

Regular and Closed Meeting Agenda  
for Monday, June 12, 2023, at 5:30 p.m. to be held  
in the Council Chambers, in the Town Hall Complex,  
at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
  - A) RCMP
  - B) Chief Mountain Chief Mountain Solid Waste Services Commission Strategic Plan
  - C) Community Futures
3. Additions to the Agenda
4. Approval of Minutes
  - A) Minutes of the May 8, 2023, Regular Council Meeting
5. Business Arising from Minutes
  - A) Council Table
6. Financial Report
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Bylaws and Policies
  - A) 1037-22 Animal Control Bylaw
  - B) 1040-23 Tax Rate Bylaw
  - C) 1041-23 Special Levies Bylaw
9. Old Business
  - A) RCMP Outpost
10. New Business
  - A) Correspondence
  - B) 2023 Operating Budget
  - C) 2023 Capital Budget Adjustment
  - D) 2024-2026 Financial Plan
  - E) Municipal Accountability Program Action Plan
  - F) Transfer Station Hours
  - G) Milk River Health Professionals Attraction and Retention Housing Subcommittee Appointment
11. Councillor Reports
  - A) Authorities, Boards, Committees and Commission Minutes
12. Mayor's Report
  - A) Authorities, Boards, Committees and Commission Minutes
13. Closed Session
14. Adjournment

Request for Decision

## RCMP Report

June 12, 2023



### RECOMMENDATION

That the RCMP Report for the period ending March 31, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Q4 Quarterly Letter
2. Milk River Provincial Report
3. Q4 Community Report



May 14th, 2023

Cpl. Mike Brown  
Detachment Commander  
Milk River, Alberta

Dear Mayor Liebelt,

Please find attached the quarterly Community Policing Report that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the **Milk River RCMP detachment**. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

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

Cpl. Mike Brown  
Detachment Commander  
Milk River RCMP detachment



## Milk River Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	1	1	0	-100%	-100%	-0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		0	0	2	5	4	N/A	-20%	1.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	0	0	2	2	N/A	0%	0.6
Uttering Threats		2	0	5	2	2	0%	0%	0.2
<b>TOTAL PERSONS</b>		<b>3</b>	<b>0</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>167%</b>	<b>-20%</b>	<b>2.0</b>
Break & Enter		1	1	0	1	0	-100%	-100%	-0.2
Theft of Motor Vehicle		1	0	0	0	0	-100%	N/A	-0.2
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		1	1	4	3	0	-100%	-100%	0.0
Possn Stn Goods		0	1	0	0	0	N/A	N/A	-0.1
Fraud		4	0	1	3	3	-25%	0%	0.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	1	2	0	0	N/A	N/A	-0.1
Mischief - Other		2	0	2	1	0	-100%	-100%	-0.3
<b>TOTAL PROPERTY</b>		<b>9</b>	<b>4</b>	<b>9</b>	<b>8</b>	<b>3</b>	<b>-67%</b>	<b>-63%</b>	<b>-0.8</b>
Offensive Weapons		1	0	0	0	0	-100%	N/A	-0.2
Disturbing the peace		3	0	0	5	0	-100%	-100%	-0.1
Fail to Comply & Breaches		2	2	1	1	1	-50%	0%	-0.3
<b>OTHER CRIMINAL CODE</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>6</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>1</b>	<b>-83%</b>	<b>-89%</b>	<b>-0.3</b>
<b>TOTAL CRIMINAL CODE</b>		<b>18</b>	<b>6</b>	<b>21</b>	<b>27</b>	<b>12</b>	<b>-33%</b>	<b>-56%</b>	<b>0.9</b>



## Milk River Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	2	0	0	-100%	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		3	2	2	0	0	-100%	N/A	-0.8
<b>Total Drugs</b>		<b>4</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-1.0</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		4	6	2	7	10	150%	43%	1.3
<b>TOTAL FEDERAL</b>		<b>9</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>10</b>	<b>11%</b>	<b>43%</b>	<b>0.1</b>
Liquor Act		0	0	2	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	4	0	N/A	-100%	0.4
Mental Health Act		6	3	6	5	3	-50%	-40%	-0.4
Other Provincial Stats		3	4	6	10	6	100%	-40%	1.2
<b>Total Provincial Stats</b>		<b>9</b>	<b>7</b>	<b>14</b>	<b>19</b>	<b>9</b>	<b>0%</b>	<b>-53%</b>	<b>1.2</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	0	1	0	0	-100%	N/A	-0.6
<b>Total Municipal</b>		<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.6</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	0	1	0	0	-100%	N/A	-0.4
Property Damage MVC (Reportable)		12	16	9	12	6	-50%	-50%	-1.6
Property Damage MVC (Non Reportable)		7	3	1	0	1	-86%	N/A	-1.5
<b>TOTAL MVC</b>		<b>21</b>	<b>19</b>	<b>11</b>	<b>12</b>	<b>7</b>	<b>-67%</b>	<b>-42%</b>	<b>-3.5</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>14</b>	<b>16</b>	<b>34</b>	<b>244</b>	<b>213</b>	<b>1421%</b>	<b>-13%</b>	<b>62.6</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>2</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>-50%</b>	<b>-67%</b>	<b>-0.3</b>
<b>Common Police Activities</b>									
False Alarms		2	1	2	1	0	-100%	-100%	-0.4
False/Abandoned 911 Call and 911 Act		3	2	7	4	3	0%	-25%	0.2
Suspicious Person/Vehicle/Property		9	8	14	7	2	-78%	-71%	-1.5
Persons Reported Missing		1	0	0	2	0	-100%	-100%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	2	3	1	2	-60%	100%	-0.7
Form 10 (MHA) (Reported)		0	0	0	0	2	N/A	N/A	0.4



## RCMP Provincial Policing Report

<b>Detachment</b>	Milk River
<b>Detachment Commander</b>	Cpl. Mike Brown
<b>Quarter</b>	Q4
<b>Date of Report</b>	2023-05-09

### Community Consultations

<b>Date</b>	2023-02-24
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Members attended the Milk River Civic Centre where AHS was conducting a town hall meeting with residents outlining their plan for the Milk River Health Centre.

[Delete Last Community Consultation](#)
[Add Additional Community Consultation](#)

<b>Date</b>	2023-02-28
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Youth
<b>Notes/Comments</b>	Members attended the Milk River High School to assist with an exterior lock down drill.

[Delete Last Community Consultation](#)
[Add Additional Community Consultation](#)

<b>Date</b>	2023-03-02
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Youth
<b>Notes/Comments</b>	All members of the Milk River Detachment participated in the School pep rally for the senior basketball teams. A fun game was played against the boys team and all students, staff and parents were present.

[Delete Last Community Consultation](#)
[Add Additional Community Consultation](#)



## Community Priorities

<b>Priority 1</b>	Crime Reduction
<b>Current Status &amp; Results</b>	<p>During the 4th quarter members of the Milk River Detachment have been very active along the Canadian/Us Border with proactive patrols and responding to calls for service relating to suspicious vehicles/persons, illegal crossings and attempts. The Detachment has been working with IBET and the US Border Patrol. The three agencies participated in a joint patrol operation during the 4th quarter and have continued gathering intel on the illegal activity. Members have continued to patrol the gamp grounds and enforce school zone speeds around the area schools</p>
<b>Priority 2</b>	Enhance Awareness and Education
<b>Current Status &amp; Results</b>	<p>During the 4th quarter members participated in a basketball game and lockdown practices at the Erle Rivers High School in Milk River. Members attended community events on and off duty and have been visible in the community. The Detachment worked a lot on minimum staffing levels due to training and annual leave. The Detachment is still planning to have a community barbeque once the weather finally cooperates. Members enjoy interacting with the public at events and during day to day activities.</p>
<b>Priority 3</b>	Enhance Road Safety
<b>Current Status &amp; Results</b>	<p>The Detachment excels when it comes to proactive policing of the area highways and roads. All members are now radar trained, and one member is also now trained SFST and will be utilized during the upcoming fiscal year. Two members are pipeline trained and worked with the Alberta roving traffic unit, who was present at times during the quarter on a project relating to commercial vehicles.</p> <p>The Detachment has ordered commercial vehicle seals and will be checking commercial vehicles for illegal items during the upcoming fiscal year. Schedule changes will be made to ensure members work together a couple times a month, with the focus being impaired driving, checkstops, and traffic enforcement initiatives.</p>

Delete Last Priority

Add and go to Priority



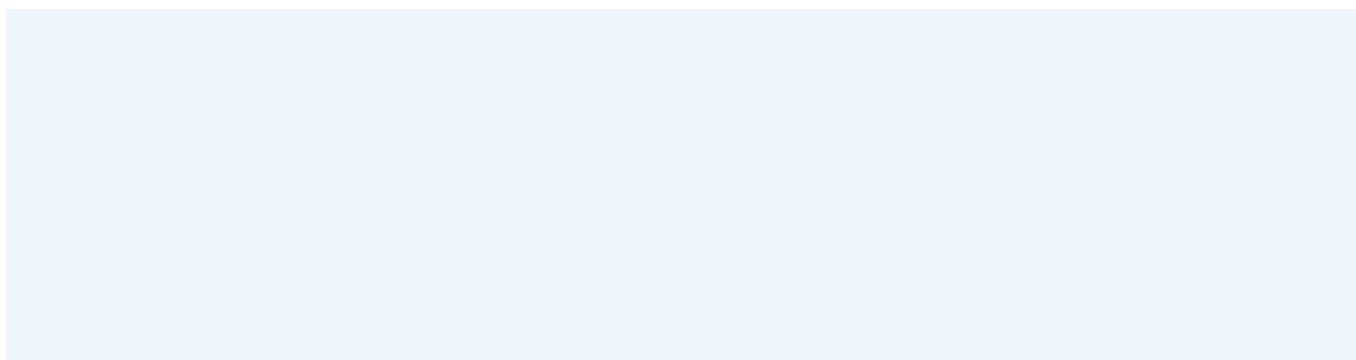
## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	27	12	-56%	87	117	34%
<i>Persons Crime</i>	10	8	-20%	25	41	64%
<i>Property Crime</i>	8	3	-63%	47	41	-13%
<i>Other Criminal Code</i>	9	1	-89%	15	35	133%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	3	1	-67%	2	5	150%
<i>Provincial Code Traffic</i>	244	213	-13%	280	905	223%
<i>Other Traffic</i>	0	0	N/A	1	1	0%
<b>CDSA Offences</b>	0	0	N/A	6	1	-83%
<b>Other Federal Acts</b>	7	10	43%	11	29	164%
<b>Other Provincial Acts</b>	19	9	-53%	47	47	0%
<b>Municipal By-Laws</b>	0	0	N/A	7	4	-43%
<b>Motor Vehicle Collisions</b>	12	7	-42%	54	54	0%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest





### Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	4	4	0	0
Detachment Support	1	1	0	0

<sup>2</sup>Data extracted on March 31, 2023 and is subject to change over time.  
<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.  
<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

Police Officers: Of the four established positions, four officers are working. There is no soft or hard vacancy detected at this time.

Detachment Support: Of the one established position, one resource is working. There is no soft or hard vacancy detected at this time.

### Quarterly Financial Drivers

Request for Decision

Delegation: Chief Mountain Regional Solid Waste Services Commission

June 12, 2023



## RECOMMENDATION

That the Chief Mountain Regional Solid Waste Services Commission Strategic Plan be accepted as information.

## LEGISLATIVE AUTHORITY

Procedural Bylaw

## BACKGROUND

Marian Carlson, SEO for Chief Mountain Regional Solid Waste Services Commission will be in attendance to speak to the newly created strategic plan for the Commission.

## RISK/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission Strategic Plan

Chief Mountain Regional Solid Waste Services Commission  
**STRATEGIC PLAN**  
**2023-2026**

## **THE PROCESS**

- **Pre-Session Questionnaire**
- **2 Day Facilitated Session**

# Chief Mountain Regional Solid Waste Services Commission

## STRATEGIC PLAN

### 2023-2026

## GUIDING PRINCIPLES

### VISION STATEMENT

“Our vision is to create a cleaner, healthier, and more sustainable future for our region by becoming a leading waste management commission that provides innovative and effective solutions for reducing waste, promoting recycling, and preserving our environment. We are committed to working collaboratively with our communities, businesses, and partners to minimize waste generation.”

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GUIDING PRINCIPLES

### MISSION STATEMENT

“Our mission is to promote and facilitate cost effective, sustainable waste management practices in our region, with a focus on reducing waste, promoting recycling, and protecting the environment.”

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GUIDING PRINCIPLES

### VALUES

EFFICIENT
ACCOUNTABLE
COST SENSITIVE
SOLUTIONS FOCUSED
SOCIALLY RESPONSIBLE

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GOAL THEMES

### RECYCLING

Purpose: Increase the lifespan of the landfill

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GOAL THEMES

### ASSUME TRANSFER STATIONS

Purpose: Ensure consistency of service delivery.

Streamline processes with clearly defined roles and responsibilities between the Commission and Communities.

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GOAL THEMES

### ASSET IDENTIFICATION AND OPTIMIZATION

Purpose: To determine “superstation” feasibility.

Strategic replacement and investment.

Chief Mountain Regional Solid Waste Services Commission

# STRATEGIC PLAN

## 2023-2026

## GOAL THEMES

### EDUCATE MUNICIPALITIES

Purpose: Communicate the value proposition of the Commission.

Chief Mountain Regional Solid Waste Services Commission  
**STRATEGIC PLAN**  
2023-2026

**THANK YOU**

**QUESTIONS?**

Request for Decision

Delegation: Community Futures

June 12, 2023



## RECOMMENDATION

That the presentation from Community Futures be accepted as information.

## LEGISLATIVE AUTHORITY

Procedural Bylaw

## BACKGROUND

Mr. Alvaro Mendes, Business Analyst for Community Futures Chinook will be in attendance to provide an overview on the Community Futures organization, as well as information on their beautification loan program.

## RISK/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Community Futures Chinook PowerPoint Presentation



# Milk River, AB

Community Futures Chinook

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# What we do?

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Community Futures Chinook office is a non-profit organization that's dedicated to building an economically diverse future for the communities of our beautiful region.



- > Business Advisory and Lending
- > Training and Skill Development
- > Community Economic Development

# Business Advisory & Lending

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- > Developmental Lender
- > Lend to new or existing business
- > Local decision making based on 5 C's of credit
- > Business advisory

# Training Free Training & Workshop Recordings

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## Small Business Basics, by Business Link



When it comes to running a small business, there are a few basics that all small business owners need to master. In this video series, we take you through those basics to get you started.

Business Planning  
Business Structure  
Financial Management  
Market Research  
Marketing

## StartUp, by Business Link



"How can I start a business?" is often the most difficult question for entrepreneurs. Learn the answers here!

Part 1: StartUp Steps  
Part 2: Business Model Canvas  
Part 3: Market Research for Success  
Part 4: 5 Ways to Finance  
Part 5: Pricing for Profit

## Human Resources & Employer Workshops



Relevant HR topics for employers and small business owners.

Managing Remote Employees, Presented by CPHR  
Mental Health for Professionals, Presented by CSSE  
How to Safely Reopen, Presented by BREWD  
Psychological Safety in the Workplace, Presented by BRC & Resolute Consulting  
Gig Workers, Presented by BadaB Consulting

# Economic Development

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**Digital Service Squad (DSS)**



The DSS is focused on providing 1-on-1 assistance and digital services to small businesses in any region of Alberta. The DSS will be available through local business support providers this fall.

**Services may include:**

- 1-on-1 digital transformation support
- Social media strategy
- Show you how to build a basic website
- Google My Business set up support
- Search Engine Optimization (SEO) support
- Help set up a POS solution
- Create customer databases
- Streamline business processes with digital tools

- > Local designed strategies and support
  - > Support in strategic planning
  - > Business Retention and Expansion
  - > Tourism



*“Motivation is the catalyzing ingredient for every successful innovation.”*

- CLAYTON CHRISTENSEN, ECONOMIST AND HARVARD PROFESSOR

We offer businesses an opportunity to receive a beautification loan and grant to enhance the appearance of a business. The program provides an incentive for local business owners to invest in façade renovations and interior upgrades.

**Businesses can apply for up to \$10,000 in funding of which 80% would be an interest free loan and 20% would be a grant. Successful applicants could receive up to an \$8,000 loan and a \$2,000 grant.**

# Beautification Loan Program

Enhance your Business

# Program Purpose

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... to encourage and provide businesses, the opportunity to improve the appearance of their premises, utilizing “grant” dollars and interest free loans, to a maximum of \$10,000.00 (maximum \$2,000 grant and \$8,000 loan per applicant).

# Eligibility (Commercial and Retail)

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- 1) Signage on the front of business locations (in accordance with the Sign Bylaw)
- 2) Restoration of exterior finishes and repainting building
- 3) Repair or replacement of storefront windows and doors
- 4) Removal or restore an exterior lighting of building and signage
- 5) Installation and design of awnings and signs for commercial buildings
- 6) New storefront window openings and new doorways
- 7) Interior window display areas and lighting
- 8) Removal of exterior materials that cover architectural details
- 9) New architectural details such as entryway features and cornices

# Eligibility (Commercial and Retail)

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- 10) Signs that are uniquely designed to integrate into building architecture
- 11) Creation of new retail bays in an existing building
- 12) Addition of patio areas and permanent landscaping elements
- 13) Removal of barriers to access for people with disabilities and mobility challenges
- 14) Interior painting and flooring (carpet, laminate, tile, hardwood)
- 15) Highways' signage (in accordance with the Sign Bylaw and approval presented)
- 16) Shelving (removable)
- 17) Interior counters and display cases
- 18) Interior light fixtures

# Beautification Program in Taber, AB (Since 2016)

\* 74 businesses have  
received funds from the program

\* The town's total  
investment was \$207,602 and  
leveraged \$5,113,681.

Year	# Business	Grant	Interest	CF Loan	Client Investment (Leverages)
2016	12	\$ 20,000	\$ 9,987	\$ 80,000	\$ 1,083,450
2017	10	\$ 20,000	\$ 9,897	\$ 80,000	\$ 514,150
2018	11	\$ 19,660	\$ 9,685	\$ 78,640	\$ 559,750
2019	10	\$ 20,000	\$ 10,052	\$ 80,000	\$ 351,150
2020	11	\$ 19,700	\$ 9,531	\$ 78,800	\$ 433,087
2021	10	\$ 20,000	\$ 9,610	\$ 80,000	\$ 832,559
2022	10	\$ 20,000	\$ 9,481	\$ 80,000	\$ 1,339,535
<b>Total</b>	<b>74</b>	<b>\$ 139,360</b>	<b>\$ 68,242</b>	<b>\$ 557,440</b>	<b>\$ 5,113,681</b>

# Beautification Program in Milk River, AB (2014/2015)

\* **11 businesses** have  
received funds from the program

\* The town's total  
investment was \$29,897 and  
leveraged \$142,795.

Year	# Business	Grant	Interest	CF Loan	Client Investment (Leverages)
2014	7	\$ 12,700	\$ 6,202	\$ 50,800	\$ 92,725
2015	4	\$ 7,300	\$ 3,695	\$ 29,200	\$ 50,070
<b>Total</b>	<b>11</b>	<b>\$ 20,000</b>	<b>\$ 9,897</b>	<b>\$ 80,000</b>	<b>\$ 142,795</b>

The Digital Economy Program (DEP) is designed to help small businesses to be online. Our **Digital Service Squad (DSS)** is open to home-based or commercial businesses registered in Alberta.

**Small businesses can sign up to participate free of charge!**

# Digital Economy Program

Take your business online

# Program Purpose

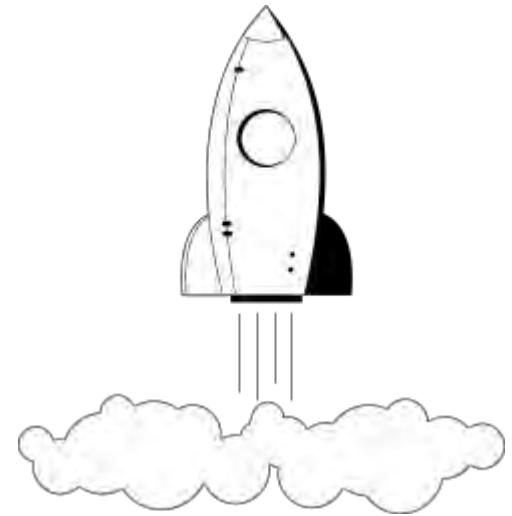
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.... bring business to experience the online advantages with no charge and 1-on-1 support.

## Digital Service Squad includes:

- Social Media Advice
- Google Business Profile
- Websites
- Branding Tune Up
- Content Photography
- Content Videos
- E-Commerce

**Digital  
Economy  
Program**



*“Only those who will risk going too far can possibly find out how far one can go.”*

- T.S. ELIOT, AUTHOR (THOMAS STEARNS ELIOT)



THANK YOU

[amendes@albertacf.com](mailto:amendes@albertacf.com) / (403)223-2984

Request for Decision

## Approval of Minutes

June 12, 2023



### RECOMMENDATION

That the minutes for the May 8, 2023, regular council meeting be accepted as presented.

### LEGISLATIVE AUTHORITY

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

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Prior to Adoption: May 8, 2023, regular council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, May 8, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

### Present – Elected Officials

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

### Absent – Elected Officials

### Present – Administration

Kelly Lloyd, Chief Administrative Officer

## 1. Call to Order

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

## 2. Delegation: 6:00 p.m.

### A) Milk River Historical Society

Bob Bogle, William King, and Colynn Kerr from the Milk River Historical Society presented a proposal to relocate the original RCMP outpost to the green space along Railway Avenue at the 8 Flags Campground.

**Moved by Councillor Michaelis, “that Council accept the Milk River Historical Society presentation on the RCMP Outpost relocation as information.”**

Motion Carried 2023-117

### B) MPE Engineering

Andrew Kleisinger, Water and Wastewater Manager for MPE Engineering spoke to the scope of work for the regional water supply study project, funded by the Alberta Community Partnership grant. This study will delve deeper into the concept design for a regional water system, investigating water licensing further. This will be more of a technical project that will include stakeholder input. The target for completion will be November, amending the previous grant application for the Alberta Municipal Water and Wastewater Partnership (AMWWP) grant.

Moved by Councillor Losey, to proceed and send out a general invite for a steering committee amongst stakeholders.

Motion Carried 2023-118

Mr. Kleisinger also spoke to the Lagoon Effluent project.

**Moved by Deputy Mayor Degenstein, “that Council accept the presentation from Andrew Kleisinger, MPE Engineering on the ACP grant and the AMWWP grant as information.”**

Motion Carried 2023-119

### C) Stantec

Brad Schmidtke, Principal for Stantec, was in attendance and provided a high-level overview of the proposal within the agenda package.

**Moved by Councillor Michaelis, “that Council accept the preliminary park design proposal for Block 39, from Brad Schmidtke, Principal for Stantec, as information.”**

### Motion Carried 2023-120

#### D) Katarzyna Meijers

Katarzyna Meijers circulated to council and reviewed her presentation on the Rural Mental Health Project.

Moved by Deputy Mayor Degenstein, "that Council accept the Rural Mental Health Project presentation from Katarzyna Meijer, as information."

### Motion Carried 2023-121

### **3) Additions to the Agenda**

#### A) Adoption of the Agenda

Additions to the agenda

10G) Dr. Retention

10H) RCMP Outpost

10I) ACP Steering Committee

10J) Block 39 Preliminary Design Proposal

10K) Rural Mental Health Project

Moved by Deputy Mayor Degenstein, "that Council accept the agenda, as amended, for the regular council meeting on May 8, 2023."

### Motion Carried 2023-110

### **4) Approval of Minutes**

#### A) Minutes of the April 11, 2023, Regular Council Meeting

Moved by Councillor Losey, "that Council accept the regular council meeting minutes from Tuesday, April 11, 2023, as presented."

### Motion Carried 2023-111

#### B) Minutes of the April 21, 2023, Special Council Meeting

Moved by Councillor Johnson, "that Council accept the special council meeting minutes from Friday, April 21, 2023, as presented."

### Motion Carried 2023-112

### **5. Business Arising from Minutes**

#### A) Council Table

Moved by Councillor Johnson, "that Council accept the item of the council table as information."

### Motion Carried 2023-113

### **6. Financial Report**

### **7. Administration Reports**

#### A) Public Works

The public works report was distributed to Council.

Moved by Councillor Michaelis, "that Council accept the Public Works report for the period ending April 30, 2023, as information."

### Motion Carried 2023-114

B) Community Peace Officer

The report was contained within the agenda package.

Moved by Councillor Johnson, **“that Council accept the Community Peace Officer report for the period ending April 30, 2023, as information.”**

Motion Carried 2023-115

C) Chief Administrative Officer

CAO Lloyd provided a verbal report for the month of April.

Moved by Councillor Losey, **“that the Administration Report for the period ending April 30, 2023, be accepted as information.”**

Motion Carried 2023-116

*The Mayor recessed the meeting at 7:25 p.m.*

*The Mayor reconvened the meeting at 7:31 p.m.*

## 8. Bylaws

A) Bylaw 842: Establish a Designated Officer

Moved by Councillor Losey, **“that Bylaw 842, Designate a Recording Secretary, be repealed.”**

Motion Carried 2023-117

B) Policy F4.0: Signing Authority

Moved by Deputy Mayor Degenstein, **“that Policy F4: Signing Authority be approved as presented.”**

Motion Carried 2023-118

C) Policy RC7.0: 8 Flags Campground Rules

Moved by Councillor Losey, **“that Policy RC7.0 8 Flags Campground Rules be approved as amended.”**

Motion Carried 2023-119

## 9. Old Business

None.

## 10. New Business

A) Correspondence

Moved by Councillor Losey, **“that Council send a congratulatory letter to the Town of Coaldale on the grand opening of their new municipal administration building.”**

Motion Carried 2023-122

Moved by Councillor Michaelis, **“that correspondence for the period ending May 8, 2023, be accepted as information.”**

Motion Carried 2023-123

B) Urban Chicken Research

Moved by Deputy Mayor Degenstein, **“that Council accept the Urban Chicken research for information.”**

Motion Carried 2023-124

C) Public Auction Date

Moved by Councillor Losey, "that Council set the public auction for tax recovery purposes to be July 10<sup>th</sup>, 2023."

Motion Carried 2023-125

D) Tax Roll 3919000 Credit Request

Moved by Councillor Johnson, "the Council accept the update on the tax credit request for roll 3919000 as information."

Motion Carried 2023-126

E) 2023 Operating Budget

Moved by Deputy Mayor Degenstein, "that administration bring back the 2023 operating budget to the next meeting with changes as discussed."

Motion Carried 2023-127

F) 2023 Capital Budget

Moved by Councillor Losey, "that the 2023 capital budget be approved in the amount of \$11,089,381."

Motion Carried 2023-128

10G) Dr. Retention

Moved by Councillor Michaelis, "that Council form a partnership with the communities served by the hospital to investigate the viability of building a duplex for physicians."

Motion Carried 2023-129

10H) RCMP Outpost

Moved by Deputy Mayor Degenstein, "the Council supports the proposed location for the RCMP outpost at the 8 Flags Campground, based on Alberta Transportations response regarding right of ways and property lines."

Motion Carried 2023-130

10I) Lagoon Project

Moved by Councillor Losey, "that Council proceed with MPE Engineering to manage the Lagoon Project."

Motion Carried 2023-131

10J) Block 39 Preliminary Design Proposal

Moved by Councillor Johnson, "that Council proceed with Stantec to develop the preliminary design for Block 39."

Motion Carried 2023-131

10K) Rural Mental Health Project

Moved by Councillor Johnson, "that the Rural Mental Health Project item be tabled to a future council meeting."

Motion Carried 2023-132

## 11. Councillors Reports

Councillor Michaelis reported on the Milk River Health Professionals Attraction and Retention Committee and attended the special budget meeting and Quad Council meeting.

Councillor Johnson attended the Ag Society and Heritage Handibus Committee meetings as well as the special meeting for the budget.

Deputy Mayor Degenstein attended a Municipal Planning Commission meeting, the Milk River Business Association meeting, Quad Council, the special council budget meeting, Ridge Country Housing meetings, and attended the Fortis net zero building grand opening in Coaldale.

Moved by Councillor Losey, **“that the May 8 regular council meeting continue past 9:30 p.m.”**  
Motion Carried 2023- 133

Councillor Losey attended the Quad Council meeting, special council meeting for the budget, Ridge Country Housing meeting, the Fortis net zero building grand opening in Coaldale and the lagoon funding announcement.

Moved by Councillor Losey, **“that the Councillors reports for the period ending May 8, 2023, be accepted as information.”**  
Motion Carried 2023-134

## **12. Mayors Report**

Mayor Liebelt attended the following meetings: AHS, SouthGrow, Mayors and Reeves, Riverside Golf Society, Cemetery AGM, Quad Council and special council meeting for the budget as well as the lagoon funding announcement.

Moved by Deputy Mayor Degenstein, **“that Council accept the Mayors Report for the period ending May 8, 2023, as information.”**  
Motion Carried 2023-135

## **13. Closed Session**

## **14. Adjournment**

Moved by Councillor Losey, **“that the regular council meeting of May 8, 2023, adjourn at 9:43 p.m.”**  
Motion Carried 2023-136

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

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

Request for Decision

## Administration Reports

June 12, 2023



### RECOMMENDATION

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

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

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



## **Public Works Foreman's Report**

REGULAR COUNCIL MEETING

Monday, June 12<sup>th</sup>, 2023

### **General:**

- Grass mowing of all areas throughout month. (Large ditch mower & zero-turn both)
- Monthly generator preventative maintenance run completed on May 25<sup>th</sup>. (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Clean-up of some dirt piles, remove rocks & debris on south side of raw water reservoirs. Smooth out so mower can pass easily. May 2<sup>nd</sup>.
- Ward Bros. hit a 2" gas line at school construction site, May 8<sup>th</sup>.
- Aerator removed from large tractor & mower on, May 16<sup>th</sup>.
- Remove snowplow & sander from tandem truck, May 17<sup>th</sup>.
- Help golf course with placing two heavy fountains into ponds on course. May 19<sup>th</sup>. (Use backhoe boom to swing them out over water)
- Power outage in town for few hours on May 21<sup>st</sup>. Due to lightning strike on pole NE of town.
- Power outage in town for few hours again on May 27<sup>th</sup>.

### **Parks and Rec:**

- Build a box to go over one of the sprinkler control valves for East diamond, May 9<sup>th</sup>. (Hole too deep for store-bought unit, build from plastic pail.)
- Replace cracked/broken piping on outside of ball diamond irrigation shed. May 9<sup>th</sup>. (Needed to put new concrete support in for piping as well.)
- Place sewer dump pipe at Under 8 Flags campground. May 9<sup>th</sup>. (Were able to salvage old cap & reuse after cleanup)
- Clean out filter & replace badly leaking piping inside ball diamond irrigation. May 18<sup>th</sup>. (Poorly aligned when filter housing was originally put in, was putting stress on couplings)
- Water turned onto diamonds, May 19<sup>th</sup>.
- Inter-Pipeline had picked up & piled branches in Lot 39 on May 25<sup>th</sup>. Town hauled two loads to dump on May 26<sup>th</sup>.

### **Water & Wastewater:**

- WATER:
  - 2x weekly Bacteriological sampling, done each Monday. (First of season done at pool on May 15<sup>th</sup>)
  - Water meter read @ 205 County Rd & 327-3<sup>rd</sup> Ave NE, May 26<sup>th</sup>.
  - Emergency water shutoff @ 804-1<sup>st</sup> St NE on May 30<sup>th</sup>. (Contractor hit main sprinkler line in back of house while digging post holes for deck. Homeowner was away at time.)
- WTP:
  - Replace a leaking steel water line that feeds two small jet pumps. May 1<sup>st</sup>. (Jet pumps provide pressure to tap & to cooling for generator.)
  - Change out of UV transmittance lamp, May 2<sup>nd</sup>.
- RAW WATER:
  - Basin water level remains nearly full.
  - Blow out infiltration galleries at river, May 2<sup>nd</sup>, May 16<sup>th</sup>, May 23<sup>rd</sup>. (River is very dirty right now.)
  - Hoytos Welding repaired a pinhole leak on one of the pipes from #1 pump, May 31<sup>st</sup>.
- SEWER WORK:
  - Sewer flush truck down, May 17<sup>th</sup> & 18<sup>th</sup>.
  - River Road had us camera one of their irrigation pipes, May 4<sup>th</sup>.
  - Camera sewer @ 421-2<sup>nd</sup> Ave NE, May 5<sup>th</sup>.
  - **Camera ~60' along main sewer line for Village of Coutts, May 24<sup>th</sup>.**
  - Camera residence off of main above for Village of Coutts, May 24<sup>th</sup>.

### **Garbage:**

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday.
- Brown paper bags pickup on Mondays, or Tuesday if long weekend.

- Push in burn pit at dump, May 8<sup>th</sup>.
- Push in burn pit at dump, May 25<sup>th</sup>.

Swimming Pool:

- New pool vacuum installed & in use, as of May 2<sup>nd</sup>.
- Build new storage shelving in mechanical room at pool, May 3<sup>rd</sup>. (Old wooden shelving was removed as EV electrical panels take up most of wall where they were.)
- Started pool chemical balancing procedure, May 5-7<sup>th</sup>. Then evaluate required chemical levels in preparation for AHS inspection on May 25<sup>th</sup>.
- Continue with getting things ready at pool. May 9<sup>th</sup>. (Repair/install ladders, work on slide waterlines, clean/inspect deck drains, inspect diving board, etc.)
- Install of new chemical dosage control board & 5 micron filter to board. May 12<sup>th</sup>. (Much more user friendly, measures PH levels, chlorine in mg/L not the old ORP way and water temperature)
- Pool inspection with AHS, May 25<sup>th</sup>. Good to open June 1.

Airport:

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

Education & Training:

- Weekly safety meeting on each Wednesday morning.
- Two staff to hydrant course put on by Wolseley in Lethbridge, May 3<sup>rd</sup>.
- One staff member wrote Level II Water Treatment & passed, May 11<sup>th</sup>.
- One staff member to Class 3 driving course, May 23<sup>rd</sup> & May 26<sup>th</sup>.

Respectfully submitted

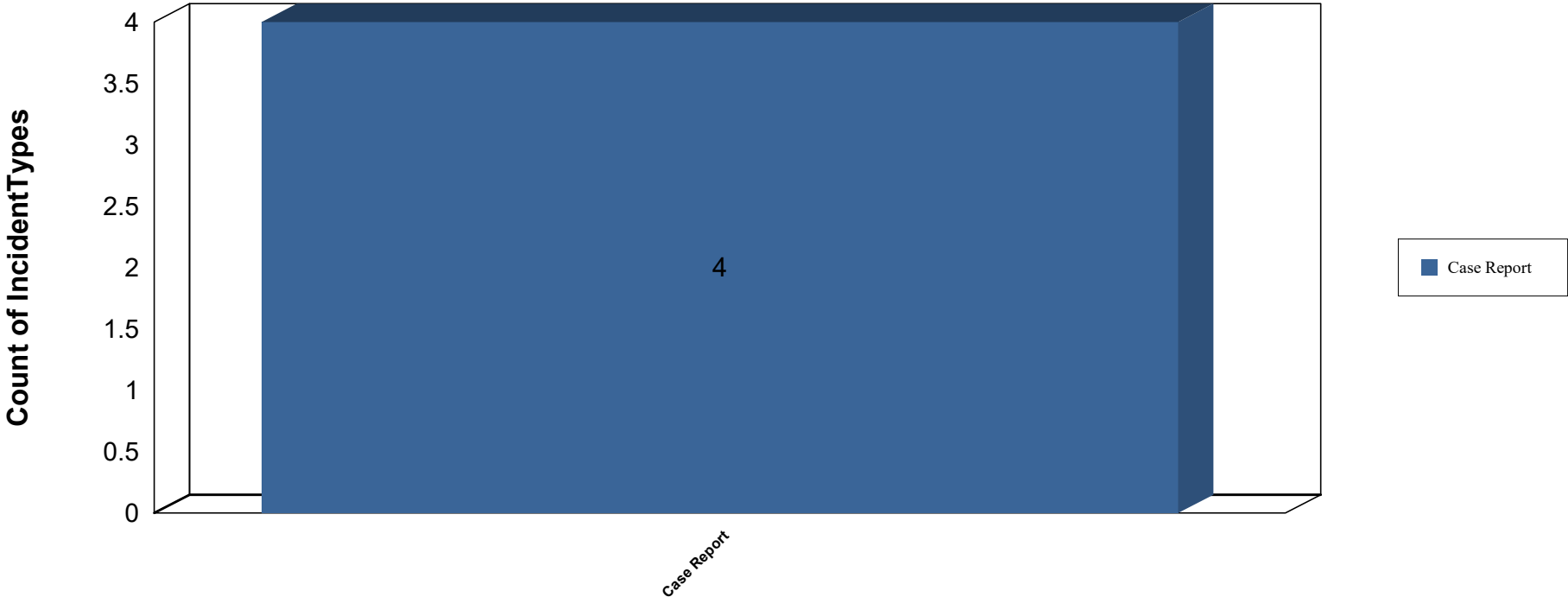
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***Town of Milk River Public Works***

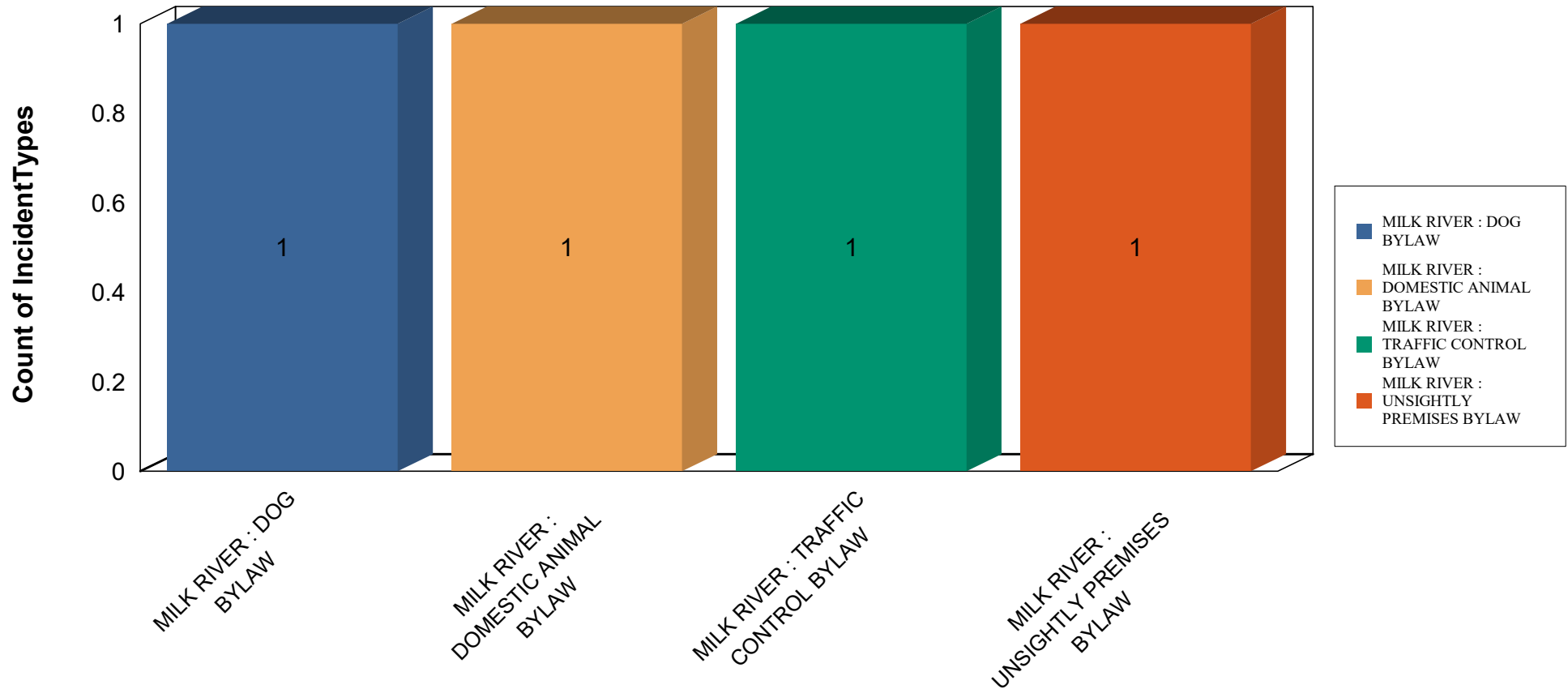
Municipal Enforcement

Statistics from: 5/1/2023 12:00:00AM to 5/31/2023 11:59:00PM

Count of Reports Completed



## Count of Incident Types



25.00% # of Reports: 1 Case Report MILK RIVER : DOG BYLAW

25.00% # of Reports: 1 Case Report MILK RIVER : DOMESTIC ANIMAL BYLAW

25.00% # of Reports: 1 Case Report MILK RIVER : TRAFFIC CONTROL BYLAW

**Grand Total: 100.00% Total # of Incident Types Reported: 4 Total # of Reports: 4**

Grand Total: 100.00% Total # of Incident Types Reported: 4

<u>2022-04-03</u>	Moved by Councillor Losey, “that administration look into the affordability of raising our grants to the small committees.”	WIP
<u>2022-06-05</u>	Moved by Councillor Johnson, “that Council accepts for information, the presentation on the gopher situation, and further directs administration to search out options for removal.”	WIP
<u>2022-11-08</u>	Moved by Councillor Michaelis, “that Council directs administration to incorporate discussed edits to the Snow Policy and bring the policy back to a future regular council meeting.”	WIP
	<b>2023</b>	
<u>2023-12</u>	Moved by Councillor Losey “that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers.”	WIP
<u>2023-40</u>	Moved by Councillor Losey, “that Council support the Canada Day request in the amount of \$1,000 for the band.”	June Cheque
<u>2023-52</u>	Moved by Deputy Mayor Degenstein, “that Council accept for information the Milk River and District Seniors Citizens Society request letter, and to keep in mind for budget deliberations.”	Budget
<u>2023-57</u>	Moved by Deputy Mayor Degenstein, “that Council accept the offer to purchase for roll number 30001000.”	WIP
<u>Motion Carried 2023-68</u>	Moved by Councillor Johnson, “that Council direct administration to make changes to Policy R3, Snow and Ice Control, as discussed, and bring back to a future council meeting.”	WIP
<u>Motion Carried 2023-77</u>	Moved by Councillor Michaelis, “that Council direct administration to obtain an appraisal for roll 50600.”	
<u>Motion Carried 2023-91</u>	Moved by Councillor Losey, “that June 5-11, 2023, be recognized as Seniors Week, in the Town of Milk River.”	WIP
<u>Motion Carried 2023-92</u>	Moved by Councillor Johnson, “that Council provide lunch to the seniors on June 8.”	WIP
<u>Motion Carried 2023-98</u>	Moved by Deputy Mayor Degenstein, “that Council proclaim May 21-27, 2023 as National Public Works Week in the Town of Milk River and proclaim June 11-17, 2023, as National Public Service Week, and further, for each employee (full and part time) to receive \$25.00 Milk River dollars.”	WIP
<u>Motion Carried 2023-117</u>	Moved by Councillor Losey, “that Bylaw 842, Designate a Recording Secretary, be repealed.”	Complete
<u>Motion Carried 2023-118</u>	Moved by Deputy Mayor Degenstein, “that Policy F4: Signing Authority be approved as presented.”	Complete

<u>Motion</u> <u>Carried</u> 2023- <u>119</u>	Moved by Councillor Losey, “ <b>that</b> Policy RC7.0 8 Flags Campground Rules be approved as amended.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>122</u>	Moved by Councillor Losey, “ <b>that</b> Council send a congratulatory letter to the Town of Coaldale on the grand opening of their new <b>municipal administration building.</b> ”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>125</u>	Moved by Councillor Losey, “ <b>that</b> Council set the public auction for tax recovery purposes to be July 10 <sup>th</sup> , 2023.”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>127</u>	Moved by Deputy Mayor Degenstein, “ <b>that</b> administration bring back the 2023 operating budget to the next meeting with changes as <b>discussed.</b> ”	June meeting
<u>Motion</u> <u>Carried</u> 2023- <u>128</u>	Moved by Councillor Losey, “ <b>that</b> the 2023 capital budget be approved in the amount of \$11,089,381.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>129</u>	Moved by Councillor Michaelis, “ <b>that</b> Council form a partnership with the communities served by the hospital to investigate the <b>viability of building a duplex for physicians.</b> ”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>130</u>	Moved by Deputy Mayor Degenstein, “ <b>the</b> Council supports the proposed location for the RCMP outpost at the 8 Flags Campground, based on Alberta Transportations response regarding right of ways <b>and property lines.</b> ”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>131</u>	Moved by Councillor Losey, “ <b>that</b> Council proceed with MPE Engineering to manage the Lagoon Project.”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>131</u>	Moved by Councillor Johnson, “ <b>that</b> Council proceed with Stantec to develop the preliminary design for Block 39.”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>132</u>	Moved by Councillor Johnson, “ <b>that</b> the Rural Mental Health Project item be tabled to a future council meeting.”	WIP

## Comparative Population List

Milk River      2021 Census: 824

2016 Census: 827

Town	Population
Bashaw	830
Castor	929
Coronation	940
Daysland	824
Killam	989
McLennan	791
Mundare	852
Oyen	1022
Rainbow Lake	795
Sedgewick	811
Smoky Lake	964
Spirit River	995

Village	Population
AB Beach	1018
Barnwell	947
Beiseker	819
Boyle	925
Delburne	892
Duchess	1085
Forestburg	875
Kitscoty	976
Stirling	1269

## Comparative Geographical List

TOWN	POPULATION
Barnwell	1254
Barons	357
Bow Island	1983
Coalhurst	3176
Foremost	553
Raymond	4136
Stavelly	532
Sterling	1112
Warner	372

Request for Decision

## 1037-22 Animal Control Bylaw

June 12, 2023



### RECOMMENDATION

That the discussion on 1037-22 Animal Control Bylaw be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

Upon Council's request, the Animal Control Bylaw has been placed on the agenda for discussion.

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. 1037-22 Animal Control Bylaw

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1037-22**

**BEING A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, AND REGULATING THE CONTROL OF ANIMALS, DOMESTIC OR WILD, WITHIN THE TOWN OF MILK RIVER LIMITS.**

**WHEREAS** Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for the passing of bylaws to regulate, and control animals, wild or domestic, Livestock and Poultry, within the municipality.

**NOW THEREFORE**, the Municipal council of the Town of Milk River, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. Title**

That this Bylaw may be cited as the Animal Control Bylaw.

**2. Definitions**

In this Bylaw, unless the context otherwise requires:

- a. **Animal** means any domesticated animal.
- b. **Bylaw Enforcement Officer** means a person appointed by the Town of Milk River to carry out the provisions of this Bylaw and anyone acting or authorized by the Bylaw Control Officer to act on their behalf.
- c. **Day** means a continuous period of 24 hours.
- d. **Dog** means either a male or female dog.
- e. **Dog Fancier's License** means a Dog license issued annually to an owner permitting the keeping or harboring, on land or premises occupied by the owner, of up to six (6) licensed Dogs over the age of (3) months.
- f. **Domestic Animal** means and includes any Dog, cat or any animal reclaimed from a wild state and adapted to live with man, not including "Livestock" and "Poultry" as defined herein.
- g. **Former Owner** means a person, who at the time of impoundment, was the owner of an Animal which has subsequently been sold or destroyed.
- h. **Kennel** means a dwelling, shelter, room, or place so considered, housing or keeping four (4) or more Dogs over the age of one (1) month.
- i. **Livestock** means horses, cattle, sheep, swine, donkeys, goats, rabbits, and fur bearing animals raised in captivity.
- j. **Poultry** means chicken, turkey, geese, pigeons, ducks, and ornamental birds.
- k. **Pound** means a place the Town Council shall provide or designate for the confinement of animals impounded.



- l. **Running at Large** means an Animal, or Animals, which are not under the control of a person responsible and is, or are, actually upon property in respect of which the owner of the Animal or Animals, does not have the right of occupation, or upon any highway.
- m. **Town** means the Municipal Corporation of the Town of Milk River in the Province of Alberta.
- n. **Vicious Dog** is any Dog with a propensity, tendency, or disposition to attack or injure, without provocation, other animals or humans, which attacks, bites or injures without provocation any human or animals or which represents a continuing threat of serious harm to persons or animals.
- o. **Wildlife** means big game, game birds, birds of prey, fur bearing carnivores and any other species of vertebrates designated wildlife by the Wildlife Act and the regulations passed pursuant thereto.

### 3. Responsibilities of Animal Owners

The owner of an Animal shall:

- 3.1 Ensure that the Animal is not Running at Large; and
- 3.2 be deemed to have failed or refused to comply with the requirements of the previous subsection unless they prove to the satisfaction of the Court trying the case that they have taken all reasonable precautions either to:
  - a. secure the Animal so that it would not be able to leave the premises of the owner, or
  - b. ensure that the Animal is on a leash, adequate to restrain it, at all times that it is off the owner's premises.

### 4. Nuisance

The owner of an Animal shall ensure that such Animal shall not become a nuisance by:

- 4.1 Biting or chasing a person or persons whether on the property of the owner or not;
- 4.2 Biting, barking at, or chasing Livestock, bicycles, automobiles, or other vehicles;
- 4.3 Barking, howling or otherwise disturbing any neighbours;
- 4.4 Causing damage to property or other Animals;
- 4.5 The owner of a female Dog which is in heat shall keep the Dog housed and confined;
- 4.6 An owner whose Animal defecates on property other than their own shall remove forthwith, any defecated matter deposited;
- 4.7 Any owner of an Animal which is found upsetting waste receptacles or scattering the contents thereof, either in or about a street, lane or other public property or in or about premises not belonging to or in the possession of the owner of the Animal, is guilty of an offense provided in Section 3.1 and upon conviction thereof, in addition to any penalty imposed upon them, be civilly liable to the Town of any expense directly or indirectly incurred by it in connection with the receptacle being upset or the waste scattered.

### 5. Licensing

- 5.1 The owner of a Dog and/or cat shall obtain an annual license for each Dog and cat, and pay therefore, an annual fee as prescribed in Schedule "A" of this Bylaw.
- 5.2 Obtain an Animal license for each Animal on or before January 31<sup>st</sup> of each year.
- 5.3 Notwithstanding Subsection 5.1, the licensing provisions of the Bylaw where a person is blind or whose vision is impaired, is the owner of a Dog, trained and used as a guide Dog, there shall be no fee payable to the owner for a license under this Bylaw.



- 5.4 Subject to the provision of 5.7, obtain a license for it on the first day when the Town Office is open for business after the Animal reaches six (6) months of age.
- 5.5 Shall obtain the license for an Animal on the first day on which the Town office is open for business after they become the owner of the Animal.
- 5.6 Shall obtain a license for a Dog notwithstanding that it is under the age of six months where the Dog is found Running at Large.
- 5.7 The owner of a Dog shall ensure that their Dog wears a collar and current license.
- 5.8 Upon losing a Dog license, an owner of a Dog shall present the receipt for payment of a current year's license fee to the Town Office who will issue a new tag for \$3.00.
- 5.9 No person shall be entitled to a refund under this Bylaw.
- 5.10 No license shall be transferrable from one Animal to another Animal.
- 5.11 Where a license required pursuant to this Section has been paid by the tender of an uncertified cheque, the license is issued subject to the cheque being accepted and cashed by the bank without mention of this condition being made on the license and is automatically revoked if the cheque is not accepted by the bank of which it is issued.
- 5.12 The maximum number of Dogs and/or cats in a single-family dwelling or household shall be restricted to three (3) over the age of three months except in the case where an owner is in receipt of a Dog Fancier License.
- 5.13 A Dog Fancier License shall be issued upon payment of the fee specified in Schedule "A" of this Bylaw. Each Dog owner under a Dog Fancier's License shall be licensed pursuant to Section 5 of this Bylaw.
  - a. In order to apply for a Dog Fancier's License, the Owner must complete a Dog Fancier's License application in the form attached as Schedule "C" to this Bylaw and submit the completed application form, together with the applicable application fee, to the CAO or their designate.
  - b. The Administrator may revoke the Dog Fancier's license upon receipt of bona fide complaints from two or more neighbours residing within 60 meters of the residence of the license.
  - c. OR, if in their opinion there are just and reasonable grounds for the revocation or suspension of the license.
  - d. Upon a license being revoked or suspended as hereinbefore provided, the Administrator shall notify the licensee thereof:
    - i. By delivering a notice to them personally, or
    - ii. By mailing a registered letter to their place of business or residence.
- 5.13.1 Appeal
  - a. In every case where:
    - i. A request for a Dog fanciers license has been refused.
    - ii. A Dog fanciers license has been revoked or suspended, the person seeking the license may appeal to the Town Council.
  - b. An appeal from subsection one (1) hereof shall be made by the applicant within thirty (30) Days after such refusal, revocation, or suspension.
  - c. All appeals shall be made in writing addressed to the Municipal Administrator of the Town of Milk River and shall be dated as of the date received by the Municipal Administrator.
  - d. Town Council after hearing the applicant may:
    - i. Direct a Dog fanciers license to be issued or reinstated
    - ii. just and reasonable.
    - iii. Direct a Dog fanciers license to be issued or reinstated with conditions
    - iv. Refuse to grant a Dog fanciers license.
    - v. Uphold the revocation or suspension of a Dog fanciers license, on grounds which appear.



- 5.14 The Town office shall keep a record of the name and municipal address of the owner, the breed, colour, sex of the Dog, and the number stamped on the tag issued to the owner.

## **6. Animal Control Operation – Authority**

A Bylaw Enforcement Officer, a constable or an Animal control Officer, or any person authorized by this Bylaw, may capture and impound any Animal;

- 6.1 They believe or has reasonable grounds to believe an offence under this Bylaw is being or has been committed.
- 6.2 Which is required to be impounded pursuant to the provisions of any statute of Canada or the Province of Alberta, or any regulation, made thereunder.
- 6.3 A Bylaw Enforcement Officer, a constable or Animal control officer of the Town or any person authorized by this Bylaw to enforce the provisions contained herein, may enter onto the land surrounding any building in pursuit of any Animal which has been observed Running at Large.
- 6.4 The Town Council shall establish such number of pounds and appoint such Bylaw enforcement officers as are necessary to provide reasonable facilities for the impounding of Domestic Animals Running at Large.

## **7. Animal Control Operations – Kennels**

- 7.1 A Kennel shall not be permitted on residential property unless the Kennel is located not less than one hundred (100) feet from any other person's property; and
- 7.2 Further provided that if written complaints are received at the Town Office, or damage is proven as a result of the Kennel, Council may direct that the person operating the Kennel move or cease to operate same.

## **8. Interference With an Animal**

No person, whether they are the owner of an Animal which is being or has been pursued or captured, shall;

- 8.1 Interfere with or attempt to obstruct a Bylaw Enforcement Officer, or Constable or an Animal control Officer who is attempting to capture or who has captured an Animal which is subject to being impounded pursuant to the provisions of this Bylaw.
- 8.2 Persuade the Animal to enter a house or other place where it may be safe from capture or otherwise assist the Animal to escape capture.
- 8.3 Falsely represent themselves as being in charge or control of an Animal so as to establish that the Animal is not Running at Large.
- 8.4 Unlock or unlatch or otherwise open the Pound van or vehicle in which Animals are kept for impoundment have been placed to allow or attempt to allow any Animal to escape therefrom.
- 8.5 Untie, loosen, or otherwise free an Animal which has been tied or otherwise restrained.
- 8.6 Negligently or willfully open a gate, door or other opening in a fence or enclosure in which an Animal has been confined and thereby allow an Animal to run at large within the Town.
- 8.7 Tease, torment, or annoy an Animal.

## **9. Vicious Dog**

- 9.1 No Person shall own, nor have, the physical care, possession, or control of a Vicious Dog within the Town unless that Person is not less than 18 years of age and is physically and mentally capable of maintaining control of the Dog.
- 9.2 An Owner of a Vicious Dog shall:
- a. Notify the Town that they own a Vicious Dog,



- b. Ensure that the Dog remains, at all times while on the property of the Owner, confined to a Secure Enclosure,
  - c. Ensure that at any time that the Dog is not on the property of the Owner, the Dog is secured by a restraining device which does not exceed 1.0 meter in length, and which is sufficient to control the Dog, and the Dog is under the physical control of the Owner or person in possession of the Dog with the owner's consent,
  - d. Ensure that any time that the Dog is not on the property of the Owner, that the Dog is wearing a properly fitted muzzle that permits adequate ventilation for the Dog while remaining securely fastened on the Dog,
  - e. Ensure that at no time while the Dog is in a Motor Vehicle, the Dog has access to Persons or Domestic Animals which are outside the motor vehicle, while ensuring that, at all times, the Dog has adequate ventilation and temperature control within the Motor Vehicle,
  - f. Ensure that at no time is the Dog transported unsecured in a motor vehicle or transported outside of the cab of a motor vehicle,
  - g. Provide to the Town proof that a policy of liability insurance is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000.00 for any injuries which may be caused by the Dog,
  - h. Ensures that the insurance policy contains a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated, and
  - i. Prominently displays, at the front and rear entrances to the owner's property, a sign stating, "Beware of Dog".
- 9.3 If an owner has any reason to believe that their Dog may be a Vicious Dog, they shall keep the Dog in accordance with the provisions of this Section unless and until the Town's Bylaw Enforcement Officer has determined that the Dog is not a Vicious Dog and has so advised the owner in writing.
- 9.4 If the Town's Bylaw Enforcement Officer has reasonable grounds to believe that a Dog is a Vicious Dog, either through personal observation or after an investigation initiated by a complaint about the Dog, the Bylaw Enforcement Officer may, in writing:
- a. Notify the owner that the Dog is deemed to be a Vicious Dog, and
  - b. Require the owner to comply with all provisions of this Bylaw with respect to Vicious Dogs immediately.
- 9.5 A notice under Section 9.4 shall include a summary of the applicable Bylaw provisions governing Vicious Dogs.
- 9.6 Notice given under Section 9.4 will be deemed served upon actual personal service of the notice upon the owner or after five (5) Days from mailing via regular mail to the owner's address as it appears on the Town's tax roll.
- 9.7 A person who has been served with a notice in accordance with Section 9.4 may appeal the notice to the Council by filing a written notice of appeal with the Chief Administrative Officer within seven (7) Days of being served with the notice under Section 9.4. The appeal will be heard by Council within 30 Days of receiving the notice of appeal.



- 9.8 Until such time as Council hears and upholds the appeal, the Dog must be treated in accordance with Vicious Dog provisions under this Bylaw.
- 9.9 The owner of a Vicious Dog shall apply for a Vicious Dog License under this Bylaw within seven (7) Days of the Dog being declared a Vicious Dog.
- 9.10 Where the owner of a Vicious Dog is guilty of an offence under this Bylaw, the minimum penalties for Vicious Dogs set out in Schedule B shall apply.
- 9.11 Nothing contained within this Bylaw shall prevent the Town from making application to the Court for an Order to destroy a Dog in accordance with the *Dangerous Dogs Act*, R.S.A. 2000, Chapter D-3 as amended, or repealed and replaced from time to time or taking such other steps with respect to the seizure, impoundment, control, or destruction of a Dog as may be available to the Town at law.
- 9.12 The Owner of a Vicious Dog shall immediately advise the Bylaw Enforcement Officer if the Vicious Dog is sold, gifted, transferred, or dies.

#### **10. Reclaiming an Animal**

- 10.1 The owner of any impounded Animal may reclaim the Animal from the Pound by paying to the Town of Milk River the fees as prescribed in Schedule B of this Bylaw and by obtaining the license for such Animal should a license be required under this Bylaw.
- 10.2 If at the expiration of a seventy-two (72) hour period from the time a Domestic Animal was first impounded it has not been redeemed, it may be sold or destroyed.
- 10.3 For the purpose of calculating the seventy-two (72) hour period of impoundment of a Domestic Animal, the date of impoundment included, however Saturdays, Sundays and holidays shall be excluded.
- 10.4 The purchase of a Domestic Animal from the Pound pursuant to the provisions of this section shall obtain full right and title to it and the right and title of the Former Owner to the Domestic Animal shall cease thereupon.
- 10.5 Impounded Domestic Animals shall be sold by the Town of Milk River at a price of no less than charges and costs levied against the Domestic Animal.
- 10.6 Disposal of all Domestic Animals as required by this Bylaw shall be done through euthanasia performed by a veterinarian.

#### **11. Wildlife**

No person shall have or keep a Wildlife animal or bird alive within the Town of Milk River.

#### **12. Livestock, Poultry or Bees**

- 12.1 No person shall keep Livestock, Poultry or bees, other than one pet rabbit per household within the Town of Milk River, unless the location on which such Livestock, Poultry or bees are kept falls within one of the following classifications:
- a. Those areas of the Town of Milk River which would be classified as farms in compliance with the requirements of the Land Use Bylaw.



- b. Those locations in the Town of Milk River for which development approvals has been granted pursuant to the requirement of the Land Use Bylaw and those locations in which an existing use does not conform to the Land Use Bylaw continues legally, where the permitted or legal non-conforming involves a farm, a packing plant, a Livestock auction market, or a similar operation.
- 12.2 No person while raising Livestock or Poultry shall create, establish, or maintain:
  - a. Any stable, byre or other building in which birds or animals are kept in a such a manner or in numbers as to be injurious or dangerous to health or which may hinder in any manner the prevention or suppression of disease.
  - b. Any accumulation or deposit of refuse, wherever situated, which is injurious to health, or which may hinder in any manner the prevention or suppression of disease.
  - c. Any deposit or offensive matter, refuse, offal, or manure contained in uncovered vehicles at any station or siding or elsewhere so as to be injurious to health, or which may hinder in any manner the prevention or suppression of disease.
  - d. Any accumulation of refuse wherever situated, for so long a period as to provide a breeding place for flies or creation of odours.
- 12.3 All Livestock or Poultry, while not under the direct control of a person shall be placed in a fenced or other secure area which will prevent the free roaming of such Livestock or Poultry.

### **13. Penalties – Voluntary Payment Tickets**

- 13.1 Where a Bylaw Enforcement Officer, a Constable or an Animal Control Officer of the Town, or any person authorized by this Bylaw, believes that a person has contravened any provisions of this Bylaw, they may serve upon such person a ticket as provided in this section either personally by mailing, or by leaving the same at the last known address and such service shall be adequate for the purpose of this Bylaw.
- 13.2 A ticket shall be in such form as determined by the Town Council and shall state the section of this Bylaw which as contravened and the amount payable according to Schedule B of this Bylaw, or to section 13 (13.1) above, whichever applies, in the form accepted by the Town of Milk River in lieu of prosecution.
- 13.3 Upon presentation of a ticket, issued pursuant to this section, within ten (10) Days from the date of issue thereof, together with the payment to the Town of Milk River of the fee as provided on the ticket, the person to whom the ticket was issued shall not be liable for prosecution for the contravention in respect of which the ticket was issued.
- 13.4 Nothing in this section shall:
  - a. Prevent any person from exercising their right to defend any charge of committing a breach of the provisions of Sections 3, 4, 5, 8 and 10.
  - b. Prevent any person from laying an information and complaint against any other person for committing a breach of any of the provision of Sections 3, 4, 5, 8 and 10 of this Bylaw.
  - c. Prevent any Peace Officer or Bylaw Enforcement Officer appointed specifically to enforce the provisions of Sections 3, 4, 5, 8, and 10 of this Bylaw.
- 13.5 Where any person has made a payment to the provisions of this section and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.

### **14. Summary Conviction**

A person who contravenes a provision of this Bylaw doing something which they are prohibited from doing, or by failing to do something which they are required to do, or by doing something in



a manner different from which they are required or permitted to do by this Bylaw, is guilty of an offence and liable, upon summary conviction, to fines set out in regulations passed pursuant hereto.


15. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
16. Bylaw Number 971 is hereby repealed.
17. This Bylaw shall come into effect upon the date of the final reading thereof.

Read a first time this 11<sup>th</sup> day of July 2022.

Read a second time this 11<sup>th</sup> day of July 2022.

Received Unanimous Consent for presentation of third reading this 11<sup>th</sup> day of July 2022.

Read a third and final time this 11<sup>th</sup> day of July 2022.

  
\_\_\_\_\_  
Larry Liebelt, Mayor

  
\_\_\_\_\_  
Kelly Lloyd, Chief Administrative Officer

**SCHEDULE A**  
**Bylaw 1037-22**

**LICENSE FEES**

		<u>CATS</u>	<u>DOGS</u>
FEMALE:	UNSPAYED	\$5.00	\$30.00
	SPAYED	\$5.00	\$20.00
MALE:	UNSPAYED	\$5.00	\$30.00
	SPAYED	\$5.00	\$20.00
DOG FANCIERS LICENSE:		\$100.00	
VICIOUS DOG:		\$100.00	

*KL*  
*LL*

**SCHEDULE B  
BYLAW 1037-22  
ANIMAL CONTROL TICKET**

This ticket is issued for breach of section(s) \_\_\_\_\_ of the Town of Milk River Bylaw 1037-22.

**Section 9**

Penalty \_\_\_\_\_ \$500 (five hundred) for first offence  
\_\_\_\_\_ \$1000 (one thousand) for second offence  
\_\_\_\_\_ \$1250 (one thousand fifty) for 3<sup>rd</sup> and subsequent offence

**Section 10.1**

Penalty \_\_\_\_\_ \$150 for first offence  
\_\_\_\_\_ \$250 for second offence  
\_\_\_\_\_ \$400 for 3<sup>rd</sup> and subsequent offence

**All Other Sections**

Penalty \_\_\_\_\_ \$150 for first offence  
\_\_\_\_\_ \$250 for second offence  
\_\_\_\_\_ \$400 for 3<sup>rd</sup> and subsequent offences

Upon presentation of the Animal control ticket with in ten (10) Days from the date of service of the Animal control ticket, together with voluntary payment of the penalty indicated, prosecution will be waived.

**Failure to do so will result in prosecution.**

**Payment to be made to:** The Town of Milk River  
PO Box 270  
Town of Milk River, AB T0K 1M0

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Service of Ticket \_\_\_\_\_

Offence \_\_\_\_\_

Location of Offence \_\_\_\_\_ Time of Offence \_\_\_\_\_

Description of Animal \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Animal Impounded: Yes \_\_\_\_\_ No \_\_\_\_\_

Ticket Issued By: \_\_\_\_\_ Receipt Number \_\_\_\_\_

*LL*

**SCHEDULE C**  
**BYLAW 1037-22**  
**DOG FANCIER'S LICENSE APPLICATION FORM**

Proposed License Holder's name(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Legal Description: Lot or Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

1. This application is limited to the following Dogs: Breed Tattoo or Microchip Registration Number (Where applicable)

1.

2.

\* A copy of the any applicable registration papers for the Dogs must accompany the Application.

2. The Dogs will be housed in the following manner (i.e., are the Dogs going to be kept in the house or another building on the property, what access to the outside will the Dogs have, how much time will the Dogs spend outside every Day):

3. The following provisions will be undertaken to minimize and control any noise caused by the Dogs:

4. The following provisions will be undertaken to remove all waste caused by the Dogs:  
Other Conditions:

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I certify that:

- a) I am 18 years of age or older,
- b) I own or rent the Property where the Dogs will be kept,
- c) I am the proposed License Holder,
- d) I am the Owner of the listed Dogs, and
- e) All the information in this Application is true.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ [Applicant's Signature]

\_\_\_\_\_ [Applicant's printed Name]



Request for Decision

## Tax Rate Bylaw 1040-23

June 12, 2023



### RECOMMENDATION

That Tax Rate Bylaw 1040-23 be given first reading.

That Tax Rate Bylaw 1040-23 be given second reading.

That Tax Rate Bylaw 1040-23 receive Unanimous Consent for consideration of third reading.

That Tax Rate Bylaw 1040-23 be given third and final reading.

### LEGISLATIVE AUTHORITY

MGA Section 353 - Each council must pass a property tax bylaw annually. The property tax bylaw authorizes council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of a) the expenditures and transfers set out in the budget of the municipality, and b) the requisitions.

MGA Section 369 - If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year; pass a bylaw authorizing it to impose supplementary tax in respect of that property.

### BACKGROUND

The assessed value of a residential property is a calculation based upon the market value of a property and reflects a combination of any changes/improvements made to the property and the current real estate market conditions for residential properties. For non-residential properties the assessed value could reflect one or more of the estimated business value based on profit estimates, the estimated value of the investment in the business or the estimated cost of replacement of the business or components of the business.

The valuation date for property assessment is July 1 of the previous year. Meaning the assessment values used for 2023 property taxes reflects the value of the property as of July 1, 2022. **The second date used for valuation is the 'characteristics and physical condition' date.** This is the date on which the condition of the property is recorded. In Alberta this date is December 31 of the previous year.

### ATTACHMENTS

1. Tax Rate Bylaw 1040-23

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1040-23**

**A BY-LAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA FOR THE 2023 TAXATION YEAR.**

**WHEREAS**, the Town of Milk River has prepared and adopted detailed estimates of the municipal revenues and expenditures as required for 2023 at the council meeting held on June 12, 2023; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the operating budget for the Town of Milk River for 2023 total \$13,286,957; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$12,454,073 and the balance of \$1,006,543 is to be raised by municipal taxation and frontage charges; and

**WHEREAS**, the requisitions are:

<b>Alberta School Foundation Fund (ASFF)</b>	
Residential/Farmland	\$153,410
Non-residential	<u>\$41,054</u>
	\$194,464
 <b>Seniors Foundation</b>	 \$21,905
 <b>Designated Industrial Properties</b>	 \$115

**WHEREAS**, the Council of the Town of Milk River is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Alberta Municipal Government Act, Chapter M26, RSA 2000 as amended; and

**WHEREAS**, the assessed value of all property in the Town of Milk River as shown on the assessment roll is:

**Town of Milk River Assessment**

Residential and Farmland	\$61,219,630
Non-residential	\$10,962,600
Linear	\$1,489,560
Designated Industrial Property	<u>\$58,540</u>
Total	\$73,730,330

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Milk River in the Province of Alberta, hereby enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Milk River, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential / Farmland	\$743,819	\$61,219,630	12.15000
Non-residential	<u>\$262,725</u>	<u>\$12,510,700</u>	21.000
Municipal Totals	\$822,884	\$73,730,330	
 <b>ASFF</b>			
Residential / Farmland	\$153,410	\$61,219,630	2.5059
Non-residential	<u>\$41,054</u>	<u>\$11,881,600</u>	3.4553
	\$194,465	\$73,101,230	
 <b>Seniors Foundation</b>	\$21,905	\$73,101,230	.29965
 <b>Designated Industrial</b>	\$115	\$1,548,100	0.0746

2. The minimum amount payable for improved properties as property tax for general municipal purposes shall be \$200.00.
3. The minimum amount payable as municipal property tax shall be \$1,000.00 for vacant residential land.
4. If, as of the 31<sup>st</sup> day of August 2023, any taxes which remain unpaid shall receive a 5% penalty on the 1<sup>st</sup> day of September 2023.
5. A 1.5% penalty will be imposed on the unpaid balance on the first day of the month thereafter.

That this bylaw shall take effect on the date of the third and final reading thereof.

Read a first time this XXX day of XXX 2023.

Read a second time this XXX day of XXX 2023.

Received Unanimous Consent for consideration of third reading this XXX day of XXX 2023.

Read a third time and passed this XXX day of XXX 2023.

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Larry Liebelt – Mayor

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Kelly Lloyd – Chief Administrative Officer

Request for Decision

## Special Levies Bylaw 1041-23

June 12, 2023



### RECOMMENDATION

That the Special Levies Bylaw 1041-23 be given first reading.

That the Special Levies Bylaw 1041-23 be given second reading.

That the Special Levies Bylaw 1041-23 receive Unanimous Consent for consideration of third reading.

That the Special Levies Bylaw 1041-23 be given third and final reading.

### LEGISLATIVE AUTHORITY

Division 5: Special Tax

Special tax bylaw 382

(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes: (a) a waterworks tax; (b) a sewer tax; (c) a boulevard tax; (d) a dust treatment tax; (e) a paving tax; (f) a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities; (g) repealed 2008 cE-6.6 s55; (h) a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality; (i) a fire protection area tax; (j) a drainage ditch tax; (k) a tax to provide a supply of water for the residents of a hamlet; (l) a recreational services tax.

(2) A special tax bylaw must be passed annually.

Taxable property 383

(1) The special tax bylaw authorizes the council to impose the tax in respect of property in any area of the municipality that will benefit from the specific service or purpose stated in the bylaw.

(2) The tax must not be imposed in respect of property that is exempt under section 351.

### BACKGROUND

A Council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more special tax. Bylaw 1041-23 is specific to road works.

### ATTACHMENTS

1. Special Levies Bylaw 1041-23

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1041-23**

**A BYLAW OF THE COUNCIL OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE 2023 SPECIAL TAX LEVIES.**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, RSA 2000, being Chapter M-26, as amended, a Council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more special tax, and

**WHEREAS**, the Council of the Town of Milk River deems it necessary to provide for special tax levies in the 2023 Operating and Capital Budget for specific municipal projects and services; and

**WHEREAS**, the total assessment on all assessed taxable property for 2023 is \$73,681,090 all of which will be subject to the special tax levies.

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

1. **THAT** this by-law shall be cited as the 2023 Special Levies Bylaw.
2. **THAT** the following Special Tax Levy be imposed:
  - a) **Road Operating Special Tax Levy** – (+/-) \$24,450.00 – to include but not be limited to repairs and maintenance of paved streets, gravel streets and lanes, sidewalks, curbs, gutters, and boulevards situated within the existing road rights-of-way as well as installation of streetlights within the road right of way. The tax rate is \$50.00 per taxable parcel and will be imposed upon taxable parcels that do not pay a pavement local improvement tax as prepared in accordance with Part 9 of the Alberta *Municipal Government Act*.
3. **THIS** bylaw shall come into full force and effect upon the final reading thereof.

READ a first time this XXXX day of XXXX 2023

READ a second time this XXXX day of XXXX 2023

Received Unanimous Consent for consideration of third reading this XXX day of XXX 2023.

READ a third and final time this XXX day of XXXX 2023

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Mayor – Larry Liebelt

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CAO – Kelly Lloyd

Request for Decision

Milk River Historical Society

June 12, 2023



## RECOMMENDATION

That Council approve the placement of the RCMP outpost building in the green space adjacent to the tipi.

## LEGISLATIVE AUTHORITY

## BACKGROUND

In 2021, the Historical Society requested permission from the provincial government to relocate an original RCMP outpost building to the Visitor Information Centre. Alberta Infrastructure responded that it could not support this relocation at that time.

2023 marks the 150<sup>th</sup> anniversary of the RCMP, and as such, the Society would like to relocate the building to a location in town. Through discussions with the Society, 8 Flags Campground was determined to be the best location and would be considered permanent.

At the May 8<sup>th</sup> regular council meeting the following resolution was made:

"Moved by Deputy Mayor Degenstein, "the Council supports the proposed location for the RCMP outpost at the 8 Flags Campground, based on Alberta Transportations response regarding right of ways and property lines." Motion Carried 2023-130"

Following the May 8<sup>th</sup> meeting, administration reached out to Alberta Transportation to determine setbacks and requirements. The attached map shows that the green space location first proposed will not work.

Subsequently administration met with Historical Society members, where a new proposed location is being presented to Council for deliberation.

## RISK/CONSEQUENCES

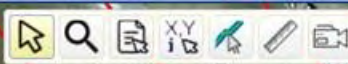
1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Alberta Transportation Setback Map
2. New Proposed Location for Outpost (6 layouts)



Clear located



50 m

Lat, Lon: 49 14606, -112 07960 Zoom level: 18

# N.W.M.P. Outpost- 8 Flags Campground - Option 3

Illustration C



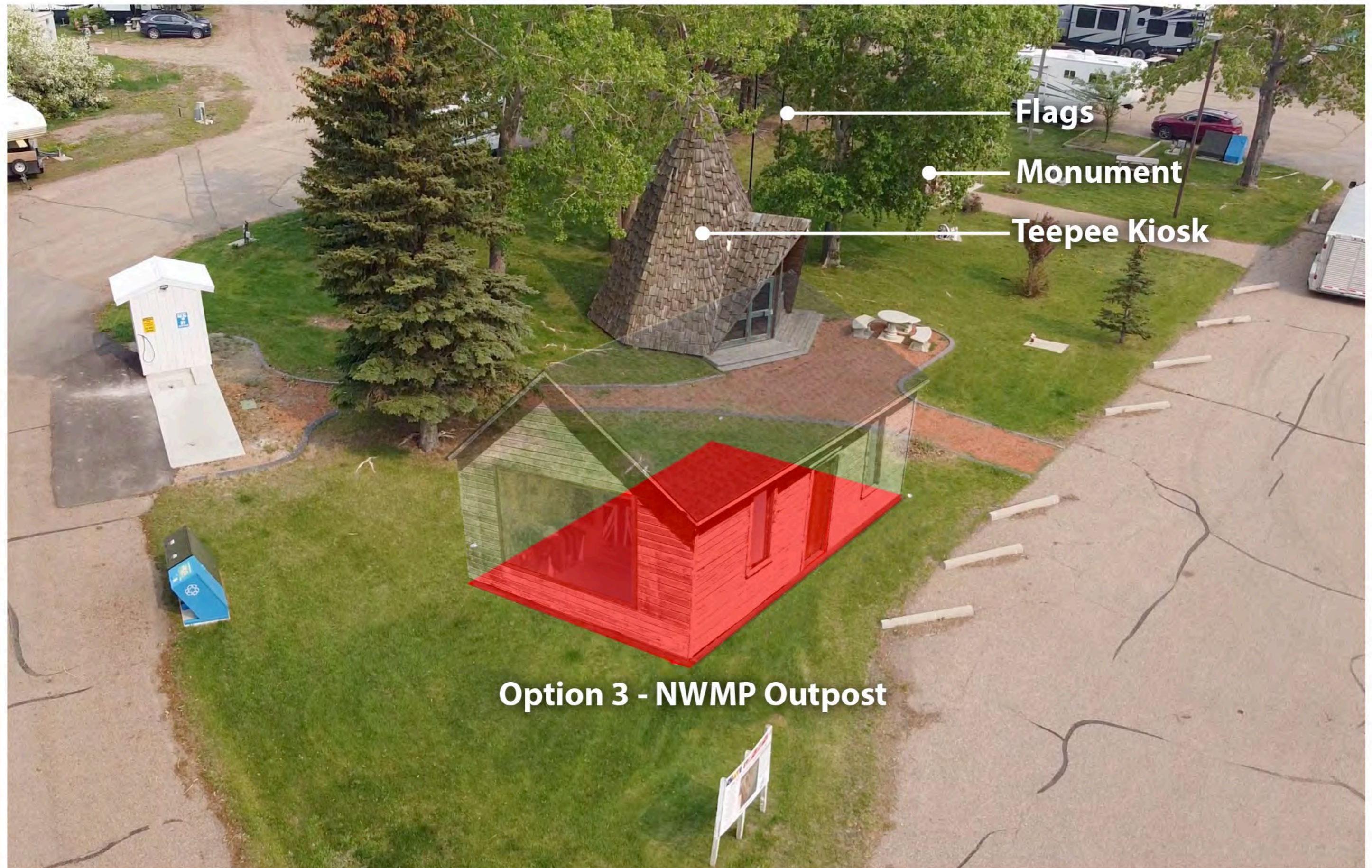
Option 3 - NWMP Outpost

**Advantages:** outside road allowance and flood zones  
close to historic plaque and flags  
near campground entrance & parking

**Disadvantages:** display window moved to north side  
back side somewhat hidden  
farther from road

# N.W.M.P. Outpost- 8 Flags Campground - Option 3

Illustration C



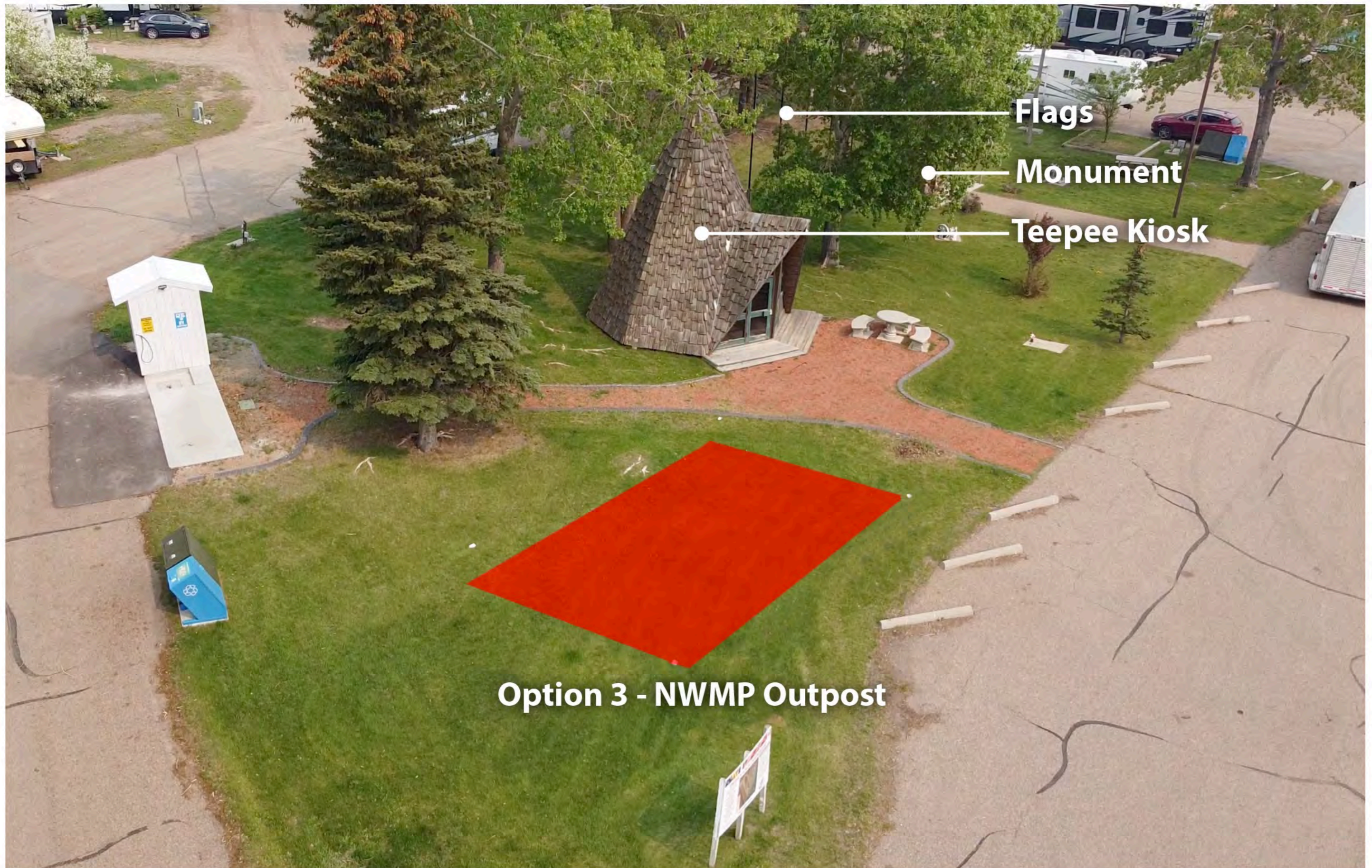
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**Disadvantages:** display window moved to north side  
back side somewhat hidden  
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# N.W.M.P. Outpost- 8 Flags Campground - Option 3

Illustration C



**Advantages:** outside road allowance and flood zones  
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near campground entrance & parking

**Disadvantages:** display window moved to north side  
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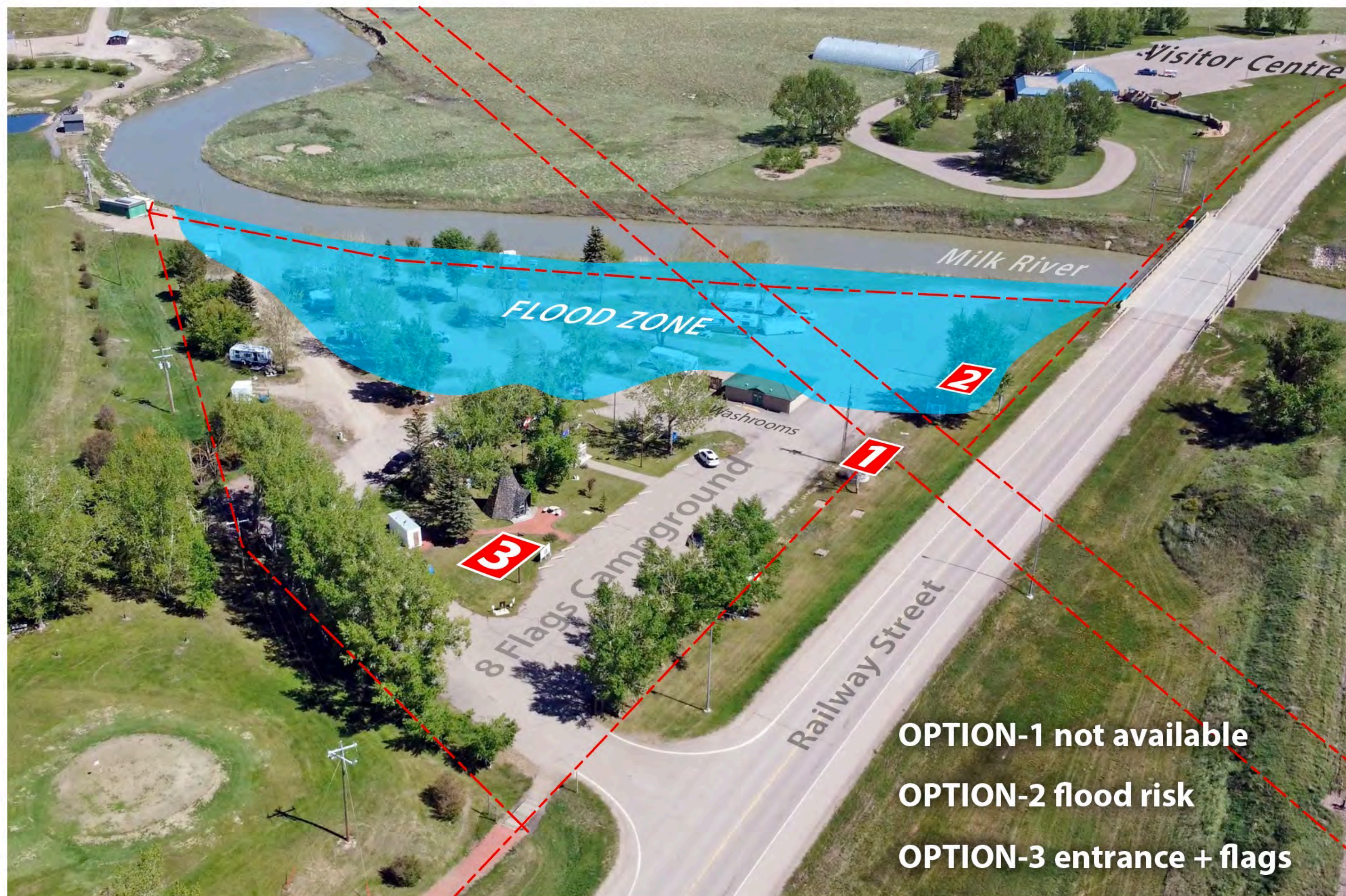
## N.W.M.P. Outpost- 8 Flags Campground - Option 3 overview

### Illustration D



# N.W.M.P. Outpost- 8 Flags Campground optional locations

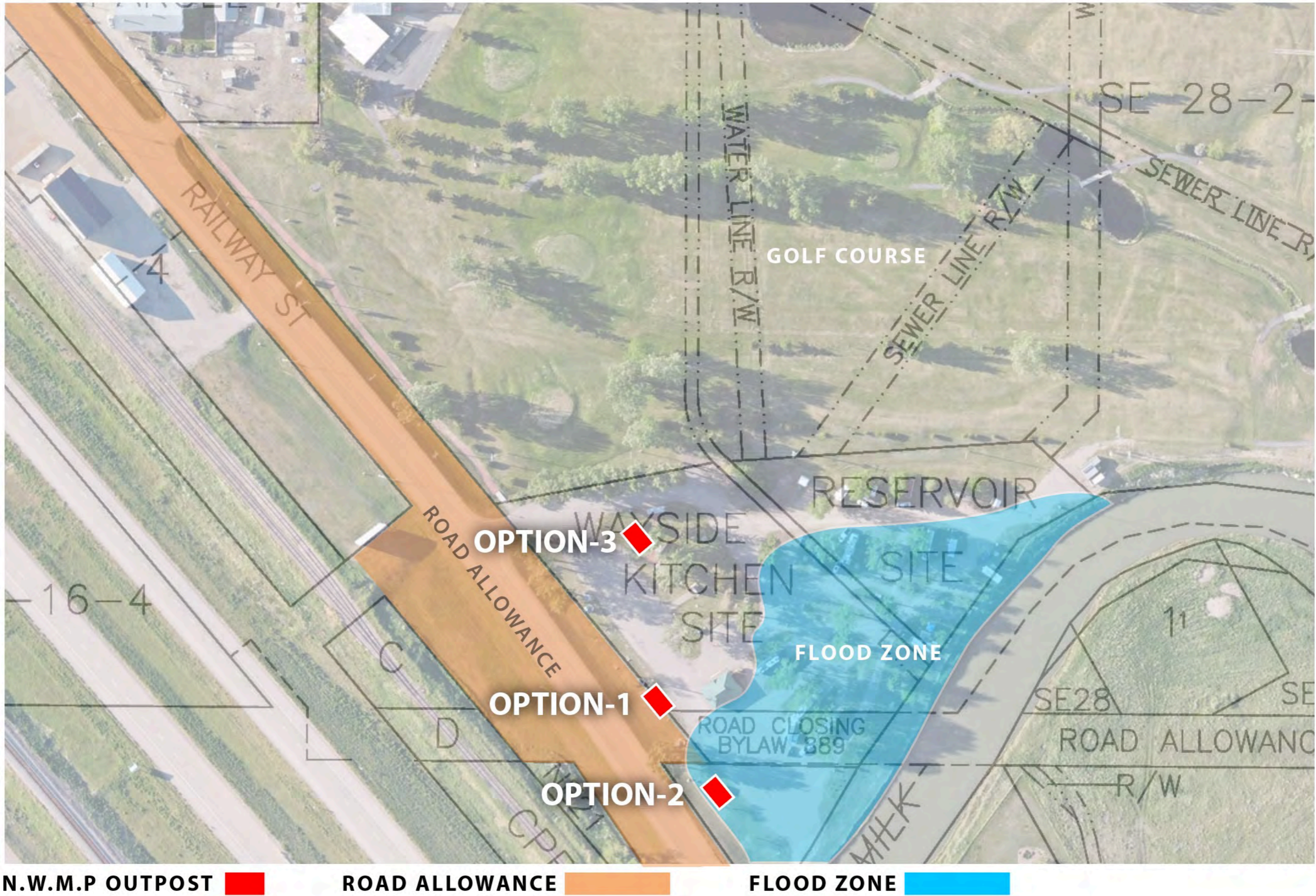
Illustration A



**OPTION-1 not available**  
**OPTION-2 flood risk**  
**OPTION-3 entrance + flags**

N.W.M.P. Outpost- 8 Flags Campground optional locations (LUB)

Illustration B



Request for Decision

## Correspondence

June 12, 2023



### RECOMMENDATION

That correspondence for the period ending June 12, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Palliser Airshed Society Annual Report
2. Yellowhead County
3. Ukrainian Canadian Congress - Alberta Provincial Council
4. Taber and District Community Adult Learning Association
5. FCSS Report



**2022**

# **A YEAR IN THE PALLISER AIRSHED**



# Palliser Airshed Society

PO Box 23121 Medicine Hat Mall  
Medicine Hat, AB T1B 4C7

[www.palliserairshed.com](http://www.palliserairshed.com)

PH 403.512.0085

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## **Introduction**

The Palliser Airshed Society (PAS) is a multi-stakeholder, not-for-profit organization consisting of industry, local government, environmental organizations, in partnership with Alberta Environment and Protected Areas. PAS was formed in 2003 in response to concerns over air quality in the Medicine Hat region. In 2007, the PAS expanded its borders to the boundaries of the former Palliser Health Region. The airshed zone was expanded again in 2011, when the southwest border was extended to Highway 4 and Highway 36. Figure 1 illustrates the boundaries of the area monitored by the Palliser Airshed Society.

The current airshed boundaries encompass an area greater than 58,000 km<sup>2</sup>. Approximately 140,000 people live and work in this area. The major industries include oil and gas processing, power generation, manufacturing, agriculture, ranching and tourism.

The PAS air monitoring network uses a combination of both continuous and passive monitoring technologies. The network is designed to provide reliable

information to a wide range of stakeholders, including those involved in developing strategies to maintain environmental quality through sound management.

In 2022, PAS operated three continuous monitoring stations, and 16 passive sampling sites. The Crescent Heights continuous monitoring station has been in operation since 2003. The *airpointer+PM*® moved to a new home in Taber and began full operation in June 2022. AEP has loaned PAS an Airpointer that is located in Brooks at the Medicine Hat College Campus. It began full operation in June 2022.

PAS' network now include sensor-based monitoring for PM<sub>2.5</sub>. Current locations include: Acadia Valley, Bassano, Bow Island, Brooks, Consort, Duchess, Empress, Medicine Hat (Crescent Heights and Desert Blume Golf Course), Milk River, Oyen, Redcliff, Vauxhall, and Warner.

## **Vision**

Air quality is known and valued to promote a healthy environment.

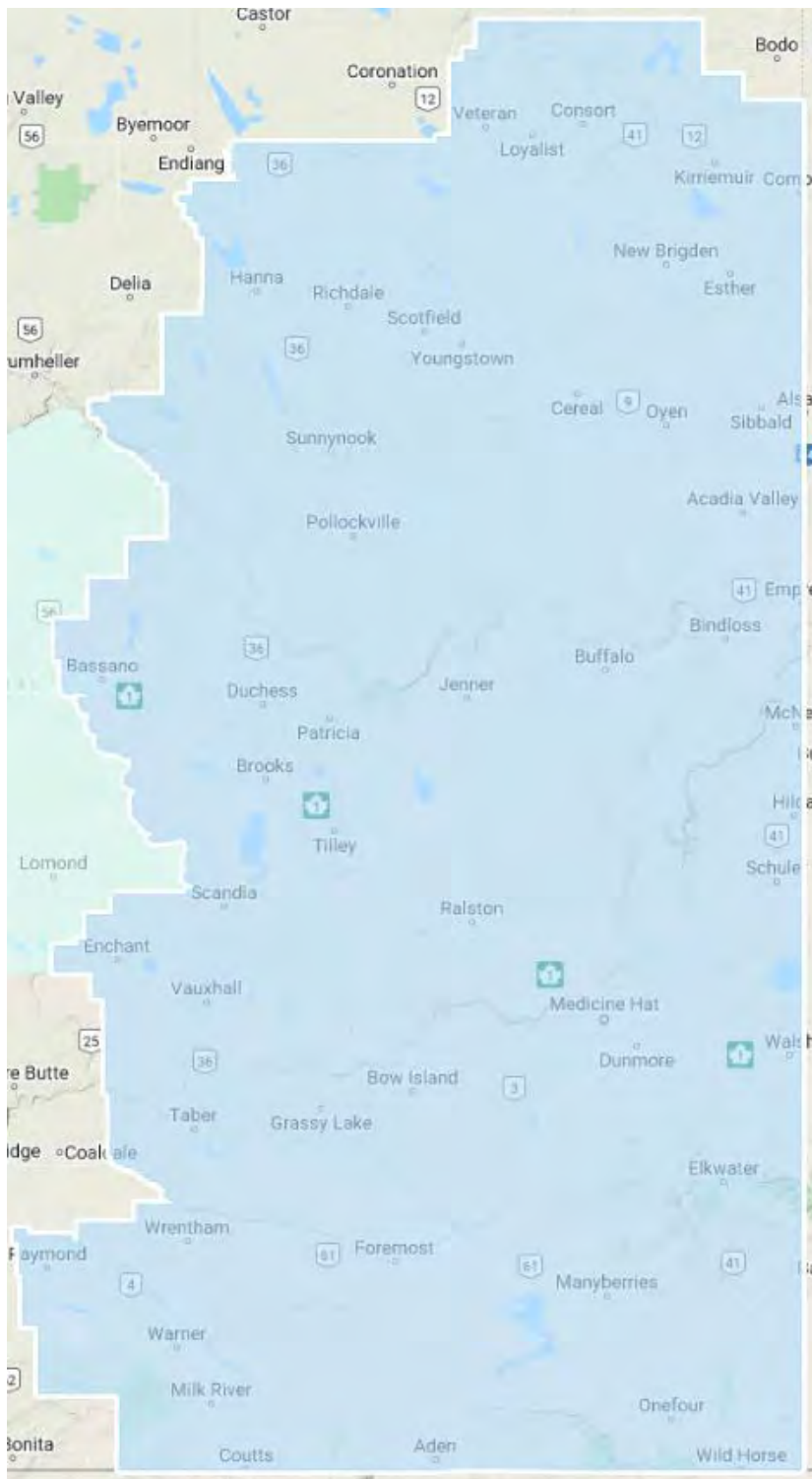
## **Mission**

Collecting and communicating credible ambient air quality data to develop strategies to manage air quality issues within Palliser Airshed.

## **Principles**

Through the development and achievement of a consensus based, multi-disciplinary stakeholder group, the Palliser Airshed Society (PAS) is committed to:

- ❖ Collecting and communicating credible ambient air quality data.
- ❖ Connecting stakeholders and promoting community involvement.
- ❖ Educating the community, advocating for environmental stewardship
- ❖ Responsibly managing our resources to achieve our vision and mission.
- ❖ Understanding air quality issues prevalent in the airshed and the potential effects to human, animal, and vegetative health.
- ❖ Collaborative actions with Alberta Airsheds Council (AAC) on projects of common interest.



**Figure 1. Boundaries of the Palliser Airshed**

## Year in Review

### PAS AIR MONITORING NETWORK

The Crescent Heights air monitoring station and the Taber and Brooks Airpointer® met the operations criteria defined by the Alberta Ambient Air Monitoring Directive (AMD) throughout 2022. The measured air quality was within the Alberta Ambient Air Quality Objectives (AAAQO) for 2022, with the exception of PM<sub>2.5</sub> exceedance events. In total nine 24-hour and nine 1-hour events were recorded between the 3 stations attributed to wildfire smoke and high wind speed events in the region. All passive sampling sites yielded more than 90% valid samples for SO<sub>2</sub>, and NO<sub>2</sub>.

Please visit the PAS website for additional information: [www.palliserairshed.com](http://www.palliserairshed.com). If you have any comments or suggestions, please contact Lorna Morishita at (403) 512-0085 or [admin@palliserairshed.com](mailto:admin@palliserairshed.com).

### CONSULTANTS

The PAS Board contracts WSP E&I Canada Limited (formerly Wood) to operate and manage the monitoring equipment as well as reporting of data representative of the airshed. Wood's primary goal is to ensure high quality data is collected while maintaining efficient operations of the monitoring network.

### CONTACT INFORMATION



**Figure 2. PAS Continuous Air Quality Monitoring Stations**



## **Message from the Chair**

On behalf of the Palliser Airshed Society (PAS), it is my pleasure to present the 2022 Annual Report. 2022 was our seventeenth full year of air quality monitoring in southeastern Alberta. The current zone covers the southeastern corner of Alberta, an area of approximately 58,000 square kilometers and includes about 140,000 people who work and live in the area.

As part of Communication and Outreach program PAS began installing PM2.5 PurpleAir sensors located at Medicine Hat, Brooks, Oyen, and Milk River in 2020-21. With PurpleAir Sensors donated by ECCC in 2022, PAS was able to expand our sensor network by 10 more units now serving Acadia Valley, Bassano, Bow Island, Consort, Desert Blume, Duchess, Empress, Redcliff, Vauxhall, and Warner. We were also able to work with Alberta Parks to start a PurpleAir Network. They installed their first of three units in Cypress Hills Provincial Park in the Fall of 2022. We currently have monitoring in every municipal district in our Airshed and will continue to expand this network in the summer of 2023.

Our long-term contracts with Alberta Environment and Protected Areas (EPA) continues to provide PAS with the financial stability that will allow us to make long term plans for the airshed.

In 2022 we started tracking the volunteer hours at PAS, in order to understand and recognized the commitment of those involved. Our Board and Members have contributed over 470 hours of service to improve our Governance, Technical Aptitude, and Community Outreach.

I want to thank AEPA, industry and municipalities for their commitment to airsheds in the province. Without their support our airshed would not be sustainable.

I look forward to an interesting and exciting 2023 and years ahead.

*Bill Nalder*  
Chairman



## **Membership - Board of Directors**

<b>Position</b>	<b>Name</b>	<b>Association</b>
Chair	Bill Nalder	CNRL
Vice-Chair	Ed Rahn	Alberta Energy Regulator
Executive Director	Lorna Morishita	Palliser Airshed Society
Treasurer	Pamela Hodgkinson	Alberta Health Services
Director	Gerry Buck	Lantic Inc.
Director	Frauke Spurrell	Alberta Environment and Protected Areas
Director	Jason Sweeney	Cancarb Ltd.
Director	David Gue	Grasslands Naturalists
Director	Adria Coombs	City of Medicine Hat
Director	Boyd Mostoway	City of Medicine Hat Electric Utility
Director	Kim Schacher	International Petroleum Corp.
Director	Crystal Galloway	Methanex

## **Membership – Funding Members**

### **GOVERNMENT & MUNICIPALITIES**

Alberta Environment and Protected Areas, Air and Watershed Stewardship Branch	Alberta Environment and Protected Areas, Intergovernmental Relations and Engagement Branch
City of Medicine Hat	Cypress County
County of Newell	Town of Redcliff

### **INDUSTRY**

Baytex Energy	JBS Foods Canada
Big Marble Farms	Journey Enerov Inc
Black Spur Oil Corp	Karve Energy
Campus Energy	Lamb Weston Canada
CF Industries	Lantic Inc
Cancarb Limited	Methanex
Canlin Resources	NAT-1 Ltd Partnership
Cardinal Energy	North 40 Resources
CertainTeed Corp	Obsidian Energy
City of Medicine Hat Electric Utility	Pembina Pipelines
City of Medicine Hat Gas Utility	Pine Cliff Energy Ltd
CNRL	Porocel of Canada Ltd
COR4 Oil Corp	Prairie Gold Produce Ltd
Crescent Point Energy	Prairie Provident Resources
Doag Energy	Surge Energy
Foothills Pipe Lines	Tamarack Valley Energy
Gryphon Petroleum Corp	Torxen Energy
Heartland Generation	TC Energy
Hemisphere Energy Corp	West Drum Energy
IPC Canada Ltd.	Westlake Energy
	Zargon Oil and Gas

## **Membership – In Kind Contributions**

Alberta Health Services	Alberta Energy Regulator
M.D, of Acadia Valley	Town of Bassano
Town of Bow Island	City of Brooks
Village of Consort	Desert Blume Gold Course
Village of Duchess	Village of Empress
Grasslands Naturalists	Medicine Hat College
Town of Milk River	Special Areas Board
Taber Irrigation District	Town of Vauxhall
Village of Warner	Environment and Climate Change Canada

### **MEMBER VOLUNTEER HOURS**

PAS would like to thank our members who devoted 471 hours in 2022 for Board Meetings, Committee Meetings (Governance and Finance, Communications and Outreach and Technical Advisory).



## **History and Outlook of the Palliser Airshed Network**

The PAS air quality monitoring network design was approved by the Board prior to the fall of 2003. A continuous monitoring station was placed within the Airshed to collect representative, scientifically credible air quality data for the area. In addition, a passive monitoring network of six stations was implemented to augment the data collected at the continuous station.

The continuous monitoring station was established across from the McCoy High School in the Crescent Heights region of Medicine Hat (Figure 3). This station monitors sulphur dioxide (SO<sub>2</sub>), nitrogen oxides (NO, NO<sub>2</sub>, NO<sub>x</sub>), ozone (O<sub>3</sub>), total hydrocarbons (THC), carbon monoxide (CO), and fine particulate matter (PM<sub>2.5</sub>). The station also collects meteorological data, including wind speed, wind direction, ambient temperature, relative humidity, and solar radiation data. Meteorological data is used to assist in interpretation of air quality parameter readings and source investigation.

In 2007, the Palliser Airshed expanded its borders. The airshed was expanded to encompass approximately 40,000 km<sup>2</sup> and included a population of approximately 100,000 people. The borders were aligned with the boundaries of the former Palliser Health Region. A new monitoring plan was developed based on the expansion. As a result, the network added a portable air monitoring station and fourteen passive sampling stations.

In 2010, the Palliser Airshed Society faced serious financial stress. To resolve the circumstances, the passive sampling program was modified by monitoring ten sites for six months and then switching to the other ten sites for the remainder of the year. The portable monitoring program was downsized to a two-month program at the Jenner Station.

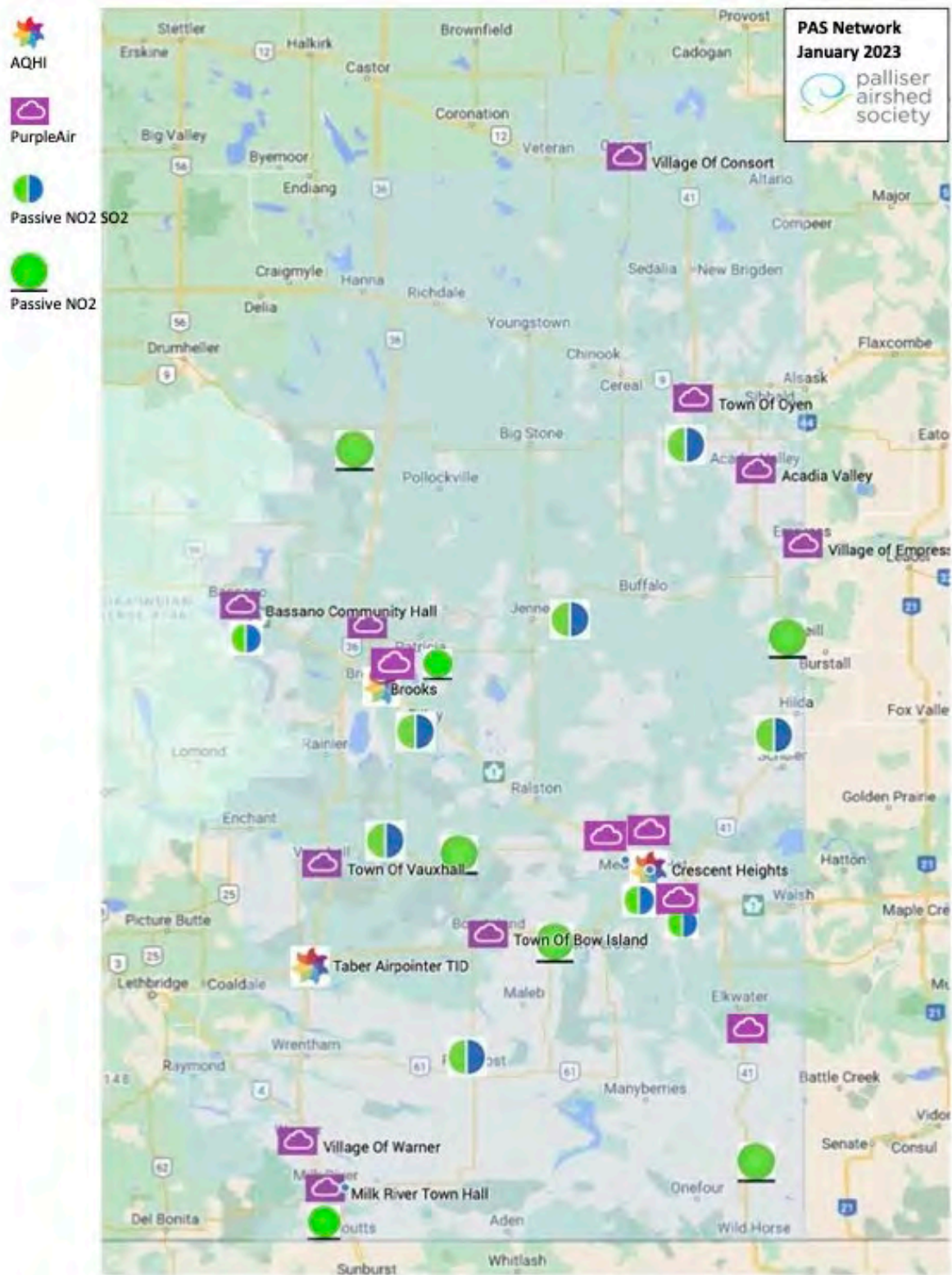
In 2011, the southwest border was extended to the junction of Highway 4 and Highway 36. The portable monitoring station was decommissioned in October following the Hays monitoring program. Two passive sites at Hays were added to the passive network, forming a total of twenty-two passive stations, as shown in Figure 3.

In July 2015, an *airpointer+PM*® was commissioned for operation at a location adjacent to the City of Brooks. The *airpointer+PM*® is intended for use as a portable monitoring station and was relocated to a site near the Medicine Hat Airport in September 2016, where it operated through to July 2018. The *airpointer+PM*® was moved to a site located nearby the Medicine Hat Trap Club in October 2018 and operated through to May 2022. The *airpointer+PM*® moved to a new home in Taber and began full operation in June 2022. AEP has loaned PAS an Airpointer that is located in Brooks at the Medicine Hat College Campus, it began full operation in June 2022.

Due to financial constraints in 2017, PAS completed a rationalization of the passive monitoring network with the technical help of AEP. As a result of the study, O<sub>3</sub> passive monitoring was discontinued in March 2017. Seven sites were discontinued completely, and SO<sub>2</sub> monitoring was discontinued at an additional seven sites in June 2017. A new NO<sub>2</sub> site was established in December 2017 near Milk River.

In October 2022, the southwest border was extended east to include the MD of Taber, Warner County and Special Areas 2, 3, and 4. The current airshed encompasses an area of greater than 58,000 km<sup>2</sup>, with approximately 140,000 people living and working in this area.

PAS' network now include sensor-based monitoring for PM<sub>2.5</sub>. Current locations include Acadia Valley, Bassano, Bow Island, Brooks, Consort, Duchess, Empress, Medicine Hat (Crescent Heights and Desert Blume Golf Course), Milk River, Oyen, Redcliff, Vauxhall, and Warner.



**Figure 3. PAS Air Quality Monitoring Network for 2022**

## **Continuous Air Quality Monitoring Program**

The Palliser Airshed Society operates two continuous air monitoring stations which are monitoring ambient air quality in the City of Medicine Hat. The Crescent Heights station is a stationary air monitoring station, which began monitoring operations in December 2003. The Medicine Hat Airport site is monitored by a portable *airpointer+PM*® station which began operations on September 9, 2016 and continued to July 2018. The *airpointer+PM*® was moved to a site located nearby the Medicine Hat Trap Club in October 2018 and operated through to May 2022. The *airpointer+PM*® moved to a new home in Taber and began full operation in June 2022. AEP has loaned PAS an Airpointer that is located in Brooks at the Medicine Hat College Campus, it began full operation in June 2022. The *airpointer*® is a compact monitoring system, and as such, it can be mobilized to address special air monitoring needs within the airshed.

Near real-time data from the continuous air monitoring stations has been available on the PAS website since the spring of 2004, allowing public access to this data and providing an indication of the ambient air quality.

Environment Canada, as a stakeholder, provided a TEOM fine particulate analyzer and a carbon monoxide analyzer for the

Crescent Heights station when the PAS airshed began operations. Donation of the equipment was made through a partnership program with Alberta Environment and Protected Areas, and the National Air Pollution Surveillance program (NAPS) of Environment Canada. In 2013, AEP provided a SHARP PM<sub>2.5</sub> monitor to replace the TEOM. This instrument enables the Crescent Heights station to report the Air Quality Health Index (AQHI). The AQHI is a public health tool used to provide advice to the general population and at-risk groups on how to reduce health risk by adjusting daily activities according to the status of air quality. In Alberta, the AQHI is measured and forecast for 31 communities. Near real-time AQHI data is available on the AEP website:

<https://airquality.alberta.ca/map/>



## **Continuous Air Quality Monitoring Results**

### **Oxides of Nitrogen**

Oxides of nitrogen ( $\text{NO}_x$ ) are present in the air primarily in the form of nitric oxide ( $\text{NO}$ ) and nitrogen dioxide ( $\text{NO}_2$ ). These emissions are produced from the reaction of nitrogen and oxygen gases during combustion, especially at high temperatures. In atmospheric chemistry, oxides of nitrogen refer to the total concentration of nitric oxide and nitrogen dioxide.

Oxides of nitrogen ( $\text{NO}_x$ ) are produced from both natural and anthropogenic sources. Forest fires, lightning, and nitrogen fixation microorganisms are the primary natural contribution sources. Anthropogenic emissions are primarily from fuel combustions, such as transportation sources (automobiles, trucks, and trains), industrial sources (oil and gas industries), power generation plants, and space heating. The largest urban source of oxides of nitrogen is motor vehicles.

Nitrogen dioxide is a major component of photochemical reactions in the atmosphere that leads to smog formation, acid rain, and ground-level ozone formation and scavenging. High concentrations of oxides of nitrogen can damage plants, causing leaf discoloring and impairment of leaf function. Nitrogen dioxide, at higher concentrations, is an irritating gas that can constrict airways of asthmatics and may increase the susceptibility of infection in the general population.

Alberta Environment and Protected Areas sets air quality objectives for  $\text{NO}_2$  among the nitrogen oxides compounds. The Alberta Ambient Air Quality Objectives for nitrogen dioxide are:

- 1-hour average AAAQO = 159 ppb
- Annual average AAAQO = 24 ppb



The Crescent Heights station was greater than 90% operational for 2022. The operational uptime for Taber and Brooks stations were 81.4% and 100.0% respectively. There were no exceedances of the 1-hour and annual AAAQO values. The annual average concentration of  $\text{NO}_2$  at the Crescent Heights station was recorded as 5.8 ppb. Averages for Taber was 3.9 ppb and Brooks was 4.0 ppb. The maximum 1-hour average concentration of 47.7 ppb at the Crescent Heights station was detected in November. The maximum 1-hour average concentration of 31.8 ppb at the Taber station in November and 31.7 ppb at Brooks were detected in November.

Figure 4 compares annual average concentrations of  $\text{NO}_2$  for the Air Monitoring Stations (AMS) in Alberta. The concentration at the Crescent Heights and Medicine Hat Airport stations was comparable to other cities of similar size. Higher concentrations of nitrogen dioxide tend to be recorded in large cities, such as Calgary and Edmonton, due to traffic and space heating. A higher concentration of  $\text{NO}_2$  is also detected in energy resource operation regions, e.g. Wood Buffalo area.

Parameter	Annual Average Concentration – Nitrogen Oxides (NO/NO <sub>2</sub> /NO <sub>x</sub> , ppb)									
	Crescent Heights						Taber		Brooks	
	2022	2021	2020	2019	2018	2017	2022	2021	2022	2021
<b>NO<sub>x</sub></b>	7.5	7.2	7.3	8.6	9.6	7.2	5.2	6.7	5.0	4.2
<b>NO<sub>2</sub></b>	5.8	5.6	5.6	6.8	7.2	5.7	3.9	4.4	4.0	3.3
<b>NO</b>	0.1	1.6	1.8	1.8	2.3	1.4	1.3	2.4	1.1	1.0

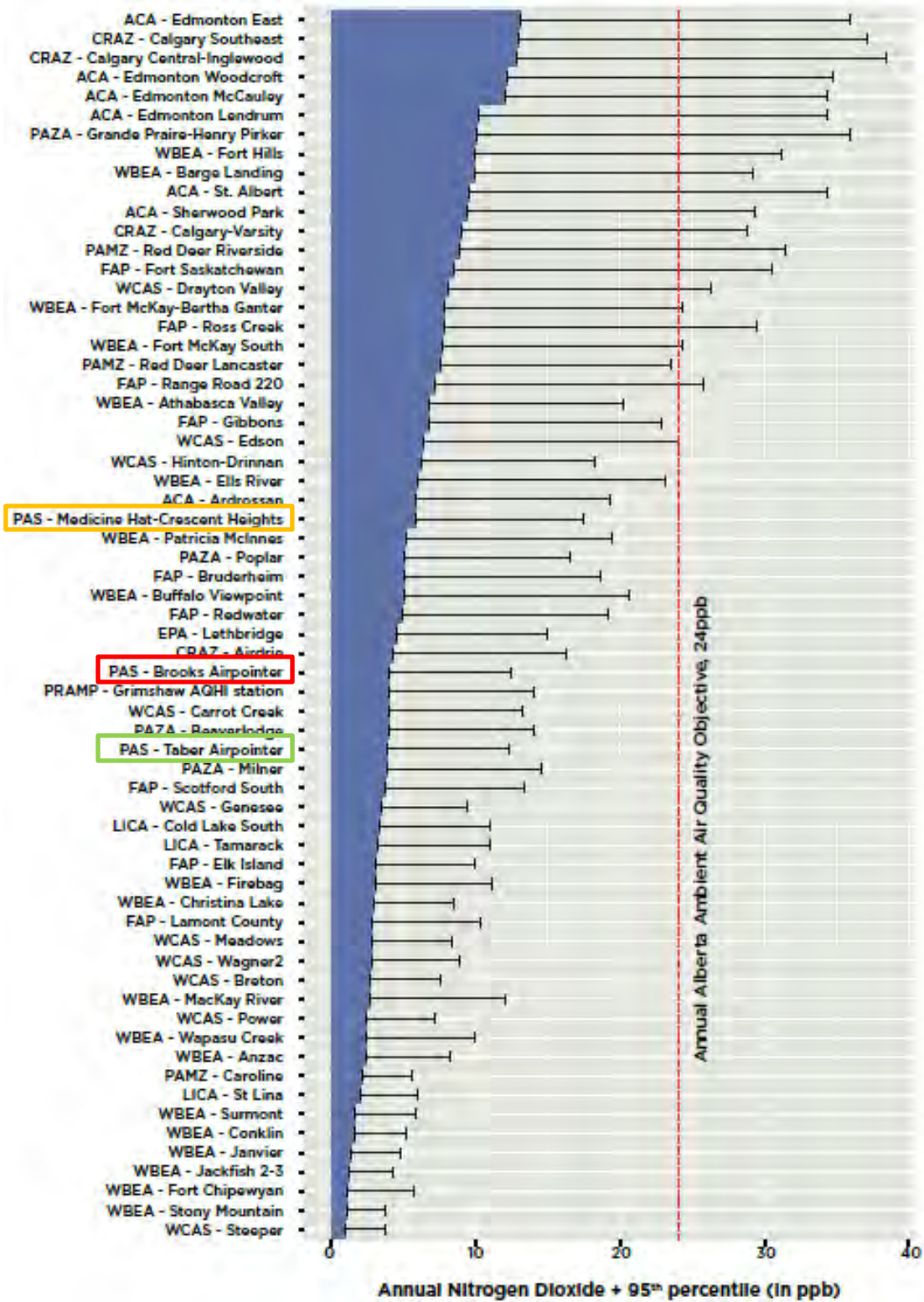


Figure 4. Nitrogen Dioxide (NO<sub>2</sub>) – 2022 Annual Average

## Ozone

Ozone (O<sub>3</sub>) is most commonly known as the “ozone layer” in the upper atmosphere (stratosphere) which shields the Earth against harmful radiation from the sun, particularly ultraviolet B radiation. However, ozone is considered a pollutant at ground level as it is involved with photochemical production of many secondary air pollutants (such as smog). Ozone is described as “Good up high; Bad nearby”.

Ozone is a bluish colored gas that has a distinctive sharp odour at higher concentrations, such as that generated from lightning storms or near photocopiers indoors. At normal outdoor concentrations, ozone tends to be odourless. At higher concentrations, ozone can reduce lung function, aggravate existing respiratory illness, and irritate eyes, nose, and throats.

Ozone is a reactive gas. It tends to react rapidly in the presence of oxides of nitrogen. In Alberta, ozone concentrations are generally lower in urban areas. The trend is likely due to scavenging of ozone by nitric oxide emitted by traffic emissions and residential/commercial heating. Ozone concentration is typically highest between late spring and summer. Research in the Edmonton Capital Region found that high concentrations of ozone could be associated with contributions from the upper air ozone and photochemical reaction of biogenic emissions. More research is underway to investigate ozone formation mechanisms.

The Alberta Ambient Air Quality Objective for ozone is 76 ppb for the daily maximum concentration averaged over a one-hour period.

All stations were greater than 90% operational for 2022.

There were no recorded exceedances of the 1-hour AAAQO. The annual average concentration at the Crescent Heights station was 30 ppb. The maximum 1-hour average concentration of 64 ppb at the Crescent Heights station was detected in August. 2022 averages for Taber were 29 ppb and Brooks was 28 ppb. The maximum 1-hour average concentration of 58 ppb at the Taber station in August and 65 ppb at Brooks were detected in July.

The historical annual average concentrations for the past 12 years are summarized in the table below. There is no apparent yearly trend at the Crescent Heights station.

Figure 5 compares 2022 annual average concentrations of O<sub>3</sub> for the AMS located in Alberta. The concentrations at the Crescent Heights and Medicine Hat Trap Club stations tend to be lower than at rural monitoring stations, and higher than the large cities, such as Edmonton and Calgary. The spatial trend indicates ozone scavenging is likely an important ozone chemistry mechanism in Alberta.



Monitoring Station	Annual Average Concentration - Ozone (O <sub>3</sub> ppb)											
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
<b>Crescent Heights</b>	30	31	30	30	30	32	27	27	28	28	29	30
<b>Taber</b>	29	29	-	-	-	-	-	-	-	-	-	-
<b>Brooks</b>	28	27	-	-	-	-	-	-	-	-	-	-

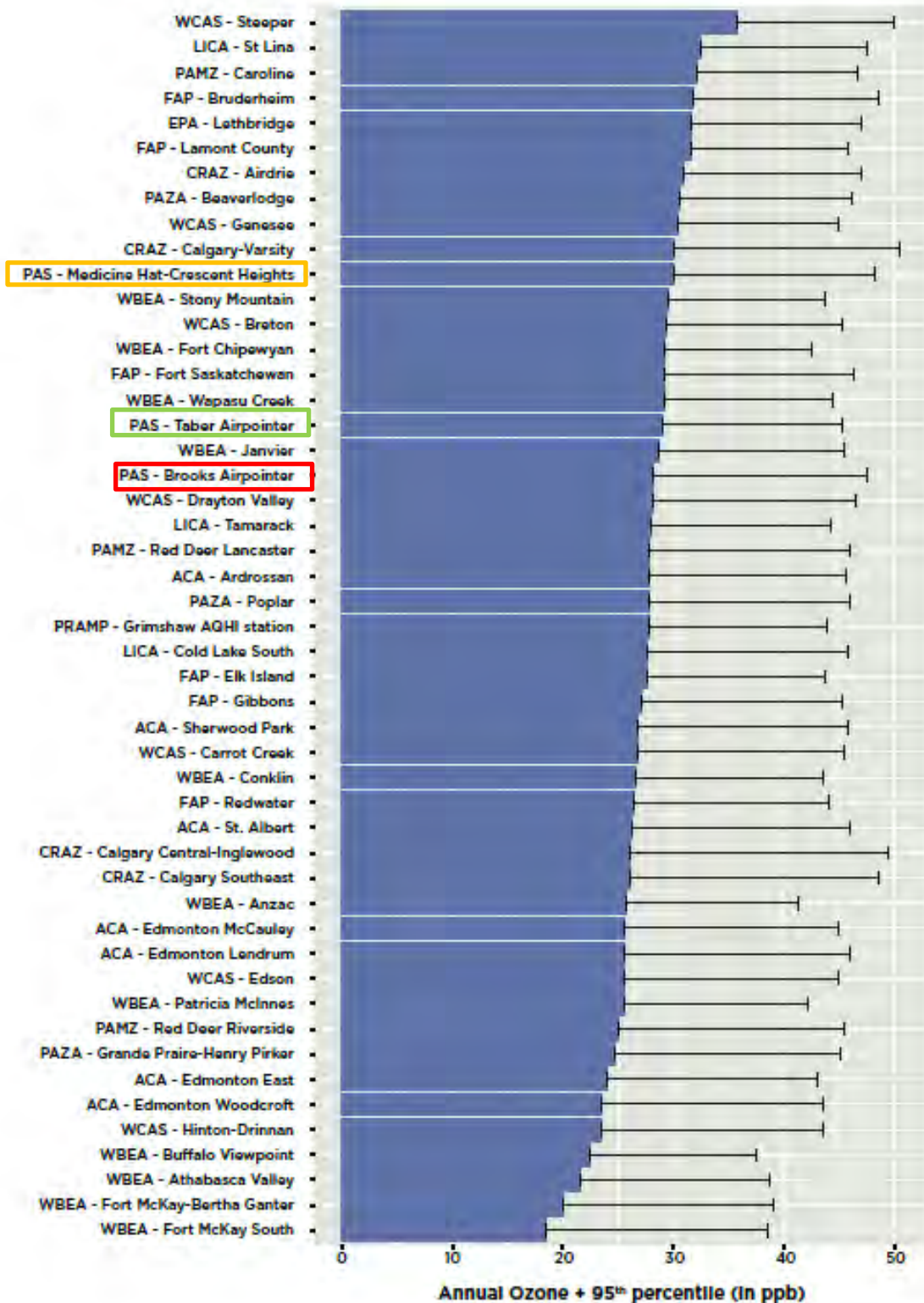


Figure 5. Ozone (O<sub>3</sub>) – 2022 Annual Average

## Fine Particulate Matter

Particulate matter (PM) is unique among air pollutants for it is identified by its size rather than by its composition. The major health concerns for particulate matter are for small particles, which are referred to as inhalable particulate, or  $PM_{10}$ .  $PM_{10}$  is defined for particles which have an aerodynamic diameter less than 10 microns (or 0.01 mm). The small particles can be emitted directly into the air from sources or be generated through physical and chemical reactions in the atmosphere. They can remain airborne for a long period of time and can travel a long distance.

$PM_{10}$  can be divided into two groups based on particle sizes: fine particles and coarse particles. The fine particles are those particles which have an aerodynamic diameter smaller than 2.5 microns (0.0025 mm) and are identified as  $PM_{2.5}$  (respirable particulate matter). In contrast, coarse particles are defined as those that are greater than 2.5 microns and smaller than 10 microns in aerodynamic diameter.

Generally, fine particles pose a greater health risk because these particles can be inhaled deep into the lungs, bringing with them potential chemicals that may be harmful. In the atmosphere, fine particles are the main contributors to reduction of visibility (haze). Exposure to harmful particulate matter can cause eye, nose, and throat irritation. In addition, studies have linked respirable particulate matter to aggravated heart and lung diseases such as asthma, bronchitis, and emphysema.

The Alberta Ambient Air Quality Objectives for  $PM_{2.5}$  are:

- 1-hour average AAAQO =  $80 \mu\text{g}/\text{m}^3$
- 24-hour average AAAQO =  $29 \mu\text{g}/\text{m}^3$

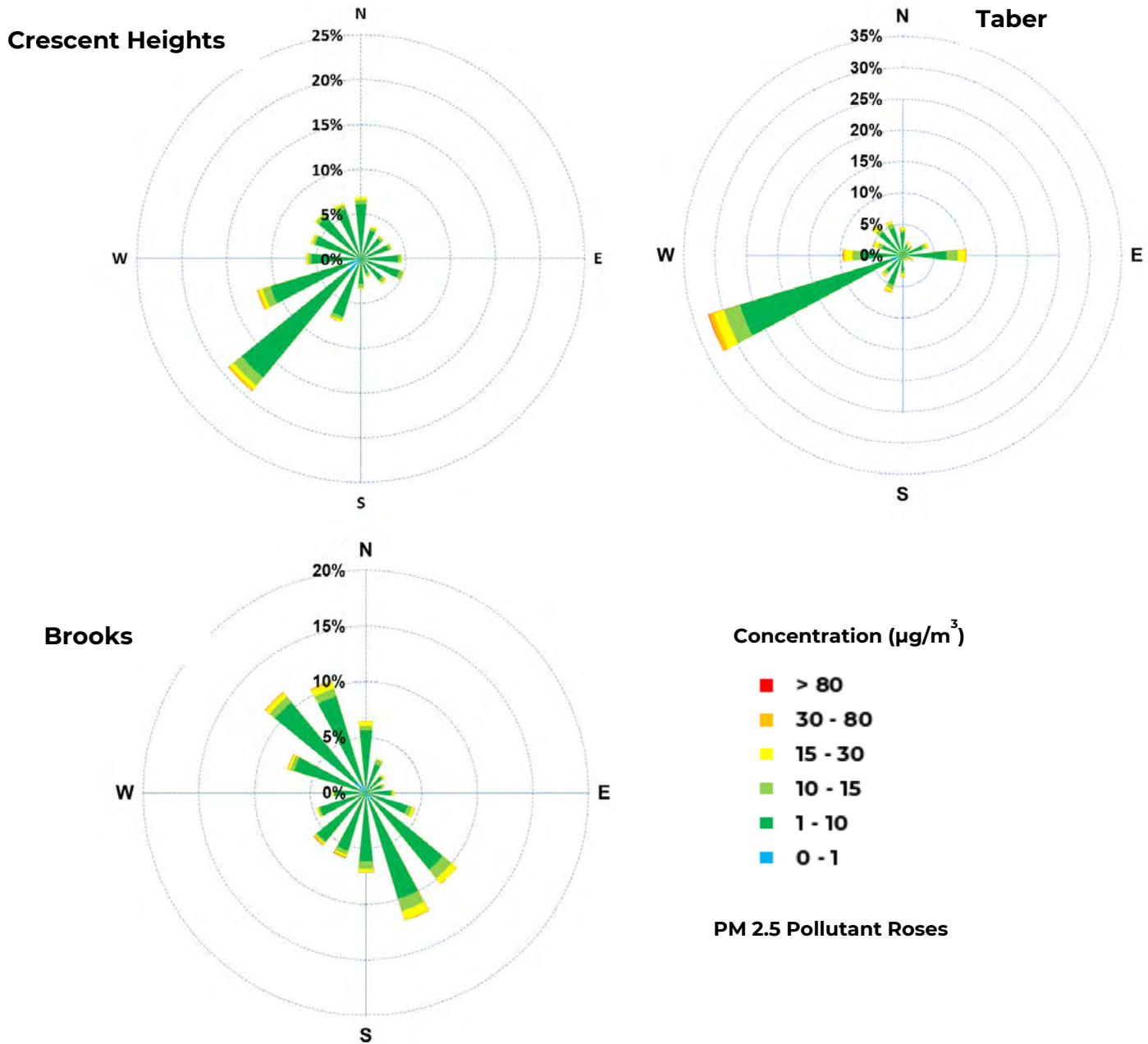
Major particulate emission sources in Alberta include soil erosion, road dust as well as dust resulting from other human activities, smoke from forest fires and from recreational sources, vehicle exhaust emissions, and industrial sources, e.g. power plants, cement manufacturing, mining, and forest products industry.

All stations were greater than 90% operational for 2022. There were nine exceedances of the 24-hour AAAQO and nine exceedances of the 1-hour AAAQO, attributed to wildfire smoke and high wind speed events. High particulate events were lower in 2022 compared to previous years.

The historical annual average concentrations for the past 13 years are summarized in the table below. An increased concentration was observed between 2009 and 2010 due to an analyzer upgrade. A Filter Dynamics Measurement System (FDMS) was installed on the TEOM in 2009. The FDMS enables the TEOM to measure volatile particulate matter, causing an increased concentration. The TEOM-FDMS was replaced with a SHARP analyzer in November 2013. The SHARP analyzer combines light scattering photometry and beta radiation attenuation. It is believed to provide a better detection limit and data quality than the TEOM-FDMS.

Figure 6 compares the annual average concentrations for the Alberta AMS. The concentration at the Crescent Heights, Taber and Brooks stations is low to average among the reviewed stations. A higher concentration of  $PM_{2.5}$  tends to be detected in large cities, energy resource exploration areas, and industrial areas.

Monitoring Station	Annual Arithmetic Average - Fine Particulate Matter (PM <sub>2.5</sub> , µg/m <sup>3</sup> )												
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Crescent Heights	5	7	5	5	7	6	4	7	5	8	9	8	8
Taber	8	13	-	-	-	-	-	-	-	-	-	-	-
Brooks	5	8	-	-	-	-	-	-	-	-	-	-	-



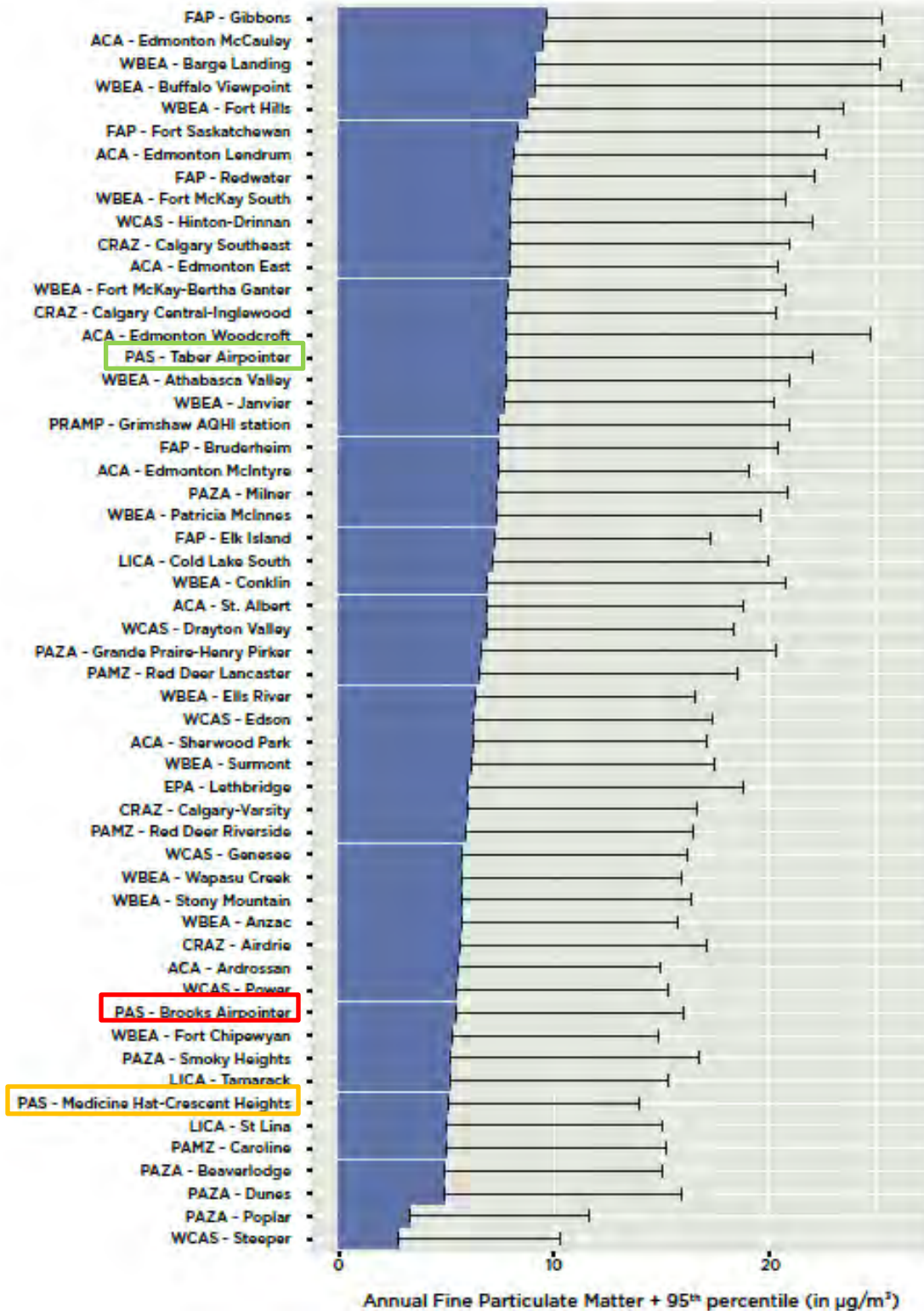


Figure 6. Fine Particulate Matter ( $\text{PM}_{2.5}$ ) – 2022 Annual Arithmetic Average



## Sulphur Dioxide

Sulphur dioxide (SO<sub>2</sub>) is a colourless gas with a strong, pungent odour. At concentrations as low as 300 ppb, it can be tasted and smelled. Acute exposure to high concentration SO<sub>2</sub> can lead to constricted airways, which can be especially troublesome for people with asthma. Children may experience an increase in respiratory tract infections. Healthy people may experience sore throats, coughing, and breathing difficulties. Chronic exposure to high concentrations of SO<sub>2</sub> has been associated with an increased risk of mortality from respiratory or cardiovascular disease.

Sulphur dioxide is formed during processing and combustion of fossil fuels containing sulphur, such as gasoline, natural gas, oil, coal, and oil sands. On a global basis, volcanic eruptions are the major natural source of sulphur dioxide into the atmosphere.

Sulphur dioxide, once emitted into the atmosphere, can persist for days, allowing for wide spatial distribution of the gas. In the atmosphere, some SO<sub>2</sub> can be oxidized by ozone and hydrogen peroxide to form sulfur trioxide (SO<sub>3</sub>). Both SO<sub>2</sub> and SO<sub>3</sub> are soluble in water; hence, if they are present in the atmosphere when condensation occurs, droplets of sulfuric acid (acid rain) are formed.

The Alberta Ambient Air Quality Objectives (AAAQO) for sulphur dioxide:

- 1-hour average AAAQO = 172 ppb
- 24-hour average AAAQO = 48 ppb
- Annual average AAAQO = 8 ppb

The SO<sub>2</sub> analyzer at the Crescent Heights station was 100% operational for 2022. There were no exceedances of the 1-hour, 24-hour, or annual AAAQO values. The measured concentration was typically quite low, with an annual average of 0.1 ppb. The maximum 1-hour average concentration of 6.3 ppb was detected in February.

The historical annual average concentrations for the past 10 years are summarized in the table below. Annual averages tend to be between 0.1 and 0.2 ppb.



Figure 7 compares the annual average concentrations for Alberta AMS. The concentration at the Crescent Heights station is among the lowest in Alberta. A higher concentration of sulphur dioxide tends to be measured in the energy operation regions, e.g. the Wood Buffalo area and Fort Air Partnership area.

Monitoring Station	Annual Average – Sulphur Dioxide (ppb)									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Crescent Heights	0.1	0.1	0.1	0.2	0.1	0.2	0.2	0.2	0.2	0.2

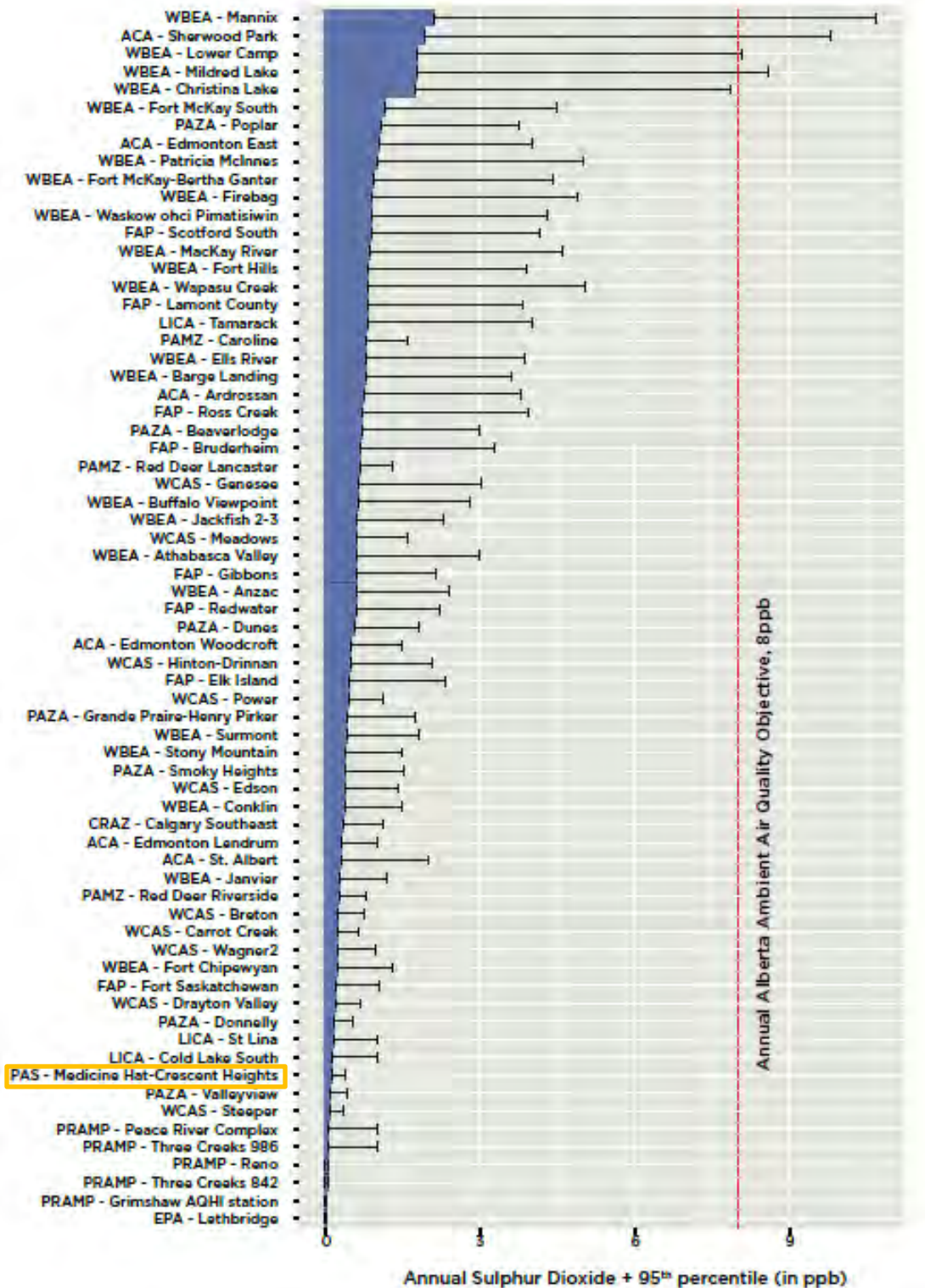


Figure 7. Sulphur Dioxide (SO<sub>2</sub>) 2022 Annual Average

## Total Hydrocarbons

Hydrocarbons are divided into two categories, "reactive" and "non-reactive". The term "total hydrocarbons" (THC) refers to a broad family of chemicals that contain carbon and hydrogen atoms and includes both reactive and non-reactive hydrocarbons. Reactive hydrocarbons include many volatile organic compounds such as alkenes, alkynes, benzene, toluene, ethylbenzenes, xylenes, and other aromatics. Reactive hydrocarbons are important because they can react with oxides of nitrogen in the presence of sunlight to form ozone and may be toxic to humans, animals, or vegetation.

Trees and plants are natural emitters of reactive hydrocarbons. Other significant contribution sources include livestock operations, vehicle emissions, fireplaces, natural gas combustion, and fugitive emissions from fuel storage tanks, petroleum and chemical industries, as well as dry cleaning. Motor vehicles are the primary source of hydrocarbons in urban areas.

The primary non-reactive hydrocarbon in the atmosphere is methane, which is a naturally occurring, colorless, odorless gas. Methane is regarded as a major contributor to the greenhouse effect. Large amounts of methane are produced naturally from bogs, shallow lakes and soils through anaerobic decay of vegetation. The global background concentration of total hydrocarbons is approximately 1.8 to 2.1 ppm, consisting primarily of methane.



Alberta does not have an ambient air quality objective for total hydrocarbons. Some reactive hydrocarbons such as benzene and styrene are specified in the air quality objectives.

The THC analyzer at the Crescent Heights station has an operational uptime of 99.8% for 2022. The maximum 1-hour average concentration of 3.2 ppm was detected in September, and the annual average concentration was 2.2 ppm. The historical annual average concentrations for the past 12 years are summarized in the table below. There is no apparent yearly trend for total hydrocarbons at the Crescent Heights station.

Figure 8 compares the annual average concentrations of THC for the Alberta AMS. The annual average concentration of THC at the Crescent Heights station ranks in the middle among the reviewed stations. In Alberta, a slightly higher concentration is detected in intensive energy operation regions, e.g. Wood Buffalo area.

Monitoring Station	Annual Average Concentration - Total Hydrocarbons (THC, ppm)											
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Crescent Heights	2.2	2.2	2.1	2.1	2.1	2.1	2.1	2.1	2.2	2.2	2.2	2.1

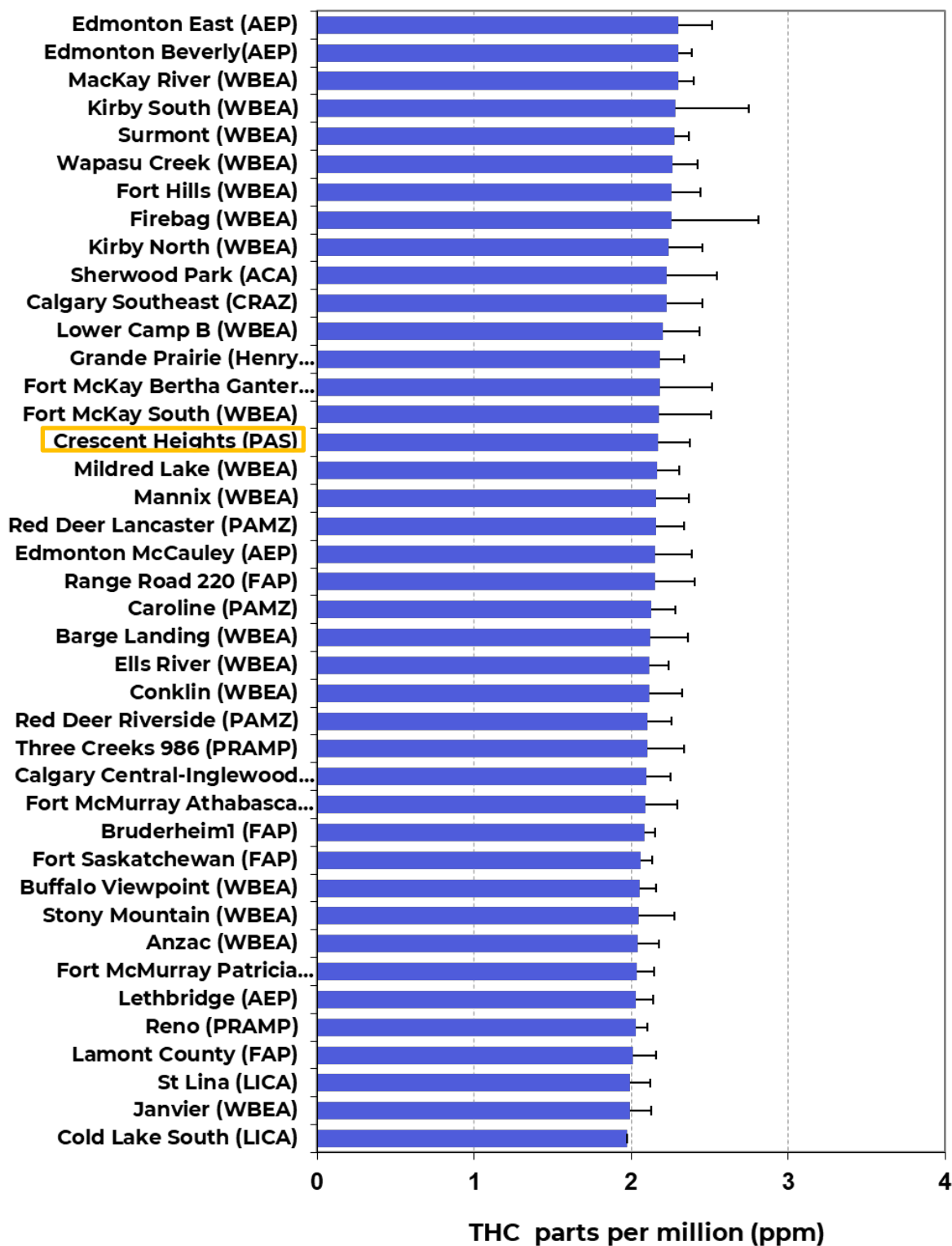


Figure 8. Total Hydrocarbons (THC) – 2022 Annual Average

## Carbon Monoxide

Carbon Monoxide (CO) is a colourless and odourless gas. It is the most commonly inhaled poisonous substance. CO occurs naturally in the atmosphere, but the major causes of CO poisoning are from vehicles idling in closed ventilated areas, blocked fireplaces, and charcoal grills used in a confined space.

Carbon monoxide is produced from partial oxidation of carbon during fuel combustion. The major anthropogenic emission sources include traffic emissions (automobiles, trucks, and trains), industrial sources (incomplete combustion), space heating, gas stoves, and cigarette smoke. The largest urban source of CO is from motor vehicle emissions. The major natural emission sources include forest fires and volcanic activities.

Alberta Environment and Protected Areas sets up air quality objectives based on the protection of human health and life. As CO is inhaled, it combines with the hemoglobin in the red blood cell inhibiting the oxygen carrying capability of the red blood cells. At low concentrations, acute exposure may cause fatigue in healthy people and cause chest pain in people with heart disease.

The Alberta Ambient Air Quality Objectives for carbon monoxide are:

- 1-hour average AAAQO = 13 ppm
- 8-hour average AAAQO = 5 ppm

The CO analyzer was greater than 90% operational for the year 2022. There were no exceedances of the AAAQO values at the Crescent Heights station. The maximum 1-hour average concentration of 1.1 ppm was detected in July.

The historical annual average concentrations for the past 12 years are summarized in the table below. There is no apparent yearly trend at the Crescent Heights station.

Figure 9 compares annual average concentrations for Alberta AMS. The concentration at the Crescent Heights station was the lowest among the reviewed AMS. Large cities, such as Calgary and Edmonton, tend to detect a higher concentration, attributed to traffic emissions and other combustion sources.



Parameter	Annual Average – Crescent Heights Station (ppm)												
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Carbon Monoxide	0.1	0.2	0.1	0.1	0.2	0.1	0.2	0.2	0.2	0.2	0.1	0.2	0.2

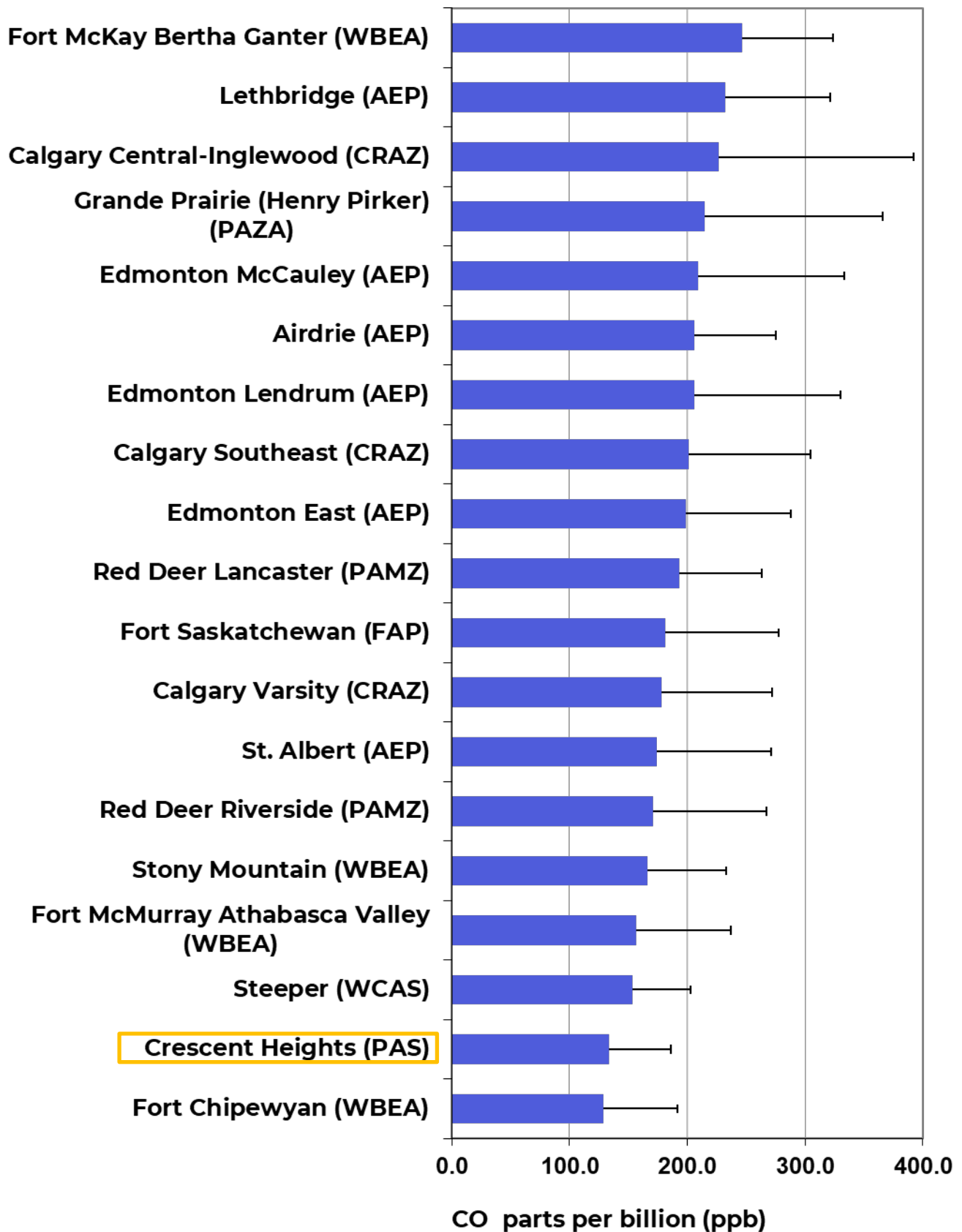


Figure 9. Carbon Monoxide (CO) – 2022 Annual Average

## Air Quality Health Index

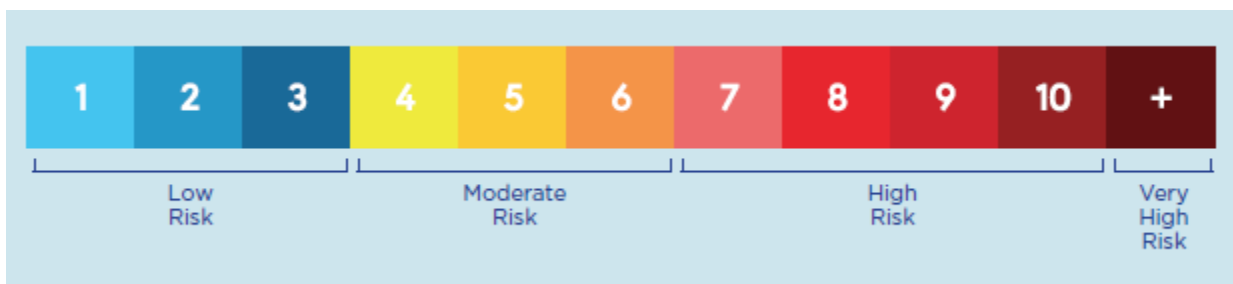
The Air Quality Health Index (AQHI) is a health protection tool that is designed to help the public make decisions to protect their health by limiting short-term exposure to air pollution and adjusting their activity levels during increased levels of air pollution. The AQHI uses concentration data for three air pollutants to calculate a single numerical value to evaluate the health risk associated with air pollution. The three air pollutants are fine particulate matter, nitrogen dioxide, and ozone. All three pollutants are required to calculate the AQHI. If one or more of the pollutants is missing data, the AQHI index cannot be reported.

The following scale illustrates the risk categories and health messages for the

AQHI system (AEP, 2011). The health risk is classified in four categories: Low (1 to 3), Moderate (4 to 6), High (7 to 10), and Very High (greater than 10).

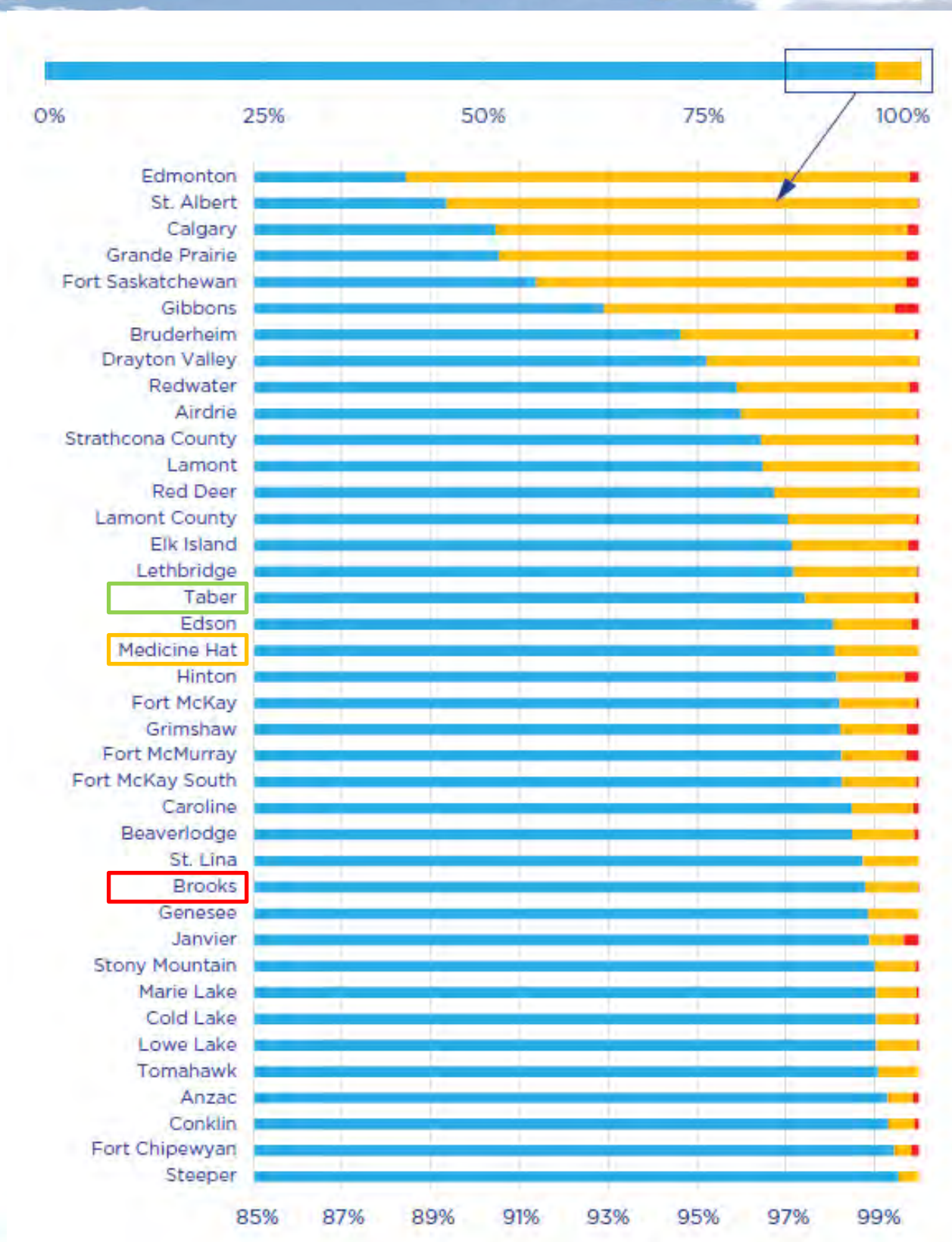
Figure 10 compares the AQHI ratings for 39 communities in Alberta. For the City of Medicine Hat, air quality was rated Low Risk 98.1% of the time, Moderate Risk 1.89% of the time, High Risk and Very High Risk 0.0% of the time. For the Town of Taber, air quality was rated Low Risk 97.4% of the time, Moderate Risk 2.47% of the time, High Risk 0.1% of the time while the City of Brooks, air quality was rated Low Risk 98.8% of the time, Moderate Risk 1.18% of the time, and High Risk 0.02% of the time.

The Moderate and High-Risk air quality events were primarily attributed to wildfire smoke in the region.



Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population	General Population
Low Risk	1 – 3	<b>Enjoy</b> your usual outdoor activities.	<b>Ideal</b> air quality for outdoor activities.
Moderate Risk	4 – 6	<b>Consider</b> reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	<b>No need to modify</b> your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High Risk	7 – 10	<b>Reduce or reschedule</b> strenuous activities outdoors. Children and the elderly should also take it easy.	<b>Consider</b> reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High Risk	10+	<b>Avoid</b> strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	<b>Reduce or reschedule</b> strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

Source: <https://www.alberta.ca/about-the-air-quality-health-index.aspx>



**Figure 10. 2022 Air Quality Health Index for Alberta Communities**

## **Passive Air Quality Monitoring Results**

The PAS Air Quality Monitoring Program uses passive samplers as a cost-effective method to monitor air quality throughout the airshed. The results are used to assess the spatial distribution trend of air pollutants in the region. The monitoring objective is to ensure the air quality is in compliance with Alberta's Ambient Air Quality Objectives (AAAQO), as well as to provide monitoring of long-term trends.

The advantages of passive sampling devices include simple sampler design, low operation costs, and ease of use. Passive samplers require no power, making them suitable for monitoring air quality in remote areas. Passive samplers are designed to monitor long-term average concentrations. The disadvantage of the passive sampling devices is that short-duration events cannot be identified.

Passive sampling devices rely on the principles of permeation and diffusion to uptake the specific compound being sampled. Air pollutants diffuse through a semi-permeable membrane or tube to a sampling medium which has been chemically treated to absorb or react with the target air pollutant. After being exposed in the field for a predetermined period of time, the sampler is analyzed in a certified laboratory. An average concentration is calculated based on the duration of exposure and accounting for the effects of environmental conditions, e.g. temperature, humidity, and wind speed.

Initially, the PAS passive sampling program included 6 passive monitoring



stations that were located based on airshed modeling predictions of high impact areas, and to gather data in sensitive areas within the airshed (e.g. hospitals, schools). Passive Network Rationalization resulted in changes to the passive network in early 2017. The current network is made up of 8 SO<sub>2</sub> sites and 16 NO<sub>2</sub> sites.

The PAS passive network provides 30-day samples to be analyzed for sulphur dioxide (SO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), and ozone (O<sub>3</sub>) (January and February only). These parameters are the priority air quality concerns and remain consistent with those being monitored by other Alberta airsheds. A Multi-Gas Passive Sampler was used for the PAS passive program until May 2014, when it was replaced with the Ogawa Ozone sampler and the Radiello sampler tube for sulphur dioxide and nitrogen dioxide. The samplers were changed again in November 2017, to the Maxxam Passive Air Sampling System (PASS).



## Nitrogen Dioxide

The annual average concentration of nitrogen dioxide ranged from 0.7 ppb to 2.9 ppb, which is substantially less than the annual AAAQO of 24 ppb. The maximum 30-day average concentration of 8.8 ppb was detected in December at Site 19 (Monitoring Station), while the lowest 30-day average concentration of <0.1 ppb was detected at multiple sites in January, March and November.

Figure 11 illustrates the historical data for monthly network average concentrations for passive NO<sub>2</sub>. The histogram exhibits a seasonal trend: higher concentrations tend to occur in the winter months. In winter, the Palliser airshed region is characterized by low atmospheric ceilings and thermal inversions such that air

pollutants are trapped near the ground level. Emissions from space heating may be another factor contributing to the seasonal trend.

Figure 14 illustrates the annual average concentrations across the PAS airshed. A spatial trend seems to exist: a higher concentration tends to occur in the cities and near major highways. Traffic emissions and space heating could be the potential causes. Within the passive network, the maximum annual average concentration of 2.9 ppb was detected at both Site 11 (Brooks) and Site 19 (Monitoring Station), while the minimum concentration of 0.3 ppb was detected at Site 17 (Onefour).

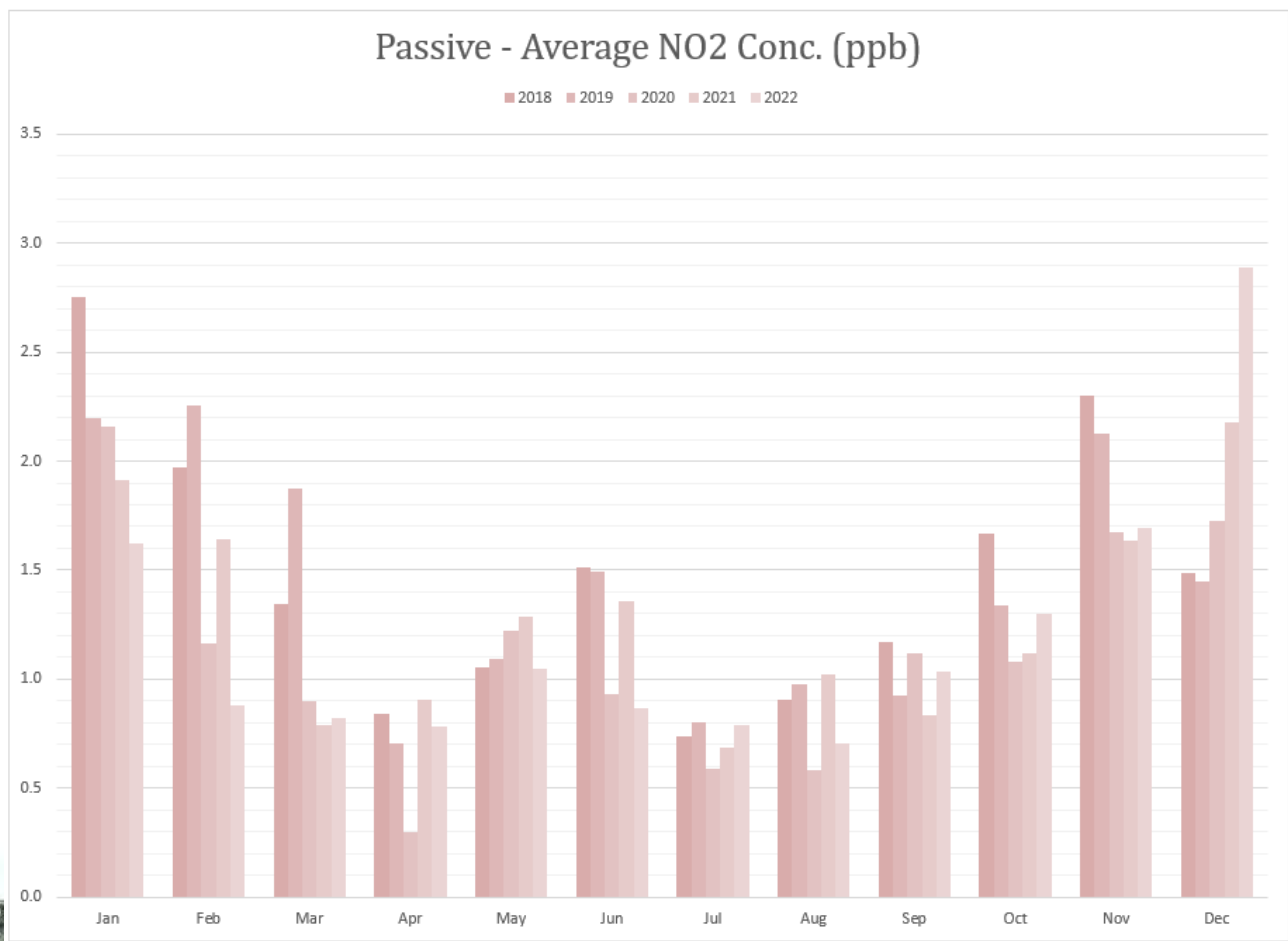


Figure 11. Passive Nitrogen Dioxide (NO<sub>2</sub>) – Annual and Monthly Trends

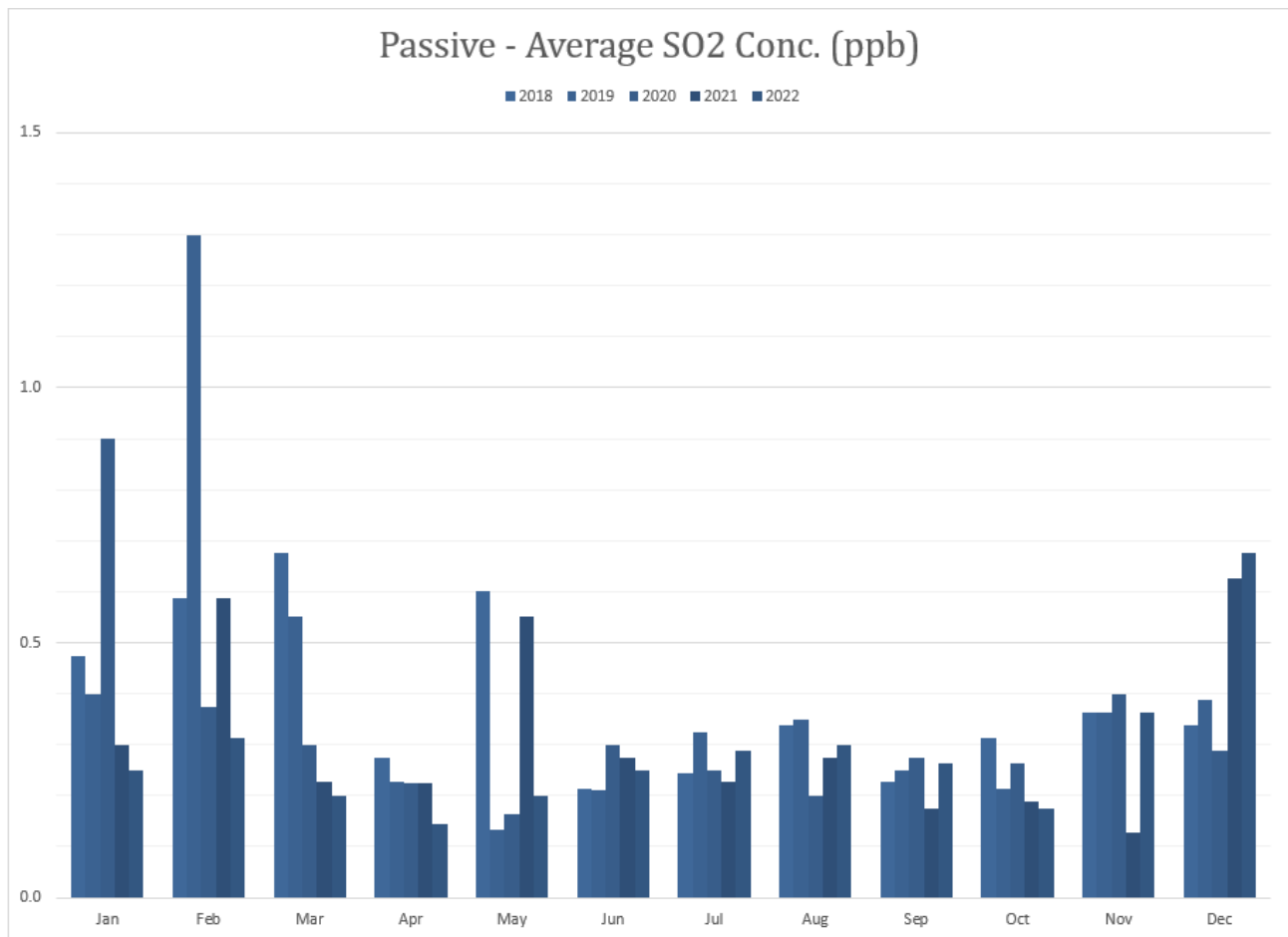
## Sulphur Dioxide

The concentration of sulphur dioxide generally is quite low in the PAS airshed zone. The annual average concentration of SO<sub>2</sub> ranged from 0.1 to 0.7 ppb, with no exceedances of the annual AAAQO of 8 ppb or of the 30-day AAAQO of 11 ppb.

The annual average concentration in 2022 was 0.3 ppb. The maximum 30-day average concentration of 1.1 ppb was detected in December at both Site 3 (Oyen) and Site 8 (Jenner), while the lowest concentration was 0.1 ppb (detected at multiple monitoring sites).

Figure 13 illustrates historical data for the monthly average concentrations of the passive SO<sub>2</sub> network. Given the low concentration of SO<sub>2</sub>, data uncertainty may be too high to comment on a monthly, seasonal or yearly trend.

Figure 14 illustrates the annual average concentrations across the PAS airshed zone for the last 5 years. Given the low concentration of SO<sub>2</sub>, data uncertainty may be too high to comment on a spatial trend. The maximum annual average concentration of 0.4 ppb was detected at Site 8 (Jenner).



**Figure 13. Passive Sulphur Dioxide (SO<sub>2</sub>) –Annual and Monthly Trends**



## 2022 Annual Averages For the Passive Program

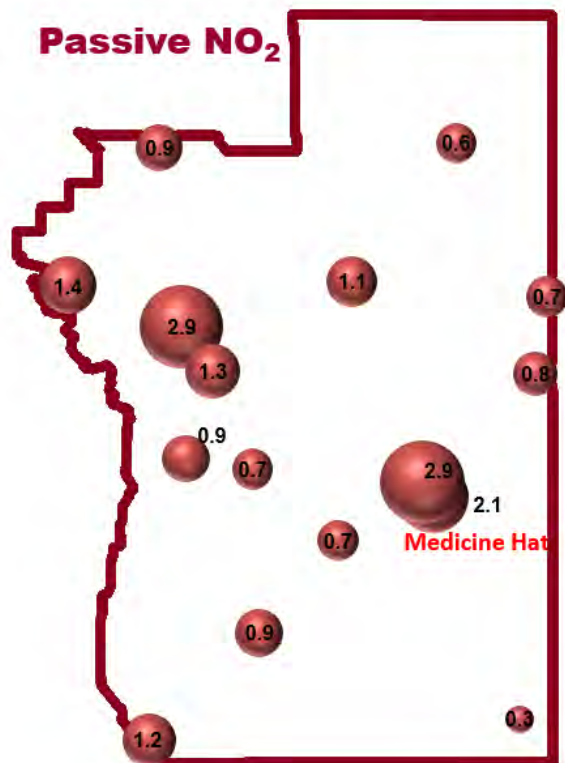
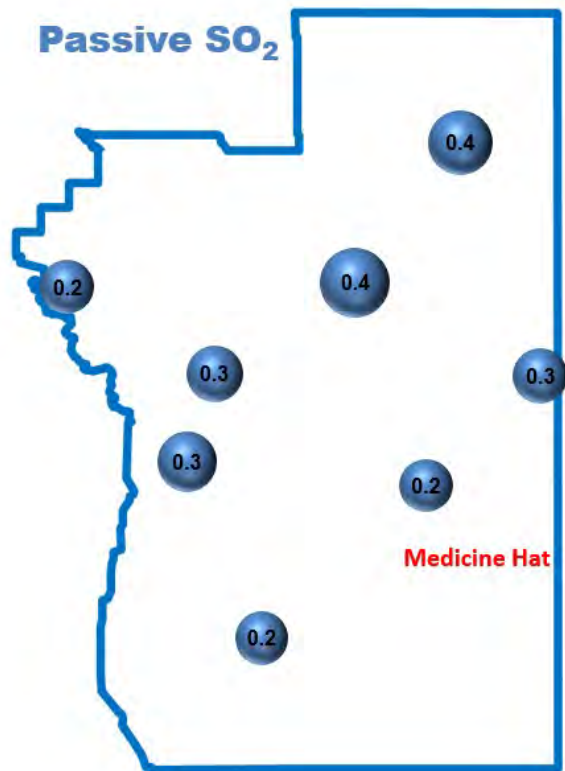


Figure 14. Passive Concentrations in the PAS Airshed – 2022 Annual Averages



## **PAS Financial Statements – Reviewer's Report**

**Palliser Airshed Society  
Financial Statements  
December 31, 2022**

**Palliser Airshed Society  
Index to Financial Statements  
For the Year Ended December 31, 2022**

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Statement of Financial Position	2
Statement of Operations	3
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Statement of Cash Flows	5
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## Independent Practitioner's Review Engagement Report

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To the Members of Palliser Airshed Society

I have reviewed the accompanying financial statements of Palliser Airshed Society (the society) that comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (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.

### *Practitioner's Responsibility*

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

### *Conclusion*

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Palliser Airshed Society as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.



Medicine Hat, Alberta  
May 12, 2023

  
Sean D. Miller Professional Corporation  
Chartered Professional Accountant

**Palliser Airshed Society  
Statement of Financial Position  
December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 4)	\$ 229,972	\$ 240,622
Short term investments (Note 5)	31,306	31,181
Contributions and grants receivable (Note 6)	29,664	29,664
Accrued interest receivable	270	113
Goods and services tax recoverable	6,775	6,393
Prepaid expenses	6,670	6,002
	<u>304,657</u>	<u>313,975</u>
<b>CAPITAL ASSETS (Note 7)</b>	<u>33,945</u>	<u>42,432</u>
	<u><b>\$ 338,602</b></u>	<u><b>\$ 356,407</b></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	<u>\$ 8,375</u>	<u>\$ 19,374</u>
<b>NET ASSETS</b>		
Unrestricted net assets	296,282	294,602
Invested in capital assets	<u>33,945</u>	<u>42,431</u>
	<u>330,227</u>	<u>337,033</u>
	<u><b>\$ 338,602</b></u>	<u><b>\$ 356,407</b></u>

On behalf of the Board

 Chairperson  
 Treasurer

See notes to financial statements

**Palliser Airshed Society  
Statement of Operations  
For the Year Ended December 31, 2022**

	2022	2021
<b>REVENUE</b>		
Member contributions	\$ 125,119	\$ 110,488
Government contracts - Alberta Environment & Parks	115,128	115,071
Government grants - Alberta Environment & Parks	31,500	31,500
	<u>271,747</u>	<u>257,059</u>
<b>EXPENSES</b>		
Monitoring and program management fees	229,658	207,312
Repairs and maintenance - equipment	16,365	19,217
Insurance	8,626	8,441
Amortization	8,486	10,608
Professional fees	7,250	5,300
Advertising and outreach	3,343	938
Office	2,619	1,886
Memberships and subscriptions	2,275	2,200
Interest and bank charges	138	167
Travel and honorarium	75	132
	<u>278,835</u>	<u>256,201</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	(7,088)	858
<b>OTHER REVENUE</b>		
Interest	282	161
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ (6,806)</u>	<u>\$ 1,019</u>

See notes to financial statements



**Palliser Airshed Society**  
**Statement of Changes in Net Assets**  
**For the Year Ended December 31, 2022**

	Unrestricted Net Assets	Invested in Capital Assets	2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 294,602	\$ 42,431	<b>\$ 337,033</b>	\$ 336,014
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	1,680	(8,486)	<b>(6,806)</b>	1,019
<b>NET ASSETS - END OF YEAR</b>	\$ 296,282	\$ 33,945	<b>\$ 330,227</b>	\$ 337,033

See notes to financial statements



**Palliser Airshed Society**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	\$ (6,806)	\$ 1,019
Item not affecting cash:		
Amortization	8,486	10,608
	<u>1,680</u>	<u>11,627</u>
Changes in non-cash working capital:		
Contributions and grants receivable	-	39,172
Accrued interest receivable	(157)	421
Accounts payable and accrued liabilities	(10,998)	12,160
Prepaid expenses	(668)	64
Goods and services tax payable	(382)	(1,782)
	<u>(12,205)</u>	<u>50,035</u>
Cash flow from (used by) operating activities	<u>(10,525)</u>	<u>61,662</u>
<b>INVESTING ACTIVITIES</b>		
Proceeds from matured guaranteed investment certificate	31,181	30,600
Purchase of guaranteed investment certificate	(31,306)	(31,181)
Cash flow used by investing activities	<u>(125)</u>	<u>(581)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<u>(10,650)</u>	<u>61,081</u>
Cash and cash equivalents - beginning of year	<u>240,622</u>	<u>179,541</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR (Note 4)</b>	<u>\$ 229,972</u>	<u>\$ 240,622</u>

See notes to financial statements

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**Palliser Airshed Society  
Notes to Financial Statements  
For the Year Ended December 31, 2022**

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**1. PURPOSE OF THE SOCIETY**

Palliser Airshed Society (the "society") is a not-for-profit organization incorporated provincially under the Societies Act of Alberta. The society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society's principal business activity is to monitor air quality using a combination of both continuous and passive monitoring technologies. The society is committed to collecting and communicating credible ambient air quality data back to all stakeholders.

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**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 (ASNPO).

Contributed services

The operations of the society depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Fund accounting

Palliser Airshed Society follows the deferral method of accounting for contributions.

The Unrestricted Net Assets Fund reports the revenue and expenses related to the day to day monitoring activities and operations.

The Invested in Capital Assets Fund reports the assets, liabilities, revenues, and expenses related to the society's capital assets.

Financial instruments

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.

*(continues)*

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**Palliser Airshed Society  
Notes to Financial Statements  
For the Year Ended December 31, 2022**

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

Revenue recognition

Palliser Airshed Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions consist of grant revenue received from Alberta Environment and Parks and are designated to be spent on executive director fees, office operations, and board expenses. These amounts are included in "Monitoring and program management fees".

Unrestricted contributions consist of member contributions in the year and are not designated for a specific purpose. Membership contributions consist of both mandatory and voluntary memberships.

Mandatory membership fees are received from companies who are regulated and mandated by the jurisdiction to be a local airshed member. These contributions are recognized as revenue at the time of billing.

Voluntary membership fees are received from companies who are regulated but not mandated by the jurisdiction to be a local airshed member. Municipalities also make contributions through voluntary membership. These contributions are recognized as revenue when received instead of at the time of billing due to the fact that these membership fees are voluntary and depend solely on the contributors' decision to renew their annual membership.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Cash and cash equivalents

Cash and cash equivalents is comprised of cash on hand and bank balances, together with other short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Equipment	20% declining balance method
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The society regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use before the end of the year are not amortized until they are placed into use.

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. Items in the financial statements requiring estimates by management include accrued interest receivable, prepaid expenses, the estimated useful life of capital assets and accounts payable and accrued liabilities. 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.



**Palliser Airshed Society**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2022**

**3. FINANCIAL INSTRUMENTS**

The society's carrying value of cash and cash equivalents, short term investments, contributions and grants receivable, accrued interest receivable, goods and services tax recoverable, prepaid expenses and accounts payable and accrued liabilities approximates its fair value due to the immediate or short term maturity of these instruments.

The society is exposed to various risks through its financial instruments and uses risk management to monitor, evaluate and manage these risks. These risks include credit risk, liquidity risk, and interest rate risk. The society does not use any derivative financial instruments to mitigate these risks.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The society is exposed to credit risk from three sources: cash and cash equivalents, accounts receivable and short term investments. Cash and cash equivalents and short term investments are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant. The society has a significant number of members and contract and grant revenue is provided by the Alberta Government, which minimizes its credit risk.

Liquidity risk

Liquidity risk is the risk that the society will encounter difficulty in meeting obligations associated with its financial liabilities. The society is exposed to this risk mainly in respect of its receipt of funds from its member contributions and government contracts and grants to enable the society to pay its liabilities as they come due.

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. The society is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents and short term investments. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities.

**4. CASH AND CASH EQUIVALENTS**

	<b>2022</b>	2021
Cash	<b>\$ 229,972</b>	\$ 240,622

**5. SHORT TERM INVESTMENTS**

	<b>2022</b>	2021
GIC - Royal Bank of Canada (interest rate 0.95%, matures February 3, 2023)	<b>\$ 31,306</b>	\$ 31,181

**Palliser Airshed Society**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2022**

**6. CONTRIBUTIONS AND GRANTS RECEIVABLE**

	<b>2022</b>	2021
Alberta Environment & Parks	<b>\$ 28,782</b>	\$ 28,782
Mandatory memberships	<b>882</b>	882
	<b>\$ 29,664</b>	\$ 29,664

**7. CAPITAL ASSETS**

	Cost	Accumulated amortization	<b>2022 Net book value</b>	2021 Net book value
Equipment	\$ 273,077	\$ 239,132	<b>\$ 33,945</b>	\$ 42,432

**8. RELATED PARTY TRANSACTIONS**

The following is a summary of the society's related party transactions:

	<b>2022</b>	2021
Membership Contributions		
<i>Contributions received from companies represented on the Board of Directors</i>	<b>\$ 39,334</b>	\$ 45,281
Government Contracts		
<i>Contributions received from governments represented on the Board of Directors</i>	<b>115,128</b>	115,071
	<b>\$ 154,462</b>	\$ 160,352

Contributions receivable (Note 6) include \$28,782 (2021 - \$29,664) due from members of the society and governments represented on the Board of Directors.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

**Palliser Airshed Society  
Notes to Financial Statements  
For the Year Ended December 31, 2022**

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**9. CONTRACTUAL OBLIGATIONS**

The agreement between the society and Wood Environment & Infrastructure Solutions has been extended for a three-year period of July 1, 2022 - June 30, 2024. The agreement states that Wood Environment & Infrastructure Solutions will provide the following services to the society:

Monitoring Network Operations and Maintenance (July 2022 - June 2024):

\$14,848.92 / month

The society has renewed the contract for Executive Director services for the period January 1, 2022 to December 31, 2024 as follows:

\$ 5,547.50 / month

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**10. ECONOMIC DEPENDENCE**

The society derives substantially all (over 90%) of its revenue from member contributions and Alberta Government contracts and grants. The society's ability to continue viable operations is dependant upon continuing to receive funding from these sources.

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## **Acknowledgements**

The Palliser Airshed Society would like to acknowledge the hard work and contributions of all stakeholders and contractors in partnership with the association. PAS has made significant strides towards achieving the stated goals in 2022. Our member companies and municipalities have continued to provide experience and financial stability to PAS, even in times of less than ideal economic conditions.

Special thanks to Curt Moll for providing photos of the Medicine Hat area.

*We are looking forward to a successful 2023*





## Palliser Airshed Society

PO Box 23121 Medicine Hat Mall

Medicine Hat, AB T1B 4C7

[www.palliserairshed.com](http://www.palliserairshed.com)



10 May 2023

Dear Alberta Municipalities:

Re: Alberta Provincial Election

It is time for all parties running in this upcoming election to band together, get a hold of elections Alberta and postpone this Provincial Election.

This election is nothing but a distraction at this point. When we, Albertans, need every government official to roll up their sleeves and fight for this province before we don't have a province to come back to.

At this time, we ask that you postpone this election and form a non-partisan collaborative government for the betterment of all Albertans.

The forecast is for high temperatures again in the near future, and we need to be ready.

I'm calling on all Albertans, all mayors and reeves across Alberta to contact your MLAs to help me get this message out.

Regards,

Wade Williams  
Mayor Yellowhead County

Cc: Premier of Alberta  
RMA  
AB Munis

**From:** Info <[info@uccab.ca](mailto:info@uccab.ca)>

**Sent:** Thursday, May 18, 2023 1:43 PM

**To:** Khrystyna Halchuk <[Khrystyna.Halchuk@uccab.ca](mailto:Khrystyna.Halchuk@uccab.ca)>

**Subject:** Invitation to Ukrainian Day Celebration - August 20, 2023

Dear Mayor and Esteemed Council Members,

I hope this email finds you in good health and high spirits. I am writing to extend a warm invitation to you and the entire council to join us for the annual Ukrainian Day celebration, organized by the Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC). This highly anticipated event will take place on Sunday, August 20, 2023, at the picturesque Ukrainian Cultural Heritage Village.

Ukrainian Day holds great significance in our community and has been a cherished tradition for over 70 years. It is a joyous occasion where we come together to celebrate Ukrainian culture, heritage, and the vibrant contributions that Ukrainian Canadians have made to our society.

To provide you with more detailed information about the event and the various sponsorship opportunities available, we have attached our Sponsorship Package to this email. Should you have any questions or require further information, please do not hesitate to reach out to our office via phone or email at [info@uccab.ca](mailto:info@uccab.ca).

On behalf of the UCC-APC Ukrainian Day Committee, I extend our heartfelt thanks for considering our invitation. We truly hope that you and your esteemed council members will be able to join us in celebrating Ukrainian culture, heritage, and community spirit.

Thank you for your attention, and we look forward to the honor of your presence at Ukrainian Day.

UCC-APC Ukrainian Day Committee

Orysia Boychuk, President

Ukrainian Canadian Congress – Alberta Provincial Council

[Click here to subscribe to our e-newsletter!](#)

Follow us on [Facebook](#) and [Instagram](#)

Contact us:

#8, 8103 127 Avenue

T5C 1R9, Edmonton, AB

(780)414-1624



## Ukrainian Day *Opening our Hearts*

### August 20, 2023

## SPONSORSHIP & ADVERTISING OPPORTUNITIES!

---

On Sunday, August 20th 2023, the UCC-APC will be celebrating our annual Ukrainian Day at the Ukrainian Cultural Heritage Village. This annual festival has been a signature community event for over 70 years!

The festival includes several activities, talent showcases, and commemorative events promoting and celebrating Ukrainian-Albertan heritage and culture. The event will feature a Music Jam, Cheremosh & Tryzub dancers, choirs, food vendors, presentations, children's activities, displays and much more!

We encourage you to show your support of the Ukrainian-Canadian community, the largest population of Ukrainians outside of Ukraine itself, especially during this time of Russia's invasion of Ukraine. Ukrainian Day is a unique opportunity to showcase your organization, business or services to a large, diverse audience. A chance to show your community spirit and caring, while at the same time fostering brand recognition throughout the Ukrainian community. All sponsors will be profiled to maximum capacity by UCC-APC.

**You can show your support of Alberta's vibrant Ukrainian community at one of several different levels of sponsorship.** All Ukrainian Day sponsors will be acknowledged. In addition, each level of sponsorship has a wide variety of profile and marketing opportunities.

All sponsors will be provided with:

- **Logo and recognition on UCC-APC website, e-Bulletins, program booklet and media releases**
- **Prominent signage at Ukrainian Day (sponsor to provide banner)**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Opportunity to distribute corporate marketing item/brochure (must be approved by the UCC-APC)**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day.**

## **A. 2022 Ukrainian Day Presenting Sponsor \$5,000**

The Presenting Sponsorship is a unique opportunity for a company/organization to attach its name and reputation to an important annual event and be associated with the broader community in Alberta. This is a co-branding opportunity with the potential for lasting recognition and offers the chance for your corporate/organization name and logo to be prominently melded into all 2022 Ukrainian Day advertising and promotion. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Naming opportunity of the event, i.e. UCC-APC and ‘your company’ present Ukrainian Day 2023**
- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Opportunity to develop a special marketing item/component at the Ukrainian Day event**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s presenting sponsorship**
- **Corporate Logo on an email announcement acknowledging and promoting the sponsorship (5000+)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the cover of the Ukrainian Day program book, 3000+ distributed at the event and mailed around Alberta**
- **Full page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Half page ad in the UCC-APC newsletter, distributed to 1500+ contacts**
- **Special VIP luncheon with unique entertainment**

## **B. 2022 Ukrainian Day Concert Showcase Sponsor \$3,000**



This Sponsor receives many benefits from sponsoring the headline event of the afternoon at Ukrainian Day, the Ukrainian Showcase performance. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s concert sponsorship**
- **Opportunity for corporate/organization name and logo to be displayed on the main stage (banner to be provided by the sponsor)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Quarter page ad in the UCC-APC newsletter, distributed to 1500+ contacts, and on-line**
- **Special VIP luncheon with unique entertainment**

### **C. 2022 Ukrainian Day Silver Sponsor \$2,000**

This sponsor will receive many benefits and prominent positioning of your organization's name and logo on all Ukrainian Day promotion and advertising materials. In addition to the opportunities mentioned above, you will also receive:

- Opportunity to use 'Ukrainian Day Sponsor' on your promotional and advertising materials
- Link from the UCC-APC website to your organization's website
- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Half page ad in the Ukrainian Day program book (3000+ copies)
- Acknowledgement in the UCC-APC newsletter, distributed to 1500+ contacts, and online

### **D. 2022 Ukrainian Day Bronze Sponsor \$750**

For your sponsorship of this special event, you will receive positioning of your organization as follows:

- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Announcements and recognition of sponsorship by the Emcee at the Showcase Concert
- Prominent on site signage
- Acknowledgement in the UCC-APC newsletter article about Ukrainian Day, and on-line

### **E. 2022 Ukrainian Day Activity Sponsor \$500**

Businesses and organizations also have an opportunity to sponsor a specific component of Ukrainian Day 2022. Activity areas include:

- Stage Sponsor
- Arts and Crafts Sponsor
- Market Sponsor
- Children's activities and games

For your sponsorship of this special component, you will receive positioning of your organization as follows:

- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Prominent Signage at the sponsorship area (banner to be provided by the sponsor)
- Recognition on the acknowledgement page of the Ukrainian Day program book
- Acknowledgement in UCC-APC newsletter article about Ukrainian Day, and on-line.

### **F. In-Kind Sponsor**

To mount any event there are many needs and opportunities for businesses to provide in-kind support for items such as:

- Decorations
- Tents
- Design of Promotional Materials
- Printing of Promotional Materials
- Technical equipment and support

If you are interested in an in-kind sponsorship, recognition will be provided at the level of support provided - in Program booklet, website, e-Bulletin. Please contact our office for more details.

**UCC-AB Provincial Council**  
#8, 8103-127 Ave, Edmonton, T5C 1R9  
[community@uccab.ca](mailto:community@uccab.ca)  
(780) 414-1624

**The Ukrainian Day Souvenir  
Program Booklet  
Advertising Opportunities!**

**Printed in full colour!**

The Ukrainian Day Booklet is distributed free of cost to all attendees during annual Ukrainian Day festivities.

**Advertising rates:**

*Taxes do not apply to prices!*

**Full page**

$7\frac{1}{4}'' \times 9\frac{1}{4}'' = \$800$

**Half page**

$3\frac{1}{2}'' \times 9\frac{1}{4}''$  or  $7\frac{1}{4}'' \times 4\frac{1}{2}'' = \$535$

**Quarter page**

$3\frac{1}{2}'' \times 4\frac{1}{2}'' = \$325$

**Business card**

$3\frac{1}{2}'' \times 2'' = \$190$

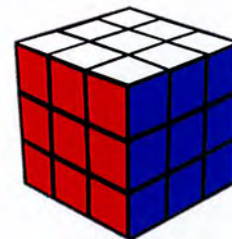
**DEADLINES:**

Ad space reservation - **July 5, 2023**

Ad material submission – **July 15, 2023**

*\* Orders received after the deadline will only be accepted based on space availability*

# Southern Alberta Employer Supports and Training



The **Alberta Government** is funding this pilot project with a grant through the **Taber and District Community Adult Learning Association**. The purpose of this project is to help support employers with documents, templates and training in order to help attract and retain employees to meet current and future demands. All services are **Free to employers**.

**Southern Alberta Employer Supports and Training** began on September 1, 2022, is a 2-year term and encompasses the **Town of Taber, MD of Taber, County of Warner** and the **County of 40 Mile**.

The current developments to the program include:

- We have **served over 150 employers** in all industries.
- Resources include **10 Human Resource and 7 Safety documents and templates** that employers can readily use, add their company name and logo while being able to adjust the forms to fit your needs.
- **All files are emailed directly to the employer contact.**
- The development of the **"Internet Links" document with over 90 links** to relevant and useful information. A **very handy resource** that all employers will use.
- **Taber Adult Learning had additional services that support employers** in the form of Employer Breakfasts, Employer Job Fairs, Job Board, Youth Employment Program, Taber Employment Assistance, English literacy classes, GED classes, Adult Basic Education, New-comer's programs and a Low-German Translator. We can also direct you to similar services outside of Taber.
- **Employer training opportunities** in *Mental Health – First Aid, Indigenous Culture Training, Workplace Respect and Inclusion, and Unconscious Bias in the Workplace.*

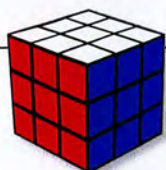
This is a great opportunity for **smaller businesses** to receive support in areas that they may not have the resources for. **Larger businesses** who have established processes in place can take advantage of these current resources as well to tweak some of their processes.

We look forward to working with you on **Southern Alberta Solutions**.

Sincerely,

Patrick Kavanagh - Employer Support Caseworker

[Patrick.kavanagh@taberadultlearning.com](mailto:Patrick.kavanagh@taberadultlearning.com)



**Southern Alberta Employer  
Supports and Training**

*Alberta*  
Government

403-223-1169 [www.taberadultlearning.com](http://www.taberadultlearning.com)

 **Taber Adult  
Learning**

## Employer Resources

Here is the current listing of documents, templates and links to information that may be of use to you and your company. All resources are **FREE** for you to use as you like, make changes, add your company logo, use as quick reference sheets, etc.

### **Human Resource Documents**

- ✓ Job application form (adjustable)
- ✓ Creating job postings
- ✓ Advertising job postings
- ✓ Employer interview questions
- ✓ Reference checks made easy
- ✓ Bank deposit form (adjustable)
- ✓ Onboarding employees
- ✓ Employee tracking sheet (adjustable)
- ✓ How to do exit interviews
- ✓ Laying off employees



### **Health and Safety Documents**

- ✓ Incident investigation form
- ✓ Hazard assessments
- ✓ Toolbox talks - info, agenda and attendance
- ✓ Supervisors monthly safety inspection guidelines and worksheet (adjustable)
- ✓ Injury workflow
- ✓ What about safety committees?
- ✓ Working alone

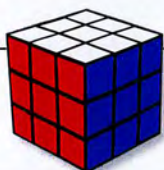
Many of these documents have links in them so that you can access additional information immediately on the same topic.

**Internet Links** to over 90 useful websites for employers.

- ✓ Human Resources Links
- ✓ Health and Safety Links
- ✓ Workers Compensation
- ✓ Farm and Ranch
- ✓ Demographics, Labour Market and Multicultural



**Taber Adult Learning** has services that support this program in the form of *Employer Breakfasts, Employer Job Fairs, Taber Job Board, Youth Employment Program, Taber Employment Assistance, English literacy classes, GED classes, Adult Basic Education, Newcomer's programs* and a *Low-German Translator*. Call 403-223-1169 for more information.



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Here are the headings in the **Internet Links** document:

## **Human Resource Links**

**Alberta Human Rights** - Interview question guidelines, harassment policy development, duty to accommodate, etc.

**Employment Standards** - Wages, Holidays, Overtime, Termination pay, Job leaves, Youth employment laws and many more.

**Youth Employment Laws** - Basic Rules, Employees 12 years and under, 13 – 14 years, 15 – 17 years, etc.

**Freedom of Information and Protection of Privacy Act - FOIP** - Guidelines, FOIP Act, Regulations, Help Desk and more.

**Farm and Ranch Workplace Legislation** - Employment Standards for employers.

**Hiring Guide** - A Government of Canada guide with some good information on hiring employees.

**How do I give a reference** - An excellent resource looking at what to say and what not to say.

**Ice Breaker Questions** - An extensive list of questions for interviewers to consider.

**English Classes in Taber** - English as an additional language classes for employee and families in Taber through Taber Adult Learning.

**Census of Populations** - This is a fascinating look at the breakdown of people who live in our communities. Information on things like age brackets, household income, languages spoken, mother tongue's, types of housing, marital status and so much more.

**Occupational Demands Outlook** - Looks at what types of jobs will be in demand in the coming years up to 2025.

**Resources for Employers** - Alberta Government Programs, Grants, On-line Services and more.

**Labour Market Information** - Labour forecasts, Trends, Statistics, Wages, Salaries and more.

**Mature Worker Recruiting** - Advantages of hiring this neglected employee base. Things to consider when hiring mature workers.

**Ex-Offenders Recruiting** - How to evaluate hiring, benefits, concerns, criminal record checks? and more.

**Alberta Advantage Immigration Program** - This is an economic immigration program that assists businesses in finding skilled workers from around the world, and in turn allows for skilled workers to be nominated for permanent residency by a Committee set up by the **Town of Taber**.

**Temporary Foreign Workers Program** - How to hire, obligations, employer compliance, guidance, etc.

Alberta - **TD1AB Tax Forms - Fillable Form and Printable Form**

Federal - **TD1 Tax Form - Fillable Form and Printable Form**

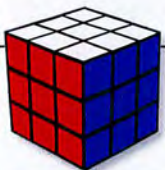
## **Health and Safety Links**

**OHS Templates for all of your safety documents** - OHS - If you need safety documents then this link is for you! Templates for Safety Policy, Hazard Assessments, Emergency Response Plan, Work Site Inspection, Worker Orientation Record, Safety Training Records and more.

**OHS Portal** - A great website that lets you drill down to safety information categories.

**OHS Search Tool** - This **NEW** search tool is a web-based word-for-word transfer of Alberta's OHS Act, Regulation, and Code. You can now search on any safety wording and find all of the information on it.

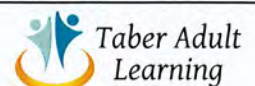
**Health and Safety Programs for Employers** - Alberta Government - An excellent document (PDF) that addresses all the areas of a safety program from "Do I need one" to providing templates and sample policies for employers.



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## **Health and Safety Links** – continued

**OHS Guide to OHS for Employers** - A good overview of OHS Alberta, safety inspectors, employers and employee's responsibilities. **The last page has very useful links for employers.**

**OHS Resources specific for your Industry** - Agriculture, construction, manufacturing, transportation, energy, hospitality, retail and more. A good one-stop shop location to find OHS publications specific to your industry.

**Alberta Association for Partnerships Association (AASP)** - Looking for a safety association? Founded in 1999, AASP services all industries and are the 2<sup>nd</sup> largest safety association in Alberta **and the largest in Canada** for "all industries" safety associations. **AASP is located in Taber too!**

**Hazard Assessment and Control** - An **excellent** handbook for Alberta employers and workers.

**Hazard Assessment and Control TEMPLATE** - For site-specific hazard assessments and solutions for controlling them.

**Alberta Workers Health Centre** has some good information.

**Overview guide of topics for best practices PDF**

**Seven modules to review PDF**

## **Workers Compensation for Employers and Workers**

**Employer WCB Handbook** - A good overview of information for employers.

**Employer Injury Reporting Form** - Excellent employer information resource! How to report an injury with instructions and employer report form.

**Workers Injury Reporting Form** - Excellent information resource! How to report an injury with instructions and worker report form. Information that employers need to be aware of.

**Employer Reporting and Injury overview** - Information for reporting injuries On-line, MyWCB employer app. and by Fax.

**All WCB Forms and Guides for Employers** - An extensive list of information.

**Mental Health in the Workplace** - What are the signs to watch for in employees.

**Workers WCB Handbook** - A great overview of information for workers that employers should review.

**Offer of Modified Work** - Document agreement between employer and worker. Copy and use.

**Letter to the Health Care Provider (Dr.)** - Health Care provider "fitness for work" letter template.

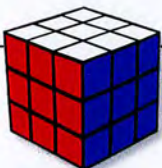
**Return to Work Planning** - Employers, workers and modified work information.

**Employer Injury Tracker** - Use this injury tracker to self-monitor your company's Injury recovery success. Tracking helps recognize positive outcomes like early return to work or no-time loss claims and determine gaps in your disability management program.

## **WCB Posters for Workplace posting**

**Hurt at Work Poster?** - All workplaces should have this poster posted. Here are the languages that this poster comes in.

**Arabic, Chinese (Simple), Chinese (Traditional), English, French, German, Japanese, Korean, Polish, Portuguese, Punjabi, Somali, Spanish, Tagalog and Vietnamese**



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**Taber Adult  
Learning**

## **Helpful Links**

**Helplines and Hotlines for Support - To help people right now.** Every employer should have these phone numbers available for easy access. Suicide, mental health, addictions, distress, First Nations, kids, rural distress, LGBTQ2S+ support lines for all kinds of emergency situations.

**Domestic violence in the workplace** - OHS - Domestic violence is a pattern of behaviour used by one person to gain power and control over another with whom the person has, or has had, a personal relationship. This can range from subtle intimidating behaviours to violent acts that result in physical harm or death.

**Mental Health in the Workplace** - OHS - Videos, Posters and Information.

**Mental Illness in the Workplace** - Canadian Mental Health Association - An excellent resource for employers. Download their brochure and make it available to employees.

**Ask an OHS expert - Report an OHS concern - Report serious injuries - Illnesses or incidents**

## **Farm and Ranch**

**Occupation Health and Safety** - OHS - A good overview of legislation, safety basics and more.

**Farm Safety - Alberta Government** - Excellent resource with information on livestock, environment, chemical, farm home safety, equipment and machinery safety, worker safety and more.

**Farm Safety Resources** - AgSafe Alberta - **Excellent information for farm safety operations.** Topics cover a huge range of safety situations.

**Farm Safety Centre** - Based in Raymond, Alberta. The Farm Safety Centre is a charitable organization promoting safe agricultural practices through the development and delivery of educational programs and materials to individuals of all ages throughout rural Alberta.

**Working Alone on the Farm** - A nice 2-page review on working safely when alone.

**Workers Compensation Board** - WCB - Workplace insurance for Farm and Ranch.

**WCB Coverage** - How it benefits your company and employees.

## **Demographics, Labour Market Information and Multicultural Links**

**Occupational Demands Outlook** - Look into the future to see the types of jobs predicted to be in demand in the coming years up to 2025.

**Census of Populations** - This is a fascinating look at the breakdown of people who live in our communities. Age brackets, household income, languages spoken, mother tongue's, types of housing, etc.

**Town of Taber** - An extensive website of information. Direct links: Business Support Services, Economic Development, and Community Links.

**MD of Taber** - Business information including Economic Development and Departments.

**County of 40 Mile** - Main website. Direct links: Business Resources and Departments.

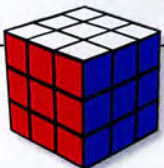
**County of Warner** - Main website. Direct links: Agriculture Service Board and Departments.



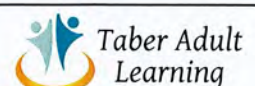
**55% of the population in Southern Alberta do not speak English or French as their first language.**

(Taber, MD of Taber, County of Warner and 40 Mile)

*...this makes "English as an Additional Language (EAL) and Literacy Training" important for communication between you and your employees. Give our office a call for support.*

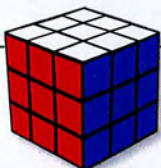
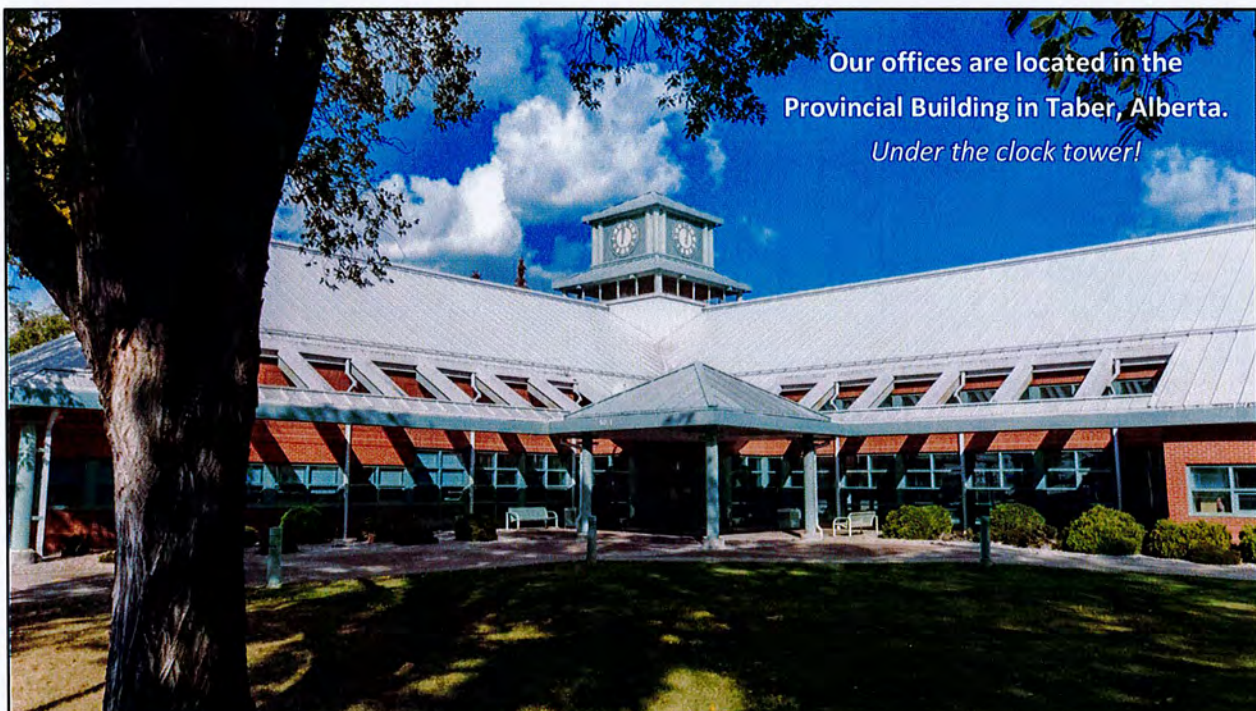
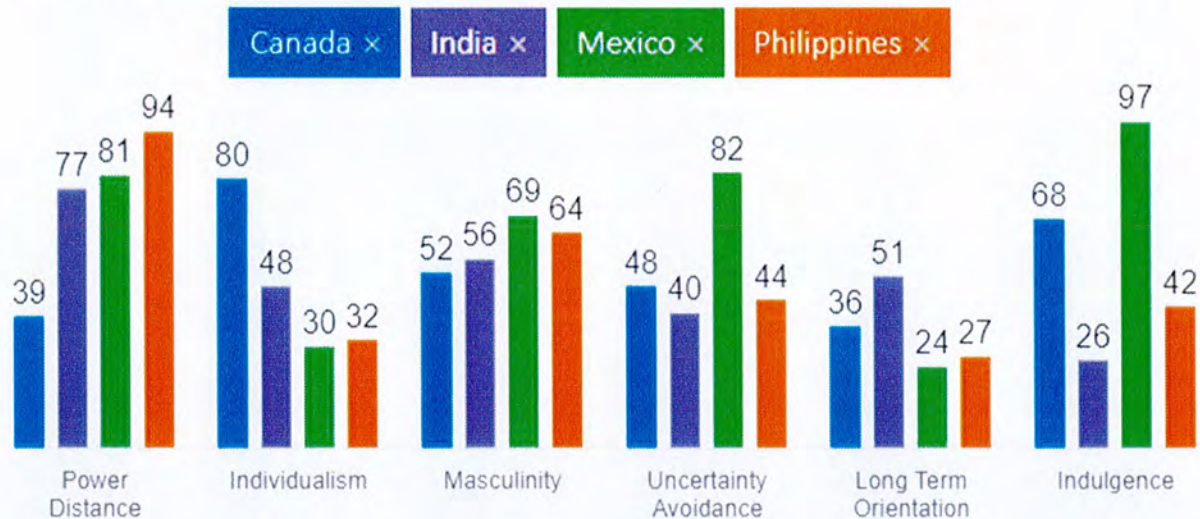


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**Hofstede Insights - This website is fascinating!** You can compare Canada with other countries and by doing so you can learn the similarities and differences between cultures. The cultural differences are a great eye-opener which can help employers see through the eyes of some employees. Its all about communication and this insight will do a lot for you personally and your company.



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2023



## REPORT TO MUNICIPALITIES COUNSELLING SERVICES



*Strengthening families in rural Alberta!*

[www.fcss.ca](http://www.fcss.ca)

*Alberta* 

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  - **Outcome Statement**
  - **Priorities**
- **Meet The Counselling Team**
- **Who We Served**
- **What Issues We Served**
- **How We Served**
- **Client Feedback**
- **Student Placements**
- **Programs**
- **Partnerships**
- **Presentations**

## COUNSELLING PROGRAM MANDATE

Through short-term and goal directed counselling services, support groups, and education programming FCSS counsellors strive to help our clients navigate through life transitions, discover new and existing strengths, and/or resources, and enhance relationships. We believe that counselling can be a powerful vehicle for clients to realize meaningful, lasting change when they are facing difficult challenges such as grief/loss, workplace stress, anxiety, relationship conflict and so much more.

## OUTCOME STATEMENT

Residents have increased capacity to manage life's challenges.

## PRIORITIES

- Evaluate client satisfaction.
- Monitor the effectiveness of the Counselling Intake process.
- Establish 3-5 on-going group programs.
- Increase the number of clients served by 20%.

*Strengthening Families*

## MEET THE COUNSELLING TEAM



**Michael Fedunec**  
**Counselling Services Supervisor**  
MA, CPC, CPCS, CCC, CCC-S



**Leanne Coquet**  
BA, BEd, M.Ed, CCC



**Amanda Fontaine**  
BSW, MSW, RSW



**Trevor Gilbert**  
BHsc, MACP, CCC



**Tim Krahn**  
BA, BEd, MACP, CCC



**Tanie Reid-Walker**  
Bsc, BSW, RSW



**Jessica Parker**  
MACP, CCC



**Karen Vandenberg**  
MC, CCC, CPC



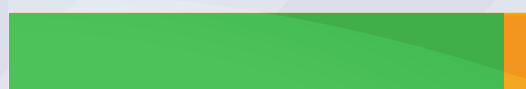
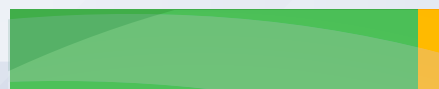
**Brooke Woodman**  
Masters of Counselling  
Practicum Student



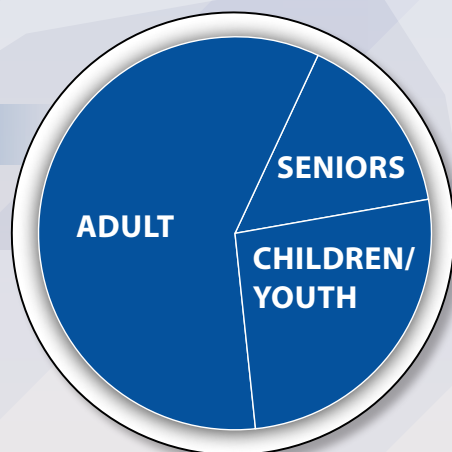
**Alannah Frank-Wilson**  
Masters of Counselling  
Practicum Student

## WHO WE SERVED

	2022	2023
Total # of Clients Receiving Services	567	636
Total # of Direct Service Hours	2646	2714
Total # of Indirect Service Hours	1289	937
Total Service Visits	3998	4080



### AGE:



2022

2023

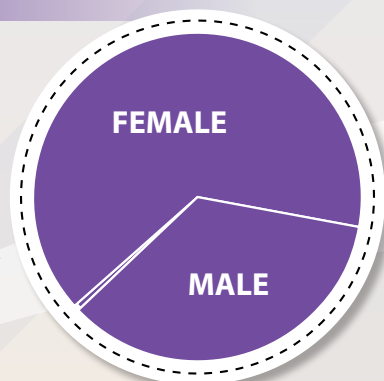
Adult 59% 54%

Seniors 15% 10%

Youth 26% 36%

### GENDER:

NON/BINARY  
TRANSGENDER  
OR CHOSE NOT  
TO IDENTIFY



2022

2023

Male 34% 35%

Female 65% 64%

Non/Binary, Transgender Chose not to Identify 1% 1%

### CLIENTS SELF-IDENTIFIED AS:

2022

2023

Indigenous 6% 5%

LGBTQS+ 4% 5%

LGM 7% 7%

Francophone 0.5 0.5%

New Canadians 1.5% 5%

## WHAT ISSUES WE SERVED

### COUNSELLING TYPE:

2022



INDIVIDUAL  
89%



COUPLE  
9%



FAMILY  
1%



GROUP  
1%

2023



INDIVIDUAL  
92%



COUPLE  
5%



FAMILY  
2%



GROUP  
1%

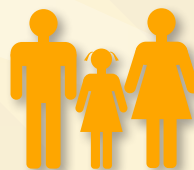
### TOP 10 ISSUES:

Top 10 reasons for seeking counseling services remained the same between 2021-2023.



#### INDIVIDUAL

Anxiety  
Depression  
Grief/Loss



#### FAMILY

Parent /Child Conflict  
Parent/Adult Child Conflict



#### COUPLE/RELATIONSHIP




Communication  
Conflict Resolution  
Divorce/Separation



#### SCHOOL/EMPLOYMENT

Interpersonal Skills  
Stress Management

## HOW WE SERVED

		2022	2023
Telephone Counselling		20%	17%
In Person Counselling		52%	75%
On-Line Video Counselling		28%	8%

**4/10** Average # of sessions per client

## CLIENT FEEDBACK

COMPARISON DATA COLLECTED 04/01/2021-03/30/2022 & 04/01/2022 -03/30/2023

### 2022 ADULT COUNSELLING

	FIRST SESSION	VS	MOST RECENT
	AGREE		AGREE
I am good at handling whatever comes my way	67%		83 %
I am optimistic about my future	66%		81%
My relationship with my family is enjoyable	72%		87%

### 2023 ADULT COUNSELLING

	FIRST SESSION	VS	MOST RECENT
	AGREE		AGREE
I am good at handling whatever comes my way	51%		84 %
I am optimistic about my future	66%		87%
My relationship with my family is enjoyable	72%		88%

“ I sought out counselling because for about a year I was struggling in my work place. I was questioning if it was time for me to retire. I just didn't have the same positive attitude towards my job as I had in the past nor did I have the energy. I found that I didn't look forward to going to work and I just didn't have the motivation to do anything. I was tired all the time and I was getting to the point that it was effecting my personal life as well. After a couple of sessions my counsellor asked if I had ever had a sleep test. I said yes, and that I had been diagnosed with sleep apnea and was put on a CPAP machine. The counsellor boldly asked, if I was using the machine. I told them “No” because I didn't like the mask. The counsellor suggested that I give the machine a try for a couple of weeks or so and if I still didn't feel better to come back and see them. As it turned out I began to feel much better and I did not need to return for counselling. I am grateful that the counsellor was honest enough to challenge me. ” -Adult Client

## STUDENT PLACEMENT

### COUNSELLING SERVICES PRACTICUM STUDENT PROGRAM

FCSS embraces the value of sharing knowledge and experience with those preparing to enter the workforce by offering post-secondary students an opportunity to experience practicum places with the FCSS team. Students receive mentorship, hands-on learning, and qualified supervision while working with a diverse range of clients within our geographical region. Post-secondary partnership agreements are in place with the following institutions:



We welcomed two practicum students to the counselling services team between April 2022 – March 2023.



#### BROOKE WOODMAN

Brooke was completing her Masters of Counselling Psychology degree from Yorkville University. Brooke chose a practicum placement with FCSS because she was impressed by the diversity that each counselling team member possessed and the rural clientele that accesses these services. Brooke was a student with FCSS from January 2022 to August 2022. Brooke served the residents of Taber, Coalhurst, Coaldale, and Picture Butte.



#### ALANNAH FRANK-WILSON

Alannah was completing her Master of Counselling degree from Athabasca University. Alannah chose FCSS because she was very familiar with the work that FCSS does and wanted to be a part of the work that is done. Alannah was a part of the counselling services team from Sept 2022 to March 2023. She served the residents of Coaldale, Coalhurst, and Picture Butte.

**400** direct client services hours provided by practicum students

**81** clients supported by practicum students

## PROGRAMS

### PROGRAMS ASSISTING CHILDREN, YOUTH & ADULTS

FCSS Counselling Services offered a variety of programs for children and adults who needed assistance in coping with anxiety, depression, grief/loss, and trauma.

#### TAMING WORRY DRAGONS

A 10 week program for children ages 8-12yrs and their parents that provides participants skills to identify signs and impacts of anxiety and to build their range of coping strategies. Participants reported a significant reduction in anxiety symptoms following the group, they enjoyed making new friends in a therapeutic environment, and had a whole lot of fun!



#### CIRCLE OF HEALING

A new program facilitated by Trevor Gilbert utilizes the use of drums to help individuals of all ages heal from anxiety, depression, trauma, grief/loss etc and to provide a sense of belonging.



**244** direct child and adult programming hours

## PARTNERSHIPS

### TABER AND DISTRICT HOUSING FOUNDATION

**190** Number of direct client service hours

#### CASUAL CONVERSATIONS WITH COUNSELLORS (CCC)

This program is in partnership between FCSS Counselling Services and the Taber and District Housing Foundation to address the emotional health needs of the senior residents. By connecting with seniors in a casual setting with warm drinks and snacks, counselors promote help-seeking behaviours among seniors and offer tangible and senior-friendly coping strategies that help them deal with life's challenges.



### ONLINE COMMUNITY OF PRACTICE



FCSS Counselling Services has invited counsellors from other FCSS organizations to join a weekly online video peer group (CoPs\*) supervision meetings. This Community of Practice will fill a gap for other FCSS counsellors across the province who do not have access to internal clinical supervision or peer support. Our counselling team is excited to include other counsellors in this weekly peer group as it will increase support for fellow colleagues, broaden counsellors learning experiences, and provide networking opportunities.

*\*Communities of Practice (CoPs) are groups of individuals who share a passion for a subject and interact with one another on an ongoing basis to expand their knowledge and develop their expertise (Wenger 1998; Wenger et al. 2002).*

## PRESENTATIONS

**FCSS Counselling Services works with community groups, organizations, schools, churches, and businesses in providing presentations that will best meet their needs.**

This past year 79 participants received valuable information on:

- Compassion fatigue
- Stress and self care
- Transitional grief
- Self Compassion
- Counsellor's experience grief
- Healthy Relationships



Serving:

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