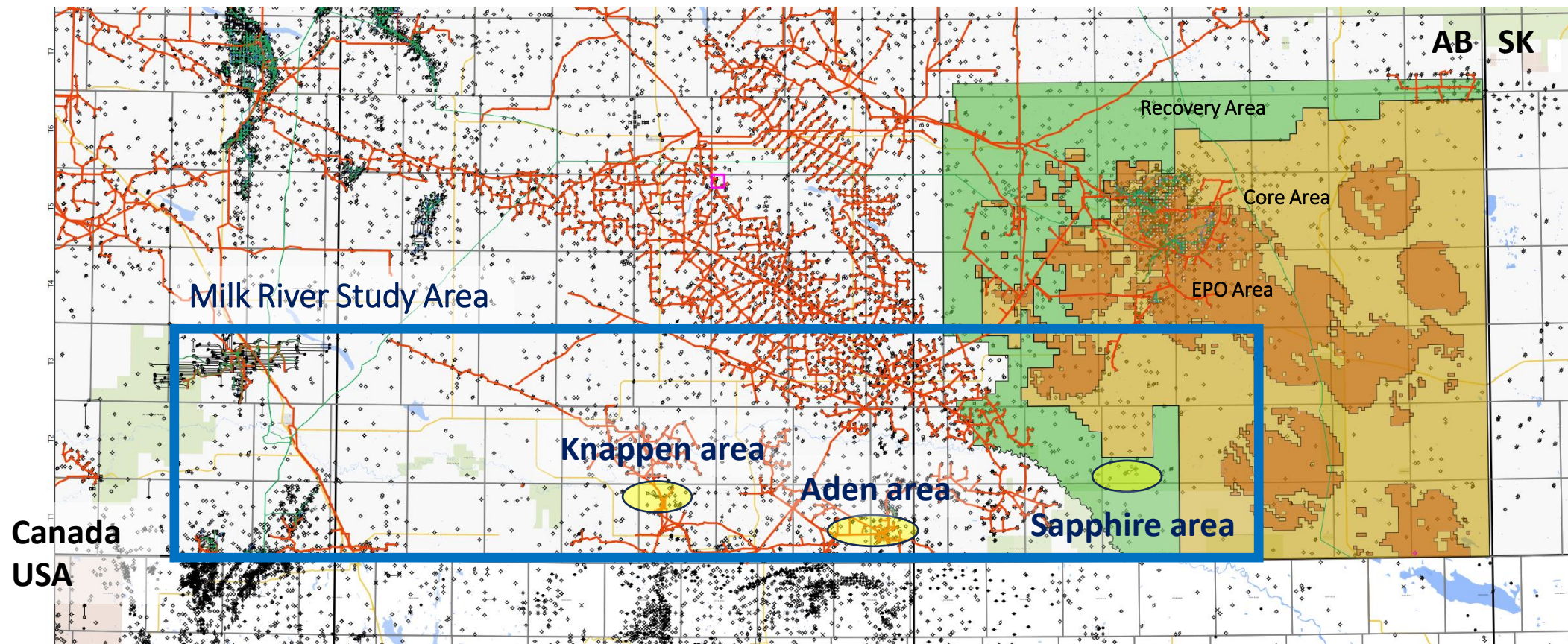
Royal Steveville Facility





# Optimizing surface access regulatory processes

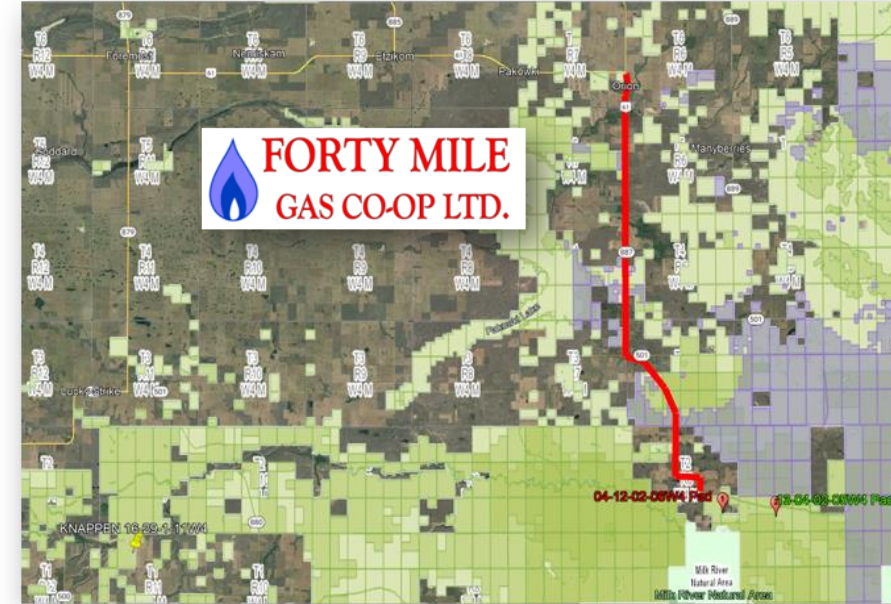
- Guided by balanced South Saskatchewan Regional Plan, Alberta (EPA, AER) has initiated discussions with HeDAC
- Helium has light footprint and the opportunity to address legacy impacts through offset programs
- Industry needs certainty that ongoing and cost-effective access is achievable





# Thor – SE Alberta Area Investment Case study

- **Knappen, AB:**
  - Helium plant & wells 2 producing since 2020
- **Sapphire, AB:**
  - 3D seismic shot and discovery well drilled in 2021  
Total of 3 wells awaiting to be tied-in
  - Working with regulators on approval for pipeline, plant and additional 2 – 3 wells
- **Aden, AB:**
  - Exploration prospect
- **Utopia, MT:**
  - 3D seismic shot and discovery well drilled in 2021
  - Two wells drilled and currently engineering plant



**CONSERVATION SITE**



## Milk River Badlands

This site has been conserved with contributions from the Government of Canada through the Federal Department of Environment and Climate Change, Thor Resources Inc. and Alberta Fish and Game Association, and is owned by Alberta Conservation Association and Alberta Fish & Game Association. Together with our partners, we conserve, enhance, and restore wildlife and fish habitat for all Albertans now and for generations to come.

**Contributing Partners:**



This project was undertaken with the financial support of:  
Government of Canada / Alberta Conservation Association  
Environment and Climate Change Canada / Alberta Fish and Game Association

**Contact:** No contact is required to access this property.  
**Restrictions:** Day use only. No open fires. Foot access only. Hunting is permitted; however, this site is not authorized as a shooting range. Discharging firearms for the purpose of target practice or sighting in firearms is prohibited. Violators will be prosecuted. Refer to the Alberta Hunting and Fishing Regulations when on conservation sites.



**Disclaimer:** Conservation sites are available for recreational access at your own risk. By accessing these properties, you agree that Alberta Conservation Association (ACA) and its contributing partners are not liable for any injury or damage whatsoever caused to yourself or others irrespective of the cause of the injury or damage. Be aware of the potential for livestock grazing or other users. Please report any abuse or misuse of this property to ACA. If you suspect poaching, call REPORT A POACHER at 1-800-642-3800. PLEASE USE RESPECT AND ACT RESPONSIBLY.



[www.ab-conservation.com](http://www.ab-conservation.com) • toll free: 1-877-969-9091

# The Global Helium (HECO) Opportunity



## Helium Development Done Right



**Advanced-stage helium development company** with ~1.85MM acres of land across Alberta, Saskatchewan and Montana



**With an extensive ESG focus**

### Environment

- Extensive consultation and environmental impact studies
- Use of existing disturbance

### Social

- Continuous learning & best practices to ensure employees & contractors get home safe each day
- Engaging with local stakeholders and serving as a welcome, positive presence in the community

### Governance

- Strong leadership and board ....our motto of “*Helium Development Done Right*” underpins decision- making



**Farm-in agreement** with NG producer (Perpetual Energy) in Medicine Hat area

- 2 wells drilled adjacent to existing helium discovery and a peer’s newly constructed helium plant
- 1<sup>st</sup> well drilled Sept/23, 2<sup>nd</sup> well drilled Nov/23; both cased for completion and testing
- Additional development opportunities across ~369,000-acre AMI with PMT



HECO Manyberries Drillsite (09-04-12-04 W4)  
September 2023



# The Case for Action – Lack of Access to “At-Risk” Capital is principal constraint for Canadian Helium sector

1. **Security of supply** - *“Canada needs to invest in a sustainable national helium supply chain,”* - Dr. Ania Kielar, CAR
  - Security of helium supply, for Canada and our allies (including US, South Korea), is rapidly becoming an issue given a tightening of domestic supply - demand.... with growing dependence upon geopolitical uncertain Russia
2. **Consistent with Federal government Critical Mineral Strategy / “growing the green economy”**
  - Constructive, common ground economic diversification opportunity with provinces.....provinces are doing their part
  - Inadvertent tax treatment impacts beyond helium.....impairs Uranium and Rare Earth Element exploration
3. **Fair and even-handed tax treatment will enable much-needed “at-risk” financing for He exploration**
  - Only critical mineral not afforded standard tax measures purposefully put in place to enable mineral exploration
  - Cost neutral to governments.....“cost” of fair tax treatment offset by taxes and royalties from incremental activity

## HeDAC's submission to the Federal 2024 Budget Consultation:

*“That the government “levels the playing field” and provides companies exploring for and developing Canada’s helium critical mineral resource those Normal Tax Measures that are provided other mineral resource developers in Canada, specifically Canadian Exploration Expense treatment and the ability to issue flow-through shares.”*



## The U.S. just sold its helium stockpile. Here's why the medical world is worried.

MRI machines need thousands of liters of liquid helium to function. Health care workers say they can't afford any disruptions to the helium supply chain.



*"Canada can establish a 'Made in Canada' helium solution...this would ensure a secure supply for healthcare, research, and industry. It would position Canada as a global leader in helium utilization, foster job creation, and technological innovation" - Bob Berno Ph.D., Canadian Helium Users Group*

## Security of Supply Concerns .....from the NBC article

".....we are stressing about this shortage ...MRI machines are the No. 1 concern."  
Soumi Saha, vice president of Premier Inc., which contracts with helium suppliers on behalf of 4,400 hospitals in the U.S.

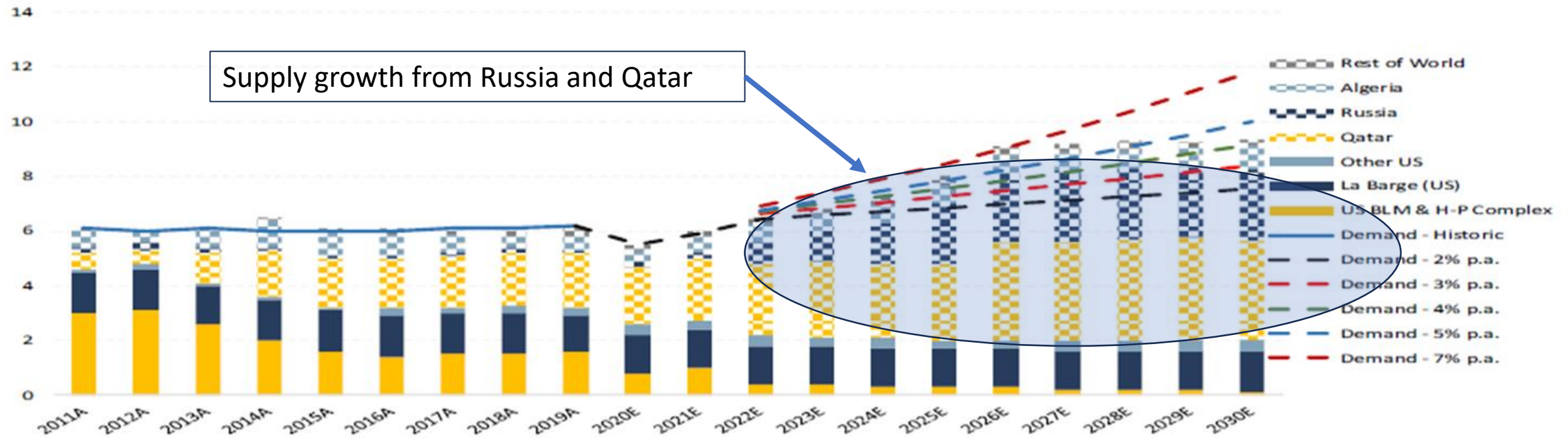
"Timely, critical patient care would suffer if helium supplies are constricted further,"  
Scott Whitaker, AdvaMed's CEO,

"three out of five U.S. helium suppliers are rationing the element to prioritize life-or-death uses like MRI machines ahead of less-essential helium uses"

# Global Helium Supply – Demand Forecast

Increasing reliance on Russia as North American production declines

Figure 12. Estimated Global Supply/Demand Forecast (Bcf)



Source: Edison Investment Research (various sources) and Haywood Securities



# Tax Measures Provided to Canada's 31 Critical Minerals

**Normal Tax Treatment**  
CEE, METC, FTS  
(1990 +)

## Legend

CEE	– Canadian Exploration Expense
FTS	– Flow-through shares
METC	– Mineral exploration tax credit federal (and prov as applicable)
CMETC	– Critical Mineral exploration tax credit
CTM ITC	– Clean Tech Manufacturing Investment Tax Credit

**2024 Budget  
Submission  
Recommendation  
for Helium**

**CEE, FTS + CMETC**  
(= METC x 2)  
(Budget 2022)

**CEE, FTS + CMETC  
+ CTM ITC**  
(Budget 2023)

**No Tax Measures**

Aluminum, Antimony, Bismuth, Cesium, Chromium, Cobalt, Copper, Fluorspar, Gallium, Germanium, Graphite, Indium, Lithium, Magnesium, Manganese, Molybdenum, Nickel, Niobium, Platinum group metals, Potash, Rare Earth Elements, Scandium, Tantalum, Tellurium, Tin, Titanium, Tungsten, Uranium, Vanadium, Zinc

Cobalt, Copper, Gallium, Graphite, Lithium, Magnesium, Nickel, Platinum group metals, Rare Earth Elements, Scandium, Tellurium, Titanium, Uranium, Vanadium, Zinc

## Battery Minerals

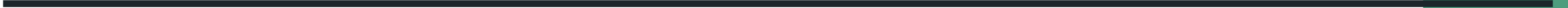
Cobalt, Copper, Graphite, Lithium (+ Lithium from Brine), Nickel, Rare Earth Elements

**Helium**

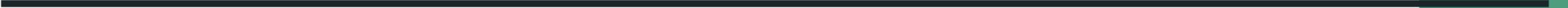
# The Municipal Voice - Signalling support for helium enabling initiatives .... to Premier and key Ministers (Jean, Schulz, Jones and Horner)

- Recognizes importance of responsible resource development and congratulates Premier & Ministers for taking action to grow and diversify Southern Alberta's economy by supporting the emerging helium sector
- Southern Alberta has significant helium development potential, and the needed skilled and experienced workforce to responsibly drill the wells and operate the facilities required to produce helium
- Voicing support for our government taking action to unlock the Southern Alberta helium opportunity:
  - Progress the fine-tuning of Alberta's mineral tenure license system to enable helium exploration
  - Extend the successful APIP program to helium, consistent with other resource sectors
  - Optimize regulatory processes in Milk River area, to create a positive investor climate while protecting the environment
  - Actively working with the federal government to ensure fair and even-handed federal tax measures for helium explorers and developers
- While Southern Alberta's helium sector is in its early stages, the growth potential is high and the opportunities for our communities are significant. We appreciate our government's enabling of our helium opportunity and, in doing so, ensuring Southern Alberta will remain one of the best places on earth to live, work and raise a family.

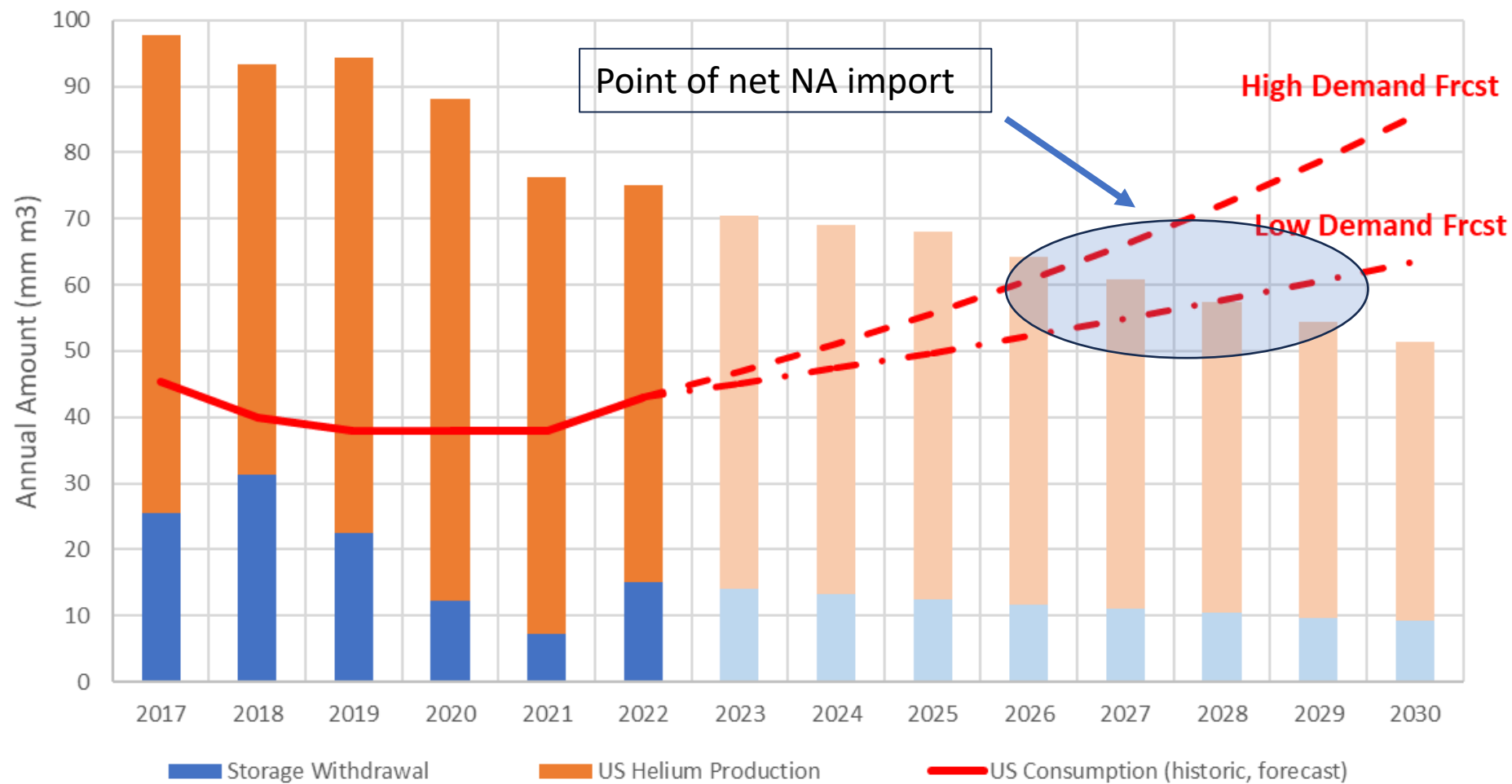
Thank You!



Back up slides



## US Helium Supply & Demand History and Forecast

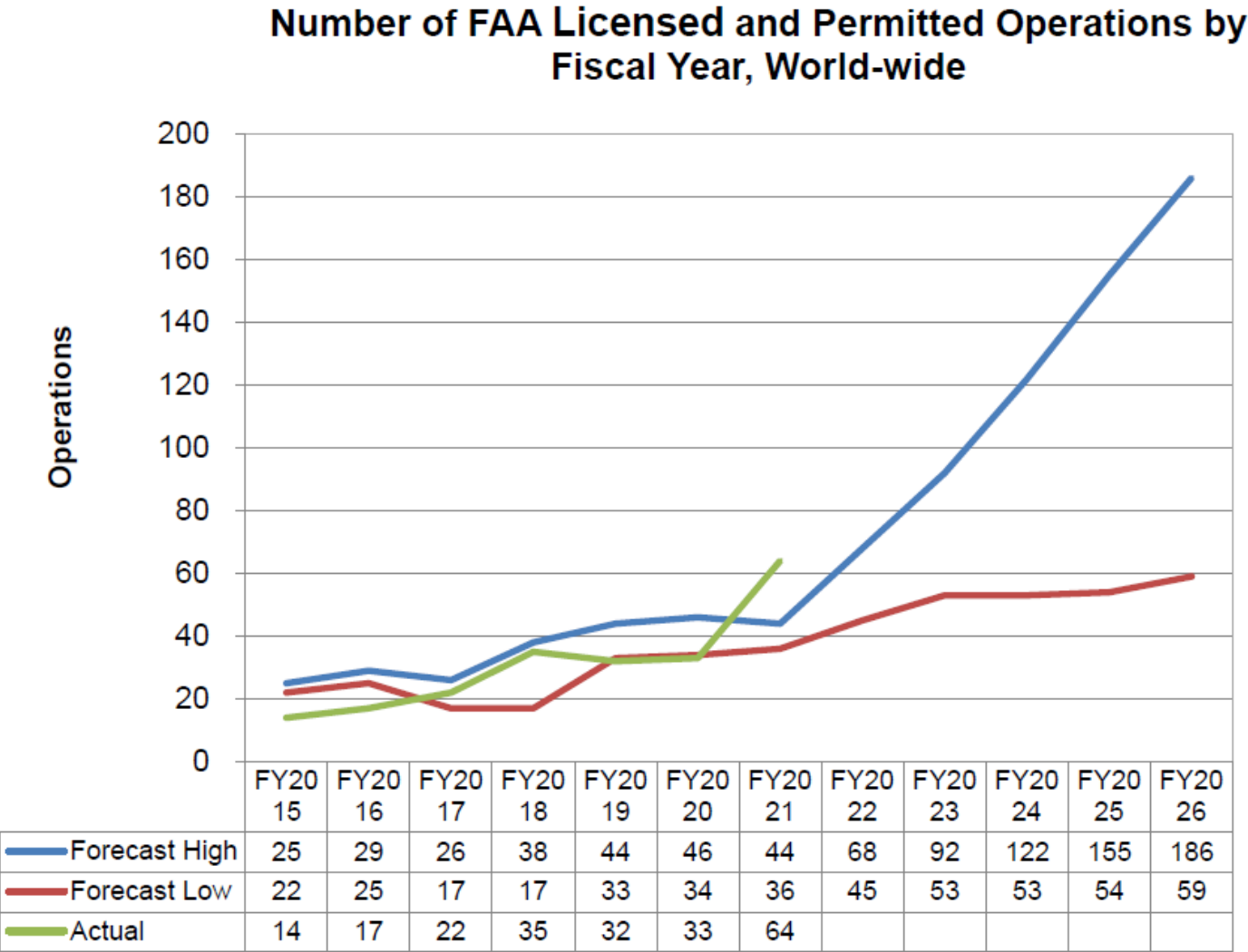


### Assumptions

- (1) Historic data source USGS
- (2) Forecast helium from existing NG supply at - 3% per year, from storage at - 6% / yr and Freeport coming on in 2024
- (3) Forecast growth in demand (CAGR) - low 5 %, high 9%

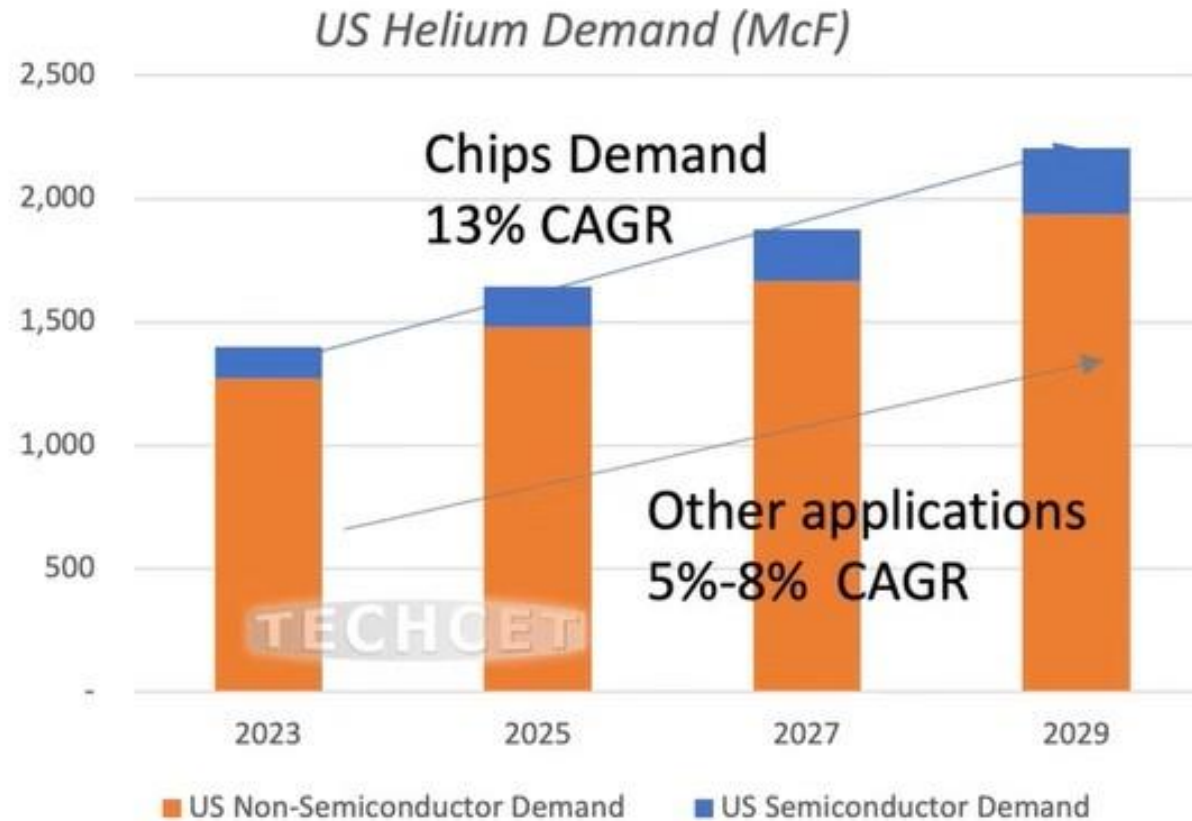
# Rapidly growing Spaceflight driving helium demand

...each launch requires roughly 6 days of current Canadian production



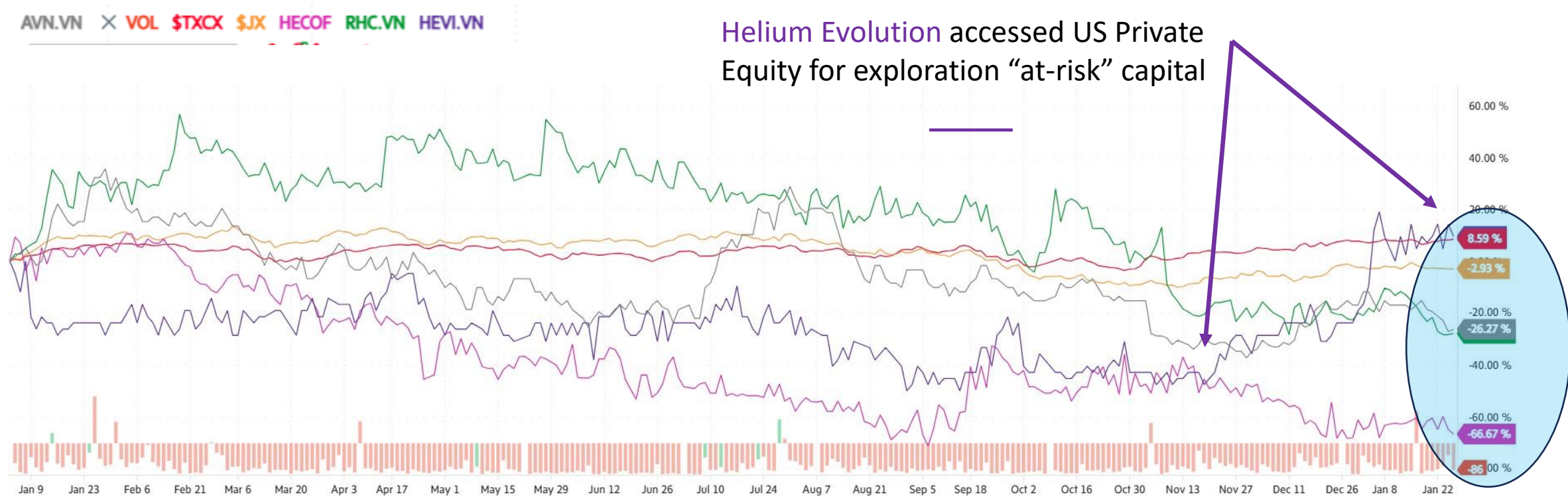
Source: FAA Aerospace  
Forecast 2022–2042

Figure E4: US Helium Demand (McF)



Source: TECHCET Critical Materials Reports™ and TECHCET Custom work on US He Demand

# 1 Year Share Price Comparison – On average Canadian Helium companies underperform benchmarks by 35% (TSX-V) to 50% (TSX) ....but HEVI shows importance of access to “at-risk” financing



TSX Composite, TSX Venture, Avanti Helium, Global Helium, Royal Helium, Helium Evolution





# RURAL MENTORSHIP FOR INTEGRATION

Rural Mentorship for Integration is a volunteer-based 16 week program designed to bring skilled newcomers living in rural Alberta together with professionals who share similar employment backgrounds.

This career-based matching will help support immigrant mentees integrate into their profession within the Canadian Workplace.



Scan the QR code to access our application form!

## Connect:

fbasch@ccisab.ca | 403.629.7631

msanchez@ccisab.ca | 403.973.5860

rodas.massey@bcis-brooks.ca | 403.362.0404

We are looking for **MENTEES** who:

- Are looking to work in their field of study/educational background
- Have a valid work permit
- Have intermediate English skills (CLB 5)
- Are coachable & willing to learn new skills

We are looking for **MENTORS** who:

- Are passionate about volunteering & giving back
- Have at least 2 years of Canadian work experience in their field of study/educational background
- Are willing to share experiences and expertise while enhancing their leadership skills

Rural Mentorship for Integration - A Project of CCIS