

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
SEPTEMBER 22, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 31, 2023
 - Organizational Minutes, July 31, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Birchcliff Tree Bylaw
- 6) Resident Letter

E. TABLED ITEMS

- 1) **Council & Legislative**
 - a) Burning & Fire Pit Bylaw

F. REQUESTS FOR DECISION

- 1) **Finance**
 - a) Penalty Waiver Request
- 2) **Council & Legislative**
 - a) Fortis Franchise Agreement
 - b) IMPC & ISDAB
 - c) Alberta Municipalities Resolutions
 - d) Tendering & Procurement Policy

3) Public Works

- a) Extra Waste Bin

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Gurevitch
- b) Deputy Mayor Ludwig

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – October 27, 2023

H. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
July 31, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held July 31, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril S. Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:10 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-23-112	MOVED by Deputy Mayor Ludwig that the agenda be adopted as amended: F.I.C. Alberta Day	CARRIED
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MINUTES

NGC-23-113	MOVED by Mayor Gurevitch that the minutes of the regular meeting of Council held on June 9, 2023, be approved as presented.	CARRIED
NGC-23-114	MOVED by Mayor Gurevitch that the minutes of the special meeting of Council held on June 16, 2023, be approved as amended.	CARRIED
NGC-23-115	MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission meeting held on July 24, 2023, be approved as amended.	CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report

Council break at 9:37 a.m.

Council reconvened at 9:42 a.m.

- 3) Development Update
- 4) CAO Report

NGC-23-116	MOVED by Deputy Mayor Ludwig that Council approve the information items as presented.	CARRIED
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TABLED ITEMS

COUNCIL & LEGISLATION

Bylaw #278-23 Burning & Fire Pit Bylaw
NGC-23-117 MOVED by Deputy Mayor Ludwig that Council table for amendments.
CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

NGC-23-118 Alberta Municipalities Convention
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch attend the Alberta Municipalities Convention at the Edmonton Convention Centre September 27-29, 2023, and a pre-convention session on September 26, 2023.
CARRIED

NGC-23-119 Bentley Fair and Rodeo
MOVED by Mayor Gurevitch that Mayor Gurevitch accept the invitation to attend the Bentley Fair and Rodeo luncheon at the municipal office on August 10th, 2023.
CARRIED

NGC-23-120 Alberta Day
MOVED by Deputy Mayor Ludwig that Council accept the Alberta Day conversation as information.
CARRIED

PLANNING & DEVELOPMENT

NGC-23-121 Encroachment Agreement Request – 153 Grand Avenue
MOVED by Deputy Mayor Ludwig that Council deny the encroachment agreement request and defer enforcement until after the OSMP is complete, and further, Council uphold the \$1,500 fine previously issued.
CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Central Alberta Mayors and Reeves
- Walkabout with Municipal Planning Services
- Sylvan Lake Regional Water & Wastewater Commission

Deputy Mayor Ludwig

- Walkabout with Municipal Planning Services

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

NEXT MEETING

NGC-23-122 MOVED by Mayor Gurevitch that the next meeting of Council be held on September 22, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

NGC-23-123 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:04 a.m.
CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF NORGLNWOLD
ORGANIZATIONAL MINUTES
JULY 31, 2023

*Minutes of an organizational meeting of Council held on July 31, 2023,
in the Summer Village Administration Office in the Town of Sylvan Lake.*

PRESENT: Cyril Gurevitch
Jeff Ludwig

STAFF PRESENT: Tanner Evans, Administrator
Tina Leer, Finance Manager
Teri Musseau, Recording Secretary

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 9:00 a.m.

AGENDA

NGC-23-096 Mayor	MOVED by Councillor Gurevitch that the agenda was accepted as presented.	CARRIED
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SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.

NGC-23-097 Mayor	MOVED by Councillor Ludwig that Cyril Gurevitch be appointed as Mayor.	CARRIED
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Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

NGC-23-098 Deputy Mayor	Mayor Gurevitch called for nominations for the position of Deputy Mayor. MOVED by Mayor Gurevitch that Councillor Ludwig be appointed as Deputy Mayor.	CARRIED
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**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2023
FINANCIAL YEAR**

NGC-23-099 Assessor	MOVED by Deputy Mayor Ludwig that Wild Rose Assessment be appointed Assessor for the Summer Village of Norglenwold.	CARRIED
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NGC-23-100 Auditor	MOVED by Mayor Gurevitch that the Metrix Group be appointed Auditor for the Summer Village of Norglenwold.	CARRIED
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APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

NGC-23-101
Municipal Planning
Committee

MOVED by Mayor Gurevitch
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Deputy Mayor Ludwig
- Council Representative – Councillor ?
- Citizen at Large Representative – Lorne Therriault
- Citizen at Large Representative – Rob Furness
- Citizen at Large Representative - John Begg
- Citizen at Large Representative – Ed Thiessen
- Citizen at Large Representative – Nav Rattan
- Citizen at Large Representative – Stuart McKellar

CARRIED

NGC-23-102
SDAB

MOVED by Mayor Gurevitch
THAT the following be appointed to the Subdivision Development
Appeal Board:

- Council Representative – Mayor Gurevitch
- Citizen at Large Representative – Toby Lampard
- Citizen at Large Representative – Allan MacPherson
- Citizen at Large Representative – Janelle Allan
- Citizen at Large Representative – Cyndi Teulon
- Citizen at Large Representative – Patricia Matthews
- Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

NGC-23-103
Joint Services
Committee

MOVED by Mayor Gurevitch that Deputy Mayor Ludwig be appointed as
Summer Village of Norglenwold Representative to the Joint Services
Committee.

CARRIED

NGC-23-104
Emergency
Advisory
Committee

MOVED by Mayor Gurevitch that Mayor Gurevitch, and Deputy Mayor
Ludwig, be appointed as Council Representatives to the Norglenwold
Emergency Advisory Committee.

CARRIED

NGC-23-105
LREMP
Committee

MOVED by Mayor Gurevitch that Deputy Mayor Ludwig be appointed as
Council Representatives to the Lacombe Regional Emergency
Management Plan Committee with Mayor Gurevitch as alternate.

CARRIED

NGC-23-106
SLIDPC

MOVED by Mayor Gurevitch that Mayor Gurevitch be appointed as
Council Representative to the Sylvan Lake Intermunicipal Development
Plan Committee with Deputy Mayor Ludwig as alternate.

CARRIED

NGC-23-107
SLRWWC

MOVED by Mayor Gurevitch that Mayor Gurevitch be appointed as
Summer Village of Norglenwold Representative to the Sylvan Lake
Regional Water and Wastewater Commission with Deputy Mayor
Ludwig as Alternate.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

- NGC-23-108
Parkland Regional
Library Board

MOVED by Mayor Gurevitch that Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all five summer villages to the Parkland Regional Library Board.

CARRIED
- NGC-23-109
Sylvan Lake
Library Board

MOVED by Mayor Gurevitch that Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all five summer villages to the Sylvan Lake Library Board.

CARRIED
- NGC-23-110
FCSS Board

MOVED by Mayor Gurevitch that Ann Zacharias from the Summer Village of Birchcliff be appointed as Council Representative for all five summer villages to the Family Community Support Services Board.

CARRIED

ADJOURNMENT

- NGC-23-111
Adjournment

MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 9:10 a.m.

CARRIED

Cyril Gurevitch, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Norglenwold

Administration and Finance

Council Date: September 22, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 356,732.09

The following list identifies any payments over \$3,000:

- | | |
|--|--------------|
| 1. Brownlee LLP | \$ 9,986.61 |
| a. SDAB Appeal Re Deck | |
| 2. Empringham Disposal Corp | \$ 3,420.90 |
| a. May Weekly Collection – 1 Public Trash Can | |
| b. June Weekly Collection – 1 Public Trash Can | |
| c. July Office Bin Collection | |
| d. July Weekly Collection of 210 Garbage | |
| e. July Bi-Weekly Collection of 210 Recycling | |
| 3. Aldrich, Chris | \$ 3,000.00 |
| a. Completions Deposit Refund | |
| 4. Alberta Parking Lot Services | \$ 8,190.00 |
| a. Paint 9 Speed Bumps | |
| b. 27 Stalls & 24 Car Stops | |
| 5. Bluerock Planning | \$ 4,059.72 |
| a. August 2023 Annexation | |
| 6. Border Paving | \$ 69,242.25 |
| a. Paving of Parking Lot | |
| 7. CEN-CON Concrete Inc. | \$ 26,549.25 |
| a. Concrete Sidewalk Replacement | |
| 8. Empringham Disposal Corp | \$ 3,420.90 |
| a. Aug 210 Weekly Garbage Collection | |
| b. Aug 210 Bi Weekly Recycling Collection | |
| c. July Weekly Collection – 1 Public Trash Can | |
| d. Aug Weekly Collection – 1 Public Trash Can | |
| e. Aug Office Bin Collection | |
| 9. Rugged West Maintenance Inc. | \$ 3,150.00 |
| a. July 10 & 26 Mowing and Trimming | |
| 10. Sylvan Lake Regional Water/Wastewater | \$ 5,391.42 |
| a. July 2023 WW Services | |
| 11. Triangle Construction Inc. | \$ 6,300.00 |
| a. Tree Removal | |

12. Red Deer Catholic Regional	\$ 5,892.52
a. Tax Requisition	
13. Rugged West Maintenance Inc.	\$ 3,613.69
a. Aug 4 Buoy Repair	
b. Aug 9 & 24 Mowing & Trimming	
14. Alberta School Foundation Fund	\$ 130,514.87

Council Expense Claims Report:

July Expenses

▪ Cyril S. Gurevitch	\$ 550.00
▪ Jeff Ludwig	\$ 2066.38

August Expenses

▪ Cyril S. Gurevitch	\$ 0
▪ Jeff Ludwig	\$ 0

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00096 to 2023-00110

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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2009	2023-07-31	Brownlee LLP			
552013		261-000-215 - Subdivision Appe	SDAB Appeal Re Deck	9,511.06	
		312-000-260 - GST Paid Refund	GST Tax Code	475.55	9,986.61
2010	2023-07-31	Digitex Canada Inc.			
IN1036047		412-200-500 - Shared Printing C	Shared Printing	551.48	
		312-000-260 - GST Paid Refund	GST Tax Code	27.57	579.05
2011	2023-07-31	Empringham Disposal Corp			
49764		243-000-200 - Contracted Garba	May Weekly Collection-1 Pl	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
49765		243-000-200 - Contracted Garba	June Weekly Collection-1 Pl	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
50393		412-300-255 - Shared Facility M	July 2023 Office Bin	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
51052		243-000-200 - Contracted Garba	July's 210 Weekly Garbage	2,289.00	
		243-000-200 - Contracted Garba	July's 210 Bi-Weekly Recyc	819.00	
		312-000-260 - GST Paid Refund	GST Tax Code	155.40	3,263.40
			Payment Total:		3,420.90
2012	2023-07-31	Government of Alberta			
E007M2V		312-400-250 - Due from Sunbre	D.R.R. Number: E007M2V	35.00	35.00
2013	2023-07-31	Municipal Planning Services			
1463		297-210-840 - Project Env RSV-	Project: Open Space Plan	1,375.00	
		312-000-260 - GST Paid Refund	GST Tax Code	68.75	1,443.75
2014	2023-07-31	MuniSoft			
2023/24-02135		412-100-130 - Shared Training	5 Training -PW3150 & ST, C	875.00	
		312-000-260 - GST Paid Refund	GST Tax Code	43.75	918.75
2015	2023-07-31	TD Business Ventures Inc.			
12987		412-300-255 - Shared Facility M	July 11 & 24 Mowing as Qu	364.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.20	382.20
2016	2023-08-18	GreenEarth Landscape Consulting			
#01		412-300-250 - Shared Facility Irr	Office-Maple Tree Planted	1,781.00	
		312-000-260 - GST Paid Refund	GST Tax Code	89.05	1,870.05
2017	2023-08-22	Government of Alberta			
PP17-23 1st		412-000-268 - MEP Deduction	File No. 2233-104 - First Pa	1,022.28	1,022.28
2018	2023-09-08	Assoc of Summer Villages			
NGC-23-082		212-402-220 - Donations to Othe	Per Motion NGC-23-082	500.00	500.00
2019	2023-08-31	Aldrich, Chris			
1322		461-000-520 - Completions Depi	Completions Deposit Refun	3,000.00	3,000.00
2020	2023-08-31	Ace Line Locating			
5770		242-000-255 - Maintenance Proq	Line Locating	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
2021	2023-08-31	Alberta Parking Lot Services			
25445		232-000-250 - Road Maintenanc	Paint 9 Speed Bumps	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
25483		312-100-250 - Due from Half Mo	Parking Lot-27 Stalls & 24 C	327.00	

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			312-200-250 - Due from Jarvis E	Parking Lot-27 Stalls & 24 C	1,387.80	
			297-208-840 - Project MSI-Admi	Parking Lot-27 Stalls & 24 C	1,746.60	
			312-400-250 - Due from Sunbre:	Parking Lot-27 Stalls & 24 C	1,095.00	
			312-300-250 - Due from Birchclil	Parking Lot-27 Stalls & 24 C	1,443.60	
			312-000-260 - GST Paid Refund	GST Tax Code	300.00	6,300.00
				Payment Total:		8,190.00
2022	2023-08-31	Bluerock Planning				
0000241			297-201-840 - Project Reserve-/	Annexation-August 2023	3,884.22	
			312-000-260 - GST Paid Refund	GST Tax Code	175.50	4,059.72
2023	2023-08-31	Border Paving				
74492			312-100-250 - Due from Half Mo	Parking Lot Paving	3,594.00	
			312-200-250 - Due from Jarvis E	Parking Lot Paving	15,253.08	
			297-208-840 - Project MSI-Admi	Parking Lot Paving	19,196.59	
			312-400-250 - Due from Sunbre:	Parking Lot Paving	12,034.97	
			312-300-250 - Due from Birchclil	Parking Lot Paving	15,866.36	
			312-000-260 - GST Paid Refund	GST Tax Code	3,297.25	69,242.25
2024	2023-08-31	Brownlee LLP				
553059			261-000-215 - Subdivision Appe	SDAB Appeal-Re- Deck DP	334.95	
			312-000-260 - GST Paid Refund	GST Tax Code	16.75	351.70
2025	2023-08-31	CEN-CON Concrete Inc				
011015			312-100-250 - Due from Half Mo	Concrete Sidewalk Replace	1,378.03	
			312-200-250 - Due from Jarvis E	Concrete Sidewalk Replace	5,848.42	
			297-208-840 - Project MSI-Admi	Concrete Sidewalk Replace	7,360.47	
			312-400-250 - Due from Sunbre:	Concrete Sidewalk Replace	4,614.52	
			312-300-250 - Due from Birchclil	Concrete Sidewalk Replace	6,083.56	
			312-000-260 - GST Paid Refund	GST Tax Code	1,264.25	26,549.25
2026	2023-08-31	Digitex Canada Inc.				
IN1046063			412-200-500 - Shared Printing C	Shared Printing	490.78	
			312-000-260 - GST Paid Refund	GST Tax Code	24.54	515.32
2027	2023-08-31	Empringham Disposal Corp				
52388			243-000-200 - Contracted Garba	Aug's 210 Weekly Garbage	2,289.00	
			243-000-200 - Contracted Garba	Aug's 210 Bi-Weekly Recyc	819.00	
			243-000-200 - Contracted Garba	July's 1 Public Trash Can	50.00	
			243-000-200 - Contracted Garba	Aug's 1 Public Trash Can	50.00	
			312-000-260 - GST Paid Refund	GST Tax Code	160.40	3,368.40
51699			412-300-255 - Shared Facility M	August 2023 Office Bin	50.00	
			312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
				Payment Total:		3,420.90
2028	2023-08-31	Independent Control Services Ltd				
45099			412-300-255 - Shared Facility M	Furnace Spring Inspection	675.00	
			312-000-260 - GST Paid Refund	GST Tax Code	33.75	708.75
2029	2023-08-31	Lakeview Contracting Inc.				
1516			461-000-520 - Completions Depi	Completions Deposit Refun	1,000.00	1,000.00
2030	2023-08-31	Longhurst Consulting				
6602			412-300-240 - Shared Computer	Office 365 Enterprise	275.40	
			412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
			312-000-260 - GST Paid Refund	GST Tax Code	35.90	753.80
6641			412-300-242 - Shared IT Equipn	Phones and Internet	525.00	

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	26.25	551.25
			Payment Total:		1,305.05
2031	2023-08-31	MuniSoft			
2023/24-02380		412-200-510 - Shared Office Su	Counter Receipt Paper	141.56	
		312-000-260 - GST Paid Refund	GST Tax Code	7.08	148.64
2032	2023-08-31	PROTEC Pest Control Services			
1009936		412-300-255 - Shared Facility M	Check Two Traps for Mice	182.80	
		312-000-260 - GST Paid Refund	GST Tax Code	9.14	191.94
2033	2023-08-31	Canoe Procurement Group of			
AB177947		412-200-510 - Shared Office Su	Office Supplies	36.49	
		312-000-260 - GST Paid Refund	GST Tax Code	1.82	38.31
AB178437		412-200-510 - Shared Office Su	Office Supplies	30.49	
		312-000-260 - GST Paid Refund	GST Tax Code	1.52	32.01
			Payment Total:		70.32
2034	2023-08-31	Rugged West Maintenance Inc.			
1346		232-000-200 - Green Space Pro	July 10 & 26 Mowing & Trim	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
2035	2023-08-31	Sylvan Lake Regional			
1849		242-000-260 - Usage Fees	July 2023 WW Services	5,391.42	5,391.42
2036	2023-08-31	TD Business Ventures Inc.			
13039		412-300-255 - Shared Facility M	Aug 9th Mowing as Quoted:	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
2037	2023-08-31	Town of Sylvan Lake			
IVC122589		232-000-200 - Green Space Pro	July -Ticket#255317 Waste	6.90	
		312-100-250 - Due from Half Mo	July -Ticket#255320 Waste	6.90	
		232-000-200 - Green Space Pro	July -Ticket#255881 Waste	6.90	
		312-400-250 - Due from Sunbre:	July -Ticket#256096 Waste	19.32	
		312-400-250 - Due from Sunbre:	July -Ticket#256117 Waste	37.26	
		232-000-200 - Green Space Pro	July -Ticket#256320 Waste	11.04	
		312-200-250 - Due from Jarvis E	July -Ticket#256716Waste	6.90	
		312-200-250 - Due from Jarvis E	July -Ticket#256755Waste	6.90	102.12
2038	2023-08-31	Triangle Construction Inc			
1743		232-000-240 - Hazardous Trees	Tree Removals in MR Block	6,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	300.00	6,300.00
2039	2023-08-31	Very Good Cleaning			
15		412-300-255 - Shared Facility M	July 12, 19, 26, Aug 2, 7 Cl	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
2040	2023-08-31	Xandal Backhoe Ltd.			
23-906		242-000-255 - Maintenance Pro	Turn Off Valve 351 Last Ch:	75.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
2041	2023-09-13	Ace Line Locating			
5793		242-000-255 - Maintenance Pro	Line Locating	720.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.00	756.00
2042	2023-09-13	Black Press Group Ltd			
BPI26009		212-400-220 - Election Expense	Aug 24 & 31 Notice of Nomi	506.20	
		312-000-260 - GST Paid Refund	GST Tax Code	25.32	531.52

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Summer Village of Norglenwold
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2043	2023-09-13	Longhurst Consulting			
6844		412-300-240 - Shared Computer	Office 365 Enterprise	275.40	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	35.90	753.80
2044	2023-09-13	Raven Printing			
98862		212-400-220 - Election Expense	Norglenwold Election Ballot	142.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.10	149.10
2045	2023-09-13	Red Deer Catholic Regional			
2023-3		201-100-130 - ASFF Residential	Tax Requisition	5,892.52	5,892.52
2046	2023-09-13	Rugged West Maintenance Inc.			
1354		272-000-250 - Buoy Programs	Aug 4 Buoy Repair	441.60	
		312-000-260 - GST Paid Refund	GST Tax Code	22.09	463.69
1351		232-000-200 - Green Space Pro	Aug 9 & 24 Mowing & Trimm	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
			Payment Total:		3,613.69
2047	2023-09-13	Town of Sylvan Lake			
IVC122972		312-400-250 - Due from Sunbre:	Waste Transfer-Ticket 2574	8.28	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2574	8.28	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2576	16.56	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2588	9.66	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2580	57.96	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2580	12.42	
		312-300-250 - Due from Birchclil	Waste Transfer-Ticket 2580	8.28	
		312-200-250 - Due from Jarvis E	Waste Transfer-Ticket 2585	6.90	128.34
2048	2023-09-13	Very Good Cleaning			
16		412-300-255 - Shared Facility M	Aug 15, 22 & 29 Cleaning	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
			Total Computer Cheque:		167,756.79

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3520	2023-07-31	ATB Mastercard			
256565		412-200-510 - Shared Office Su	June 20 Water for Office Ev	13.00	
		412-200-510 - Shared Office Su	July 6 Water for Office Ever	13.00	26.00
006314		412-300-510 - Shared Other Cor	Cake for Owen's Last Day	17.99	17.99
010244		232-000-265 - Sign Program	CND Tire-Bolts for Signs	21.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.10	23.09
010615		412-300-265 - Shared Equipmer	Mark's WorkWarehouse-Glc	36.74	36.74
011272		412-200-215 - Shared Postage/f	Canada Post-Registered M	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
011087		412-200-215 - Shared Postage/f	Canada Post-Registered M	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
011690		412-300-265 - Shared Equipmer	Canadian Tire-Bolt	4.39	4.39
003320		412-300-265 - Shared Equipmer	Canadian Tire-Bolt Return	-2.19	-2.19
011055		412-300-250 - Shared Facility Inr	CND Tire-Supp. for Setting	59.45	
		312-000-260 - GST Paid Refund	GST Tax Code	2.97	62.42
010135		312-300-250 - Due from Birchclil	Boston Pizza-Lunch Meetin	44.33	44.33
012908		412-300-265 - Shared Equipmer	CND Tire-Round-up & Wee	103.97	

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012144		312-000-260 - GST Paid Refund	GST Tax Code	5.20	109.17
		226-000-200 - Enforcement	CND Tire-Head Lamp-Bylav	1.29	
		312-300-250 - Due from Birchclil	CND Tire-Head Lamp-Bylav	1.30	
		312-100-250 - Due from Half Mo	CND Tire-Head Lamp-Bylav	1.30	
		312-200-250 - Due from Jarvis E	CND Tire-Head Lamp-Bylav	1.30	
		312-400-250 - Due from Sunbre:	CND Tire-Head Lamp-Bylav	1.30	
011631		312-000-260 - GST Paid Refund	GST Tax Code	0.33	6.82
		312-300-250 - Due from Birchclil	Boston Pizza-Lunch Meeting	64.04	64.04
		44979	412-100-266 - Shared PW Fleet	Squeeky Kleen-Toyota Truc	15.00
105533		226-000-200 - Enforcement	Intercon Messaging	7.00	
		312-100-250 - Due from Half Mo	Intercon Messaging	7.00	
		312-300-250 - Due from Birchclil	Intercon Messaging	7.00	
		312-200-250 - Due from Jarvis E	Intercon Messaging	7.00	
		312-400-250 - Due from Sunbre:	Intercon Messaging	7.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
103		412-100-266 - Shared PW Fleet	Petro Canada-Fuel for Toyc	69.08	69.08
020656		412-300-265 - Shared Equipmer	CND Tire-Round-Up	43.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.20	46.19
CA3COBG4IYI		412-200-510 - Shared Office Suj	Under Desk Cable Organize	32.55	
025809		312-000-260 - GST Paid Refund	GST Tax Code	1.63	34.18
		412-300-265 - Shared Equipmer	CND Tire-Drill Bits	22.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.15	24.13
569821		412-300-265 - Shared Equipmer	Lock Nuts	3.52	
		312-000-260 - GST Paid Refund	GST Tax Code	0.18	3.70
031482		312-300-250 - Due from Birchclil	Little Rocks N' Stuff-Gravel-	20.40	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	21.40
10031123		226-000-200 - Enforcement	Oil Change on Bylaw Truck-	27.52	
		312-300-250 - Due from Birchclil	Oil Change on Bylaw Truck-	27.53	
		312-100-250 - Due from Half Mo	Oil Change on Bylaw Truck-	27.53	
		312-200-250 - Due from Jarvis E	Oil Change on Bylaw Truck-	27.53	
		312-400-250 - Due from Sunbre:	Oil Change on Bylaw Truck-	27.53	
		312-000-260 - GST Paid Refund	GST Tax Code	6.88	144.52
025548		226-000-200 - Enforcement	CO-OP Bylaw Truck Wash	2.19	
		312-300-250 - Due from Birchclil	CO-OP Bylaw Truck Wash	2.20	
		312-100-250 - Due from Half Mo	CO-OP Bylaw Truck Wash	2.20	
		312-200-250 - Due from Jarvis E	CO-OP Bylaw Truck Wash	2.20	
		312-400-250 - Due from Sunbre:	CO-OP Bylaw Truck Wash	2.20	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
35986		312-300-250 - Due from Birchclil	Flowers for Mrs. Dufresne	125.19	
		312-000-260 - GST Paid Refund	GST Tax Code	6.26	131.45
7271950839		412-100-130 - Shared Training	Tanner-ASVA Conference F	299.00	
		312-200-250 - Due from Jarvis E	Julie's-ASVA Conference R	299.00	
		312-300-250 - Due from Birchclil	Roger's-ASVA Conference I	299.00	
		312-400-250 - Due from Sunbre:	Jim's-ASVA Conference Re	299.00	
		312-400-250 - Due from Sunbre:	Keith's-ASVA Conference R	299.00	
		312-100-250 - Due from Half Mo	Mike's-ASVA Conference R	299.00	
		211-201-212 - R & C ASVA	Cyril's-ASVA Conference R	299.00	
		211-201-212 - R & C ASVA	Jeff's-ASVA Conference Re	299.00	2,392.00
		7278911859	412-100-130 - Shared Training	Tanner's ALMS Registratior	165.00
		7279066629	212-400-220 - Election Expense	Jeff Ludwig's ALMS Registr	165.00
7280769779		212-400-220 - Election Expense	Cyril Gurevitch's ALMS Reg	165.00	165.00
47903148		312-400-250 - Due from Sunbre:	AB Land Title	20.00	20.00

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INV212654320		412-300-240 - Shared Computer	Zoom Communication	21.81	
		312-000-260 - GST Paid Refund	GST Tax Code	1.09	22.90
2023RMRF		212-400-220 - Election Expense	Cyril RMRF Legal Course	395.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.75	414.75
47885677		312-200-250 - Due from Jarvis E	AB Land Title-JB	10.00	10.00
47885786		312-200-250 - Due from Jarvis E	AB Land Titles- JB	10.00	10.00
100073867		412-200-510 - Shared Office Sup	Flowers to Thank for 70 Bin	169.95	
		312-000-260 - GST Paid Refund	GST Tax Code	8.50	178.45
47858225		312-200-250 - Due from Jarvis E	AB Land Titles	10.00	
		312-300-250 - Due from Birchclif	AB Land Titles	10.00	
		312-100-250 - Due from Half Mo	AB Land Titles	20.00	40.00
031529		226-000-200 - Enforcement	CO-OP BYLAW Truck Wasl	2.19	
		312-300-250 - Due from Birchclif	CO-OP BYLAW Truck Wasl	2.20	
		312-100-250 - Due from Half Mo	CO-OP BYLAW Truck Wasl	2.20	
		312-200-250 - Due from Jarvis E	CO-OP BYLAW Truck Wasl	2.20	
		312-400-250 - Due from Sunbre:	CO-OP BYLAW Truck Wasl	2.20	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
			Payment Total:		4,548.10
3542	2023-07-31	Alberta Municipal Services Cor			
PP15-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3543	2023-07-31	Receiver General/OTH			
PP15-23		412-000-263 - Income Tax Sour	Tax	3,139.34	
		412-000-261 - CPP Source Dedi	CPP	2,408.00	
		412-000-262 - EI Source Deduct	EI	806.34	6,353.68
3544	2023-07-31	Direct Energy			
JULY282023-97		412-300-540 - Shared Utilities	Shared Utilities	65.88	
		312-000-260 - GST Paid Refund	GST Tax Code	3.29	69.17
3545	2023-07-31	Bell Mobility			
JULY212023-05		212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	10.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Router	85.95	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	9.37	196.68
3546	2023-07-31	Receiver General/OTH			
CP7-23		312-000-262 - CRA Remunerati	July Tax	92.03	
		312-000-262 - CRA Remunerati	July CPP	201.80	293.83
3547	2023-07-31	Town of Sylvan Lake			
JULY312023-00		412-300-540 - Shared Utilities	July 2023 Water/Sewer 2 Ei	95.78	95.78
3552	2023-07-31	Epcor			
JULY272023-86		232-000-545 - Utilities	Utilities	78.27	
		312-000-260 - GST Paid Refund	GST Tax Code	3.91	82.18
3553	2023-07-31	UFA Co-Operative Ltd			
114847283		226-000-200 - Enforcement	July Bylaw Fuel	78.35	
		312-300-250 - Due from Birchclif	July Bylaw Fuel	78.35	
		312-100-250 - Due from Half Mo	July Bylaw Fuel	78.35	
		312-200-250 - Due from Jarvis E	July Bylaw Fuel	78.35	
		312-400-250 - Due from Sunbre:	July Bylaw Fuel	78.35	

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		412-100-266 - Shared PW Fleet	July Public Works Fuel	500.34	
		312-000-260 - GST Paid Refund	GST Tax Code	44.61	936.70
3554	2023-08-31	Alberta Municipal Services Cor			
PP16-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3555	2023-08-31	Meridian			
AUG2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3556	2023-08-31	Pitney Works			
POSTAGE0803		412-200-215 - Shared Postage/f	Shared Postage	2,000.00	2,000.00
3557	2023-08-31	Receiver General/OTH			
PP16-23		412-000-263 - Income Tax Sour	Tax	3,508.47	
		412-000-261 - CPP Source Dedi	CPP	2,409.54	
		412-000-262 - EI Source Deduct	EI	737.15	6,655.16
3558	2023-08-31	Victor Insurance Managers Inc.			
4212796403		412-000-266 - Benefits	Shared Benefits	4,696.81	4,696.81
3559	2023-08-31	Worker's Compensation Board			
26541309		412-100-211 - Shared WCB	Shared WCB	839.93	839.93
3561	2023-08-14	ATB Mastercard			
AUG23-MICRO		412-300-240 - Shared Computer	One Portion of Monthly Micr	2.73	2.73
7317676979		312-300-250 - Due from Birchclil	2023 ALMS Conference Re	165.00	165.00
81646404		412-200-500 - Shared Printing C	Last of the Job Ad for PubW	72.14	72.14
001417		412-300-510 - Shared Other Cor	Sobeys-Cake for Kasey's B'	22.69	22.69
			Payment Total:		262.56
3565	2023-08-31	Bell Mobility			
AUG132023-366		212-400-217 - Data Plan	Reception Cell	49.45	
		212-400-217 - Data Plan	Public Works Cell	64.45	
		312-000-260 - GST Paid Refund	GST Tax Code	5.71	119.61
3567	2023-08-31	Alberta Municipal Services Cor			
PP17-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3568	2023-08-31	Bell Mobility			
AUG212023-051		212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	20.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Router	-50.94	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	3.02	63.44
3569	2023-08-31	Direct Energy			
AUG292023-979		412-300-540 - Shared Utilities	Shared Utilities	69.43	
		312-000-260 - GST Paid Refund	GST Tax Code	3.47	72.90
3570	2023-08-31	ATB Mastercard			
003143		412-300-255 - Shared Facility M	Walmart-Garbage Bags Etc	140.76	
		312-000-260 - GST Paid Refund	GST Tax Code	3.09	143.85
573861		412-300-265 - Shared Equipmer	Castle Building-PVC Pipe fc	25.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.30	27.28
004295		412-300-255 - Shared Facility M	Cleaning Supplies	74.43	
		312-000-260 - GST Paid Refund	GST Tax Code	3.72	78.15

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004766		412-200-510 - Shared Office Sup	Packing Tape for Office	10.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
008337		412-200-215 - Shared Postage/f	Shoppers-Registered Mail	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
575742		412-300-265 - Shared Equipmer	Castle Bld- Supplies for Flo:	19.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	20.98
009132		412-200-215 - Shared Postage/f	Shoppers-Registered Mail	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
010249		412-300-510 - Shared Other Cor	Shoppers-Registered Mail	9.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.50	10.49
010729		412-300-510 - Shared Other Cor	Fruit Tray & Pastries for Tar	29.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.25	31.23
010020		412-300-265 - Shared Equipmer	Balloons for Parade	109.85	
		312-000-260 - GST Paid Refund	GST Tax Code	5.49	115.34
48038318		312-400-250 - Due from Sunbre:	AB Land Title-SBC	10.00	10.00
48050861		312-200-250 - Due from Jarvis E	AB Land Title-JB	20.00	20.00
3202226603		412-200-215 - Shared Postage/f	Pitney Bowes Leasing	174.54	
		312-000-260 - GST Paid Refund	GST Tax Code	8.73	183.27
105927		226-000-200 - Enforcement	Intercon Messaging	7.00	
		312-100-250 - Due from Half Mo	Intercon Messaging	7.00	
		312-300-250 - Due from Birchclil	Intercon Messaging	7.00	
		312-200-250 - Due from Jarvis E	Intercon Messaging	7.00	
		312-400-250 - Due from Sunbre:	Intercon Messaging	7.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
009738		412-200-510 - Shared Office Sup	Everything H2O-Water for C	26.00	26.00
016211		412-200-215 - Shared Postage/f	Canada Post-Registered Ma	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
016947		412-200-510 - Shared Office Sup	Walmart-Paper Towel etc fo	34.41	
		312-000-260 - GST Paid Refund	GST Tax Code	1.72	36.13
MICRO-AUG23-		412-300-240 - Shared Computer	Aug 2nd Part of Microsoft S	48.30	48.30
48088242		312-200-250 - Due from Jarvis E	AB Land Titles-JB	10.00	10.00
10266873		212-400-220 - Election Expense	King's Printer Ecommerce-M	36.75	36.75
17146714		412-300-510 - Shared Other Cor	The B'Nest Florist-Flowers ~	76.95	
		312-000-260 - GST Paid Refund	GST Tax Code	3.85	80.80
018419		412-300-510 - Shared Other Cor	Sobey's- Cake for B'Day	23.99	23.99
1005459		412-100-130 - Shared Training	ASET-Cert. Eng. Tech Annu	98.75	98.75
018423		412-200-215 - Shared Postage/f	Shoppers-Registered Mail-2	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
48074413		261-000-110 - Development Ser	AB Land Titles	10.00	10.00
230303575		412-300-250 - Shared Facility Irr	Furniture-Outside	998.00	
		312-000-260 - GST Paid Refund	GST Tax Code	49.90	1,047.90
CEPA00001086		412-100-130 - Shared Training	U OF A - Application-Kara	100.00	100.00
INV216830459		412-300-240 - Shared Computer	Zoom Communication	22.40	
		312-000-260 - GST Paid Refund	GST Tax Code	1.12	23.52
029536		297-209-840 - Project Env RSV-	Tim Hortons-Annexation-Cc	62.96	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	64.96
018418		312-100-250 - Due from Half Mo	Bamboo Hut-Lunch With Cc	47.76	47.76
008219		412-300-270 - Shared Equipmer	CND Tire-Tarp	13.49	
		312-000-260 - GST Paid Refund	GST Tax Code	0.67	14.16
EXP-080823		412-100-210 - Shared Travel an	Expedia-Hotel-Tanner for A	416.25	
		312-000-260 - GST Paid Refund	GST Tax Code	20.81	437.06
016022		412-300-250 - Shared Facility Irr	Walmart-30 L Bin	56.96	

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		312-000-260 - GST Paid Refund	GST Tax Code	2.86	59.82
018164		412-300-270 - Shared Equipmer	CND Tire-Garden Pruners	49.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.49
023522		412-300-270 - Shared Equipmer	CND Tire-Chain Saw Fuel	50.15	
		312-000-260 - GST Paid Refund	GST Tax Code	2.51	52.66
44121		412-300-270 - Shared Equipmer	Blades Power Equip.-Repai	167.96	
		312-000-260 - GST Paid Refund	GST Tax Code	8.40	176.36
44122		412-300-270 - Shared Equipmer	Blades Power Equip.-Refun	-89.98	
		312-000-260 - GST Paid Refund	GST Tax Code	-4.50	-94.48
028367		412-300-250 - Shared Facility In	CND Tire-Furniture Locks	78.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.95	82.93
01890		412-300-250 - Shared Facility In	CND Tire-Downspout for Of	20.48	
		312-000-260 - GST Paid Refund	GST Tax Code	1.02	21.50
TH082823		412-300-510 - Shared Other Cor	Tim Hortons-Drinks & Donu	33.46	33.46
			Payment Total:		3,225.14
3571	2023-08-31	Epcor			
AUG12023-9084		412-300-540 - Shared Utilities	Utilities	1,076.39	
		312-000-260 - GST Paid Refund	GST Tax Code	53.82	1,130.21
3572	2023-08-31	Epcor			
AUG282023-868		232-000-545 - Utilities	Utilities	73.36	
		312-000-260 - GST Paid Refund	GST Tax Code	3.67	77.03
3573	2023-08-31	Receiver General/OTH			
PP17-23		412-000-263 - Income Tax Sour	Tax	3,300.62	
		412-000-261 - CPP Source Dedi	CPP	2,159.02	
		412-000-262 - EI Source Deduct	EI	756.53	6,216.17
3574	2023-08-31	Town of Sylvan Lake			
AUG312023-000		412-300-540 - Shared Utilities	Aug 2023 Water/Sewer 2 Er	99.53	99.53
3575	2023-08-31	UFA Co-Operative Ltd			
10524833		226-000-200 - Enforcement	August Bylaw Fuel	109.55	
		312-300-250 - Due from Birchclif	August Bylaw Fuel	109.55	
		312-100-250 - Due from Half Mo	August Bylaw Fuel	109.55	
		312-200-250 - Due from Jarvis E	August Bylaw Fuel	109.55	
		312-400-250 - Due from Sunbre:	August Bylaw Fuel	109.55	
		412-100-266 - Shared PW Fleet	August Bylaw Fuel	520.34	
		312-000-260 - GST Paid Refund	GST Tax Code	53.41	1,121.50
3581	2023-09-13	Thiessen, Edward			
JULYMPCC		261-000-220 - Municipal Plannin	July 24 MPC-Rec'd Sept 12	150.00	150.00
3582	2023-09-13	Alberta School Foundation Fund			
14551		201-100-130 - ASFF Residential	ASFF Residential	130,514.87	130,514.87
3583	2023-09-13	Alberta Municipal Services Cor			
PP18-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3584	2023-09-13	Epcor			
SEPT12023-908		412-300-540 - Shared Utilities	Utilities	1,254.07	
		312-000-260 - GST Paid Refund	GST Tax Code	62.70	1,316.77
3585	2023-09-13	Meridian			
SEPT2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45

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3586	2023-09-13	Receiver General/OTH			
PP18-23		412-000-263 - Income Tax Sour	Tax	3,472.18	
		412-000-261 - CPP Source Dedi	CPP	2,102.20	
		412-000-262 - EI Source Deduct	EI	737.85	6,312.23
3587	2023-09-13	Very, Haley			
AUG2023EXP		412-300-270 - Shared Equipmer	Work Boots for Public Work	187.67	187.67
3588	2023-09-13	Victor Insurance Managers Inc.			
4212803421		412-000-266 - Benefits	Shared Benefits	3,365.77	3,365.77
3589	2023-09-13	Walstra, Kasey			
AUG2023EXP		412-300-270 - Shared Equipmer	Work Boots for Public Work	241.45	241.45
3590	2023-09-13	Worker's Compensation Board			
26597617		412-100-211 - Shared WCB	Shared WCB	839.93	839.93
			Total Other:		188,975.30
			Total MAIN:		356,732.09



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KCPOSITION: MAYORMONTH ENDING: July-2023

RECEIVED

JUL 19 2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/18/23	Other (Conference, etc.)MPS TOUR OF NORNGLENWOLD	4.0	Mayor	\$ 175.00
	Select Event		Title	\$ 0.00
7/31/23	Regular Council	3.0	Mayor	\$ 175.00
7/30/23	Meeting Prep	3.0	Councillor Prep	\$ 200.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 550.00

If event is other please type it in.

Travel

COPY

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/18/23	Other (Conference, etc.)MPS TOUR OF NORNGLENWOLD		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
7/31/23	Regular Council		\$0.68	\$ 0.00
7/30/23	Meeting Prep		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 550.00

Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: May-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

RECEIVED

JUL 31 2023

<i>DATE</i>	<i>EVENT</i>	<i>TIME SPENT</i>	<i>CLAIM</i>	<i>TOTAL</i>
5/16/23	Regular Council	2 Hrs	Deputy Mayor	\$ 150.00
5/31/23	Meeting Prep		Deputy Mayor Prep	\$ 200.00
5/31/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 350.00

If event is other please type it in.

COPY

Travel

<i>DATE</i>	<i>EVENT</i>	<i>RETURN TRIP TOTALS (KM)</i>	<i>RATE</i>	<i>TOTAL</i>
5/16/23	Regular Council		\$0.68	\$ 0.00
5/31/23	Meeting Prep		\$0.68	\$ 0.00
5/31/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 350.00

Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: June-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

RECEIVED

JUL 31 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/6/23	Ron Woodward Governance Session	4 Hrs	Deputy Mayor	\$ 150.00
6/9/23	Regular Council	3 Hrs	Deputy Mayor	\$ 150.00
6/12/23	Open Space Meeting	2 Hrs	Deputy Mayor	\$ 150.00
6/15/23	Climate Caucus	2 Hrs	Deputy Mayor	\$ 150.00
6/19/23	Special Council Meeting	.5 Hrs	Deputy Mayor	\$ 150.00
6/30/23	Meeting Prep		Deputy Mayor Prep	\$ 200.00
6/30/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 950.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/6/23	Ron Woodward Governance Session	80.00	\$0.68	\$ 54.40
6/9/23	Regular Council	12.00	\$0.68	\$ 8.16
6/12/23	Open Space Meeting		\$0.68	\$ 0.00
6/15/23	Climate Caucus		\$0.68	\$ 0.00
6/19/23	Special Council Meeting		\$0.68	\$ 0.00
6/30/23	Meeting Prep		\$0.68	\$ 0.00
6/30/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 62.56

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O.: _____

TOTAL PAYABLE: \$ 1,012.56

Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: July-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/18/23	Open space tour	5 hrs	DM&C +4 (1hour)	\$ 187.50
7/24/23	Municipal Planning Commission	.5 Hrs	Deputy Mayor	\$ 150.00
7/31/23	Regular Council	3 hrs	Deputy Mayor	\$ 150.00
7/31/23	Meeting Prep		Deputy Mayor Prep	\$ 200.00
7/31/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 687.50

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/18/23	Open space tour		\$0.68	\$ 0.00
7/24/23	Municipal Planning Commission	12.00	\$0.68	\$ 8.16
7/31/23	Regular Council	12.00	\$0.68	\$ 8.16
7/31/23	Meeting Prep		\$0.68	\$ 0.00
7/31/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 8.16

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 703.82

Summer Village of Norglenwold

Public Works

Information Item

Agenda Item: *Norglenwold Public Works Update*

Background:

The following will provide Council with an update on Public Works activities and initiatives:

- Administration building parking lot new paving was completed on Wednesday, August 23 by Border Paving. Line painting and new parking curb stops installation is complete.
- Road Condition Report is expected to be complete in early December 2023 by Stantec Consulting.
- GIS implementation project is complete by Stantec. Work included bringing survey/as built information into a usable database and map book with new aerial imagery. Public works is reviewing the deliverables.
- Tree removal has been complete in MR spaces #5, 11 and 19. PW will prioritize public complaints for urgent or dangerous removal on municipal land.
- Pidherneys will be replacing 2 wastewater sewer valves as part of the annual Capital program.
- Pidherneys will be completing annual sewer flushing as part of the maintenance program in the next few weeks.
- Grass cutting (municipal green spaces/ditches) in Norglenwold will be complete by late September 2023.
- Buoys to be taken out in early October 2023.

Administrative Recommendations: That Council accepts this report as information.

Authorities: MGA 207(c) “advises and informs the council on the operation and affairs of the municipality”.

Summer Village of Norglenwold**September 22, 2023****Planning and Development****Information Item****Agenda Item: *Development Update*****Background:**Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (18 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 19 in Norglenwold, and 28 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 141 Grand Avenue	Demolition and Dwelling
2. 167 Grand Avenue	Detached Garage
3. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
4. 253 Honeymoon Drive	Dwelling
5. 253 Honeymoon Drive	Lakeside Stairs
6. 355 Last Chance Way	Garage with Guest House
7. 23 Grand Avenue	Detached Garage
8. 205 Grand Avenue	Dwelling & Escarpment Work
9. 53 Grand Avenue	Demolition
10.4 Rustic Crescent	Dwelling
11.59 Grand Avenue	Gravel Pad
12.85 Grand Avenue	Escarpment Retaining Walls
13.111 Grand Avenue	Dwelling
14.371 Last Chance Way	Demolition
15.371 Last Chance Way	Dwelling
16.351 Last Chance Way	Dwelling
17.139 Grand Avenue	Lakeside Deck
18.229 Grand Avenue	Decks
19.111 Grand Avenue	Lakeside Escarpment Ret. Walls (NEW)

Closed DP's since last Council meeting:

1. 99 Grand Avenue	Det. Gar., Dwell. Add, & Retain. Wall
2. 141 Grand Avenue	Mech Excavation/Concrete Pad

Permit Summary:Year to date 2023:

8 development permits. Estimated project cost \$5,274,000.00.

2022 Jan.-Dec.:

6 development permits. Estimated project cost \$462,500.00.

2021 Jan.-Dec.:

15 development permits. Estimated project cost \$5,183,000.00.

Open Administrative Files:

359 Last Chance Way

53 Grand Avenue

177 Grand Avenue

329 Honeymoon Drive

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold**September 22, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Attached for your information is a quarterly report and statistics from Sgt Jay Peden, RCMP
- Currently our Bylaw Enforcement Officer has the following to report, for all 5 villages:
 - Formal Complaints Received – 19
 - Violation Tickets Given – 18
 - Warnings Given – 32
 - Enforcement Action Files – 3 currently open, 14 closed
- A more detailed report will be given at the next quarterly meeting.
- Attached is a 5-year capital planning document work-in-progress for Council to review. At this time of year Administration requests suggestions for potential capital projects for the coming years. It is our goal to be tendering projects earlier than in the past so that we have much better estimates when it comes time to adopt the capital budget, do not miss out on construction season and are not scrambling with last minute additions to the capital project list.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c) “advises and informs the council on the operation and affairs of the municipality”.



August 14, 2023

S/Sgt Jay Peden

Detachment Commander

Sylvan Lake, Alberta

Dear Mr. Evans,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Sylvan Lake Detachment

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt Jay Peden
Detachment Commander
Sylvan Lake, Alberta



RCMP Provincial Policing Report

Detachment	Sylvan Lake
Detachment Commander	S/Sgt Jay Peden
Quarter	Q1
Date of Report	August 14, 2023

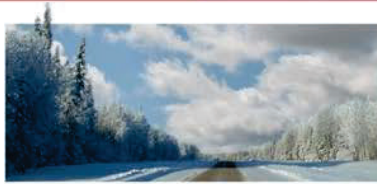
Community Consultations

Date	2023-04-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Attended rural crime watch meeting in Eckville. Conducted a short informal sessions and answered questions.



Community Priorities

Priority 1	Prolific Offenders
Current Status & Results	<p>Detachment currently has 9 identified prolific offenders identified. In this quarter, there has been no prolific offender packages utilized. This is likely due to a large number of the offenders being under charges resulting in them leaving the area.</p> <p>Clearance rate for this quarter for Fraud over \$5,000 is 9% cleared by charge, 63% open and under investigation, for Fraud under \$5,000 is 7% and 63% open under investigation.</p> <p>Sylvan Lake General Investigative Services currently has a number of CDSA investigation where numerous authorizations have been granted. These investigations are expected to result in search warrants in the next quarter.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>Impaired Driving for the quarter is at 31 files with charges laid. Of note, one of the files was Impaired Causing Death/Causing bodily harm. This is up from the same time period in 2022 of 22 Impaired charges.</p> <p>The detachment has laid 56 speeding tickets, 29 tickets outside of the town of Sylvan lake and 27 within the town limits of Sylvan Lake. This is up from the same time period in 2022 of 33 tickets being written. Of note, the detachment recently purchased a new Laser which will be highly useful for speeding operations throughout both the RM and the Municipality.</p> <p>Pedestrian Related Enforcement for the quarter is 3 with intersection-related charges being laid. Traffic operations for the summer period with the significant increase in foot traffic along Lakeshore are being planned, along with stressing to the enhanced patrol shift members for enforcement.</p> <p>Other traffic related success; 7 suspended drivers, 14 cell phone tickets, and total 150 provincial tickets wrote.</p>
Priority 3	Community Engagement
Current Status & Results	<p>Sylvan Lake RCMP participated in community events such as Walk a Mile in Her Shoes, Walk the Talk, Garden Box Building, Senior Center security, seniors week ice cream social, Gulls opening night, 9 school tours, HUB community set up meeting, monthly high risk collaboration, 5 YJC panels and 1 YCJ meeting. Members also participated in parades and attend community functions both on duty and off.</p>





Crime Statistics¹

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

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	124	86	-31%	389	457	17%
<i>Persons Crime</i>	24	13	-46%	66	71	8%
<i>Property Crime</i>	82	56	-32%	278	323	16%
<i>Other Criminal Code</i>	18	17	-6%	45	63	40%
Traffic Offences						
<i>Criminal Code Traffic</i>	11	23	109%	31	52	68%
<i>Provincial Code Traffic</i>	187	187	0%	1,056	658	-38%
<i>Other Traffic</i>	1	3	200%	5	4	-20%
CDSA Offences	2	1	-50%	1	9	800%
Other Federal Acts	2	1	-50%	1	11	1000%
Other Provincial Acts	39	42	8%	194	147	-24%
Municipal By-Laws	12	3	-75%	37	31	-16%
Motor Vehicle Collisions	59	43	-27%	286	299	5%

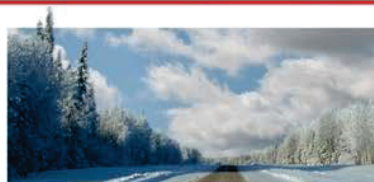
¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall Q1 has seen a decrease in crime which has been noted at the detachment. The members of the detachment have remained proactive in patrolling the rural areas.

Crime reduction continues to remain a top priority. The members are conducting regular checks on individuals who have enforceable conditions including, but not limited to, curfew requirements.

Enforcement on rural highways and in the communities served continues. Impaired driving and speeding remain the top offenses for enforcement.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	3	3	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, seven officers are working with none on special leave. There is no vacancy detected at this time.

Detachment Support: Of the three established positions, three resources are working. There is no hard vacancy detected at this time.

Quarterly Financial Drivers

Currently there has been no sudden financial expenditures.

The price of fuel remains high which has an impact the overall budget.



**Sylvan Lake Provincial Detachment
Crime Statistics (Actual)
Q1: April to June 2019 - 2023**

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	2	N/A	100%	0.5
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	1	1	1	0	-100%	-100%	-0.2
Other Sexual Offences		0	2	1	0	0	N/A	N/A	-0.2
Assault		9	10	5	12	7	-22%	-42%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	2	3	1	3	50%	200%	0.1
Uttering Threats		5	7	4	7	1	-80%	-86%	-0.8
TOTAL PERSONS		19	22	14	24	13	-32%	-46%	-1.0
Break & Enter		34	26	10	9	5	-85%	-44%	-7.5
Theft of Motor Vehicle		10	9	6	13	12	20%	-8%	0.8
Theft Over \$5,000		4	3	5	5	2	-50%	-60%	-0.2
Theft Under \$5,000		20	27	17	16	11	-45%	-31%	-2.9
Possn Stn Goods		13	10	3	12	5	-62%	-58%	-1.4
Fraud		12	11	8	5	5	-58%	0%	-2.0
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		0	14	12	18	9	N/A	-50%	2.2
Mischief - Other		24	2	2	4	7	-71%	75%	-3.2
TOTAL PROPERTY		119	102	63	82	56	-53%	-32%	-14.6
Offensive Weapons		8	6	0	3	3	-63%	0%	-1.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		8	13	0	9	5	-38%	-44%	-1.0
OTHER CRIMINAL CODE		2	2	2	2	3	50%	50%	0.2
TOTAL OTHER CRIMINAL CODE		19	22	2	18	17	-11%	-6%	-0.8
TOTAL CRIMINAL CODE		157	146	79	124	86	-45%	-31%	-16.4



Sylvan Lake Provincial Detachment

Crime Statistics (Actual)

Q1: April to June 2019 - 2023

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	0	2	1	-75%	-50%	-0.7
Drug Enforcement - Trafficking		1	3	0	0	0	-100%	N/A	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	6	0	2	1	-80%	-50%	-1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		5	7	0	2	1	-80%	-50%	-1.3
Liquor Act		0	0	2	3	2	N/A	-33%	0.7
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		12	14	18	13	16	33%	23%	0.7
Other Provincial Stats		18	35	31	22	24	33%	9%	-0.1
Total Provincial Stats		31	49	51	39	42	35%	8%	1.2
Municipal By-laws Traffic		0	3	5	0	0	N/A	N/A	-0.3
Municipal By-laws		5	9	7	12	3	-40%	-75%	-0.1
Total Municipal		5	12	12	12	3	-40%	-75%	-0.4
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		8	2	3	5	2	-75%	-60%	-0.9
Property Damage MVC (Reportable)		44	37	28	48	37	-16%	-23%	-0.3
Property Damage MVC (Non Reportable)		9	6	4	5	4	-56%	-20%	-1.1
TOTAL MVC		61	45	35	59	43	-30%	-27%	-2.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		799	291	422	187	187	-77%	0%	-132.8
Other Traffic		0	1	3	1	3	N/A	200%	0.6
Criminal Code Traffic		14	16	6	11	23	64%	109%	1.3
Common Police Activities									
False Alarms		19	15	7	11	12	-37%	9%	-1.8
False/Abandoned 911 Call and 911 Act		11	11	13	10	22	100%	120%	2.1
Suspicious Person/Vehicle/Property		107	80	50	40	27	-75%	-33%	-20.0
Persons Reported Missing		3	2	2	1	4	33%	300%	0.1
Search Warrants		0	1	0	2	1	N/A	-50%	0.3
Spousal Abuse - Survey Code (Reported)		10	35	12	17	12	20%	-29%	-1.4
Form 10 (MHA) (Reported)		0	2	2	3	2	N/A	-33%	0.5

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

NGW 2024 Capital Budget & Plan Worksheet

	Budget	5-yr Plan					
	2024	2025	2026	2027	2028	2029	6-yr subtotal
Planned Capital Expenses/Additions							
Annexation (Env Reserve)	10,000						\$ 10,000
OSMP (Env Reserve)	15,000						\$ 15,000
Playground/ball diamond (MSI)		200,000					\$ 200,000
Trail/pathway (MSI)	150,000						\$ 150,000
Tree removal capital plan (Inf Reserve)	10,000	10,000	10,000	10,000	10,000		\$ 50,000
Road paving (CCBF/Roads Reserve)			TBD				
Admin Building Improvements (MSI)	TBD						
Total Expenses (Planned Additions)	185,000	210,000	10,000	10,000	10,000	-	\$ 425,000
Planned Revenue Sources							
MSI/LGFF	81,902	81,902	81,902	81,902	81,902	81,902	\$ 491,412
CCBF	20,000	20,000	20,000	20,000	20,000	20,000	\$ 120,000
Infrastructure Reserve	35,000	30,000	25,000	25,000	25,000	25,000	\$ 165,000
Total Revenue	136,902	131,902	126,902	126,902	126,902	126,902	\$ 776,412
MSI/LGFF Capital Grant Balance Check							
Opening Balance*	365,772	297,674	179,576	261,478	343,398	425,300	
Annual Allocation	81,902	81,902	81,902	81,920	81,902	81,902	
MSI spending	-150,000	-200,000					\$ (350,000)
Cumulative Uncaptured MSI Capital Grants at YE	297,674	179,576	261,478	343,398	425,300	507,202	
CCBF Balance check							
Opening Balance	26,378	46,378	66,378	86,378	106,378	126,378	
Annual Allocation	20,000	20,000	20,000	20,000	20,000	20,000	
CCBF spending							\$ -
Cumulative Uncaptured at YE	46,378	66,378	86,378	106,378	126,378	146,378	
Infrastructure Reserve Balance Check							
Opening Balance	33,897	43,897	53,897	63,897	73,897	83,897	
Infrastructure Reserve Contribution from Budget	20,000	20,000	20,000	20,000	20,000	20,000	
Reserves Spending	-10,000	-10,000	-10,000	-10,000	-10,000		\$ (50,000)
Closing Balance	43,897	53,897	63,897	73,897	83,897	103,897	

Summer Village of Norglenwold

September 22, 2023

Council and Legislation

Information Item

Agenda Item: *Tree Removal*

Background:

At the request of Mayor Gurevitch, Administration has attached the Summer Village of Birchcliff's Tree Bylaw for Council's review and discussion.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

Municipal Government Act

Section 153 (a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.

SUMMER VILLAGE OF BIRCHCLIFF
BYLAW NO. 175-14
TREE BYLAW

A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF
IN THE PROVINCE OF ALBERTA
FOR THE PRESERVATION OF TREES ON PRIVATE LAND

WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass a bylaw for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 8 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass a bylaw to prohibit any development, activity, industry, business or thing, until a license, permit or approval has been granted;

AND WHEREAS Summer Village of Birchcliff Council has determined that the substantial pruning or removal of trees on privately owned land should be regulated for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Summer Village of Birchcliff Council has deemed it appropriate to pass a bylaw dealing with the preservation of trees on privately owned land;

AND WHEREAS population growth in watershed, trees and shrubs are critical to filtering nutrients from ground water prior to release into lake;

NOW THEREFORE, the Council of the Summer Village of Birchcliff, duly assembled, enacts as follows:

1. Title

- a) This bylaw may be cited as the "Private Tree Preservation Bylaw".

2. Definitions

In this bylaw:

- a) "**arborist**" means a **person** with a diploma or degree involving arboriculture from an accredited college or university, a Registered Professional Forester, or an accredited Certified Arborist under the International Society of Arboriculture;
- b) "**application**" means the form attached to this bylaw as Schedule "A";
- c) "**CAO**" means the person appointed by **Council** as Chief Administrative Officer pursuant to the *Municipal Government Act*;
- d) "**Council**" means the Council of the Summer Village of Birchcliff;
- e) "**dead, decaying or pose a safety hazard**" means **trees** that have one or more of the following characteristics:
 - i. Dry and lifeless wood that breaks easily;
 - ii. Deep splits through the bark;
 - iii. Lack of leaves on the braches during summer months;
 - iv. Weak branch unions resulting in branches that are not securely attached to the main stem or trunk of a **tree**;
 - v. Signs of rot or decay such as fungi, or soft or crumbly wood; or
 - vi. Uneven growth patterns indicated by lopsided or leans in the main stem or trunk of a **tree**;

- f) “**emergency**” means a situation where there is imminent danger to public safety or property;
- g) “**Enforcement Officer**” means a Bylaw Enforcement Officer or Community Peace Officer appointed by the **Summer Village** to enforce the terms of this bylaw;
- h) “**Municipal Government Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- i) “**permit**” means a permit issued pursuant to this bylaw;
- j) “**person**” means any individual, corporation or society;
- k) “**Provincial Offences Procedure Act**” means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34;
- l) “**remove**” or “**removal**” means to kill, destroy, or remove a **tree** by any means, including, but not limited to, **tree topping**, knocking down or cutting into a **tree**;
- m) “**spiral pruning**” means the thinning of a tree canopy by the selective removal of entire tree limbs or branches;
- n) “**substantially prune**” or “**substantial pruning**” means **tree topping** or pruning more than one-third of the total branches of a tree in one season;
- o) “**Summer Village**” means the Summer Village of Birchcliff;
- p) “**tree**” means any perennial plant, including large shrubs, having woody main stems or trunks, often growing to a considerable height and includes any plant designated as a **tree** by the **CAO or Development Officer**, in his sole discretion;
- q) “**tree topping**” means the pruning of the limbs or branches of a **tree’s** crown to such a degree that the normal canopy and structure of the **tree** are impacted;
- r) “**violation tag**” means a tag or similar document issued by the **Summer Village** pursuant to the **Municipal Government Act** for the purpose of notifying a **person** that an offence has been committed and for which a prosecution may follow; and
- s) “**violation ticket**” means a summons issued pursuant to Part II of the **Provincial Offences Procedure Act**.

3. General

- a) This bylaw applies to **trees** on land owned by a **person** other than the **Summer Village**.
- b) The **CAO or Development Officer** and an **Enforcement Officer** are designated officers for the purposes of enforcing this bylaw.
- c) A person is responsible for maintaining and preserving **trees** in the **Summer Village** in accordance with the requirements of this bylaw and any **permit**.
- d) **Spiral pruning** is the preferred method of pruning **trees** to enhance the views of Sylvan Lake.

4. Permit Required

- a) No **person** shall **substantially prune** or **remove** a **tree** without a valid **permit** from the Summer Village.

- b) The issuance of a **permit** shall be at the discretion of the **CAO or Development Officer**.
- c) The **CAO or Development Officer** may impose terms and conditions on such **permits**.
- d) The **CAO or Development Officer** or an **Enforcement Officer** may inspect all work performed on **trees** under the terms of this bylaw.

5. Permit Application

- a) Every application for a **permit** shall be submitted to the **CAO or Development Officer** and shall include:
 - i. An **application** detailing the location, number, size and species of **trees** affected by the proposed work;
 - ii. A plan showing the existing **trees** and identifying the **trees** to be **substantially pruned** or **removed**;
 - iii. A statement describing why the **trees** require **substantial pruning** or **removal**;
 - iv. A statement by an **arborist** recommending measures to be taken to ensure the health and protection of the **trees** adjacent to those to be **substantially pruned** or **removed**; and
- b) Any other information that the **CAO or Development Officer** may request in order to determine the implications of the proposed **substantial pruning** or **removal** of **trees** on the water quality of Sylvan Lake, the environment, aesthetics of the lakeshore or any other relevant consideration.
- c) The **Summer Village** is authorized to charge a fee for the processing of an application for a **permit** in accordance with the Fees Bylaw.

6. No Permit Required

- a) Despite Section 4(a) of this bylaw, no **permit** is required for the **removal** or **substantial pruning** of a **tree**, where:
 - i. There is an **emergency**, to the extent necessary to eliminate an immediate danger;
 - ii. The **tree** is **dead, decaying, or poses a safety hazard**;
 - iii. A development permit has been approved, which development permit authorizes the **removal** of **trees**, to the extent approved by the development permit;
 - iv. The work is authorized pursuant to the *Public Works Act*, R.S.A. 2000, c. P-46; or
- b) Despite Section 6(a), a **person** shall advise the **Summer Village** in writing as soon as possible of any **trees removed** or **substantially pruned** without a **permit**.

7. Orders

- a) The **CAO or Development Officer** or designate may issue a written direction requiring a **person** to **remove** or **substantially prune** a **tree** that is **dead, decaying, or poses a safety hazard**.
- b) Where the **CAO or Development Officer** or an **Enforcement Officer** finds that a person is contravening this bylaw, he may issue a written order pursuant to Section 545 of the **Municipal Government Act**.

8. Offences

- a) It is an offence to contravene any:
 - i. Provision of this bylaw; or
 - ii. Term or condition of a **permit**.

9. Enforcement

- a) Any **person** who contravenes any provision of this bylaw or any term or condition of the **permit** is guilty of an offence and is liable, upon summary conviction, to a penalty as set out in the Fees Bylaw.
- b) The registered owner of any property shall be responsible for all activities on that property and for ensuring that the property is not used in contravention of this bylaw.
- c) An **Enforcement Officer** is hereby authorized and empowered to issue a **violation tag** to any Person whom the **Enforcement Officer** has reasonable grounds to believe has contravened any provision of this bylaw.
- d) A **violation tag** shall be served:
 - i. Upon the **person** personally, or by leaving it with a **person** on the premises who has the appearance of being at least eighteen (18) years of age; or
 - ii. In the case of a corporation or partnership, by serving the **violation tag** personally upon the Manager, Corporate Secretary or other Officer, or a **person** apparently in charge of a branch office; or
 - iii. By mailing a copy to the **person** by registered mail to the address shown on the **Summer Village's** assessment roll.
- e) A **violation tag** shall be in a form approved by the **CAO or Development Officer**, and shall state:
 - i. The name of the **person** to whom the **violation tag** is issued;
 - ii. A description of where the offence has been committed;
 - iii. A description of the offence and the applicable bylaw section;
 - iv. The appropriate penalty for the offence as specified in the Fees Bylaw;
 - v. That the penalty must be paid within fourteen (14) days of the issuance of the **violation tag** in order to avoid prosecution; and
 - vi. Any other information as may be required by the **CAO or Development Officer**.
- f) Where a **violation tag** has been issued, the **person** to whom the **violation tag** has been issued may, in lieu of being prosecuted for the offence, pay to the **Summer Village** the penalty specified on the **violation tag**.
- g) In the event that a **violation tag** has been issued and the penalty specified on the **violation tag** has not been paid within the prescribed time, an **Enforcement Officer** is hereby authorized and empowered to issue a **violation ticket** pursuant to Part II of the **Provincial Offences Procedure Act** to the **person** to whom the **violation tag** was issued.

- h) Notwithstanding the ability of an **Enforcement Officer** to issue a **violation tag**, an **Enforcement Officer** is hereby authorized and empowered to immediately issue a **violation ticket** to any **person** whom the **Enforcement Officer** has reasonable grounds to believe has contravened any provision of this bylaw.
- i) A **violation ticket** issued with respect to a violation of this bylaw may be served upon the **person** responsible for the contravention in accordance with the **Provincial Offences Procedure Act**.
- j) The **person** to whom the **violation ticket** has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the **violation ticket** together with an amount equal to the specified penalty for the offence as provided by this bylaw.
- k) Where a Clerk of the Court records in the court records the receipt of a voluntary payment pursuant to this bylaw and the **Provincial Offences Procedure Act**, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.

10. Severability

- a) All provisions in this bylaw are independent of all other provisions. If any provision in this bylaw are declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

11. Enactment

- a) This bylaw shall come into force and take effect on the date of final passing.

READ A FIRST TIME this 10th day of September, 2014.

Mayor

Chief Administrative Officer

READ A SECOND TIME this 20th day of November, 2014.

READ A THIRD AND FINAL TIME this 20th day of November, 2014.

Mayor

Chief Administrative Officer

Schedule "A"
Application Form

Private Tree Work Application

Please complete the form below and submit it to the Summer Villages of Sylvan Lake
Administration Office located at:

Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Applicant: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Registered landowner (if different from applicant):

Registered landowners mailing address (if different from applicant):

Legal land description: Lot ____ Block ____ Plan _____

Tree work requested (please check all that apply):

Substantially prune _____

Remove _____

Quantity and species of each tree requested for tree work:

Alternative modifications to the trees considered prior to proposed tree work:

For removals, please provide a total dollar value of the tree(s) proposed to be removed
based on the Council of Tree & Landscape Appraisers Guide for Plant Appraisal, most
current edition:

The following information is required to be submitted with this completed Private Tree Work Application:

- A plan showing the existing tree(s) and identifying the tree(s) to be substantially pruned or removed;
- A statement as to why the trees are proposed to be substantially pruned or removed; and
- A statement by an arborist or another qualified professional recommending measures to be taken to ensure the integrity of the trees adjacent to those proposed to be substantially pruned or removed are not compromised.

Please note that the Chief Administrative Officer may require, at his/her sole discretion, a statement from an arborist or another qualified professional that assesses the implications of the proposed substantially pruning or removal of tree will have on Sylvan Lake water quality, habitat, and aesthetics.

Please note that the information is collected under the authority of the Municipal Government Act, R.S.A. 2000, c. M-26, and in accordance with the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-24, as amended (the "FOIP Act"). Information contained in your application may be used to administer and enforce the Summer Village's Tree Preservation Bylaw. If you have any questions about the collection and use of this information, please contact the Chief Administrative Officer of the Summer Village of Birchcliff at (403)887-2822.

Summer Village of Norglenwold

Council & Legislative

September 22, 2023

Information Item

Agenda Item: *Resident Letter*

Background:

Administration received the attached letter from a resident expressing concerns over enforcement hours, parking infractions, partying, fireworks, and late evening noise.

Options for Consideration:

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

n/a

Mon 9/11/2023 8:02 PM

I would like to add the following items to the Norglenwold upcoming Sept 22 , 2023 council mtg:

1) A. I would like to suggest that our Bylaw Officer's hrs of duty from May long wknd to Sept long wknd are to concentrate on weekend shifts.

All 5 summer villages see an increase in property owner useage and many visiting guests May-Sept and most infractions ie.... parking in no parking areas, loud music and disturbances past midnight, excessive use of fireworks occur during this time frame and there is no response or help available from our officer as work hrs are Mon - Fri

B. I was advised that the reason our Bylaw Officer does not work wknds is because our administration office closes Fridays at 4 and therefore if the Officer needed help there is NO backup for him/her to call should the situation arise for additional help

C. I was advised that if our administration changed the title from Bylaw Officer to Peace Officer that the RCMP could be contacted on wknds for back up and since we pay for RCMP coverage that would seem like a logical change; as well, during the afore mentioned summer months perhaps there needs to be 2 officers on the Summer Villages payroll

D. It is my understanding that residents of our summer village can contact administration and ask for parking permits in otherwise designated NO PARKING area is there a limit to how many permits 1 resident may request and do these permits need to be DISPLAYED on the dash of vehicles in the no parking areas.....on 11-13 Aug 2023 there was a campground created on the driveway pad of 113 and 115 Grand Ave.... except no Alberta campground would allow that many Class 1 motor homes and 5th wheels w truck to be parked on ANY CAMPSITE.....or the truck w boat on trailer and 3-4 other vehicles parked in the ditch

E. continuing w parking in NO PARKING designated areas.... new home builds and homes being renovated ...what are the rules for construction vehicles? I assume the home owners apply for parking permits for the company contracted to do their construction ... are they limited to how many vehicles can be on site at any point in time ? must the parking permits be displayed on the dash of their vehicles? are they allowed these parking leniencies for an indefinite period of time? are they asked to park their vehicles on the residents property when room permits that to be the case?

the ISSSUE HERE is that none of these non resident individuals realize that OUR ROAD is also our sidewalk for people walking/running/walking w dog(s) and/or children, toddlers, toddlers on bicycles/cyclists... deer/moose/fox crossing and we already have enough signage that is not observed to put up yet another sign.

I know that administration received at least 4 complaints from households on Grand Ave re the afore mentioned 11-13 Aug wknd at addresses 113 and 115 Grand Ave and council needs to address this issue and find a solution.

The resident of 115 Grand Ave has had 3-4 similar camping party wknds using their own driveway and w permission the driveway of 113 Grand Ave and other residents on Grand Ave just let it go.... but this past event was obnoxious in the resident flaunting their disregard to signage and the other residents living on Grand Ave. We are a summer village and a community and not the personal playground for any one individual.

Thank you for the inclusion of these items to the agenda and for your careful considerations to all in discussing solutions.

Linda Rattan

Summer Village of Norglenwold

September 22, 2023

Council & Legislation

Request for Decision

Agenda Item: *Burning and Fire Pit Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

At the July Council meeting, Council tabled the Burning and Fire Pit Bylaw for further amendments. Administration has amended the bylaw and is bringing it back for Council's review and consideration.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd readings to the Burning and Fire Pit Bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Burning and Fire Pit Bylaw #278-23
2. Council give 2nd reading to the Burning and Fire Pit Bylaw #278-23.
3. Council by unanimous consent give 3rd reading to the Burning and Fire Pit Bylaw #278-23 at this meeting.
4. Council give 3rd and final reading to the Burning and Fire Pit Bylaw #278-23.

Authorities:

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property.

SUMMER VILLAGE OF NORGLENWOLD BURNING AND FIRE PIT BYLAW BY-LAW #278-23

A bylaw of the Summer Village of Norglenwold, in the Province of Alberta, for the purpose of regulating burning.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by Bylaw provide for safety, health and welfare of people and the protection of people and property;

WHEREAS Council of the Summer Village of Norglenwold deems it expedient and in the public's interest to pass a bylaw to regulate and enforce burning within the Summer Village of Norglenwold;

NOW THEREFORE the Municipal Council of the Summer Village of Norglenwold duly assembled enacts as follows:

1. SHORT TITLE

- 1.1 This Bylaw shall be cited as “***Burning and Fire Pit Bylaw.***”

2. DEFINITIONS

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
- a) “**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and any amendment or substitutes thereof.
 - b) “**Building Waste**” means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
 - c) “**Consumer Fireworks**” means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
 - d) “**Council**” means the Municipal Council of the Summer Village of Norglenwold.
 - e) “**Director of Disaster Services**” means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.
 - f) “**Discharge**” means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.

- g) **“Extinguish”** means to apply something to make a fire stop burning, such as but not limited to, water, sand, or dirt until the hissing sound of the embers dies out entirely.
- h) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- i) **“Fire Department”** means any responding Fire Department.
- j) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- k) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- l) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance.
- m) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- n) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- o) **“Open Air Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- p) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- q) **“Peace Officer”** means:
 - i) a member of the Royal Canadian Mounted Police;
 - ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - iii) a Special Constable as appointed by the Solicitor General of Alberta to enforce the bylaws of the Summer Village of Norglenwold.

- r) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- s) **“Summer Village”** means the Summer Village of Norglenwold.
- t) **“Waste”** includes:
 - i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of any animal carcass;
 - ii) the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of;
 - iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
 - iv) building waste;
 - v) garden waste;
 - vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

3. **FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ**

3.1 Fire pits should follow the below mentioned recommendations:

- a) the exception to these recommendations should be in areas where front and side areas, as defined in the Land Use Bylaw, are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or Director of Disaster Services or their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) to contain spark over the fire at all times;
- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas, or wood products that are not contaminated with glue, paint, stain, or other preservatives;

- g) have flames no higher than ninety (90) cm (approx. 3.0 ft) above the top of the surrounding grade of the fire pit.
- 3.2 Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:
- a) remain in charge, or keep a competent person in charge, of the barbecue or fire.
- 3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:
- a) does not create a risk or hazard to persons or to other properties;
 - b) does not create a nuisance, which is offensive to any other person;
 - c) is completely extinguished before supervision of the barbecue or fire ends;
 - d) the burning of waste, as defined in this bylaw, is not permitted.
- 3.4. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.

4. OPEN AIR FIRES

- 4.1 Open air fires are not permitted with the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Norglenwold.

5. FIRE BANS

- 5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.
- 5.2 No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.
- 5.3 No person shall discharge consumer fireworks within the corporate limits of the Summer Village of Norglenwold at a time when a fire ban is in place.
- 5.4 A member or Peace Officer may direct a person to

extinguish any fire when a fire ban is in place.

- 5.5 A person who fails to comply with the direction of a member or Peace Officer to extinguish a fire during a fire ban is guilty of an offence and the member or Peace Officer may extinguish the fire.

6. COST RECOVERY

- 6.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his or her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw.
- 6.2 In respect of any costs or fees levied or charged under this Bylaw:
- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and
 - b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of a parcel of land.

7. PENALTIES

- 7.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 7.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 7.3 A Peace Officer, Director of Disaster Services or the Fire Chief is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer, Director of Disaster Services or the Fire Chief has reasonable grounds to believe has contravened any provision of this Bylaw.

8. SEVERABILITY & REPEAL

- 8.1. If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw shall be

maintained.

8.2 Bylaw #205-12 is hereby rescinded upon 3rd and final reading.

Read a First Time in Council assembled this 22nd day of September 2023.

Read a Second Time in Council assemble this 22nd day of September 2023.

Read a Third and final time in Council assembled and passed this 22nd day of September 2023.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, Administrator

SCHEDULE A

PENALTIES

SECTION	OFFENCE DESCRIPTION	PENALTIES
3.2	Non-supervision of fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 6
	3 rd offence	\$1,000.00 + recovery costs as per section 6
3.3	Creating a risk, nuisance or not extinguishing fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 6
4	Open air fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 6
	3 rd offence	\$1,000.00 + recovery costs as per section 6
5	Fire during a Fire Ban	
	1 st offence	\$500.00
	2 nd offence	\$1,000.00 + recovery costs as per section 6
	3 rd offence	\$5,000.00 + recovery costs as per section 6

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Penalty Removal Request*

Background:

Administration has received a request from a property owner requesting Council to waive his applied tax penalty of \$350.53 and utility penalty of \$4.50, as he e-transferred his payment on July 8th to an incorrect email address by mistake and the payment was not received by the finance department.

On August 8th, the property owner contacted the office regarding a notification from his bank that had been received and the error was discovered to be due to an incorrect email address had been used.

Resident has since paid the original invoice amounts of both taxes and utilities, but not the penalties. Email requesting penalty waiver was received on August 8/23 (attached).

Options for Consideration:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax;
- (d) keep penalty as applied.

Administrative Recommendations:

As this request does not establish a bona fide need nor an extenuating circumstance, it is recommended that Council deny this penalty removal request as the tax payment was not received by this office on or before the due date. With e-transfers, it is quite easy to see whether or not the payment has been received or still pending. Follow up on this was payment was not done until August 8th.

Authorities:

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;

(c) defer the collection of a tax. "

Section 337 - Deemed receipt of tax notice - A tax notice is deemed to have been received 7 days after it is sent.

Mr. Cyril Gurevitch
SV Norglenwold
2 Erickson Dr.
Sylvan Lake, Ab
T4S 1P5

Aug 8, 2023

Re: Taxes 2030

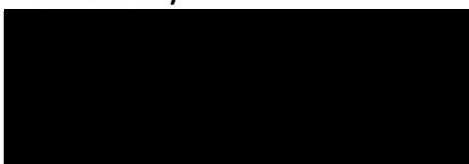
Dear Sir:

According to the attached Receipt from my Bank, I believed that I had successfully paid my 2023 Taxes plus Wastewater Fees via e transfer on July 8, 2023. Today Aug 8, I received a notification from my Bank stating that SV Norglenwold did not deposit the money and that the funds had been deposited back into my account. I wrote out a Cheque and immediately went to the Office to pay .

Your friendly staff informed me that the e transfer address I had used was incomplete (see enclosed) and that the new balance would be \$ 3171.11. That is the figure for payment after Dec 31 2023. I told the staff that I would not be paying that amount, to which they replied that I could write a letter to Council.

I agree that indeed I have made a mistake in using the complete e transfer address. We have lived in Norglenwold for 31 years and have never been late in paying our Taxes. I am asking for leniency in this case of a simple clerical matter on my part.

Sincerely

A large black rectangular redaction box covering the signature area.



Jul 08, 2023



You've successfully sent funds by Interac e-Transfer.



From

Freedom Account (1041) |



To

SV Norglenwold (svnorglenwold@sylvansummervillages.ca)



Security question



Security answer



Amount

\$2,786.85



When

Jul 08, 2023



Message to recipient (optional)

[REDACTED] - Taxes \$ 2336.85 plus Wastewater Fee \$ 450.00

Summer Village of Norglenwold

September 22, 2023

Council and Legislation

Request for Decision

Agenda Item: *Fortis Franchise Agreement*

Background:

Back in 2014, Council entered into a franchise agreement with Fortis Alberta allowing them to provide distribution access services in the Municipality.

Franchise Agreement Details are below:

The approved franchise agreement was effective Jan. 1, 2015, with a term of 20 years (Bylaw 217-14)

Initial Term	10 years	Jan. 1, 2015, to Dec. 31, 2024
First Subsequent Term	5 years	Jan. 1, 2025, to Dec. 31, 2029
Second Subsequent Term	5 years	Jan. 1, 2029, to Dec. 31, 2034

Clause 3, from the franchise agreement regarding expiry and renewal states:

3) EXPIRY AND RENEWAL OF AGREEMENT

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term. This requires:

- Fortis Alberta to give written notice prior to December 31, 2023, of its intention to renew the franchise agreement.
- SV of Norglenwold to agree in writing to the renewal prior to June 30, 2024.

Options for Consideration:

That Council review, discuss and provide direction to Administration.

Administrative Recommendations:

That Council review, discuss and agree to the renewal of the Franchise Agreement between the Summer Village of Norglenwold and Fortis Alberta.

Authorities:

The Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality.

Bylaw #217-14 "A Bylaw of the Municipality to enter into an agreement granting FortisAlberta Inc. the right to provide exclusive distribution access services within the Summer Village of Norglenwold for a period of 10 years subject ot the right of renewal as set forth in the said agreement and the said Act."

May 2, 2023

Summer Village of Norglenwold
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, Alberta
T4S 2J5

Attention: Tanner Evans, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated [January 1, 2015], between FortisAlberta Inc. ("**FortisAlberta**") and the Summer Village of Norglenwold (the "**Municipality**") (the "**Agreement**").

In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on December 31, 2024, and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

FortisAlberta appreciates our partnership and providing power distribution services to your community is a privilege. FortisAlberta looks forward to continuing to build a strong working relationship.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter the First Subsequent Term, the Municipality has executed this letter below.

Acknowledged and agreed to:

Signature: _____
Name: _____
Title: _____
Date: _____

Summer Village of Norglenwold

May 2, 2023

Page | 2

If you have any questions or concerns about any of the foregoing and would like to schedule a meeting to further discuss or would like to request a franchise presentation to Council and Administration, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Kayla C. Law". The signature is written in a cursive, flowing style.

Kayla Law
Stakeholder Relations Manager

BYLAW NO. 217-14

SUMMER VILLAGE OF NORGLENWOLD, IN THE PROVINCE OF ALBERTA

related to the

**ELECTRIC DISTRIBUTION SYSTEM
FRANCHISE AGREEMENT**

Municipal Bylaw
BYLAW NO. 217-14
OF THE SUMMER VILLAGE OF NORGLLENWOLD, IN THE
PROVINCE OF ALBERTA (the "**Municipality**")

A Bylaw of the Municipality to authorize the Mayor and the Administrator to enter into an agreement granting FortisAlberta Inc. (the "**Company**"), the right to provide distribution access services within the Municipality.

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended (the "**Act**"), the Municipality desires to grant and the Company desires to obtain, an exclusive franchise to provide distribution access services within the Municipality for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act;

WHEREAS the Council of the Municipality and the Company have agreed to enter into an Electric Distribution System Franchise Agreement (the "**Agreement**"), in the form annexed hereto;

WHEREAS it is deemed that the Agreement would be to the general benefit of the consumers within the Municipality.

NOW THEREFORE the Council of the Municipality enacts as follows:

- 1) THAT the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Mayor and Administrator are hereby authorized to enter into the Electric Distribution System Franchise Agreement for and on behalf of the Municipality, and the Administrator is hereby authorized to affix thereto the corporate seal of the Municipality.
- 2) THAT the Electric Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this Bylaw.
- 3) THAT the Council consents to the exercise by the Company within the Municipality of any of the powers given to the Company by the Water, Gas and Electric Companies Act, R.S.A. 2000 c. W-4, as amended.
- 4) THAT this Bylaw shall come into force upon the Electric Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

Read a First time in Council assembled this 20 day of June, 2014.

Carl J. McMillan
Mayor

R. Forseyth
Administrator

Read a Second time in Council assembled this 29 day of August, 2014.

Carl J. McMillan
Mayor

R. Forseyth
Administrator

Read a Third time in Council assembled and Passed this 29 day of August, 2014.

Carl J. McMillan
Mayor

R. Forseyth
Administrator

(seal)

This is Schedule "A" referred to in the attached Bylaw No. 217-14 of
the Summer Village of Norglenwold

ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

BETWEEN

SUMMER VILLAGE OF NORGLENWOLD

- AND -

FORTISALBERTA INC.

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ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

THIS AGREEMENT made effective the 1st day of January, 2015.

BETWEEN:

SUMMER VILLAGE OF NORGLNWOLD,
a Municipal Corporation located in the Province of Alberta
(the "**Municipality**")

OF THE FIRST PART

- and -

FortisAlberta Inc.,
a body corporate and public utility with its
head office in the Calgary, in the Province of Alberta
(the "**Company**")

OF THE SECOND PART

WHEREAS:

The Municipality desires to grant and the Company desires to obtain an exclusive franchise to provide Electric Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

NOW THEREFORE:

In consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

1) DEFINITIONS AND INTERPRETATION

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

- a) **"Commission"** means the Alberta Utilities Commission, as established under the Alberta Utilities Commission Act (Alberta);
- b) **"Company"** means the Party of the second part to this Agreement and includes its successors and assigns;
- c) **"Construct"** means constructing, reconstructing, upgrading, extending, relocating or removing any part of the existing Distribution System or proposed Distribution System;
- d) **"Consumer"** means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Electric Distribution Service by the Company pursuant to the Company's Distribution Tariff;
- e) **"Core Services"** means all those services set forth in Schedule "A";
- f) **"Detailed Street Light Patrol"** means a detailed street light patrol of Company-owned street lights conducted by the Company on a schedule reasonably determined by the Company from time to time, currently a seven to nine year cycle as at the date of this Agreement;
- g) **"Distribution System"** means any facilities owned by the Company which are used to provide Electric Distribution Service within the Municipal Service Area, and, without limiting the generality of the foregoing, shall include street lighting, where applicable, and poles, fixtures, luminaires, guys, hardware, insulators, wires, conductors, cables, ducts, meters, transformers, fences, vaults and connection pedestals, excluding any transmission facilities as defined in the EUA;
- h) **"Distribution Tariff"** means the Distribution Tariff prepared by the Company and approved by the Commission on an interim or final basis, as the case may be;
- i) **"Electric Distribution Service"** means electric distribution service as defined in the EUA;
- j) **"Electronic Format"** means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- k) **"EUA"** means the *Electric Utilities Act* (Alberta);

- l) **"Extra Services"** means those services set forth in Schedule "B" that are requested by the Municipality for itself or on behalf of a Consumer and provided by the Company in accordance with Article 7;
- m) **"First Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- n) **"HEEA"** means the *Hydro and Electric Energy Act* (Alberta);
- o) **"Initial Term"** means the Term of this Agreement as set out in Article 2;
- p) **"Maintain"** means to maintain, keep in good repair or overhaul any part of the Distribution System;
- q) **"Major Work"** means any work to Construct or Maintain the Distribution System that costs more than One Hundred Thousand (\$100,000.00) Dollars;
- r) **"MGA"** means the *Municipal Government Act* (Alberta);
- s) **"Municipal Property"** means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- t) **"Municipal Service Area"** means the geographical area within the legal boundaries of the Municipality as altered from time to time;
- u) **"Municipality"** means the Party of the first part to this Agreement;
- v) **"Operate"** means to operate, interrupt or restore any part of the Distribution System in a safe and reliable manner;
- w) **"Party"** means any party to this Agreement and **"Parties"** means all of the parties to this Agreement;
- x) **"Plans and Specifications"** means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuing any approval that may be required under this Agreement;
- y) **"Second Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- z) **"Term"** means, as the context requires, the Initial Term, First Subsequent Term or the Second Subsequent Term, and **"Terms"** means all of them;
- aa) **"Terms and Conditions"** means the terms and conditions contained within the Distribution Tariff in effect from time to time for the Company as approved by the Commission; and
- bb) **"Work"** means any work to Construct or Maintain the Distribution System.

The words "hereof", "herein", "hereunder" and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word "including" when used herein is not intended to be exclusive and in all cases means "including without limitation". References herein to a section, paragraph, clause, Article or provision shall refer to the appropriate Article in this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and shall not be utilized in interpreting this Agreement.

2) TERM

This Agreement shall be for an initial term (the "Initial Term") of ten (10) years, commencing on the later of:

- a) 1ST day of January, 2015 or
- b) the first day after both of the following have occurred:
 - i) Commission approval of this Agreement; and
 - ii) the Municipality having passed third reading of the applicable adopting bylaw 217-14

3) EXPIRY AND RENEWAL OF AGREEMENT

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

- a) During the first (1st) year following the expiration of the Initial Term all the rights and obligations of the parties under this Agreement shall continue to be in effect. Following the expiration of the First Subsequent Term, the Parties agree that this Agreement may be extended for an additional five (5) year term (the "Second Subsequent Term") commencing at the end of the First Subsequent Term, provided that one of the Parties shall provide notice to the other Party of its wish to extend this Agreement for the Second Subsequent Term and the other Party confirms, no later than one (1) year prior to the end of the First Subsequent Term, that it also wishes to extend the Term of this Agreement for the Second Subsequent Term.

- b) If the Municipality has not provided notice to the Company to exercise its right under Article 10 to require the Company to sell the Distribution System within the Municipal Service Area to the Municipality, either Party may submit any items in dispute pertaining to the entering into of a new agreement to binding arbitration before the Commission who shall determine the terms of the new agreement;
- c) Unless either Party has provided notice to the other Party of its intent to terminate or to extend this Agreement, following any expiration of any Term, the respective rights and obligations of the Parties under this Agreement shall continue to be in effect for a period of one (1) year following the expiration of the applicable Term in order to provide the Parties with a reasonable opportunity to negotiate a subsequent agreement;
- d) Commencing one (1) year following the expiration or termination of any Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph b), this Agreement shall continue to be in effect but shall be amended to provide for the following:
 - i) the franchise fee percentage used to calculate the franchise fee payable by the Company under Article 5 shall be reduced to fifty percent (50%) of the average annual franchise fee percentage used to calculate the franchise fee paid by the Company to the Municipality for the previous five (5) calendar years; and
 - ii) the costs of any relocation requested by the Municipality pursuant to Article 15 shall be paid by the Municipality.

4) GRANT OF FRANCHISE

- a) Subject to subparagraph b) below, and to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area:
 - i) to provide Electric Distribution Service;
 - ii) to Construct, Operate, and Maintain the electric distribution system, as defined in the EUA, within the Municipal Service Area; and
 - iii) to use designated portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality necessary to provide Electric Distribution Service or to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof.

This grant shall not preclude the Municipality from providing wire services to municipally owned facilities where standalone generation is provided on site or immediately adjacent sites excepting road allowances. Such services are to be

provided by the Municipality directly and not by any other third party wire services provider.

Subject to Article 12 of this Agreement, in the event that a third party (including a Rural Electrification Association (REA)) owns, operates or controls any electrical distribution facilities or lighting within the Municipal Service Area at any time during the Term of this Agreement, the Municipality agrees that it will support the Company's efforts, as is reasonable, to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, the Municipality shall otherwise require such third party to sell such facilities to the Company. Where the Municipality supports the Company's efforts to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, otherwise requires a third party to sell its facilities to the Company, the Company shall be responsible for all reasonable fees, costs and disbursements of external legal counsel incurred by the Municipality in expending such good faith efforts.

b) The Company agrees to:

- i) bear the full responsibility of an owner of an electric distribution system within the Municipal Service Area and to ensure all services provided pursuant to this Agreement are provided in accordance with the Distribution Tariff, insofar as applicable;
- ii) Construct, Operate and Maintain the Distribution System within the Municipal Service Area;
- iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
- iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Electric Distribution Service and any other service contemplated by this Agreement.

5) FRANCHISE FEE

a) Calculation of Franchise Fee

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 5 percent (5%).

By no later than September first (1st) of each year, the Company shall:

- i) advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) with the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

b) Adjustment to Franchise Fee

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Franchise Fee Cap

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval and provided that the Municipality has complied with Article 5d) below.

d) Adjustment to Franchise Fee Cap

At the option of the Municipality, the franchise fee cap may be changed annually by providing written notice to the Company, subject to Commission approval. If the Municipality wishes to amend the franchise fee cap so that the amended franchise fee cap is effective January first (1st) of the following calendar year, then the Municipality shall, no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee cap to be in effect for the following calendar year.

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee cap change that will be implemented for January first (1st) of the following year, the Company will recognize the new franchise fee cap as soon as reasonably possible, subject to Commission approval.

e) Payment of Franchise Fee

The Company shall pay the franchise fee amount, billed to each Consumer, to the Municipality on a monthly basis, within forty-five (45) days after billing each retailer.

f) Reporting Considerations

Upon request, the Company shall provide to the Municipality along with payment of the franchise fee amount, the financial information used by the Company to verify the franchise fee amount as calculated under this Article.

6) CORE SERVICES

The Company agrees to provide those Core Services to the Municipality as set forth in Schedule "A" and further agrees to the process contained in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

7) PROVISION OF EXTRA SERVICES

Subject to an agreement being reached on cost and other terms, the Company agrees to provide to the Municipality those Extra Services, if any, as set forth in Schedule "B", as requested by the Municipality from time to time.

The Company is entitled to receive from the Municipality a reasonable amount for the provision of those Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

8) MUNICIPAL TAXES

Amounts payable to the Municipality pursuant to the terms and conditions hereof shall be in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment, and the Distribution System.

9) RIGHT TO TERMINATE ON DEFAULT

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach.

If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis to remedy the breach, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach, acting reasonably, this Agreement shall terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

10) SALE OF DISTRIBUTION SYSTEM

Upon the expiration of the Term of this Agreement, or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction, the Municipality may, subject to the approval of the Commission under Section 47 of the MGA, exercise its right to require the Company to sell to it the Distribution System within the Municipal Service Area pursuant to the provisions of the MGA or HEEA, as applicable. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination.

The Parties acknowledge that the Distribution System may be comprised of component parts that are not transferable by the Company to the Municipality including technologies that have been licensed by third Parties to the Company, and therefore the Company may not be able to transfer such component parts to the Municipality on any such sale. However, the Company shall acting reasonably assist the Municipality in obtaining the necessary approval or consent to such transfer.

11) STREET LIGHTING

a) Investment Option Rate

The Company agrees to provide and maintain an investment option rate for street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment option street lighting. This Commission approved rate includes an allowance for the replacement of street lighting.

The Company will provide Company standard and non-standard street lighting under the investment option rate for street lighting. The Company will maintain an inventory of its standard street lighting as listed in its street lighting catalogue. The Company will use reasonable commercial efforts, based on prudent electrical utility practices, to carry stock of such inventory for a reasonable period of time.

i) In the event that:

- A. the Company, in its sole discretion, reasonably exercised, decides to change its classifications of what constitutes standard street lighting in its inventory and such change has relevance to the classes of street lights

used by the Municipality, then the Company shall provide one (1) year's prior written notice to the Municipality of its intention to effect such a change and will use its commercially reasonable good faith efforts to determine appropriate alternative sources of such equipment, and arrangements for the associated maintenance, for the Municipality; and

- B. a change in the classifications of what constitutes standard street lighting in the Company's inventory arises as a result of the actions of any third party and such change has relevance to the classes of street lights used by the Municipality, then forthwith upon becoming aware that such a change is forthcoming, the Company shall provide notice to the Municipality of the forthcoming change and will use its commercially reasonable good faith efforts to determine reasonable alternatives for such equipment, and arrangements for the associated maintenance, for the Municipality.
- ii) If:
- A. the Municipality requests street lighting that is not part of the standard offering of the Company at the time;
 - B. the Municipality requests street lighting that was previously part of the standard street lighting inventory but, at the time of the applicable request, has ceased to be part of the standard street lighting offering of the Company; or
 - C. the Municipality converts nonstandard street lighting that is not part of the standard offering of the Company at the time to investment option rate street lighting under Article 11c) below;

then the Municipality will be required to enter into a non-standard lighting agreement with the Company, which form of agreement is referenced on the Company's website or in the Company's street lighting catalogue. For such non-standard lighting, the Company will not be responsible for paying a credit under Article 1b) of Schedule "C" to the Municipality to the extent that a delay in replacing the burnt out light is outside of the reasonable control of the Company, including any delay resulting from the failure by the Municipality to carry replacement parts for non-standard lighting.

The Company shall not be required to install any non-standard street lighting that does not meet the Company's minimum specifications for street lighting, and such street lighting must be metered and owned, installed and operated by the Municipality.

The time periods and deadlines contained in Schedule "C" shall be extended for investment-rate, non-standard street lighting for the period of time, if any, the

Company is waiting for receipt of non-standard equipment, supplies and materials from the Municipality.

b) No-Investment Option Rate

The Company and Municipality agree that all new street lighting provided, and any Municipality-requested relocation of any no-investment option rate street lighting, after the date of this Agreement will be provided or relocated, as the case may be, on the basis of the investment option rate. For no-investment option rate street lighting, the Company agrees to maintain street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for no-investment option rate street lighting. This Commission-approved rate does not include an allowance for the replacement of no-investment option rate street lighting.

c) Conversion of No-Investment Rate to Investment Option Rate

The Municipality has the option to convert all street lighting on the Company no-investment option street light rate to the Company investment option rate upon providing sixty (60) days written notice to the Company. Where such option is exercised, the Municipality has the right to obtain the Company investment for such street lighting up to the maximum Commission-approved Company investment levels for such street lighting. For the purpose of clarity, any calculation of "Commission-approved Company investment level" for street lighting in this Agreement shall be determined at the time of conversion of the applicable street lighting. The investment for street lighting shall be calculated according to the following formula:

$$A \times (1 - N/30)$$

Where:

A = the maximum allowable Commission-approved Company investment level per street light; and

N = the age of the street light in years.

The Company will invest in all, but, unless otherwise decided by the Company in its sole discretion, not less than all, no-investment option street lighting within the Municipal Service Area that is converted to the investment option rate.

The Company, in consultation with the Municipality, may use the average age of street lights and the average contributions made by the Municipality in calculating refunds.

d) Street Light Rates

The distribution rates charged by the Company to the Municipality for street lighting shall include only those costs and expenses that pertain to street lighting facilities all at rates approved by the Commission. Other terms and conditions for non-standard street lighting are outlined in the non-standard street lighting agreement between the Company and the Municipality.

e) Municipality Owned Street Lighting

Notwithstanding any other provision of this Article, it is understood and agreed that the Municipality shall have the right to own street lighting and to pay the applicable rate, recognizing the Municipality's ownership.

In such cases where the Municipality owns its street lighting, the Municipality agrees that:

- i) it will bear sole and full responsibility for any liability resulting therefrom and for properly operating, servicing, maintaining, insuring and replacing such street lighting in accordance with good and safe electrical operating practices;
- ii) such street lighting is not to form part of the Distribution System and shall be capable of being isolated from the Distribution System; and
- iii) such street lighting will be separately metered, provided that this provision will not necessarily require individual street lights to be separately metered.

f) Street Light Inventory

The Company and the Municipality agree to meet annually to discuss and exchange information relating to street light facilities owned by each Party. The Company shall have the right, but not the obligation, to mark street lighting facilities owned by the Municipality. The form and place of marking used by the Company to mark street light facilities owned by the Municipality shall first be approved in writing by the Municipality, who shall act reasonably in granting or denying such approval.

Within twelve (12) months of any request by the Municipality, the Company shall provide to the Municipality an inventory of all street lighting facilities within the Municipal Service Area detailing those that:

- i) form part of the Distribution System owned by the Company, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise; and
- ii) are a dedicated street light facility, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise.

The inventory shall indicate which street lights are at the investment option rate or the no-investment option rate. Any changes to inventory will be updated on an annual basis. The Company will also conduct a Detailed Street Light Patrol and will update the inventory of street lighting facilities within the Municipality after completion of the patrol.

g) Detailed Street Light Patrol

Detailed Street Light Patrols shall include an inspection of each Company-owned street light as well as audit services to verify the quantity, wattage, rate, and ownership of such street lights. Any changes identified during the inspection or audit, in comparison to the then most recently completed previous audit, will be noted and the street light records will be updated after completion of the patrol. It should be noted that a Municipality with multiple street light circuits may not all be audited within the same calendar year, however, all street light circuits will be inspected and audited within the street light patrol cycle. Metered street lights owned by the Municipality will not be part of the Detailed Street Light Patrol and the Municipality is responsible for inspecting its own street lights. Upon request, the Company shall provide to the Municipality a list of the standard street light offerings of the Company at the time of the request.

As of the date of this Agreement, Detailed Street Light Patrols will be conducted by the Company on a seven to nine year cycle. In the event that the Company wishes to change the scheduling of this cycle, no such change in schedule will be effective without:

- i) the Company having provided the Municipality with prior notice of its intention to effect any such change; and
- ii) the Municipality having a reasonable amount of time to challenge such change before the Commission, if the Municipality wishes to do so.

12) INCREASE IN MUNICIPAL BOUNDARIES

Where the Municipal Service Area is increased through annexation or otherwise by:

- a) 640 acres or more; or
- b) less than 640 acres, but where such annexation or other increase constitutes at least 25% of the then current area;

the Municipality shall have the right to:

- i) purchase the portion of the Distribution System within the increased area provided that the Municipality gives notice in writing to the Company of its intention to purchase within ninety (90) days of the effective date of the increase in area. If the Parties are unable to agree on price or terms and

conditions of the purchase, the unresolved matters shall be referred to the Commission for determination;

- ii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area, except that, and subject to Commission approval, the Municipality may require the Company to charge the Consumers within the increased area a different franchise fee percentage; or
- iii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or otherwise, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area. In the event that the Municipality increases its area and the result is that a third party (including an REA) owns, operates or controls any existing electrical distribution facilities or lighting within the newly increased area, the Municipality agrees that it will support the Company's efforts to purchase the electrical distribution facilities or, to the extent that it has the authority to do so, otherwise require such third party to sell such facilities to the Company, unless the Municipality otherwise exercises its rights under this Article, however, nothing in this Article will require the Municipality to take any action which will directly prevent the annexation from being approved.

Where the Municipality increases its area through annexation or otherwise, the Company shall be responsible for all reasonable external legal costs, fees and disbursements incurred by a Municipality in its efforts to have any electrical distribution facilities sold to the Company by any third party owner.

13) RIGHT OF FIRST REFUSAL TO PURCHASE

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of or purchase the Distribution System which the Company is willing to accept, then the Company shall promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality shall during the next ninety (90) days, have the right of first refusal to operate, take control of or purchase the Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.
- b) This right of first refusal only applies where the offer pertains to the Distribution System and the right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the

Company, the aforesaid right of first refusal shall be of no force and effect and shall not apply.

14) CONSTRUCTION AND MAINTENANCE OF DISTRIBUTION SYSTEM

a) Municipal Approval

Before undertaking any Major Work or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality shall not signify approval of the structural design or the ability of the Work to perform the function for which it was intended. The Company agrees that the Municipality may use such Plans and Specifications for any other proper municipal purpose provided that it shall not use such Plans and Specifications for any purpose or in any manner that may reasonably have an adverse effect on the Company without first obtaining the prior written consent of the Company, such consent not to be unreasonably withheld.

In the event that the Municipality uses such Plans and Specifications for any purposes whatsoever other than for the granting of an approval under this Article, the Municipality acknowledges and agrees that the Company shall not be liable for any liability, actions, demands, claims, damages, losses and expenses (including all legal fees, costs and disbursements) whatsoever as a result of the Municipality's use of or reliance upon such Plans and Specifications.

For greater clarity, the Municipality acknowledges that the Company does not represent, warrant or guarantee the accuracy of the Plans and Specifications provided to the Municipality under this Article for any purpose other than enabling the Municipality to conduct its approval process in accordance with this Article. Prior to commencing any Work, the Company shall obtain such other permits as are required by the Municipality.

The Company shall obtain approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System. Notwithstanding anything to the contrary that may be contained in any approvals granted under this Agreement, as liability and indemnification are dealt with under the EUA (and the regulations promulgated thereunder) and in Article 19 of this

Agreement, the Company and the Municipality agree that any approval granted under this Agreement that incorporates an indemnity provision different than the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, shall, to the extent necessary to eliminate such difference, be deemed to be rejected and shall form no part of the agreement between the Company and the Municipality regarding the subject matter of this Agreement unless such approval:

- i) explicitly amends the liability and indemnification provisions of this Agreement, wherein this Agreement is specifically referenced as being superseded; and
- ii) is accepted in writing by both Parties. In addition, for the purpose of clarity, any approval granted under this Agreement shall be subject to the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement.

b) Restoration of Municipal Property

The Company agrees that when it or any agent employed by it undertakes any Work on any Municipal Property, the Company shall complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, the Company shall forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably. The Company shall, where reasonable and prudent, locate its poles, wires, conduits and cables down, through and along lanes in preference to streets.

The Company further covenants that it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company shall use commercially reasonable efforts to not interfere with existing Municipal Property. If the Company causes damage to any existing Municipal Property during the performance of any Work, it shall cause such damage to be repaired at its own cost to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company shall be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Distribution System are of an urgent nature because of safety concerns or because reliability is materially compromised or potentially materially compromised, the Company shall be entitled to conduct such repairs or maintenance as are commercially reasonable, without prior notice to the Municipality, on the understanding and agreement that the Company will provide written or verbal notice to the Municipality as soon as practicable, and in any event no later than seventy-two (72) hours after the repairs are commenced.

For the purposes of providing notice under this Agreement to the Municipality of the Work, the Company will provide the Municipality with the Plans and Specifications for the proposed Work to be completed in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System.

d) Company to Obtain Approvals from Other Utilities

The Company shall be solely responsible for locating, or causing to be located, all existing utilities or utility lines on or adjacent to the work site. The Company shall notify all other utility asset operators and ensure that utilities and utility lines are staked prior to commencement of construction. Unless the Municipality has staked such utility assets and lines, staking shall not be deemed to be a representation or warranty by the Municipality that the utility assets or lines are located as staked. The Municipality shall not be responsible for any damage caused by the Company to any utility assets or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility assets or lines. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Revised Plans and Specifications

Following completion of the Major Work, the Company shall provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials) within three (3) months of the request. The Company shall provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i) advising the Municipality that the revised Plans and Specifications are posted to a web-based forum that contains such information; and

- ii) allowing the Municipality access to such web-based forum.

f) Approvals

Where any approvals are required to be obtained from either Party under this Article, such approvals shall not be unreasonably withheld. Where an approval is requested from a Party under this Article, an approval, or a disapproval along with a reasonable explanation of the disapproval, or, at a minimum, the reasons for the delay shall be communicated to the other Party within ten (10) business days of receipt of the request for an approval.

15) RESPONSIBILITIES FOR COST OF RELOCATIONS

- a) Subject to Article 15b), upon receipt of one (1) year's notice from the Municipality, the Company shall, at its own expense, relocate to, on, above or below Municipal Property such part of the Distribution System that is located on Municipal Property as may be required by the Municipality due to planned Municipal construction.
- b) The cost of any relocations referred to in Article 15a) shall be recovered on a specific municipal based rider or any other method approved by the Commission, or if such a rider or other method is not approved by the Commission, the Municipality shall be responsible for such costs. In order to encourage the orderly development of Municipal facilities and the Distribution System, the Municipality and the Company agree that they will meet regularly to:
 - i) review the long-term facility plans of the Municipality and the Company;
 - ii) determine the time requirements for final design specifications for each relocation; and
 - iii) determine the increased notice period that may be required beyond one (1) year for major relocations.

In cases of emergency, the Company shall take measures that are commercially reasonable and necessary for the public safety with respect to relocating any part of the Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Distribution System in accordance with the preceding paragraph, or fails to repair or do anything else required by the Company pursuant to this clause in a timely and expeditious manner to the satisfaction of the Municipality, acting reasonably, the Municipality, in addition to and not in limitation of any other rights, remedies or damages available to it at law or in equity, shall be entitled to, but is not obligated to, seek an order of specific performance to require the Company to complete the work.

In the event the relocation, or any part thereof, requires the approval of the Municipality or a third party, the Municipality will assist the Company in obtaining municipal approvals and the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality shall not be responsible for any of the costs of such relocation.

16) DISTRIBUTION SYSTEM EXPANSION AND UPGRADE

At no cost to the Municipality, with the exception of customer contributions, the Company shall, at its sole cost and expense, on a timely basis and pursuant to its Terms and Conditions, use its best efforts on a commercially reasonable basis to meet the Distribution System expansion requests of the Municipality or a Consumer, and provide the requisite facilities for connections for new Consumers to the Distribution System.

For the purposes of this Agreement, and subject to Schedules "B" and "C", it is understood and agreed that the Municipality cannot insist on relocating or upgrading any overhead lines to an underground service, if there is a less expensive or more practical solution. If there is not a less expensive or more practical solution, the Municipality and the Company will meet to negotiate suitable arrangements.

17) JOINT USE OF DISTRIBUTION SYSTEM

a) Municipal Use

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the Distribution System by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the Distribution System of the Company for any reasonable municipal purpose (that is not commercial in nature or that could reasonably adversely affect the Company's exclusive franchise, as granted by the Municipality under this Agreement), at no charge by the Company to the Municipality, provided at all times that such use complies with the intended use.

The Municipality is responsible for its own costs, for the costs of removing any signage or repairing any of the facilities of the Company, and any necessary and reasonable costs incurred by the Company, including the costs of any alterations that may be required in using the poles and conduits of the Company.

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the rights of way by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the rights of

way of the Municipality, at no charge by the Company to the Municipality, provided at all times that such use of the rights of way complies with the intended use.

The Company agrees to act reasonably and in a timely manner in making its determination above. Where a request is made by a Municipality to the Company under this Article 17a), the confirmation, the inability to provide a confirmation along with a reasonable explanation of the reasons why a confirmation cannot be provided, or the reasons for the delay shall, at a minimum, be communicated to the Municipality within five (5) business days of receipt of the request.

b) Third Party Use and Notice

The Company agrees that should any third party, including other utilities, desire to jointly use the Company's poles, conduits or trenches or related parts of the Distribution System, the Company shall not grant the third party joint use except in accordance with this Article, unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees that the following procedure shall be used in granting permission to third parties desiring joint use of the Distribution System:

- i) first, the third party shall be directed to approach the Company to initially request conditional approval from the Company to use that part of the Distribution System it seeks to use;
- ii) second, upon receiving written conditional approval from the Company, the third party shall be directed to approach the Municipality to obtain its written approval to jointly use that part of the Distribution System on any Municipal Property or right-of-way; and
- iii) third, upon receiving written conditional approval from the Municipality, the third party shall be directed to obtain final written approval from the Company to jointly use that part of the Distribution System.

Providing the Company has not precluded the Municipality's ability to obtain compensation or has entered restrictive agreements with any third parties using any Municipal Property, the Municipality agrees that the procedure outlined above shall apply only to agreements made after January 1, 2011.

c) Cooperation

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in any negotiations with third parties desiring joint use of any part of the Distribution System located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, shall be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of its poles, conduits or related parts of the Distribution System shall be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

e) Provision of Agreements

Upon request by the Municipality, the Company shall provide to the Municipality a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System. The Company shall be entitled to redact:

- i) any confidential or proprietary information of the Company or the third party; and
- ii) such information that it reasonably determines to be of a commercially or competitively sensitive nature, from any such copy provided.

An inventory listing of these agreements shall be updated by the Company and provided to the Municipality upon request and at no cost to the Municipality. The Municipality agrees that the requirement to provide the Municipality with a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System outlined above shall apply only to agreements made after January 1, 2001.

The Company acknowledges that it does not have the authority to allow nor to grant to any third party the right to use any right-of-way that the Municipality authorized the Company to-use.

f) Compensation for Costs

Subject to Article 17c), in the event that either Party to this Agreement is required by law to appear before any applicable regulatory authority, including the Canadian Radio-television and Telecommunications Commission ("CRTC"), the Commission, or a court of law, as a direct result of the actions of the other Party (the "Denying Party") relating to the denial of use to a third party of any part of the Distribution System, then the Denying Party shall pay all reasonable and necessary legal costs incurred by the other Party that are directly related to any such regulatory or judicial proceeding.

18) MUNICIPALITY AS RETAILER

The provisions of this Agreement shall not in any way restrict the right of the Municipality to become a retailer within the meaning of the EUA.

19) RECIPROCAL INDEMNIFICATION AND LIABILITY

- a) It is intended that this provision create reciprocal rights and obligations between the Company and the Municipality.
- b) The Company, as an owner of the Distribution System, is provided liability protections under the EUA, and nothing in this Agreement is intended to abrogate, alter or diminish the liability protections granted to the Company under the EUA. The Company further acknowledges and agrees that the liability protection provisions, if any, under the EUA shall apply, with the necessary changes, to the Municipality with reciprocal rights thereunder.
- c) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
 - i) any breach by the Company of any of the provisions of this Agreement; or
 - ii) the negligence or wilful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.
- d) The Municipality shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
 - i) any breach by the Municipality of any of the provisions of this Agreement; or
 - ii) the negligence or wilful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, that has a direct adverse effect on the Electric Distribution Service of the Company.
- e) In accordance with the liability protections under the EUA, notwithstanding anything to the contrary herein contained, in no event shall the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any loss or damage other than direct loss or damage, howsoever caused or contributed to. For the

purpose of this Article, "direct loss or damage" does not include loss of profits, loss of revenue, loss of production, loss of earnings, loss of contract or any other indirect, special or consequential loss or damage whatsoever, arising out of or in any way connected with this Agreement or the actions or omissions of the Company or the Municipality.

20) ASSIGNMENT

In the event that the Company agrees to sell the Distribution System to a third party purchaser, the Company will request that the third party purchaser confirm in writing that it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees that it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Distribution System to a third party purchaser. The Parties shall thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of this Agreement.

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of this Agreement to the third party purchaser. The Municipality agrees that it may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of this Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern. Should the Municipality not reply within the thirty (30) day period, it is agreed that the Municipality will be deemed to have consented to the assignment. The Company further agrees that, when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality shall have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company shall be entitled to assign this Agreement to an arm's length third party purchaser of the Distribution System without the consent of the Municipality, subject to having obtained the Commission's approval for the sale of the Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement, the Company shall be released from all its liabilities and obligations hereunder.

The Company shall be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, shall provide written notice to the Municipality indicating that it will assume all liabilities and obligations of the Company under this Agreement. Any disputes arising under the operation of this Article shall be submitted to the Commission for determination.

21) NOTICES

All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been properly given if personally served or sent by registered mail or sent by fax to the Municipality or to the Company, as the case may be, at the addresses set forth below:

a) To the Company:

FortisAlberta Inc.
Address: 3802-48th Street
Facsimile: (866) 352-4023
Attention: Stan Orlesky, Supervisor, Stakeholder Relations Manager

With a copy to:

FortisAlberta Inc.
Address: 320 -17st South West, Calgary, Alberta, T2S 2V1
Facsimile: 403-514-4001
Attention: Legal Department

b) To the Municipality:

Municipality: Summer Village of Norglenwold
Address: 90B Hewlett Park Landing Sylvan Lake, AB T4S 2J3
Facsimile: (403) 887-2822
Attention: Ms. Phyllis Forsyth, Administrator

c) The date of receipt of any such notice as given above shall be deemed to be as follows:

- i) in the case of personal service, the date of service;
- ii) in the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, that in the event of an interruption of normal mail service, receipt shall be deemed to be the seventh (7th) day following the date on which normal service is restored; or

iii) in the case of a fax, the date the fax was actually received by the recipient.

22) DISPUTE SETTLEMENT

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree that such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in Articles 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Distribution System as contemplated in Article 10 and 12 hereof, or any other matter that is within the exclusive jurisdiction of a governmental authority having jurisdiction, shall be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties shall attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute shall be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure. Each Party shall appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators shall together appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute shall be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel shall render a decision within twenty (20) business days of the last day of the hearing.

Save as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) shall apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company shall continue to perform their respective obligations hereunder.

- b) The Company shall advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and shall advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

23) INTERRUPTIONS OR DISCONTINUANCE OF ELECTRIC SERVICE

Subject to its Distribution Tariff, the Company shall use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Electric Distribution Service to any consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Distribution System;
- b) On account of or to prevent fraud or abuse of the Distribution System;
- c) On account of defective wiring or other similar condition which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where insufficient energy or power is available for distribution by the Company to a consumer; or
- e) Where required by a retailer, due to non-payment of power bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Electric Distribution Service, it shall notify the Municipality as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Electric Distribution Service, the Company shall provide verbal notice to the Municipality as soon as is practicable in the circumstances.

24) APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT

This Agreement shall be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

25) FORCE MAJEURE

If either Party shall fail to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure shall be deemed not to be a breach of the obligations of such Party hereunder, but such Party shall use best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" shall mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority having jurisdiction (excluding in the case of the Municipality that requires an approval from itself, the particular Municipality), civil

disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances shall be deemed not to be an event of "force majeure".

26) TERMS AND CONDITIONS

The Terms and Conditions that apply to the Company and are approved by the Commission, as revised or amended from time to time by the Commission, shall apply to the Municipality.

27) NOT EXCLUSIVE AGAINST HER MAJESTY

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed that the rights, powers and privileges conferred and granted by this Agreement shall not be deemed to be exclusive against Her Majesty in the right of the Province of Alberta.

28) SEVERABILITY

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any portion which may, for any reason and extent, be declared or held invalid, unenforceable or illegal.

29) AMENDMENTS

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to regulatory approvals as required by law.

30) DISSOLUTION

In the event that the Municipality intends or resolves to dissolve:

- a) this Agreement shall be assigned to the successor governing authority to the Municipal Service Area;
- b) subject to an agreement to the contrary between the Company and the successor party, the Municipal Service Area of the Municipality as at the date of dissolution shall thereafter be the Municipal Service Area of the successor party for the purposes of this Agreement; and

- c) the rights and obligations contained herein shall otherwise continue and shall be binding upon the Company and the successor party.

31) WAIVER

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party. The waiver by a party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

32) CONFIDENTIALITY

The Company acknowledges that the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

IN WITNESS WHEREOF the Parties hereto have executed these presents as of the day and year first above written.


MUNICIPALITY

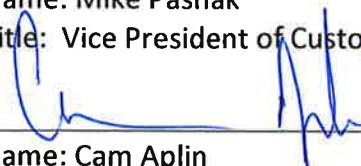
PER: 
 Name: Ms. Carol McMillan
 Title: Mayor

PER: 
 Name: Ms. Phyllis Forsyth
 Title: Administrator

(Bylaw attached)

FORTISALBERTA INC.

PER: 
 Name: Mike Pashak
 Title: Vice President of Customer Service

PER: 
 Name: Cam Aplin
 Title: Vice President, Field Operations

SCHEDULE "A"*Core Services*

The Company shall provide to the Municipality the following basic services as Core Services:

- 1) The Electric Distribution Service required to be provided by the Company pursuant to the Company's Distribution Tariff, the EUA, any regulations thereto, and any Commission orders and decisions;
- 2) The Company shall provide to the Municipality, on request, copies of any and all Electric Distribution Service related written information or reports required to be filed with the Commission, with the exception of responses to questions from interveners or the Commission related to rate hearings. A list of service area wide distribution services related measures requested by the Commission could include:
 - a) The results of customer satisfaction surveys relating to the services provided by the Company;
 - b) The indices of system reliability;
 - c) The responses to notification of outages and hazards;
 - d) Call Centre targets and statistics as related to the services provided by the Company;
 - e) Consumer connect service and disconnect service statistics;
 - f) Meter reading frequency and accuracy statistics;
 - g) Consumer complaints related to the services provided by the Company; and
 - h) Employee safety statistics.

Notwithstanding the above, should the Company implement Commission approved Performance Based Regulation ("PBR"), it will provide the Municipality, on request, the results of the Performance Standards as set out in the PBR.

- 3) The Company shall provide to the Municipality, upon request, an annual report on the following standards specific to the Municipality:
 - a) Reliability measures, to the extent that distribution feeders are an appropriate indicator of the overall reliability for the Municipality. In some cases, the distribution feeder information will be an appropriate indicator of the overall reliability in a Municipal Service Area. In other cases, where the distribution feeder serves customers outside of the Municipal Service Area, it may not be appropriate indicator;

- b) The total number of outages, by distribution feeder, for each of the preceding three (3) years;
- c) The average duration of the outages, by distribution feeder, for each of the preceding three (3) years;
- d) Street light performance, as discussed in Schedule "C";
- e) Subject to any applicable privacy legislation, the Code of Conduct Regulation under the EUA, or other rules prohibiting or restricting such disclosure, a spreadsheet listing:
 - i) The total number of sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - ii) The total number of Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - iii) The total kWh of electricity consumed by Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - iv) The total kWh of electricity consumed at Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - v) The franchise fee revenue collected from Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - vi) The franchise fee revenue collected from the Municipality from sites the Municipality owns within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years; and
 - vii) Such other information as may be agreed upon by the Parties from time to time, and
- f) A copy of the Annual Service Quality Report as provided by the Company to the Commission as per Rule 2 which provides overall company Service Reliability Measures and Customer Satisfaction Measures.

Where privacy legislation, the Code of Conduct Regulation under the EUA, or other rules under the EUA prohibiting such disclosure prevent the Company from providing the information above, the Company shall make reasonable attempts to aggregate the information by aggregating rate classes in order to comply with the applicable rules, but shall not be obligated to provide such aggregated information if

the Company does not believe such aggregation will allow the Company to comply with the applicable rules.

In the event that the service levels indicated in the Annual Service Quality Report referred to in Section 3f) of this Schedule A show deterioration to the extent that the Municipality or Municipal Service Area is materially adversely impacted, the Municipality shall contact its appropriate Company representative in an effort to remedy any identified deficiencies. If such discussions are not successful in addressing the Municipality's concerns, the Municipality shall then contact senior management of the Company to determine appropriate solutions.

SCHEDULE "B"*Extra Services*

- 1) Where the Municipality requests Extra Services, the Company will provide its applicable operations and maintenance standards for Distribution System field services.
- 2) If the Company and the Municipality agree that the Company will provide Extra Services requested by the Municipality, the Parties shall complete the information required in subparagraph 3), and subparagraph 4) shall apply in respect of such Extra Services.
- 3) In consideration for the provision of the Extra Services, the Municipality shall pay to the Company the sum of _____ (\$_____.00) which may be deducted from the franchise fee.
- 4) Annually, the Company shall provide a written report to the Municipality, outlining the actual performance of the Extra Services provided and the related costs for each service for the Municipality to assess if the performance standards have been met.
- 5) Nothing in this Agreement precludes the Company from subcontracting with the Municipality to provide all or any part of the Extra Services to the Municipality.

SCHEDULE "C"

Street Lighting

- 1) As set out in Article 11c) of this Agreement, once all street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company agrees to provide the following services for street lighting within the Municipal Service Area as part of its Core Services:
 - a) **Lights-out Patrols:** On a monthly basis, during the time period of September 15th to May 15th, the Company will conduct a "lights-out" street light patrol to identify lights that are not working. Formal street light patrols will not be conducted during the summer months; however, normal reporting and replacement procedures will be maintained.
 - b) **Lights-out:** The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks. If the reported light is not replaced or repaired within two (2) weeks, the Company will provide a two (2) month credit to the Municipality based on the rate in the Distribution Tariff for the failed lights. Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced. The Company agrees to use good faith commercially reasonable efforts to replace or repair:
 - i) failed street lights at critical locations; or
 - ii) failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical street lights will be agreed to by both Parties.
 - c) **Underground Breaks:** As a minimum, the Company will provide a temporary overhead repair within two (2) weeks of an identified or reported outage. Underground breaks identified during the summer months of April 15th to September 15th will be repaired (underground) by October 31st of the current summer construction period. A permanent repair will be made by October 31st of the next year if the outage is identified between the winter months of September 15th to April 15th.
 - d) **Street light Painting:** The Company will provide a regular street light "painting" patrol as part of its Street light inspection program. The Municipality may request that it participates in select street light inspection patrols and may review the results of the street light inspection program. Street lights that are identified as requiring immediate work through the Street light inspection program will be re-painted by October 31st of the next maintenance season.

- e) **Street light Pole Test Program:** Street lights will be tested at least every nine (9) years as part of the Company's Pole Test Program. This program will identify poles that need to be replaced and those that should be treated. This replacement and treatment work will be completed by October 31st of the next summer maintenance season.
 - f) **Street light Patrols:** The Company will include regular street light inspection patrols as part of its inspection of equipment and lines, as specified in the Alberta Electrical Utility Code.
- 2) On an annual basis, the Company will provide the Municipality with:
- i) the number of "lights-out" identified from the street light patrols;
 - ii) the number of temporary overhead repairs of street lights at year-end; and
 - iii) the number of permanent underground repairs of street lights made during the year.

Summer Village of Norglenwold

September 22, 2023

Council and Legislation

Request for Decision

Agenda Item: *Intermunicipal MPC and Intermunicipal SDAB*

Background:

This summer Administration has had a number of contentious MPC meetings and SDAB appeals. Through this process we have been working with our legal team and asking them questions about how to improve our process. One of the biggest challenges for small communities is fair and non-emotional based decision making on these boards. It can be very difficult to make hard decisions when the folks who are affected are potentially neighbours or friends.

In order to obtain sound decision making, the suggestion is to have intermunicipal boards. This could be done in a number of ways. In one of my previous postings, we had 5 hamlets in one Municipal District, and the MPC / SDAB was made up of one elected official from each community. This worked very well and would be my suggestion for an IMPC and ISDAB. Another benefit is that you have the same members sitting all the time who are used to the process and understand the bylaws, which may not be the case for some members at large.

It was the recommendation of the legal team to go a step further and ensure that a member from the municipality in question would not sit. So, for example, if the application was to Norglenwold, you would have 3 members from other municipalities sit.

The MGA is very light on rules and guidance for an MPC and in fact a municipality does not require one. There is the option to get rid of the MPC altogether. Administration did consider recommending this, but we don't feel that it would be the right way to go. Discretionary uses and variances are left to the board. When discretion is required, it makes sense to have a board separate from our office review them to ensure the transparency of administration remains intact. I believe if the MPC was removed, there would be a greater number of more costly and more time-consuming SDAB meetings.

Further to this, they let us know that in their opinion we are running the MPC meetings too much like a hearing. The more and more you run them like a hearing, the more we would need to ensure that correct hearing procedures are followed for fairness. Their notes are that an MPC meeting is just like a council

meeting where there is no presumption that anyone from the public speak. The MPC members should look at the information presented and make a decision, either in public or in camera. Written responses are requested, and the applicants may be present if they would like to. The chair may ask any questions to the applicant should they have any. Having applicants speak to the merits of the proposal and neighbours speaking against is something that is more suitable for an SDAB, which is actually a hearing.

This information was presented at the August 17th, 2023, Joint Services Committee meeting and is being brought forward to each Council for discussion and comment. Comments will be brought back to the Joint Services Committee at their next meeting.

Options for Consideration:

- 1) That Council discuss and provide comments.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and provide comments.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *AUMA Convention Resolutions*

Background:

As the Annual Alberta Municipalities' Convention approaches, Administration is providing a listing of the resolutions that will be provided at conference and a perspective on the impact to the Summer Village. There will be 24 resolutions at this year's conference for voting.

Attached Council will find the 2023 resolutions with details on each resolution.

Options for Consideration:

1. Accept as information.
2. Council discuss and provide direction to Mayor Gurevitch who will be attending.

Administrative Recommendations:

Council discuss and provide direction to Mayor Gurevitch who will be attending.

Authorities:

N/A

2023 Resolutions Book



 **Alberta
Municipalities**
Strength
In Members

Version 1: July 2023

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About Resolutions

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

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

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

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

How to participate in the Resolutions Session

The resolutions session will take place on Thursday, September 28 as part [of ABmunis 2023 Convention and Tradeshow](#). The session will follow our [Resolutions Policy](#), which outlines the process for the Resolutions Session at Convention in sections 32 to 57.

Who can speak to a resolution?

As outlined in the Resolutions Policy, elected representatives of Regular Members can speak to resolutions. In addition, upon a motion from the floor, or at the discretion of the Resolutions Chair, a representative of an Associate Member, which are municipal districts and counties, may also speak to a resolution.

How to speak to a resolution

After each resolution is introduced, and the mover has been given the chance to speak for two minutes, the Chair will call for a speaker in opposition, seeking clarification or proposing an amendment.

In person attendees wishing to speak to a resolution will be invited to go to microphones clearly marked for those wishing to speak in favour or in opposition. Those attending virtually, will be able use the Q&A function of Zoom to enter questions or comments, which will be read out by a staff member in turn.

Aside from the sponsor, a speaker cannot speak more than once on each resolution.

To be fair to everyone who wants to speak, we will turn off the microphone once a speaker's two minutes are up.

How to propose an amendment

To propose an amendment, please send it to resolutions@abmunis.ca as soon as possible ahead of the Resolutions Session.

Resolutions Book

Once the resolution session starts, those attending in person are asked to provide proposed amendments in writing to both the ABmunis staff person sitting in the audio booth at the back of the room and to the Resolutions Chair. Those attending virtually can enter amendments through the Zoom chat function.

Regardless of how you propose the amendment, please ensure you include your name, title, municipality, and the resolution title, along with the exact wording of the proposed amendment.

Note that all amendments must be moved and seconded.

How to vote

In September, registered elected officials from Regular Member municipalities will receive voting credentials from Simply Voting. Elected officials who are eligible for voting credentials can vote on all resolutions.

The email from Simply Voting will look something like this:

You are registered to vote during the ABmunis Convention, taking place September 27 to 29. Below, you will find your login credentials for the vote.

There is a test vote that is open now. Please check your credentials and cast a vote on the test question as soon as possible so that we can be sure you received your credentials.

If you need any assistance, please contact: credentials@dataonthespot.com

To vote, please visit: <https://abmunis.dotsconnect.com/>

Then enter:

Elector ID - *****

Password - *****

Or follow this link to access the ballot directly: [\(link will be included in the email\)](#)

Please note that these are only the voting credentials. Further information will be sent out by Alberta Municipalities in the coming days.

Regards,
Alberta Municipalities

When you receive this email from Simply Voting, we ask that you **complete the test vote as soon as possible** to ensure that your credentials are activated. The same login information will be used during the Board of Director elections.

Please bring to convention a laptop, phone or other device that is internet enabled. Once we get to the resolutions portion of our event, you will be asked to log in to the Simply Voting website. Once a resolution is called to vote, you will hit the “next vote” button at the top of the page to see the current resolution available to vote on. After you have cast your vote, you will receive confirmation that your vote has been counted. Once the final vote result is posted, we will move on to the next resolution.

If you have any questions about this process, please contact resolutions@abmunis.ca.

2023 RESOLUTIONS

Category B - Issues Related to Alberta Municipalities Strategic Initiatives

B1: Protection for Vulnerable Residential Tenants

Moved by: Municipality of Jasper

Seconded by: Town of Edson

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

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

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

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

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

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

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

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

BACKGROUND:

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

ALBERTA MUNICIPALITIES COMMENTS:

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

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

Moved by: City of Airdrie

Seconded by: City of Grande Prairie

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

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

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

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

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

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

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

BACKGROUND:

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

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

Presently the Province announces RAB and TRAB funding amounts in the Government's spring budget (prior to end of Q1 annually). The funding cycle for rent assistance program applicants is based on the calendar year, from January to December. This lack of alignment between the funding model and the term of the rent assistance program, means that Administrators must be cautious in accepting additional households in need of support until

¹ 1 [Dictionary, Census of Population, 2021 – Core housing need \(statcan.gc.ca\)](https://www150.statcan.gc.ca/n1/pub/92-62-001-x/2021001/article/00001-eng.htm)

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

after the budget is confirmed in the first quarter of the year to avoid oversubscribing the program. In the case that additional program budget is received, Administrators must then onboard new recipients and spend the money prior to the end of the calendar year.

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B3: Homelessness and Associated Social Needs in Rural Communities

Moved by: Town of Rocky Mountain House

Seconded by: Town of Edson

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

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

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

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

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

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

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

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

- Invest in the rural municipalities to aid in the development of affordable housing units and support those most vulnerable to the current economic and health impacts.
- Maximize the funding that can be leveraged from the Government of Canada, and increase research directed towards the prevention of homelessness among marginalized and vulnerable populations, and evidence-based intervention plans for those currently experiencing homelessness.
- Encourage the province to dedicate additional resources towards creating permanent shelter spaces in coordination with smaller communities who request it; ensuring homeless and women emergency shelters

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

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

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

- have the operating funding support they need; funding bridge housing to help transition people from shelters into supportive housing with additional supports;
- Invest in the cost-effective health and support services needed to help those with complex needs get housed and stay housed, resulting in a visible reduction in homelessness and a drastic savings in health, justice, and law enforcement costs.
- Investigation of interventions to promote resilience in different populations at risk for homelessness, including those within rural, suburban, or urban areas.

BACKGROUND:

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

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

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

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

Moved by: Town of Grimshaw

Seconded by: Town of Peace River

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

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

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

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

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

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

BACKGROUND:

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

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

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

The shelter in Peace River has 15-20 people staying there every night and this number is steadily increasing. In Peace River, when persons are released from the Peace River Correctional Center they are provided with transport into the downtown core and end up at the shelter when it is open, due to extenuating factors, which greatly

increases the number of homeless in the area. In a one-month period, there were 80 persons transported to Peace River from the Correctional Center with no repatriation or transportation plan home for them. As a result, Peace River is overwhelmed with people who need better supports that rural communities cannot currently offer. RMA passed a similar resolution earlier this year, which provides the opportunity for ABmunis and RMA to collaborate on advocating for increased access to supports for addictions, homelessness, and mental health for Albertans in municipalities large and small, urban and rural throughout Alberta.

ALBERTA MUNICIPALITIES COMMENTS:

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

B5: Supporting Long-Term Sustainability of Affordable Housing in Alberta

Moved by: City of Edmonton

Seconded by: City of Grande Prairie

WHEREAS adequate housing is a fundamental human right affirmed in international law, and is a critical element to building vibrant and inclusive communities;

WHEREAS a lack of affordable housing puts people at risk of homelessness and contributes to social disorder and places increased pressure on health and social services;

WHEREAS the Government of Alberta has a key role in ensuring housing options are available to all Albertans, and is committed to supporting greater sustainability in the affordable housing sector and ensuring that housing supports are available for Alberta's most vulnerable populations through the province's 10-year affordable housing strategy;

WHEREAS there has been an increase in provincial investments into affordable housing; however, the demands for affordable housing exceed current funding commitments;

WHEREAS increasing costs due to inflation, deferred maintenance and other requirements are pushing the limits of affordable housing operators' abilities to maintain existing supply and;

WHEREAS municipalities are committed to working together in collaboration with other orders of government, non-profit and private housing providers, Indigenous peoples and other stakeholders to help develop, manage and maintain the supply of affordable housing.

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

1. Provide increased capital and operating funds to address growing gaps in supporting affordable housing needs across Alberta and help further accelerate housing supply.
2. Amend provincial legislation to exempt all non-profit affordable housing providers from both municipal and education tax *and* establish a clear definition to indicate which properties will qualify for the exemption.

BACKGROUND:

Alberta is often described as an affordable place to live, however this affordability does not extend to all households and is not equitable across all demographic groups and income levels. For example, through the completion of local housing needs assessments, many municipalities across Alberta are identifying significant and projected growing gaps in addressing core housing needs for very-low income households and select vulnerable and marginalized populations within their communities.

In 2021, the Government of Alberta released their 10-year strategy to improve and expand affordable housing. The strategy broadly describes affordable housing as supporting "low-to-moderate income households that cannot attain housing at market rates. It also provides stability for vulnerable people who may have several barriers to accessing safe, suitable accommodations on their own (e.g., Albertans in receipt of Assured Income for the Severely Handicapped). In Alberta, affordable housing is provided by housing management bodies or private, non-profit operators to individuals and families in core housing need. To determine which households are unable to afford market housing, the Government of Alberta uses income thresholds for each region/community as identified each year by Canada Mortgage and Housing Corporation."

Available 2022 [data](#) from the Canada Mortgage and Housing Corporation shows that Alberta has the fewest number of affordable housing units per capita (with many units being rated in fair to poor condition) compared to most other

provinces across Canada. While progress has been made on supporting affordable housing development and providing increased rental supplements through recent provincial and federal investments, there are still concerns over insufficient funding to support capital maintenance and renewal of existing assets. Further actions are required to keep pace with Alberta's growing population and lagging housing investments.

Various housing management bodies, which operate most of Alberta's affordable housing units, have also shared how they have had their operating budgets decreased since 2018, and are limited in their ability to create financial reserves and explore innovative funding models which hampers their long-term planning and financial sustainability. Given growing inflationary pressures, and no new increases put towards housing management body operating agreements included in the 2023 provincial budget, many are operating with significantly less funding and having to potentially pivot limited resources away from critical reinvestments in preserving housing assets and required support programs and services.

In Alberta, property tax exemptions are governed by the *Municipal Government Act*, the *Community Organization Property Tax Exemption Regulation* and other regulations including the recently enacted *Alberta Social and Affordable Housing Accommodation Exemptions Regulation*. Existing provincial legislation specifically exempts a limited number of affordable housing properties from paying municipal and education taxes. While municipalities are enabled to exempt or cancel municipal taxes for other affordable housing properties who may not be covered by existing legislation, this does not include education tax and adds unnecessary inconsistencies and municipal red tape. Various non-profit organizations who support the delivery of affordable housing have raised challenges they face in qualifying for property tax exemptions and have echoed the need for legislative reform that is currently hindering their ability to reinvest into affordable housing.

On October 1, 2022, the Government of Alberta announced plans to take action on homelessness. The provincial [action plan](#) included the following statement about supporting Ministry initiatives, however, no action has yet been taken:

- In alignment with Stronger Foundations' Action 5.4: Introduce new programs and incentives to grow the supply of affordable housing. As part of this action, Alberta's government will explore policy and legislative changes that will provide tax exemptions and relief for more affordable housing projects, including exemption from municipal property taxes and provincial property education taxes.

During the Fall 2020 ABmunis' convention, a [resolution](#) seeking provincial support for addressing affordable housing received broad member support. While a number of the advocacy requests within this resolution still remain relevant, resolutions only have an active life of up to three years, therefore, this resolution will expire this year.

ALBERTA MUNICIPALITIES COMMENTS:

The first clause of this resolution aligns with previous ABmunis advocacy on affordable housing. With respect to the second clause, ABmunis has not taken a position on exempting non-profit affordable housing providers from paying municipal taxes. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

B6: Capital Funding Support for Housing Management Bodies

Moved by: Town of Wembley

Seconded by: Town of Sexsmith

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

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

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

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

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

BACKGROUND

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

ALBERTA MUNICIPALITIES COMMENTS:

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

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

Moved by: Town of Drayton Valley

Seconded by: City of Edmonton

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

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

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

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

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

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

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

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

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

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

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

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

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

- B. amend the definition of Peace Officer under the *Workers Compensation Act*, Part 4, section 24.2(1)(f) to include all Peace Officers appointed under section 7 of the Peace Officer Act.

BACKGROUND:

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

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

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

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

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

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

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

Peace Officers and Community Peace Officers are across Alberta providing services to protect Albertans and visitors alike. Community Peace Officers are in communities and institutions to "preserve and maintain the public peace". To that end, these dedicated Community Peace Officers can become involved in serious, traumatic, and life altering events. These events include but are not limited to physical confrontations; motor vehicle collisions where severe injury or death has occurred; transporting or assisting in the transportation of deceased people within hospitals; providing first-aid medical services such as CPR; amongst others. Duties that are consistent with "first responders" such as firefighters, paramedics, police officers, and sheriffs, which are currently being

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

covered under the Act.

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

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

Heroes’ Compensation Act

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B8: Provincial funding for Medical First Response

Moved by: City of Grande Prairie

Seconded by: City of Medicine Hat, Town of Sexsmith, and City of Wetaskiwin

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

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

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

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

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

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

WHEREAS Health Minister Jason Copping indicated that the Alberta government accepted all 53 recommendations in the Alberta EMS Provincial Advisory Committee's Final Report¹ ; and

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

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

BACKGROUND:

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

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

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

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

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

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B9: Integration of Nurse Practitioners into the Alberta Healthcare System

Moved by: Town of Wembley

Seconded by: Town of Sexsmith

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

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

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

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

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

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

BACKGROUND:

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

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

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

ABmunis' advocacy related to Nurse Practitioners started with a resolution adopted in 2015, [Promoting the Use of Nurse Practitioners within the Alberta Healthcare System](#), which called for the Government of Alberta to allocate

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

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

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

Moved by: Town of Sundre

Seconded by: Town of Olds

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

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

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

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

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

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

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

BACKGROUND:

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

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

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

“Combined laboratory and x-ray technologists play a critically important role in the diagnosis, disease prevention and public health surveillance. They are responsible for collecting, preparing and analyzing patient samples, providing general patient care and taking blood. They conduct medical laboratory tests and administer electrocardiograms. They are also responsible for general radiography exams (X-ray). Combined laboratory and x-ray technologists are responsible to perform site specific manual and

automated approved laboratory procedures, diagnostic imaging exams and related duties, following established standards and practices defined by the ACCLXT (Alberta College of Combined Laboratory and X-ray Technicians), CPSA (College of Physicians and Surgeons of Alberta) and HPA (Health Professions Act).”

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B11: Maintaining Non-Partisan Municipal Elections

Moved by: City of Brooks

Seconded by: Village of Duchess

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

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

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

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

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

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

BACKGROUND:

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B12: Inclusion of Libraries in Intermunicipal Collaboration Frameworks

Moved by: Town of Cardston

Seconded by: Town of Magrath

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

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

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

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

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

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

BACKGROUND:

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

The MGA

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

Section 708.27 of the MGA confirms that ICFs are intended:

- “a. To provide for the integrated and strategic planning, delivery and funding of intermunicipal services,*
- b. To steward scarce resources efficiently in providing local services, and*
- c. To ensure municipalities contribute funding to services that benefit their residents.”*

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

“(1) A framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.

(2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.

(3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.

(3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during a review under section 708.32, with respect to

(a) the interpretation, implementation or application of the framework, and

(b) any contravention or alleged contravention of the framework.

(4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.

(5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.”

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

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

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

The Libraries Act

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

“Municipal board

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

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

“Budget

8 (1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

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

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

"In 2018:

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

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B13: Provincial Funding for Growing Municipalities

Moved by: City of Airdrie

Seconded by: City of Leduc

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

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

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

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

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

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

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

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

BACKGROUND:

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

According to the Government of Alberta's Office of Statistics and Information population estimates 2016-2022 released in March of this year 61 Alberta municipalities recorded a growth rate of more than 10% over that time period¹. In total these municipalities welcomed 326,068 newcomers, almost 94% of the entire population increase recorded over that seven-year period.

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

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

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

B14: Provincial Lending Rates to Municipalities

Moved by: City of St. Albert

Seconded by: City of Airdrie

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

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

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

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

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

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

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

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

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

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

BACKGROUND:

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

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

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

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

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

- Ray Gibbon Drive Construction:
 - \$15,000,000.00 – 20 Year Term – 4.78% Interest
- North St. Albert Trail Construction
 - \$7,000,000.00 – 20 Year Term – 4.78% Interest
- Community Amenities Site & Lakeview Business District (RR260):
 - \$4,000,000.00 – 3 Year Term – 4.77% Interest

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

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

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

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

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

ALBERTA MUNICIPALITIES COMMENTS:

This resolution aligns with Alberta Municipalities’ existing advocacy efforts related to the 2020 resolution, “Continuation of Municipal Bonds in Alberta”, wherein members have called on the Government of Alberta to ensure a sufficient supply of low-cost infrastructure loans for local authorities. Alberta Municipalities made presentations about the interest rate differential to various ministers in early 2023 and will need to bring this issue forward again under the new government.

B15: Infrastructure Servicing and Construction Costs of School Sites

Moved by: City of Lethbridge

Seconded by: Town of Okotoks

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

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

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

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

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

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

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

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

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

BACKGROUND:

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

all costs of construction, including the servicing of school sites with the required infrastructure.

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

ALBERTA MUNICIPALITIES COMMENTS:

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

Appendix 1

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

Proposed Resolution

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

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

RATIONALE

[ASBA's 2023 provincial election advocacy priorities](#) included capital planning.

“Capital planning is a priority for school boards. Clarity on the new School Planning Program phases, and consultation on the capital planning process, would support well-informed decision making in relation to providing adequate, modern and appropriate learning spaces for our students.”

Section 53.1 of the Education Act requires school boards to enter into joint use and planning agreements (JUPAs) with municipalities under section 670.1 of the Municipal Government Act.

In April 2023, Alberta Municipal Affairs Minister extended the deadline for JUPAs to June 10, 2025.

Integrated and long-term planning and use of school sites has long been a challenge in Alberta and a priority for many school boards to address the need for new schools and spaces for students.

Changes to the reserve process in the Municipal Government Act for municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) requirements challenge both municipalities and school boards to plan for and secure adequate school sites.

At the April 4, 2023, Lethbridge City Council Meeting, submission of the following proposed resolution to the September 27-29, 2023 Alberta Municipalities Convention was approved:

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

To ensure equity in funding and provision for adequate and appropriate learning spaces for students, the government must include school boards and municipalities in any consultation on the capital planning process.

BACKGROUND

At the April 4, 2023 Lethbridge City Council Meeting, approved submission of the following proposed resolution to the September 27-29, 2023 Alberta Municipalities Convention:

“WHEREAS Section 670(1) of the Municipal Government Act requires municipalities to enter into binding agreements with school boards for the allocation of reserve land and servicing for future school sites;

WHEREAS the Alberta government’s current school site readiness checklist requires school boards to obtain letters of commitment from municipalities to provide and fund the infrastructure servicing of future school sites (water, sewer, storm water, electric and telecom connections to property lines) if the landowner or land developer is unable,

in advance of provincial allocations of capital funding for school construction;

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

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

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

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

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

WHEREAS the Province currently collects the education property tax requisition, and all education property taxes are pooled through the Alberta School Foundation Fund;

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

SOURCE: <https://agendas.lethbridge.ca/AgendaOnline/Meetings/ViewMeeting?id=3901&doctype=2>
[Education Act Section 53.1](#)
[April 2023 Deadline for School Site JUPAs Extended to 2025](#)

B16: Provincial Support for Downtowns, Business Districts and Mainstreets

Moved by: City of Edmonton

Seconded by: City of St. Albert

WHEREAS downtowns, business districts and mainstreets serve as community hubs where residents and visitors can gather to celebrate, build community, share ideas, learn, trade and innovate, and are often the first and lasting impression of municipalities;

WHEREAS downtowns, business districts and mainstreets support a municipality's ability to attract, retain and grow economic investment;

WHEREAS vibrant, attractive, welcoming, safe, and economically diverse downtowns, business districts and mainstreets support the Government of Alberta's ongoing efforts to attract new residents and economic activity to Alberta;

WHEREAS downtowns, business districts and mainstreets were, and continue to be, some of the most impacted areas stemming from the negative economic effects of COVID-19 such as the loss of residents, workers, businesses, and visitors, and the increase and concentration of social disorder;

WHEREAS municipalities require partnerships with, and support from, other orders of government to revitalize and ensure the ongoing vitality of these strategically important areas of communities throughout Alberta; and

WHEREAS the Government of Alberta has recognized the importance and prominence of downtowns, business districts and mainstreets through the release of the Calgary Office Revitalization and Expansion (CORE) and the Edmonton Metropolitan Region Economic Recovery (EMRER) reports.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta and the Government of Canada to increase their financial commitment to supporting the recovery and ongoing vitality efforts for the downtowns, business districts, and main streets of communities throughout Alberta.

BACKGROUND:

Downtowns, business districts and mainstreets are the focal point of businesses, retail, tourism, and the hospitality industry in communities of all scales.

These areas within communities throughout Alberta contribute greatly to Alberta's economy and are areas in which jobs are often concentrated. Furthermore, these areas exert a strong influence on how a community is perceived, in turn impacts the attraction of tourism, investment, workers, students, visitors, and new residents to a community.

These issues are not just big city issues but can be seen in communities throughout Alberta as the downtowns of mid-sized cities and the mainstreets of all communities have suffered from the negative economic effects stemming from COVID-19.

Alberta's municipalities and the Government of Alberta have a shared interest and responsibility to ensure these strategic areas within communities throughout Alberta can thrive and be utilized as an incentive to new residents and investment to Alberta. These areas within communities throughout Alberta have and will continue to play a critical role in our ability to attract and retain investment, grow our tourism industry, and contribute to the reputation of Alberta as a place to call home.

ALBERTA MUNICIPALITIES COMMENTS:

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

B17: Changes to the Clean Energy Improvement Program

Moved by: City of Edmonton

Seconded by: City of Lethbridge and Town of Athabasca

WHEREAS existing buildings make up a large portion of greenhouse gas emissions that are created from urban settings, and energy retrofits to existing buildings have been identified as a strategy to reduce these emissions;

WHEREAS the Government of Alberta's Act to Enable Clean Energy Improvements, SA 2018, c 6 amended the Municipal Government Act, and an associated Clean Energy Improvements Regulation, AR 212/2018, to establish the Clean Energy Improvement Program (CEIP);

WHEREAS CEIP is an alternative financing tool for residential and non-residential property owners to fund energy efficiency and renewable energy upgrades that are repaid through property taxes;

WHEREAS initiatives similar to CEIP have proven successful in numerous jurisdictions and has the potential to result in significant retrofit investments, support the creation of a thriving retrofit industry, and create thousands of private sector jobs; and

WHEREAS changes to CEIP are required to scale up and expand the program so it can reach its full potential.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to make the following changes to the Clean Energy Improvement Program (CEIP):

1. Make borrowing for CEIP eligible under the Local Authorities Capital Financing Act;
2. Allow residential building financing for multi-unit buildings, including condominiums, to be equivalent to the non-residential investment limit;
3. Increase the maximum financing limit for residential properties, which is currently set at \$50,000 or no more than double the municipal property taxes, whichever is less;
4. Increase the maximum financing limit of \$1 million for non-residential properties; and,
5. Expand eligible items to include additional clean energy and adaptation upgrades such as, but not limited to, EV Chargers, while allowing municipalities to retain the ability to choose which elements of an expanded program to offer.

BACKGROUND:

Legislation to enable a Clean Energy Improvement Program (CEIP) became effective in Alberta on January 1, 2019. This program is similar to the Property Assessed Clean Energy (PACE) programs that can be found in other cities across Canada and the United States. CEIP is administered through ABmunis and to date, nine municipalities throughout Alberta have implemented a Clean Energy Improvement Program.

The City of Edmonton's Community Energy Transition Strategy is Edmonton's plan to transition to a low carbon city by 2050. The strategy has five critical pathways for climate action, one of which is an Emission Neutral Building pathway. Existing buildings make up about 38 per cent of Edmonton's total greenhouse gas emissions.

Edmonton created a two-year pilot of the CEIP to provide low-cost financing to property owners to complete a minimum of three eligible upgrades to their buildings.

A few lessons were learned through this pilot, including:

- The benefit of low cost financing is critical for the success of CEIP and the extent to which property owners can make retrofit investments. Consideration needs to be given to making CEIP borrowing eligible under the Local Authorities Capital Financing Act as it can offer excellent rates that are transferred without markup to the applicants. Initially, CEIP was an approved borrowing reason under Alberta Capital Finance Authority

(ACFA). When ACFA was dissolved and LAC identified as the alternative source, CEIP was not an eligible borrowing purpose. This has forced municipalities to search elsewhere for program financing.

- The financing limits of \$50,000 and \$1 million for residential and non-residential buildings have proved to be too restrictive to support deep retrofits. Net Zero retrofits have typically required greater investment than the current financing limits, especially for residential buildings. Increasing the maximum financing limit may require increasing the ceiling for financing from doubling the annual municipal property tax, to tripling or disconnecting from the property tax assessment and incorporating equity or ability to repay calculations. There is an option to facilitate exceptions for increasing the non-residential ceiling above \$1 million as detailed in the regulation through approval by the Minister and by a resolution of council.
- Consumers have expressed an interest in energy efficiency upgrades that are not currently included within the program. The original eligibility list for the program was driven by the Energy Efficiency Alberta mandate to reduce greenhouse gas emissions. However, adding other technologies including those for adaptation, such as electric vehicle chargers and flood proofing is recommended and could be an opportunity to increase community climate resilience.
- The program currently considers multi-unit residential buildings as “residential” and allows only the \$50,000 maximum. Given the scale of multi-residential buildings, a financing limit similar to the non-residential buildings limit (currently \$1 million) is warranted.
- There are significant economic benefits resulting from a robust Clean Energy Improvement Program. Similar programs have proven to be very successful in other jurisdictions including the United States, resulting in billions of dollars in retrofit investment and the creation of thousands of jobs. It is estimated that since 2009, CEIP programs in the United States have had a \$21.6 billion economic impact, created 170,000 job-years, and have facilitated the completion of 325,000 projects.

There are significant economic benefits resulting from a robust Clean Energy Improvement Program. Similar programs have proven to be very successful in other jurisdictions including the United States, resulting in billions of dollars in retrofit investment and the creation of thousands of jobs. It is estimated that since 2009, CEIP programs in the United States have had a \$21.6 billion economic impact, created 170,000 job-years, and have facilitated the completion of 325,000 projects.

ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on these proposed CEIP amendments. However, ABmunis has previous resolutions advocating for additional financing options for micro-generation. This resolution also aligns with past advocacy on expanding the financing tools available to municipalities. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Sustainability and Environment Committee within the context of related priorities and positions.

2023 RESOLUTIONS

CATEGORY C – OTHER ISSUES OF POTENTIAL INTEREST TO ALBERTA MUNICIPALITIES

C1: Sustainable Community Hospice Funding Model

Moved by: Town of Rocky Mountain House

Seconded by: Town of Penhold, and City of Camrose

WHEREAS the demographics in Alberta are shifting, it is projected that over the next 25 years, the share of the population 80 years and older will increase significantly, more than doubling to as much as 7 per cent of the total Albertan population;¹

WHEREAS the Government of Alberta has communicated, “adopting the palliative approach to care when life-limiting diseases are diagnosed is an effective way of managing health care spending. It reduces the cost of delivering care, frees up acute care capacity and improves quality of life for patients with life-limiting illness and their families;”²

WHEREAS there is an increasing demand on community providers, such as non-profit hospice societies, to deliver palliative end-of-life care (PEOLC) in Alberta;

WHEREAS the ability to meet the Alberta Health Services’ accepted standard for PEOLC bed capacity is severely limited by the lack of a province-wide, sustainable funding model;

WHEREAS Alberta Health Services’ Rural Palliative Care In-Home Funding Program can only be used to cover end-of-life care received at home and cannot be utilized to cover end-of-life care provided by hospice societies in their facilities; and

WHEREAS the Government of Alberta’s Palliative End-of-Life Care Grant Fund was one-time grant funding that was not eligible for operational costs for hospice societies.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to implement a sustainable operational funding model for the provision of hospice services by community hospice societies across the province.

BACKGROUND:

There has been ongoing engagement from the Government of Alberta regarding Palliative End-of-Life Care, highlighting the importance of these supports and services to Albertans. The need to develop the capacity of these community services, especially in rural settings, is clear; the following provincial frameworks and reports are all consistent in that message:

- Government of Alberta – Advancing palliative and end-of-life care in Alberta – Palliative and End-of-Life Care Engagement Final Report November 2021
- Alberta Health Services – Palliative and End of Life Care – Alberta Provincial Framework Addendum 2021
- Alberta Health Services - Palliative and End of Life Care - Alberta Provincial Framework 2014

What remains is the question of continual operational funding for PEOLC hospice community providers.

The Government of Alberta identified the service gaps that exist for PEOLC needs in Alberta in the Advancing Palliative and End-of-Life Care in Alberta Final Report November 2021. The report included the following recommendation:

¹ <https://open.alberta.ca/dataset/90a09f08-c52c-43bd-b48a-fda5187273b9/resource/bb7c6ef6-ade5-4def-ae55-ef1fd5d4e563/download/2020-2046-alberta-population-projections.pdf>

² <https://open.alberta.ca/dataset/130eb68f-c7b5-4ab1-8a4a-ce6181c34610/resource/69c4fd85-8206-4d63-b43f-94d447c55c31/download/health-advancing-palliative-end-of-life-care-in-alberta.pdf>

“Government, AHS, and their partners, should grow and expand community-based PEOLC services via home and community care programs and facility-based continuing care... Stand-alone hospices face challenges in maintaining sustainable operational budgets and workforce.”

The Government of Alberta committed \$20 million over four years to improve PEOLC by shifting from hospital to community-based care; raising awareness of how and when to access PEOLC; developing effective caregiver supports; and establishing education, training and standards for health professionals. ³ The funds were entirely allocated as of 2022 and were not eligible for hospice societies' operational expenses.

Non-profit hospice societies who are already operating in communities and working towards expanding these important services in Alberta have been left in budget purgatory. They are actively working towards a priority identified by the Government of Alberta, but reliant on fundraising for operational funding.

Correcting the disparity between the funding available to patients who choose to receive PEOLC in-home versus in a hospice suite is an immediate solution that could address these challenges while the economic analysis of reallocating health care financial resources in accordance with the shift from hospital to community-based hospice care is completed.

Municipalities must advocate for the allocation of financial resources to these valuable supports and services provided in their communities.

ALBERTA MUNICIPALITIES COMMENTS:

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

³ <https://rmalberta.com/resolutions/20-19f-policies-for-supporting-community-hospice-associations/>

C2: Review of Vehicle Collision Reporting Damage Threshold

Moved by: City of Airdrie

Seconded by: City of St. Albert

WHEREAS the Alberta Government has mandated that all collisions with combined damage over \$2000 must be reported and that all autobody shops are required by the Alberta Government to have a damage sticker that can only be issued by a police force in order to repair the vehicle;

WHEREAS motor vehicle collisions are among the top ten calls for service to municipal police departments and the work involved in managing these collisions is extensive;

WHEREAS the cost to repair a vehicle has increased, especially newer vehicles which have complex technology and require more parts to repair; and

WHEREAS the majority of collisions occurring in the province are property damage only and most will require a damage sticker.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to engage stakeholders and review the \$2,000 collision reporting damage threshold to reflect current repair costs, while reducing red tape and administrative work for municipal police departments.

BACKGROUND:

According to Alberta Traffic Collision Statistics, out of the 95,001 collisions that occurred in our province in 2020, over 90 per cent were categorized as property damage only (PDO).¹ Due to a provincial requirement in sections 146 and 147 of the Operator Licensing and Vehicle Control Regulation under the *Traffic Safety Act*, if the combined damage to all vehicles and any property involved is over \$2,000, a collision report must be filed with police. A damage sticker will be issued which allows for repairs to be completed. With the increasingly high cost for vehicle repairs, nearly all PDO collisions will require reporting, using significant police officer and support staff resources.

A report released in March 2023 by the Insurance Bureau of Canada (IBC), outlined that due to inflation, the price of vehicle and automotive parts had increased by 13 per cent in the last two years. Cost pressures are further magnified by increases in the price and availability of labour to undertake repair work. While the cost of replacement parts for older vehicles has increased making them more expensive to repair, newer vehicles have complex technology and require more parts to repair. The cost to repair vehicles on the road today has increased dramatically over the last few years. The IBC report compares the cost to repair a Toyota RAV4 bumper on models from 2017 and 2022. The number of parts required and total cost more than doubled.²

A Collision Cost Study Update prepared for the Edmonton Capital Region Intersection Safety Partnership (CRISP) in 2018 offered estimates on the average cost of damage to vehicles in the Capital Region during the time of the study. The report concluded that the average cost of vehicle repairs in a PDO collision was \$9,130.³

At the RCMP detachment in the City of Airdrie, almost every collision results in the requirement to be reported to obtain a damage sticker. In 2022, 3,030 collisions were reported to the Airdrie RCMP detachment.

The demand for RCMP officers and support staff is significant. Officer time to review damage and issue a damage sticker so that repairs can be completed, along with support staff follow-up to photocopy statements, prepare

¹ <https://open.alberta.ca/dataset/25020446-adfb-4b57-9aaa-751d13dab72d/resource/07d4f0b8-d2e3-42ab-9eae-3d01b8291e04/download/tran-alberta-traffic-collision-statistics-2020.pdf>

² <https://www.albertaautoinsurancefacts.ca/wp-content/uploads/2023/03/Alberta-Auto-Reform-Report-March-2023.pdf>

³ https://drivetolive.ca/wp-content/uploads/2020/07/CollisionCostStudyUpdate_FinalReport.pdf

requests from law offices for collision details, assist the driver with paperwork, enter the data into two databases and manage any errors of submissions, takes a great deal of time and resources.

The amount of administrative work surrounding this reporting has led cities such as Grande Prairie, Lethbridge and Medicine Hat to direct reporting of PDO collisions and the issuing of damage stickers to a third-party collision reporting centre. A 2022 collision reporting centre pilot project in Edmonton was offered at no additional cost to police or the public. Whether reporting to a public or private entity, the \$2,000 damage threshold remains for all PDO collisions.

Other provinces have different reporting structures. For example, in Saskatchewan, British Columbia and Manitoba, only collisions involving injury, death, criminal offence, towing or an out of province vehicle, require reporting to the police. BC also requires a police report if a vehicle has sustained more than \$10,000 in damage. All of these provinces operate under a provincial insurance model.

The Province of Ontario, similar to Alberta, has legislation that requires collisions resulting in property damage of \$2,000 or more be reported immediately to an authorized peace officer.

Alberta's collision damage threshold increased from \$1,000 to \$2,000 on January 1, 2011. Prior to the change, the threshold had not changed in almost 20 years.⁴

ALBERTA MUNICIPALITIES COMMENTS:

Alberta Municipalities does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee.

⁴ <https://www.alberta.ca/release.cfm?xID=29699F51C2115-C0C6-C2B5-3131AF0A489B467C>

C3: E-Scooters and Modernizing the Alberta Traffic Safety Act for Personal Use

Moved by: The City of Calgary

Seconded by: The City of Edmonton

WHEREAS e-Scooters are now readily available for sale on the private market;

WHEREAS the Government of Alberta's *Traffic Safety Act* does not currently provide a legal framework for personal use of e-scooters beyond private property;

WHEREAS without a legal framework personal choice and freedom of mobility to meet needs and lifestyles is limited;

WHEREAS in Alberta a municipality cannot create bylaws to regulate the use of personal e-Scooters;

WHEREAS the Cities of Calgary and Edmonton have had to obtain special Alberta Transportation ministerial permissions to be allowed to authorize and regulate the use of rental e-Scooters under a pilot project;

WHEREAS if this process was replicated for dozens, or hundreds, of municipalities it would create needless red tape for both municipalities and Alberta Transportation and still not address the issue of e-Scooters for personal use; and

WHEREAS all Albertans should be able to legally use micromobility options that help connect travelers to local destinations.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to amend the Traffic Safety Act to accommodate the daily use of e-Scooters Alberta wide, for rental and personal use.

BACKGROUND:

What is micromobility?

Micromobility refers to a range of small, lightweight vehicles operating at speeds typically below 25 km/h (15 mph) and driven by users personally. Micromobility devices include bicycles, electric bicycles (e-Bikes), electric scooters (e-Scooters), electric skateboards, shared bicycle fleets, and electric pedal assisted (pedelec) bicycles. Shared e-Scooters are a great way for a resident or visitor to travel throughout a community. Since 2019, many Alberta municipalities have issued permits to companies, with the approval of the Government of Alberta through Alberta Transportation and Trade Corridors (Alberta Transportation), to provide rental access to new, safe, and sustainable methods of transportation. Users can ride a shared e-Scooter municipality-wide on bicycle lanes, pathways, empty sidewalks and roadways with lower speed limits and lower traffic volumes. E-Scooters are not permitted on busier roadways, like Macleod Trail or Gateway Boulevard. Information on the types of vehicles allowed on pathways can be found on the following site - <https://www.calgary.ca/roads/safety/bike-laws.html>

ALLOWED VEHICLES	
Bicycles – manual and electric assisted 	Skateboards – manual and electric assisted 
Scooters – manual and electric assisted 	Inline skates or Rollerblades 
Segway 	Electric Unicycle 
Hoverboards 	Mobility Devices – Wheelchairs and Scooters 

PROHIBITED VEHICLES (with examples)	
All electric motorcycles	Juiced Scrambler 
	CSC City Slicker 
	Vespa Style Scooter or genZe Scooter 
Any gas powered vehicle	Gas Assisted Bicycles and Scooters 

Despite the type of vehicle being used, ALL users must obey a maximum speed of 20km/hr, or posted speed limit.

Benefits of shared micromobility programs

Data from other North American cities have demonstrated a wide range of benefits of shared micromobility programs including:

- Filling in the gap for the vital first/last mile by encouraging people to walk, cycle and take public transit more often.
- Saving time on short trips.
- Providing access to various transportation options for all demographics.
- Improving people's physical health by providing transportation options that encourage citizens to be more physically active.

Personal e-Scooter use not allowed in Alberta

Currently, personal e-Scooters are not allowed to operate on public sidewalks or roadways as they do not have provincial approval to operate beyond private property. For a private citizen to operate their own e-Scooter legally on a municipal roadway or sidewalk, they would also require a provincial exemption. No municipality has the authority to issue a vehicle exemption for public roadways. For personal e-Scooters, the devices do not have the same level of device regulation as shared e-Scooters, and many can travel at speeds over 50 km/h. Municipalities also do not have the authority to regulate what is sold online or in stores. If the Government of Alberta were to allow for personal e-Scooters on roadways, the City of Calgary would currently recommend that personal e-Scooters be treated the same as bicycles and travel on roadways, bike lanes and pathways.

Personal e-Scooters are a growing regulatory gap that the Government of Alberta needs to address and allow for it.

Shared E-Scooter Operations and Restrictions

Shared e-Scooters have a number of restrictions on them to receive an exemption from the Government of Alberta including restrictions of top speed (maximum of 20 km/hour), insurance requirements (which in the case of Calgary is \$10 million in Corporate General Liability Insurance), reporting requirements and geofenced areas that the

devices slow down and/or cannot operate in. Currently, shared e-Scooters are allowed to operate on roads without lane markings (lower volume roadways), bike lanes, pathways, and sidewalks (as long as they do not interfere with pedestrians).

E-Scooter and Micro-mobility in Alberta

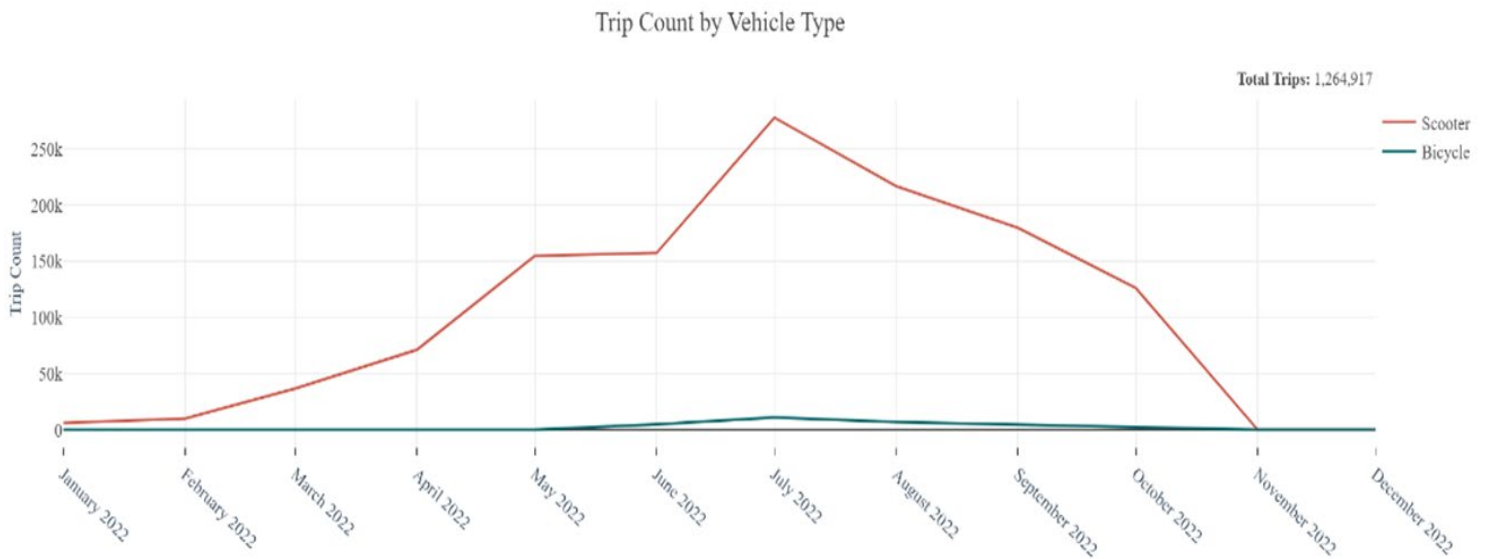
Alberta's municipalities currently do not have the authority to create their own bylaws that allow for and regulate the operations of e-Scooters on sidewalks or roadways within our communities. The Government of Alberta through Alberta Transportation and the *Traffic Safety Act* has jurisdiction over what types of vehicles are allowed on roadways, cycle tracks and sidewalks within a municipality. Under the current provincial law, motorized scooters (both electric and gas powered) are considered prohibited miniature vehicles. Alberta Transportation can authorize exemptions and allow their use under the *Traffic Safety Act*, and it is this legislated procedure municipalities that wish to undertake an e-Scooter pilot program must comply with.

In 2018, the City of Calgary and the City of Edmonton received permission and permits from the Government of Alberta to be able to conduct pilot projects in 2019 (and subsequently 2021, 2022 and 2023) that allowed e-Scooter and e-Bike companies to operate within these municipalities, such as Bird, Spin and Lime, in Edmonton and Neuron and Bird in Calgary. Once permission was granted by Alberta Transportation, municipal administrations were able to author bylaws that further regulated the approved shared e-Scooters. For example, the City of Calgary updated its Traffic, Streets, Stephen Avenue and Parks and Pathways Bylaws through the course of their shared e-Scooter and e-Bike pilot and the City of Edmonton updated their Traffic Bylaw, including specifically prohibiting e-scooters riding on sidewalks, through the course of their pilot.

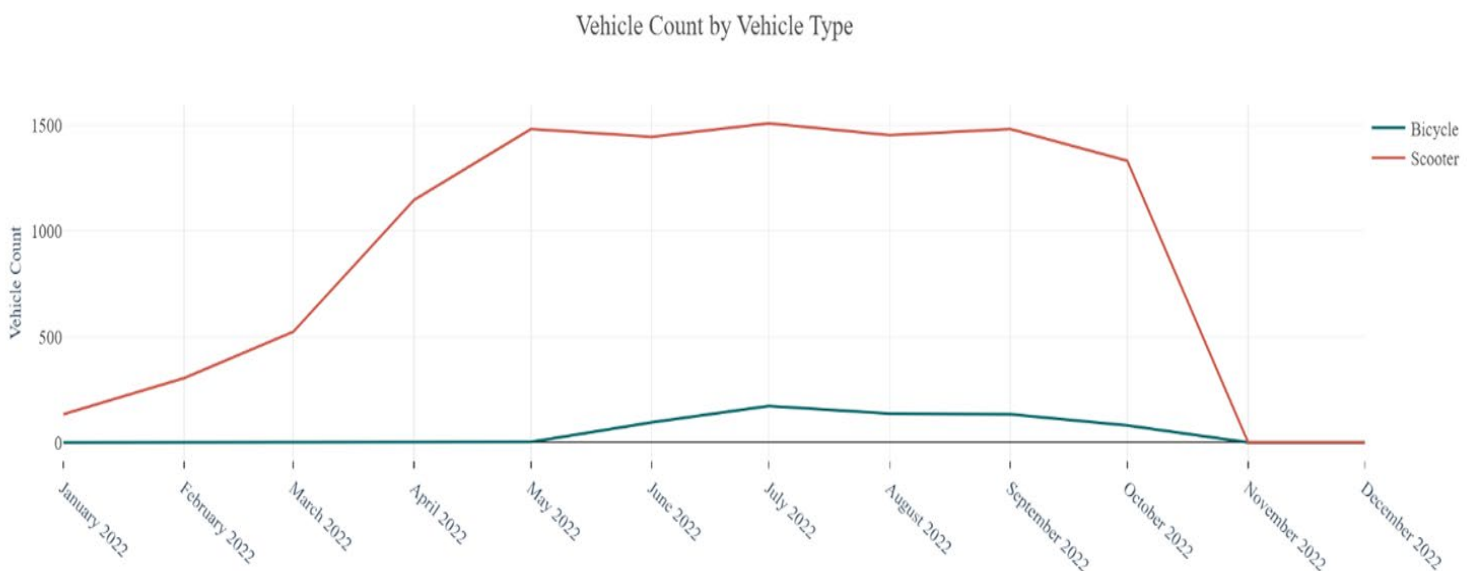
The Calgary and Edmonton 2019 e-Scooter pilots were successful and subsequently in 2021, 2022 and in 2023 more of Alberta's municipalities applied to Alberta Transportation for their own e-Scooter pilots. In 2023, authorized e-Scooter pilot projects are in effect in the cities of Calgary, Edmonton, Red Deer, Lethbridge, Airdrie, Medicine Hat, St. Albert, Leduc and in the towns of Okotoks, Cochrane, Lacombe, and Blackfalds, among others. With Alberta having 344 municipalities, municipal e-Scooter and e-Bike pilot programs becoming more common province-wide, and successful e-Scooter pilot programs transitioning to permanent programs, Alberta Transportation should reduce the burden of red tape on itself and municipalities by formalizing shared e-Scooter use and personal e-Scooter use within the *Traffic Safety Act* and permitting municipalities to draft their own bylaws to regulate the use and operations of e-Scooter within their municipality.

Resolutions Book

City of Calgary 2022 Micromobility Trip data.



City of Calgary 2022 Micromobility Operators fleet numbers.



ALBERTA MUNICIPALITIES COMMENTS:

Alberta Municipalities does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee.

C4: Use of Golf Carts on Designated Municipal Roads

Moved by: Summer Village of Half Moon Bay

Seconded by: Village of Delburne

WHEREAS a number of ABmunis members, primarily from smaller communities, have expressed support for the use of golf carts on certain designated municipal roads as an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity;

WHEREAS as the result of a Saskatchewan Urban Municipalities Association (SUMA) member resolution, the Saskatchewan Traffic Safety Act has been updated to allow people to drive golf carts on certain municipal roads. As of May 2023, Saskatchewan municipalities have the ability to allow golf carts to be used on public roads if their municipality passes a bylaw, subject to certain limitations and Saskatchewan Government Insurance (the “Administrator”) approval;

WHEREAS British Columbia and Ontario have implemented pilot projects to determine how to best integrate the safe use of golf cart in municipalities. The municipalities involved in the pilot projects must pass a by-law to permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities;

WHEREAS the operation of golf carts on Alberta municipal roads would be governed by changes to the Traffic Safety Act of Alberta and should be enabled through a municipality specific bylaw. Off Highway Vehicles already enjoy this type of flexibility through the Alberta Traffic Safety Act 120(4)(b) where the council of a municipality may, by bylaw, authorize or issue a permit authorizing persons to drive off-highway vehicles along certain roads that are under their direct control and management; and

WHEREAS the use of micro-mobility battery-powered scooters on roads is a good example of where municipality specific bylaws have been successfully created in coordination with amendments to Alberta provincial regulations to allow for the safe use electric scooters.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality.

BACKGROUND:

The requested action should have a high priority. Many jurisdictions across Canada already see the benefit of having an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity and golf carts can provide this. Properly position, these changes could also form part of a bigger strategy on aging population, mobility, and declining rural populations.

Currently, golf carts are classified as a prohibited miniature vehicle, which also includes personal transporter, pocket bikes, go carts, electric scooters and golf carts. These vehicles are motor vehicles as defined in the Traffic Safety Act; however, they also meet the definition of “miniature vehicles” which are prohibited from use on roads. With the rise of a micro-mobility revolution to deliver low- carbon, cost- effective, ability-inclusive means for alternative transportation, changes are required to the prohibited miniature vehicle classification. Golf Carts and electric scooters should be removed from this classification and provided with rules and regulations that would allow for their safe operation on municipal roads.

Saskatchewan

As of May 2023, Saskatchewan municipalities now have the ability to allow golf carts to be used on public roads for more than just getting to and from the course. SGI has updated a policy that will allow people to drive golf carts on certain municipal roads, if their municipality passes a by-law, subject to certain limitations and SGI approval. This change in regulations is the result of a member resolution at their recent annual convention of the Saskatchewan Urban Municipalities Association (SUMA). The resolution called for change, stating, "many SUMA members, primarily from smaller communities and resort villages, have expressed support for ability-inclusive, cost-effective, safe, environmentally-aware transportation alternatives that enhance community connectivity and reduce parking congestion in public gathering spaces."

In response to that resolution, the Saskatchewan Government stated that, "Our government has listened to our municipal stakeholders and asked SGI to make these common-sense changes that balance safety considerations with meeting the needs of our communities," Minister Responsible for SGI Don Morgan said.

"Expanding the use of golf carts within our resort village will allow golf carts to operate as vehicles on municipal roadways subject to numerous safety requirements," Resort Village of Shields Mayor Angie Larson said. "This will improve the quality of life for our community."

British Columbia

A new pilot project will now allow golf carts to operate on certain local roads in Chase and in Qualicum Beach, providing drivers with more transportation options, Premier Christy Clark announced today.

"This change makes it easier for people, particularly seniors, to stay engaged in their community and access the services that make their lives better," said Premier Clark. "By allowing these lower emission vehicles on local streets, we are connecting British Columbians with their families and friends and improving not only their health but the quality of their lives."

"This innovative pilot project will provide British Columbians with more transportation choices," said MLA for Parksville-Qualicum Michelle Stillwell. "Qualicum Beach is a great location to trial the program, keeping people, especially seniors connected with their family, friends and community."

"We have heard from residents that they would like additional options to use alternative and environmentally friendly vehicles," said Qualicum Beach Mayor Teunis Westbroek. "Golf carts will give our town more ways to get around and we are thrilled to be part of this pilot project as I believe it is appropriate in our community."

The golf carts will need to meet detailed operating conditions and vehicle specifications such as only driving on municipal roads with a maximum speed of 30 km/h during daylight hours. The golf cart must be registered and insured and be equipped with seat belts, a horn, lights, signals, and a rear-view mirror. Drivers will need to have a valid driver's license.

Ontario

Ontario has created a ten-year pilot framework for permitting the use of golf carts on-road; referred to as 'golf cars' in regulations. On June 3, 2020, the Ontario Ministry of Transportation introduced this new pilot project in order to examine golf cart's ability to safely integrate with other vehicle types and determine whether existing rules of the road are adequate. The pilot project operates under Ontario Regulation 407/21 Pilot Project – Golf Cars sets out the broad regulatory framework to allow golf cars on roads on Pelee Island and in Huron-Kinloss and includes operator and vehicle requirements.

The province established the broad regulatory framework for golf carts that include a number of vehicle and operating requirements that must be met. The municipalities involved in the pilot project must pass a by-law to permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities. Municipalities are in the best position to determine the needs of their communities.

Electric Scooters

Micro-mobility companies Lime, Neuron and Bird Canada offer rentable, battery-powered scooters after Alberta's provincial regulations were amended to allow for their use. Like other forms of motorized transportation, scooters are subject to laws governing safe usage. But those laws can vary. A great example of how municipalities can decide what is best for them, in Calgary scooter users can ride on sidewalks but not on roads and in Edmonton, it is the opposite: Riders are prohibited from sidewalks but allowed on roads with speed limits of 50 km/h or less. Both cities permit scooters on paved pathways and in bike lanes. It is notable that these rules specifically apply to rented scooters.

Municipalities in Alberta already have some flexibility in determining road safety rules under the Alberta Traffic Safety Act and this flexibility should be extended to the use of golf carts. Example, Alberta Traffic Safety Act 120(5) A [municipal] permit, order or bylaw issued or made under this section may do one or more of the following: (a) prescribe terms and conditions, or either of them, under which an off-highway vehicle may be operated on a highway; (b) prescribe the maximum speed limits, not to exceed the maximum speed limits prescribed for vehicles under this Act, that are applicable to an off-highway vehicle; (c) prescribe the minimum speed limits that are applicable to off-highway vehicles; (d) prescribe routes to be used by off-highway vehicles.

ALBERTA MUNICIPALITIES COMMENTS:

Alberta Municipalities does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Infrastructure Committee. The Small Communities Committee would also be asked for input on the approach to advocating for the requested legislative change.

C5: Access to Mobile Wireless (Cellular) Services

Moved by: Alberta Municipalities Board of Directors

Seconded by: N/A

WHEREAS Albertans rely on mobile wireless (cellular) services to conduct business activities, for personal use, and in emergency situations;

WHEREAS the Telecommunications Act affirms that the Canadian telecommunications policy has an objective “to render reliable and affordable telecommunications services of high quality accessible to Canadians in both urban and rural regions in all regions of Canada”;

WHEREAS the Canadian Radio-television and Telecommunications Commission (CRTC) made access to mobile wireless voice and internet services part of a nation-wide service objective for telecommunications services in 2016;

WHEREAS the CRTC has a target of 100% of all Canadian households having access to the latest generally deployed mobile wireless technology (currently defined as long-term evolution [LTE]) by December 2026; and

WHEREAS despite CRTC reporting that more than 99% of all Albertans have access to cellular services, many Albertans outside of major urban centres do not have access to reliable cellular network coverage; and

WHEREAS access to landlines and high-speed internet is challenging in rural and remote areas which further increases the importance of reliable mobile wireless (cellular) services;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities engage the Canadian Radio-television and Telecommunications Commission to address the lack of reliable cellular network coverage for mobile wireless (cellular) service.

BACKGROUND:

This resolution was adopted at the Rural Municipalities of Alberta (RMA) Spring 2023 Conference. Alberta Municipalities Board recognizes that many of our members also experience challenges with access to wireless internet and there is an opportunity for ABmunis and RMA to collaborate in advocating for improved coverage.

There are several telecommunications providers offering mobile wireless voice and internet services. Despite telecommunications providers offering services, there are areas throughout the province that do not have reliable cellular network coverage.

The lack of reliable cellular network coverage is experienced by residents and businesses in remote municipalities that are at a distance from the higher populated urban centers.

Residents and business owners alike have raised concerns about their ability to operate their businesses due to challenges with telecommunications. Today many residents and businesses in rural Alberta are not being serviced by landlines or being refused service. Therefore, reliance on mobile wireless (cellular) services becomes their only option. However, when a business must rely on high spots on the property to receive and send cellular calls it makes it difficult for business owners to operate and grow their business.

Even more importantly, emergency situations require reliable cellular network coverage. Rural and remote areas are at risk of emergency situations becoming critical when there is no access to 911.

The CRTC provides reports on “Major Roads With & Without LTE Services” that support cellular networks. Most major roads in Alberta are identified by the CRTC as having LTE service. However, the data does not accurately reflect the reliability of the service. For example, Highway 18 is marked as having LTE service, however there is a

location between Barrhead and Westlock with no cellular access or a dead spot. The same is true on Highway 33 between areas heading west to Swan Hills and south to Edmonton (marked in yellow on map below).

Source: https://crtc.gc.ca/cartovista/RoadsWithAndWithoutLTE_En/index.html

CRT also reports on “LTE Service Coverage Areas.” The area encompassing the County of Barrhead is shown as fully covered by two facility-based networks, however there are several areas within the County of Barrhead that are three-digit highways and local roads that do not have reliable coverage and experience dead spots. According to the map, the Village of Heisler also does not have LTE service along Highway 855. These dead spots occur from no coverage by service providers, no cellular signal or lack of towers.

Source: https://crtc.gc.ca/cartovista/LTEProviderCountYE2019_EN/index.html

CRTC reports do not reflect the reality on the ground in rural and remote Alberta with respect to mobile wireless (cellular) services. As a result, the lack of attention and investment leaves rural Alberta underserved which limits economic growth from many perspectives and potentially increases risk to life and property by negatively impacting emergency response.

ALBERTA MUNICIPALITIES COMMENTS:

Alberta Municipalities has no active resolutions directly related to this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Small Communities Committee. The Infrastructure Committee would also be asked for input on the approach to advocating for the requested policy change. ABmunis would also seek opportunities for joint advocacy with RMA.

C6: Capital Budget Disclosures Negatively Impacting Procurement Processes

Moved by: Town of Okotoks

Seconded by: City of Airdrie

WHEREAS Part 8 of the Municipal Government Act (MGA) outlines the framework local councils and administrations must operate within when managing the finances of a municipality;

WHEREAS municipalities must follow specific requirements regarding budgets, borrowing, investing, corporate planning and financial reporting, and off-site levy requirements, and that same information and deliberations must be provided to the public;

WHEREAS the procurement and tendering process is a regimented and highly competitive process;

WHEREAS the costing and phasing of municipal project details provided as part of municipal budgets negatively impacts the results of open, competitive procurement processes; and

WHEREAS inflation, shortages of skilled trades and supplies have increased the pressures in budgeting and procurement processes.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for amendments to Part 8 of the *MGA* to provide that detailed phasing and costing of projects are protected information from disclosure in public budget documents and off-site levy bylaw requirements until after those projects have been awarded under the applicable procurement process.

BACKGROUND:

Section 283.1 of the *MGA* states that each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years and respecting its anticipated capital property additions over a period of at least the next five financial years. A municipality may only authorize expenditures that are included in the budget, are for an emergency, are legally required or are otherwise authorized by council.

Municipal operating and capital budgets are one of the most important policy decisions of council. The budget determines the programs and services that the municipality will provide to residents. The inability to keep phasing and design information for municipal projects protected until the procurement process is complete affects all municipalities across the Province. Escalating costs due to inflation, materials, skilled trades, and suppliers has magnified the negative impact of being unable to negotiate or award projects on a level playing field. Companies or firms submitting bids or tenders for municipal procurements have detailed financial information that no other private company or individual would be subject to divulging. To protect taxpayers, this amendment should be prioritized as these financial impacts will increase and be experienced on all local government projects.

Recent tendering results submitted to the Town of Okotoks have highlighted the trend for submissions to exactly match detailed budget documents contained in off-site levy and budget approval documents.

ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Municipal Governance Committee within the context of related priorities and positions.

C7: Trade Agreement Impacts on Municipal Procurement Processes

Moved by: Regional Municipality of Wood Buffalo

Seconded by: Lac La Biche County

WHEREAS the New West Partnership Trade Agreement (“NWPTA”) is an accord between the Governments of British Columbia, Alberta, Saskatchewan and Manitoba (“Western Provinces”) to create a barrier-free, interprovincial market;

WHEREAS the NWPTA is restrictive as it relates to the procurement process and limits the opportunities or options for local sourcing by municipalities in the western provinces to the posting thresholds, which are less than the posting thresholds in the Canadian Free Trade Agreement (“CFTA”);

WHEREAS that discrepancy in the thresholds creates an advantage for public bodies and contractors outside of the western provinces to be detriment of municipalities and contracts within the western provinces; and

WHEREAS local sourcing could be beneficial for a number of municipalities in Alberta as they would be supporting their own local economy.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the provincial government to abolish the NWPTA, as it would permit greater opportunities for local sourcing.

BACKGROUND:

Municipalities in Alberta would benefit from a shift to procurement processes that allow for local businesses to be given priority. Domestic trade agreements, such as the CFTA and the NWPTA, which are negotiated at the federal and provincial levels of government, do not currently allow for such provisions.

One option for Alberta Municipalities is to lobby on behalf of all its member municipalities with a focus on dissolving one of the domestic trade agreements, being the NWPTA, which applies only to western provinces. While it is true that the NWPTA served a valuable purpose in promoting trade liberalization in the western provinces prior to the introduction of the CFTA in 2017, the NWPTA applies only to the western provinces, whereas the CFTA applies to the federal government and all provinces in Canada. Considering the introduction of the CFTA, a case can be made that the NWPTA continues to exist in a way that disadvantages the western provinces.

For example, the thresholds in the CFTA are tied to inflation and increase over time, while the thresholds in the NWPTA do not. Further, the CFTA has higher thresholds than the NWPTA, meaning the threshold for single-source or sole source procurements is higher for non-western provinces. Under the NWPTA, western provinces are restricted to a threshold of \$75,000 for goods and services and \$200,000 for construction, while other provinces can take advantage of the higher thresholds in the CFTA of \$121,200 for goods and services and \$302,900 for construction. This ultimately allows non-western provinces local preference policies for procurements up to \$121,200 for goods and services and \$302,900 for construction, while western provinces are limited to \$75,000 for goods and services and \$200,000 for construction.

Additionally, while the foundational concepts contained in the CFTA and NWPTA are similar, the agreements do contain some different exceptions for when single-sourcing or sole sourcing is permitted. This results in more opportunities for non-western provinces to engage in single-source or sole-source procurements than there are for western provinces.

When non-western provinces extend more sole sourcing opportunities to their own local contractors, contractors from the western provinces bidding on work in other regions of Canada may have fewer opportunities than are afforded to contractors from these other regions of bidding on work within the western provinces, which are bound by the more restrictive terms of the NWPTA.

As the NWPTA is negotiated at the provincial government level, Alberta Municipalities, which represents numerous Alberta municipalities, is a natural conduit to lobby the provincial government for support in this initiative.

ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of related priorities and positions.

2023 RESOLUTIONS

CATEGORY E - EMERGENT RESOLUTIONS

About Emergent Resolutions

Criteria

The criteria for an emergent resolution, as set in section 16 the [Resolutions Policy](#), are that it **must**:

- a. Deal with an issue of concern to Alberta municipalities which has arisen after the resolution deadline, or just prior to the resolution deadline, such that Members could not submit it as a resolution in time;
- b. Have a critical aspect that needs to be addressed before the next Convention; and
- c. Comply with the guidelines for resolutions set out in the policy.

Submission

If your municipality is considering an emergent resolution, please contact resolutions@abmunis.ca as soon as possible. ABmunis administration can help your municipality determine if the proposed resolution may meet the criteria and help your municipality work through the submission process. Any proposed emergent resolutions will be reviewed by either Alberta Municipalities Board or Executive Committee, depending on timing, to determine if they meet the criteria and can go forward for consideration at the 2022 Convention.

Seconding

The policy also stipulates that, if the Alberta Municipalities Board or Executive Committee determines the resolution meets the criteria of an emergent resolution, the Board will second the resolution.

Notification

Should Alberta Municipalities receive emergent resolutions, an updated version of this Resolutions Book will be distributed to Members through email and The Weekly newsletter.

More Information

For more information on emergent resolutions, see sections 15 through 22 of the [Resolutions Policy](#) or contact resolutions@abmunis.ca.

E1: Enhancing Amusement Ride Safety

Moved by: Town of Stony Plain

Seconded by: Alberta Municipalities Board of Directors

WHEREAS Alberta municipalities provide safe and healthy community spaces, events, and programs for residents and visitors to gather and celebrate;

WHEREAS Amusement rides offer an exciting and fun feature to many permanent and temporary festivals and events throughout Alberta;

WHEREAS Alberta municipalities seek to mitigate residents' and visitors' exposure to harm and injury associated with the operation of amusement rides in their community;

WHEREAS the Government of Alberta administers the *Safety Codes Act*, which includes the development, interpretation, and enforcement of safety standards for amusement rides;

WHEREAS the Alberta Elevating Devices and Amusement Rides Safety Association provides independent oversight to the installation and ongoing safety compliance of elevating devices, amusement rides, and passenger ropeways throughout Alberta; and

WHEREAS recent incidents involving members of the public on amusement rides in Alberta warrant a review of the safety standards and industry compliance.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to conduct a review of the codes and standards that govern amusement rides to ensure members of the public can enjoy the safe operation of these experiences.

BACKGROUND:

The Town of Stony Plain is requesting this emergent resolution be considered as a result of recent incidents that occurred in Stony Plain during a community event. In June 2023, two separate incidents occurred where amusement rides caused injuries to eventgoers, requiring an immediate call for inspection of the amusement rides, and resulting in the cancellation of the midway for the remainder of the event. Following these incidents, other Alberta municipalities with amusement ride providers participating in community celebrations have proactively requested onsite ride inspections to ensure the safety of eventgoers.

Amusement rides in Alberta must operate based on Canadian standards and regulations adopted under the *Alberta Safety Codes Act*. The *Safety Codes Act* outlines that amusement rides are inspected for compliance with the standards and regulations based on the following frequency:

- All amusement rides are reviewed for compliance at least once a year; and
- Portable rides must be inspected at the first set up in Alberta each year.¹

The amusement ride provider involved in the incidents in Stony Plain received their required inspection at their first setup in Alberta for 2023 before hosting the midway in Stony Plain. Based on the incident in June, consideration should be given to conducting further inspections beyond the first setup.

While incidents involving amusement rides in Alberta are rare, the impact can be life-threatening. A 2010 incident at the Calgary Stampede resulted in enhancements to the regulations and oversight of the amusement ride providers².

¹ <https://open.alberta.ca/dataset/ddf68cc1-a702-4bc0-b867-f834194dd877/resource/5887fd61-c82a-42c3-a34f-4d764b16fb10/download/ar-2011-001frequencyofcompliance-monitoring.pdf>

² <https://www.alberta.ca/release.cfm?xID=30120E8777162-CD2D-2AF8-5615FA043A170717>

These recent incidents in Stony Plain warrant a further review of the *Safety Codes Act* standards and consideration of improved oversight, compliance, and enforcement.

The Town of Stony Plain has been in communication with Alberta Elevating Devices and Amusement Rides Safety Association to clarify their role and consider opportunities to mitigate the occurrence of these incidents. Additionally, Alberta Recreation & Parks Association has been contacted by the Town of Stony Plain to request support for this resolution prior to or during their upcoming AGM in the fall of 2023.

Ensuring safe and healthy communities is a cornerstone role for Alberta municipalities. Our direct and strong relationship with the Government of Alberta provides an opportunity to respond to these incidents productively, seek improvements in regulations, strengthen industry partners, and allow for continued positive community events and celebrations.

ALBERTA MUNICIPALITIES COMMENTS:

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the standing committee within the context of related priorities and positions.



Alberta Municipalities

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Summer Village of Norglenwold

September 22, 2023

Council and Legislation

Request for Decision

Agenda Item: *Tendering and Procurement Policy*

Background:

Administration has been working with the Joint Services Committee (JSC) on a Tendering and Procurement Policy for the Summer Villages. This will set a standard for any funds spent by administration, particularly on capital projects. The JSC worked out the details regarding the spending thresholds set out in section 11. This gives clear direction to administration and also an understanding to any current or future Council members on our process for spending.

Administration is now requesting each Council adopt the policy by resolution.

Options for Consideration:

- 1) That Council Make a motion to adopt the policy by resolution.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Policy Title:	Date approved by	Resolution No:
Procurement & Expenditures		

Purpose and Scope:

Purpose: To outline the Summer Villages on Sylvan Lake policy regarding expenditures and procurement of good and services. This policy will be used to direct the purchasing process and facilitate appropriate control of expenditures for the Summer Villages.

Scope: This policy covers procurement & expenditures for all facets of the Summer Villages operations and capital budgets.

Objective: The objectives of this policy are:

- To establish the framework by which purchasing of goods and services is undertaken by the Summer Villages in accordance with related legislation and agreements.
- To guide the bidding and tendering process for the Summer Villages.
- To express the values to be considered in the purchasing process.
- To establish the authority of the Summer Villages procurement procedures as the guiding document for the procurement process.

General Policy

1. This Policy authorizes and requires the Chief Administrative Officer (CAO), or his/her designate to:
 - a) procure by purchase, rental, or lease the necessary quantity and quality of goods and services in an efficient and cost-effective manner;
 - b) encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;
 - c) maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this policy; and
 - d) conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments.

2. Dollar amounts specified in this policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.
3. Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial, and Municipal laws.
4. Documentation of each purchase process will be retained on file for future reference for a minimum period after completion of the project of one (1) year.
5. Tenders, proposals, quotations, expressions of interests, and pre-qualifications received later than the specified deadline shall not be accepted by the Village.
6. Without prior approval by Council, no tender, proposal, or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Villages or against whom the Villages has a claim or instituted a legal proceeding.
7. No purchases shall be made by the Villages for the personal use of an individual employee, elected official, or any member of a committee, board or commission. Council may authorize Village programs which allow for certain purchases to be made for all employees or elected officials.
8. The CAO shall set limits for the signing authority of his/her designate.
9. When two (2) or more Villages are involved in a special project, the Joint Services Committee will make recommendations to the respective Councils, who has final approval.

10.0 Responsibilities & Authority

- 10.1 Budget and project scope approval by Council of expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved purchasing parameters, provided such purchases are made in accordance with this policy.
- 10.2 Where expenditure estimates approved in the budget have been subject to quotations which are subsequently quoted at an amount substantially greater than the estimated expenditure for that item or project, administration will submit a request for decision, to Council for approval of the expenditure.
- 10.3 Employees shall be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or

otherwise. Employees must therefore disclose any potential conflict of interest and remove himself/herself from the procurement process. Should the CAO have a potential conflict of interest, the award must be authorized by Council.

10.4 If a matter arises which, in the opinion of the CAO, or his/her designate:

- a) Is considered to be of an urgent or time-sensitive nature;
- b) Which could affect the health and well-being of the residents of the Villages on Sylvan Lake;
- c) If a state of emergency is declared; or
- d) If so advised by a Provincial ministry,

the requirements of this policy may be waived by the CAO, or his/her designate.

10.5 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company, or entity to which any purchase or contract is or might be awarded, any rebate, gift, money, or anything of value, except where given for the use and benefit of the Village.

10.6 Where any purchases of goods and/or services has been authorized under this policy, the CAO, or his/her designate, may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budgeted amount for that purchase.

11.0 Purchasing Parameters

The purchasing process shall vary depending on the costs as follows:

	Dollar Value	Process required
Level 1	\$0 - \$3,000	Sole source purchases at discretion of CAO
Level 2	\$3,000 - \$10,000	Written quotations from at least 2 vendors where possible
Level 3	\$10,000 - \$75,000	Written Request for Quotes or Request for Proposal from 3 vendors where possible
Level 4	\$75,000 +	Open procurement process advertised nationally on Alberta Purchasing Connection, unless otherwise directed by Council

Regardless of purchase amount, *best value* for money principles must be observed in all purchases carried out on behalf of the Summer Villages.

“Best Value” means the optimized combination of price, technical merit, quality, and sustainability as determined by the Summer Village administration. Best value meets the Summer Village expectations and informs the evaluation and negotiation to arrive at an acceptable basis for a purchase.

11.1 Exceptions to the Procurement Process:

The requirements for a public procurement may not apply to the purchase of the following:

- a) Utility Contracts (water, sewer, power, natural gas, telephone, and internet)
- b) Contracts or agreements pertaining to employee compensation, reimbursements, training, education, memberships, etc.,
- c) Travel expenses
- d) Advertising services
- e) Any items that by their very nature do not lend themselves to a public tender.

11.2 Sole source purchases above \$3,000 may be used when there is only one available supplier of a specific good or service that meets the needs of the Village. Negotiation tactics will be applied to complete the terms of conditions of the purchase to achieve the best value for the Village.

11.3 For purchases of construction costing more than \$50,000, a formal tender, or request for proposal will take place. After the evaluation process is completed by Administration, Administration will submit a request for decision with its recommendations to Council for approval. Upon successful selection of a proponent, a motion along with the proponent's name and bid price will be entered into the Council's meeting minutes.

12.0 Tender/Proposal Procedure & Evaluation

12.1 The following criteria, among others detailed in the tender/proposal document, will be considered in the selection process:

- a) Qualifications and expertise;
- b) Past performance and reference checks;
- c) Proof of current insurance, WCB, COR or Secor, and any other certifications that are required on a project-by-project basis;
- d) Project methodology;
- e) Service deliverable timeline;
- f) Compliance and completeness of submitted tender or proposal; and
- g) Bid/unit rate.

- 12.2 The Village reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Village also reserves the right to accept a tender other than the lowest bid.
- 12.3 By submitting a bid with a disclaimer included with all tender documents, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the Village or their immediate families which might in any way be seen by the municipalities to create a conflict or pecuniary interest except as disclosed.
- 12.4 Performance security may be required to ensure the successful completion of a large contract by a supplier in the form of a performance bond which will equal ten (10%) percent of the total contract price, excluding applicable taxes.

13.0 Contract/Tender Administration

- 13.1 Tenders or proposals prepared for the Village by outside consultants will be subject to review and approval by the CAO, or his/her designate, prior to issuing.
- 13.2 It shall be the duty of Administration to enforce any terms, conditions, and specifications from the award of any contract resulting from the purchasing process.
- 13.3 The successful Bidder will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Village.
- 13.4 The CAO, or his/her designate, will notify the contractor or service provider of improper conduct or performance of the contractor or service provider while services are being performed and identify the expectation for improvement. Further misconduct or poor performance will lead to termination of services and will not be considered in future bids.

14.0 Emergency Purchases

An emergency purchase occurs when an unforeseen situation presents itself which requires serious and immediate attention which may not be reasonably met by any other procedure and includes the following limitation:

- a) A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Summer Villages, residents, public property, private property, the environment or endanger the health of the public.

- b) Interim contractual arrangements following the abandonment or breach of a contract; or the receipt of unacceptable bids.

Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority with a copy to the CAO.

15.0 Policy Review

This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

Signed and Approved on this _____ day of _____, 2023

Mayor

Administrator

Summer Village of Norglenwold

Public Works

Request for Decision

Agenda Item: *Approval for extra waste bin*

Background:

Back in early September 2023, there have been two homeowners requesting an extra waste bin. With the new waste contract, each homeowner only gets 1 waste bin and 1 recycle bin. Some of these properties with larger yards and extra guest houses, it would be difficult to manage the waste with only one bin. This does not provide an effective level of service for the residents. The extra cost would be entirely on the homeowner and they would be responsible to pay for an extra utility bill for the waste pick up. The costs involved would be determined and communicated with the homeowner upon approval from Council.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council approve this request.

Administrative Recommendations:

That the Summer Village of Norglenwold council approve this request.

Authorities:

MGA 207(c)“advises and informs the council on the operation and affairs of the municipality”.

Summer Village of Norglenwold

September 23, 2023

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Upcoming Meetings:

Next Council Meeting – October 27, 2023



Parkland Update

Thursday, July 13, 2023

Get the latest Parkland updates, library news, training, events, and more!

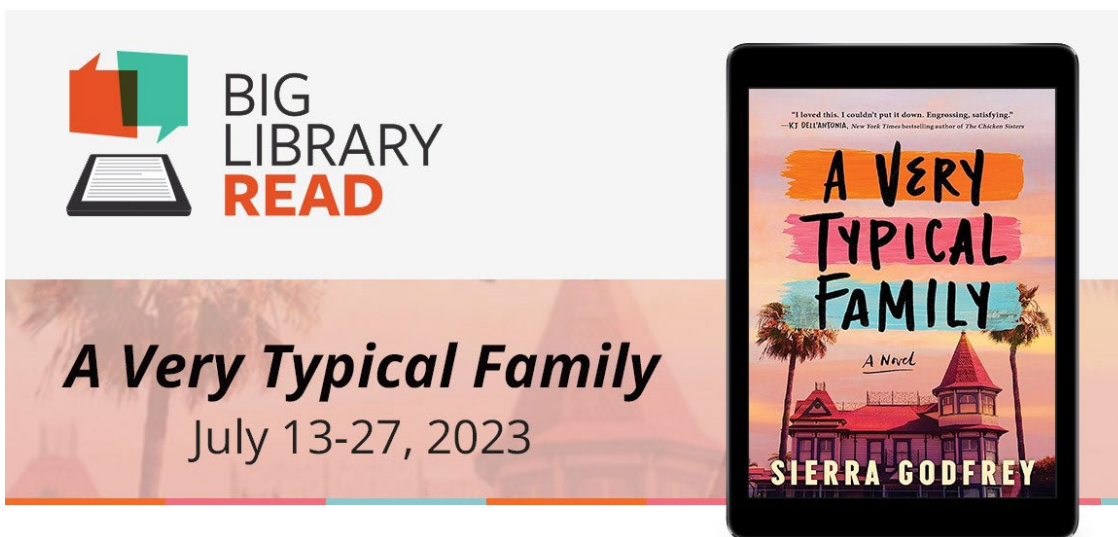
Stay up to date by visiting our [support site](#).

New Indigenous Kits



Parkland is excited to announce two new Indigenous Kits available for libraries to borrow. There is the Cree Games Kit 8+, which teaches children and adults about traditional Cree games and culture, and the Cree Language Learning Kit 5+, which will help you and your patrons learn the Cree language and Cree culture. Both of these kits are available for libraries to request on the [support site booking form](#).

We would like to extend a big thank you to Maria Buffalo, the Library Clerk at Maskwacis Library Service, for her hard work in creating these kits!



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Canadian Library Month Activities - October 2023

Based on feedback from Library Managers, we have decided to plan for both a library card sign-up contest and the regular Golden Ticket Contest for October. These public-facing contests will be paired with an internal membership drive. We have a lot of great prizes lined up this year! Library staff can find details and entry forms in the [Q drive](#).

Prizes:

Library Card Sign-Up & Renewal Patron Contest:

- 5 \$100 Visa gift cards

Golden Ticket Contest:

- 1 package containing the following:
 - 4 passes to West Edmonton Mall World Water Park
 - \$100 gas card
 - \$150 restaurant gift card
 - \$200 gift card for accommodation in Edmonton

Internal Membership Drive Contest:

- PS5 with 4 controllers for your library

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - July 26 at 10am. Join on Teams from the calendar invite.

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Working with Community Partners to Offer Library Programming to Expectant Parents and Parents of Newborns Webinar

Wednesday, July 19
12pm

How can we reach expectant and new parents from underserved populations with the message that literacy begins before birth? The [Mother Goose on the Loose: Hatchlings](#) initiative is a research-based collaborative project aimed at expectant and new parents, many of whom may be from at-risk families or under-represented populations. [In this webinar](#), learn about this project's challenges, adaptations, and evaluations. Cost: \$79 USD.

Conflict Resolution Skills for Leaders Workshop

Wednesday, August 2
9am

When leaders fail to respond quickly and effectively to conflict, the people they lead suffer and workplace performance plummets. Many conflicts would not spiral out of control if leaders used conflict resolution techniques that are easy to learn and utilize. [This workshop](#) provides strategies for leading through conflict with clarity and confidence. Cost: \$139 USD

A.I. and Libraries: Enhancing Services and Engaging Communities Webinar

Wednesday, August 9
1pm

Explore the world of artificial intelligence (AI) and its potential applications for libraries for all sizes and types in [this webinar](#). Discover the various uses of AI, from data analysis to service development, learn practical tips on integrating AI using affordable and accessible tools, and hear the ethical considerations and challenges associated with AI implementation.

Get Off the Fundraising Treadmill: Thinking Outside the Box to Raise More For Your Cause Webinar

Thursday, August 31
11am

Join [this webinar](#) to review case studies and data to help you evaluate your fundraising strategy, get creative with your tactics and consider solutions that will make it possible for you to spend more time focused on your mission!

Censorship and Banned Books: How to Defend Intellectual Freedom Workshop

Wednesday, September 27

9am - 1pm

With an uptick in book challenges, it can be difficult to know your options for managing these challenges and advocating for intellectual freedom and diverse materials. [In this workshop](#), learn tangible ways to handle censorship, including tips for finding allies and building coalitions, tactics for school board meetings, and strategies to ensure your library policies are up to date and will appropriately defend intellectual freedom. Cost: \$179-\$226 USD.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
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Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Parkland Update

Thursday, August 10, 2023

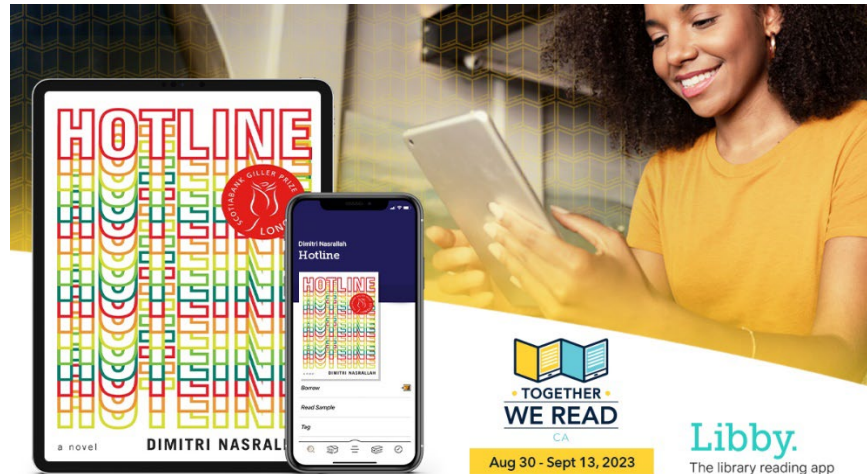
Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

Borrow Some Programming Kits Today!



Check out a few of Parkland's Programming Kits—we have If You Can't Bear Hug, Air Hug Book Club Kit (left) and Baby's First Storytime (right) available to borrow. Simply request your desired kit using the [booking form on the support site](#). More information on these kits can be accessed by library staff in the Q Drive: Q:\Collections\Program Kits.

OverDrive Together We Read



Together We Read is an opportunity for those with a valid library card to read the same digital title at the same time without any wait lists or holds. The selected title is *Hotline* by Dimitri Nasrallah. You can download [marketing materials here](#) to promote this to your library users.

Read Alike Flyers

Parkland has curated some lists and created flyers highlighting read-alikes and directing library users to new books in our system they might not discover otherwise. Eight flyers have already been [created in Canva](#) based on a variety of genres. These flyers can also be edited to suit your library's branding or needs. This link is also stored in Q:\Marketing\Promotional Material Links.xlsx.

Relais Maintenance Shutdown

Relais and Discovery will be unavailable due to a maintenance shutdown from **Saturday, August 12 at 6 am to Sunday, August 13 at 6 am**. Requests for Relais materials will not be available during this time. Please let your staff and colleagues know in advance.

Polaris Upgrade

An upgrade to Polaris has been scheduled for **Tuesday, August 15**. The upgrade will begin at **6:30 am** and is expected to take between 2-4 hours. Most likely it will be completed by 8:30 am. During the upgrade, you will not have access to Polaris LEAP, the reporting server, or the Patron Access Catalogue (PAC). Also please keep in mind that library users logging in with their barcode/PIN to third-party services (Overdrive, Cloud Library, etc.) may experience interruptions during the upgrade. There are no significant changes in the new version that will affect your workflows.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Lorne MacRae Intellectual Freedom Fund Award

The Alberta Library Trustee Association has announced the return of **The Lorne MacRae Intellectual Freedom Fund**. This award is presented annually to recognize and exemplify the values and beliefs of Lorne MacRae and encourages, enlightens, and empowers the importance of Intellectual Freedom. This year's award is **valued at \$928** and is distributed to the winning individual(s), library boards, or Library. Previous winners can be viewed [here](#). The nominations and submission process is simple, with a winner being selected in October and the announcement and disbursement of funds in November. [Nominate](#) your board, library, or an individual who demonstrates the values of intellectual freedom!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** August 23 at 10am. Join on Teams from the calendar invite.

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Project Outcome 101 Webinar

August 22, 2023

12pm

[Join this webinar](#) to learn about outcome measurement in libraries. Project Outcome is a free toolkit that helps libraries measure and assess the outcomes of key library

programs and services. Participants will be introduced to everything the Project Outcome toolkit has to offer. Learn how to measure meaningful learning outcomes and how Project Outcome can help at every step—from administering surveys to presenting the results.

Get off the Fundraising Treadmill: Thinking Outside the Box to Raise More for your Cause Webinar

August 31, 2023

11am

[This webinar](#) will use case studies and data to help you evaluate your fundraising strategy, get creative with your tactics, and consider solutions that will make it possible for you to spend more time focused on your mission!

Strategic Planning with Your Organization: The Why, The What, and The How Webinar

September 21, 2023

11am

[Register now](#) for this webinar that will teach nonprofit professionals how to develop a strategic plan for their organization. You will learn the tools necessary to facilitate the process and develop a roadmap for success.

Getting Started with Libby Webinar

August 23, 2023

9am

[Join this webinar](#) Getting Started with Libby and learn how easy it is to help your library community with Libby. This live, 60-minute session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end users.

Assertive Communication Virtual Workshop

September 20, 2023

8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Marketing 101 Webinar

On Demand

Parkland recently delivered [Marketing 101 training](#) that went over the basics of Brand Guidelines, Copyright, and Social Media. This training has been recorded and is now available on Niche academy for anyone that missed it!



Parkland Update

Thursday, August 24, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

— 2023 **ANNUAL CONFERENCE** *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

Registration Now Open!

Registration is [NOW OPEN](#) for the 2023 Stronger Together Conference, hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead Regional Library.

The conference will take place over three days, virtually on November 3rd and in person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics such as leadership, board development, accessibility and diversity, library technology, and more!

- **Friday, November 3:** Virtual Stronger Together Conference
- **Thursday, November 9:** ALTA Symposium hosted by Alberta Library Trustees Association
- **Friday, November 10:** In-person Stronger Together Conference

Please note: If you register for either in-person day on the 9th, or 10th, you will receive complimentary access to the virtual conference on the 3rd.

For additional details about conference costs, accommodations, and conference details, please visit the [Stronger Together 2023 website](#) today! We welcome anyone with a passion for libraries to register. Please help to spread the word with anyone you think might be interested, and watch for updates in the Parkland Update and the [Alberta Stronger Together Conference Facebook page](#)! We can't wait to see you all virtually AND in person!

Welcome Tyler! Parkland's New IT Application Support Technician

Tyler makes the trek from Red Deer to join us here at Parkland. He's been in IT for almost four years and did graphic and web design for nine years before that. He is thrilled to have joined our team as the new Application Support Technician. He enjoys video games, Dungeons & Dragons, and comic books. His favourite book genres are fantasy and sci-fi and is currently knee-deep in Brandon Sanderson's Cosmere collection of books. Tyler is looking forward to helping get the new Parkland website up and running and getting to know the wonderful people (and their tech problems) in our library system.



Will You Solve the Mystery?



Our Whodunnit kit has had a complete revamp and is now for ages 12+, great for both teens and adults alike! Invite your patrons to solve the "Murder in the Library." Encourage players to dress up in character, grab their magnifying glasses, and solve the murderous crime. This murder mystery kit includes some costume items, invites, all the evidence, character details and scripts, and more! With each game having a new murder, you'll always have a mystery to solve.

[Book](#) [the](#) [kit](#) [today!](#)

Radon Kits Available September 1

With the colder months approaching we will be reactivating the Radon Screening Kits. Patrons can place holds on a [PRL Radon Screening Kit](#) through the catalogue.

Each kit contains a paper survey that should be filled out by the patron and returned to Parkland. Replacements can be printed from the digital copy in the Collections > Program Kits > Parkland Equipment > Radon Screener folder on the Q Drive. As well, Parkland has

created promotional material that you can use to highlight this service, also found in the same Q drive folder.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Windspeaker Guide to Powwow Country

Windspeaker has put together a wonderful [Guide to Powwow Country](#) that includes informative articles, colouring sheets, as well as posters, and information for Powwows happening in the area.

Advocacy Resources for Fighting Censorship

We have all heard about the surge in book challenges for libraries in recent months. Prepare yourself with some of these resources.

- [American Library Association Fight Censorship Hub](#)
- [Center for Free Expression Library Challenges Database](#)
- [Center for Free Expression Library Initiative](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

How to Write Effective Survey Questions to Get Useful Data Webinar

September 7, 2023**12pm**

Great marketers and planners don't guess what people want, and they don't presume to already know. They ask! Still, doing a "simple survey" isn't all that simple. If you don't know how to write and ask the questions, you may find out later that you didn't get any actionable data. [Join this webinar](#) to learn how to write effective survey questions. \$49 USD

Bridgebuilding: Fostering Community Engagement and Dialogue Webinar

September 12, 2023**12pm**

Bridgebuilding is an approach for promoting engagement and dialog between groups of people with different perspectives. Recognizing libraries as trusted spaces, the Bridgebuilding Resource Hub was created to support and enhance the bridgebuilding capabilities of public libraries. [Join this webinar](#) to learn about the free tools in the Bridgebuilding Resource Hub, including methods for both conducting bridging activities and programs, and for measuring their effectiveness.

Assertive Communication Virtual Workshop

September 20, 2023**8am**

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Conflict Resolution Skills Webinar On Demand

The results of unhealthy and poorly managed conflict create a negative impact for individuals and groups. Those people who master essential conflict resolution skills create healthier, happier relationships and work environments. Many conflicts would not spiral out of control if people used conflict resolution techniques that are easy to learn and utilize. [This webinar](#) explores the various dynamics of conflict, including its sources and how it often escalates in predictable patterns. Viewers will learn skills for responding confidently and effectively to conflict.



Parkland Update

Thursday, September 7, 2023

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— 2023 **ANNUAL CONFERENCE** *Stronger Together*

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Available Program Kit: Kids Cook



The Kids Cook kit is for ages 6-8. This kit features books about cooking and showcases the importance of food in culture. The kit includes a chef puppet and a variety of fake foods for kids to explore. [Book the kit today!](#)

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

TELUS Indigenous Communities Fund

The [TELUS Indigenous Communities Fund](#) offers grants of up to \$50,000 for Indigenous-led social, health, and community programs. Find out if you're eligible for funding and good luck!

Coming Soon to Libby: One-Tap Magazines

Libby will soon introduce the following enhancements to how users discover and enjoy magazines:

- One-tap to read
- Streamlined access
- Easier subscriptions
- Improved discovery

Watch [this brief video](#) for a visual overview of one-tap magazines. These updates will be released in the upcoming weeks.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Libraries as Battlegrounds: Defending Access to Information in a Polarized World Webinar

September 11
11am

As institutions whose mandates often include the furthering of democracy and prioritizing equal access, libraries are becoming critical battlegrounds between

disparate forces, facing pressures to restrict collections, events, and even access to our public spaces. [Join this webinar](#) to learn about the vital role libraries play as defenders of free thought, and the increasing responsibility of libraries to protect everyone's access to information and ideas, now more than ever.

**The Basics of Helping Library
Patrons with Social Media
Webinar**

**September 13
12pm**

[This webinar](#) looks at the most helpful features and settings for the most popular social media networks, and will talk about how to help library patrons review privacy settings, how to save & share safely, how to close social media accounts, and generally how a "regular" library patron can make the most of their social media use.

**Passive Aggressive Behaviour:
Success and Solutions for Library
Workspaces Webinar**

**September 13, 2023
12pm**

Passive-aggressive behavior can be maddening. It catches us off guard and causes confusion, resentment, and low morale. What causes it and how can you help prevent it? [This webinar](#) will bring

together research from multiple fields on how to handle passive-aggressive behavior, with particular tips for librarians. It will also explore the causes of passive-aggressive behavior, the benefits of anger, gender biases around anger, and more.

\$49 USD

Public Library Association Super Searchers Program Webinars
September 19 - December 12
1pm

Library staff are trusted facilitators and guides in boosting these information literacy skills. With growing challenges rooted in misinformation, this role is only becoming more important. Visit the [Super Searchers webpage](#) to register for any of the webinars in the series or [download the toolkit](#). This initiative was created to help equip more busy library staff with tools to help patrons search more efficiently and critically engage online information.

Transforming Libraries Through Trauma-Informed Services Webinar

September 20, 2023
12pm

Trauma is often a silent unknown event that many people experience. It can affect how people behave and interact with others. [In this webinar](#) you will learn how trauma can change the brain, the impact it has on individuals, and how trauma-informed services can transform the way we provide services to our patrons and connect with our community. You will leave this presentation with the tools you need to serve patrons with empathy, avoid re-traumatization, and strategies that are vital for self-care when providing trauma-informed services.

Public Library Services Branch Board Basics Workshops

September 23
9am - 4pm

The PLSB is pleased to announce that they will be presenting in-person workshops in Fall 2023! The first session will be held at the [Drumheller Public Library](#). This free workshop is open to all library board members and library managers. It is designed to help participants support effective public library service in their communities.

In order to reserve your seat, please

complete the [online registration form](#) before **Friday, September 15**. Participants will receive a handbook and copies of the Libraries Act and Libraries Regulation. Meals, travel, and any required accommodation will be the participants' responsibilities. If you have any questions, please contact PLSB at 780-427-4871 or libraries@gov.ab.ca.

**Using Passive Readers' Advisory
to Market Your Collection Webinar**
September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. [In this webinar](#), participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. \$79 USD

**Communicating Data Like a
Human with Statistics Canada
Webinar**
October 3
11:30am

[Learn how to use data to tell a story](#) with

Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.



Parkland Update

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Stronger Together Registration Opens August 16th!

— 2023 ANNUAL CONFERENCE *Stronger Together*

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Started in 2020 as a response to the global pandemic, [Stronger Together](#) has since welcomed 1000s of participants from across the province, country, and world. This year, Stronger Together will be offered in a hybrid format, with one full conference day online and two in-person days at the [River Cree Resort](#) and Casino in Enoch, AB (west Edmonton). Participants can attend one, two, or three days of learning, with a variety of registration options and sessions suited for anyone who works with and loves libraries. Save the date(s) and plan to attend!

Online Stronger Together Conference

November 3rd, 2023

In-Person Trustee Development Day (hosted by the Alberta Library Trustees Association)

November 9th, 2023

In-Person Stronger Together Conference

November 10th, 2023**Library Marketing - Cardholder Retention**

In this [recent blog post](#) by superlibrarymarketing.com, library marketing expert Angela Hursch writes about strategies to retain and engage your cardholders. Angela also puts out [weekly videos on YouTube](#) and LinkedIn speaking about marketing challenges for libraries and how to overcome them.

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Dates and registration information for upcoming library training and events.

Upcoming Webinars

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Inclusion, Diversity, Equity, and Accessibility Fundamentals Course **On-Demand**

[This course](#) introduces core concepts and principles to help you establish foundational knowledge of inclusion, diversity, equity, and accessibility (IDEA). You will develop a clear baseline for further understanding of topics of diversity and inclusion. You will also explore the benefits of creating an inclusive, diverse, equitable, and accessible workplace and society. Through self-reflection activities, practical examples, and case studies, you will start your IDEA journey on the path to self-awareness and inclusion. \$99 CAD

AI and Libraries: Enhancing Services and Engaging Communities Webinar **Wednesday, August 9** **1pm**

Join [this webinar](#) to explore the world of artificial intelligence (AI) and applications for libraries. Learn about AI fundamentals,

Expense Management in Challenging Economic Times **On-Demand**

[This webinar](#) discusses how you can prepare your not-for-profit for uncertain times, and even find opportunities to thrive. Learn about planning, tools, and decisions you can make to help weather the storm and come out on top. From cash flow planning and expense reviews to personnel and strategy setting, we dig into all the areas that need your attention to prepare for and survive the economy ahead.

Public Library Association 2022 Survey Results **On Demand**

Understand how libraries use their unique programs, services, partnerships, and facilities in support of community needs—now and in the future. [This free on-demand webinar](#) provides an overview of results from the [Public Library Association's](#) (PLA) 2022 Public Library Services for Strong Communities Survey. Learn how libraries can apply the results

its relevance to libraries of all sizes and types, and how it can enhance services and engage communities. Discover various uses of AI, such as data analysis and service development, and gain practical tips on integrating AI using affordable and accessible tools. Ethical considerations and challenges associated with AI implementation will also be discussed, including privacy, security, and bias mitigation.

to planning and advocacy, and how to engage in PLA's ongoing data initiatives.

PARKLAND REGIONAL LIBRARY SYSTEM

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Summer Village of Norglenwold

2021 Return on Investment

Your Membership

Total Financial Benefits

\$33,096.75

Return on Investment

\$1.00 = \$14.18

Based on a population of **273**, the membership levy for the Summer Village of Norglenwold was **\$2,334.15** in 2021.

The **direct financial return** to Sylvan Lake Municipal Library:

2021 materials allotment	\$ 308.49
Rural Library Services Grant ¹	<u>\$ 1,287.60</u>
TOTAL	\$1,596.09

Cost benefits of PRLS services

Technology Savings to Sylvan Lake Municipal Library:

Computers for library use	\$ 2,107.84
Software & Licensing	\$ 11,272.82
SuperNet connection	<u>\$ 10,200.00</u>
TOTAL	\$23,580.66

Potential non-resident savings for households in the S.V. of Norglenwold:

132 Households ² (from the 2021 Federal Census)	\$7,920.00
--	-------------------

Combined Savings

\$31,500.66



Additional System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 16 subscription online resources, including:
 - *Ancestry Library Edition*, a popular genealogical research resource.
 - *Consumer Reports* for thorough consumer product information.
 - *Grant Connect*, linking Canadian charities with funding programs.
 - *PressReader*, offering access to newspapers and magazines.
 - *Solaro*, an Albertan study and exam prep resource for grades 3-12.
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- Hosted and managed website with 24/7 technical support
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 38% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
 - Large print books
 - Audio books
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Training for library staff and trustees

¹ The S.V. of Norglenwold assigned their population of 232 to the Sylvan Lake Municipal Library

² Number of county families eligible to save the \$60 non-resident fee