

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
December 10, 2024**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

3.1 Brownlee Law - PACE

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – November 12, 2024

5.02 Minutes of the Special Meeting of Council – November 25, 2024

5.03 Minutes of the Information Meeting of Council – November 27, 2024

5.04 Minutes of the Special Meeting of Council – December 3, 2024

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – November 2024

6.03 Budget Overview – November 2024

7 COMMITTEE REPORTS

7.1 Community Services Board Meeting Minutes – November 27, 2024

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

8.01 Chief Administrative Officer

8.01.1 Community Services Facilities Manager

8.01.2 Community Services Coordinator

8.02 Director of Business & Communication

8.03 Director of Public Works

9 BUSINESS ITEMS

- 9.01 Community Services Board Grant Allocations
- 9.02 Community Services Board Member Appointment
- 9.03 Uncollectable AR Accounts
- 9.04 Returning Officer Appointment
- 9.05 Development Permit Fee Structure
- 9.06 Handivan purchase approval

10 BYLAWS

- 10.1 Animal Control Bylaw 1035-2024

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.1 Red Deer River Watershed Alliance – Municipal Support Letter
- 12.2 Red Deer River Watershed Alliance – Case for Support
- 12.3 Marigold Notes to Council – November 2024

13 CLOSED SESSION

14 ADJOURNMENT

Date: December 10, 2024

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.03 for information.

Background

Council is provided with various items of correspondence at each meeting for information. Correspondence may be in the form of a letter, note, newsletter, report or meetings minutes. Meeting minutes are most often from committees or boards that are affiliated with the Town but may not have an appointed representative.

Correspondence items do not usually require a response from Council, however if there is an item that a Councillor would like to bring forward for action, a motion can be put on the floor at that time.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

Highlights of the correspondence reports may be communicated through the Town Social Media Programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Red Deer River Watershed Alliance – Municipal Support Letter
2. Red Deer River Watershed Alliance – Case for Support
3. Marigold Notes to Council – November 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

November 25, 2024

Town of Hanna
Box 430
Hanna, AB T0J 1P0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Town of Hanna,

I am reaching out on behalf of the Red Deer Watershed Alliance. Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes Town of Hanna is an important leader in land and water use decision-making in the Red Deer River Basin. Below is a brief update on the RDRWA's activities and information on ways you can help achieve our shared watershed planning goals and participate in our 2025-2026 funding process.

Who We Are

The RDRWA was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. We are a multi-sector, not-for-profit organization that facilitates regional watershed management. Our renewed WPAC mandate and roles agreement with Environment and Protected Areas (2022) specifies RDRWA will lead an ongoing collaborative process to:

- report on the State of the Watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP),
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

Benefits to Your Municipality

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the Town of Hanna to join other municipalities from across the watershed with a financial contribution in support of the RDRWA. The RDRWA can directly help to support your municipality through programming at the watershed-scale that influences the health of local watersheds and the water security for communities and industries. Over the past 19 years, our organization has developed many resources to maintain and protect watershed health including science-based state of watershed reporting, outreach programming and regional planning. These materials assist municipalities with local decision-making, planning and have community health and prosperity benefits including source water protection, flood and drought resiliency, increased water literacy, biodiversity enhancement and recreational enjoyment.

Municipalities contribute over 20% of the RDRWA's annual funding, based on a recommended funding model of **50 cents per capita**. Consistent municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, align monitoring initiatives and lead water literacy and environmental education efforts.

Update on Activities

Highlights from our [2023-2024 Annual Report](#) and upcoming activities include:

- **Watershed Assessment and Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
 - **Flood and drought resilience:** The RDRWA partnered with Fiera Biological Consulting (2020 –2024) to map over 10,000 km of riparian shoreline in the Medicine-Blindman Rivers, Buffalo, Kneehills, Threehills, and Little Red Deer Rivers and Raven, Michichi and Rosebud rivers. The technical reports, and municipal summaries targeted restoration and conservation programs that provide ecosystem services including filtration, local flood and drought resiliency, biodiversity and recreation enhancements.
 - **State of the Watershed:** The RDRWA is collaborating with partners to assess and update its [State of the Watershed Report](#) (2009) over the next two years. This resource will inform decision making and prioritize actions for our Integrated Watershed Management Planning ([IWMP](#)).
- **Education and Outreach:** Our work reaches thousands of central Albertans every year. This year the RDRWA hosted and participated in summer outreach events to connect with over 1,400 individuals. Events were for school groups and the general public. RDRWA has also connected with >3,000 individuals on social media (Facebook, X) and through our monthly newsletter and website materials. We additionally developed a number of films on important topics including: [source water](#), [native trout](#), and [riparian areas](#) to increase water literacy.
- **Convenor and Collaborator:** We also provide forums for stakeholders to meet, share information, discuss water and watershed issues and priorities in the basin. In addition to our fall and spring forum, this past year, RDRWA also hosted the provincial WPAC Summit which coincided with a celebration of 20 years of Water for Life and brought partners from across Alberta and beyond to the basin for important watershed discussions. We also hosted several WPAC Drought Resiliency workshops in Vegreville, Blackfalds and Lethbridge to convene municipal partners and prepare for multiyear drought predictions. Finally, RDRWA participated as an observer at in the Water Sharing Agreement meetings for the Red Deer

River Basin and helped share follow up information with our networks.



Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA. For interest and follow up invoicing, please contact the RDRWA at info@rdrwa.ca or 403-340-7379. Your support matters and we hope you will join the community of municipalities to collaborate on watershed management initiatives and help address our current and future shared water challenges.

Sincerely,

Francine Forrest, MSc.
Executive Director, RDRWA
francine@rdrwa.ca

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Check out water-related events on our [community calendar](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

OUR COMMON WATER

**PARTNERS IN WATERSHED
MANAGEMENT**

**MUNICIPAL CASE FOR
SUPPORT 2025-2026**



Who We Are

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed, as designated under the Government of Alberta's Water for Life Strategy. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management, and the RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.

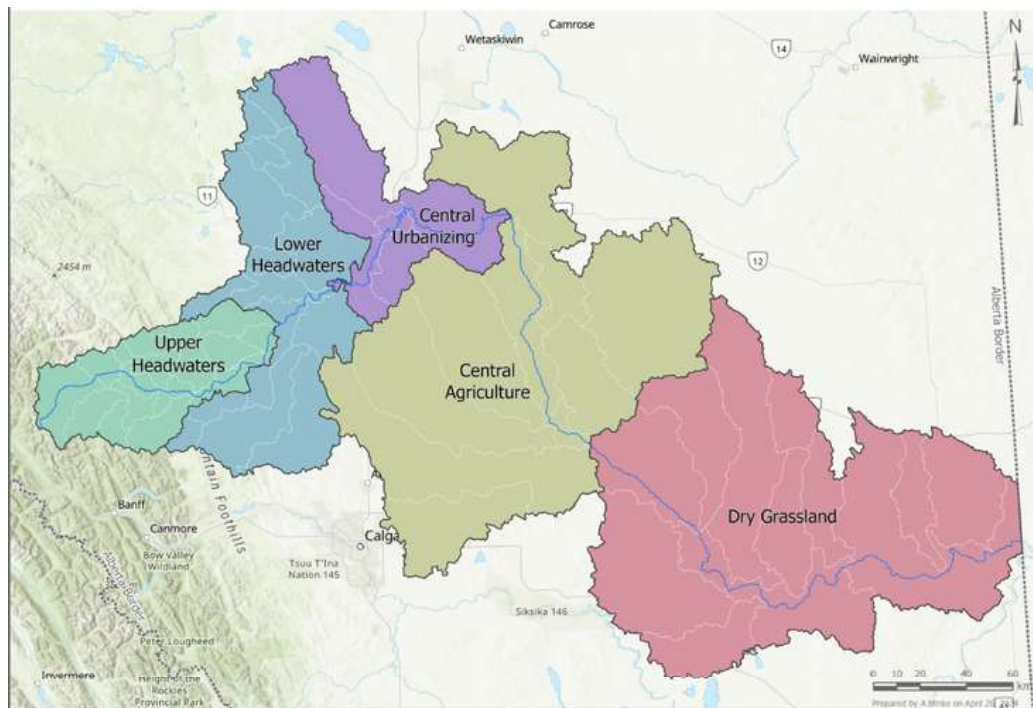


Figure 1: The five watershed planning zones of the Red Deer River Watershed.

Help The RDRWA Support Municipal Leadership



WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

The health of the Red Deer River watershed is vital to:



Sourcewater
Protection



Fisheries and
Wildlife



Municipal Services



Flood and Drought
Resilience



Wetlands and
Riparian Areas



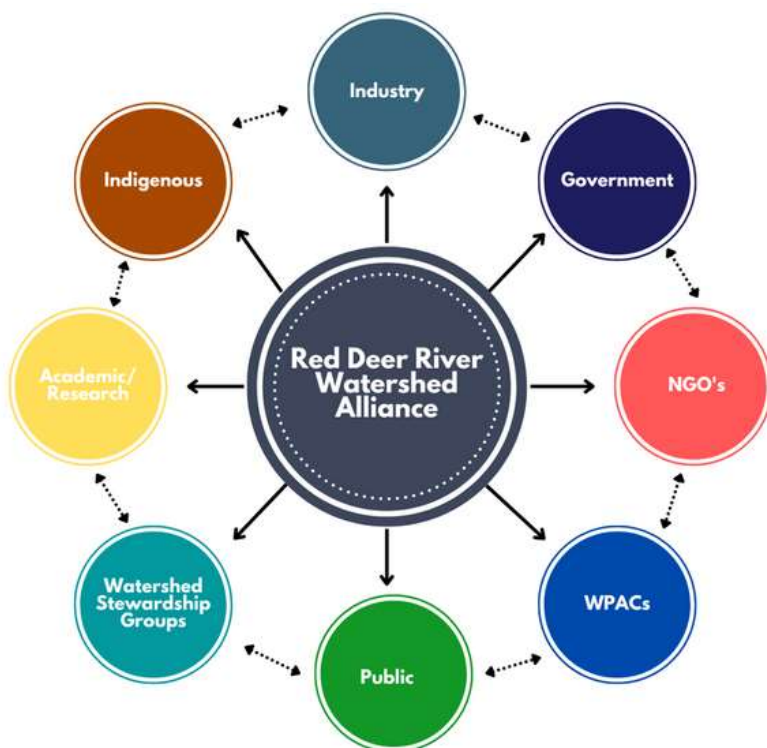
Recreation

Municipal Support For Watershed Management

Municipalities are leaders and important land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages.

Many of these local governments support watershed initiatives by donating \$0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on watershed planning, developing resources and tools, delivering environmental education programming, engaging with community members, hosting regular forums and events, and helping to meet your needs as a municipality.



The Red Deer River Watershed Alliance works collaboratively with a wide range of sectors, communities and perspectives.

PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a funding model of just 50 cents per capita. Municipal funding helps secure grants and strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.

Advancing Watershed Management: RDRWA and Your Municipality

The RDRWA's work benefits your municipality through programming that influences the health of local watersheds and the water security of communities and industries.

The RDRWA is working to update its State of the Watershed Report and further develop of the Integrated Watershed Management Plan. We welcome the involvement and engagement of municipal partners throughout this process.

We encourage municipalities to consult our educational and technical resources via www.rdrwa.ca or to contact the RDRWA for support.

WE WORK WITH A WIDE RANGE OF PARTNERS TO
EXPLORE INNOVATIVE SOLUTIONS TO WATER
MANAGEMENT CHALLENGES.



In 2024, the RDRWA along with our WPAC partners provided several workshops on Building Resiliency to Multi-Year Drought for our municipalities.

Watershed Workshops and Resources



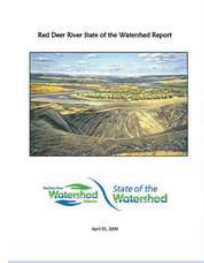
The RDRWA hosted several drought planning workshops with our WPAC partners this past winter to help prepare municipalities for multi-year drought. (Photo from Blackfalds workshop)

RDRWA also worked to promote riparian shoreline mapping and restoration opportunities with our municipal partners to increase local flood and drought resiliency for municipalities in the Red Deer River Basin.

Working For You

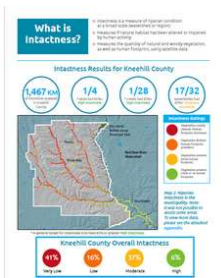
We strive to be a resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

To assist municipalities with land and water resource management, we facilitate communication on watershed planning and produce technical reports and tools addressing watershed topics (e.g., source protection, riparian health, water security, hydraulic fracturing). All of these resources are available to you at no charge and can help inform planning decisions.



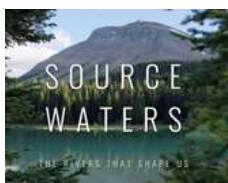
State of the Watershed Update

RDRWA has begun creating the framework for a science-based, online interactive state of the watershed report. Over the next two years, RDRWA is using a collaborative and phased approach to assess conditions in the watershed. Riparian health, surface water supply and demand are the initial chapters of focus.



Mapping Natural Infrastructure for Ecosystem Services (2020-2024)

Fiera Biological Consulting mapped over 10,000 km of riparian shoreline condition along rivers in the Medicine-Blindman, Buffalo, Kneehills, Threehills, Little Red Deer River, Raven, Rosebud and Michichi subwatersheds using satellite imagery and a GIS-based approach. Data from these studies is now available for municipalities to help identify and prioritize conservation and restoration areas for longterm water quality and flood resilience benefits.



Source Water Video

RDRWA created a short film 'Source Waters' to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.



Aquatic Health Sampling

RDRWA, partners and volunteers sampled confluence sites of major tributaries and some mainstem sites of the Red Deer River using the Canadian Benthic Invertebrate Network (CABIN) biomonitoring approach. Information gathered will help assess ecosystem conditions for our upcoming State of the Watershed Report.



Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016). The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.

Your Support Matters

Stronger Together. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through support, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a \$0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA
E: info@rdrwa.ca Tel: 403-340-7379



Notes to Council



November 23, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed recently appointed representatives:

- Faye McGhee, Kneehill County
- Laura Chitwood, Rocky View County

Financial Statements

Unaudited financial statements to October 31, 2024 were accepted as presented.

Budget 2025: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

Freedom to Read Week 2024

Marigold proclaimed Freedom to Read Week, which will take place February 23—March 1, 2025. Jessie Bach, Communications & Engagement Manager, read the Freedom to Read proclamation and presented to the Board about intellectual freedom.

Policy Approval & Decision

Policies reviewed & approved:

- Contingency Plan for Finance
- Finance Policy
- Provision of Services Policy
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy
- Information Technology (IT) Services Policy
- TRAC Card Operational Bylaw



Upcoming Board Meetings:

Saturday, January 25, 2025 9:30 AM
TEAMS Virtual Meeting

Saturday, April 12, 2025 9:30 AM
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

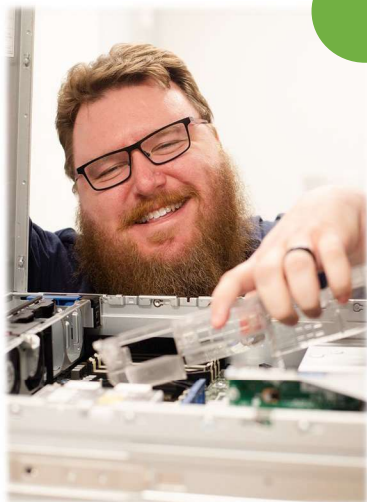
B 1000 Pine Street
Strathmore Alberta, T1P 1C1 | 1-855-934-5334
marigold.ab.ca

Notes to Council—November 23, 2024

Indigenous Services Update: Kim Visser

Library Services Consultant Kim Visser presented an update about Marigold’s services to the Stoney Nakoda Nation. Throughout 2024, Indigenous Outreach Specialist Rose Reid promoted library service to residents and attended ceremonies and other events on the Nation.

Kim and Rose attended the provincial Indigenous Library Liaison meeting in Maskwacis in March and hosted the Indigenous Advisory Group at Marigold in September.



IT Update: Richard Kenig

The Board heard a presentation from IT Manager Richard Kenig. In 2024, the IT department focused on several major infrastructure and maintenance projects including purchasing and installing switch replacements and UPS battery backups at all member libraries. Library moves in Airdrie, Morrin, and Rumsey also required IT support.

2024 projects also included two major library software upgrades, investigating alternative products for patron texts and e-mail notifications, investigating a new user-friendly online catalogue for patrons to find library books, ebooks, etc., and planning for ongoing reliability and resiliency of IT services.

Going forward, the IT department is working on several new projects with Microsoft to ensure libraries have the most up-to-date productivity software and support for mobile solutions.

CEO & COO Updates

COO L. Taylor encouraged Board members to complete the annual Library Staff & Board Member Satisfaction Survey. Information and updates were shared from recent meetings with the provincial Public Library Network Operating Partners and the Public Library Services Branch. Lastly, the Board heard about Marigold’s weeding and inventory projects, including recent projects at the Banff and Bighorn libraries.

CEO L. Price provided updates from The Alberta Library and the Library Association of Alberta. Information was shared about provincial advocacy efforts, new language in the Alberta Libraries Act regarding intermunicipal library boards, and Supernet bandwidth.



Wednesday in the Woods “Ice Cream Activity”
Stoney Park Campground, Summer 2024

Bighorn Library, 2024