

**Agenda for the
Regular Meeting of the Vauxhall of Town Council
Monday July 10, 2023
6:00 p.m. – Vauxhall Council Chambers**

<u>Agenda Item</u>	<u>Action</u>
1. Call to Order	
2. Adoption of Agenda	For Adoption
3. Delegations	Receive <u>all</u> for Information
a.) R.C.M.P	
4. Minutes	
Council Minutes	
a.) Regular Meeting of Council June 12, 2023	For Adoption
External Minutes	Receive <u>all</u> for Information
b.) Municipal Planning Commission meeting of May 23, 2023	
c.) Municipal Planning Commission meeting of June 12, 2023	
d.) Vauxhall & District Chamber of Commerce meeting of June 8, 2023	
e.) Vauxhall & District Regional Water Services Commission meeting of April 24, 2023	
f.) Vauxhall regional Fire Authority meeting of April 12, 2023	
g.) Vauxhall Ag Society meeting of June 20, 2023	
h.) Veterans Memorial Highway Association meeting of March 3, 2023	
i.) Vauxhall Public Library meeting of May 25, 2023	
5. Financials	
a.) Cheque Listing for the month of June 30, 2023	For Adoption
b.) Bank Reconciliation as of June 30, 2023	Receive <u>all</u> for Information
c.) GIC Holdings as of June 30, 2023	
d.) AMSC Mastercard as of July 6, 2023	
6. New Business	
a.) Intermunicipal Collaboration	
b.) AUMA Meeting with Minister of Municipal Affairs – Hon. Ric McIver	
c.) AUMA Convention Attendees Confirmation	
d.) Intermunicipal Collaboration Framework Agreement	
e.) Fire Hall Agreements Correspondence	
f.) MPE Arena Floor – Information to follow	
g.) MPE Sanitary Treatment System Upgrade	
7. Reports	Receive <u>all</u> for information
a.) Council Activity Report – June 2023	
b.) Action List	
i.) June 2023	
ii.) Action List in Progress	
8. Information and Correspondence	Receive <u>all</u> for Information
a.) Office of the Minister – Ric McIver	
b.) Premier and Ministers meet with Federal Ministers	
c.) Improvements to health care continue – June 23 media inquiries	
d.) Stars of Alberta Volunteer Awards	
e.) RCMP Crim Reporting	
f.) Premier names Cabinet Committees – July 06 media inquiries	
g.) Chinook Arch Impact Report 2022	
9. Adjournment	

A regular meeting of the Council of the Town of Vauxhall, was held in
Council Chambers
on Monday June 12, 2023, at 6:00 p.m.

PRESENT

MAYOR:	Raymond Coad
DEPUTY MAYOR:	Kimberley Cawley
COUNCILLORS:	Shelley Deleeuw Kimberley Dorin Marilyn Forchuk Margaret Plumtree Henry Zacharias

ALSO PRESENT:

Chief Administrative Officer:	Cris Burns
Asst. CAO/Office Manager:	Mindy Dunphy

CALL TO ORDER:

Mayor Coad called the meeting to order at 6:01 p.m.

Councillor Plumtree arrived in Chambers at 6:03 p.m.

Adoption of
Agenda

RES: 23:121

MOVED by Councillor Deleeuw to adopt the agenda as amended.

CARRIED

Additions:

7(d) Alberta Health Services

Delegation

RES: 23:122

MOVED by Councillor Forchuk to accept the delegation report as information

- R.C.M.P.

CARRIED

Councillor Dorin arrived in Chambers at 6:08 p.m. via Zoom.

RES: 23:123

MOVED by Councillor Deleeuw to receive the conceptual design scheme dated June 2, 2023, for 4th Street, submitted by VHL Construction to Council as information.

CARRIED

Minutes

RES: 23:124

MOVED by Councillor Plumtree to adopt the following minutes as presented.

- Regular meeting of Council May 8, 2023

CARRIED

Taber & District
Housing Foundation
RES: 23:125

MOVED by Councillor Plumtree to not approve any commitment of financial contributions, but to continue to offer letters of support for future grant applications for Taber & District Housing Foundation.
CARRIED

Minutes
RES: 23:126

MOVED by Councillor Forchuk to accept the following minutes as information

- Municipal Planning Commission meeting of May 8, 2023
- Vauxhall & District Chamber of Commerce meeting of May 11, 2023
- Oldman River Regional Services Commission meeting of April 13, 2023
- Taber & District Housing Foundation meeting of March 23, 2023
- Vauxhall Ag Society meeting of May 16, 2023
- Barons-Eureka-Warner FCSS meeting of April 5, 2023

May 31, 2023
Cheque Listing
RES: 23:127

MOVED by Councillor Plumtree to adopt the May 31, 2023, cheque listing in the amount of one hundred and ninety-one thousand and thirty-seven dollars and twelve cents (\$191,037.12), as information.
CARRIED

Financial Information
RES: 23:128

MOVED by Deputy Mayor Cawley to accept the following as information:

- Bank Reconciliation as of May 31, 2023
- GIC Holdings as of May 31, 2023
- AMSC Mastercard as of May 8, 2023
- AMSC Mastercard as of June 7, 2023

CARRIED

RES: 23:129

MOVED by Deputy Mayor Cawley to rescind RES: 10:272, the CAO will act in the capacity of Development Officer.

CARRIED

Reports
RES: 23:130

MOVED by Councillor Plumtree to accept the following as information.

- Council Activity List – May 2023
- Action List – May 2023
- Action List in Progress

CARRIED

RES: 23:131

MOVED by Councillor Plumtree to approve the purchase of tickets for Council for the Long Table Supper and notify Administration of your intent to attend.

CARRIED

RES: 23:132

MOVED by Councillor Plumtree to approve the attendance of Mayor Coad at the Coaldale Summer Fest and Candy Parade. Administration will purchase candy for the parade.

CARRIED

Information and
Correspondence

RES: 23:133

MOVED by Councillor Deleeuw to accept the following as information:

- Long Table Supper
- Town of Coaldale Summer Fest and candy Parade Invite
- ORRSC Annual Report

Adjournment

Meeting Adjourned at 7:27 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Unapproved

**MUNICIPAL PLANNING COMMISSION
MEETING**

TUESDAY MAY 23, 2023

A Municipal Planning Commission meeting of the Town of Vauxhall
was held in council chambers Tuesday May 23, 2023
@ 5:15 p.m.

PRESENT:

CHAIR: Marilyn Forchuk

VICE CHAIR: Ray Coad

COUNCILLORS: Henry Zacharias

DEVELOPMENT OFFICER: Cris Burns

ORRSC STAFF: Bonnie Brunner

ALSO PRESENT: Mindy Dunphy
Tanya Strydom

CALL TO ORDER:

Chair Forchuk called the meeting to order at 5:15 p.m.

Adoption of
Agenda

RES: MPC23.10

ADOPTION OF AGENDA:

MOVED by Councillor Zacharias to adopt the agenda as presented.

CARRIED

Adoption of
Minutes

RES: MPC23.11

ADOPTION OF MINUTES:

MOVED by Vice Chair Coad to adopt the Municipal Planning
Commission meeting minutes of May 8, 2023.

CARRIED

Delegation VHL Construction Ltd - clarification on conceptual design scheme for lots on fourth (4th) Street to present to the Municipal Planning Commission

DEVELOPMENT PERMIT APPLICATIONS

2023D - 8 Noel and Mary Anne Going

(Lot 21 Block 46 Plan 8410470)

Use: Single detached dwelling and Accessory building – permitted use
Land Use District: Residential – R district

RES: MPC23.12 **MOVED** by Vice Chair Coad to approve the application
2023D – 8 waiver request for front and side setbacks of Single Detached Dwelling, to refuse the waiver request for side and rear setbacks of the Detached Garage development with the following conditions:

Waiver request for front and side setback of the **Single Detached Dwelling** is **Approved** subject to the following conditions:

1. The building setbacks for the existing dwelling are to conform to the development application and site plan submitted as part of the development application dated May 10, 2023, deemed complete May 10, 2023, in compliance with the Town of Vauxhall Land Use Bylaw No. 833-09.
2. That a waiver of 0.54m (1.77ft) has been issued to the front setback to allow the existing dwelling to be located no closer than 7.08m (23.22ft) from the southern property line.
3. That a waiver of 0.04m (0.13ft) has been issued to the side yard setback to allow the existing dwelling to be located no closer than 1.48m (4.86ft) from the western property line.

Waiver request for side and rear setback of the **Detached Garage** is **Refused** for the following reason:

1. The rear and side setback requirement for a detached garage prescribed in the Residential -R District is 1.52m (5 ft). A variance of 0.91m (2.99 ft) is requested to the side setback requirement and a variance of 0.92m (3.02 ft) is requested to the rear setback requirement. The Municipal Planning Commission is of the opinion the encroachment into the setback is too great and is not prepared to grant a relaxation to the standards. However, the Municipal Planning Commission has determined the building may be considered a non-conforming building which is allowed to remain at its current location subject to the provisions of the Municipal Government Act.

In accordance with the Municipal Government Act, a non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except to make it a conforming building, or for routine maintenance of the building, if the Development Authority considers it necessary. Further, if the non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the

building above its foundation, the building may not be repaired or rebuilt except in accordance with the Land Use Bylaw.

Informative:

1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. The applicant/landowner is responsible for determining the location of any easement and/or utility right-of way registered on the property and ensuring that the development does not encroach upon the easement and/or right of way and complies with any associated agreements registered on title.

CARRIED

Adjournment 5:43 p.m.

**CHAIR
MARILYN FORCHUK**

**CAO/DEVELOPMENT OFFICER
CRIS BURNS**

4c

**MUNICIPAL PLANNING COMMISSION
MEETING
MONDAY JUNE 12, 2023**

A Municipal Planning Commission meeting of the Town of Vauxhall
was held in council chambers Monday June 12, 2023
@ 5:15 p.m.

PRESENT:

CHAIR: Marilyn Forchuk

VICE CHAIR: Ray Coad

COUNCILLORS: Henry Zacharias

DEVELOPMENT OFFICER: Cris Burns

ORRSC STAFF: Bonnie Brunner

ALSO PRESENT: Mindy Dunphy

CALL TO ORDER:

Chair Forchuk called the meeting to order at 5:15 p.m.

Adoption of
Agenda

ADOPTION OF AGENDA:

RES: MPC23.13 **MOVED** by Vice Chair Coad to adopt the agenda as presented.

CARRIED

Adoption of
Minutes

ADOPTION OF MINUTES:

RES: MPC23.14 **MOVED** by Councillor Zacharias to adopt the Municipal Planning Commission meeting minutes of May 23, 2023.

CARRIED

Conceptual Design Scheme

Delegation - VHL Construction Ltd – presented a VHL Future Vauxhall Housing Layout Plan and 3D rendering of the street for lots on fourth (4th) street.

RES: MPC23.15 **MOVED** by Vice Chair Coad to submit the conceptual design scheme dated June 2, 2023, for 4th Street, submitted by VHL Construction to Council for a potential public meeting with clarification that demonstrates the conceptual nature of the scheme.

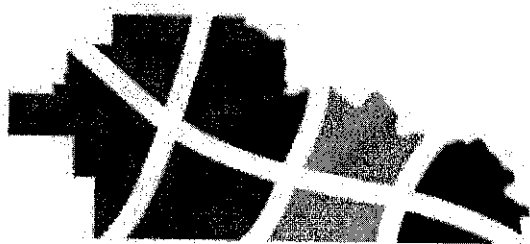
CARRIED

Adjournment 5:51 p.m.

**CHAIR
MARILYN FORCHUK**

**CAO/DEVELOPMENT OFFICER
CRIS BURNS**

Yd.



Vauxhall & District CHAMBER OF COMMERCE

Regular Board Meeting Minutes – June 8th, 2023

6pm – Held in person and virtually via Zoom.

- **Called to order:** at 6:05 pm by Shelley Mehlhaff
- **Recording Secretary:** Danna Ferguson
- **Attendance:** Danna Ferguson, Shelley Mehlhaff, John DeGroot, Petra Klemnauer, Chantal Claassen, Rodney Lee and Shelley Deleeuw

Additions to the agenda:

- **Motion:** Shelley Deleeuw moved to approve the agenda as presented Rodney Lee seconded the motion – Carried

Minutes from May 11th, 2023, meeting:

- **Motion:** Chantal Claassen moved to approve the minutes as presented, Petra Klemnauer seconded the motion – Carried.

- **Financial Report:** The financial report was presented by Danna Ferguson.

- **Motion:** Rodney Lee moved to accept the financial report as presented, Chantal Claassen seconded the motion – Carried.

Administrative Report: Danna Ferguson presented the administrative report.

- Vauxhall Esso & Claassen Farms Ltd. has submitted new membership information.
- **Motion:** Shelley Deleeuw moved to accept Vauxhall Esso & Claassen Farms Ltd. as a new VDCC members, John DeGroot seconded the motion – Carried. Chantal Claassen recuses herself from this motion.

Correspondence:

- No correspondence currently.

Old Business:

- **Canada Day Breakfast:** The sign-up sheet was discussed, and we still have a few open spots to fill. It was suggested to make copies of the sign-up sheet and leave copies at our VDCC Member businesses.
- Rodney Lee will pick up the pancake mix from Costco.
- Vauxhall Meats will be donating the sausage once again for this event.
- Danna Ferguson will email the Vauxhall Spurs for cleanup.

- **Directory Photo & Updates:** The cover photo of the new VDCC Directory was discussed as it was thought to update this photo to one of the clocktower. As we do not have a proper photo that will work for our Directory Shelley Mehlhaff will try to take a photo for our 2023/2024 Directory.

New Business:

- **Gov't Summer Position:**
- **VDCC & Vx Ag Office Admin Position:** The applicants for these two positions were discussed and the VDCC will wait to hear back from the Vauxhall Ag Society in this regard.
- There was a discussion on the current office rental agreement, Shelley Mehlhaff will follow up on this with the Vauxhall Advance.

- **Scholarship:** The VDCC scholarship application was discussed, and it was thought to revise this document and then circulate for the 2023 year.
- **Motion:** Rodney Lee moved to extend the deadline to July 30th annually, remove the handwritten requirement and add an email, Petra Klemppauer seconded the motion – Carried.

- **Demo Derby Concession:** There was a discussion about the Vauxhall Ag Society Demolition Derby Concession.

- **Next meeting Date:** Thursday August 17th, 2023 @ 6pm held at the Vauxhall Library.
- **Meeting Adjourned** @ 6:52pm by Shelley Mehlhaff

ye.

Municipal District of Taber Meeting Minutes

Vauxhall and District Regional Water Services Commission April 24, 2023 - 03:30 PM

Minutes of the regular meeting of the Vauxhall and District Regional Water Services Commission on Monday, April 24, 2023.

Attendance	John DeGroot	Municipal District of Taber
	Murray Reynolds	Municipal District of Taber
	Chantal Claassen	Municipal District of Taber
	Kim Cawley	Town of Vauxhall
	Richard Phillips	Town of Vauxhall
	Bryan Badura	Municipal District of Taber
	Ginger Rose	Municipal District of Taber
	Lace Lutz	Municipal District of Taber
	Corey Greene	Municipal District of Taber
	Michael Keeler	Municipal District of Taber
	Cris Burns	Town of Vauxhall
	Michael Zubach	MNP

1 Call To Order

Chair Gordon Reynolds called the meeting to order at 3:30pm.

Resolution No: 2 Acceptance of Agenda

V-2023-09

Moved By: Murray Reynolds
That; the agenda be accepted as presented.
CARRIED

3 Adoption of Minutes

Resolution No: 3.1 January 23, 2023 Meeting Minutes

V-2023-10

Moved By: Chantal Claassen
That; the January 23, 2023 Vauxhall & District Regional Water Services Commission Meeting Minutes be accepted as presented.
CARRIED

Resolution No: 4 Accounts for Payment

V-2023-11

Moved By: John DeGroot
That; the February and March 2023 Accounts for payment be accepted as

presented.
CARRIED

Resolution No: 5
V-2023-12

Balance Sheet

Moved By: Murray Reynolds
That; the balance sheet comparison be accepted as presented.
CARRIED

Resolution No: 6
V-2023-13

Profit & Loss Statement

Moved By: Kim Cawley
That; the Profit & Loss Statement be accepted as presented.
CARRIED

Resolution No: 7
V-2023-14

Operations Report

Moved By: Chantal Claassen
That; the Vauxhall and District Regional Water Services Commission direct Administration to draft a letter to the Alberta Government requesting the removal of the particle counters.
CARRIED

Resolution No: 7.1
V-2023-15

Correspondence

Moved By: John DeGroot
That; the Vauxhall and District Regional Water Services Commission approve the Town of Vauxhall's request to change the Canada Day firework location as per the attached map.
CARRIED

8 Other Business

8.1 Contract Manager Resources

Resolution No: 8.2
V-2023-16

Audited Financial Statements

Moved By: Murray Reynolds
That; the Vauxhall & District Regional Water Services Commission Audited Financial Statements for the Year ended December 31, 2022 be approved as presented.
CARRIED

8.3 VDRWSC Logo Approval

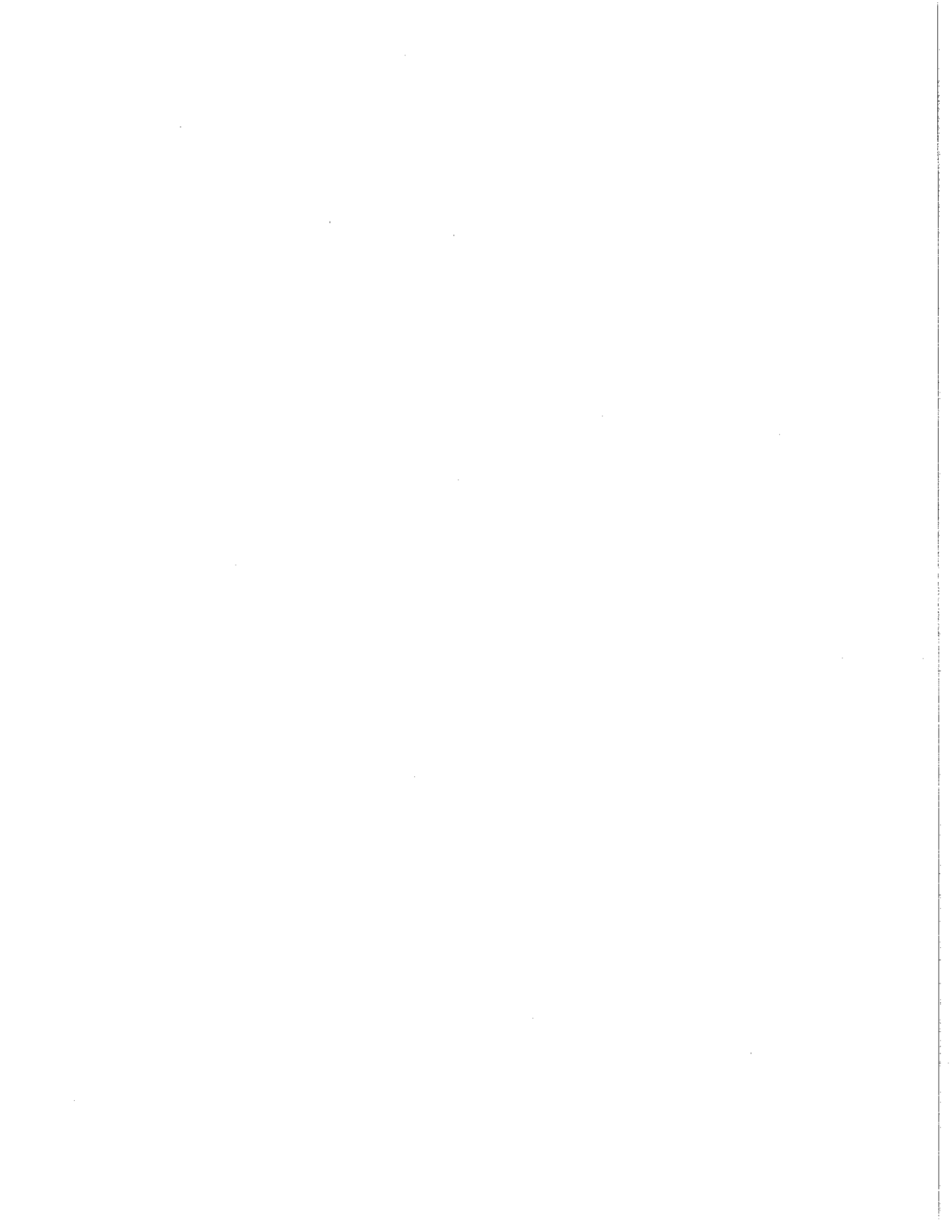
9 Next Meeting Date

The next meeting will be July 10, 2023 at 3:30pm.

Resolution No: 10
V-2023-17

Adjournment

Moved By: Murray Reynolds
That; the meeting adjourn at 4:28pm.
CARRIED



48.

Municipal District of Taber
Meeting Minutes
Vauxhall Regional Fire Authority April 12, 2023 - 07:00 PM

Minutes of the regular meeting of the Vauxhall Regional Fire Authority, held in the Vauxhall Fire Hall, on Wednesday, April 12, 2023.

Present:	Nathan Cote	MD of Taber Regional Fire Chief
	John DeGroot	MD of Taber Councillor
	Murray Reynolds	MD of Taber Councillor
	Raymond Coad	Town of Vauxhall Mayor
	Henry Zacharias	Town of Vauxhall Councillor
	John Martens	Vauxhall District Fire Chief
	Cris Burns	Town of Vauxhall CAO

1 Call To Order

Chair Murray Reynolds called the meeting to order at 7:01pm.

Resolution No: 2 Acceptance of Agenda

VFA-2023-07

Moved By: Raymond Coad
That; the agenda be accepted as amended.
CARRIED

3 Adoption of Minutes

Resolution No: 3.1 January 11, 2023 Meeting Minutes

VFA-2023-08

Moved By: Raymond Coad
That; the January 11, 2023 Vauxhall Regional Fire Authority meeting minutes be accepted as presented.
CARRIED

4 New Business

Resolution No: 4.1 VRFA Report

VFA-2023-09

Moved By: John DeGroot
That; the Vauxhall Regional Fire Authority Report be accepted as presented.
CARRIED

Concerns were discussed with regard to Ambulance availability in Vauxhall. A future meeting with AHS was suggested.

- Resolution No: 4.2 Ambulance Availability**
VFA-2023-10
Moved By: Raymond Coad
To; host a joint Council meeting with Alberta Health Services to discuss the current situation of the Vauxhall Ambulance.
And; future plans for improvement of ambulance services.
CARRIED
- Resolution No: 4.3 Financial Report - January 1, 2023 - February 28, 2023**
VFA-2023-11
Moved By: John DeGroot
That; the Vauxhall Regional Fire Authority Financial Report - January 1, 2023 - February 28, 2023 be accepted as presented.
CARRIED
- Resolution No: 4.4 Fire Master Implementation Plan - Draft**
VFA-2023-12
Moved By: Raymond Coad
That; the Vauxhall Regional Fire Authority Fire Master Implementation Plan was accepted as presented.
CARRIED
- Resolution No: 4.5 Fire Agreement/Fire Hall Lease Agreement - Review/Renewal**
VFA-2023-13
Moved By: Raymond Coad
That; the Vauxhall Regional Fire Authority recommend that 3 Councillors from the Town of Vauxhall and the Municipal District of Taber Councils form a negotiating committee to discuss its fire and lease agreements.
CARRIED
- 5 Other Business**
- 6 Next Meeting Date**
The next meeting will be July 19, 2023.
- Resolution No: 7 Adjournment**
VFA-2023-14
Moved By: John DeGroot
That; the meeting adjourn at 8:36pm.
CARRIED

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Vauxhall AG SOCIETY

Box 690
Vauxhall, Alberta
T0K 2K0



Director Meeting Minutes June 20th, 2023

Attendance: Darcy & Danna Ferguson, Joerg & Petra Klempnauer, Jason Tolsma, Malcolm & Jo Jones, Shelley Deleeuw, Murray Reynolds, and Chantal Claassen

1. **Call to Order:** The meeting was called to order at 7:07 pm by Jason Tolsma
2. **Approval of Agenda:**
 - **Motion** – Petra Klempnauer moved to approve the agenda as circulated, seconded by Jo Jones, carried.
3. **Minutes:**
 - **Motion** – Petra Klempnauer moved to accept the May 15th, 2023, meeting minutes as circulated, seconded by Jo Jones, carried.
4. **Business arising from the minutes:**
 - **Joe Show Farm Safety:** The Joe Show Farm Safety grant application reporting will be submitted to complete this event.
 - **November Celebration:** The menu choices were circulated and voted on.
 - **Game Based Certified Volunteer Board Member Training:** Petra Klempnauer reported on the certification requirements and the cost of \$200.00 per person.
 - There was a discussion about the Vauxhall Ag Society possibly reimbursing our board members who choose to take this training, with a limit of 4 people per year.
 - **Motion** – Joerg Klempnauer moved to authorize up to 4 board members to be certified per year and the Vauxhall Ag Society will pay the fee, seconded by Jo Jones, carried.
 - **FCSS:** This program was discussed, and it was decided to circulate this on the Vauxhall Ag Society social media for our agricultural members.
5. **Financial Report:** The financial report was circulated and presented by Petra Klempnauer.
 - **Motion:** Petra Klempnauer moved to accept the financial report as presented, seconded by Darcy Ferguson, carried.

6. Committee Reports:

- **Arena Committee** – The South Century Team Roping event was held this past weekend and was very successful with 110 teams attending.
- The Jr. World Team Roping will be happening this coming weekend.
- Al Bouchard has a rodeo booked for the first weekend in August.
- The Family Fun Rodeo will be held on July 29th, 2023.
- There was a discussion to move the bleachers from the demolition derby area out to the rodeo grounds for more seating for the August rodeo. Malcom Jones will look into getting these moved. Jason Tolsma will talk to the Town of Vauxhall about also moving their 2 bleachers as well.
- **July 1st Derby:** There was a discussion about the cancelation of this year's demolition derby. Danna Ferguson will cancel the Fire Department for this event.
- It was also discussed to possibly contact the M.D. of Taber for insurance as they may be able to offer this for future events.

7. New Business:

- **Disc Golf Update:** The Disc Golf plan was circulated and Joerg Klempnauer gave an update on the disc golf course along with the proposed name of the course. This was discussed and it was thought to name the course VAS Horizon Disc Golf.
- **Office Administrative Position:** This position will be filled by Lexi Tessemaker. As Lexi had applied for the VDCC Summer Position and is willing to stay on to fill the office administration position, the resume was circulated.
- **Appreciation BBQ:** The appreciation BBQ will be held on August 17th, 2023.

8. Correspondence:

- **Tax Notice:** The M.D. of Taber tax notice remains at \$0.00.
- **Raymond Safety Centre:** It was discussed that the Vauxhall Ag Society donates \$100.00 annually to the Raymond Safety Centre to help keep the program going.
- **Motion:** Jo Jones moved to donate \$100.00 to the Raymond Safety Centre, seconded by Darcy Ferguson, carried.

9. Payables: The payables were circulated.

Motion: Petra Klempnauer moved the payables to be accepted as presented, seconded by Jo Jones, carried.

10. Next meeting date: September 18th, 2023 @ 7pm – Vauxhall Library

11. Meeting Adjourned: at 8:05 pm by Malcolm Jones

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MINUTES
VETERANS MEMORIAL HIGHWAY ASSOCIATION
BOARD OF DIRECTORS MEETING
HELD FRIDAY; MARCH 3, 2023
COUNTY OF PAINTEARTH ADMIN OFFICE

Board Members in attendance:

Dale Pederson	Beaver County	Board Member
Elroy Yakemchuk	County of Two Hills	Board Member
Margaret Plumtree	Town of Vauxhall	Board Member
Fred Crowle	Town of Hanna	Board Member
Dale Norton	County of Paintearth	Board Member
Sonny Rajoo	Town of Two Hills	Board Member
Jeff Eckstrand	Flagstaff County	Board Member
Lorin Tkachuk	Lac La Biche County	Board Member
Dale Hedrick	County of St. Paul	Board Member
John Petrie	City of Brooks	Board Member
Chris Koehn	Village of Warner	Board Member
Chantal Claassen	MD of Taber	Board Member

Administration in attendance:

Carol Thomson	PEPS	Administration
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Veterans Memorial Highway Association
March 3, 2023

CALL TO ORDER:

Chairman Elroy Yakemchuk called the meeting to order 11:04am

ACCEPTANCE OF AGENDA:

Margaret Plumtree added website under C. New Business

Motion: Dale Norton moved the agenda be accepted as amended.

CARRIED

MINUTES FROM THE NOVEMBER 25, 2022 BOARD OF DIRECTOR'S MEETING

Motion: Dale Hedrick moved the Minutes of November 25, 2022 meeting be accepted as presented.

CARRIED

FINANCIALS:

A. Cash statements:

Carol Thomson presented the Cash Statements for the months ended November 20, 2022, December 31, 2022, and January 31, 2022.

Motion: Dale Pederson moved to accept the financial report

CARRIED

B. Membership List:

Carol Thomson presented the current membership list.

Sonny Rajoo stated that he had spoken Vegreville and the Town of St. Paul and they both agreed to join.

Sonny also said that he would talk to the County of Minburn, and Beaver Cree Nation.

Motion: John Petrie moved to charge the four REDAs and the Chamber of Commerce a \$100 for an associate membership.

CARRIED

NEW BUSINESS

A. Economic Corridors Update presentation.

Margaret Plumtree presented the Economic Corridors presentation to the Board that she attended. She informed the Board that VMA was not being considered for the hydrogen fueling stations.

Discussion on how to find out what the economic profit generated off VMH is.

B. Updated Highway 36/881 Study

Discussion on what was included in the old study and if it is still relevant. Look through the old study.

Discussion on changing all verbiage when discussing highway 36/881 to Veterans Memorial Highway.

Motion: Lorin Tkchuck moved that when referring to Highway 36/881 we say Veterans Memorial Highway.

CARRIED.

Veterans Memorial Highway Association
March 3, 2023

Invite Transportation to our meetings.

Carol Thomson will send out a request to the Membership asking for them to provide their respective pain point, obstacles, and opportunities that they have with VMH.

OLD BUSINESS

A. Strategic Plan

Margaret Plumtree presented to the Board the draft Strategic Plan.

B. Brochures

Sonny Rajoo gave an update to the Board on the brochures. He informed that Board that it will go to print at the end of June.

Carol Thomson will work with Sonny and send out the deadline for submission for the brochures to the Membership.

C. Website

Margaret Plumtree requested that Carol Thomson get the website updated.

Carol Thomson will get the website updated.

NEXT MEETING

The next meetings:

- April 21, 2023 in Brooks
- June 23, 2023 in Lac La Biche

ADJOURNMENT

Motion: Dale Pederson moved to adjourn the meeting at 12:26pm

CARRIED

Veterans Memorial Highway Association
March 3, 2023

CHAIRMAN

RECORDING SECRETARY



General Board Meeting Minutes
May 25, 2023

Call to order 7:00

In attendance: Joerg and Petra Klempnauer, Tina Redekopp, Shelley Deleeuw, Marilyn Forchuk, Bev Brummelhuis, Kim Cawley, Manager

Approval of Agenda: Moved by Shelley, seconded by Marilyn, carried

Approval of Last Meeting Minutes February 8, 2023: Moved by Marilyn, seconded by Petra, carried

Correspondence: Donation letter from Vauxhall Ag Society with request to assist with a spaghetti supper fundraiser at the September 6 Farmers Market.

Request for Maternity Leave from Lena Neufeld to commence June 2, 2023.

Reports of Officers:

- a) Chairperson Report
- b) Treasurer Report: Tina moved reports be accepted as presented, Shelley seconded, carried
- c) Town of Vauxhall Report: Marilyn mentioned Chris is wondering if Rivers Electric has replaced our lights yet. They have not.
- d) Manager's Report

Old Business:

- a) Library Hours – With the hiring of Anna Wiebe through the Youth Employment Program, we will reopen on Mondays beginning June 5, 2023.

Other Business:

- a) Fundraising/Donations: \$5300 to date
- b) Bookkeeping: with the resignation of Wendy at the Town, the staff will be entering data into the Quick Books program

Next Meeting: October 11, 2023

Adjournment: Shelley adjourned

Town of Vauxhall

Date: June 16 2023
Proposed by: Administration
Topic: **Future of Intermunicipal Collaboration**

Background:

At the summer Municipal Leaders Caucus there was discussions on Draft recommendations on the Future of Intermunicipal Collaboration.

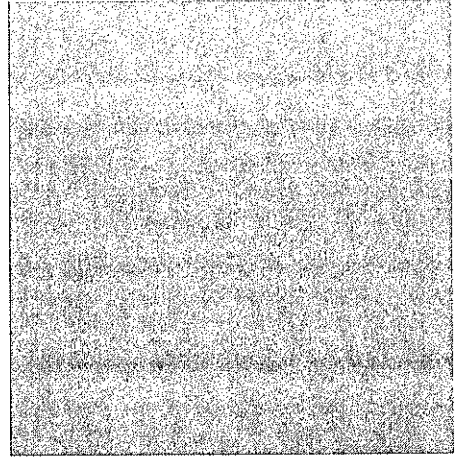
The following questions will guide discussion during the MLC sessions:

- What are your thoughts on the draft recommendations?
- Do they make sense?
- Are any clarifications needed?
- Are there portions of the draft report that need further discussion? If so, what are they, and what information is needed?
- Do you have concerns about any of the recommendations being included in the report?
- Are any major topics missing in the recommendations? If so, what are they and why are they important?

If you wish to share your feedback send an to email to advocacy@abmunis.ca by July 14 with **Future of Intermunicipal Collaboration** in the subject line.

Alberta Municipalities will revise the recommendations report based on your feedback and release an updated version in early September. The updated recommendations report will form the foundation for engagement with Municipal Affairs and RMA and other partners involved in enhancing intermunicipal collaboration efforts.

Recommendations on the Future of Intermunicipal Collaboration



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Municipalities**
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DRAFT FOR FEEDBACK

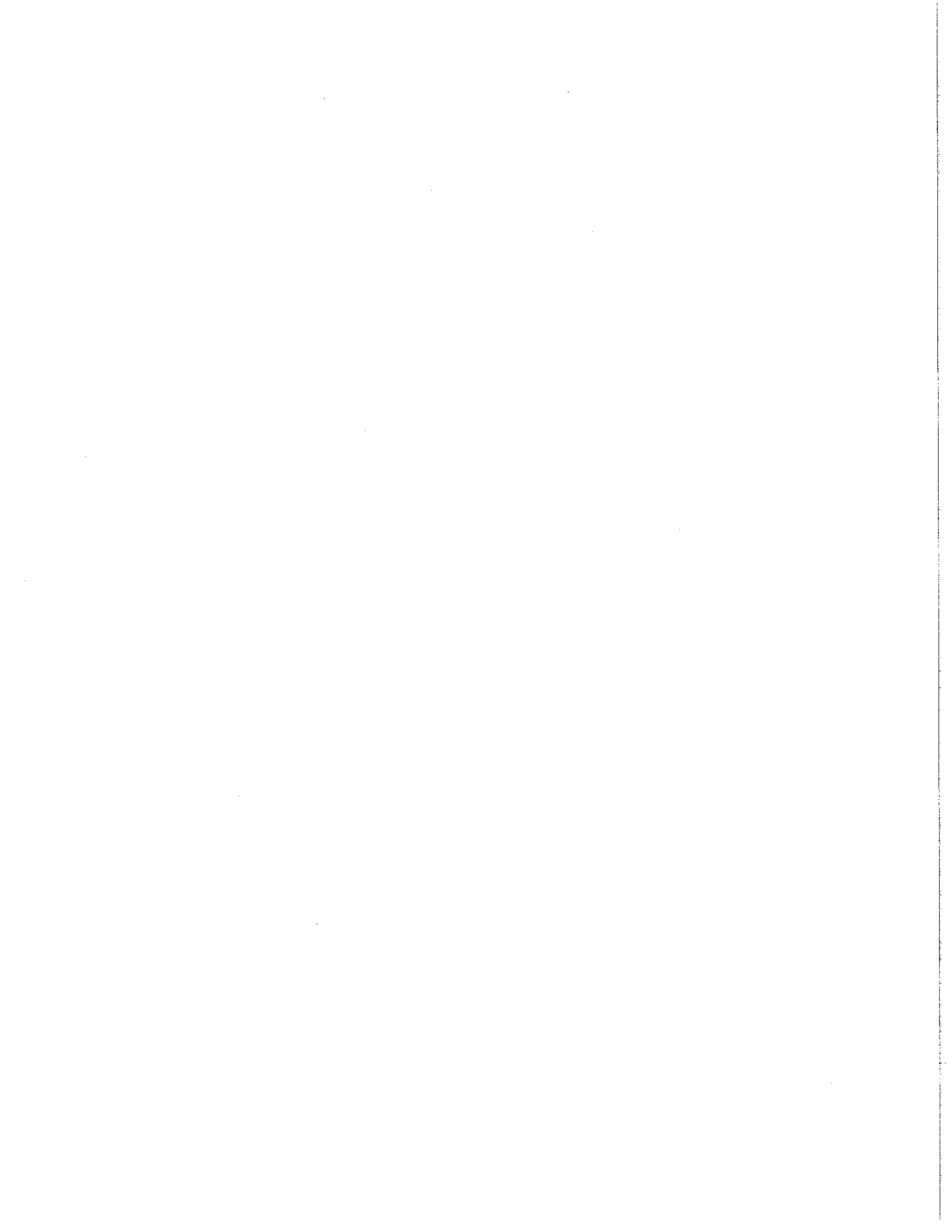


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Executive Summary

Alberta Municipalities (ABmunis) has undertaken the Future of Municipal Government (FOMG) project to explore options for addressing critical municipal issues, such as municipal structure, climate adaptation, and leadership. One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance. This report makes collaboration recommendations based on the common themes we heard from municipalities (ABmunis members and other municipalities) about their experience with Intermunicipal Collaboration Frameworks (ICFs).

The report outlines recommendations for improving intermunicipal collaboration in Alberta through:

- Changes to policy and legislation.
- Updates to funding programs and capacity-building tools.
- Best practices for collaboration.
- Topics requiring further consideration.

The report highlights the need for the provincial government to:

- Provide greater clarity and specific definitions in legislation.
- Improve the dispute resolution framework in legislation.
- Require accountability to ICFs.
- Support non-contiguous ICFs and exploring the possibility for non-contiguous amalgamations.
- Provide best-practice tools to support appropriate cost-sharing and joint economic development.

Many municipalities have a limited capacity for collaboration, meaning that the province needs to invest in:

- Funding collaborative initiatives, amalgamation exploration and implementation, and Growth Management Boards (GMBs).
- Supporting ABmunis and Rural Municipalities of Alberta (RMA) to update the ICF Workbook based on best practices.
- Collaborating with ABmunis and RMA to provide additional support for intermunicipal training, conflict resolution and facilitation, and shared resources.

Municipalities themselves can foster good intermunicipal collaborations by:

- Creating a culture of collaboration.
- Getting to know neighbouring municipalities and partners.
- Being strategic about collaborations.

During engagement, municipalities also identified topics for further consideration, including collaboration potential between ABmunis and RMA, broader collaboration with non-municipal partners, and perceived mediator and arbitrator bias.

The recommendations in this report will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

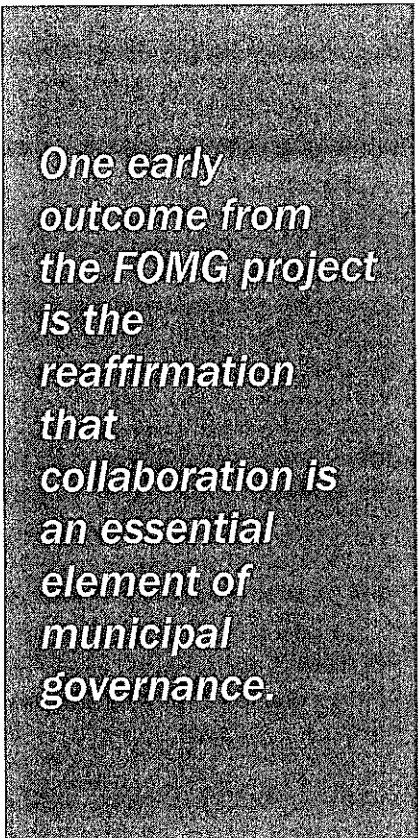
Purpose

Collaboration is essential for Alberta municipalities looking to tackle the challenges of municipal governance, including increasing service expectations from community members, downloading of responsibilities from the province, financial pressures, climate change and complex societal challenges. ABmunis has undertaken the FOMG project to explore options for addressing critical municipal issues.

Municipalities have shared their perspectives on how to improve current collaboration efforts, particularly ICFs. This report summarizes recommendations on how to optimize municipal collaboration and identifies actions for both the provincial and municipal levels of government, as well as the municipal associations.

The report is broken into four main recommendation sections:

1. Changes to policy and legislation.
2. Updates for funding programs and capacity building tools.
3. Best practices for intermunicipal collaboration.
4. Topics that require further consideration.



One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance.

Future of Municipal Government Project

ABmunis launched the FOMG project in 2022 in response to the wide array of pressures that municipalities face. We partnered with the School of Public Policy at the University of Calgary to develop research papers that would serve as the foundation for dialogue on how to mitigate these pressures. The FOMG project is intended to explore and assess the options for municipal government structures that enable municipalities to build thriving communities into the future. One of the main project findings is the reaffirmation that intermunicipal collaboration is key to success. More information about the project is available on the [ABmunis FOMG webpage](#).

This report supports the FOMG project by making key recommendations to strengthen intermunicipal collaboration. These recommendations were developed using engagement feedback from the 2023 President's Summit on the Future of Municipal Government that included municipalities of all types and sizes from throughout Alberta, the 2023 Summer Municipal Leaders Caucus, and ongoing dialogue with municipal officials and administrators. The recommendations will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

Background

Municipalities currently face a variety of challenges:

- Community members within a municipality are constantly changing and often have increasing expectations for service provision, resulting in significant budget pressures.
- Municipalities are subject to the downloading of responsibilities from the provincial government without any accompanying increase in funding sources and revenue.
- Municipalities are at the epicentre of many complex societal challenges like homelessness, extreme weather (fires and floods), and economic recession.

Municipalities' collective experience confirms that collaboration is essential to overcome these challenges. The *Municipal Government Act* (MGA) was amended in 2017 to require collaboration between neighbouring municipalities, leading to the completion of 440 ICFs.

While collaboration is a long-standing tradition in Alberta, ICFs are relatively new, and the municipal experience has been widely varied.

Including collaboration as a municipal purpose in the MGA meant that collaboration became mandated rather than voluntary, with specific requirements outlined in the legislation. Broadly, ICFs require municipalities to:

- Assess whether collaboration would bring better effectiveness and efficiency to service provision at a regional scale.
- Determine how service delivery will be provided when collaborating.
- Negotiate various other ICF agreement details, including a dispute resolution framework.

When intermunicipal collaboration was mandated through ICFs, each municipality had three years to complete both their ICF and, where applicable, an Intermunicipal Development Plan. Some municipalities had only one ICF to complete. Others had many – some rural municipalities had to complete upwards of 15 to 20 ICFs. Also, the timelines and details of what was required in ICFs changed over time and was impacted by the COVID pandemic. In the end, this change to the MGA triggered a significant amount of work across the province in a short period of time, with mixed outcomes – some enthusiastically successful, some not at all successful, and everything in between. Some of the earliest ICFs led the charge and set the expectations for what an ICF should include. Other ICFs were completed at a very high level, with limited details, to comply with the legislated timeline. Municipalities are also required to review their ICFs within seven years from initial signing, or sooner if the parties agreed to a specific review timeline in their ICF. ABmunis anticipates municipalities benefiting from lessons learned and best practices identified through these reviews.

Just as Alberta is a widely diverse province, the municipal experience of ICFs was widely varied. Some municipalities found the experience strengthened already strong collaborative relationships. For others, the ICFs added strain to already tense relationships, or created strain where none had existed before. And in some cases, ICFs opened the door to collaboration in a way that hadn't been available previously. In listening to our municipalities, we learned that there is no single way to successfully collaborate.

Regardless of the outcome, negotiating ICFs has been a new experience for all Alberta municipalities and, like most significant undertakings, this process will benefit from continuous reflection and improvement. Based on our learning from the first round of negotiations, ABmunis is recommending changes to ICF legislation as well as enhanced support for municipalities to improve the ICF experience for the upcoming mandatory reviews.

Recommendations

ABmunis learned through engagement that the ICF legislation needs more clarity in several areas to avoid disagreement on collaboration parameters. Municipalities also need more supports and tools to enable them to develop appropriate partnerships.

The legislation does not need to add rigidity, but rather clarity on what needs to be addressed in ICFs and flexibility around how each municipal collaboration finds solutions.

Changes to Policy and Legislation

The success of ICFs depends on the legislative framework that regulates them. Based on our learnings from the first round of ICF negotiations, ABmunis recommends several key legislative changes to enhance the effectiveness of municipal collaborations into the future.

1. Definition Clarity

- **Basic ICF Services:** ABmunis recommends that a clear list of required ICF services be articulated in the legislation. This list should include basic municipal services such as transportation, water, wastewater, stormwater, waste management, emergency services, and recreation, while also allowing for other services to be addressed if necessary, such as libraries, cemeteries, school sites, FCSS. Like the MGA provisions for Intermunicipal Development Plans, if both municipalities agree that they do not need to address specific services in their ICF, it should not be mandatory to do so. Any municipality can revoke this agreement by giving written notice. ICFs can then be amended to include these specific services within one year.
- **GMB Municipalities:** For municipalities included in a GMB where any basic ICF service (as defined above) is not included in the GMB's agreements and plans, we recommend that the MGA require they be addressed. It is important that both the coordination and cost-sharing aspects of all basic ICF services be agreed to through either an ICF or alternate binding agreement.
- **Third-Party Services:** There is significant confusion and inconsistency as to how third-party services are addressed in ICFs. ABmunis recommends providing clear guidance on what types of third-party services should be included and in what circumstances. Our intent is to enable municipalities to explore collaboration on cost-sharing to support intermunicipal services rather than intervene in service delivery. Many services provided by third parties offer community members and businesses essential services for a complete community. Considering these services as part of the ICF process helps support a more regional approach to service delivery. The collaboration process in these cases could involve school boards, health boards, agricultural societies, major companies, and non-profit organizations. However, the nature of third-party service delivery is complex, so further review is required before a clear legislative definition is created.
- **Dispute Resolution Requirements:** ICFs must include a dispute resolution process, with sample options provided in the ICF Workbook. However, many municipalities prefer to have a clearly defined, minimum-standard approach included in the legislation so that they can focus on negotiating the content of the ICF rather than the negotiation process, especially when relationships are strained.

2. Accountability to the MGA

- **Order to Comply:** In instances where arbitration awards have been made, but are not being followed, ABmunis recommends that the MGA require a Ministerial order to ensure the municipalities in question comply with the arbitrator's award. Current practice shows that the Ministerial order is discretionary, so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of

King's Bench, which is time consuming. If a municipality applies for a judicial review of the arbitrator's award, we recommend that the municipality in question be required to comply with the award until the judicial review is complete.

3. Non-Contiguous Neighbour Collaborations and Amalgamations

ICFs are intended to support a more regional approach to service delivery. In some situations, having multiple municipalities party to an ICF, and even amalgamation, should be considered. The current legislation enables multi-party ICFs, but in practice few have been created.

- **Awareness:** Municipal Affairs, ABmunis, and RMA should continue to build awareness that ICFs can be used multi-laterally and there is no legislation limiting municipalities from collaborating with non-contiguous neighbours. Additional learnings from any existing multi-lateral ICFs should be developed and included in the ICF Workbook.
- **Non-Contiguous Amalgamation:** Based on the feedback, non-contiguous amalgamation should be explored, along with its inclusion in legislation. The application process for non-contiguous amalgamation may require different information to demonstrate benefits and mitigate risks. Ultimately, amalgamations are at the discretion of the Minister and no change to that authority is recommended. However, flexibility in the legislation would allow municipalities in unique situations to explore what could work best for their area.
- **Interim Measures:** **For municipalities interested in non-contiguous amalgamation, we would like to emphasize that non-contiguous ICFs are a good place to begin.** Amalgamations are labour-intensive, so starting to align systems (i.e., financial, IT, bylaws) and sharing resources can provide practical experience working together and be beneficial should amalgamation become possible.

4. Tools to Support Cost-Sharing

- **Cost-Sharing Options:** Many municipalities would like to see a set of recommended cost-sharing methods and ABmunis members passed a 2022 resolution calling for guidance on this topic. Having a set of recommended best practices supported by Municipal Affairs, RMA, and ABmunis would allow municipalities to identify the type of cost-sharing most appropriate to their situation. We do not recommend instituting a cost-sharing formula that would apply to all municipalities because we know that one size does not fit all. Lessons from similar cost-sharing experiences, such as off-site levies, are pertinent. Municipalities must clearly define the service, its costs, and the benefitting areas (or catchment areas) for off-site levies. These cost-sharing options can also address what the benefit is – whether that is direct use, or the ability to use. For example, in some situations, benefit is defined by how much of a service each user consumes (i.e., water). In other situations, benefit is more about having the service available for use should it be needed (i.e., emergency or disaster services). An additional consideration is whether the service is considered necessary to attract economic development or essential workers (i.e., doctors) who typically expect high quality regional services and amenities. Providing a toolkit with background information on how cost-sharing techniques are used, and why and how benefit can be determined, would help municipal collaboration by providing a resource to begin conversations.
- **Joint Development Initiatives:** While ICFs and many municipal collaborations are about cost-sharing, there are also opportunities to include joint development best practices. **Many intermunicipal collaborations are about more than just sharing costs; they seek to enhance the region's economic and community development. This means that municipalities should consider how to work together to attract business to their region.** In these cases, joint development agreements may support both municipalities actively engaging in economic development because both will share in the financial benefits. RMA's October 2022 Municipal Structures Report suggests the use of Joint Development Areas in concert with Intermunicipal Development Plans to identify development areas and share in the costs and revenues the area generates. The report also suggests the use of Joint Economic Development agreements that are similar in terms of costs and revenue, but more regional in nature rather than specific to a single area. The development of best practices for such tools would be a good resource.

Changes to Funding Programs and Capacity-Building Supports

In addition to legislative changes, municipalities need financial, knowledge, and skill supports to build capacity and enable effective collaboration efforts.

1. Funding Programs

Successful collaboration requires significant time and energy to build relationships and develop mutual understanding. Collaboration grants have been available for many years, but an additional focus on grants and timing is critical to support ongoing efforts.

- **Additional Funding:** Municipalities need additional funds above what is currently available for the sole purpose of collaboration. It is not enough to have grants available for those times when parties are in conflict. **Municipalities require additional funds to coordinate and prepare for collaboration during their ICF negotiations, which will help prevent conflict.** While grants are available, they are not adequate nor accessible to all who need them.
- **Grant Criteria:** There are currently grants available for collaboration initiatives. However, successful collaboration should be rewarded by giving higher priority to all provincial grant applications submitted by more than one municipality. Grants should also be available for situations where one municipality's financial resources are significantly different from their neighbours. These grants can be used to support equitable participation.
- **Efficient Process:** The grant process should be streamlined and timelier. Municipalities need to know what funds are available, when applications are required, and how long it will take to access grant funds once an application has been submitted. Municipalities currently struggle with the grant process. **Collaborations are often time-sensitive processes that emerge quickly based on opportunities. Grants need to be available and accessible on an ongoing basis so they do not halt progress.**
- **Amalgamation Funds:** The costs associated with exploring amalgamation are high and municipalities need more financial support to adequately assess whether an amalgamation is feasible and appropriate.
- **GMB Funding:** Like ICFs, the costs associated with coordinating and organizing collaboration for GMBs are high. **Municipalities would like to see stable, predictable funding for GMBs.**



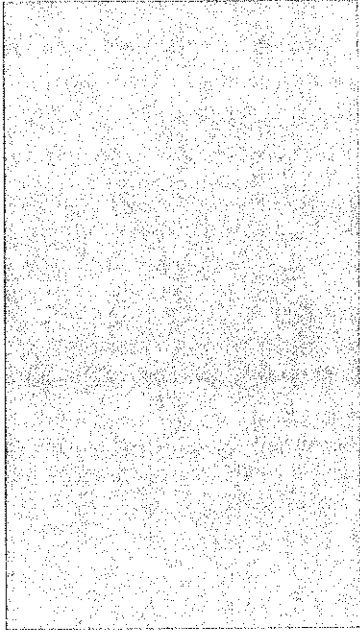
Stable and predictable funding is needed to build capacity for effective collaboration efforts.

2. Capacity-Building Supports

While funding supports are a primary need for municipalities, there is also a need to help municipalities expand their capacity for collaboration.

- **Updated ICF Workbook:** The ICF Workbook, prepared in partnership by Municipal Affairs, RMA, and ABmunis, was a useful tool for the first round of ICF negotiations. Now, the workbook needs to be updated to reflect the practical experiences of the last five years and focus on best practices. The workbook will also need to be promoted again to raise municipal awareness of the tool.
- **Intermunicipal Collaboration Training:** Elected officials often ask about whether training specific to collaboration can be offered. ABmunis currently partners with RMA to teach the Elected Officials Education Program's Regional Partnerships and Collaboration course, so greater awareness of this program could be fostered. Skill development is also a useful first step in intermunicipal collaborations and feedback from participants who take the course with their neighbouring municipalities has been positive. **Whichever way the training is delivered, broader intermunicipal collaboration training is frequently requested.**
- **Conflict Resolution Option Awareness:** **Destigmatizing mediation and arbitration will go a long way towards enabling municipalities to use these supports effectively.** Many municipalities suggested that having a neutral third-party facilitator lead the negotiation process is a key strategy in reaching a positive outcome. However, there seems to be a sense that municipalities have failed if they cannot collaborate without external help. We recommend Municipal Affairs continue to work with ABmunis and RMA to demonstrate the value these supports offer based on the real experiences of municipalities across Alberta.
- **Facilitation Services:** **Many municipalities have suggested collaborations would benefit greatly from a free facilitation service provided by the province, similar to community development facilitators.** Municipalities have had many positive experiences with community development facilitators, knowing that this service is readily available when needed and doesn't come with the burden of unknown costs.
- **Shared Resources:** Shared systems and data is the first step to better collaboration. There is a clear benefit to municipalities working together to determine what financial, IT, and asset management data systems are used, and then aligning these systems so that data comparisons are more useful. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. Municipalities have suggested that ABmunis and RMA could provide joint support for identifying options for common systems.

Training, facilitation, shared resources, and destigmatizing mediation and arbitration are needed to expand municipality's capacity for collaboration.



Best Practices to Support Effective Collaboration

In addition to the recommendations above, municipalities have identified best practices that can be implemented in their everyday interactions to enhance collaboration. The following are some of the most frequently endorsed tips for municipalities to use today and into the future.

1. Create a Culture of Collaboration

- **Proactive Collaboration:** Municipalities should focus on the cultural aspects of collaboration. This means that relationships are built and fostered before any opportunities or challenges emerge. **Also, when new projects or opportunities do arise, partners should be brought to the table early so they participate in project ideation and key decisions impacting service delivery levels and funding options.**
- **Formal and/or Regular Arrangements:** One of the ways to foster ongoing relationships is to establish a cooperation protocol or a joint friendship committee that outlines the commitment to a relationship between two or more municipalities. These types of arrangements enable conversations that are far broader than those that focus only on ICF services and/or Intermunicipal Development Plans. Regular meetings between Councils, joint friendship committees, and/or Chief Administrative Officers (CAOs) provide an opportunity to better understand each municipality's unique circumstances.
- **Collaboration at All Levels:** Collaboration cannot and should not only take place between elected officials. **We should encourage collaboration between all levels of staff in municipalities, from the CAO to the grader operators.** We recommend enabling staff to develop joint recommendations for collaboration and then the elected officials only need to work out the most politically important components.
- **The Right Attitude and the Right People:** The right structure and commitments can get people part of the way down the road to collaboration, but the right attitude is the magic ingredient. Of course, there is no single "right" attitude, but what tends to work is leaving egos at the door by being a champion for regional benefits; staying positive and believing that collaboration is possible; and being solution-oriented when inevitable challenges arise. This sometimes means that the "right" people must be involved. **The right people aren't necessarily identified by their position; rather, they are the people that bring value to an initiative because they have the right set of skills for collaboration, as well as enough authority to make decisions and build momentum.**

2. Get to Know Each Other

- **Connect Socially:** Getting to know a neighbouring municipality's elected officials and staff goes a long way to supporting all types of community initiatives. If opportunities to connect socially are limited, at a minimum, municipalities can build social time into meetings and plan to have meals together. Ideally, municipalities should work on a diverse range of community initiatives together, including community boards and organizations. This will help build relationships that are robust, but also interconnected. Even when relationships are good, understanding what is challenging for neighbouring municipalities goes a long way towards supporting successful collaboration.
- **Learn About Your Neighbouring Municipality:** In addition to spending time together socially, elected officials and staff should take the time to learn more about the municipalities in their region. Do field trips and tours together as part of collaboration. Meet with community groups and companies doing business in the region. Talk about what's on each Council's agenda and strategic plan. **The more you understand about the opportunities and challenges your neighbour faces, the better you will be able to come up with joint solutions to regional issues.**

3. Be Strategic About Your Collaborations

For the most part, collaboration doesn't just happen. It takes vision, planning, and coordination to execute successfully. There are many recommendations in the ICF Workbook that have guided the current round of collaborations and negotiations, and based on the feedback of municipalities, a few themes stand out.

- Consider an ICF or a Potential Collaboration to be a Project: Develop a strategic plan for the collaboration by working together to set goals, parameters, decision-making authority, roles and responsibilities, communication protocols, and metrics for success.
- Plan for Data-Driven Decisions: Wherever possible, prepare the appropriate information and data that will be necessary to the conversation in advance. If municipalities do not have the same types of data, or need neutral technical advice, consider hiring an external third party to prepare data to be used by both parties in the negotiations. Alternatively, work towards having similar information systems in place so data comparison and analysis are easier. Make sure decision-makers have the information and data in advance of meetings so they can prepare and even meet with their Council to get feedback.
- External Expertise: Consider engaging appropriate expertise in facilitation, conflict management, and/or legal support for your situation. We have often heard that bringing in a neutral, third-party facilitator early on enabled a much more straightforward negotiation and supported team-oriented relationships. The facilitator can help you stay focused on your strategic objectives and create space for elected officials to focus on content rather than process. Legal support has also been highly recommended to ensure that agreements made through dialogue are supported by legal backing. It is critical to assess your municipality's needs and ensure that your legal support matches your circumstances – the wrong support can make the process much more challenging.
- Normalize Disagreements: Conflict is almost always going to arise. Intermunicipal collaboration involves complex topics with large impacts to community members and ratepayers. There can be big stakes involved. **Differences of opinion and perspective are part of the experience, but ultimately, it is how you address conflict that matters.** Having a dispute resolution process in place is important so that when disputes arise, there is an already-agreed-upon process to follow that is clear and known to all parties. **Then, focus on the issue, not the people involved.** Normalizing conflict can be done in many ways, but generally, it helps to assume that conflicts will arise, talk about how you will deal with conflict, stay calm, take breaks when needed, and stay committed to working through the hard discussions so that conflict isn't avoided, but managed.

Topics Requiring Further Consideration

During our engagement, we identified additional topics for discussion outside of the provincial and municipal roles in collaboration. We believe these topics should be further explored to determine how they can complement collaboration initiatives.

1. Associations to Model Collaboration

- Some municipal feedback highlighted a perception that the relationship between RMA and ABmunis is strained. Still, the two associations have demonstrated valuable strength when working together on common issues. Municipalities see this relationship as an opportunity for the associations to model collaboration to their members and show the benefits of collaboration at all levels. The associations can strengthen their relationship by jointly hosting events and intermunicipal conversations. We can also build on the success of the ICF Workbook by working together to update this important resource and coach municipalities on intermunicipal best practices.

2. Broader Collaborations

- Municipalities should consider expanding their collaboration efforts to other interested parties, such as school boards, community-based non-governmental organizations, and businesses. We acknowledge that we are missing the participation of our Indigenous neighbours in both formal and informal municipal collaboration. **We therefore recommend that municipalities implement the Truth and Reconciliation Commission's Calls To Action and start to build relationships with their Indigenous neighbours before expecting collaboration on regional issues.** ABmunis has developed a [Municipal Guide to the Truth and Reconciliation Commissions' Calls to Action](#) and regularly includes information on municipal-Indigenous relations at our events.

3. Amalgamation

- For many municipalities, changing the MGA to require collaboration has been viewed as a precursor to forced amalgamations. Some municipalities fear what ICFs will ultimately lead to and agree that forced amalgamations would not be the right approach for most municipalities in Alberta. While municipalities generally support intermunicipal collaboration, cases of more difficult and less successful ICF negotiations tend to be highlighted in the media. **Municipalities would benefit from hearing ICF success stories to bolster perceptions about how well intermunicipal collaboration can work.**
- We also recognize that for some municipalities, amalgamation has potential value. There are many expectations and assumptions about what amalgamation will offer to communities exploring this option. To help municipalities better understand the risks and benefits of amalgamation, the province could develop and share case studies specific to Alberta. For municipalities exploring amalgamation, additional support should be offered, with incentives for amalgamation should they decide to pursue this option.

4. Mediation and Arbitration Bias

- Municipalities generally support the use of mediation and dispute resolution options. However, some municipalities raised concerns that conflict resolution professionals may have an urban bias. Their perception is that because many conflict resolution professionals live in urban centres, they are biased in favour of urban municipalities.
- Professionally designated mediators (QMed or CMed) and arbitrators (QArb and CArb) are guided by professional ethical standards that are upheld by their regulatory board. These standards include being non-biased and having a neutral opinion of all parties involved in a dispute. Arbitrators make their awards based on the information presented to them and should not rely on their own body of knowledge, so awards should not reflect any inherent bias. Nonetheless, having a diverse range of conflict resolution professionals available to municipalities would be beneficial.

5. Viability

- Alberta is unique in having a viability review process that helps municipalities determine their ability to continue as a municipality or develop a plan that leads to viability. The process is intended to bring decision makers together and to enable communities to make decisions about their future based on an infrastructure study and viability review report. Municipal associations provided input on the development of the process and its evolution over the past decade. However, there is still opportunity for improvement.
- At their 2023 Convention, RMA members adopted a resolution to advocate for the Government of Alberta to enhance support for receiving municipalities in dissolutions resulting from the viability review process. Some ABmunis members have identified the need to greater support for those who decide to remain a municipality.
- The School of Public Policy is analyzing the process and outcomes of viability reviews and will release its findings in the fall, which provides the opportunity to discuss opportunities to enhance the process for all municipalities involved.

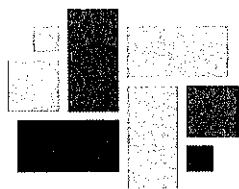
Summary

Collaboration is the preferred approach to address the challenges that municipalities currently face with respect to both service delivery and complex social, economic, and environmental issues.

The municipal experience with ICFs has highlighted the need for the provincial government to better support collaboration by providing clarity in legislation, adequate and streamlined funding programs, and capacity-building tools.

Municipalities should identify best practices for collaboration and take the time to invest in intermunicipal relationships. The recommendations and tips presented in this report aim to improve the experience of upcoming ICF renegotiations and promote enhanced collaborations between Alberta municipalities.



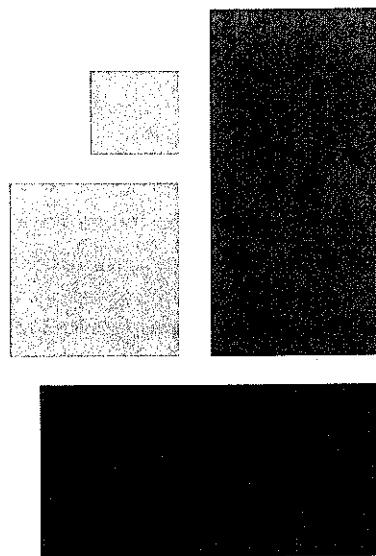


Alberta Municipalities Strength In Members

Connect

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abmunis.ca



Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs



Ja.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

June 20, 2023

AR111695

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

Premier and ministers meet with federal ministers

June 19, 2023 Media inquiries

Premier Danielle Smith issued the following statement after she and Minister of Energy and Minerals Brian Jean and Minister of Environment and Protected Areas Rebecca Schulz met with federal Minister of Natural Resources Jonathan Wilkinson and federal Minister of Intergovernmental Affairs, Infrastructure and Communities Dominic LeBlanc on June 19:

"Today's discussions with federal Ministers Jonathan Wilkinson and Dominic LeBlanc were very constructive, and although there is much more work to be done, I am hopeful today's meeting is a positive step towards an eventual agreement between our governments that will secure billions in energy investment in Alberta while simultaneously and meaningfully reducing global emissions through technology, innovation and increased export of LNG to international markets.

"During today's meeting, Alberta made clear our province wished to collaborate with the federal government on reaching a carbon-neutral economy by 2050, however, we told them we believed the federal government's previously proposed oil and natural gas emissions cap and 2035 net-zero power grid regulations would damage the Alberta economy, cause significant job losses and scare away billions in investment dollars. "I instead proposed the immediate establishment of a bilateral working group between the Canadian and Alberta governments for the purpose of completing work on a collaborative approach to incentivize carbon capture, utilization and storage and other emissions-reducing infrastructure for the oil and natural gas and electricity sectors, as well as to set reasonable and achievable milestones for emissions reductions in these sectors through to 2050.

"Our delegation also made clear the federal government must not unilaterally legislate any oil and natural gas emissions cap or electricity regulations impacting these areas of exclusive provincial jurisdiction without Alberta's approval. "While discussing this proposal, there was also constructive discussion regarding the need to work jointly to accelerate the development of the regulatory regime for small modular reactors, and to commence working together with British Columbia on a plan to increase export of LNG to international markets. "The federal ministers committed to take Alberta's working group proposal back to the federal government for a prompt response in the coming weeks.

"I look forward to hearing that response and continuing this critical negotiation and dialogue."

Jc.

Improvements to health care continue

June 23, 2023 Media inquiries

Dr. John Cowell will continue his work to reform Alberta Health Services and improve patient care in Alberta as official administrator of AHS.

In November 2022, Dr. Cowell was appointed to play a key role in establishing a Health Care Action Plan in Alberta. Since that time, there have been meaningful improvements in Alberta's health care system and Dr. Cowell's appointment has now been extended to the end of the year to continue the work to further improve health care so Albertans can access it when and where they need it.

"I am pleased by the progress made under Dr. Cowell's leadership in the immediate areas of action he was tasked with. We already have tangible results Albertans can see. I look forward to working with him over the next six months to continue improvements in health care delivery until a permanent governance structure for AHS is developed."

Adriana LaGrange, Minister of Health

The Health Care Action Plan focuses on improving EMS response times, decreasing emergency room wait times, reducing surgical wait times and empowering health care workers to deliver health care.

Improvements since November in priority areas include:

- A 17 per cent decrease in wait times at emergency departments.
- A drop by almost half in EMS response times for the most urgent calls in metro and urban areas (to 12 minutes).
- Fewer patients waiting longer than clinically recommended for surgeries.
- The addition of more nurses, paramedics and other front-line staff.

The official administrator will also support ongoing work with Alberta Mental Health and Addiction to implement a recovery-oriented system of care within AHS. As part of this work, AHS will work with Alberta's government to ensure consistent oversight and governance of service delivery while also reviewing mental health and addiction-related expenditures within AHS to provide ministry oversight.

“Alberta is becoming a leader in helping people get their lives back through recovery and mental wellness thanks to our government’s work. I look forward to working with Dr. John Cowell and Alberta Health Services to build a world-class system that supports every Albertan’s pursuit of recovery and wellness from the challenges they face.”

Dan Williams, Minister of Mental Health and Addiction

“I am grateful for the opportunity to continue to lead AHS and improve health care services for all Albertans. AHS continues to address priority areas and drive measurable, meaningful improvement. We are fortunate to have the best health care workers in the world, and as an organization, we are focused on step-by-step improvement that is already leading to better access to care. I’m also looking forward to working with the Ministry of Mental Health and Addiction and improving clinical services, resources and outcomes for Albertans needing support.”

Dr. John Cowell, official administrator, Alberta Health Services

8d.

From: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>
Sent: June 15, 2023 9:43 AM
Subject: Nominations are Open for the Stars of Alberta Volunteer Awards

Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Michelle Smook
Director
Non-profit Voluntary Sector Policy and Strategy Unit
Community Engagement Branch
Alberta Arts, Culture and Status of Women
Government of Alberta

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square to the right.

Classification: Protected A

8e.

Town of Vauxhall

Date: July 4, 2023

Topic RCMP Crime Reporting

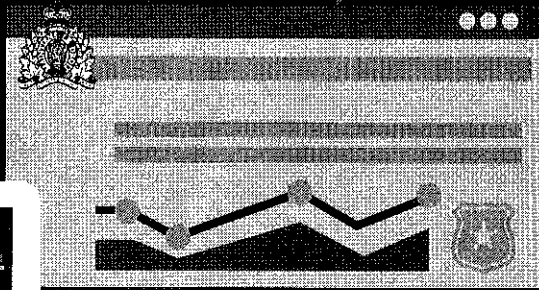
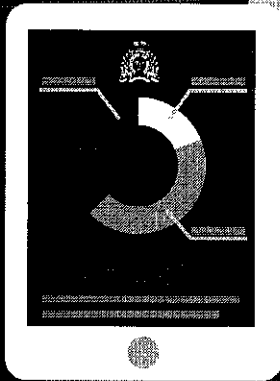
Background:

New Program from the Royal Canadian Mounted Police:
Message from: Sgt. Stu Gemmill, Detachment Commander Taber/Vauxhall RCMP
Detachment

This describes the applicable offences, and the process a citizen may follow to make a complaint to the RCMP online. This is a relatively new service being offered by the RCMP, and all complaints made in this fashion will be followed up by a phone call from a Police Officer within five business days. If you would like, you are welcome to post this in your community newsletters, and/or on your community's web page.

ONLINE CRIME REPORTING

is now available



Report it online!



YOU CAN FILE A REPORT IF:

- You have lost something that costs less than \$5000
- Someone has stolen something from you that costs less than \$5000
- Someone has vandalized your property or vehicle and it will cost less than \$5000 to repair it
- The crime happened within the jurisdiction of the Alberta RCMP
- Thefts over \$5,000 are accepted from oil, telecommunications, and utility companies



YOU CANNOT USE ONLINE CRIME REPORTING IF:

- There is a witness or suspect
- There are lost or stolen items involving personal identity, firearms, licence plates or decals



All crimes reported online to the Alberta RCMP will be followed up with a phone call from a police officer within five business days.

[HTTPS://OCRE-SIELC.RCMP-GRC.GC.CA/ALBERTA](https://ocre-sielc.rcmp-grc.gc.ca/alberta)



SF.

Premier names cabinet committees

July 06, 2023 Media inquiries

Premier Danielle Smith has named the ministers and members who will serve on the government's cabinet policy committees.

Cabinet policy committees are vital to the work of government and contribute to reviewing policy decisions, setting long-range strategic priorities and contributing to proposals and reviews of legislation and regulation.

"I want to thank the cabinet ministers and MLAs who are stepping up to take on this important work on behalf of all Albertans. As we continue to hear from Albertans and Alberta organizations and businesses, it's critical that we have robust conversations throughout the process. Each committee member brings a mix of experience and new perspectives to find solutions to our province's immediate priorities, including growing and diversifying our economy, building safe, strong communities, and defending Alberta's interests."

Danielle Smith, Premier

Cabinet policy committees

Alberta First

Chair: Garth Rowswell

Private member: Chantelle de Jonge

Private member: Shane Getson

Private member: Grant Hunter

Private member: Jason Stephan

Premier and Minister of Intergovernmental Relations: Danielle Smith

Minister of Affordability and Utilities: Nathan Neudorf

Minister of Energy and Minerals: Brian Jean

Minister of Environment and Protected Areas: Rebecca Schulz

Minister of Jobs, Economy and Trade: Matt Jones

Minister of Justice: Mickey Amery

President of Treasury Board and Minister of Finance: Nate Horner

Building Communities

Chair: Martin Long

Private member: Jackie Armstrong-Homeniuk

Private member: Andrew Boitchenko

Private member: Eric Bouchard

Private member: Scott Cyr

Minister of Advanced Education: Rajan Sawhney

Minister of Education: Demetrios Nicolaidis

Minister of Infrastructure: Pete Guthrie

Minister of Municipal Affairs: Ric McIver

Minister of Tourism and Sport: Joseph Schow

Minister of Transportation and Economic Corridors: Devin Dreeshen

Economic Diversification

Chair: Jackie Lovely

Private member: Nolan Dyck

Private member: Myles McDougall

Private member: Glenn van Dijken

Private member: Ron Wiebe

Private member: Justin Wright

Minister of Agriculture and Irrigation: RJ Sigurdson

Minister of Arts, Culture and Status of Women: Tanya Fir

Minister of Forestry and Parks: Todd Loewen

Minister of Immigration and Multiculturalism: Muhammad Yaseen

Minister of Service Alberta and Red Tape Reduction: Dale Nally

Minister of Technology and Innovation: Nate Glubish

Public Safety and Wellness

Chair: Scott Sinclair

Private member: Brandon Lundy

Private member: Chelsae Petrovic

Private member: Angela Pitt

Private member: Peter Singh

Private member: Tany Yao

Minister of Children and Family Services: Searle Turton

Minister of Health: Adriana LaGrange

Minister of Indigenous Relations: Rick Wilson

Minister of Mental Health and Addiction: Dan Williams

Minister of Public Safety and Emergency Services: Mike Ellis

Minister of Seniors, Community and Social Services: Jason Nixon

Legislative Review Committee

Chair: Jason Stephan

Private member: Nolan Dyck

Private member: Myles McDougall

Minister of Energy and Minerals: Brian Jean

Minister of Justice: Mickey Amery

89.



CHINOOK ARCH
REGIONAL LIBRARY SYSTEM

IMPACT REPORT 2022

CHINOOK ARCH SNAPSHOT

HELPING OUR LIBRARIES DO **MORE** FOR 30 YEARS!

Thanks to Chinook Arch, member libraries can:

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

30

staff members



35

service locations across southwest Alberta

3 delivery vans



Our vans made 4,008 delivery stops in 2022!

SUPPORTING OUR LIBRARIES



33

municipal council visits

2022 marked the end of the three-year Fundamental Digital Literacy Skills Program. 2022 saw:

34 classes offered

123 participant bags distributed

149 wellness/youth activity packs dispersed

1,383



support consultations (in-person and virtual)

CONNECTION AND LEARNING

In-person training opportunities were greatly expanded in 2022, including the creation of monthly Coffee Chats, a chance for library managers to connect, and an in-person webinar watch series.



23 training events held

406 attendees

10 Coffee Chats



SUPPORTING OUR PATRONS



383

direct patron interactions

Chinook Arch lends collections of books and programming kits to its member libraries.

In 2022, the blocks and kits were circulated

593 times

up from 218 in 2021.

Borrowing increased by **387%** at the **Waterton Micro-Library** one of Chinook Arch's automated lending libraries.

ONLINE SERVICES



10%

increase in website visits from 2021

Introduced two new digital resources to the system's eLibrary collection.

Kanopy was launched in August in response to requests for more video streaming content.

Launched **Udemy** eLearning platform.

Over **12,000** lectures completed from April to December.

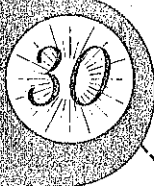


audiobook borrowing up **6%**

2022 HIGHLIGHTS

CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.

VOIP TECHNOLOGY

7 libraries were added to this cost saving system. Libraries are able to save up to \$190 per month.

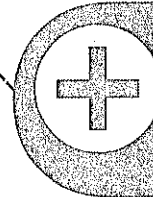


FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.

RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!

ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 6, 2023

INSIGHT^{CPA}

Chartered Professional Accountants

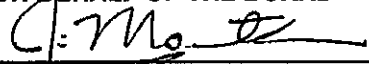
CHINOOK ARCH LIBRARY BOARD

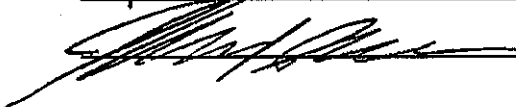
Statement of Financial Position

December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,595,396	\$ 1,565,298
Restricted cash (Note 4)	25,211	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	1,850,395	1,900,426
PROPERTY AND EQUIPMENT (Note 6)	2,486,851	2,598,474
	\$ 4,337,246	\$ 4,498,900
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	287,828	308,300
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,958,796	2,043,079
	2,246,624	2,351,379
NET ASSETS	2,090,622	2,147,521
	\$ 4,337,246	\$ 4,498,900

ON BEHALF OF THE BOARD

 Director

 Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2022

	Unrestricted Fund 2022	Internally Restricted Fund 2022 <i>(Note 10)</i>	Externally Restricted Fund 2022 <i>(Note 10)</i>	Capital Fund 2022	Total 2022	Total 2021
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ 1,591,216	\$ 1,041	\$ 555,264	\$ 2,147,521	\$ 2,111,174
Deficiency of revenues over expenses	(56,899)	-	-	-	(56,899)	36,347
Amortization of capital assets	111,623	-	-	(111,623)	-	-
Amortization of deferred capital contributions	(84,283)	-	-	84,283	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	3,359	(3,359)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	46,690	(46,690)	-	-	-	-
Use of Operating Fund reserves <i>(Note 10)</i>	10,975	(10,975)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(31,465)	31,465	-	-	-	-
NET ASSETS - END OF YEAR	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2022

	Budget 2022	Total 2022	Total 2021
REVENUES			
Municipal levies	\$ 1,612,662	\$ 1,597,254	\$ 1,654,512
Provincial operating grant	970,499	1,003,511	970,499
Library board membership fees	636,120	638,412	635,406
Provincial rural library services grant	164,885	123,693	164,885
Municipal rural services fees	55,097	55,209	55,839
Other income (Schedule 1)	318,000	359,154	308,981
Contract services (Schedule 1)	140,400	124,121	127,848
Other grants (Schedule 1)	44,512	41,671	155,315
Amortization of deferred capital contributions (Note 9)	-	84,283	87,628
	3,942,175	4,027,308	4,160,913
EXPENSES			
Salaries and benefits	2,095,700	2,123,177	2,061,036
Library materials and collections	848,118	882,374	937,314
Building and maintenance	39,500	58,958	45,628
Board expenses	9,000	6,881	5,374
Programs and services (Schedule 2)	419,100	402,921	479,640
Network services (Schedule 2)	110,000	107,529	129,907
Contract and other services (Schedule 2)	137,500	127,649	128,763
Bibliographic services (Schedule 2)	88,200	88,363	94,436
Training and development (Schedule 2)	40,000	30,734	15,115
Shipping and delivery (Schedule 3)	37,500	58,523	43,967
Administration (Schedule 3)	33,400	27,810	31,367
Amortization of capital assets	96,000	111,623	152,519
	3,954,018	4,026,542	4,125,066
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(11,843)	766	35,847
OTHER INCOME (EXPENSES)			
Gain on disposal of property and equipment	12,000	-	500
Projects funded by Technology Fund reserves (Note 10)	-	(46,690)	-
Projects funded by Operating Fund reserves (Note 10)	-	(10,975)	-
	12,000	(57,665)	500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 157	\$ (56,899)	\$ 36,347

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Revenue Schedule (Schedule 1)****Year Ended December 31, 2022**

	Budget	2022	2021
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 306,724	\$ 294,667
Interest and investment income	8,000	48,030	11,804
Employment programs	5,000	4,350	-
Southern Alberta Library conference	3,000	-	2,500
Miscellaneous	2,000	-	10
Fundraising and donations	-	50	-
	\$ 318,000	\$ 359,154	\$ 308,981
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 88,147	\$ 92,799
Contracts	38,400	35,846	34,802
Book purchases	2,000	128	247
	\$ 140,400	\$ 124,121	\$ 127,848
OTHER GRANTS			
Other grants	\$ 44,512	\$ -	\$ -
Digital Literacy Exchange Program	-	28,401	124,958
Nobleford Establishment grant	-	10,270	-
Community Root grant	-	3,000	-
Community Incentives Program	-	-	20,357
Piikani book locker grant, net of capital portion	-	-	10,000
	\$ 44,512	\$ 41,671	\$ 155,315

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2022

	Budget	2022	2021
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 172,800	\$ 147,575	\$ 198,676
Support subscriptions	125,000	130,253	118,466
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	15,000	17,239	35,230
Membership programs	9,800	9,887	9,675
Library membership cards	5,000	2,194	6,614
Summer programs	1,000	1,524	5,360
Special projects	500	4,249	15,619
	\$ 419,100	\$ 402,921	\$ 479,640
NETWORK SERVICES			
Network support and maintenance	\$ 65,000	\$ 53,243	\$ 67,915
Telecommunications	25,000	27,063	26,439
Equipment and software	20,000	27,223	35,553
	\$ 110,000	\$ 107,529	\$ 129,907
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 91,674	\$ 93,714
ILS maintenance and service contract	35,000	35,846	34,802
Staff purchases	2,000	129	247
Better Beginnings card coupons	500	-	-
	\$ 137,500	\$ 127,649	\$ 128,763
BIBLIOGRAPHIC SERVICES			
Support services	\$ 70,000	\$ 71,645	\$ 78,509
Supplies for library materials	14,000	11,246	11,780
Cataloguing subscriptions	4,200	5,472	4,147
	\$ 88,200	\$ 88,363	\$ 94,436
TRAINING AND DEVELOPMENT			
Conferences, courses and staff travel	\$ 25,000	\$ 11,545	\$ 10,127
Southern Alberta Library Conference	10,000	10,624	2,559
Librarian meetings and training	4,000	8,565	2,429
Programs and training for libraries	1,000	-	-
	\$ 40,000	\$ 30,734	\$ 15,115

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2022**

	2022	2022	2021
SHIPPING AND DELIVERY			
Vehicle expense	\$ 27,000	\$ 48,516	\$ 32,894
Freight	5,000	4,274	5,510
Vehicle insurance	3,500	2,753	3,230
Postage and shipping	2,000	2,980	2,333
	\$ 37,500	\$ 58,523	\$ 43,967
ADMINISTRATION			
Office equipment maintenance	\$ 8,000	\$ 7,542	\$ 6,870
Professional fees	7,200	7,200	7,700
Office supplies and equipment	7,000	7,905	9,506
Subscriptions	2,200	2,355	2,005
Coffee services	2,000	1,650	656
Foreign currency exchange	2,000	(783)	976
Bank charges	1,500	1,719	1,436
Printing	1,000	-	553
Recruitment	1,000	167	1,654
Memberships	500	55	-
Miscellaneous	500	-	11
Advertising	500	-	-
	\$ 33,400	\$ 27,810	\$ 31,367

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 3,947,135	\$ 4,083,012
Cash paid to suppliers and employees	(3,944,340)	(3,954,205)
Interest received	48,030	11,804
Cash flow from operating activities	50,825	140,611
INVESTING ACTIVITIES		
Additions to capital assets	-	(40,000)
Additions to deferred capital contributions	-	40,000
Proceeds on disposal of property and equipment	-	500
Cash flow from investing activities	-	500
INCREASE IN CASH FLOW	50,825	141,111
Cash - beginning of year	1,569,782	1,428,671
CASH - END OF YEAR	\$ 1,620,607	\$ 1,569,782
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,613,826	\$ 1,565,298
Restricted cash	6,781	4,484
	\$ 1,620,607	\$ 1,569,782

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2022

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the operating, capital, restricted and reserve funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, Treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	50%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2022

3. CASH AND CASH EQUIVALENTS

	2022	2021
Cash	\$ 1,363,826	\$ 1,565,298
Guaranteed investment certificate	250,000	-
	\$ 1,613,826	\$ 1,565,298

The Royal Bank non-redeemable guaranteed investment certificate bears interest at 4.3% per annum and matures on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted grant funds received for specific purposes.

5. EMPLOYEE COMPUTERS LOANS

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,180,787	2,383,222	2,482,523
Equipment	116,136	54,610	61,526	69,940
Automotive (passenger)	187,175	187,123	52	105
Computer equipment	131,930	130,459	1,471	5,326
	\$ 4,039,830	\$ 1,552,979	\$ 2,486,851	\$ 2,598,474

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2022

7. DEFERRED REVENUE

	2022	2021
<u>Indigenous grant</u>		
Opening balance	\$ -	\$ -
Funds received	71,352	-
Amounts recognized	(52,922)	-
	18,430	-
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	-	-
	4,240	4,240
The CFLSA project has been postponed due to the Covid-19 pandemic.		
<u>Other</u>		
Opening balance	243	1,500
Funds received for 2023 Conference	2,541	243
Amounts recognized	(243)	(1,500)
	2,541	243
Total	\$ 25,211	\$ 4,483

8. EMPLOYEE BENEFIT OBLIGATIONS

	2022	2021
Vacation accrual	\$ 181,813	\$ 170,714
Health spending account	9,252	11,292
	\$ 191,065	\$ 182,006

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2022	2021
Opening balance	\$ 2,043,079	\$ 2,090,708
Additions during the year	-	40,000
Amortization	(84,283)	(87,629)
	\$ 1,958,796	\$ 2,043,079

\$118.64

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2022****10. RESTRICTED RESERVE FUNDS**

	2021	Additions	Uses	2022
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 284,740	\$ 31,465	\$ 46,690	\$ 269,515
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	-	359,354
Operating Fund	465,383	-	10,975	454,408
Book Allotment Fund	235,379	657,383	660,742	232,020
	\$ 1,591,216	\$ 688,848	\$ 718,407	\$ 1,561,657
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ -	\$ 1,041

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are added to the library's allocation in the following year.

The Board of Directors approved three projects that were funded from internally restricted reserve funds during the year.

- The Uninterrupted Power Supply Lifecycle Replacement project had a total cost of \$34,760 (budget - \$40,000) funded by the Technology Fund reserve.
- The Online Membership Renewal project had costs of \$11,930 in the current year that were funded by the Technology Fund reserve. Further costs of \$3,397 will be incurred in the subsequent year to complete this project (budget - \$15,000).
- The Programming Kit Refresh project had a total costs of \$10,975 (budget - \$15,000) funded by the Operating Fund reserve.

The Board of Directors approved the transfer of the Unrestricted Fund surplus for the year to the Technology Fund.

11. SIGNIFICANT REVENUE SOURCES

In 2022, 87% (2021 - 85%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

A significant percentage of this revenue is attributed to the membership of the City of Lethbridge. In 2022, the Lethbridge population represented 49% (2021 - 48%) of the total system's population and generated 43% (2021 - 42%) of the total revenue. Although the Board would continue to operate without that membership, there would be a need for additional sources of revenue.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 281,764 (2021 - 275,863) members and retirees and 435 (2021 - 433) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP of 8.45% (2021 - 9.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (2021 - 13.84%) on pensionable earnings above this amount. Employees of the Board are required to make current service contributions of 7.45% (2021 - 8.39%) of pensionable salary up to the year's maximum pensionable salary and 11.80% (2021 - 12.84%) on pensionable salary above this amount.

Total current service contributions by the Board to LAPP in 2022 were \$137,946 (2021 - \$153,497). The current service contributions by the employees of the Board to the LAPP in 2022 were \$122,952 (2021 - \$138,401).

As at December 31, 2021 the plan disclosed an actuarial surplus of \$11.9 billion (2020 - \$5 billion surplus). As at the financial statement date, the plan's 2022 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from customers, the Board conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of customers which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2022 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2022 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.
