

Regular Meeting of the Village of Alix Council, to be held on
Wednesday, July 3, 2024 at 6:00 P.M.

AGENDA

1. Call to Order:
2. Agenda Amendments and Adoption
3. Adoption of the Minutes: a) Minutes of the Regular Meeting – June 19, 2024 – 6:00 P.M.
4. Delegation: None
5. Bylaws: None
6. Unfinished Business: a) Tax Recovery Public Auction 2024 – Request for Decision 24-36
7. New Business: a) Alix Public Library Board Appointment – Request for Decision 24-34
 b) Personnel Policy Amendment - Request for Decision 24-35
8. Financial Reports: None
9. Committee Reports: a) Red Deer River Municipal User Group Association – Councillor T. Besuijen
 b) RCMP Community Group Meeting – Councillor Cole
 c) Mayor’s Caucus Meeting – Mayor Fehr
 d) Lacombe Foundation Meeting – Mayor Fehr
10. Administrative Reports: None
11. Correspondence a) Honourable Ric McIver, Minister of Municipal Affairs – Canada Community-Building Fund (CCBF)
 b) 2024 Alberta Municipalities’ Convention and Trade Show
 c) Meeting Opportunity – with Honourable Ric McIver, Minister of Municipal Affairs
 d) Family and Community Support Services Association of Alberta – Funding Information Feedback May 2024
 e) Honourable Ric McIver, Minister of Municipal Affairs – Response to Village of Alix Correspondence
12. Closed Meeting: a) FOIP Section 25 – Economic Interest of a Public Body – Re: Lot 15A, Block 1, Plan 6146RS, 4904 – 47 Street
13. Adjournment:



This Strategic Plan provides a strong foundation for our organization to use as we move forward into the future. It reflects our commitment to the health, well-being, connectedness, and economic prosperity of our community. We want to make sure Alix is not just a great place to live, raise a family, and retire, but a place where one day your kids can live and raise a family of their own. And as we grow, we want to keep all the things that make our community special. In addition to the strategic goals in this plan, the Village of Alix will also continue delivering on fundamental municipal responsibilities such as fire protection, planning and development, water, waste collection, safe roads and more.

Our community is much more than its elected representatives and municipal staff. It's the citizens who live, volunteer, work, play, and socialize here who shape this community and bring it to life. This plan shows our commitment to working for you and with you to help shape a bright future we can all be proud of.

Vision

Vibrant Village by the lake

Mission

We foster an open, cooperative government that encourages public participation and ensures levels of service our citizens expect and deserve.

Core Values

Community: We will help citizens maintain the Village's unique qualities, foster a strong sense of belonging and strive to meet needs locally.

Fiscal Responsibility: As stewards of community resources, we will deliver municipal services in a cost-effective way.

Innovation: We will seek innovative solutions for the growth and success of the community.

Respect: We will treat each other with respect and act with integrity.

Safety: We will work in partnership with the community to prevent crime and protect lives, property, and the public realm.

Teamwork: We will build strong relationships with our public, employees, and partners under the shared goal of continuous improvement.

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, June 19, 2024 at 6:00 P.M.

Present: Mayor Rob Fehr, Councillors Barbara Gilliat, Janice Besuijen, Tim Besuijen and Edwin Cole

Also Present: Tanya Meston, Assistant Chief Administrative Officer

Call to Order: Mayor Fehr called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor Fehr called for amendments to the agenda.

Approval of Agenda:

Resolution #134/24: Moved by Councillor Gilliat that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – June 5, 2024

Resolution #135/24: Moved by Councillor J. Besuijen that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, June 5, 2024, be accepted as presented.

CARRIED

Delegation: a) Ms. Glenda Farnden, Senior Municipal Relations Liaison, STARS and Ms. Shannon Paquette, Municipal Relations Liaison – Central Alberta, STARS

Ms. Glenda Farnden, Senior Municipal Relations Liaison, STARS entered the meeting at 6:02 P.M.

Ms. Shannon Paquette, Municipal Relations Liaison – Central Alberta, STARS was unable to attend.

Ms. Farnden retired from the meeting at 6:30 P.M.

Bylaws: None

Unfinished Business: None

New Business: a) Local Government Fiscal Framework (LGFF) Capital and Operating Program–Memoranda of Agreement – Request for Decision 24-31

Resolution #136/24: Moved by Councillor Gilliat that the Village of Alix Council will hereby execute the Local Government Fiscal Framework Capital Program Memorandum of Agreement and the Local Government Fiscal Framework Operating Program Memorandum of Agreement.

CARRIED

New Business: (cont.) b) Local Authority Pension Plan (LAPP) Personnel Policy Amendment – Request for Decision 24-32

Resolution #137/24: Moved by Councillor T. Besuijen that the Village of Alix Council hereby amend the Village of Alix Personnel Policy as follows:

Remove: 13.09 Pension Plan Options, Section (c)

Add: 13.09 Pension Plan Options, Section (c)

“Any employee already participating in the Village’s RRSP benefit plan from before December 1, 2005, and who is scheduled to work fewer than 30 hours/week but at least 14 hours/week on a continuous basis, shall be given the option to participate in Local Authorities Pension Plan (LAPP)”

CARRIED

Financial Reports: a) Bank Reconciliation – May 31, 2024

b) Accounts Payable Cheque Listing – May 14 – June 5, 2024

c) Tax Trial Balance – June 12, 2024

Resolution #138/24: Moved by Councillor Cole that the Village of Alix Council hereby accept the Financial Reports as presented.

CARRIED

Committee Reports: None

Administrative Reports: None

Correspondence and Information:

a) Alix Agricultural Society – Alix Rodeo Funding Request

Resolution #139/24: Moved by Councillor Gilliat that the Village of Alix Council hereby grants Alix Agricultural Society \$1,000.00 to help fund the 9th Annual Alix Rodeo.

CARRIED

b) Parkland Regional Library System – Village of Alix Return on Investment

c) Alix and District Chamber of Commerce – Alix Days Parade 2024

Resolution #140/24: Moved by Councillor J. Besuijen that Correspondence Items (b) and (c) be accepted as information.

CARRIED

Mayor Fehr called a two-minute recess at 6:50 P.M.

Mayor Fehr reconvened the meeting at 6:52 P.M.

Closed Meeting: a) FOIP Section 25 – Economic Interest of a Public Body

Resolution #141/24: Moved by Councillor T. Besuijen that the Village of Alix Council go into a Closed Meeting at 6:53 P.M. to discuss FOIP Section 25, Economic Interest of a Public Body.

CARRIED

Resolution #142/24: Moved by Councillor Gilliat that the Village of Alix Council return to the Public Meeting at 7:00 P.M.

CARRIED

Resolution #143/24: Moved by Councillor J. Besuijen that the Village of Alix Council hereby considers an offer to purchase of \$40,000.00 for Lot 15A, Block 1, Plan 6146RS, located at 4904 – 47 Street.

CARRIED

Adjournment:

Resolution #144/24: Moved by Councillor J. Besuijen that this Regular Meeting of the Village of Alix Council be adjourned at 7:09 P.M.

CARRIED

Mayor

Assistant Chief Administrative Officer

ADMINISTRATION REPORT



Date: June 28, 2024
Memo To: Village Council
From: Tanya Meston
Subject: Tax Recovery Public Auction 2024

RFD 24-36

1. **PURPOSE** – To determine how Council would like to proceed with the parcel of land that did not sell at the tax recovery public auction held June 25, 2024.
2. **BACKGROUND** – Please see attached report from Taxservice and information from “A Guide to Tax Recovery in Alberta, April 2024”.
3. **OPTIONS** –
 1. To take ‘Tax Forfeiture’ title of the property with the intention of selling it
 2. To take ‘Clear Title’ of the property with the intention of keeping it for municipal use
 3. To take no action and leave the property registered to the current owner
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – The reserve bid, which was equal to the assessed value of the property was set at \$96,700.00. The outstanding taxes on the property are \$9,856.65.

If option 1 is chosen, Tax Forfeiture Title would be acquired, and the outstanding taxes would be recovered through proceeds of a sale of the property at a price as close as reasonably possible to assessed value in an effort to recoup the arrears and taxes.

If option 2 is chosen, the Village must first acquire Tax Forfeiture Title then deposit an amount equal to the reserve bid into a separate account. The amount paid goes to the tax arrears and all costs and expenses as required under s. 427 (2) of the MGA. The Village must notify the previous owner if there is money remaining. The property is then the Village’s to do with as they wish.

If option 3 is chosen, penalties and future tax levies would continue to be applied. The Village cannot dispose of the property or rent, license or lease it.

6. **LEGAL** – If option #1 is chosen, sections 424 and 425 of the MGA would apply. Section 426 of the MGA would apply if the tax arrears in respect of a property are paid after the municipality acquires the title to the property (Tax Forfeiture Title) under section 424 but before selling the property under section 425, it must notify the Registrar to revive the title to the original owner.
7. **POLITICAL/PUBLIC IMPLICATIONS** – This is a Residential lot. The ideal outcome would be to sell the lot and have it continue under residential use, if the tax arrears are not paid.
8. **OTHER COMMENTS** – Sometimes a municipality may choose option #3 if the land is known or suspected to be a contaminated site. We do not believe this is the case with this property.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

“that the Village of Alix will transfer title and take ownership of Lot 1,2 Block K; Plan 5676AE within the Village of Alix and Council directs administration to take steps to sell the property for the assessed value once title has been transferred.”

A handwritten signature in black ink, appearing to read 'Tanya Meston', written over a horizontal line.
Author



June 28, 2024

By email: (original to remain on file)

Village of Alix
Box 87, 4849 50 St
Alix AB T0C 0B0

Attention: Wendy Menage, Municipal Clerk

Dear Wendy:

Re: Village of Alix - Public Auction

The public auction was held as scheduled on June 25, 2024. The Village of Alix offered the following properties for sale, however; only Roll 4000 sold.

Roll No	Lot	Block	Plan	C of T	Reserve Bid
4000	24	3	RN30	152 009 545	\$13,900
16100	1,2	K	5676AE	992 345 270	\$96,700

The municipality may now become the owner of Roll 16100. If the municipality chooses to take title, the property becomes exempt from future taxation. The only cost to the municipality in order to become the owner of the parcel is the cost to register the required forms with Alberta Land Titles. We recommend the municipality take title of the properties not sold at auction, provided that you are not aware of any potential liability concerns. (e.g., environmental or dilapidated buildings)

The following paragraphs all apply to taking Title:

By taking title, the municipality can choose to:

1. Dispose of the parcel by either:
 - a. selling the property, at any time, and according to any conditions it chooses. Some possible options include direct sale, by tender, through a real estate agent, or by any other means that support selling the property at a price as close as reasonably possible to fair market value; or
 - b. keeping the property and depositing an amount of money equal to the reserve bid into a separate account that has been established solely for the purpose of depositing money from the sale of land under Tax Recovery Proceedings.
2. Grant a lease, license, or permit in respect of the parcel.

The municipality would become the legal owner of the property and, provided that the property is not in use, would be entitled to take possession and exclude others from entering upon its property. Also, the municipality would want to ensure insurance is in place as deemed necessary. You may want to verify whether your general policy would cover the newly acquired property or if additional coverage will be required.

If the tax arrears and all related costs in respect of a property are paid before the municipality disposes of the property as mentioned in 1 above or while leasing the property as mentioned in 2 above, the original title must be revived in the name of the former owner(s).

Should the municipality choose not to sell the land but retain title in their name with a tax forfeiture registered against title, the municipality can, after 15 years, apply to land titles to remove the tax forfeiture notice, cancel the existing title for the parcel and issue a new title in the name of the municipality. Once this new title is issued, the municipality can use or dispose of the property without regard to the former owner.

The following paragraph applies to NOT taking Title:

If the municipality chooses not to take title, the property will remain taxable and the municipality cannot dispose of it, grant a lease, license, or permit in respect to the parcel.

Please confirm whether the municipality chooses to become the owner of the parcels not sold at auction and we will attend to preparation of the transmission and required affidavits with respect to the property. We will forward the documents to you in due course for your signature and seal.

Yours truly,
TAXervice

Angela M.

Angela M. C.M.M.A.
Account Manager
AngelaM@taxervice.com

Once the auctioneer declares a property as sold, the sale is final, and no further approval is required. The auctioneer cannot reopen a property for sale after it is declared sold. The municipality should maintain a record of sale activities for reporting to council. While no report is required, a report provides council with information in case a sale is protested. The person purchasing the property acquires the land free of all encumbrances, except those listed in section 423(1).

Section 429 restricts the auctioneer, councillors, the Chief Administrative Officer, and the employees of the municipality from bidding on, or acting as an agent in buying the property. However, a designated officer or employee can be directed by council to bid for or buy a parcel of land for the municipality if it wishes to become the owner.

Once the property is sold to another individual, the previous owner has no further right to pay the tax arrears.

If no offer is received on a property or the reserve bid is not met, the property cannot be sold at the auction. In this case the property remains unsold. The following sections describe options for dealing with unsold properties.

Municipal Responsibilities/Rights Following the Auction

The municipality has three options when a property is not sold at public auction.

1) 'Tax Forfeiture' Title

The municipality does not purchase the property but registers its name on title if the property goes unsold at public auction by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form). This allows the municipality to rent, license, lease, or dispose of the property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes. If the property is not disposed of under s. 425(1), the municipality may, 15 years following the date of the public auction, request that the Registrar cancel the existing certificate of title marked 'Tax Forfeiture' and issue a certificate of title in the name of the municipality.

2) Clear Title

After the municipality has acquired Tax Forfeiture Title, the municipality can acquire the property by depositing an amount equal to the reserve bid (market value) into a separate account. The amount paid goes to the tax arrears and all costs and expenses as required under s. 427(2). The municipality must notify the previous owner if there is money remaining. The property is then the municipality's to do with as they wish.

3) Do nothing:

Taxes continue to accrue and remain on the municipality's books as a growing liability. The municipality cannot dispose of the property or rent, licence or lease it. This option does not allow the property to revert to the municipality after the 15-year time period.

Municipalities' Right to Possession Following the Public Auction

Section 420

When a property is not sold, a municipality is entitled to possess the property from the date on which a parcel of land is offered for sale at public auction. If a property is occupied and the municipality encounters resistance, it will have to apply to the Court of King's Bench for an order for possession (section 420(2)).

In the case of properties being rented out as a residence by the previous owner, the municipality must follow the processes to obtain vacant possession outlined in the *Residential Tenancies Act*.

Transfer of Parcel to Municipality

Section 424 ("Tax Forfeiture" Title)

A municipality **may** become the owner of a parcel immediately after the public auction if the parcel is not sold. If it chooses to take title, the municipality must request that the Land Titles Office cancel the existing Certificate of Title and issue a new one in the municipality's name (section 424(2)). This request is made by submitting the "Notification of Municipal Acquisition" form to the Land Titles Office.

If the municipality takes title, the property is exempt from future taxation under *MGA* section 362(1)(b), and the municipality can dispose of the property in accordance with section 425 of the *MGA*. If the municipality chooses not to take title, the property remains taxable; however, the municipality cannot dispose of the property.

Where a municipality acquires title under this section, the title, while placed in the municipality's name, retains a tax forfeiture notification against it.

Municipal Responsibilities for Properties Sold at the Public Auction

Anyone purchasing a property at a public auction acquires the property free of all encumbrances aside from the exceptions listed in section 423(1).

After the successful sale of a property at a public auction, the "Notification of Sale by Public Auction" form must be completed and submitted to a Land Titles Office. The form should be accompanied by an "Affidavit Re Value" form, and (if applicable) a "Foreign Ownership of Land Declaration" form, available from a Land Titles Office.

Municipal Process for Disposing of Unsold Properties

The municipality must acquire title to the land, pursuant to section 424, before disposing of the property in accordance with section 425(1).

After title is obtained under section 424, the municipality may sell the property at a price as close as reasonably possible to the market value, per section 425(1)(a).

After receiving the title to a property under section 424, a municipality may also grant a lease, licence, or permit in respect of the parcel. The municipality can establish the conditions for these types of dispositions.

If the municipality should rent or lease a property before selling or acquiring it under section 425(1), and in the process generate revenue equal to or exceeding the taxes in arrears plus any costs or lawful expenses incurred by the municipality, the municipality must return the title and any surplus revenues to the previous owner. The owner must honour the remaining term of the lease.

Some possible options to assist in selling the property include direct sale, by tender, or through a real estate agreement. On selling the property, the municipality must transfer the title to the purchaser by submitting a "Transfer of Land" form to a Land Titles Office. Also contained on the "Transfer of Land" document is an "Affidavit Re Value of Land," which must be completed. The only liens and encumbrances remaining will be those in favour of the Crown in right of Canada and the other exceptions noted in section 424(3).

Following the sale of a property, the municipality must request the discharge of the tax recovery notification for the Registrar of Land Titles to remove the words "Tax Forfeiture" from the new title.

Should the municipality wish to acquire clear title to a property, the property can be purchased by the municipality by paying the market value of the property in accordance with section 425(1)(b).

There is a substantial difference between the titles the municipality receives to properties not sold at public auction (and subsequently transferred to the municipality), and the title that the municipality receives should it purchase the property under section 425(1)(b). In the first situation (Tax Forfeiture Title), the Certificate of Title retains the Tax Forfeiture clause and in the second (Clear Title) it does

not. In the latter situation, the municipality can use or dispose of the property, the same as any other clear title landowner and in accordance with section 70 of the *MGA*.

Revival of Title

Section 426

If the tax arrears in respect of a property are paid after the municipality acquires the title to the property (Tax Forfeiture Title) under section 424 but before selling the property under section 425, it must notify the Registrar to revive the title of the original owner. As noted previously, payment of tax arrears can be handled in a number of ways, including by lease or rent or by payment by the previous owner(s) or by any other party. Under section 426(3)(a), the property would then be subject to the same notifications, charges and encumbrances before the municipality became the owner. A "Notification of Revival of Title" form must be completed and sent to the Registrar of Land Titles.

Proceeds from the Sale or Rental of Tax Recovery Property

Sections 427 and 428

All sale, lease, licence, or permit revenues must be paid into a separate account maintained by the municipality for proceeds from Division 8 tax recovery properties. It is important to recognize that any remedial costs owed to the province have first priority in terms of the sale proceeds. The issue of remedial costs is described in greater detail under "*Contaminated Land*" below.

The municipality must pay itself the tax arrears and other legal costs provided for under section 427(2). Any money remaining after the payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister of Treasury Board and Finance if the municipality is notified that the property is vested in the Crown. A property may be vested in the Crown by virtue of being owned by a dissolved business corporation. (See section 15(a) of the *Unclaimed Personal Property and Vested Property Act*.)

The municipality may, if it is satisfied that there are no debts secured by an encumbrance against the certificate of title of the property, pay the remaining funds to the previous landowner. If the municipality is not satisfied that there are no debts secured by an encumbrance against the certificate of title of the property, it must notify the previous owner of the surplus funds and that they must make application under section 428 to recover all or part of the proceeds.

Under section 428, the former owner or other interested party will have up to 10 years after either the date of the public auction or the date of a sale under section 425, depending on how the property was sold, to make an application to the courts to be paid the surplus sale proceeds. If no application is made within the 10-year period, the municipality may use the money for its own purposes (section 428.1). This does not apply if the municipality is notified that the property is vested in the Crown.

Transfer to Municipality after 15 Years

Section 428.2

When a tax forfeiture parcel of land has been offered for sale but not sold at a public auction, and has been designated as a 'tax forfeiture' on its certificate of title (s. 424), the municipality may, 15 years after the date of the public auction, request the Registrar to cancel the existing certificate of title and issue a new one in the name of the municipality.

Once this new title is issued, all responsibilities of the municipality to the previous owner of the parcel under Part 10, Division 8 of the *MGA* cease.

A municipality that becomes the owner of a parcel of land under this section acquires it free of all encumbrances, except those listed in section 428.2(4).

Special Cases

Tax Arrears on Subdivided Land

Section 429.1

If there are tax arrears on a parcel of land that is to be subdivided, the municipality may distribute the tax arrears and any taxes that may be imposed on the newly created parcels.

Contaminated Land

Section 434.1

One area of concern for many municipalities is their potential liability should they acquire property under tax arrears and then find out that the property is contaminated.

Section 434.1 relieves a municipality of liability for such contamination provided that the municipality did not cause the contamination, that the municipality does not release any additional or new substance onto the parcel of land, or that the municipality does not aggravate the adverse effect of the contaminant that already exists on the parcel of land.

Should a contaminated tax arrears parcel be sold, the proceeds of the sale must first be applied to any remedial costs relating to the property. Remedial costs are defined as all expenses incurred by the Government of Alberta to perform work under an environmental protection order, or an enforcement order issued under the *Environmental Protection and Enhancement Act* (section 410 of the *MGA*). Any remaining funds are available to satisfy the tax arrears and administrative costs specified in section 427(2).

Alternative Collection Options

Collection of Rent

Section 416

After a tax recovery notification has been placed on a title, a municipality may send a notice to any person holding a lease on a parcel of land to pay rent to the municipality instead of to the owner (section 416(1)). Any rent received must be applied to the taxes until the arrears have been paid. Once the arrears have been paid the municipality must request the Land Titles Office to remove the notification.

Not less than 14 days before asking a renter to pay rent to the municipality, the municipality must notify the owner of the municipality's intent (section 416(2)).

Tax Agreement

Section 418(4)

A municipality may enter into an agreement with the landowner to provide for the payment of the taxes. The term of such an agreement cannot exceed three years.

Should the municipality choose to exercise this option, future taxes and penalties that will occur during the term of the agreement should be considered within the agreement. A template is included in the Appendix.

Lease of Property

Section 425(2)

For the municipality to exercise this option, it must first acquire title to the property under section 424. Once the municipality holds title, should it enter into a lease agreement through which the municipality receives enough money to offset the tax arrears, the municipality must return the title to the landowner. The landowner would be required to adhere to the conditions of the lease entered into by the municipality while the title was in its name.

ADMINISTRATION REPORT

Date: June 25, 2024
Memo To: Village Council
From: Tanya Meston
Subject: Library Board appointment

RFD 24-34



1. **PURPOSE** – To determine if Council will accept the Library Board's proposed changes to their Board membership.
2. **BACKGROUND** – Please see attached letter.
3. **OPTIONS** –
 1. Pass the resolution outlined below
 2. Defeat the resolution outlined below
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – none
6. **LEGAL** – Excerpt from the Alberta Government Councils and Library Boards: Roles and Responsibilities: "The appointments of the members of the municipal Board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so."

Libraries Act: Appointment

- 4(1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.
- (2) A person who is an employee of the municipal board is not eligible to be a member of that board.
- (3) Not more than 2 members of council may be members of the municipal board.
- (4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

Date of appointment

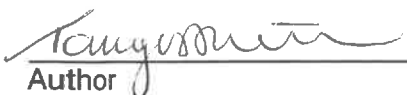
- 5(1) The appointments of the members of the municipal board shall be made on the date fixed by council.
- (2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

7. **POLITICAL/PUBLIC IMPLICATIONS** –

8. **OTHER COMMENTS** –

9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

"that the Village of Alix Council hereby accepts the appointment of Cheryl Sydor for a three-year term to the Alix Public Library Board."



Author

Village of Alix Library
PO Box 69
Alix, AB T0C 0B0

Village of Alix
PO Box 87
Alix, AB T0C 0B0

June 14, 2024

ATTN: Village of Alix Council

The Village of Alix Library Board has passed a motion at their June 11, 2024 meeting to appoint the following person to our Board as Trustee:

Cheryl Sydor – 3-year term

We want the Village Council to approve this appointment, thank you.

Regards

A handwritten signature in black ink, appearing to read 'Cathy J Perry', is written over two horizontal lines.

Cathy J Perry
Board Chair
Village of Alix Library Board

ADMINISTRATION REPORT



Date: June 25, 2024
Memo To: Village Council
From: Tanya Meston
Subject: Personnel Policy Amendment

RFD 24-35

1. **PURPOSE** – To finish the process of amending the Village Personnel Policy.
2. **BACKGROUND** – At the June 5, 2024 and June 19, 2024 regular Council meetings, resolutions were made for amendments to be made to the Village Personnel Policy.
3. **OPTIONS** –
 1. To accept this report as information
 2. To approve the policy as amended
4. **DISCUSSION** – At the June 5, 2024 regular Council meeting a resolution was made by Council to amend the Village Personnel Policy by adding the following:

10.04 Pay for Volunteer Fire Fighting Duties

Employees who volunteer on the Alix Fire Department and respond to a fire or Medical First Response call during their regular hours of work from 7:30 a.m. to 4:00 p.m. shall be paid their regular rate of pay for the time spent on the call out.”

At the June 19, 2024 regular Council meeting a resolution was made by Council to amend the Village Personnel Policy by amending the following:

Remove: 13.09 Pension Plan Options, Section (c)

Add: 13.09 Pension Plan Options, Section (c)

“Any employee already participating in the Village’s RRSP benefit plan from before December 1, 2005, and who is scheduled to work fewer than 30 hours/week but at least 14 hours/week on a continuous basis, shall be given the option to participate in Local Authorities Pension Plan (LAPP)”

5. **FINANCIAL IMPLICATIONS** – The amendments will not have any financial implications to the employees.
6. **LEGAL** – Policies have been checked to ensure they meet the minimum legislated requirements. In the majority of cases, the Village policy surpasses the minimum standards.
7. **POLITICAL/PUBLIC IMPLICATIONS** – None, this is an internal policy.
8. **OTHER COMMENTS** –
9. **RECOMMENDATIONS** – Option #2, I recommend the following resolution:

“that the Village of Alix Council hereby approves the Village of Alix Personnel Policy as amended.”

A handwritten signature in cursive script, appearing to read "Tanya Meston", written over a horizontal line.
Author



PERSONNEL POLICY

Table of Contents

POLICY NUMBER	PROVISION
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2.	Definitions and Interpretations
3.	General Employment Conditions
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5.	Transfers, Promotions and Appointments
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21.	Recognition of Years of Service
22.	Conflict of Interest
23.	Confidentiality Policy
24.	Criminal Record Check
25.	Harassment
26.	Effective Date of Personnel Policy

POLICY 1 – PURPOSE

This policy was prepared to provide a uniform, fair and effective system of personnel administration and to provide a mutual understanding between the Municipality and its Employees.

The purpose of this policy is to:

- (a) Establish the terms and conditions of employment, and to provide a method of resolving grievances.
- (b) Maintain a harmonious and co operative relationship between the Municipality and its Employees.
- (c) Promote the mutual interest of the Municipality and its Employees
- (d) Encourage efficiency in operation.

This policy will be periodically reviewed and revised where is necessary. Any additional memorandums issued concerning the personnel policy will be distributed to the Employees. Any questions concerning this policy should be directed to the CAO.

POLICY 2 – DEFINITIONS AND INTERPRETATIONS

- 2.01 CAO shall mean the Chief Administrative Officer. The CAO is responsible for the direction, coordination and administration of all matters pertaining to municipal personnel in accordance with Council approved policies.
- 2.02 Delegation of Responsibility and Authority shall mean the right of the CAO to delegate responsibility and authority.
- 2.03 Director of Public Works shall mean the person designated by the CAO who is responsible for the direction, coordination and administration of all matters pertaining to the operations of the Public Works Department.
- 2.04 Employer and/or Village and /or Municipality shall mean the Village of Alix and include such officers as the Council or CAO may from time to time designate or appoint to carry out administrative duties in respect to the operation and management of the municipality, or in respect to the administration of this policy.
- 2.05 Formal Complaint is defined as any difference arising out of the interpretation, application, administration or alleged violation of the Personnel Policies.
- 2.06 Immediate Family Member means Father, Mother, Spouse, Son, Daughter, Brother, Sister, Mother In Law, Father In Law, Brother In Law, Sister In Law, Grandparent or Grandparent of Spouse. In this policy the term "spouse" includes a partner in a common law relationship.
- 2.07 Leave of Absence is a written authorization for an Employee to be absent from work with or without pay for a definite period of time, which has been approved in advance by the Employer. Leave of absence shall be approved by the CAO, and where necessary, the Director of Public Works.
- 2.08 Manager shall mean the CAO or Director of Public Works.
- 2.09 Permanent Full Time Employee shall mean any Employee hired for a full time permanent position. Such position requires service on a twelve month annual basis and has successfully completed the probationary period.
- 2.10 Permanent Part Time Employee shall mean any Employee who is regularly scheduled to work on less than a full time basis.
- 2.11 Probationary Employee shall mean an Employee who during their initial period of employment, occupies an established position during a probationary period.
- 2.12 Probationary Period shall mean the initial period of three (3) months of employment with the Municipality.
- 2.13 Sick leave means the period of time a permanent full time or permanent part time Employee is absent from work with full pay due to an unavoidable sickness and/or injury that does not come under the provision of the Worker's Compensation Act.
- 2.14 Temporary Employee shall mean any Employee hired to perform seasonal work of a temporary nature. This Employee is subject to layoff on completion of seasonal or temporary employment.
- 2.15 Temporary Experienced Employee shall mean any Employee hired to perform seasonal work or work of a temporary nature who will perform on call duties and operate all Village

owned equipment to the satisfaction of the Director of Public Works. This Employee is subject to layoff on completion of seasonal or temporary employment.

POLICY 3 – GENERAL EMPLOYMENT CONDITIONS

3.01 Employees coming under the scope of this policy shall:

- (a) Recognize the right of the CAO to hire, promote and demote, transfer, suspend or otherwise discipline and discharge any Employee, subject to the right of the Employee concerned to lodge a grievance in the manner and to the extent herein provided.
- (b) Employees shall further recognize the right of the Municipality to operate and manage its business in all respects in accordance with its obligations and to establish and alter from time to time rules, regulations and practices to be observed by the Employees. Any alterations to existing rules and regulations shall not be inconsistent with the provisions of this policy.

3.02 The Employer reserves all rights not specifically limited by the terms of this policy.

3.03 Employees should at all times conduct themselves in such a manner and act in such a way that there shall be no adverse reflection against the Municipality and no needless obstacle hindering satisfactory performance of duty.

3.04 Performance and Development Evaluation/Review:

- (a) The Municipality shall operate with a system of performance evaluations for Permanent Full Time, Permanent Part Time and Probationary Employees.
- (b) Probationary Employees will be appraised prior to completion of the Probationary Period. All other Employees may be appraised at least once in the calendar year or upon request of the Employee.
- (c) Employees may have their work performance evaluated as an extension to the annual review or for certain time periods between annual reviews. In such cases the Employee shall be advised as to the length of time involved in the review process.
- (d) Uses of Performance Evaluations
 - i) To keep Employees informed of what is expected of them and how well they are performing.
 - ii) To recognize and reward hard work.
 - iii) To help supervisors recognize and remedy weaknesses in Employee performance.
 - iv) To identify Employees who should be given specific types of training.
 - v) To provide a record of any Employees performance history.
 - vi) To help determine if an Employee will be given a pay increase.
- (e) Process of Performance Review:
 - i) At least once each year, Council or a Committee of Council shall conduct a performance review of the CAO.
 - ii) At least once each year, the CAO may conduct a performance review of any personnel.
 - iii) At least once each year the Director of Public Works may conduct a performance review of any personnel under their supervision.

- iv) Employees who report to boards as approved by Council and also maintain a reporting relationship with the CAO shall have their performance reviewed by the CAO in consultation with the chair person of the appropriate board.
- v) The performance review shall be communicated to the Employee and the Employee shall be given an opportunity to comment.
- vi) The performance review and the Employees comments, if any, shall be retained on the personnel file of the Employee.

3.05 Moonlighting

Providing there is nothing in their employment agreement to the contrary any Employee is allowed to moonlight, that is, to take a secondary job in their off hours providing;

- (a) that the employment does not place an Employee in a position where a conflict of interest could arise;
- (b) that the employment does not adversely affect the Employee performance, or interfere with the requirements of their job;
- (c) that the employment does not detract in any way from the provisions established under the Village of Alix Personnel Policy.
- (d) An Employee shall inform the CAO of any secondary employment in excess of 20 hours per week.

3.06 Relatives in Service

Subject to the approval of the CAO more than one member of a family may be employed with the Village, provided no opportunity exists to exercise favoritism, and that no Employee is allowed to be in direct supervision of another Immediate Family Member.

3.07 Job Descriptions

- (a) Where provided, Employees will operate under the guidelines of the job description approved by the Village for their position.
- (b) Any additional major responsibility (exceeding one month) that is added to the Employees original terms of employment, that may or may not be a permanent move, shall be negotiated between the Employee and the CAO. What determines a "major responsibility" is at the discretion of the Employee.

POLICY 4 – RECRUITMENT AND SELECTION

- 4.01 It is the policy of the Municipality to fill vacant positions with the candidate possessing the best combination of knowledge, abilities and skills.
- 4.02 All recruitment activities should be coordinated through the CAO.
- 4.03 Applicants to the position of CAO will be interviewed by the Mayor and another member (or members) of Council.

- 4.04 Applicants for all other positions will be interviewed by the CAO and/or Director of Public Works as applicable.
- 4.05 Applicants for positions managed and controlled by boards will be interviewed by the CAO and Council appointed board member or representative.
- 4.06 Newly established positions are subject to approval by Council on a recommendation from the CAO. All positions may be posted internally, and such vacancies will be advertised on an open competition, if not filled internally.
- 4.07 Personnel hired by the CAO will be instructed as to their position title, probationary period and rate of pay, to which they must acknowledge acceptance in writing. In addition, staff must be informed as to the existence of the Personnel Policy, Safety Policy and Procedure Manual of the Village of Alix, and to whom and what for they are responsible.
- 4.08 The Director of Public Works may hire temporary staff or contractors in the event of an emergency situation and the CAO shall be contacted if possible.

POLICY 5 – TRANSFERS, PROMOTIONS AND APPOINTMENTS

- 5.01 A transfer means a lateral permanent move to a similar position in another department or function.
- 5.02 A promotion means a vertical move to a higher paid classification and similarly a demotion means a vertical move to a lower paid classification.
- 5.03 An appointment means a vertical move to a supervisory position.
- 5.04 In making promotions, permanent transfers and demotions for cause, the determining factor shall be knowledge, abilities and skills and other related attributes and where these factors are deemed by the Employer to be relatively equal, seniority shall be the deciding factor.
- 5.05 All permanent transfers and promotions shall be subject to a trial period. The transferred or promoted Employee shall serve a three (3) month trial period before the appointment is made permanent. If the move is to CAO or Director of Public Works, a six (6) month trial period shall be served. For a vertical move, the Employees pay and benefits will be adjusted in accordance with the new position, on the effective date that the trial period begins.
- 5.06 When, because of inability to perform the function of a position, or because of health, or by request, an Employee is transferred to a lower position, the rate of pay will be adjusted immediately to the rate of the position to which the Employee is transferred.
- 5.07 Due to the nature of our industry and the level and quality of service the Municipality must provide to its citizens, it may at times be necessary to transfer Employees from one department, unit or area to another or from one job to another on a temporary basis.

POLICY 6 – SENIORITY AND PROBATIONARY PERIOD

6.01 Probationary Period

- (a) Prior to being accepted as a Village Employee on a Full Time or Permanent Part Time basis, an individual will be required to serve a probationary period outlined as follows;

- i) CAO - six (6) continuous months
 - ii) All other positions - three (3) continuous months.
 - (b) Probationary Employees may be terminated by the Municipality at any time during the probationary period for any reason, without cause, and without notice or payment in lieu of notice other than that expressly contractually required in the terms of their letter of hire or employment agreement.
 - (c) A person serving a probationary period under these provisions shall not have recourse to the Formal Complaint procedure.
 - (d) After three (3) continuous months of employment, the Municipality may require a person serving under a probationary period to participate in any or all of the benefits contained in this Policy.
 - (e) Job Performance Appraisals will be conducted on Employees immediately prior to completion of the probationary period.
- 6.02 No Employee shall have seniority until they have completed the required probationary period of employment. Once the Employee has completed the probationary period, seniority shall be calculated using the date of hire.
- 6.03 In cases involving lay off, recall, promotion or filling of vacancies, seniority shall apply as well as job knowledge, experience, education and other qualifications as determined by the CAO.
- 6.04 Seniority shall be lost by reason of;
- (a) termination of employment by the Employee or Employer;
 - (b) discharge for cause;
 - (c) failure to report for work, after layoff, within seven (7) days of recall, unless otherwise agreed to with the Employer;
 - (d) retirement;
 - (e) periods of layoff over two (2) years in duration
- 6.05 Seniority will continue to accrue during;
- (a) compassionate leave;
 - (b) jury duty or court service;
 - (c) vacation period;
 - (d) salary continuation benefits being paid;
 - (e) leaves of absence under thirty (30) days;
 - (f) workers compensation absences under thirty (30) days;
 - (g) short term disability under thirty (30) days;
 - (h) paid sick leave

- 6.06 Seniority will not accrue, but the Employee's seniority standing WILL be maintained during;
- (a) periods of lay off over thirty (30) days;
 - (b) workers compensation leave in excess of thirty (30) days;
 - (c) non paid sick leave
 - (d) parental leave
 - (e) periods of long term disability in excess of thirty (30) days but less than two (2) years
 - (f) if the Employee fails to report for work without notice, and to be absent for a period exceeding two (2) days.

POLICY 7 – HOURS OF WORK AND OVERTIME

- 7.01 The provisions of this article are intended to establish a basis for the computation of overtime, and shall not be construed as a guarantee of work per day or per week.
- 7.02 The number of regularly scheduled hours of work in a day and in a week should not exceed the following;
- (a) Public Works Department Employees: Forty (40) hours per week, being eight (8) hours per day which will be arranged at the discretion of the CAO.
 - (b) Office Employees: Thirty five (35) hours per week, being seven (7) hours per day which will be arranged at the discretion of the CAO.
- 7.03 Subject to the needs of the Municipality, the Employer, will whenever possible schedule two consecutive days off during one calendar week.
- 7.04 All Employees are entitled to one paid fifteen (15) minute break in each half day worked. The times of these breaks shall be determined in consultation with the Employee's supervisor. These breaks are not cumulative and cannot be 'saved' or 'added up' to be taken together at a later time. Such rest periods may be required to be taken at the job site or work station when travel time causes undue loss of productive time.
- 7.05 Overtime is all time authorized by the CAO or emergency work time in excess of the normal hours of work. This includes any call outs after the normal work day or on weekends:
- (a) Public Works Employees: Any time an Employee works in excess of eight (8) hours per day or forty (40) hours in one week.
 - (b) Office Employees: Any time an Employee works in excess of seven (7) hours in any day or thirty five (35) hours in any one week.
- 7.06 A Salaried Employee employed in a managerial capacity is excluded from overtime compensation unless otherwise stated in an employment contract.
- 7.07 Overtime may be paid as a cash payment each month, at a rate of 1 1/2 hours overtime for 1 hour of work or overtime hours may be banked at the same rate to be used as time off in lieu of overtime at a later date.

POLICY 8 – STANDBY, ROUTINE CHECKS AND CALL OUTS

8.01 Standby and Routine Checks

- (a) Maintenance work in the Municipality shall include standby duties and inspection and maintenance duties as assigned by the Director of Public Works.
- (b) Employees are required to be on standby and respond to call outs weekdays and on weekends.
- (c) Standby duty shall be designated by the Director of Public Works to Employees on a rotating basis and shall allow the flexibility to trade duties between Employees.
- (d) Standby duties will include, but not be restricted to, regular inspection of the water and sewer facilities.
- (e) During the week standby duty commences at the regular quitting time of one working day and terminates at the regular starting time of the following day.
- (f) During weekends (Saturday and Sunday), standby duty commences at the quitting time of the last regular working day and terminates at the starting time of the next regular working day.
- (g) All holidays in Policy 10 will be covered by standby duty and regular inspection duties.

8.02 Call Outs

- (a) When an Employee is required to respond to a call, they shall receive a minimum of one (1) hour guarantee OR one and a half (1 1/2) times the actual time worked, whichever is greater. Should any additional calls be received during the first one (1) hour of call out, they shall respond to the call as part of the original call out.
- (b) Employees residing within the boundaries of the municipality shall calculate call out time from the time the Employee left his residence until the time they return.
- (c) Employees residing outside of the boundaries of the municipality shall calculate call out time from the time the Employee enters the Village limits, until the time the Employee leaves the Village limits.
- (d) An Employee shall not normally be required to be on standby on two (2) consecutive weekends or two (2) consecutive paid holidays where other qualified staff is available. It is recommended that where an Employee is assigned standby duties on Christmas Day they shall perform standby duty on Boxing Day. Similarly an Employee assigned standby duties to cover the Easter weekend shall perform such duties Good Friday, Saturday, Sunday and Easter Monday.

POLICY 9 – VACATIONS

9.01 The Vacation Year shall be from January 1st to December 31st of the same year.

9.02 Length of Vacation

- (a) Management Employees shall be entitled vacation as stated in their contract,

where applicable.

- (b) All Permanent Full Time Village Employees who work the maximum scheduled hours in Policy 7 shall earn vacation credits at the following rate, for each calendar month during which the Permanent Full Time Employee receives pay.

Length of Continuous Employment	Vacation Time	Monthly Accrual Rate
After December 31st of the first calendar year of employment	Up to ten (10) days, pro-rated to the date of hire	0.84 days
After completing the first calendar year of employment ending December 31 st	Ten (10) days	0.84 days
After three (3) full years of employment	Fifteen (15) days	1.25 days
After eight (8) full years of employment	Twenty (20) days	1.67 days
After fifteen (15) full years of employment	Twenty-five (25) days	2.09 days

- (c) All Permanent Part Time Village Employees shall earn vacation credits at the following rate, for each calendar month during which the Permanent Part Time Employee receives pay.

Length of Continuous Employment	Vacation Accrual Rate
After December 31st of the first calendar year of employment	One (1) hour of vacation time for every twenty-five (25) hours worked
After completing the first calendar year of employment ending December 31 st	One (1) hour of vacation time for every twenty-five (25) hours worked
After three (3) full years of employment	One (1) hour of vacation time for every seventeen (17) hours worked
After eight (8) full years of employment	One (1) hour of vacation time for every thirteen (13) hours worked
After fifteen (15) full years of employment	One (1) hour of vacation time for every ten (10) hours worked

- (d) Permanent Part Time Village Employees may be eligible for additional unpaid vacation time in accordance with the Alberta *Employment Standards Code*. Please speak to the Director of Corporate Services for more information regarding your specific entitlement.

9.03 **Vacation Pay When Employment Ends**

When employment ends Employees shall be entitled to vacation pay on the following pro rata calculation, in lieu of vacation time not yet used:

- 2 weeks entitlement – 4% of earnings to date of termination
- 3 weeks entitlement – 6% of earnings to date of termination
- 4 weeks entitlement – 8% of earnings to date of termination
- 5 weeks entitlement – 10% of earnings to date of termination

9.04 **Holidays During Vacation**

If a recognized statutory holiday falls or is observed during an Employees vacation period, they shall be allowed an additional day with pay, immediately following their vacation period, or an additional day of vacation on some other day, mutually agreed to between the Employee and their supervisor.

9.05 Vacation Schedules

The right to schedule vacation periods is reserved by the CAO or Director of Public Works where applicable. Employees will be provided with at least two (2) weeks' notice in writing of the vacation start date.

9.06 Vacation Entitlement Approval

The Village restricts summer vacation time for ALL Employees to no more than three (3) weeks during the period commencing May 1 and ending October 15 of any year. Any vacation requiring more than three (3) weeks during this period of time, must have prior approval of the CAO. In the case of the CAO requiring more than three (3) weeks during this period of time Council must give approval.

9.07 Vacation and Extended Leaves of Absence

An Employee who has been on leave of absence without pay for thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall for the year in which the absence occurs, earn annual vacation with pay, proportionate to the number of months that the Employee worked with pay in the service of the Municipality.

9.08 Carry over

Except as authorized by the CAO an employee shall take all vacation entitlement in the calendar year in which such vacation entitlement falls. Carry over vacation time into the following year shall be requested in writing. Vacation days carried over must be used prior to June 30th or they will be lost, subject to statutory requirements. The scheduling of the carry over must meet with approval of the CAO.

POLICY 10 - PAID HOLIDAYS

10.01 The following shall be considered as paid holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada (Dominion) Day
7. August Civic Holiday
8. Labor Day
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day
12. Boxing Day
13. 1 Floating Statutory Day after 10 continuous years of employment

Also, any other General Holiday as mandated by the Alberta Employment Standards Code or any day as designated to be observed as a General Holiday by the Village of Alix Council.

10.02 When an Employee is required to work on a paid holiday, the Employee may be given a normal working day off with pay. The time off shall be taken within three (3) months of the paid holiday date. As an alternative, the Employee may be paid at 1 1/2 times their

regular rate of pay in addition to their normal pay for that day. The chosen option shall be mutually agreed between the CAO and the Employee.

10.03 Sections 10.02 Shall Not Apply:

- (a) Where the Employee does not work on the paid holiday when required or scheduled to do so.
- (b) Where the Employee has absented themselves from work without the consent of the Employer on either the Employee's scheduled shift immediately preceding or immediately following the paid holiday.

10.04 Pay for Volunteer Fire Fighting Duties

Employees who volunteer on the Alix Fire Department and respond to a fire or Medical First Response call during their regular hours of work from 7:30 a.m. to 4:00 p.m. shall be paid their regular rate of pay for the time spent on the call out.

POLICY 11 - MEDICAL EXAMINATIONS

- 11.01 As a condition of pre-employment, Employees may be required to take a medical examination by a medical doctor duly licensed for the practice of medicine in Alberta. The cost of such medical will be borne by the Employer.
- 11.02 The Employer may require a medical of an Employee in respect to any claim for health benefits, or conditions affecting job performance. The cost of such medical will be borne by the Employer.

POLICY 12 – LEAVE OF ABSENCE

- 12.01 All requests for leave shall be made in writing at least one (1) month prior to the beginning of the leave, except in unforeseen or emergency situations, in which case the Employee's request shall be made as soon as they become aware of the situation which prompted the request for leave.
- 12.02 Any Employee who has been granted a leave of absence and fails to return on the date approved for return by the Employer shall be deemed to have abandoned their position, unless such delay has been satisfactorily explained in advance.
- 12.03 Employees granted leave of absence without pay, in excess of thirty (30) days, shall make arrangements to pay both the Municipal and Employee benefit premiums before their leave of absence commences.

12.04 Bereavement Leave

In the event of death of a family member or other relative, an Employee so bereaved shall be allowed time off from work without loss of pay, according to the following guidelines;

- (a) Employees may be entitled to bereavement leave up to a maximum of five (5) days for an immediate family member or two (2) days for another relative, with pay at the Employee's regular rate of pay.
- (b) If the Employee requires traveling time exceeding the maximum of two (2) days, the Employee may apply to the CAO for traveling time up to a maximum of three (3)

additional days. Traveling time shall be considered an unpaid leave of absence, or may be granted as vacation time, or earned time off in lieu of overtime.

- (c) Bereavement leave of absence without pay will be granted to Employees to attend the funeral of other relatives and individuals in accordance with Alberta's Employment Standards Code. Such unpaid leave of absence may be granted as vacation time or as earned time off in lieu of overtime at the discretion of the CAO.

12.05 Jury Duty and Court Service

- (a) If Employees are called to the courts as a member of a jury, or as a witness subpoenaed by the Municipality, the Employer will pay the difference between the pay received for such court service and the pay the Employee would have normally received if they had been working.
- (b) Employees shall, whenever possible, perform their work between periods of jury duty or while awaiting jury call, but no overtime shall be accumulated.
- (c) In seeking reimbursement from the Employer for the difference between court or jury pay and full wages, Employees shall submit a statement of fees to the Employer.

12.06 Parental Leave

All rulings as per the Alberta Employment Standards Code shall apply to Parental Leave. No additional time shall be granted for Parental Leave when the time frame allowed by Alberta Employment Standards Code has been reached.

12.07 Professional Development

- (a) Employees who may be required to have specific job training will remain on the Village payroll and will be reimbursed for out of pocket expenses incurred.
- (b) Employees taking a course by correspondence that is directly related to their duties may schedule a period of time, not exceeding two (2) hours during the working day with the CAO or Director of Public Works where applicable.
- (c) Where it is necessary for a Permanent Full Time or Permanent Part Time Employee to take a leave of absence in order to attend conferences, workshops, seminars and upgrading courses, or to write examinations to improve their qualification, and where such will be of benefit to the Employer, such leave shall be given without loss of regular pay or seniority, providing the Employee has received prior permission of the CAO.

POLICY 13 – SICK LEAVE AND EMPLOYEE BENEFITS

13.01 Proof of Illness:

- (a) An Employee may be required to produce a certificate from a medical practitioner for any illness or injury, certifying that the Employee was unable to carry out his duties due to such illness or injury.
- (b) All Employee shall, prior to, or within thirty (30) minutes of the commencement of their scheduled shift, notify their supervisor that they will be unable to report to work due to illness.

- (c) Failure by an Employee to comply with the requirements of the above noted item may result in the Employee losing entitlement to pay for the absence.
- (d) The Employer has the right to request that the Employee who is ill or injured attend to a medical doctor duly licensed for the practice of medicine in Alberta, and in this instance, the Municipality shall pay for such medical determination.

13.02 Immediate Family Care

Employees may use their sick leave when immediate family members require medical care.

13.03 Accumulated Sick Leave Credits

- (a) Salary continuation benefits (sick leave) are sponsored by the Municipality to protect Employees in the event of an unavoidable illness or injury not covered by the Worker's Compensation Board, or through other benefits provided by the Village.
- (b) After three (3) months of continuous employment each Permanent Full Time Employee shall be entitled to sick leave computed from the date of commencement of employment at the rate of one and one half (1 1/2) working days for each full calendar month of employment, cumulative to a maximum sick leave of one hundred and twenty (120) working days.
- (c) After three months of continuous employment each Permanent Part Time Employee shall be entitled to sick leave computed from the date of commencement of employment at the rate of one (1) working day for each full calendar month of employment, cumulative to a maximum sick leave of one hundred and twenty (120) working days.
- (d) Sick leave shall be paid at the Employee's regular rate of pay and all days or hours paid shall be deducted from the Employee's sick credits accumulation.
- (e) Accrued sick leave shall only be available and eligible for use by an Employee until the Employee is eligible for short or long term disability coverage, as of which date accrued sick leave may not be used and STD or LTD coverage would take effect, if eligible.
- (f) Accrued sick leave pay shall not be paid out upon termination of employment with the Village.
- (g) Casual or Temporary Employees will not accumulate or be compensated for sick leave.

13.04 No sick leave will be paid for an illness that starts during an Employee's annual vacation until the vacation has expired, with the exception of the following:

- (a) An Employee who is hospitalized due to illness or injury sustained while on vacation for a period of more than twenty four (24) hours, will be eligible for sick leave pay, providing substantiation by the Employee is made as soon as practical and possible.
- (b) Employees who are hospitalized for more than twenty four (24) hours due to an illness or injury sustained while on vacation may opt to have any portion of their paid vacation time lost to hospitalization to be deferred and rescheduled and such rescheduling shall meet with the approval of the CAO or Director of Public Works, as applicable.

- (c) Payment for illness that starts prior to a scheduled vacation period will be paid for in the manner prescribed and the vacation period will be deferred and rescheduled.
- 13.05 In the event an Employee wrongfully claims sick leave, they shall be subject to disciplinary action up to and including discharge.
- 13.06 Providing they meet the terms and conditions of the contract in effect with the benefits carrier, enrollment in the following plans of insurance coverage will be available to all eligible employees:
 - (a) Extended Health Care with Vision, Life Insurance, Dental Care, and Long Term Disability will be shared by the Municipality and the Employee at a rate of 90% of cost paid by the Employer, 10% of cost paid by the Employee.
 - (b) The share of the cost to be borne by the Employee shall be deducted from the wages of the Employee and the Employer is hereby authorized to make such deductions.
- 13.07 The Municipality is agreeable to permitting Employees who have been laid off to continue to be covered by Employee health benefits provided they make prior arrangements to pay the full premium of any applicable group benefit. Such arrangements shall continue so long as the Employee has "rights to recall". This provision is not applicable to Employees who were not participating in benefits at the time of lay off.
- 13.08 Employees granted a leave of absence without pay in excess of thirty (30) days shall make arrangements through the Director of Corporate Services to pay both the Municipal and Employee benefit premiums before their leave of absence commences.
- 13.09 **Pension Plan Options**
 - (a) Local Authorities Pension Plan (LAPP) is mandatory for all eligible employees of the Municipality. This includes Full Time and Permanent Part Time Employees after the successful completion of their three (3) month Probationary Period.
 - (b) Contributions to LAPP shall be paid per the Local Authorities Pension Plan yearly rates.
 - (c) Any employee already participating in the Village's RRSP benefit plan from before December 1, 2005, and who is scheduled to work fewer than 30 hours/week but at least 14 hours/week on a continuous basis, shall be given the option to participate in Local Authorities Pension Plan (LAPP).
 - (d) Contributions to LAPP by the Employer are a condition of employment. This benefit will be available to the Employee after the successful completion of their probationary period.

POLICY 14 – CODE OF CONDUCT (Discipline and Discharge)

- 14.01 The public and all those who deal with the Municipality can expect personal integrity, conduct and professionalism from all Employees serving the Municipality.
- 14.02 **Authority in Discipline and Discharge**
 - (a) The CAO shall have the authority to discipline Employees up to and including discharge with or without cause.

(b) The Director of Public Works shall have the authority to discipline Employees in the Public Works Department and may recommend discharge of an Employee to the CAO.

(c) When a suspension or discharge action is taken, a written notice outlining the reasons for such action will be added to the Employee's personnel file by the CAO.

14.03 Council in accordance with the requirements of the Municipal Government Act maintains authority over the discipline and discharge of the CAO.

14.04 Grounds for disciplinary action include, but are not limited to the following:

(a) Improper use of position by an Employee for personal gain, or to solicit a contribution, response or action designed to benefit the Employee.

(b) Drinking alcohol, and/or the partaking of unprescribed drugs on the job, or arriving on the job under the influence of alcohol or unprescribed drugs.

(c) Gambling during the work day.

(d) Offensive language or conduct toward the public or other employees.

(e) Unauthorized use of Municipal equipment, materials or supplies not in accordance with policy.

(f) A breach of established safety procedures and standards.

(g) Sexual harassment as per Policy #25

(h) Theft of Municipal property.

14.05 Causes for disciplinary action relating to work performance include, but are not limited to;

(a) Failure to follow orders from a supervisor;

(b) Failure to perform assigned work;

(c) Abusing or being wasteful of materials, property or working time;

(d) Failure to report, if possible, to the CAO or Director of Public Works when absent, or being absent without permission;

(e) Habitual absence or tardiness;

(f) Discussion of confidential Municipal business with unauthorized persons;

(g) Refusal to report in an official emergency when physically possible.

14.06 **Drug Testing Policy**

The Village of Alix is a drug-free workplace. As such we prohibit the use of nonprescribed drugs or alcohol during work hours. If an Employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the Employee will be disciplined in accordance with the policy up to and including termination. The following outlines the Municipality's drug testing policy:

- (a) All current and prospective Employees may be asked to submit to a drug test.
- (b) Prospective Employees would only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment is conditional on the prospective Employee testing negative for illegal substances.
- (c) This policy is intended to comply with all legislation governing drug testing and is designed to safeguard Employee privacy rights to the fullest extent of the law.
- (d) Before being asked to submit to a drug test, the Employee will receive written notice of the request and/or requirements. The Employee must also sign a testing authorization and acknowledgement form confirming that they are aware of the policy and Employee's rights.
- (e) Tests will be conducted by a laboratory licensed to perform such tests. The cost of such tests will be borne by the Municipality.
- (f) If the Employee receives notice that the test results were confirmed positive, the Employee will be given the opportunity to explain the positive result. In addition, the Employee may have the same sample retested at a laboratory licensed to perform such tests, of the Employee's choice and at the Employee's expense.
- (g) If there is a reason to suspect that the Employee is working while under the influence of unprescribed drugs or alcohol, the Employee will be suspended with pay until the results of a drug and alcohol test are made available to the Municipality by the testing laboratory. Where drugs or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.
- (h) All test results will remain confidential. Employees must sign a consent form prior to the release of results. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the Employee's drug testing. If the Employee is to be referred to a treatment facility for evaluation, the Employee's test results will also be made available to the Employee's counselor.

14.07 **Written Reprimand**

Whenever the CAO or Director of Public Works deems it necessary to warn an Employee in a manner indicating that suspension or dismissal may follow, the CAO shall give such warning in writing to the Employee. The Employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file.

14.08 **Probationary Period**

Any dispute involving probationary employees with reference to termination or discharge may not be referred to the Formal Complain Procedure.

14.09 **Loss of License**

- (a) Employees who are required to maintain a valid Operators License for the purposes of their work with the Municipality shall be terminated from their employment in the event of loss of operator's license for a period of twelve (12) months or more.
- (b) Employees who lost their operators license for a period of less than twelve (12) months may be laid off until such time as the license is again secured.

POLICY 15 – FORMAL COMPLAINT PROCEDURE

- 15.01 The purpose of the complaint procedure is to ensure that any issue defined is processed in an expeditious manner; therefore compliance with these provisions is mandatory. If the Employee fails to comply within the specified time limits the complaint shall be considered abandoned.
- 15.02 An earnest effort shall be made to settle formal complaints fairly and promptly, in the manner hereinafter described;

Step 1 The Verbal Stage

An Employee with a complaint will first seek to settle the dispute with the Employee's immediate supervisor on an informal basis within five (5) working days following the date the occurrence giving rise to the complaint.

Step 2 The Written Complaint

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of the Policy which are affected and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 1, the Employee(s) concerned shall, within the next five (5) working days, submit the matter in writing to the CAO who shall render a decision in writing within five (5) working days of receipt of such notice.

Step 3

If the grievance is not settled the matter shall be taken up with Council within five (5) working days of receiving the CAO decision. Council shall within forty eight (48) hours after its next regular meeting make a final and binding decision in writing regarding the outcome of the grievance.

- 15.03 A discharge or discipline complaint may be filed in writing within five (5) working days of the CAO receiving notice of the event giving rise to the same and shall commence at 15.02, Step 2.

POLICY 16 – TERMINATION OF EMPLOYMENT

- 16.01 While it is our hope that your working relationship with the Company will be both lengthy and rewarding, we feel it is important to address the terms that will apply if it becomes necessary to end our relationship.
- 16.02 The Municipality may terminate your employment with or without cause by complying with only the applicable minimum requirements set out in the Alberta Employment Standards Code, as amended or replaced (the "ESC") in respect of the termination of your employment (including, without limitation, all ESC requirements in respect of notice, termination and severance pay, wages, benefits and vacation pay). Benefits will only continue during any period required by the ESC. For clarity, you shall not be entitled to common law reasonable notice.
- 16.03 Any Employee laid off for a period of six (6) months or less shall be allowed to remain on the Municipality's benefit plan, at the Employee's expense.

POLICY 17 – PAY ADMINISTRATION, TRAVEL AND SUBSISTENCE

17.01 Regular pay days will be the last banking day of the month, with an optional mid month advance paid on the banking day prior to the fifteenth (15th) of each month.

17.02 **Travel and Subsistence**

- (a) Employees who incur travel and subsistence expenses related to the Municipality shall be reimbursed for such expenses.
- (b) The rates for reimbursement shall be the same as those paid to Council as per Policy 35: Remuneration and Expenses Policy.
- (c) Employees seeking reimbursement for travel and subsistence expenses shall have prior approval of their claim by the CAO or their direct supervisor before submitting the claim for reimbursement.
- (d) Payroll sheets shall be submitted in accordance with the time frame as determined by Administration from time to time. The time frame determined will allow adequate time to complete the pay cheques to be electronically deposited in accordance with 17.01.

POLICY 18 – PERSONNEL ADMINISTRATION

18.01 The Employer shall keep individual up to date personnel files on all Employees as part of payroll records.

18.02 It shall be the responsibility of the CAO and the Director of Corporate Services to ensure the following information (where applicable) is provided for each personnel file;

- (a) Applicant's resume or application
- (b) Letter of acceptance
- (c) Job description
- (e) Government forms relating to income tax etc.
- (f) Performance Appraisals
- (g) Disciplinary action
- (h) Training requests
- (i) Copies of certificates and professional development review forms
- (j) Leave requests
- (k) Drivers abstract
- (l) Notice of termination
- (m) Acceptance of termination

18.03 All Employee's personnel files shall be considered as "classified files". They shall be entrusted to the care of the CAO or designate. Access to personnel files shall be confined to the Employee and CAO or designate. Employees reviewing their personnel files shall do so in the presence of the CAO or designate.

18.04 No information from the personnel file shall be released to outside parties except verification of employment and employment dates and titles, without prior authorization from the Employee and CAO.

18.05 The Employee may take a copy of their personnel file when leaving employment.

POLICY 19 – SAFETY AND PROTECTIVE CLOTHING

19.01 The Municipality and the Employees shall co operate in continuing and perfecting safe work habits which will provide adequate protection to all Employees engaged in hazardous work.

19.02 As a condition of employment all Employees shall read and acknowledge all Procedure and Safety Manuals pertaining to their position.

19.03 In lieu of supplying coveralls, overalls, smocks, gloves and footwear, the Municipality shall pay to all permanent public works employees an annual stipend following the Employee successfully completing their probationary period.

POLICY 20 – STAFF DEVELOPMENT OPPORTUNITIES

20.01 Council encourages the ongoing professional development of all employees. Council shall establish funds in the annual budget to assist staff in participating in such professional development.

20.02 Professional development will consist of conferences, seminars, workshops, and upgrading courses as approved by the CAO.

- (a) Revision to this policy or to payment made according to this policy may be reviewed by Council from time to time.
- (b) The CAO will have the authority to approve all such requests within budget limits.
- (c) Employees will submit to the CAO each request for training and development, and approvals will be made by the CAO on the basis of availability of funds and educational merit.
- (c) Permanent Employees will have access to funds budgeted and approved for professional development
- (d) Expenses and allowances will be paid for professional development in accordance with the existing policy and rate schedules.
- (e) Participants may be required to submit a report to their supervisor and/or CAO regarding their learnings from a professional development opportunity.

POLICY 21 - RECOGNITION OF YEARS OF SERVICE

21.01 Floating Stat

After ten years (10) of service to the Municipality a floating stat will be instituted to be used at the Employees discretion, provided scheduling requirements are met with the immediate supervisor.

21.02 Service Awards

Starting with five (5) completed years of service to the Municipality, awards will be presented in the following price range:

Five (5) years	\$100.00
Ten (10) years	\$200.00
Fifteen (15) years	\$400.00
Twenty (20) years	\$600.00
Twenty five (25) years	\$800.00
Thirty (30) years and every five (5) year anniversary thereafter	\$1,000.00

The purpose of this price range is to act as a guideline for purchasing the Employee a token of appreciation for their years of service to the Municipality. The Employee will be consulted as to their preference of the award purchased for them. It is also an option to do direct payment to the Employee of the applicable amount shown above.

POLICY 22 - CONFLICT OF INTEREST

22.01 A conflict of interest is defined as a conflict between an Employee's business or personal interest and the Employee's responsibility as an Employee of the Municipality. A conflict of interest may exist whether or not a personal monetary or other type of benefit or advantage has been received by the Employee by virtue of their employment, or access to information not normally available to the general public. Without limiting the scope of the foregoing, a conflict of interest may arise in many situations including but not limiting the following:

- (a) using privileged information for personal advantage or gain.
- (b) accepting fees, gifts or rewards from businesses, suppliers or residents personally with a value exceeding \$150 (members of Council must adhere to the Gifts and Benefits section of the Municipal Code of Conduct Bylaw)
- (c) accepting or engaging in outside employment which either interferes with the Employee's duties or is in direct competition with Municipal business
- (d) divulging confidential information to competitors or potential competitors
- (e) selling or distributing rate payer information to other businesses or individuals
- (f) using privileged information or the authority of their position with the Municipality inappropriately for the benefit, direct or indirect, of a family member

22.02 The avoidance of the appearance of conflict of interest is as important as avoiding actual conflicts of interest. If an Employee is faced with a situation where a potential conflict of interest may arise, the onus is on the Employee to discuss the matter directly with the CAO and in the case of the CAO, with Council, and receive direction before taking any action of any kind.

22.03 Pursuing an activity or enterprise in contradiction to the direction received, may result in discipline, up to and including immediate termination for just cause.

- 22.04 Employees are further obligated to disclose the existence of any familial relationship the Employee may have, whether with other Municipal staff or any business or individual with which the Municipality has dealings.

POLICY 23 – CONFIDENTIALITY

- 23.01 All information pertaining to the Municipality to which any Employee becomes privy through their employment is expected to be maintained strictly confidential and may not, in any circumstance, be disclosed or used without the express consent of the Municipality. This information includes but is not limited to:

- i) rate payer information
- ii) Closed Meeting Council Sessions
- iii) Municipal strategies
- iv) Planning
- v) financial information
- vi) any information specific to the Municipality

- 23.02 All Employees are bound by the policies and procedures of the Municipality and any other Provincial or Federal legislation regarding the protections of ratepayers personal information at all times
- 23.03 This requirement of confidentiality applies during the course of employment and survives the termination of employment.

POLICY 24 – CRIMINAL RECORD CHECK

- 24.01 Any Employee may be asked to complete a satisfactory Federal Criminal Record Check. Failure to provide the Federal Criminal Record Check within 90 days of when requested shall result in termination of employment.
- 24.02 The cost for a Criminal Record Check is the expense of the Municipality.

POLICY 25 - HARASSMENT

- 25.01 The Municipality is committed to providing a comfortable and safe working environment in which all individuals are treated fairly, with respect and dignity, where harassment is eliminated / controlled. All individuals have the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices.
- 25.02 Policy 25 applies to all those working for the Municipality including elected officials.
- 25.03 The Purpose of this policy is to:
- (a) maintain a working environment that is free from harassment;
 - (b) alert all Employees and elected officials that workplace harassment is prohibited under the laws of Alberta;
 - (c) set out the types of behaviour that may be considered objectionable, abusive or offensive;
 - (d) establish a mechanism for receiving complaints of workplace harassment and to

provide a procedure by which the Municipality will deal with these complaints;

- (e) provide an example of the steps a responsible employer can take towards maintaining a working environment in which members and employees treat each other with mutual respect.

25.04 This policy is not intended to constrain social interaction between people in the Municipality or to affect the ordinary and proper evaluation of the performance of a person's duties. The policy is intended to foster a working environment in which employees and elected officials treat each other with mutual respect.

25.05 **Definitions**

Personal Harassment includes Sexual Harassment as defined below and Retaliation as defined below and is one single incident or a series of incidents involving unwelcome comments or actions concerning a person's race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age, sex, or sexual orientation, this includes bullying;

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute personal harassment include, but are not limited to, any violent or threatening physical or verbal outburst or abuse, sarcastic or derogatory comments or actions which undermine, demean, belittle, or humiliate an individual or group or their ability or intelligence, yelling, screaming, swearing or similar behavior aimed at intimidating, frightening, coercing or offending those at whom it is directed. This list is not exhaustive.

Sexual Harassment is defined as one or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Characteristics of sexual harassment can include:

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute sexual harassment include, but are not limited to:

- i) sexist jokes causing embarrassment or offence
- ii) leering
- iii) the display of offensive material of a sexual nature
- iv) sexually degrading words used to describe a person
- v) drawing attention to a person's sex and having the effect of undermining the person's role in a professional and business environment
- vi) derogatory or degrading remarks directed towards a member of one sex or one sexual orientation
- vii) sexually suggestive or obscene comments or gestures
- viii) unwelcome sexual flirtations, advance or propositions
- ix) unwelcome inquiries or comments about a person's sex life
- x) persistent unwanted contact or attention after the end of a consensual relationship
- xi) requests for sexual favors
- xii) unwanted touching
- xiii) verbal abuse or threats
- xiv) sexual assault

Retaliation is any negative action taken against an individual in retaliation for;

- i) having invoked this policy whether on behalf of oneself or another individual
- ii) having participated or cooperated in any investigation under this policy or
- iii) for having been associated with a person who has invoked this policy or participated in these procedures.

25.06 Procedures

If you are being harassed:

- (a) tell the harasser their behavior is unwelcome and ask them to stop.
- (b) keep a record of incidents (date, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- (c) file a complaint if after asking the harasser to stop their behavior, their harassment continues, report the problem to the CAO. In the event of the CAO being the harasser, report to Council. You can file a complaint immediately if the conduct is severe or you are not comfortable dealing with the harasser.

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of harassment and if circumstances warrant it, you may file a charge of assault with the Police.

25.07 Dealing with a Complaint

- (a) Once a complaint is received it will be kept strictly confidential, subject to the requirement to investigate. An investigation will be undertaken as soon as possible and all necessary steps taken to resolve the problem. If appropriate, based on the circumstances, action taken may include conciliation.
- (b) Both the complainant and the alleged harasser will be interviewed, as well any individuals who may be able to provide relevant information. All information will be kept in confidence and all parties advised to maintain confidentiality.
- (c) If the investigation reveals evidence to support the complaint of harassment, the

harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's personnel file. No documentation will be placed on the complainant's personnel file where the complaint is filed in good faith, whether the complaint is upheld or not.

- (d) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the personnel file of the alleged harasser.
- (e) Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint as well as anyone providing information, will be protected from any form of retaliation by other employees or elected officials. This includes dismissal, demotion, and unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint. Retaliation will result in immediate disciplinary sanctions.

25.08 Responsibility of the CAO

It is the responsibility of the CAO or any person within this Municipality supervising employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

POLICY 26 - EFFECTIVE DATE OF PERSONNEL POLICY

- 26.01 The effective date of the Personnel Policy of the Municipality is the date on which a resolution respecting the Policies which make up the Personnel Policy is adopted by the Municipal Council.
- 26.02 On the date of the passing of the resolution adopting these policies, all previous policies, expressed or implied, are rescinded.
- 26.03 No provision in these policies shall be retroactive, unless specifically provided.

DATE OF PERSONNEL POLICY

The Personnel Policy was adopted by the Council of the Village of Alix on the date indicated, and remain in full force and effect until revised, in writing, through a resolution of Council.

Once adopted, this Personnel Policy becomes the property of the Municipality, and shall be maintained for internal use only.

DATED AT THE VILLAGE OF ALIX THIS ____ day of _____, 20__

FOR THE VILLAGE OF ALIX

MAYOR

CAO

Red Deer River Municipal User Group Association

June 26, 2024
Councilor Tim Besuijen

1. Strategic Planning

- a. RDRMUG is revising the current strategic plan to provide the group with direction, vision and plans to achieve its goals going forward. The group reached out to 3 potential consultants to facilitate this process. The group struck a subcommittee for the strategic planning exercise.
- b. Strategic Steps was chosen by the subcommittee as the successful consultant based on their experience, personnel available and committee members' experience with them.
- c. There will be a kickoff meeting, via zoom, to prepare for a full day session (in person) on July 18th in Red Deer to develop the Plan.

Regards,

A handwritten signature in black ink, appearing to read 'Tim Besuijen', with a stylized, cursive script.

Tim Besuijen

RCMP COMMUNITY GROUP MEETING

June 26, 2027

The meeting was held at 7:00 pm at the Bashaw RCMP Detachment, opening at 7:03 pm.

Including myself there were 5 present plus Sgt Cleveland NCO I/C Bashaw Det.

STAFFING

The new Corporal position has not yet been filled, RCMP Staffing is attempting to find a lateral (non promotion) transfer. A Corporal in Manitoba (originally from Alberta) is interested in a lateral move. Some delay as the Corporal's wife is also a member and she cannot work at Bashaw, would have to find a neighbouring detachment.

A cadet from Depot is expected in August or September.

One of the Constable is overdue for a transfer however not releaseable until a replacement is in place.

A 3-5 year Constable is interested in a lateral move to Bashaw, trying to arrange.

The problem with staffing is the residence requirement. Members must reside within 50 kms of Bashaw. Several experienced members (one I know personally) are more then willing to lateral to Bashaw but reside just a few kms, outside the 50 kms. Sgt Cleveland is working to have the residence requirement extended to 60 kms. The Powers to be are " considering". As this could have ramifications for the whole Province will not be a quick decision.

The Operations NCO position is rotating between the Constables on a six month basis until the Cpl arrives. Will be a rotational change coming up. This is very valuable training for the junior constables. Bashaw is a very junior Detachment.

ALBERTA PROVINCIAL POLICE

Nothing new on this from the RCMP, present contract between Alberta and the federal government does not expire until 2033.

COMMUNITY ENGAGEMENT

Four events planed.

AUGUST: A fundraising event for school supplies etc

OCTOBER: Pumpkin carving contest

NOVEMBER/DECEMBER: Christmas poster contest with winner being on front cover of the

Detachment Christmas Card

FEBRUARY: Charity Hockey Game RCMP versus Firefighter/Farmers.

Each community is assigned a Constable, new list to follow.

The Detachment is looking for any and all initiatives to participate in and are very willing to attend events in Red Serge, we simply have to ask and they would request at least a months notice, with only three constables, scheduling is an issue.

CRIME PREVENTION

Bashaw managed to have an unmarked police vehicle assigned to the Detachment for the summer, this has been very beneficial, not only for Traffic but for criminal acts.

SOCIAL MEDIA

The detachment is still endeavouring to have a Face book Page however running into issues with META (parent company of Face book) which wants to consider an RCMP Page as a business and therefore charge a fee. Trying to convince them RCMP should be considered a charity.

CAPTURE

This is the program that businesses and private individuals can register their CCTV cameras and doorbell cameras etc that the RCMP would have access to. This is I believe a very valuable program. Can be registered at www.ruralalbertacapture.ca

STATISTICS REPORTING

Newest crime stats for Alix forthcoming

NEXT MEETING

Scheduled for September 11 at Bashaw Detachment. . Consideration was discussed to rotating the meeting. The consensus of those present was to remain at Bashaw.

Meeting concluded at 8:30 pm..

E.W. (ED) Cole CD
Village Councillor

Mayor's Caucus Meeting

Met with Mayor's from around Central Alberta on June 20, 2024 to discuss topics affecting our individual municipalities.

- Participated in a tour of the new Central Alberta Child Advocacy Centre in the Sheldon Kennedy Centre of Excellence at RDP. This centre will open in late July or early August and cost 30M to build. The bulk of the cost was paid for by numerous sponsors and individual donations. Mortgage is about approx. 3M but will likely be paid off in the next couple years, and once that is done, 700K per year will go right back into the centre for programing.
- The idea of developing this centre came from the loss of a young lady named Lindsey More who lost her battle to depression on September 20 2015. The current CEO Mark Jones, who was a school principal at the time, discussed the need for this centre with Lindsey's parents as well as Sheldon Kennedy. The vision took off from there with much support of the many sponsors in Central Alberta.
- This centre is the first of it's kind in Canada, and has a number of communities looking at doing a similar model.
- Numerous services work out of this centre such as 2 RCMP members, Social Workers, Psychiatrists, Nutritionists, Educators for in class and virtual teaching, as well as other life skills coaches.
- Court sessions to be done virtually in a secure setting so children do not need to give testimony in a physical setting.
- Discussed human trafficking, homelessness, and drug use issues in Red Deer and surrounding communities. This is an issue that the group feels the Government of Alberta needs to focus on more. As Red Deer is the hub, they get many people coming into the city looking for services smaller communities simply don't have. The city agrees a treatment centre and shelter is needed, but getting the required funding and a physical site is presenting as a challenge. Mayor's agreed to do support letters and the City will draft a formal letter and submit to the Minister.

Rob Fehr



Mayor, Village of Alix

Lacombe Foundation Meeting

June 26, 2024

Met June 24th (See attached agenda and stats)

- Discussed numerous topics related to provincial funding for facility maintenance and new facility in Lacombe.
- 75 applicants made submissions for projects. Government of Alberta allocated 65M for facilities. Two (2) indigenous based projects received approx. 45M, Trochu Lodge 10M, and the balance split among the rest. Most received under 1M.
- Minister Nixon has promised help is coming for a new project in Lacombe, but nothing formal as of yet.
- Discussion again about doing a smaller scale or phased project. Letter to go to the Minister requesting a formal response for funding.
- Big discrepancies for maintenance dollars needed. Province feels less money is needed than what the foundation has asked for (See attached report)
- ASCHA fall meeting to be held on October 9, 2024.
- Capital Maintenance Renewal has been approved.

Sincerely,

Rob Fehr
Mayor, Village of Alix

AGENDA

1.	Call to Order
2.	Approval of Agenda
3.	Approval of Minutes – May 13, 2024 Regular meeting
4.	Correspondence
	a. MLA Johnson email
	b.
5.	Reports
	a. Financial Reports – for the 5 months ending May 31, 2024
	b. Occupancy Stats to May 31, 2024
	c. CAO Report
6.	New Business
	a. Business Plan Approval
	b. Reserves Policy
	c. Annual Report
7.	Previous Business
	a. Lacombe Lodge Redevelopment update
8.	Next Meeting Date – September 23, 2024 Regular Board meeting location TBD.
9.	Adjournment

MINUTES

Attendance:	Karin Engen	Town of Eckville
	Lenore Eastman	Town of Bentley
	Rob Fehr	Village of Alix
	Barb Shepherd (regrets)	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	Lacombe Foundation – Finance	Ann Hultink
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)

1.	Call to Order The meeting was called to order at 1:00pm by Board Chair Jamie Hoover.
2.	Approval of Agenda <i>K. Engen moved to accept the agenda as presented.</i> <i>CARRIED</i>
3.	Approval of Minutes <i>T. Hallman moved to approve the March 25, 2024 Regular Meeting Minutes as presented.</i> <i>CARRIED</i>
4.	Correspondence
	a. Seniors Income Amounts April – June 2024
	b. Relationship Review Power point
5.	Reports
	a. Financial Reports Review of the financial statements and explanatory notes for the 3 months ending March 31, 2024 New format for the operating statements and inclusion of a statement of financial position. Close to budget on most items three months in. Affordable housing maintenance reflects a new hot water tank and associated suite repairs. <i>R. Fehr moved to accept the financial reports as information.</i> <i>CARRIED</i>

b.	Occupancy Report to April 30, 2024 Eckville lower than budget for lodge side and working with AHS placement as DSL side climbs to 6 vacant. Lacombe starting to rise in occupancy. Affordable is full with waitlist growing. <i>L. Eastman moved to accept the occupancy report as information.</i> <i>CARRIED</i>
c.	CAO Report 2024 Lap Grant amount is anticipated to be \$110,782 less for Lacombe and 7,660 less for Eckville despite the increase to the daily rate. Provincial Priorities Act will apply to HMBs and engagement for the development of the regulations is still yet to be announced. Capital projects meetings with potential consultants in April/May and will be reviewing proposals in May. Staffing and Labour – Wage reopener agreement 2% increase retroactive to January 7. Lodge resident meetings in April and lodge events for Easter. QI project update and new education for staff MySoul@Work with a local session being held on June 5. Petunia Tree Tuesday June 4 in Eckville. <i>R. Fehr moved to accept the CAO report as information.</i> <i>CARRIED</i>
6. New Business	
a.	Business Plan review Reviewed the year in review document and completed the Appendix A Board Skills Matrix. Discussion items: Marketing plans for the lodges. Issues specific to Eckville and attracting to rural lodges. Dealing with AHS placement for the DSL units. Trade show participation in Lacombe, asked for some research into other events in communities like Sylvan Lake. Potential to provide information to municipalities for when they are at Red Deer Home Show, or to have at FCSS offices in the communities. Develop an FAQ on the lodge program, to highlight affordability, and testimonials from residents who say “I should have come sooner”. New editor at Central Alberta Life newspaper, they are seeking content. The completed business plan appendices and cover letter will go to the June meeting for approval.
7. Previous Business	
a.	Lacombe Lodge Redevelopment Update Building Condition Analysis report have been received May 10, administration will review and provide a summary back to the board for June meeting. Will compare the CMR listing to what has been identified in the BCA.



8.	Next Meeting Date The next meeting will be held on Monday June 24, 2024 at 1:00 pm, at Lacombe Memorial Centre, Rotary Board room.
9.	Adjournment The May 13, 2024 Lacombe Foundation meeting was declared adjourned at 2:38 pm.

Jamie Hoover, Board Chair
Lacombe Foundation

Carla Beck, CEO or Shannon Holtz, Director
The Bethany Group

Date

Date

Good morning Melodie – hope all is well. MLA Johnson has asked that I forward this letter and information to you for your records.

Have a great weekend.
Cheryl



Cheryl Christie

Constituency Office Manager
For the Office of Jennifer Johnson, MLA
Lacombe-Ponoka Constituency
#101 – 4892 46 Street
Lacombe, AB T4L 2B4
Phone - 403 782 7725

From: Lacombe-Ponoka

Sent: Tuesday, June 11, 2024 9:54 AM

To: Grant Creasey <gcreasey@lacombe.ca>; mgoudy@lacombe.ca; rkonnik@lacombe.ca; jhoover@blackfalds.com

Cc: SCSS.minister@gov.ab.ca

Subject: Lacombe Seniors Lodge

Good morning.

Thank you for inviting me to attend the Lacombe council meeting last evening. As follow up, and as per your request, I am sending you the information I received from the Minister's office indicating that the application for the Lacombe Lodge Project has not been received. Councillor Konnik, who sits on the Lacombe Foundation Board, stated that they have previously sent in the application. I would appreciate a copy of that application for our records as this will be required for me to assist you further.

Here is the information that the Minister provided me.

The Lacombe Foundation (LCF) provided a 2023 Business Plan for a five-phase, multi-year strategy to redevelop the Lacombe Lodge:

The first phase proposes a new seniors self-contained apartment to replace the 40-unit building (land and building owned by government, managed by The Bethany Group [TBG]) attached to the existing lodge. The second phase proposes to demolish the original seniors self-contained building and start the first phase of the replacement of the lodge (in a phased-build approach from phases II-V).

The full redevelopment plan envisions an increased capacity from 97 lodge units and 40 seniors self-contained units to over 150 units.

LCF has not submitted an Affordable Housing Partnership Program (AHPP) application to date for this project. The next intake of new applications for the AHPP is expected to open in fall 2024, and we encourage LCF to apply.

More information on the AHPP is available at alberta.ca/affordable-housing-partnership-program.

Thank you again for the informative conversation last evening and I look forward to hearing from you.



LEGISLATIVE
ASSEMBLY
OF ALBERTA

Jennifer Johnson, MLA

Lacombe-Ponoka Constituency

#101 – 4892 46 Street

Lacombe, AB T4L 2B4

Phone - 403 782 7725

Lacombe Foundation
Statement of Financial Position
For the 5 months ended May 31, 2024

	Assets
Current	
Cash and cash equivalents	2,415,720
Short-term investments	3,600,000
Accounts receivable	38,965
Other receivable	66,554
Prepays	71,750
	<u>6,192,989</u>
Non-current	
Tangible capital assets	6,473,038
	<u>12,666,027</u>
	Liabilities
Current	
Accounts payable and accruals	295,426
Unearned income and deposits	681,801
	<u>977,227</u>
Non-current	
Loan	1,407,214
Deferred contributions - tangible capital asset	2,430,378
	<u>4,814,819</u>
	Net Assets
Unrestricted net assets	2,422,338
Net assets internally restricted	2,314,085
Net assets invested in tangible capital assets	2,933,150
Current year to date surplus	181,635
	<u>7,851,208</u>
	<u>12,666,027</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - LODGES
Operated by Bethany Nursing Home of Camrose, Alberta as Management Body
For the 5 months ended May 31, 2024

LACOMBE SENIORS LODGE				ECKVILLE MANOR HOUSE				LODGES COMBINED					
	YTD Actual	YTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes
REVENUE													
Rental Revenue	627,493	635,688	(8,194)	(1)	339,719	351,554	(11,835)	(3)	967,213	987,242	(20,029)	(2)	1
Grant - AB Seniors	136,821	136,821	(0)	(0)	56,338	56,338	-	-	193,159	193,159	(0)	(0)	
Alberta Health Services Contract	-	-	-	N/A	227,056	217,708	9,348	4	227,056	217,708	9,348	4	
Guest Meals	7,488	7,500	(12)	(0)	701	1,250	(549)	(44)	8,189	8,750	(561)	(6)	2
Recoveries	34,587	32,225	2,362	7	11,296	12,817	(1,521)	(12)	45,883	45,042	841	2	
Investment Income	25,988	26,596	(608)	(2)	13,859	17,729	(3,871)	(22)	39,847	44,325	(4,478)	(10)	3
Donations	4,616	-	4,616	N/A	930	-	930	N/A	5,546	-	5,546	N/A	
TOTAL REVENUE	836,993	838,829	(1,836)		649,899	657,396	(7,498)		1,486,892	1,496,226			
EXPENSES													
Utility Costs	85,400	91,979	6,579	7	46,502	47,875	1,373	3	131,902	139,854	7,952	6	4
Carbon Tax	11,961	7,500	(4,461)	(59)	9,528	5,458	(4,070)	(75)	21,489	12,958	(8,531)	(66)	
Operating Expenses	27,027	28,542	1,514	5	19,194	20,479	1,285	6	46,222	49,021	2,799	6	5
Food	121,280	119,958	(1,322)	(1)	57,440	59,583	2,143	4	178,720	179,542	821	0	6
Maintenance	28,895	41,667	12,771	31	17,772	23,271	5,499	24	46,667	64,937	18,270	28	7
Non-recurring Maintenance	-	8,333	8,333	100	0	0	-	N/A	-	8,333	8,333	100	8
Salaries and Benefits	627,840	627,833	(7)	(0)	516,141	599,542	83,401	14	1,143,981	1,227,375	83,394	7	9
Administration - All other Admin	31,687	40,250	8,563	21	25,273	34,917	9,643	28	56,960	75,167	18,207	24	
Administration - Management Fee	42,977	42,979	2	0	22,153	22,167	14	0	65,130	65,146	16	0	
TOTAL EXPENSE	977,069	1,009,042	31,973	3	714,003	813,291	99,288	12	1,691,072	1,822,333	131,261		
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	(140,075)	(170,212)	30,137		(64,105)	(155,895)	91,790		(204,180)	(326,108)			
OTHER ITEMS													
Requisition Revenue	177,438	177,438	-	-	155,896	155,896	-	-	333,333	333,333	-	-	
TOTAL OTHER ITEMS	177,438	177,438	-	-	155,896	155,896	-	-	333,333	333,333	-	-	
SURPLUS (DEFICIT)	37,362	7,225	30,137	-	91,791	(0)	91,791	-	129,153	7,226	121,927		

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - LODGES
Operated by Bethany Nursing Home of Camrose, Alberta as Management Body
For the 5 months ended May 31, 2024

NOTES

- 1 Rental Revenue: Lacombe lodge is close to anticipated occupancy, and Eckville continues to see vacancies.
- 2 Guest Meals: Lacombe is very close to budget. In Eckville with decrease in occupancy we also see this number drop.
- 3 Investment Income: GICs will mature later in the year
- 4 Utility Costs: This is an estimate as May's invoice has not yet been received.
- 5 Operating: We are so close to budget.
- 6 Food: We are a little over in Lacombe due to invoice being received in May for June's food; otherwise we would be under budget.
- 7 Maintenance: No major expenses.
- 8 Non-recurring Maintenance: Windows and blinds have been ordered!
- 9 Salaries and Benefits: Lacombe is very close to budget. Eckville is under budget due to admin line not yet filled.

TERRACE HEIGHTS LANDING & BLACKFALDS AFFORDABLE HOUSING PROJECTS

Operated by Bethany Nursing Home of Camrose, Alberta as Management Body

Statement of Operations

For the 5 months ended May 31, 2024

TERRACE HEIGHTS LANDING				BLACKFALDS AFFORDABLE				AFFORDABLE COMBINED				
YTD Actual	YTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes
REVENUE												
111,175	106,396	4,779	4	97,700	92,813	4,888	5	208,875	199,208	9,667	5	1
5,813	5,875	(63)	(1)	1,673	1,000	673	67	7,486	6,875	611	9	
7,381	1,729	5,652	327	4,728	417	4,311	1,035	12,109	2,146	9,963	464	
-	-	-	N/A	-	-	-	N/A	-	-	-	N/A	
-	-	-	N/A	-	-	-	N/A	-	-	-	N/A	
124,369	114,000	10,369		104,101	94,229	9,872		228,470	208,229	20,241		
EXPENSES												
20,365	22,708	2,343	10	283	2,583	2,301	89	20,648	25,292	4,644	18	2
2,505	2,417	(89)	(4)	61	125	64	51	2,567	2,542	(25)	(1)	
13,250	13,813	563	4	22,750	23,750	1,000	4	36,000	37,563	1,563	4	
5,916	6,938	1,022	15	6,603	8,354	1,751	21	12,519	15,292	2,773	18	
3,787	13,437	9,650	72	14,576	8,333	(6,243)	(75)	18,363	21,771	3,407	16	3
7,744	7,917	173	2	5,536	5,667	131	2	13,280	13,583	303	2	
7,641	8,375	734	9	5,364	7,250	1,886	26	13,004	15,625	2,621	17	
6,705	6,708	3	0	4,790	4,792	2	0	11,495	11,500	5	0	
67,913	82,312	14,399		59,962	60,854	892		127,875	143,166	15,291		
56,456	31,688	24,768		44,139	33,375	10,764	32	100,594	65,063	35,532		
OTHER ITEMS												
27,875	27,875	-	-	36,500	36,500	-	-	64,375	64,375	-	-	
27,875	27,875	-	-	36,500	36,500	-	-	64,375	64,375	-	-	
28,581	3,813	24,768	-	7,639	(3,125)	10,764	-	36,219	688			

NOTES

- 1 Rental Revenue: We continue to high occupancy
- 2 Utility Costs: This is an estimate as the May invoice has not yet been received.
- 3 Maintenance: No major expenses at Terrace Heights. Blackfalds Affordables still over budget due to the hot water heater and furnace installed in spring.

Occupancy/Waitlist

For Selected Properties
Date From: 05/01/2024 to 05/31/2024

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
BLACKFALDS AFFORDABLE HSG	Affordable Housing	BLACKFALDS	20	0	0	0	21	FEMALE 37 MALE 34	3	100%
TERRACE HEIGHTS LANDING	Affordable Housing	LACOMBE	28	0	0	0	32	FEMALE 39 MALE 21	4	100%
LACOMBE HOUSING 1	Community Housing	LACOMBE	8	0	0	0	16	FEMALE 13 MALE 13	3	100%
LACOMBE HOUSING 2	Community Housing	LACOMBE	3	0	0	0	27	FEMALE 5 MALE 4	6	100%
LACOMBE HOUSING 3	Community Housing	LACOMBE	1	0	0	0	24	FEMALE 3 MALE 0	13	100%
LACOMBE HOUSING 4	Community Housing	LACOMBE	1	0	0	0	25	FEMALE 0 MALE 3	14	100%
ECKVILLE MANOR HOUSE	DSL	ECKVILLE	15	0	1	5	85	FEMALE 3 MALE 4	1	67%
DTRS-Lacombe	DTRS	LACOMBE	111	4	0	13	27	FEMALE 147 MALE 87	2	88%
ECKVILLE MANOR HOUSE	Lodge	ECKVILLE	35	0	1	10	85	FEMALE 17 MALE 12	3	71%
LACOMBE SENIOR CITIZENS LODGE	Lodge	LACOMBE	97	1	4	15	81	FEMALE 53 MALE 28	4	85%
PLRS-Lacombe	PLRS	LACOMBE	4	0	0	0	26	FEMALE 7 MALE 7	7	100%
LAKEVIEW MANOR	Senior Self Contained	ALIX	16	0	0	1	70	FEMALE 7 MALE 9	5	94%
OXFORD COURT	Senior Self Contained	BENTLEY	6	0	0	0	76	FEMALE 6 MALE 1	7	100%
TOWER MANOR	Senior Self Contained	BLACKFALDS	4	0	0	0	77	FEMALE 4 MALE 0	8	100%
LIONS GOLDEN VILLA	Senior Self Contained	ECKVILLE	8	0	0	0	73	FEMALE 6 MALE 2	8	100%
CAMERON MANOR	Senior Self Contained	LACOMBE	24	1	1	1	77	FEMALE 20 MALE 4	6	96%
PARKVIEW MANOR	Senior Self Contained	LACOMBE	40	0	0	1	72	FEMALE 23 MALE 17	4	98%
SPRUCE TERRACE	Senior Self Contained	LACOMBE	26	1	1	0	78	FEMALE 20 MALE 7	7	100%
LAMERTON PLACE	Senior Self Contained	MIRROR	8	0	0	4	71	FEMALE 0 MALE 4	5	50%
Totals			455	7	8	50	55	FEMALE 410 MALE 257 UNSPECIFIED 5	6	

Total Applicants on Waitlist

Program Type	Town	Count
Affordable Housing	BLACKFALDS	4
Affordable Housing	LACOMBE	27
Community Housing	LACOMBE	9
DSL	ECKVILLE	2
DTRS	LACOMBE	37
Lodge	ECKVILLE	2
Lodge	LACOMBE	7
Senior Self Contained	ALIX	2
Senior Self Contained	BENTLEY	3
Senior Self Contained	BLACKFALDS	10
Senior Self Contained	ECKVILLE	10
Senior Self Contained	LACOMBE	54
Senior Self Contained	MIRROR	1
Total		168

Total Albertans Served

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Affordable Housing	69	51	11
Community Housing	22	19	0
DSL	0	0	5
DTRS	112	106	16
Lodge	2	2	106
PLUS	6	8	0
Senior Self Contained	0	19	111
Total		205	249

The following items are provided in summary of key activities for Lacombe Lodge, Eckville Manor and the Affordable Housing portfolio:

Capital projects

We have had meetings with the consultant to explore their knowledge and expertise for what we would need to move the needle with our project in Lacombe. They seem to be very knowledgeable when it comes to grant assessments and applications. They also seem to be innovative when it comes to a possible need to pivot from our original project plan. We will continue to work with them as they delve further into the grants that are available. As well, we will work with the government to try to gain some insight on their piece of this project and what they are willing to help us with from that side.

Building Condition Assessments

We had an opportunity to review the BCA report that was submitted to us by the consultant. It was clear that they had some great insight on the electrical deficiencies in both buildings but we did notice that in regards to the mechanical and structural assessments, they weren't as thorough. However, this was an area where we were able to capture more information as our maintenance staff are dealing with both Lacombe Lodge and Parkview Manor deficiencies in both areas daily.

Lodge Events

We had volunteers come and do some gardening in and around the Lacombe Lodge with our staff. They did some weeding and some planting and the flowers have all since bloomed and look so inviting and beautiful for our residents.

The Royal Canadian Legion donated funds to the Lacombe Lodge to purchase a new recumbent bike for our exercise room, the residents are so happy to enjoy this new equipment



The Petunia tree dedication was a success again this year. The weather looked to not want to cooperate but the clouds parted and we were able to enjoy a rain free event.

Menu

The new Spring/Summer 2024 menus are attached.

EDI

In June we recognize Pride Month, having weekly events and awareness opportunities for staff and residents.

We also recognized Philippines Independence Day (June 12, 2024) as we continue initiatives with our equity, diversity and inclusivity program.

Advocacy

The Lodge Program review included a detailed operator survey that was completed in April. The survey was requested and developed by the Seniors Lodge Program Review Panel in support of their work and ASCHA assisted in the distribution and collection of data for the project. ASCHA received permission from the Panel to share the detailed survey data with operators, along with these high-level observations:

- With an increasing senior population, there is a significant projected increased demand of 66.8% in required units by 2046.
- The survey responses detail challenges with the funding model and the need for a truly shared funding model to ensure equity for lodge residents. Further analysis must be conducted on the requisition data to understand the variations and impact.
- The data indicates that Alberta's older lodges feature smaller, less appealing rooms. The lack of sufficient funding for necessary renovations and new construction contributes to the cycle of vacancies, which in turn means less revenue. This contrasts with other lodges, where waitlists are increasing. Funding based on occupancy levels creates financial instability, especially for lodges with ongoing vacancy challenges.
- The data also indicates that residents want better food options and other areas of flexibility, and that lodges are having challenges managing the demands of current residents while trying to market to future residents. Many respondents indicated that they have embraced technological innovations that contribute to resident engagement and connectivity.
- Transportation emerges as a significant concern, with many communities lacking adequate services, impacting seniors' mobility and social engagement. Further analysis needs to be conducted on access to health services to determine their impact across the province.
- Perception of the lodge remains another challenge. While most respondents noted a great perception amongst residents and the community, there remain misconceptions about lodges in relation to the negative impacts of the pandemic and understanding of their offerings. With that said, the community integration of lodges is a highlight, including active participation in local events, hosting events, and engaging in intergenerational activities, which has the dual impact of decreasing social isolation for seniors while reinforcing community connections. –
- A notable area of concern is access to supports, including 24/7 homecare, to ensure that seniors maintain their independence longer and prevent premature transitions to higher levels of care. A smaller group of respondents cautioned against transforming lodges into environments that resemble higher levels of care, in line with the prevailing philosophy that lodges are homes that support independence without transforming it into a medical setting.

In conclusion, the survey offers a detailed reflection on the current landscape of the Seniors Lodge Program and an insight into future demands. While challenges such as funding disparities, aging infrastructure, and service variability are evident, the survey responses highlight the strong foundational elements of the program.

ASCHA

As part of the ASCHA executive, Melodie was able to attend an in-person meeting with Minister Nixon in May. The discussion focused on a more proactive and transparent approach to CMR funding, growing need within the housing sector, community supports for tenants and alignment between the three levels of government.

Carla has been invited to join the ASCHA Seniors Housing/Continuing Care task force. It is great to have further opportunities to join our industry associations in lobbying for the needs of this sector. The first meeting is scheduled for June 19th.

Save the Date! The ASCHA Fall Regional Meeting will be held Wednesday October 9. Additional meeting details will be sent by email once available.

LACOMBE FOUNDATION - 5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

WEEK OF:

Lacombe Foundation / Partland Foundation

W1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast	Cream of Wheat Fruit Yogurt Cheddar Cheese Scrambled Eggs Buttered Whole Wheat Toast	Hot Oatmeal Fruit Yogurt Buttered Whole Wheat Toast Cheddar Cheese Buttered Raisin Toast	Sunny Boy Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Cinnamon Bun	Hot Oatmeal Fruit Yogurt Cheddar Cheese Boiled Egg Buttered Whole Wheat Toast	Oat Bran Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Bagel	Hot Oatmeal Cheddar Cheese Buttered Whole Wheat Toast Fruit Yogurt Poached Eggs Bacon
	Seasonal Fresh Fruit Assorted Cold Cereal	Fresh Seasonal Fruit Assorted Cold Cereal	Peach Assorted Cold Cereal	Fresh Fruit Salad Assorted Cold Cereal	Banana Assorted Cold Cereal	Mandarin Orange Assorted Cold Cereal	Fruit Cocktail Assorted Cold Cereal
	Spinach Salad	Garden Tossed Salad	Apple Cauliflower Slaw	Orange Almond	Broccoli Salad	Jellied Salad	Ambrosia Salad
MAIN MEAL	Seasoned Chicken Breast Mashed Potato Gravy Mixed Vegetables	Spaghetti/Meat Sauce Vegetarian Tomato Sauce Garlic Bread Broccoli	Baked Chicken thighs Baked Potato Gravy Beets	Pork Loin Mashed Potatoes & Gravy Green Beans	Baked Chicken O'Brien Potatoes Fresh Roasted Vegetables	Meat Balls Lyonnaise Potatoes Gravy Peas & Carrots	Turkey Roll Mashed Potatoes/Gravy Glazed Carrots
	Beef/Vegetable Kabob Steam Rice	Haddock Baby Roast Potato	Steak Rice	Turkey Bratwurst Pierogies Sour Cream and Chives	Shrimp on a Stick Rice	Pork Chop Rice	RESIDENT CHOICE
	Chocolate Pudding with Whipped Cream	Butter Tart	Fruit Cobbler	Pretzel Square	Tapoca Pudding	Strawberry Shortcake	Pineapple Wink Pie
LIGHT MEAL	Soup Of The Day	Soup Of The Day	Soup Of The Day	Soup Of The Day	Soup Of The Day	Soup Of The Day	Soup Of The Day
	Canned Beef Sandwich on Rye Saurraut Potato Bites	Waffles Sausage Strawberries Whipping Cream	Cold Salad Plate Bun	Assorted Vegetable/ Meat Quiche Tossed Salad	Beef Dip Buns Coleslaw	Chicken Burger Onion Rings	Beef Sandwich Tomato Sandwich
	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar Chicken	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar
	Ice Cream Sandwich Fresh Seasonal Fruit	Jello Fresh Seasonal Fruit	Assorted Cookies Fresh Seasonal Fruit	Ice Cream Fresh Seasonal Fruit	Danish Fresh Seasonal Fruit	Rice Crispy Fresh Seasonal Fruit	Assorted Desserts Fresh Seasonal Fruit

NOTE: Prune Juice and Stewed Prunes are available at Breakfast. Whole Wheat Breads at Lunch and Dinner.
30 ml Peanut Butter, Jam, and Yogurts are offered everyday as a choice at Breakfast.
Crackers served with Soup. Assorted Juices, Milk and Water are available at every meal.
Salad Bar consists of: Main salad, Toss Salad, Prepared Assorted Vegetables, Tomato Slice, Pickles, Cottage Cheese or Slice Cheese and Deli Meat.

LACOMBE FOUNDATION - 5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

Lacombe Foundation / Parkland Foundation

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast	Cream of Wheat Fruit Yogurt Scrambled Eggs Cheddar Cheese Buttered Whole Wheat Toast	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast	Sunny Boy Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Muffin	Hot Oatmeal Fruit Yogurt Cheddar Cheese Boiled Egg Buttered Whole Wheat Toast	Oat Bran Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Bagel	Hot Oatmeal Fruit Yogurt Cheddar Cheese Poached Eggs Buttered Whole Wheat Toast Bacon
MAIN MEAL	Fresh Fruit Salad Assorted Cold Cereal	Fresh Seasonal Fruit Assorted Cold Cereal	Peaches Assorted Cold Cereal	Fresh Fruit Salad Assorted Cold Cereal	Banana Assorted Cold Cereal	Mandarin Orange Assorted Cold Cereal	Tropical Fruit Assorted Cold Cereal
	Potato Salad	Cesar Salad	Cauliflower Salad	Fiesta Salad	Layered Salad	Cranberry Orange Salad	Cucumber Salad
	BBQ Hamburgers, Onions, Lettuce, Tomato Corn on the Cob	Pork Medallion Roasted Potato Cauliflower, Peas, Red Pepper	Salisbury Steak Mashed Potato/Gravy Yams	Lemon Sole Rice Mixed Vegetables	Steak Baked Potatoes Sour Cream/Green Onions Bacon Bits	Tomato Basil Pork Loin Mashed Potatoes Gravy Cabbage	Roast Beef Gravy Yorkshire Pudding Mashed Potatoes Asparagus
	Chicken Burger	Chicken Thigh Rice	Resident's Choice	Vegetarian Lasagna Garlic Toast Spinach	Herbed Fish Carrots Rice	Chicken Breast Rice	RESIDENT CHOICE
LIGHT MEAL	Ice Cream	Rice Pudding	Carrot Cake	Cheesecake with fruit	Summer Fruit Flan	Apple Crisp	Strawberry/Rhubarb Pie/ Ice Cream
	Soup of the Day Omelet Buttered Toast	Soup of the Day BLT Sandwich Cheese & Tomato Sandwich	Soup of the Day Assorted Pizza Vegetarian Pizza	Soup of the Day Beef Slider Coleslaw Homemade Buns	Soup of the Day Hot Dog/Bun Macaroni Salad	Soup of the Day Assorted Sandwich/Subs Potato Salad	Soup of the Day Chicken Salad Croissant
ALTERNATE CHOICES	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar
	Pudding Fresh Seasonal Fruit	Assorted Cookies Fresh Seasonal Fruit	Ice Cream Fresh Seasonal Fruit	Jell-O Fresh Seasonal Fruit	Assorted Cookies Fresh Seasonal Fruit	Pudding Fresh Seasonal Fruit	Assorted Dessert Fresh Seasonal Fruit

NOTE: Prune Juice and Stewed Prunes are available at breakfast. Whole Wheat Breads at Lunch and Dinner.

Peanut Butter, Jams, and Yogurts are offered everyday as a choice at breakfast.

Crackers served with Soup. Assorted Juices, Milk and Water are available at every meal.

Salad Bar consists of: Main salad, Toss Salad, Prepared Assorted Vegetables, Tomato Slices, Pickles, Cottage Cheese or Slice Cheese and Deli Meat.

LACOMBE FOUNDATION - 5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

Lacombe Foundation/ Parland Foundation

WEEK OF:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast Pear Assorted Cold Cereal	Cream of Wheat Fruit Yogurt Scrambled Eggs Cheddar Cheese Buttered Whole Wheat Toast Seasonal Fresh Fruit Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast Peach Assorted Cold Cereal	Sunny Boy Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Scones Fresh Fruit Salad Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Cheddar Cheese Boiled Egg Buttered Whole Wheat Toast Banana Assorted Cold Cereal	Hot Oat Bran Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Bagels Mandarin Orange Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Peaches/Eggs Cheddar Cheese Buttered Whole Wheat Toast Bacon Cherry Assorted Cold Cereal
MAIN MEAL	Spinach Salad Beef Teriyaki Baby Potatoes Roasted Tomato topped with Cheese Basa Fish Spanish Rice	Orzenal Salad Herd Chicken Thigh Gravy Lumpsize Potatoes Zucchini Ham Steak Pierogies	Broccoli Salad Liver & Onions Gravy Marshed Potatoes Cauliflower, Peas, Red Pepper Chicken Breast Steamed Rice	Tossed Salad Beef Tip Marshed Potato Carrots Pork Kabob Rice	Orange Almond Salad Fajita Chicken Stir-Fry Herbed Rice Peas Salmon Loins Roasted Potatoes	Greek Salad Pork Cutlet/Gravy Marshed Potatoes Broccoli Beef Meatball Steamed Noodles	Waldorf Salad Roast Chicken/Gravy Marshed Potatoes and Gravy Stuffing Turnip, Carrot & Parsnip RESIDENT CHOICE
LIGHT MEAL	Rubiano Strudel Soup of the Day Monty Cristo - Grilled Cheese Summer Tossed Salad ALTERNATE CHOICES Salad Bar	Broken Glass Soup of the Day Fish Burger Coleslaw ALTERNATE CHOICES Salad Bar	Strawberry Shortcake Soup of the Day Assorted Sandwiches Potato Salad Buns ALTERNATE CHOICES Salad Bar	Ice'd Banana Cake Soup of the Day Assorted Quiches Mixed Vegetable ALTERNATE CHOICES Salad Bar	Pudding Soup of the Day Egg Salad Sandwich Tuna Sandwich ALTERNATE CHOICES Salad Bar	Vanilla Cake Soup of the Day Turkey Burger French Fries and Gravy Coleslaw ALTERNATE CHOICES Salad Bar	Banana Cream Pie Soup of the Day Assorted Cold Cut Meat Fresh Buns ALTERNATE CHOICES Salad Bar Boiled Eggs Chicken
NOTE: Prune Juice and Stewed Prunes are available at Breakfast. Whole Wheat Breads at Lunch and Dinner. 30 ml Peanut Butter, Jams, and Yogurts are offered everyday as a choice at Breakfast. Crackers served with Soup. Assorted Juices, Milk and Water are available at every meal. Salad Bar consists of: Main salad, Toss Salad, Prepared Assorted Vegetables, Tomato Slice, Pickles, Cottage Cheese or Slice Cheese and Deli Meat.							

LACOMBE FOUNDATION - 5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

Lacombe Foundation / Parkland Foundation

WEEK OF:		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W4	BREAKFAST	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast Pear Assorted Cold Cereal	Cream Of Wheat Fruit Yogurt Scrambled Eggs Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast Fresh Seasonal Fruit Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Buttered Whole Wheat Toast Cheddar Cheese Buttered Raisin Toast Peaches Assorted Cold Cereal	Sunny Boy Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Ham & Cheddar Cheese Biscuit Fresh Fruit Salad Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Cheddar Cheese Boiled Egg Buttered Whole Wheat Toast Banana Assorted Cold Cereal	Hot Oat Bran Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Bagels Mandarin Orange Assorted Cold Cereal	Hot Oatmeal Fruit Yogurt Poached Eggs Cheddar Cheese Buttered Whole Wheat Toast Bacon Tropical Fruit Assorted Cold Cereal
	MAIN MEAL	Sunshine Salad Meat Loaf Steamed Potatoes Gravy Beets Haddock Fish Rice Tapioca Pudding	Cucumber Salad Porchop Gravy Peas Mashed Potato Turkey Sausage Steamed Rice	Garden Tossed Salad Veal Cutlet Gravy Potatoes Mixed Vegetables Chicken Breast Steamed Rice	Potato Salad BBQ Hamburgers, Onion, Lettuce, Tomato Corn on the Cob Resident Choice	Caesar Salad Pork Ribs Cornmeal Muffin Peas & Carrots Potatoes & Gravy Sole Rice	Asian Green Salad Pepper Steak Mashed Potatoes Mixed Vegetables Oven Baked Chicken Rice	Creamy Peas Salad Roast Pork Mashed Potatoes / Gravy Seasonal Vegetables Mix RESIDENT CHOICE
W4	LIGHT MEAL	Soup of the Day Ham & Cheese Sliders Fries & Gravy Salad Bar	Soup of the Day Chicken Salad Sandwich Potato Salad Pudding Fresh Seasonal Fruit	Soup of the Day Beef Dip Coleslaw Loaf Fresh Seasonal Fruit	Soup of the Day Egg Salad Salmon Salad Buns or Croissant Jell-O Fresh Seasonal Fruit	Soup of the Day French Toast Sausage Strawberries/Whipping Cream Salad Bar	Soup of the Day Fish Burger Onion Rings Salad Bar	Soup of the Day Vegetable Wrap Beef Wrap Salad Bar
		Assorted Cookies Fresh Seasonal Fruit						Assorted Desserts Fresh Seasonal Fruit

NOTE: Prune Juice and Stewed Prunes are available at Breakfast. Whole Wheat Breads at Lunch and Dinner.

30 ml Peanut Butter, Jams, and Yogurts are offered everyday as a choice at Breakfast.

Crackers served with Soup. Assorted Juices, Milk and Water are available at every meal.

Salad Bar consists of: Main salad, Prepared Assorted Vegetables, Tomato Slice, Pickles, Cottage Cheese or Slice Cheese and Deli Meat.

LACOMBE FOUNDATION - 5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

Lacombe Foundation/ Parkland Foundation

WS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast	Cream of Wheat Fruit Yogurt Scrambled Eggs Cheddar Cheese Buttered Whole Wheat Toast	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Buttered Raisin Toast	Sunny Boy Cereal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Mini Danish	Hot Oatmeal Fruit Yogurt Cheddar Cheese Boiled Egg Buttered Whole Wheat Toast	Hot Oat Bran Fruit Yogurt Buttered Bagel Cheddar Cheese Buttered Whole Wheat Toast	Hot Oatmeal Fruit Yogurt Cheddar Cheese Buttered Whole Wheat Toast Poached Eggs Bacon
	ALTERNATE CHOICES Seasonal Fresh Fruit Assorted Cold Cereal	ALTERNATE CHOICES Seasonal Fresh Fruit Assorted Cold Cereal	ALTERNATE CHOICES Peach Assorted Cold Cereal	ALTERNATE CHOICES Fresh Fruit Salad Assorted Cold Cereal	ALTERNATE CHOICES Banana Assorted Cold Cereal	ALTERNATE CHOICES Fresh Berries Assorted Cold Cereal	ALTERNATE CHOICES Fresh Seasonal Fruit Assorted Cold Cereal
	Parrothead Salad	Chef Salad	Beet Salad	Caesar Salad	Fresh Tomato Salad	Oriental Salad	Greek Salad
MAIN MEAL	Chicken Alfredo Egg Noodle Broccoli	Parmesan Steak Roasted Baby Potatoes Parsnips Garlic Toast	Chicken Drumstick Mashed Potatoes Gravy Cabbage	Baked Glazed Ham Scalloped Potatoes & Yams Mixed Vegetables	Turkey Loaf Gravy Mashed Potatoes Carrots	Herb Baked Chicken Mashed Potato/Gravy Brussel Sprouts	Roast Beef & Yorkshire Pudding Gravy Mashed Potatoes Cauliflower
	Pork Chop Lyonnais Potato	Salmon Herbed Rice	Meatballs Rice	Beef/Vegetable Stir-Fry Rice	Sweet & Sour Pork Rice	Baked Tilapia Fish Rice Creamed Peas	RESIDENT CHOICE
	Carrot Cake	Cream Puff	Fruit Flan	Chocolate Pudding	Ice Cream	Pineapple Delight	Seasonal Fruit Pie & Ice Creme
LIGHT MEAL	Soup of the Day Fish & Chips Coleslaw	Soup of the Day Pulled Pork Fresh Bun Potato Salad	Soup of the Day Smoked Hotdog Buns Baked Beans	Soup of the Day Egg Salad Tuna Salad Fresh Buns	Soup of the Day Western Omelet Toast	Soup of the Day Cold Cut Plate Bun Watermelon	Soup of the Day Chicken Salad Croissant
	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar Deviled Egg Cheese	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar	ALTERNATE CHOICES Salad Bar Deviled Eggs Cold Chicken Onions	ALTERNATE CHOICES Salad Bar
	Ice Cream Seasonal Fresh Fruit	Puffed Wheat Square Seasonal Fresh Fruit	Pudding Seasonal Fresh Fruit	Yell-O Seasonal Fresh Fruit	Butter Tart Seasonal Fresh Fruit	Mousse Seasonal Fresh Fruit	Assorted Dessert Seasonal Fresh Fruit

NOTE: Prune Juice and Stewed Prunes are available at Breakfast. Whole Wheat Breads at Lunch and Dinner.
30 ml Peanut Butter, Jams, and Yogurts are offered everyday as a choice at Breakfast.
Crackers served with Soup. Assorted Juices, Milk and Water are available at every meal.
Salad Bar consists of: Main salad, Toss Salad, Prepared Assorted Vegetables, Tomato Slices, Pickles, Cottage Cheese or Sliced Cheese and Deli Meat.

5 WEEK HOSPITALITY WEEK AT A GLANCE MENU

SPRING/SUMMER 2023

Snacks

Assorted Fruit Juices and Water

Fresh Fruit

Assorted Pastries, Muffins, Fruit Loaf and Cookies

Skim, 1 %, 2 %, Fruit and Yogurt

Coffee, Tea and Hot Chocolate

LACOMBE FOUNDATION REVIEW PROCESS – JUNE 2024

Business Plan 2023-2025 was prepared and submitted under the direction of the Board of Directors of Lacombe Foundation in accordance with legislation and associated ministerial guidelines, and in consideration of all policy decisions and material, economic or fiscal implications of which the Board is aware. This plan was approved by the Board in June 2022. A review of the plan and relevant performance indicators has occurred. Appendices have been updated and submitted as directed by the Ministry of Seniors, Community and Social Services.

STRATEGIC PRIORITIES UPDATE

The critical need for the redevelopment of Lacombe Lodge remains. The CMR request for the Lacombe Lodge is **\$5,223,000** and the request for Parkview Manor (under the Ministerial Order of The Bethany Group) is **\$2,376,000**. These maintenance cost projections, combined with the need to offer modern rooms, accessible washrooms and improved program spaces, demonstrate that implementing the redevelopment plan would be the better investment of provincial and local dollars.

The CMR request for Eckville Manor is \$1,010,000. It has been a number of years since any projects from the CMR submission have been funded. We urge the department to improve CMR funding consistency and invest in more proactive and preventative funding for our lodges.

Lacombe Foundation board members and administration have participated in the Lodge Program Review and await the recommendations of the panel. We hope that the review captured the challenges in the current LAP grant formula and how rural lodges are supported. Both Eckville Manor and Lacombe Lodge are important facilities for the community, and could serve as community hubs if properly resourced. Lacombe Foundation has submitted applications to Alberta Health Services to provide Adult Day Support programming and to provide home cares services in the congregate living setting

We note that according to the current information provided to us in the Alberta Housing Partnership Portal, even though the LAP per diem rate has increased, it appears as though Lacombe Foundation will actually receive \$118,442 less in LAP Grant funding this year.

The 48 units of affordable housing in Lacombe and Blackfalds are at 100% occupancy, with a growing waitlist.

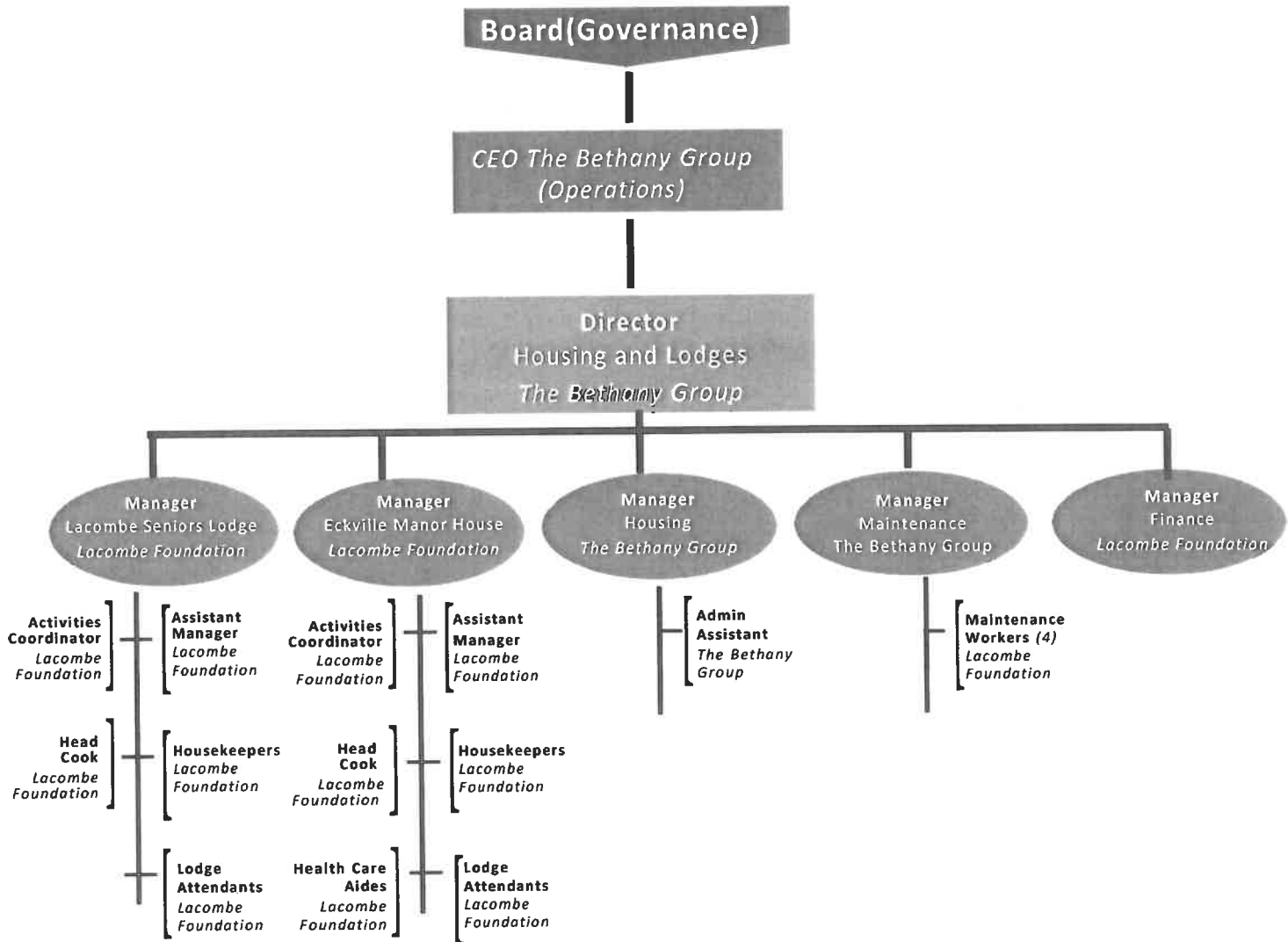
We look forward to working with the Ministry, to continue our work in providing affordable housing options that meet the needs of seniors and families in our communities.

LACOMBE FOUNDATION

APPENDICES

- **Appendix A – Board Skills Matrix**
- **Appendix C – Financial Budgets and Forecasts**
- **Appendix D - Capital Maintenance and Renewal Program**
- **Appendix E – Capital Priorities**
- **Appendix G – Capital Asset Questionnaire**

Lacombe Foundation Organizational Structure



Housing Division manages both TBG Social Housing operations and Lacombe Foundation Affordable housing

Consolidated Financial Operating Summary

Organization: The Bethany Group

Amounts below will be transferred from input provided in the respective tabs (Social Housing, Lodge,

REVENUE	2023 Actuals	2024 Budget	2024 Forecast	2025 Projected
400000 Rent	2,876,078	2,847,490	2,810,000	2,833,000
410000 Resident Services	114,708	124,600	112,000	114,000
420000 Non-Resident Services	40,300	21,000	31,300	32,000
Other Revenue	1,149,729	634,030	660,000	672,000
430050 ASHC - LAP grant (Lodge Only)	463,580	463,580	345,138	345,138
460010 Municipal Requisition (Lodge Only)	775,000	800,000	800,000	800,000
Total Revenue	5,419,395	4,890,700	4,758,438	4,796,138

EXPENSES

500000 Taxes and Land Leases	85,848	90,150	90,150	91,000
510000 Utilities	380,385	433,550	433,550	453,150
520000 Operating	105,715	154,350	154,350	157,500
520000 Food (Lodge Only)	447,977	430,900	430,900	453,000
530000 Operating Maintenance	153,819	228,100	228,100	238,500
540000 Charitable Costs	-	-	-	-
550000 Human Resources	2,887,004	2,978,300	2,978,300	3,038,250
560000 Administration	300,209	401,850	401,850	409,500
Other Expense	-	-	-	-
Total Expenses	4,360,957	4,717,200	4,717,200	4,840,900

Net Excess (Deficiency) from Operations	1,058,438	173,500	41,238	(44,762)
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Net Excess (Deficiency)	726,224	(125,793)	(260,347)	(346,347)
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Financial Operating Summary - Lodges (If Applicable)

Organization:

The Bethany Group

Please do not adjust the structure of this sheet (rows/columns)

	2023 Actuals	2024 Budget	Forecasted 2024	Projected 2025
REVENUE				
400000 Rent	2,385,979.00	2,369,390.00	2,330,000.00	2,353,000.00
410000 Resident Services	94,841.00	108,100.00	94,000.00	95,000.00
420000 Non-Resident Services	40,300.00	21,000.00	31,300.00	32,000.00
Other Revenue	1,118,569.00	628,880.00	650,000.00	660,000.00
430050 ASHC - LAP grant (Lodge Only)	463,580.00	463,580.00	345,138.00	345,138.00
460010 Municipal Requisition (Lodge Only)	775,000.00	800,000.00	800,000.00	800,000.00
Total Revenue	4,878,269.00	4,390,950.00	4,250,438.00	4,285,138.00

EXPENSES				
500000 Taxes and Land Leases				
510000 Utilities	333,354.00	366,750.00	366,750.00	385,000.00
520000 Operating	73,048.00	117,650.00	117,650.00	120,000.00
520000 Food (Lodge Only)	447,977.00	430,900.00	430,900.00	453,000.00
530000 Operating Maintenance	113,432.00	175,850.00	175,850.00	185,000.00
540000 Charitable Costs				
550000 Human Resources	2,845,928.00	2,945,700.00	2,945,700.00	3,005,000.00
560000 Administration	253,694.00	336,750.00	336,750.00	343,500.00
Total Expenses	4,067,433.00	4,373,600.00	4,373,600.00	4,491,500.00

Net Excess (Deficiency) from Operations

	810,836.00	17,350.00	(123,162.00)	(206,362.00)
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OTHER EXPENSES

590000 Interest costs				
591000 Other				
592000 Amortization	113,592.00	41,295.00	41,295.00	41,295.00

Net Excess (Deficiency)

	697,244.00	(23,945.00)	(164,457.00)	(247,657.00)
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Lodge Annualized Cost Pressures

Year	Account (list)	Program (list)	Description/Explanation
2024	Rent Revenue	Lodges	no revenue to compensate low occupancy which previously LAP Grant did
2024	Rent Revenue	Lodges	LAP Grant decreased substantially
2024	Food	Lodges	food costs continue to rise
2024	Operating Maintenance	Lodges	windows replaced at Lacombe Seniors Lodge (\$20,000)
2024	Utilities	Lodges	utilities continue to rise; heating an old building is very costly
2024	Municipal Requisition (Lodge Only)	Lodges	we have increase our municipal req without building up a reserve

Financial Operating Summary - Affordable Housing (If Applicable)

Organization:

The Bethany Group

Please do not adjust the structure of this sheet (rows/columns)

REVENUE	2023 Actuals	2024 Budget	Forecasted 2024	Projected 2025
400000 Rent	490,099	478,100	480,000	480,000
410000 Resident Services	19,867	16,500	18,000	19,000
420000 Non-Resident Services				
Other Revenue	31,160	5,150	10,000	12,000
Total Revenue	541,126	499,750	508,000	511,000

EXPENSES	2023 Actuals	2024 Budget	Forecasted 2024	Projected 2025
500000 Taxes and Land Leases	85,848	90,150	90,150	91,000
510000 Utilities	47,031	66,800	66,800	68,150
520000 Operating	32,667	36,700	36,700	37,500
530000 Operating Maintenance	40,387	52,250	52,250	53,500
540000 Charitable Costs	-			
550000 Human Resources	41,076	32,600	32,600	33,250
560000 Administration	46,515	65,100	65,100	66,000
Total Expenses	293,524	343,600	343,600	349,400

Net Excess (Deficiency) from Operations

247,602	156,150	164,400	161,600
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OTHER EXPENSES

590000 Interest costs	112,832	154,500	154,500	154,500
591000 Other				
592000 Amortization	105,790	103,498	105,790	105,790

Net Excess (Deficiency)

28,980	(101,348)	(95,800)	(98,650)
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Affordable Housing Annualized Cost Pressures

Year	Account (list)	Program (list)	Description/Explanation
2023	Other	Affordable Housing	Interest costs have risen drastically in 2023
2024	Other	Affordable Housing	Interest costs continue to be high
2025	Other	Affordable Housing	Interest costs
2024	Operating Maintenance	Affordable Housing	appliances, water heaters, furnaces are aging and requiring replacing
2024	Utilities	Affordable Housing	utilities continue to rise

Appendix G- 2024-25 Capital Asset Questionnaire

The purpose of the questionnaire is to gather information from stakeholders related to contaminated sites, asbestos removal, and asset impairments to comply with Public Sector Accounting Standards (PSAS) #1201, 3280 & 3260 for proper reporting and disclosure in the Alberta Social Housing Corporation's 2024-25 financial statements.

Please complete, sign, and submit this questionnaire regardless if this information has been previously provided through other means as it may not have been evaluated from a financial statement reporting perspective.

Please check the boxes below for any of the statements that apply:

Contaminated Sites (PSAS 3260)

- ☐ Are you aware of any Alberta Social Housing Corporation (ASHC) owned assets (i.e. land) that would be considered a contaminate site where ASHC has a DIRECT obligations to remediate contamination?

If the yes, please complete Page 3 below.

Asset Impairments (PSAS 1201)

- ☐ Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that have had their service potential diminished permanently (i.e. no plans to restore to usable condition) as a result of neglect, theft, abandonment, damage, destruction or technical obsolescence?

If yes, please complete Part A on Page 4.

- ☐ Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that has been or is expected to be removed from service for an extended period of time or currently not in productive use?

If yes, please complete Part B on Page 4.

No Changes

- ☒ There are no known contaminated sites or asset impairments for the 2024/25 fiscal year.



Asset Retirement Obligations (ARO) (PSAS 3280)

- ☐ Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that have asbestos removal work or planning to do asbestos abatement work fully or partially after March 31, 2024.

If yes, please complete Page 5.

No Changes

- ☐ There is no known asbestos removal work or planning to do fully or partially for the 2024/25 fiscal year.

Contaminated Sites (PSAS 3260)

Are you aware of any Alberta Social Housing Corporation (ASHC) owned assets (i.e. land) that would be considered a contaminate site where ASHC has a DIRECT obligations to remediate contamination?

A contaminated site is a site at which substances (ie chemical, organic, radioactive material or live organism) are introduced into areas of soil, water or sediment that occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. (Environmental standards are issued by Alberta Environment and Parks as well as by the Canadian Council of Ministers of the Environment). Please see links below for detailed standards.

Site Name	Site Address	City/Town	Type of contamination (soil, water or sediment)	Environmental Standards		Estimated liability (cost) to remediate
				Exceeded		

Additional Comments (including type of contamination and environmental standard exceeded):

Links:
[Alberta Environment and Parks Standards](#)
[Canada-wide environmental standards](#)

Asset Impairments (PSAS 1201)

Part A. Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that have had their service potential diminished permanently (i.e. no plans to restore to usable condition) as a result of neglect, theft, abandonment, damage, destruction or technical obsolescence?

Details on Asset:

Description of Impairment:

Estimated Value of Impairment:

Part B. Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that has been or is expected to be removed from service for an extended period of time or currently not in productive use?

Details on Asset:

Expected Date of Return to Productive Use:



Asset Retirement Obligation (PSAS 3280)

Are you aware of any Alberta Social Housing Corporation (ASHC) owned capital assets (land and/or building) that have asbestos removal or planning to do asbestos abatement work fully or partially after March 31, 2024.

Details on Asset: *(Building Name, Address, Postal Code, Building type, Building size, total units)*

Description of Abatement Work: *(Remediation type, Percentage of abatement (%), any comments)*

Actual/Estimated Cost to Remediate:

Name:

Date:

Title:

Signature:

Carla Beck

June 24, 2024

CEO

Original Date: 05 April 2024	Policy Number: SL 02-07
Revised Date:	Section: Administration
Approved By:	Subject: Reserves - Housing Management Body

POLICY

Housing Management Bodies (HMBs) have limited revenue sources (primarily user fees and provincial and municipal grants and budgets) and limited ability to take on debt to finance capital or operational costs as identified in the Alberta Housing Act and the Management Body Operation and Administration Regulation. As a result, it is common practice to set aside reserve funds to be available for use as approved by regulation and the Housing Management Body Board.

DEFINITIONS

Unrestricted Reserves – identified funds set aside with approval by the Board to be used for unexpected costs incurred at a later date.

Restricted Reserves – funds set aside with approval by the Board to be used for a specified project.

VALUES

Transparency, accountability and responsibility

TARGET AUDIENCE

Administrative and financial employees, HMB Board members

PRINCIPLES

Lodge Accommodation Reserves:

1. A board may create a reserve fund only with the prior approval of the requisitioned municipalities (exception: funds donated to the HMB for specified purposes e.g., resident life enhancement).
2. The requisitioned municipalities may establish limits on the total amount that may be held in capital or operating reserves.
3. Capital reserve funds shall not exceed the reasonable estimated capital cost of replacing all of the accommodation owned by the Housing Management Body.
4. Operating reserve funds shall not exceed an amount reasonably estimated to be the equivalent of six (6) months operating expenditures.

Original Date: 05 April 2024	Policy Number: SL 02-07
Revised Date:	Section: Administration
Approved By:	Subject: Reserves - Housing Management Body

Social Housing Reserves:

1. A board may create a reserve fund only with the prior approval of the Minister.
2. Capital reserve funds shall not exceed the reasonable estimated capital cost of replacing all of the accommodation owned by the Housing Management Body.
3. Operating reserve funds shall not exceed an amount reasonably estimated to be the equivalent of six (6) months operating expenditures.

PROCEDURE

1. Should a Board desire to establish a new reserve fund, approval by the Minister or the requisitioning municipalities, as applicable above, shall be sought.
2. Administration shall monitor the amounts of reserve funds and report on a regular basis to the applicable HMB Board.
3. The amounts maintained in capital reserve funds shall take into consideration the following:
 - Ownership of the property(ies);
 - Replacement projects requiring capital reserves identified to levels of government;
 - Donated funds received by the HMB for specified purposes.
4. The applicable HMB Board shall determine, based on these factors, the amount(s) to be set aside in both capital and operating reserves and shall direct administration to seek approvals where required. Considerations for use of reserve funds or additions to reserve funds shall be made during the budgeting and business planning processes throughout the fiscal year.
5. For lodge accommodations, administration shall provide to requisitioning municipalities the following, once approved by the Board:
 - Copies of the operating and capital budgets;
 - Annual audited financial statements;
 - Annual reports;
 - Other information requested by the municipality relating to the maintenance and operation of the reserve funds.
6. The Board may direct Administration to invest any portion of the reserve funds. Investments shall be in accordance with the Management Body Operation and Administration Regulation. Should funds be invested, administration will monitor and report on these funds to the Board regularly.

Original Date: 05 April 2024

Policy Number: SL 02-07

Revised Date:

Section: Administration

Approved By:

Subject: Reserves - Housing Management Body

Page 3 of 3

REFERENCE

Alberta Housing Act, 2022

Management Body Operation and Administration Regulation, 2022

Rural Municipalities of Alberta, Understanding Municipal Financial Reserves, 2019

2023

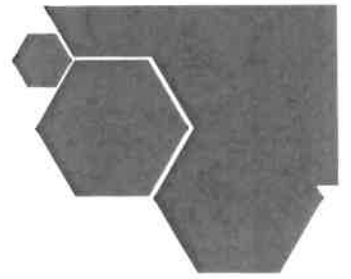


THE
BETHANY
GROUP

Lacombe Foundation Annual Report



Prepared by
The Bethany Group

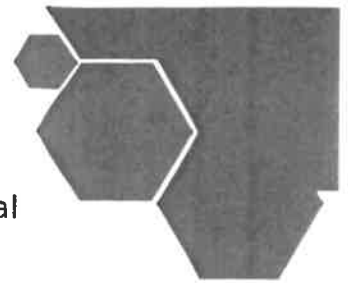


A commitment to providing a Caring Community.



Board Chair Message

On behalf of the Lacombe Foundation, I am pleased to share the 2023 annual report to the community.



On the whole, the past year has been a productive year for the Lacombe Foundation, its staff, Administrators (The Bethany Group) and Board members. Occupancy rates at the facilities are generally stable, as are staffing and operations. The Board, that consists of elected officials from communities within the Lacombe Foundation boundaries, have undertaken training and tours of the Foundation operations, bringing new members of that board up to speed on how the organization operates, and providing new inspiration for board members who have been involved for multiple years. Under the direction of the board, administration has been highly focused on maintaining the levels of service that residents and families have come to expect, and a significant effort has been put into lobbying the province for adequate supports, and in particular in trying to find a path to replacing the aging Lacombe Lodge and attached Seniors Self Contained units. The board and administration are unified in sending a strong message to the province on the need for this aging facility to be invested in further.

With great support from its member communities, the Lacombe Foundation is in good shape financially, with significant reserves that are available to invest into facility maintenance and in particular, towards the Lodge redevelopment should there be a fair contribution from other levels of government. Earlier in 2024 the Lacombe Foundation negotiated, and came to an agreement with it's labour union, and over the past year surveys and consultations were undertaken through various committees to address resident concerns and satisfaction, as well as identifying and implementing quality improvements for all.

I want to share my gratitude and appreciation once again to everyone associated to our foundation, including our partners, residents, and staff alike. Through this annual report I hope to inform you, engage you and highlight the successes had, and prepare you for the opportunities to come in 2024 and early 2025.

All the best!

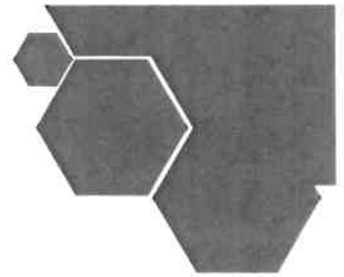
Jamie Hoover
Chairperson of the Board
Lacombe Foundation

Lacombe Foundation would like to thank Barb Gilliat and Colleen Ebdon for their service on the board. We welcomed Rob Fehr and Karin Engen to the board in November 2023, with Barb Shepherd being selected as Vice-Chair.

2023 Board of Directors

Jamie Hoover – Chair
Barb Gilliat – Vice Chair
Barb Shepherd
Reuben Konnik
Tracey Hallman
Lenore Eastman
Colleen Ebdon

CAO Message



Early 2023 continued to demonstrate challenges with occupancy in lodges across Alberta but we are pleased to see an increase in people moving in to their new homes in Lacombe and Eckville Lodges!

We have had opportunities throughout 2023 to advocate for the provincial lodge program – meeting with Minister Nixon on a variety of occasions; promoting the desire for additional services within our lodges; joining our industry partners in participation in the provincial lodge program review and continued efforts to demonstrate the need for program changes to better meet the needs of current and future lodge residents.

I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodges a warm and inviting home for the residents that we serve.

I would also send my thanks to the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals and enjoyable activities. The Lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like. We are also pleased to provide health care aide services in addition to the lodge services in Eckville and our manager at this site is a Licensed Practical Nurse who can provide the clinical support and direction to these employees.

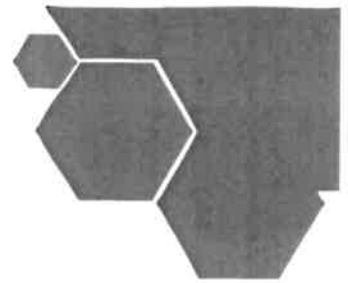
The Bethany Group is proud to provide the administrative function for Lacombe Foundation and we thank the Lacombe Foundation Board for their ongoing support of Administration for Lacombe Lodge, Eckville Manor House, Terrace Heights Landing Affordable Housing in Lacombe and Blackfalds Affordable Housing.

Respectfully,

Carla Beck,
CEO, The Bethany Group
CAO, Lacombe Foundation

Business Plan 2023-2025

Year Two Accomplishments



Outcome # 1 Investing Now and In the Future

- The priority request for Lacombe Foundation is for capital funding to redevelop the Lacombe Seniors Lodge. Some challenges have been encountered as gaps have been identified in current grant programs. A property condition assessment was completed in November 2023, and the results of the assessment will be considered in our next steps.
- We would encourage residents who reside in the communities of Lacombe County service area to send personal letters of support to the Minister of Seniors, Community and Social Services Jason Nixon and local Independent MLA Jennifer Johnson. The redevelopment plan would ensure area seniors have access to a modern facility that includes in-suite washroom facilities that accommodate walkers, larger program and activity spaces and suites that can better meet the needs of couples.
- The June 2024 request to the Government of Alberta for Capital Maintenance funding was 5.25 million dollars, with the largest portion of that for projects at the Lacombe Lodge should redevelopment not be approved. No funding was awarded to these projects in Budget 2024.
- Lacombe Foundation also provides affordable housing for families in Lacombe and Blackfalds. These buildings have seen high occupancy rates over the past 12 months. Funds have been directed to capital maintenance reserves for future repairs.

Outcome # 2 Integrated Housing and Supports

- Lacombe Foundation is committed to providing an affordable housing option for seniors and families so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement is an important part of meeting the needs of our residents and communities.

2.1 Quality Improvement

- Our 2023/2024 initiative is Admission and Move-Ins: A Welcoming Experience. In 2023, Quality Improvement Teams reviewed the current practices and procedures and sought feedback from residents and their families on their experience. In 2024, pilot projects will be tested at various sites and final recommendations will be made.

2.2 Resident Surveys

"I feel like you can talk to all the staff and they care about me." Quote from resident, 2023 Lacombe Lodge Survey

"I find the resident meetings are productive and questions are welcomed". Quote from resident, 2023 Eckville Manor Lodge Survey

Residents provided their feedback on various areas of the lodge living environment or their affordable housing building. The surveys were completed in November, results tabulated and action plans were developed to address areas of concern. Results were shared back with residents during Spring Tenant meetings. This process reflects our commitment to person-centered care, responsiveness to resident needs and transparency.

Outcome # 3 Transitions and Aging in the Community

- Lacombe Foundation is monitoring legislative changes and best practices in continuing care and affordable housing sector of Alberta. We are working proactively with AHS in their planning processes on delivery models to improve continuity of care for lodge residents.
- The Foundation has submitted an Expression of Interest for in-house delivery of home care and has applied for an Adult Day Support program to be offered at the Lacombe Lodge. No decisions on these applications from AHS has been communicated at this time.
- For Eckville, we are looking for opportunities to develop a community service hub and await additional direction from AHS. In addition to the 35 lodge rooms, 15 rooms in Eckville are Designated Supportive Living 3, with access to Health Care Aides 24/7.

Outcome #4 Fair and Flexible

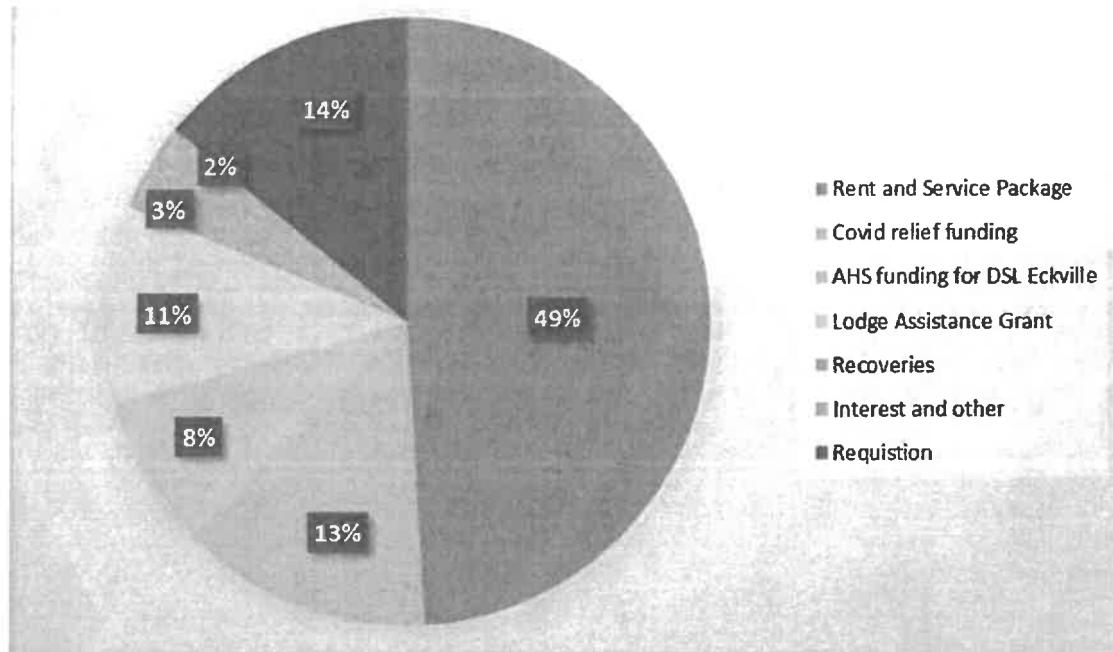
- Lacombe Lodge and Eckville Manor look to find a balanced approach to offering fair and affordable rents and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and Inflationary pressures are top of mind issues for our lodges.
- We would like to thank the Province of Alberta for their financial support during the pandemic. The funding program ended December 31, 2023. Over the 4 years of the program, Lacombe Foundation received \$2,226,343. These funds were used for staffing, supplies and to stabilize revenue during periods of occupancy loss.
- Affordable Housing needs to be self-sustaining, collecting enough revenue to cover monthly costs, mortgage payments and maintenance reserves to keep the buildings in good condition.

- Board members from Lacombe Foundation and Bethany Group Administration have participated in the Seniors Lodge Program Review consultations in March 2024 and have advocated for needs of rural lodges and fair funding support from the Provincial Government.

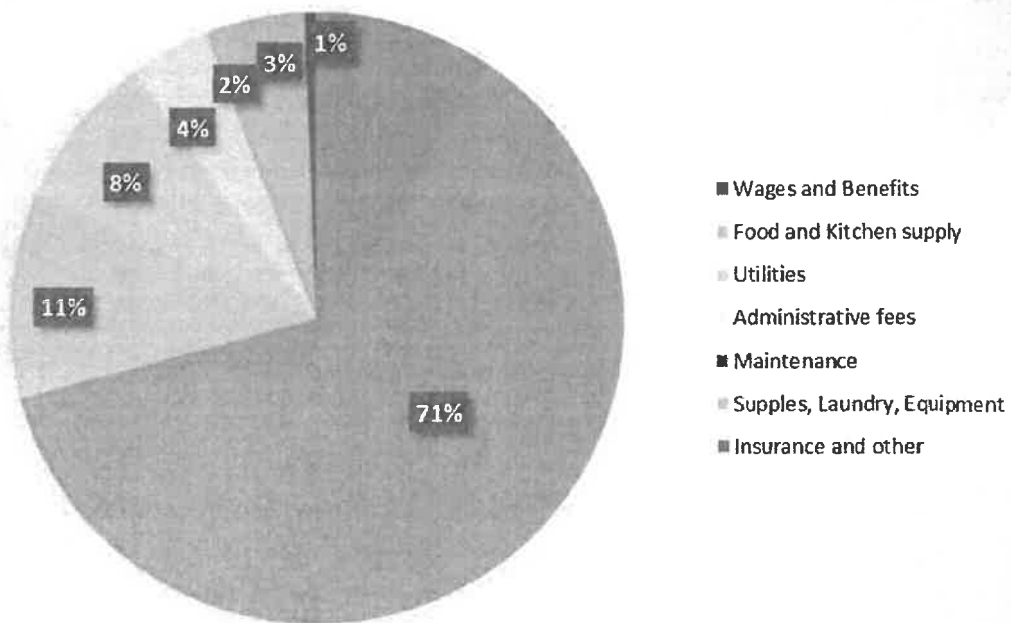
Outcome #5 A Sustainable System

- Lacombe Foundation has completed a board skills assessment to ensure targeted skills and knowledge at the board level to support good local governance.
- The lodge marketing working group continues to review and update best practices and develop new promotional tools.
- Lacombe Foundation continues to advocate for increased sustainable financial support from the provincial government, to address rising costs and to protect low to moderate income seniors without sacrificing service quality. The unique needs of a smaller rural lodge, particularly in Eckville, need to be addressed by the province in their funding model so local seniors can continue to live in their community of choice with the appropriate support of the facility and the community at large.

Lacombe Foundation 2023 Revenue



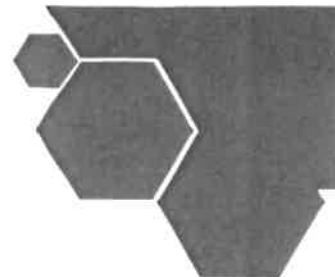
Lacombe Foundation 2023 Expenses



To view the full 2023 Financial Statements, including the Affordable Housing portfolio, please visit our website at www.lacombefoundation.ca/about-us



Prepared by
The Bethany Group



Contact Us



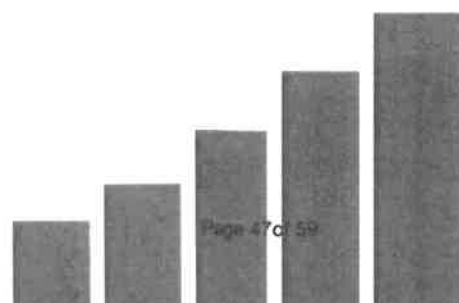
403-782-4118



housing.lacombe@bethanygrp.ca



www.lacombefoundation.ca



BCA COMPARISON TO CAPITAL MAINTENANCE

Current CMR Requests – Lacombe Lodge

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Heating, Ventilation and Plumbing	Replace Boilers, Pumps and Controls	Boilers End of life cycle Heating, pump and control issues	\$ 400,000.00
Building Interior	Replace interior doors	Interior doors Delaminating, Decreasing fire rating	\$ 200,000.00
Building Envelope	Replace Windows and coverings, Soffit, fascia, Flashing, Eaves and Downspouts, repair Stucco and Parging and Repaint exterior	Aluminum Windows are original to building, not sealing and Draft, Soffit, Facia and flashing starting to come away from building, Parging falling off, stucco is stained and discolored in many areas, Repaint wood siding around windows	\$ 2,000,000.00
Grounds Maintenance	Replace Sidewalks, hand railing and curbing in parking lot	Uneven surfaces, heaving, cracks / Safety Issues	\$ 500,000.00
Heating, Ventilation and Plumbing	Replace domestic hot and cold water lines, Heating Supply and Return lines	Multiple leaks Throughout building	\$ 250,000.00
Building Interior	Replace Hand Railings Throughout Building	Existing wood ones starting crack, split causing splinters and do not meet current code requirements	\$ 100,000.00

BCA COMPARISON TO CAPITAL MAINTENANCE

Current CMR Requests – Lacombe Lodge

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Building Interior	Repair cracks in drywall above doors, repaint common areas, hallways.	cracks above doors caused by building settling	\$ 150,000.00
Heating, Ventilation and Plumbing	Replace zone valves throughout the building	Electrical, Valves and motor Issues	\$ 350,000.00
Electrical Systems	nurse call system	Parts not available for current system	\$ 150,000.00
Grounds Maintenance	Repair Landscaping, replace edging and landscape rock	Dips in lawn, uneven surfaces, edging pulling away from building	\$ 40,000.00
Electrical Systems	Replace interior lighting	Old fluorescent fixtures, hard to find replacement parts / Change to Led	\$ 35,000.00
Building Interior	Barrier Free	Doorways too small for wheelchairs/stretchers	\$ 1,000,000.00
Heating, Ventilation and Plumbing	Exhaust fans (each unit x2)	End of life	\$ 48,000.00

Total: \$5,223,0

BCA COMPARISON TO CAPITAL MAINTENANCE

Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Basement Walls (& Crawl space)	The basement walls are cast-in-place concrete.	The maintenance and lodge operational staff have noticed some cracking in the foundation along the south wall which they have observed in the crawl space. Some minor cracks can also be seen along the exterior of the building. No leakage problems were observed or reported, but could become a concern if cracking becomes more severe and is not repaired.	\$50,000.00 (consultant fee only)
Floor Construction Fireproofing and Firestopping	No firestopping present.	Complete firestopping throughout the facility	\$10,000.00
Cement Plaster (Stucco): Ext. Wall	There is parging on the exposed concrete foundation walls. Various walls are finished with a moderately rough stucco.	Repair parging around the exterior of the building.	\$22,750.00

BCA COMPARISON TO CAPITAL MAINTENANCE

Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Aluminum-Framed Storefronts: Doors	All building entrances/exits are aluminum storefront doors with aluminum storefront sidelights.	Replace aluminum storefront doors and glazing.	\$36,000.00
Interior Partition Firestopping	No firestopping present.	Complete firestopping throughout the facility	\$25,000.00
Handrails	Wood handrails are installed along both side of the corridors throughout the building.	Replace wood handrails with PVC handrails.	\$74,250.00
Fixed Casework*	bathrooms have original plastic laminate countertops and cabinetry.	Replace millwork as per regular maintenance and enhancement	\$69,000.00
Fixed Casework*	original plastic laminate countertops and cabinetry.	Replace millwork as per regular maintenance and enhancement.	\$150,000.00
Fixed Casework*	Resident suite bathrooms have original plastic laminate countertops and cabinetry	Replace millwork as per regular maintenance and enhancement.	\$15,000.00

BCA COMPARISON TO CAPITAL MAINTENANCE

Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Barrier Free Interior Circulation	None of the resident suites are barrier-free though. The doors are too small for wheelchairs to easily move through	Engage a consultant to conduct a review of the existing building structure and make suggestions for possible renovations.	\$50,000.00 (Consultant fee only)
Barrier Free Washrooms	The bathrooms are small, and although some suites have walk-in showers, no suites have roll-in showers.	Engage a consultant to conduct a review of the existing building structure and make suggestions for possible renovations.	\$100,000.00 (Consultant fee only)
Domestic Water Valves*	Ball and globe isolation valves serving plumbing fixtures. Valves replaced on as per needed basis. Some leaks observed.	Replace domestic water valves.	\$134,400.00
Heating Boilers and Accessories	Capacity of each boiler is 352 kW input capacity	Replace old boilers.	\$90,000.00
Furnaces*	Natural gas fired make-up air furnace complete with stainless steel heat exchanger, modulating gas valve.	Replace old furnaces.	\$30,000.00

BCA COMPARISON TO CAPITAL MAINTENANCE

Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Exhaust Fans	Variety of roof and ceiling mounted exhaust fans located in washrooms, service rooms, storage rooms and commercial kitchen.	Replace exhaust fans.	\$48,000.00
Main Electrical Switchboards	4 Wire switchboard is installed for building main distribution and underground fed from site pad-mounted transformer.	Replace main electrical switchboard.	\$85,000.00
Electrical issues (see report)	Fixtures, panelboards, motor starters, fire alarm, emergency lighting etc.	Replace all electrical as described	\$494,730.00

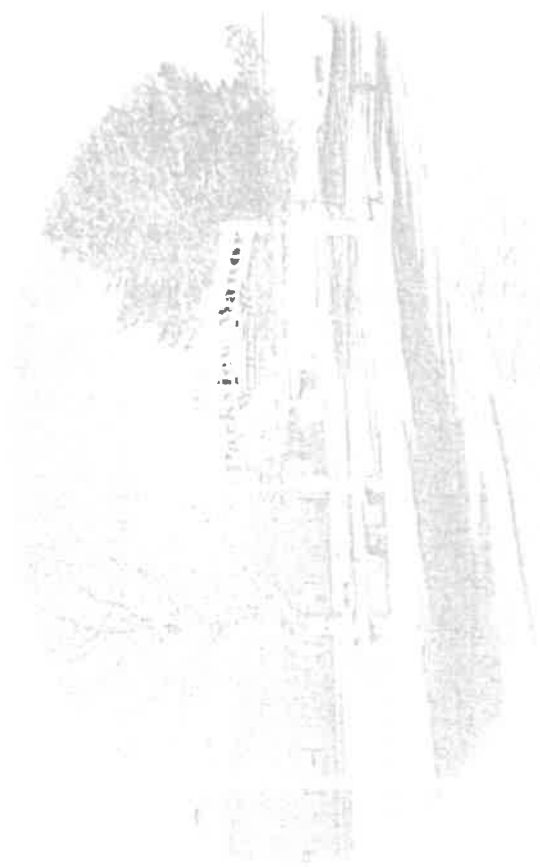
Total:\$1,484,130.00

BCA COMPARISON TO CAPTIAL MAINTENANCE

Current CMR requests – Parkview Manor

Major Expense Type	Description of work	Reason for Work	Estimated Costs
Building Envelope	replace entire building exterior (siding, windows, soffit, fascia, eaves, downspouts, shingles, doors)	End of life, parging falling off, very poor condition	\$ 1,200,000.00
Building Exterior	Sidewalk replacement	cracking, sinking, safety issue	\$ 75,000.00
Elevators	Lift end of life	unreliable lift change to elevtor	\$ 400,000.00
Heating, Ventilation and Plumbing	Sanitary lines	Collapsed/failed	\$ 300,000.00
Grounds Maintenance	resurface Parking lot	Parking lot is uneven and cracking	\$ 200,000.00
Electrical	End of life Electrical systems	Circuits, panels, fixtures,emergency lighting	\$ 201,200.00

Total: \$2,376,200



BCA COMPARISON TO CAPITAL MAINTENANCE

- Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	
Upper Floors Construction	The main and upper floors are framed with 2x10 wood stud joists on wood beams, supported by load-bearing foundation walls.	Main floor, front entry common area and down the original south wing corridor warping. As you walk along the floor, you can feel the deflection of the decking. This poses a serious tripping hazard for the residents of the building.	\$50,000.00 (
Floor Construction Fireproofing and Firestopping	No firestopping present.	Code - Unprotected openings in fire separations allow the spread of fire.	\$10,000.00
Aluminum-Framed Storefronts: Doors	The main building entrances is an aluminum door with aluminum sidelites.	Replace aluminum storefront door and glazing.	\$4,000.00
Metal Entrance Door*	An exterior interior metal door is installed at the exterior basement entrance. All other building exits from the stairwells are also insulated metal exterior doors	Replace all insulated metal exterior door.	\$14,000.00
Interior Partition Firestopping	No firestopping present.	Complete firestopping throughout the facility.	\$15,000.00

BCA COMPARISON TO CAPITAL MAINTENANCE

• Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated
Fixed Casework*	The resident laundry rooms and resident suite bathrooms and kitchens have original plastic laminate countertops and cabinetry.	Replace millwork as per regular maintenance and enhancement.	\$420,000.00
Fixed Casework*	The resident laundry room and resident suite bathrooms and kitchens have original plastic laminate countertops and cabinetry. The bookshelves in the mezzanine common amenity area are also plastic laminate	Replace millwork as per regular maintenance and enhancement	\$277,500.00
Barrier Free Washrooms	None of the resident suites are barrier-free. The bathrooms are small and no suites have walk-in or roll-in showers	Engage a consultant to conduct a review of the existing building structure and make suggestions for possible renovations	\$25,000.00 (consulta
Flexible Paving Parking Lots (Asphalt)	asphalt parking areas - repair	Repair asphalt to concrete sidewalk connections.	\$1,500.00

BCA COMPARISON TO CAPITAL MAINTENANCE

• Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated C
Domestic Water Valves*	Ball and globe isolation valves serving plumbing fixtures. Valves replaced on as per needed basis. Some leaks observed.	Replace water valves.	\$35,520.00
Furnaces*	Natural gas fired make-up air furnace complete with stainless steel heat exchanger, modulating gas valve	Replace furnace.	\$15,000.00
Fans	Residential kitchen range hood exhaust fans. Non ducted.	It is recommended to replace existing kitchen fan with new ducted to outside model.	\$80,000.00
Exhaust Fans	Variety of roof and ceiling mounted exhaust fans located in washrooms and service rooms.	Replace exhaust fans.	\$88,000.00
Main Electrical Switchboards	3 Wire switchboard is installed for building main distribution and is underground fed from the site pad-mounted transformer.	Replace main electrical switchboard.	\$65,000.00

BCA COMPARISON TO CAPTIAL MAINTENANCE

- Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimate
Electrical Branch Circuit Panelboards	The branch circuit panelboards are located in the mechanical room and hallways throughout the 1979 building section.	Replace branch circuit panelboards.	\$56,000.00
Electrical Branch Circuit Panelboards	The branch circuit panelboards are located in the mechanical room and hallways throughout the 1970 building section.	Replace branch circuit panelboards.	\$48,000.00
Electrical Branch Circuit Panelboards	The branch circuit panelboards was installed in the suites	Replace branch circuit panelboards.	\$30,000.00
Motor Starters and Accessories	Magnetic motor starters with start/stop were used for major water pumps	Replace motor starters	\$4,000.00
Interior Fluorescent Fixtures	The T-12 fluorescent fixtures are installed in the hallways	Replace T-12 lamps with energy efficient LED type fixtures.	\$16,000.00

BCA COMPARISON TO CAPITAL MAINTENANCE

- Building Condition Analysis Report Summary

Major Expense Type	Description of work	Reason for Work	Estimated
Detection & Fire Alarm *	The Edwards fire Shield hard wire panel is installed for building fire alarm system. The panel is located in the stairwell and the annunciator panel is located in the building main entrance vestibule.	Add both Pizzio and Strobe signal devices in residential suites and change the bells to horn/strobe devices in the common areas	\$40,000.00
Emergency Lighting Battery Packs	The emergency lighting battery packs and remote heaters are installed in hallways and stairwells.	Replace emergency lighting battery packs.	\$7,200.00

Total: \$1,301,720.00



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

CAO

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@abmunis.ca>
Sent: June 20, 2024 2:07 PM
To: CAO
Subject: ABmunis Convention Registration Open

Good afternoon,

We are excited to announce that registration for the 2024 Alberta Municipalities' Convention and Trade Show is now open!

Convention will take place September 25 – 27 in Red Deer at the Westerner Park, with pre-Convention sessions taking place Tuesday, September 24. Remaining hotel room blocks are open and further information is listed on our event website. Overview of the full program will be available next week.

[Register today!](#)

Pricing

Member In-person registration (early-bird until August 18): \$640

Member In-person registration (after early-bird): \$800

Virtual registration: \$250*

*Please note, virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

What do we need from you?

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to events@abmunis.ca to have them included in the 2024 In Memoriam.

And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to events@abmunis.ca.

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please email events@abmunis.ca and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Red Deer!

Dan Rude | Chief Executive Officer

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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

CAO

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: June 14, 2024 11:37 AM
To: MA Engagement Team
Subject: Meeting request with Minister McIver – ABmunis Fall 2024 Convention

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to ma.engagement@gov.ab.ca no later than **July 12, 2024.**

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

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

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

Engagement Team
Municipal Services Division
Municipal Affairs

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small red and white flag icon.

In the 2024-25 Alberta provincial budget the FCSS funding was maintained at \$105 million provincially. A survey was conducted by the FCSSAA in April/May 2024. The survey was sent out to FCSS programs and 62 responses were received. The survey data was reviewed by the FCSSAA Board on May 24, 2024 and the following summary was created from the data.

Increasing Demand for FCSS Services: There's a growing need for FCSS-funded programs and services. FCSS staff are tasked with handling vulnerable populations affected by provincial changes without adequate financial compensation, leading to increased workload and resource strain.

Financial Strain: Funding challenges persist. Payroll increases and operational costs strain budgets, often leading to difficult decisions such as reducing programming or seeking additional funding from municipalities or other grant sources.

The significant in-kind contributions made to FCSS programs must be acknowledged in funding assessments, impacting budget considerations.

Employee Retention and Program Cuts: Inability to offer competitive wages and escalating operational costs make it challenging to retain staff and maintain program quality and continuity.

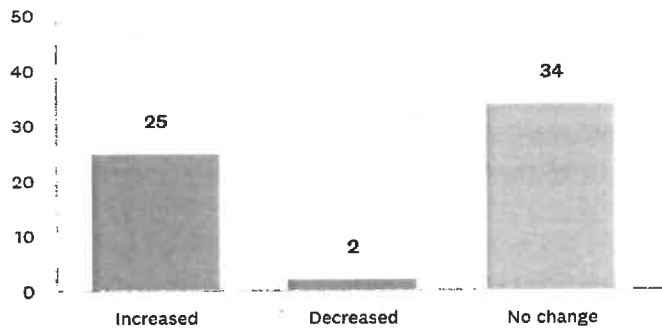
Challenges of Municipal Funding: Municipalities struggle to balance budgets and locally many are being asked to contribute more to FCSS programs to maintain services in the community, with limited support from the provincial government.

Rural Challenges: Rural FCSS programs face unique challenges due to limited funding and resources, large service areas, and being one of the few support options in the community for residents.

Overall, the provincial FCSS budget freeze is affecting program responses, potentially leading to reductions in services, staff layoffs, and cancelled programs. The survey feedback highlights the need for adequate and sustainable funding to ensure FCSS programs can effectively support preventive programming and address community needs across the province.

How has the municipal portion of your FCSS budget changed since January 2023?

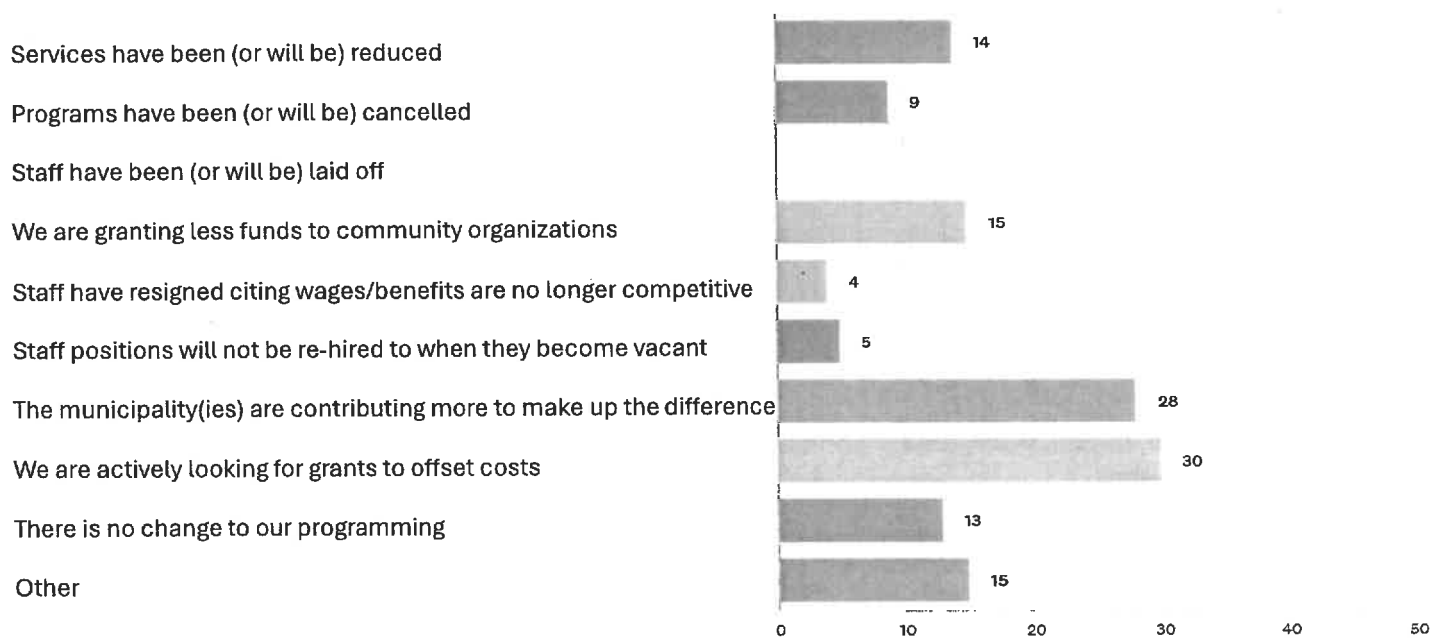
(answered 61, skipped 1)



How has your FCSS program responded to the provincial FCSS budget freeze?

(check all that apply)

(answered 61, skipped 1)





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115083

June 12, 2024

His Worship Rob Fehr
Mayor
Village of Alix
PO Box 87
Alix AB T0C 0B0

Dear Mayor Fehr:

The Honourable Danielle Smith, Premier of Alberta, shared your recent correspondence regarding red tape reduction and the introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*; Bill 18, the *Provincial Priorities Act*; and Bill 19, the *Utilities Affordability Statutes Amendment Act, 2024*. I am pleased to respond on behalf of the Government of Alberta.

As you are aware, the recently passed Bill 20 will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)*. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials. I realize there has been much misinformation about the contents and intent of this bill, and I am pleased to respond.

Under Canada's Constitution, there are two levels of government that are defined: provincial and federal. All municipal matters fall under provincial jurisdiction. The Government of Alberta has delegated significant authority to locally elected municipal governments under the *MGA*, to make decisions of a local nature on behalf of their residents. This said, all municipal jurisdictions are subject to provincial legislation and authority.

Through the powers in the Constitution and the *MGA*, the provincial government has always had the ability to dismiss a councillor, and it is a process that is not taken lightly. As you may be aware, I recently made the decision to dismiss a mayor and several councillors. More information on that situation is available at www.alberta.ca/chestermere-municipal-inspection.

This process was done through a municipal inspection and Ministerial Order. While this process may be appropriate for most cases, there may be situations that require an expedited process as outlined in Bill 20. I strongly believe in local decision-making, but like all governments, municipalities must focus on matters within their delegated responsibility when making their decisions.

.../2

Similarly, the province's authority to repeal or amend bylaws is not new. The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this ability has never been used. In 2022, the government introduced Bill 4, which amended the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to address similar situations through a more expedited process; however, it remains that this would be only used in rare circumstances.

On May 23, I tabled additional amendments to further clarify the intent of this bill. The amendments can be found at www.alberta.ca/strengthening-local-elections-and-councils. I encourage you to review the bill with amendments directly for more information on the contents of Bill 20.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when a municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws or order public votes on possible dismissal of a councillor will be considered as a last resort; I anticipate that these powers will be used very rarely, if ever.

In addition, the updates to the *MGA* and the *LAEA* will enhance transparency and ensure that local elected officials are held accountable to the Albertans they represent. We are strengthening public trust in local elections by eliminating the use of electronic tabulators. It is important for Albertans to feel they can trust the methods and results of local elections and requiring all ballots to be counted by hand will give Albertans that assurance.

Bill 20 will also enable the option to have criminal record checks as a part of candidate nomination packages and will allow local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. I will also note that no candidate will be required to join a political party – they will always remain voluntary and local.

Bill 20 will also increase transparency in campaign financing. In 2018, the government at the time banned corporation and union donations to individual candidates. Rather than taking the "big money" out of local elections, donations shifted to third-party advertisers. For example, Calgary's Future raised \$1.7 million to endorse nine specific candidates who were elected in the 2021 municipal election. By enabling corporation and union donations at a cap of \$5,000 per municipality, voters will have public records of the unions, corporations, and individuals supporting candidates. We are also introducing an expense cap for municipal campaigns to limit donations collected and keep local campaigns focused on the current election.

Albertans deserve to have faith in their local governments, and Albertans expect municipal leaders to behave responsibly to reflect the interests and needs of the community. Occasionally, the provincial government is asked to look into the management of an Alberta municipality and the leadership of its elected officials. We always treat such requests with the due diligence they deserve. Albertans deserve a provincial government that can respond promptly to extraordinary situations that occur within a municipality.

Bill 20 also includes amendments to the *MGA* that will encourage housing development in municipalities. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is unlocking options for municipalities to consider as they take local action to address housing affordability. The amendments to the *MGA* will create balance between appropriate engagement with residents and stakeholders and prompt municipal planning and development decisions. This ensures that municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

This bill was informed by feedback my ministry received from Albertans in 2021-23. The results of the consultation surveys can be found at www.alberta.ca/local-elections-and-councillor-accountability-engagement. I appreciate your feedback and your participation in the discussion of this important piece of legislation. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

Now that Bill 20 has passed, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

In addition, the recently passed Bill 18 supports the Government of Alberta in pushing back against overreach by the federal government. Bill 18 will ensure the federal government is not undermining the provincial jurisdiction to make decisions about what is best for Alberta.

I strongly believe that Albertans are not only entitled to their fair share of federal funding, but also deserve to have that money spent on the priorities that matter to them. This legislation will help prevent the federal government's overreach into areas of provincial jurisdiction, ensuring federal funding is aligned with Alberta's priorities, rather than priorities that run counter to our interests.

Bill 18 will require provincial entities to obtain prior approval from the Government of Alberta before entering into, amending, extending, or renewing an agreement with the federal government. This supports Alberta in getting its fair share of funding when it comes to roads, infrastructure, housing, and other priorities. Any agreement subject to Bill 18 not receiving prior approval from the province would be invalid.

Currently, the *Government Organization Act* requires intergovernmental agreements to be approved by the Minister of Intergovernmental Relations for Alberta government departments and some public agencies, such as the Alberta Gaming, Liquor and Commission; Alberta Securities Commission; and Travel Alberta, among others.

However, this does not apply to all Alberta public agencies or broader public sector organizations, which has created gaps that could result in federal agreements contradicting provincial priorities and investments. By passing Bill 18, the Government of Alberta is working to close those gaps.

Alberta is not alone in having concerns about the current funding arrangements with Ottawa. At last November's Council of the Federation meeting, Premiers from across Canada agreed to explore legislative frameworks similar to Quebec's that require provincial authorization before the federal government can enter into agreements with municipalities or public agencies.

The *Provincial Priorities Act* will do exactly that. This is one more way our government is protecting Albertans' interests and fighting against federal overreach into areas of provincial authority. It is critical to ensuring our province can apply federal funding in a way that reflects our own needs and priorities.

Bill 18 will be implemented through supporting regulations, which will set out the approval process, any requirements that must be met before an organization can enter into an agreement with the federal government, as well as any exemptions to the legislation. Now that Bill 18 has passed, these regulations will be developed through a stakeholder engagement process, which is expected to take place this summer.

The Ministry of Affordability and Utilities introduced Bill 19 with the objective of making utility costs in Alberta more affordable, stable, and transparent. Bill 19 will provide improved utility affordability and price stability for all Alberta consumers by removing the ability of municipalities to use variable market rates in the calculation of Local Access Fees. This bill will also improve transparency by strengthening the Alberta Utilities Commission oversight of franchise agreement. Ultimately, Bill 19 strikes the necessary balance between affordability and independent municipal governance. Municipalities that apply a fixed percentage charge against the distribution tariff will be unaffected and will be able to adjust their rates to meet their budgetary needs, subject to the established rate caps.

Now that Bill 19 has passed, Affordability and Utilities will be working on executing the necessary changes resulting from the bill.

Finally, I understand your concerns regarding red tape reduction. Through its commitment to eliminating requirements that are outdated, duplicative, or otherwise unnecessary, the Government of Alberta has surpassed its goal of cutting red tape by one-third. These efforts to reduce red tape have also translated to a savings of more than \$2.75 billion for Albertans, Alberta businesses, and government.

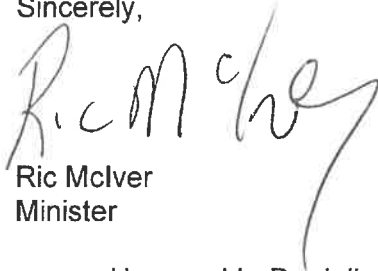
Bill 16, the *Red Tape Reduction Statutes Amendment Act, 2024*, was passed on May 15, 2024. Through this bill, the government continues to focus on important changes that reduce red tape, such as making laws easier to understand, enabling digital solutions, removing barriers to support innovation across the economy, speeding up government approvals, and helping Albertans in need. This means that government will continue to use the lightest possible touch when regulating to ensure the efficient delivery of services to Albertans and Alberta municipalities.

For more information on each of the bills, please visit:

- Bill 20 - www.alberta.ca/strengthening-local-elections-and-councils
- Bill 18 - www.alberta.ca/defending-albertas-provincial-priorities
- Bill 19 - www.alberta.ca/making-utility-bills-more-affordable
- Bill 16 - www.alberta.ca/implementing-red-tape-reduction

Thank you again for writing.

Sincerely,



Ric McIver
Minister

cc: Honourable Danielle Smith
Premier of Alberta

Honourable Nathan Neudorf
Minister of Affordability and Utilities

Honourable Dale Nally
Minister of Service Alberta and Red Tape Reduction

