

VILLAGE OF ROCKYFORD  
AGENDA REGULAR COUNCIL MEETING  
January 13, 2021  
via Telus Bizconnect Meetings

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS                   A. Niyazi Yahyavali
5. ADOPT MINUTES                A. Minutes from the December 9, 2020 Regular Meeting
6. FINANCIAL REPORTS         A. November 2020 Bank Reconciliation – Village  
  B. November 2020 Bank Reconciliation - WRC
  
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
  
8. NEW BUSINESS                A. Palliser Intermunicipal Subdivision and Development Appeal Board Agreement  
  B. Bylaw 2021-001 – Palliser Intermunicipal Subdivision and Development Appeal Board  
  Bylaw  
  C. Red Deer River Watershed Alliance Information  
  D. Disposal of Village half ton truck  
  E. SAEWA Membership
  
9. CORRESPONDENCE            A. Marigold Library System
  
10. OTHER BUSINESS
  
11. ACTION ITEM LIST REVIEW
  
12. CLOSED SESSION
  
13. OUT OF CLOSED SESSION MOTION
  
14. REPORTS
  
15. ADJOURNMENT

January 2021 public works report

1. Put up Christmas lights
2. Oiled circulating pumps at PRP
3. Fixed air exchange unit on washrooms at LCP
4. Adjusted water temp on shower at LCP
5. Cleaned upper level at PRP
6. Removed toolbox and tonneau cover from old work truck
7. Painted and installed toolbox on new work truck
8. Worked with County of Wheatland sanding and salting roads
9. Cleared snow

MINUTES  
VILLAGE OF ROCKYFORD  
REGULAR MEETING  
December 9, 2020  
via TELUS Business Connect Meetings

ATTENDANCE      Mayor            Darcy Burke  
  
                         Councillors      William Goodfellow  
                                              Leah Smith  
                                              April Geeraert  
                                              Dalia Cheshire

Council conducted the meeting via TELUS Business Connect Meetings. Deputy Mayor Smith phoned in and was in attendance via audio only.

Administration: Elaine Macdonald

1. CALL TO ORDER            Mayor Burke called the meeting to order at 7:13 p.m.

2. AGENDA

**RES 208-2020**            Moved by Councillor Cheshire that the agenda be accepted with the following additions:

ADD

- 8F. Palliser Regional Service Enhancement Project Partnership Motion
- 8G. Wheatland Regional Corporation – WID Conveyance and Billing
- 12B. Pursuant to Section 17 FOIPP Act – disclosure harmful to personal Privacy.

**Carried**

3. PUBLIC WORKS REPORT

**RES 209-2020**            Moved by Councillor Geeraert that Council accepts the Public Works Report as presented.

**Carried**

4. DELEGATION

5. MINUTES

5A. Minutes from the November 18, 2020 Regular Meeting of Council.

**RES 210-2020**            Moved by Councillor Goodfellow that Council approves the minutes of the November 18, 2020 Regular Meeting of Council.

**Carried**

6. FINANCIAL REPORTS

- 6A. Bank Reconciliation – Village Sept. 2020
- 6B. Bank Reconciliation – Village Oct. 2020
- 6C. Bank Reconciliation – WRC Oct. 2020

**RES 211-2020**            Moved by Councillor Geeraert that the bank reconciliations be approved as presented.

**Carried**

Mayor  
Administrator

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

7A. Prairie Ridge Park  
Presented by Councillor Dalia Cheshire

**RES 212-2020** Moved by Councillor Goodfellow that Administration will create an ad for rental space opportunities at Prairie Ridge Park for storage purposes and the office space. Administration is to also get legal advice on what to do with the contents of a storage space if non-payment occurs and to have a rental agreement drawn up.  
**Carried**

8. NEW BUSINESS

8A. Preliminary Budget  
Presented by Elaine Macdonald, Municipal Administrator

**RES 213-2020** Moved by Councillor Goodfellow that the preliminary 2021 Operating Budget be received as information.  
**Carried**

8B. Christmas hours  
Presented by Elaine Macdonald, Municipal Administrator

**RES 214-2020** Moved by Councillor Geeraert that Council approves closing the office at the end of the day Dec. 23, 2020 and reopening Jan. 4, 2021.  
**Carried**

8C. Interim Spending Allowance  
Presented by Elaine Macdonald, Municipal Administrator

**RES 215-2020** Moved by Councillor Cheshire that Council approves the expenditure of 25% of the 2020 operating budget totalling \$118,821.95 going into the 2021 fiscal year until the 2021 operating budget is approved by Council.  
**Carried**

8D. Letter of Support -- Southern Alberta Energy from Waste Association (SAEWA)  
Presented by Councillor Bill Goodfellow

**RES 216-2020** Moved by Mayor Burke that the Village issues a letter of support for the SAEWA grant application.  
**Carried**

8E. Date and Time for Budget Meeting  
Presented by Elaine Macdonald, Municipal Administrator

**RES 217-2020** Moved by Councillor Cheshire that the budget meeting be scheduled for Jan. 21, 2021 at 7:30 p.m.  
**Carried**

8F Palliser Regional Service Enhancement Project Partnership Motion  
Presented by Elaine Macdonald, Municipal Administrator

**RES 218-2020** Moved by Councillor Goodfellow that Council authorizes the Village of Rockyford to participate in an application for the "Palliser Regional Services Enhancement Project" submitted by the Village of Acme with Palliser Regional Municipal Services as the primary contractor under the Intermunicipal Collaboration component of the Alberta Community Partnership program; further that the Village of Rockyford, as a grant partner, agrees to abide by the terms of a Condition Grant Agreement governing the purpose and use of the grant.

**Carried**

8G. Wheatland Regional Corporation – WID Conveyance and Billing  
Presented by Mayor Darcy Burke

**RES 219-2020** Moved by Councillor Goodfellow that the Village of Rockyford take over the WID conveyance payments annually.

**Carried**

**RES 220-2020** Moved by Councillor Cheshire that Council take a recess at 8:30 p.m.

**Carried**

**RES 221-2020** Moved by Mayor Burke that Council reconvene the meeting at 8:32 p.m.

**Carried**

9. CORRESPONDENCE

10. OTHER BUSINESS

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

**RES 222-2020** Moved by Mayor Burke that Council go into a Closed Session meeting at 8:48 p.m.  
The Closed Session meeting included all members of Council and the Municipal Administrator.

12A. Pursuant to Section 17 – FOIPP Act – disclosure of information harmful to personal privacy.

The Municipal Administrator left the meeting at 8:55 p.m. and rejoined the meeting at 8:59 p.m.

12B. Pursuant to Section 17 – FOIPP Act – disclosure of information harmful to personal privacy.

**RES 223-2020** Moved by Councillor Cheshire that Council come out of Closed Session meeting at 9:10 p.m.

**Carried**

13. OUT OF CLOSED SESSION MOTION

**RES 224-2020** Moved by Councillor Cheshire that staff be given Christmas bonuses as follows: CAO - \$500; Administrative Assistant and Public Works Labourer - \$300 each.

**Carried**

**RES 225-2020** Moved by Mayor Burke that Administration be directed to draft a letter to the ratepayer denying the proposal and instructing him of the next steps towards proceeding with a public auction of the property.

14. REPORTS

**RES 226-2020** Moved by Councillor Geeraert that the Council and CAO reports be approved as presented.

**Carried**

15. ADJOURNMENT

**RES 227-2020** Councillor Cheshire moved that the meeting be adjourned at 9:15 p.m.

**Carried**

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Mayor

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Administrator

VILLAGE OF ROCKYFORD  
MONTHLY CASH STATEMENT  
Month Ending November 30, 2020

	Current Year	Last Year
Net Balance as at October 31, 2020	\$ 60,207.09	\$ 32,457.70
Receipts for Month	\$ 165,438.24	\$ 35,449.27
Deposit not Posted	\$	\$ 485.38
Interest Earned	\$ 39.82	\$ 95.67
Transferred from T-Bill	\$ 84,000.00	\$ 140,000.00
	<u>\$ 309,685.15</u>	<u>\$ 208,488.02</u>
Less:		
Disbursements	\$ (106,379.14)	\$ (171,395.68)
Bank Charges	\$ (91.51)	\$ (99.28)
Auto Debit Alarm Fee	\$ (56.69)	\$ (56.69)
	\$ -	
Transferred to T-Bill	\$ (60,000.00)	\$ -
G/L Balance November 30, 2020	<u>\$ 143,157.81</u>	<u>\$ 36,936.37</u>
Bank Reconciliation		
Bank Balance at November, 2020	\$ 128,093.27	\$ 82,049.81
O/S Cheques	\$ (64,474.22)	\$ (45,113.44)
O/S Deposits	\$ 79,538.76	\$ -
Bank Balance November 30, 2020	<u>\$ 143,157.81</u>	<u>\$ 36,936.37</u>

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Mayor

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Administrator

Wheatland Regional Corporation  
 Monthly Cash Statement  
 November 30/2020

Net Balance as at October 31/2020	<u>\$ 622.13</u>
Interest Earned	\$ 154.80
Transfer from T-Bill	<u>\$ 1,583,000.00</u>
	<u>\$ 1,583,776.93</u>

Transfer to T-Bill Account	\$ 0.00
Disbursements	-\$ 1,583,986.87
G/L Balance as at November 30/2020	<u>-\$ 209.94</u>

Bank Reconciliation:	
Balance as at November 30/2020	\$ 1,572,686.83

Sub Total	
Less Outstanding Cheques	<u>-\$ 1,572,896.77</u>

Balance as at November 30, 2020	<u>-\$ 209.94</u>
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\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Administrator

Wheatland Regional Corporation  
 Monthly Cash Statement  
 November 30/2020

Balance

Balance





## REQUEST FOR DECISION

Subject: Palliser Intermunicipal Subdivision and Development Appeal Board Agreement

Prepared By: Elaine Macdonald

Council Meeting Date: Jan. 13, 2021

Agenda Item: 8A.

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**Background:** In 2020, Council was provided information regarding an Intermunicipal Subdivision and Development Appeal Board with Palliser Municipal Services and members. At the time of the information being presented to Council, the agreement and bylaw were in draft form, it was presented to determine Council's interest in joining the partnership. Council was in favour of participating in the Intermunicipal Subdivision and Development Appeal Board and we now have a finalized agreement ready for Council to review and approve.

The benefit of joining an intermunicipal agreement is the larger pool to draw from should we ever have a hearing. All members and clerks have the training and are qualified to conduct the business of an appeal.

We have amended our policy to indicate that any remuneration from this venture will be paid to the Village and the Village will pay the member and/or clerk at the Council determined rates.

- Options:**
1. Council can approve entering into the agreement for the Palliser Intermunicipal Subdivision and Development Appeal Board.
  2. Council can deny entering into the agreement for the Palliser Intermunicipal Subdivision and Development Appeal Board.

**Financial Implications:** N/A

**Communication:** N/A

**Recommendation:** *THAT the Village Council approves entering into the agreement for the Palliser Intermunicipal Subdivision and Development Appeal Board.*

# AGREEMENT FOR PALLISER INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Between

**Palliser Regional Municipal Services (PRMS)**  
("Coordinator")

– and –

Village of Rockyford  
("Municipality")

Dated this 13<sup>th</sup> day of January, 2020

## BACKGROUND

WHEREAS, the Municipal Government Act, RSA 2000, C M-26 (MGA), as amended, requires the establishment of a Subdivision and Development Appeal Board and authorizes two or more Councils to jointly establish an Intermunicipal Subdivision and Development Appeal Board to exercise that function within their municipalities:

- A. The Member Municipality wishes to partner to create one Intermunicipal Subdivision and Development Appeal Board;
- B. Palliser Regional Municipal Services is the Coordinator for the Intermunicipal Subdivision and Development Appeal Board;
- C. The Municipality is willing to join the Palliser Intermunicipal Subdivision and Development Appeal Board.

The Parties agree as follows:

## 1. BYLAW, PROCEDURES AND FEES

- 1.1 The Municipality shall pass a Bylaw establishing the Intermunicipal Subdivision and Development Appeal Board and authorize the Municipality to enter into this Agreement.
- 1.2 The Municipality agrees that the "Palliser Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines" document shall govern the rules and procedures of the Intermunicipal Subdivision and Development Appeal Board, which may be amended, from time to time.
- 1.3 The Municipality agrees to pay the costs associated with the Board which shall be determined by the Coordinator in conjunction with members to this agreement and published in an Annual Schedule of Fees.

## 2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

**“Appellant”** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or Development Authority in accordance with the *Municipal Government Act*.

**“Board”** means the Palliser Intermunicipal Subdivision and Development Appeal Board established by bylaw.

**“Board Member”** means an appointed member of the Palliser Intermunicipal Subdivision and Development Appeal Board appointed by Council and who has obtained provincial training and certification.

**“Palliser Intermunicipal Subdivision and Development Appeal Board (SDAB)”** means the Board appointed to hear appeals on subdivision and development established in accordance with *Municipal Government Act* s. 627 (1)(b).

**“Clerk”** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board.

**“Coordinator”** means Palliser Regional Municipal Services (PRMS).

**“Municipality”** means a municipality who has signed this Agreement.

## 3. MUNICIPALITY RESPONSIBILITIES

- 3.1 The Municipality shall be entitled to participate in the Intermunicipal Subdivision and Development Appeal Board once it enters into the Agreement and passes a Bylaw in the form attached as Schedule “A”.
- 3.2 The Municipality may select and appoint individual(s) to be a Board member(s) to be available to sit on a Panel for the Intermunicipal Subdivision and Development Appeal Board. If a vacancy on the Board occurs at any time, the Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
- 3.3 Any costs incurred to advertise and select a Board member(s) are the responsibility of the Municipality.
- 3.4 If the Municipality is required to hold an Appeal Hearing, the Municipality is responsible to pay all costs related to the hearing, including both Board member costs and hearing costs. The fees for the Board member costs shall be determined by the Coordinator in conjunction with members of this agreement and published in an Annual Schedule of Fees. Board member costs include but are not limited to:
  - a) Board member per diems,
  - b) mileage,
  - c) meal allowance, etc.

- 3.5 The Coordinator is responsible for arranging a Clerk for the appeal hearing. In addition to Clerk costs, the Municipality shall be responsible for hearing costs including but not limited to:
- a) materials,
  - b) postage,
  - c) facility and /or equipment rental,
  - d) meal allowance,
  - e) mileage, etc.
- 3.6 If legal services are required, as determined by the Municipality, for issues that relate to a specific appeal, the Municipality is responsible for engaging legal counsel on behalf of the SDAB Panel and are responsible for paying all costs associated with the legal services required.
- 3.7 The Municipality will make every reasonable effort to ensure information will be or is intended to be used to make a decision on an appeal is both complete and accurate, as per the Procedural Guidelines approved for the Appeal Board.

#### **4. COORDINATOR RESPONSIBILITIES**

- 4.1 The Coordinator will coordinate services for the Municipality and may assign any responsibilities to a Clerk as deemed necessary.
- 4.2 The Coordinator shall keep a master list of all qualified Board members, their contact information and training.
- 4.3 The Coordinator is responsible for ensuring the Intermunicipal Subdivision and Development Appeal Board members receive training in accordance with the *Municipal Government Act* and associated regulations.
- 4.4 The Coordinator is responsible to assign a Panel of Board members (in consultation with the affected Municipality) to the SDAB, as described in the *Municipal Government Act* and in the Municipality's Intermunicipal Subdivision and Development Authority Bylaw.
- 4.5 The Coordinator will be responsible to manage the payment of Board member costs related to the Intermunicipal Subdivision and Development Appeal Board and will invoice the Municipality in accordance with the Annual Schedule of Fees.

#### **5. TERM**

- 5.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Agreement may be terminated as follows:
- a) by mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent;
  - b) without cause or mutual consent, by delivery of a ONE (1) year notice of termination by either party.

## **6. DISPUTE RESOLUTION**

- 6.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
- a) Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
  - b) Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the *Arbitration Act*, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the *Arbitration Act* of Alberta.

## **7. INDEMNIFICATION**

- 7.1 The Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless Palliser Regional Municipal Services, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the coordination of an appeal, an appeal or disputes related to an appeal.
- 7.2 The Municipality is solely responsible for the Appeal and compliance with the outcome of the Appeal.
- 7.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

## **8. NOTICES**

- 8.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Municipality.

## **9. FORCE MAJEURE**

- 8.2 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

## **10. SINGULAR AND MASCULINE**

- 8.3 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

**11. GOVERNING LAW**

11.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

**12. INTERPRETATION**

12.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

**13. SUCCESSORS**

13.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

**14. ENTIRE AGREEMENT**

14.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

**15. COUNTERPART**

15.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

**16. EFFECTIVE DATE**

16.1 This Agreement becomes effective January 13, 2021

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

PALLISER REGIONAL MUNICIPAL SERVICES

PER: \_\_\_\_\_  
CAO

PER: \_\_\_\_\_  
Chair

“MUNICIPALITY”

PER: \_\_\_\_\_  
Chief Administrative Officer

PER: \_\_\_\_\_  
Mayor/Reeve

PRMS would like to acknowledge Oldman River Regional Services Commission for their contribution of their documents for use in completing this document for Palliser ISDAB

**Schedule "A"**  
**Subdivision and Development Appeal Board Bylaw**

# ANNUAL SCHEDULE OF FEES 2020

## PALLISER INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

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### Board Remuneration:

Board Members shall receive honorariums for adjudicating at formally scheduled hearings or taking appropriate training.

Board Members shall receive compensation for travel based on the most current published Canadian Revenue Agency (CRA) Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

If necessary, a reasonable meal for Board members will be organized and authorized by the Clerk and will be paid for by the municipality in which the appeal originates.

If necessary, Board Members shall receive reimbursement for any lodging accommodations required while taking appropriate training which shall be paid by the Municipality who has appointed the member.

Table 1

Board Members Per diems	Preparation time – Two (2) hour block	\$50.00
	Half day – Four (4) hour block	\$150.00
	Full day – Four plus (4+) hour block	\$300.00
Mileage	Home to Venue – round trip (CRA Rate)	\$0.58 per km
Clerk	Preparation time – Two (2) hour block	\$140.00
	Half day – Four (4) hour block	\$280.00
	Full day – Four plus (4+) hour block	\$560.00





## REQUEST FOR DECISION

Subject: Bylaw 2021-001 – Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: Jan. 13, 2021

Agenda Item: 8B.

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**Background:** In 2020, Council was provided information regarding an Intermunicipal Subdivision and Development Appeal Board with Palliser Municipal Services and members. At the time of the information being presented to Council, the agreement and bylaw were in draft form, it was presented to determine Council's interest in joining the partnership. Council was in favour of participating in the Intermunicipal Subdivision and Development Appeal Board and we now have a finalized bylaw ready for Council to review and pass.

**Options:**

**Financial Implications:** N/A

**Communication:** N/A

**Recommendation:** *THAT the Village Council gives first reading to Bylaw 2021-001 – Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.*

*THAT the Village Council gives second reading to Bylaw 2021-001 – Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.*

*THAT the Village Council gives permission to proceed to third and final reading of Bylaw 2021-001 Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.*

*THAT the Village Council gives third and final reading to Bylaw 2021-001 – Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.*

**Village of Rockyford  
IN THE PROVINCE OF ALBERTA**

**PALLISER INTERMUNICIPAL SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
BYLAW NO. 2021-001**

A BYLAW OF THE VILLAGE OF ROCKYFORD IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Village of Rockyford wishes to join other area municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Palliser Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

NOW THEREFORE, the Council of the Village of Rockyford in the Province of Alberta duly assembled, enacts as follows:

**1. TITLE**

This Bylaw may be cited as the Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.

**2. AUTHORIZATION**

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**3. DEFINITIONS**

**Appellant** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

**Board** means the Palliser Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

**Board Member** means an appointed member of the Palliser Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the *MGA*.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the (Municipality).

**Development Authority** has the same meaning as in the *MGA*.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Village of Rockyford together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes, and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the *MGA*.

**Subdivision and Development Appeal Board** has the same meaning as in the *MGA*.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

**Palliser Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

**All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

#### **4. APPOINTMENT OF THE BOARD**

- (1) The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- (2) A municipality may participate in the Palliser Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- (3) For each member municipality appointing individual Board Member representative(s) to the Palliser Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large.
- (4) For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Palliser Intermunicipal Subdivision and Development Appeal Board.
- (5) Appointments to the Palliser Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (6) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (7) A Board Member may resign from the Palliser Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (8) Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
  - a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
  - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
  - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

## **5. COMPOSITION**

- (1) The Board Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Palliser Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three (3) persons, with no more than one (1) being an elected official.
- (3) Three (3) Board Members constitute a quorum of the Board Panel.
- (4) If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- (5) In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Palliser Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- (6) Board Panel Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (7) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

## **6. COSTS AND REMUNERATION**

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Palliser Intermunicipal Subdivision and Development Appeal Board.

## **7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- (1) The Palliser Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Palliser Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

#### **8. APPEAL FILING**

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

#### **9. CLERK RESPONSIBILITIES AND DUTIES**

- (1) The Coordinator shall appoint a Clerk for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend meetings and hearings of the Palliser Intermunicipal Subdivision and Development Appeal Board but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Palliser Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality, and the coordinator in which the appeal has been filed, as outlined in the Procedural Guidelines.

**10. ADMINISTRATIVE**

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**11. ENACTMENT**

- (1) This bylaw shall come into effect upon third and final reading thereof.
- (2) This Bylaw rescinds Bylaw No., being the former municipal Subdivision and Development Appeal Board Bylaw, and any amendments thereto.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

RECEIVED PERMISSION TO PROCEED TO THIRD AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 2021

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
*Chief Administrative Officer –*



## REQUEST FOR DECISION

Subject: Red Deer River Watershed Alliance Information

Prepared By: Elaine Macdonald

Council Meeting Date: Jan. 13, 2021

Agenda Item: 8C.

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**Background:** The Red Deer River Watershed Alliance has sent a package to Council to review for consideration of joining the Alliance.


**Options:**

**Financial Implications:** N/A

**Communication:** N/A

**Recommendation:** *THAT the Village Council reviews the information provided by the Red Deer River Watershed Alliance and gives any direction required to Administration.*





# OUR COMMON WATER

**MUNICIPAL SUPPORT  
FOR THE RED DEER  
RIVER WATERSHED  
IN 2021**

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# Who We Are

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

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

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

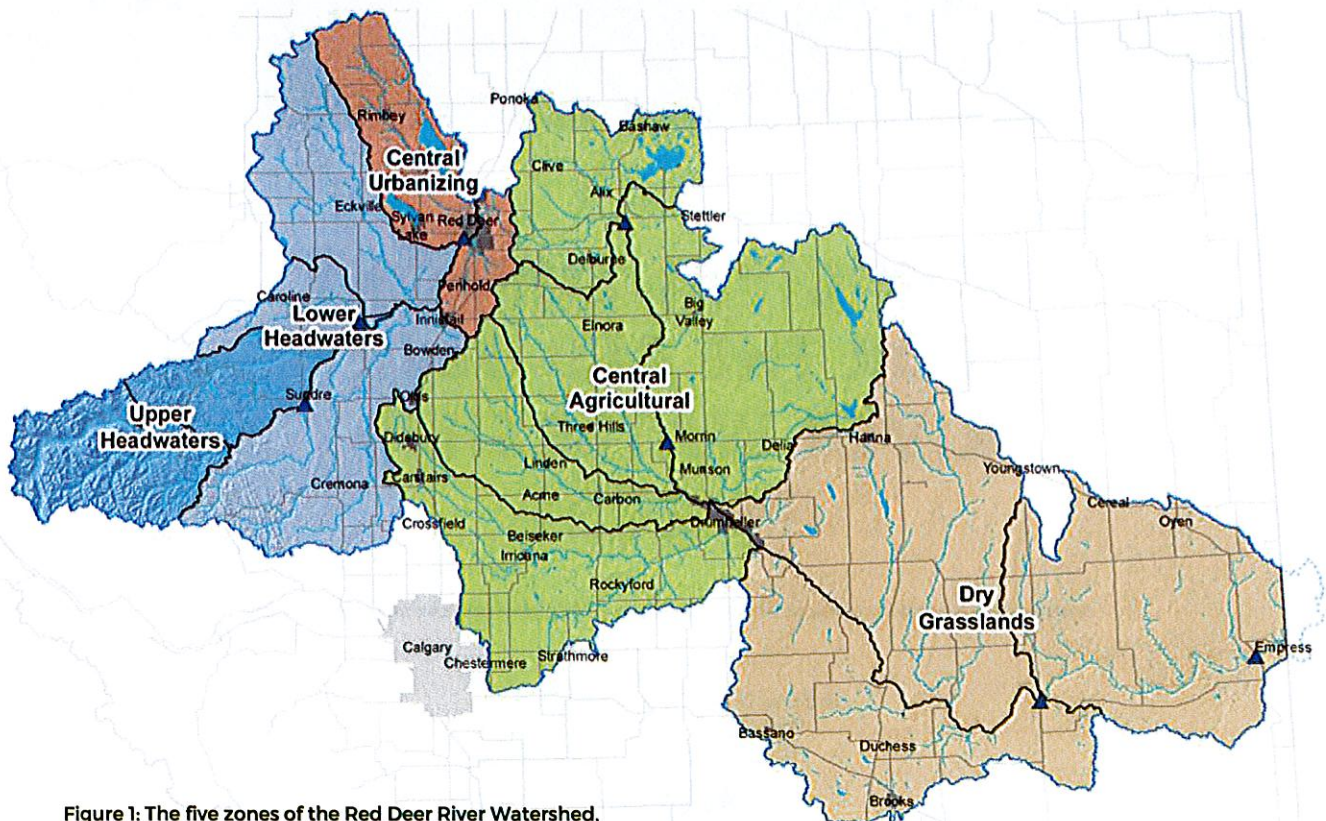


Figure 1: The five zones of the Red Deer River Watershed.

# **Municipal Support For Watershed Management**

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

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

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



# Help The RDRWA Support Municipal Leadership



WATER AND LAND USE ISSUES ARE INTERCONNECTED SO,  
AS A MUNICIPALITY, YOU PLAY A KEY ROLE IN ENSURING  
OUR WATERSHED REMAINS HEALTHY, DYNAMIC AND  
SUSTAINABLE.

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



Sourcewater  
Protection



Fisheries and Lake  
Management



Municipal Services



Flood and Drought  
Mitigation



Wetlands and  
Riparian Areas



Recreation

# Advancing Watershed Management: RDRWA and Your Municipality

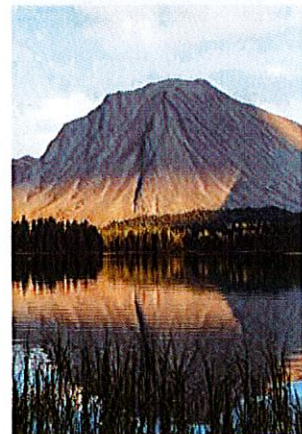
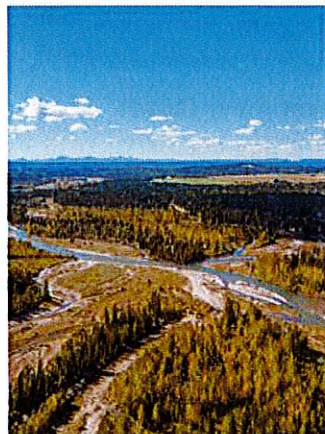
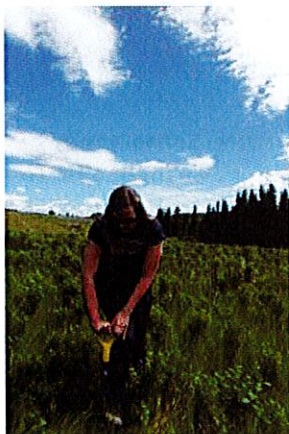
The RDRWA recognizes the role of municipalities as major land-use decision-makers and community leaders, and we have been working to provide more targeted support to municipalities since 2017.

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

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



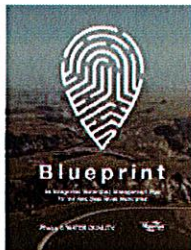
In 2020, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.



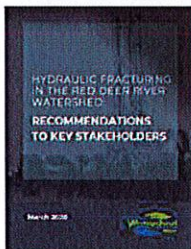
# Working For You

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

To assist municipalities with land and water resource management, we have produced multiple technical reports and tools addressing watershed topics (e.g., riparian areas, water security, hydraulic fracturing). All of these resources are available to you at no charge.



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



**Hydraulic Fracturing Management Recommendations and Fact Sheet (2020).** The Red Deer River Watershed Alliance has developed a fact sheet about hydraulic fracturing trends in the basin, alongside the nine high-level management recommendations in response to stakeholder and community concerns related to hydraulic fracturing and potential implications for the Red Deer River watershed.



**Mapping Riparian Condition In The Medicine-Blindman Rivers Watershed (2020).** The Red Deer River Watershed Alliance partnered with Fiera Biological Consulting to assess riparian intactness (condition) along 1782 kilometres of shoreline in the Medicine-Blindman Rivers watershed using a GIS-based approach in 2020. The results of this study provide essential information to municipalities and other partners to help spatially target conservation and restoration efforts.



**Mapping Hydrologically Significant Areas (2020).** The Red Deer River Watershed Alliance partnered with the Nature Conservancy of Canada to map “hydrologically significant areas” across the watershed and to develop an online map portal. This information can be used as a practical tool to inform planning and management decisions without being prescriptive.

# Collaborating to Make a Difference



As a science-based organization, the Red Deer River Watershed Alliance works to advance our shared understanding of key watershed issues through research and analysis. The RDRWA continually engages with municipal and city staff on watershed-related projects, events and initiatives.

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



# Please Consider Supporting RDRWA

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

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

**Your support of  
just 50 cents per  
capita is vital to  
keeping this work  
going in 2021.**



For more information, contact the RDRWA:  
[info@rdrwa.ca](mailto:info@rdrwa.ca) Tel: 403-340-7379







Village of Rockyford  
P.O. Box 294  
Rockyford, AB T0J 2R0

December 17, 2020

**Re: Municipal Support for the Red Deer River Watershed Alliance**

Dear Village of Rockyford,

As a municipality operating in the Red Deer River watershed, the Village of Rockyford is a vital part of watershed management efforts in the basin. This letter provides an update on the recent activities of the Red Deer River Watershed Alliance (RDRWA), the Watershed Planning and Advisory Council for the Red Deer River watershed.

**Who We Are**

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. As a multi-sector and collaborative not-for-profit organization, a core tenet of our work is that all sectors have a role to play in watershed management.

Our goals are to provide a forum for information exchange and dialogue, to raise awareness of watershed issues, and to promote the use of best practices and the integrated management of land and water resources. 2020 marks our 15th anniversary, and over this time, we have been able to bring diverse perspectives together to tackle complex watershed issues in practical and innovative ways. Highlights of our work include a comprehensive State of the Watershed Report (2009), an Integrated Watershed Management Plan on water quality (2016), education and outreach programs to thousands of central Albertans, on-the-ground restoration projects, and timely advice on land and water-resource files to members and municipalities.

**Benefits to Your Municipality**

We are sending this letter, and the attached '*Our Common Water*' case for support, to invite the Village of Rockyford to consider joining municipalities from across the watershed with a financial contribution in support of the RDRWA. The RDRWA's work benefits the municipality in two primary ways. First, through any direct programming within municipal boundaries, and second, through programming at the watershed-scale that influences the health of local watersheds and the water security of communities and industries.

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

The Village of Rockyford can play a key role in watershed management by joining the growing community of municipalities supporting the RDRWA. We hope that you will consider a 50 cent per capita annual donation to the RDRWA, and contribute to joint efforts for a healthy, dynamic, and sustainable watershed.

## Update on 2019-2020 Activities

The RDRWA recognizes the role of municipalities as major land-use decision-makers and community leaders, and we have been working to provide more targeted support to municipalities since 2017. Our *2019-2020 Annual Report* provides details about our recent activities (attached), and highlights include:

- **Planning Resources:** To assist municipalities with land and water resource management, we have produced multiple technical reports and tools addressing watershed topics (e.g., riparian areas, water security, hydraulic fracturing). All of these resources are available to you at no charge via [www.rdrwa.ca](http://www.rdrwa.ca).
- **Blueprint: An Integrated Watershed Management Plan (Phase One, Water Quality):** Implementing the recommendations in [Blueprint](#) requires support and leadership from individuals, groups, and governments. The RDRWA would be pleased to work with your municipality to identify strategic ways forward around implementation.
- **Protecting Source Waters:** The RDRWA partnered with Fiera Biological Consulting to assess riparian intactness (condition) along 1782 kilometers of shoreline in the Medicine-Blindman Rivers watershed using a GIS-based approach in 2020. The [technical report](#) provides essential information to municipalities and other partners to spatially target the conservation and restoration of riparian areas. The RDRWA will work with partners to develop videos, infosheets, and to plan workshops in support of this project into 2021.
- **Watershed Film:** The RDRWA created a short, broadcast-quality film to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders. The [trailer](#) for the film has been released, with a full launch planned for early 2021.
- **Education and Outreach:** The RDRWA runs multiple events to bring various sectors together to learn about watershed issues each year, and also offers education programs to Grade 5 and Grade 8 students. Our work reaches thousands of central Albertans every year.
- **Mapping Hydrologically Significant Areas:** The RDRWA partnered with the Nature Conservancy of Canada to map "hydrologically significant areas" across the watershed and to develop an online [map portal](#). This information can be used as a practical tool to inform planning and management decisions without being prescriptive.
- **Website:** We launched a new RDRWA website in 2020, designed to better meet the needs of our partners and community members. Resources include RDRWA reports, high-resolution maps, a community calendar, and more.
- **New Leadership:** The RDRWA was pleased to appoint Josée Méthot as the new Executive Director in 2020. Ms. Méthot brings extensive expertise in science, policy, systems thinking and stakeholder engagement to advance watershed management in Alberta.



## Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA, through a 50 cent per capita annual contribution. If this is of interest, please contact Kelly Dodds at [info@rdrwa.ca](mailto:info@rdrwa.ca) or by phone at 403-340-7379. We would be pleased to discuss the specific needs of your municipality or send an invoice. If the Village of Rockyford would like to receive regular updates from the RDRWA, we also ask that you provide us with a primary contact name, phone number and email address, to ensure your municipality receives regular updates.

Sincerely,

A handwritten signature in black ink that reads "Josée Méthot".

Josée Méthot, Executive Director  
Red Deer River Watershed Alliance



## REQUEST FOR DECISION

Subject: Disposal of Village Half Ton Truck

Prepared By: Elaine Macdonald

Council Meeting Date: Jan. 13, 2021

Agenda Item: 8D.

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**Background:** The half ton truck that was used by Public Works has been replaced by a working vehicle. The truck is a 2008 Chevrolet Silverado and is not in running condition at this time.

There could be some value to someone who would be interested in parts.

**Options:**

**Financial Implications:** N/A

**Communication:** N/A

**Recommendation:** *THAT the Village Council provides direction to Administration for the disposal of the 2008 Chevrolet Silverado.*

## Notes on support of SAEWA or DDSWMA or both:

Town of Drumheller council wants to withdraw from SAEWA membership on its own but still on short listed site choices (waiting for siting choice)

- WC selects Newell as site choice
- city sends and receives answer on their 4 choices of continued membership
- SAEWA holds AGM- wants to accelerate to open a Cogen plant
- DDSWMA BOARD debates choice of membership-Dec2020
- motions passed to get board member municipality to pay individual SAEWA membership fees
- Ben tries to clear up the fee payments by DDSWMA
- discussion on the business plan of SAEWA and DDSWMA are the same plan and for the same tons of waste from DDSWMA Customers
- DDSWMA will need to become aggressive in attracting waste tons; possibly from Calgary, Airdrie Strathmore, Nakoda nations
- review and contact of previous waste customers - will they purchase long term space if tons & tipping fees are competitive
- debates on non membership fees being the same as members fees. Benefit of membership
- debate on 50-year life span & maintaining a profitable yearly profit and surpluses to maintain business. Bin main/ replacement site maintenance. Maintaining profitable programs
- mission statement conflicts -reduce waste to landfill and maintain their business
- why did DDSWMA & or its members support direct competitor from SAEWA- site was expected at Drumheller.
- was Newell the right site choice will this affect grant choices. Support letters by board municipality for grants
- to withdraw from SAEWA eliminates chances to retrieve its investment (continue of support?)
- if SAEWA goes online what business plans will be adopted by DDSWMA or its board members support for both business or attract new tonnes at competitive price
- Fred or Darrell stated cogeneration are failing but PEI and Quebec site are rebuilding larger to produce for power demand and keep waste from landfill
- are power sales a benefit of membership?
- environmental issues of reduction in greenhouse gas and improve carbon footprint
- And federal government commitment to reduce co2 gas reduction. Effect on grants and landfill site applications?
- coal Cogen are not desirable - SO2, acid rain
- landfills are less desirable - recycle is cyclable market and is a way to reduce tons to landfill
- one use plastic use, Ag bag, market plastic pellets, % of reuse of pellets in 2nd generation plastic manufacturing (like paper & cardboard)
- responsibility rests with users or the manufacturer to reduce waste. Issue of support letters for which choice is in a conflict position
- government could raise enviro fee at purchases for new programs and projects
- recycle or one-use programs can be profitable but as the mainstay of a business plan?



Mayor Darcy J. Burke  
Village of Rockyford  
PO Box 294  
Rockyford, AB T0J 2R0

December 2020,

To the Mayor, Council and Staff of the Village of Rockyford,

On behalf of Marigold Library Board and Staff, we wish to extend warm wishes to everyone on Council and in your Administration for a wonderful Christmas and a safe and happy New Year.

This has been an exceptional year. Now more than ever, we believe that communities are stronger and healthier when people of all ages and stages have access to public library resources and services. Therefore, your continued support is much appreciated.

Wishing you all the best this season,

Sincerely,

A handwritten signature in cursive script that reads "L. Lyster". The signature is written in black ink and is positioned above the printed name.

Lynda Lyster, Chair

Marigold Library Board

A handwritten signature in cursive script that reads "M. Michelle Toombs". The signature is written in black ink and is positioned above the printed name.

Michelle Toombs, CEO

Marigold Library System

# MARIGOLD REPORT



To Councils and  
Special Areas Board

## MARIGOLD BOARD MEETING

**November 21, 2020**

Because of COVID-19, the Marigold Library System Board met Saturday, November 21 via Zoom Video Teleconference with 39 Board members in attendance.

Board Chair Lynda Lyster recognized new Board members:

Darren Enns – Kananaskis Improvement District  
Dalia Cheshire – Village of Rockyford

## FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to October 31, 2020 were accepted as presented.

- Marigold finances are in a good position.
- Marigold has received 100% of its budgeted income for 2020. All municipal and library board levies were paid, and 100% of the provincial grants have been received.
- Marigold spent 78% of budgeted expenditures. Materials expenditures are on track at 83%. The salary budget is at 87%, with overall staff costs at 85%.
- Shipping and receiving and delivery staff costs increased substantially after the province closed government courier depots earlier this year. When government courier shipments of library materials between over 70 communities in Alberta were suspended, regional library systems assumed the increased volume in van deliveries within their regions.

## DRAFT OPERATING AND CAPITAL/PROJECTS BUDGETS 2021-2022

The Draft Operating Budget and the 2021 Capital and Projects Budget were

presented and approved for information. The 2021 budget will be completed and presented to the Board for final approval on January 30, 2021. The budgets consider no new added revenue for 2021 or 2022.

The Minister of Municipal Affairs predicted that provincial grants would remain stable for libraries in 2021; however the grants are still being calculated with 2016 populations. Marigold was pleased to receive 100% of our provincial grants in two installments in 2020.

Marigold's Draft Operating Budget for 2021 is \$5,372,597 which is a 1% decrease from the Board-approved 2020 budget amount of \$5,428,097.

The draft budget was compiled comparing 2019 actuals and 2020 expenditure trends. COVID-19 had an impact on our operations, but most of our operations have continued as before. Deliveries were paused for a couple of weeks, but once resumed, delivery volume increased drastically with the closure of provincially funded government courier depots. Marigold has since added more deliveries to member libraries.

COVID protection measures will be needed into 2021.

Contact CEO Michelle Toombs for budget estimate questions: [michelle@marigold.ab.ca](mailto:michelle@marigold.ab.ca)

## SCHEDULE C UPDATE

As of November 13, Marigold has received signed levy requisition amendments (Schedule C in the Marigold Agreement) from 37 out of 44 municipalities. Schedule C passed with 84% of municipalities having signed the document, and 85% of the population represented within those municipalities. Schedule C levy rates are

set for 2021 and 2022 at the same rates as 2020.

## POLICY APPROVAL & DECISION

Policies/Bylaws/Schedules reviewed and approved by the Marigold Board:

- Finance Policy

## STAFF PRESENTATIONS

**Freedom to Read Week February 21-27, 2021:** Board Chair Lynda Lyster proclaimed Freedom to Read week in Marigold. Marigold Deputy CEO Laura Taylor read the proclamation and provided information about Freedom to Read Week. Canadian libraries have an essential role in promoting freedom to read and intellectual freedom. Member libraries, councils and residents are encouraged to Celebrate Freedom to Read February 21–February 27, 2021. The proclamation will be sent to local library boards and councils early in January. More at: [freedomtoread.ca](http://freedomtoread.ca)

## STRATEGIC PLAN

Marigold's Strategic Plan, Vision 2022, was approved by the Marigold Board on November 21. As Marigold's current Strategic Plan, Vision 2020, concludes this year, the next Strategic Plan must be in place for 2021 to comply with the Libraries Act. The new Strategic Plan is for two years and identifies the all-consuming activities of managing the building project and preparing for the move, maintaining service during the move, and transitioning to the new facility.

## UPDATES

Marigold CEO Michelle Toombs provided information on a number of topics. Library Lending Lockers will be installed at the



## NEW BUILDING UPDATE

On September 11, Marigold and Western Irrigation District (WID) held a new Headquarters groundbreaking ceremony at the facility construction site. Eighty-two people, including elected officials, Marigold and WID Board members and staff, architects, lawyers, insurance reps and representatives from Lear Construction Management, attended the event. The building foundation has been poured and steel has gone up. Lear is working quickly to have everything enclosed before the winter. Marigold staff are coordinating with Lear, Bell/Axia and the architects and electrical engineers to ensure SuperNet installation happens in a timely manner. Municipal site servicing is underway.

Marigold and WID project staff attend bi-weekly site meetings. Safety and COVID protocols for visiting the site are carefully observed by staff, as well as representatives from BRZ Partnership Architecture Inc.



Above: Foundation has been poured and steel has gone up at the construction site. Left: Shovel ceremony at the Marigold and WID Headquarters Groundbreaking Ceremony.

Read more at <https://www.marigold.ab.ca/Projects-Events/New-Headquarters-Building/The-Project> or <https://www.marigold.ab.ca/Projects-Events/New-Headquarters-Building/New-HQ-Publication>

Bragg Creek Community Centre in early 2021, and there will also be furnishings and programming space to encourage gathering when it is safe to do so, thus providing nearly 4,000 local residents with access to library materials and services.

### PRESENTATIONS

#### TRACpac APP:

Marigold's Laura Taylor talked about the new TRACpac App that officially launched on November 23. The new app can be used on various devices and will allow users to engage in activities ranging from accessing library catalogs, renewing items and placing holds.

#### Virtual Alberta Summer Reading Club:

Because of COVID-19, some libraries were forced to lay off staff and unable to deliver any type of summer programming. To ensure that school-aged children would continue to have access to summer reading

programs, staff from the seven regional library systems in Alberta collaborated virtually to develop programming tools for member library staff and patrons through the Virtual Alberta Summer Reading Club. Marigold also organized online storytelling and a host of other online programs.

#### IT Updates:

The IT department has continued with its focus on security throughout the year. This includes the restructure of internal networks, and cyber security.

#### Cereal Municipality Dissolution:

The residents of the village of Cereal voted to dissolve Cereal municipality on October 1. The Village of Cereal Library Board made the decision to close the library once the dissolution occurs. However, we recently have come to an arrangement whereby the Cereal Library can remain open until July 1, 2021.

## BOARD & STAFF RECOGNITION

### Marigold Board

- 5 years** Sharon King (Beiseker)  
Lennox Gomes (Chestermere)  
Dimitri Dimopoulos (Rocky View County)
- 15 years** Lynda Lyster (Bighorn)
- 20 years** Maxine Booker (Acadia)

### Marigold Board Retirement

- Judith Smith (Canmore)
- Karen Neill (Morrin)

### Marigold HQ staff

- 5 years** Alida Pituka (Accounting Administrator)
- 10 years** Mike Froese (Bibliographic Services Clerk)  
Lynne Price (Director of Service Delivery)
- 15 years** Wendy Rezanoff (Cataloguer)

## IMPORTANT DATES

### Upcoming Board Meetings

**Saturday, January 30, 2021:** Zoom Video Teleconference 9:30 a.m.

**Saturday, April 24, 2021:** Meeting format TBD, 9:30 a.m.

**Saturday, August 28, 2021:** Meeting format TBD, 9:30 a.m.

### Book Draw

"All 'Bout Canada: A compendium of Canadianda" by Elizabeth Hill  
- won by Denise Peterson from Strathmore.





**NEW**

# HQ

# Q

Construction kicks off!



**PROJECT HISTORY:** Background information and details on past progress, as well as previous issues of this publication can be found on the Marigold website at:  
[www.marigold.ab.ca/projects-events/new-headquarters-building/the-project](http://www.marigold.ab.ca/projects-events/new-headquarters-building/the-project)



**MARIGOLD**  
LIBRARY SYSTEM

M. Toombs, CEO and L. Price, Director of Service Delivery,  
M. Thompson, Communication and Marketing Specialist, Marigold Library System

michelle@marigold.ab.ca  
November 2020 Page | 1

# Building Update

Issue 13

New HQ— Plans and Progress

## It's official: Construction



### Groundbreaking Ceremony

The Marigold and WID new Headquarters groundbreaking ceremony was held at the facility construction site on September 11. For event coverage see Page 5-6.



### Contract signed

On August 24, the contract with Lear Construction Management Ltd. was executed.



### PLSB Infrastructure Grant

The expenditure deadline for the \$3.020 million PLSB Infrastructure Grant is December 31, 2020. PLSB will receive a report in 2021 that includes a summary of how the grant was used, a description of outcomes and a project financial statement. Marigold has already provided Dr. Diana Davidson, Director of PSLB a list of our expenditures to date.

## Groundbreaking ceremony officially kicks off construction

Marigold and Western Irrigation District (WID) celebrated the official start of construction on September 11. Eighty-two people attended, including Marigold and WID board members and staff, elected officials, BRZ architects, lawyers, insurance reps and representatives from Lear Construction Management Ltd. WID Board Chair, Dan Shute, hosted the event.

Equipped with masks and practicing safe social distancing, the audience listened to speeches from Marigold Board Chair Lynda Lyster, MP Martin Shields, Airdrie-East MLA Angela Pitt, Strathmore Deputy Mayor Denise Peterson, Siksika Councillor Reuben Buck Breaker and Wheatland County Reeve Amber Link.

Marigold and WID staff collaborated to prepare announcements, and marketing material, and to organize a safe outdoor event during the pandemic.

The project is expected to be completed in 2021.

"We are immensely excited to start construction of a new space for our employees. This facility allows us to grow our space to better serve our member municipalities, and to realize operational efficiencies."

- Michelle Toombs

CEO Marigold  
Library System

# Building Update

New HQ— Plans and Progress

November 2020

## has begun on our site!



### Furniture approved

Marigold Board authorized funds for the purchase of new furniture and equipment at the August Board meeting. Marigold staff have participated in several meetings on interior furnishings with Heritage Business Interiors (HBI) and the interior designer from BRZ. The Board approved proceeding with HBI to purchase, inspect and store Marigold's furniture until our move next year.



### Documenting progress

Following the direction of the Joint Facility Committee, Marigold's Marketing & Communication Specialist, Miriam Thompson, has begun work on the Marigold and WID Headquarters website. She's also been documenting construction at the site with weekly photos.



### Projections

The building budget remains within the \$8 Million cap set by the Marigold Board based on the 2017 Feasibility Study. Executive Committee reviews and approves expenditures at every meeting, and the project is well planned and managed. Marigold is well positioned to manage overall project costs.



## Lear Construction Management Ltd.

On August 24, the contract with Lear Construction Management Ltd. was executed. Lear began work on the site on August 31, shortly after Marigold and WID's owner-controlled construction insurance was issued on August 28.

Marigold and WID project staff participate in bi-weekly site meetings that are scheduled

through the construction.

Lear is working quickly to get steel installed, the building foundation poured and everything enclosed before winter. Marigold staff are coordinating with Lear, Bell/Axia and the architects and electrical engineers to ensure SuperNet installation happens in a timely manner. Municipal site servicing is underway.

## Automatic Sortation System

Marigold staff investigated options for an automatic sortation system for installation and implementation in the new facility. The system will automate the sorting of 4.4 million interlibrary loan items to get them in the hands of library patrons across Marigold even faster. The machine uses a check-in function and conveyor belts to sort library materials into destination bins. The system will improve ergonomics, manage volume and staffing levels and improve efficiency for our constantly growing interlibrary loan delivery service. In October, the Marigold Executive approved proceeding with the purchase of the Lyngsoe System this year.

# Building Update

Issue 13

*New HQ— Plans and Progress*

## Marigold Library System Western Irrigation District

HEADQUARTERS

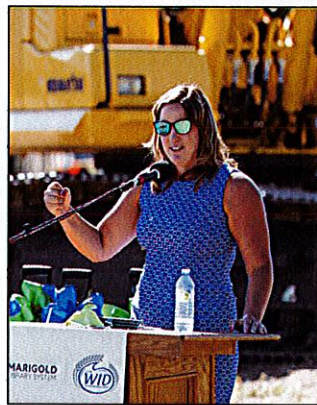
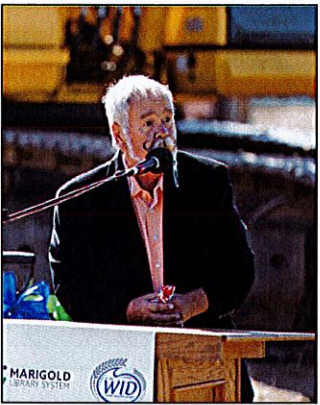
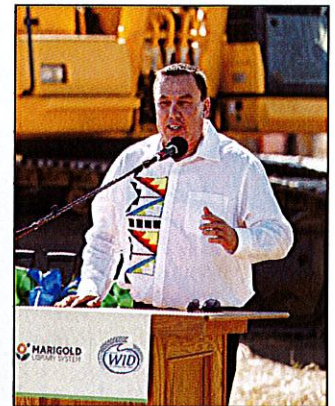
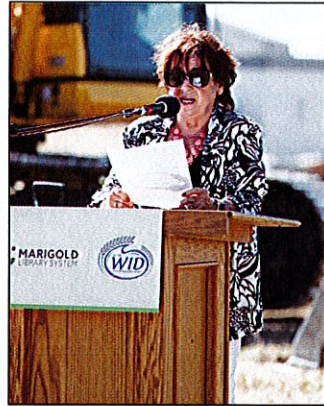


Cause for celebration as  
construction officially begins

# Building Update

New HQ— Plans and Progress

November 2020



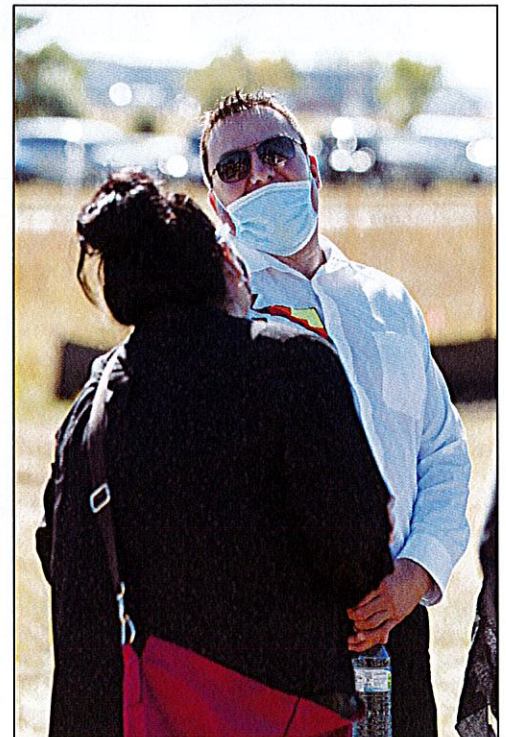
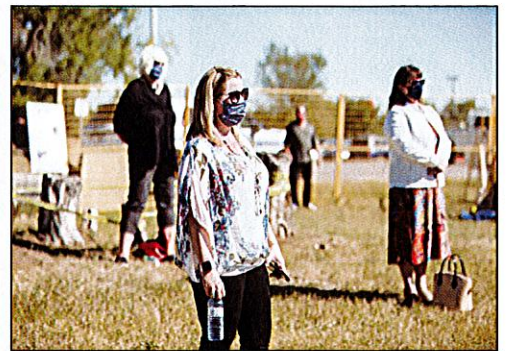
From l-r: WID Board Chair Dan Shute, Marigold Board Chair Lynda Lyster, Strathmore Town Councillor Denise Peterson, Siksika Councillor Reuben "Buck" Breaker, MP Martin Shields, Wheatland County Reeve Amber Link and Airdrie-East MLA Angela Pitt.



# Building Update

Issue 13

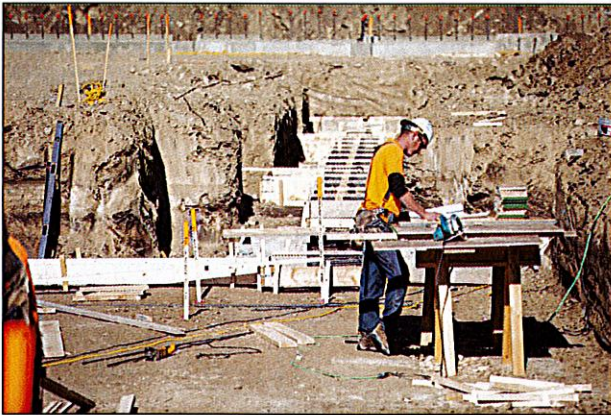
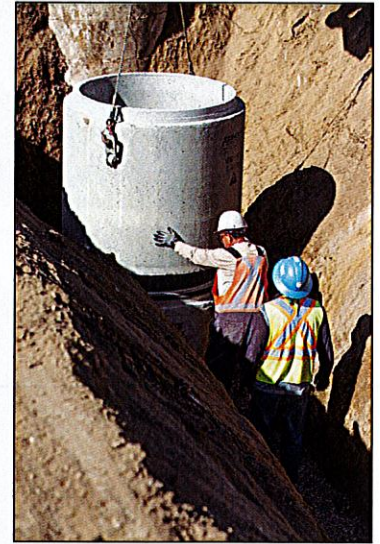
New HQ— Plans and Progress



# Building Update

New HQ— Plans and Progress

November 2020



## PROGRESS 2020



[MORE PHOTOS](#)





Council Committee Report  
For December 2020  
Darcy J. Burke

Wademsa

- Dalum Fire Department received their Lucas and training. This is the last one to be delivered.
- Daily inspections of crews donning/doffing of equipment, gowns, masks, handwashing, and face shields. Much fatigue amongst crews with COVID related calls and protocols.
- YTD calls are 3785 which is a 1.4% increase. I signed cheques on Monday and Rob told me that Wademsa recorded over 4400 calls in 2019. Most calls ever in a 12 month period even with almost zero calls for 6 weeks. COVID is the absolute cause of the increase in volume.
- Employee long service awards will be distributed by Rob with a board/staff recognition supper happening when restrictions allow.
- Total reserves \$1415112.33
- 2021 fire dispatch requisition set at \$8/capita

WFCSS

- Revenue \$24794.15. Expenses \$20383.35. Account Balance \$85302.81
- Good Food Box program continues to be very successful
- Community Coats program is being well used.
- Addictions week planning session 3 was well attended
- Tools for School goal was set at \$3,000.00 and raised \$3,055.00
- Stats
  - 34 clients
  - 1 new client
  - \$1,649 invoiced for 236 hours worked
  - 55 travel hours
  - 4,538 hours paid
  - 2,678 km traveled
  - 1,580 km paid

WRC

- Phase 3 Rosebud distribution line was commissioned Dec 11. I attended the significant completion tour, deficiencies were noted and request for repairs have been made.
- Two curb stop repairs were done in Rockyford. Both completed by hydrovac so very little ground disturbance.
- Attended Wheatland County council meeting with Leah to discuss WRC budget. And to clarify the proposed budget and build a bridge between the county and WRC.
- AEP completed a compliance inspection for the Gleichen distribution system on Nov 27
- Diversion report for WID has been completed with four different conveyance agreements
- Reports are being worked on for water and wastewater systems for AEP (yearend)
- All lift stations have had semi annual cleaning performed
- Budget discussions are ongoing
- Board has agreed to hire a 3<sup>rd</sup> party operations auditor to facilitate more efficient operations and governance.

- Rockyford ratepayer letter regarding water quality issues was addressed. The board will not take responsibility for an issue that was beyond the control of operations. The board commended staff and management for their efforts.
- Revenue \$122,435.20 Expenses \$226,985.62

Conference calls for December, AUMA and Premier Kenney, Dr Hinshaw, and Municipal Affairs.

December 2020  
Council Meetings  
Leah Smith

Dec 3 WHMB/ Architect

- discussion on building design for site

Dec 9 Village Regular

Dec 17 WHMB/Architect

- review of building design

January 2021  
Council meeting report  
By Bill Goodfellow

1- December - DDSWMA board mtg

- long discussion on DDSWMA member remaining in SAWEA . A motion passed to allow municipal members to pay their requisitions.

Membership is optional but VoR is 25% partnered with WC and the future of supporting both groups is a discussion of the future when and if the project goes into operation

I have written a letter on what is involved in the issue included for council

2- Library meeting for Dalia. Notes of meeting are available

**Councilor Report  
DALIA CHESHIRE  
JULY 2020**

**DATE: Nov 5, 2020**

**GROUP/BOARD: Wild Rose**

- NOTES:**
- 1. Election of Officers and Boards**
    - **Governance Board (policies n procedure) Joe, Cory, Chris**
    - **Audit n Finance; Kari, Brian, Dalia**
    - **MGMT/Personnel; Joe, Frank, new spot**
    - **S/S Planning (Strategic/Succession) Marliyn, Merv, Lucyann**
    - **CED; Dalia, Cory, Wade**
  - 2. RRRF funding, 61 loans at 1.3 million from our office alone, albeit, this CFWD office is the busiest in the province**
  - 3. Budget begins for 2021**
  - 4. In Camera for 1 hour**
  - 5. New contracts for New Projects with CARE and Factor 5, AGRI-Tourism Cluster Innovation Challenge.**
  - 6. 2021 SWOT Analysis-Strength Weakness Oppurtunities and Targets**
  - 7. 2 New policies to Approve (like we have a choice)**
  - 8. \$28,000 in interest was waived for three months on loans**

**DATE: Nov 18, 2020**

**GROUP/BOARD: Council Meeting**

**NOTES: we were all in attendance**

**DATE: Nov 19, 2020**

**GROUP/BOARD: Wild Rose CED**

- NOTES:**
- 1. First meeting, meet quarterly, set date and times**
  - 2. Intros, reviewed package with terms, goals, SWOT of area/region**
  - 3. Round Table discussion.....NEW IDEA FOR PRP!!**

**DATE: Nov 21, 2020**

**GROUP/BOARD: Marigold**

- NOTES:**
- 1. Intro; 55 trustees and 87 altogether on the board!**
  - 2. Operational Budgets for 2021**
  - 3. Budget, timeline and Recap on new building being built**

**4. New Conveyor Belt System, to handle the work load instead of hiring 2-3 people to sort, this machine will (lots not happy about job loss, but it's not a loss if no one was even hired yet)**

**5. Committee Reports from 8 different sub boards**

**6. Requisitions to meet what covid losses hit with**

**7. Next Meeting Dates**

**8. Roundtable; what other communities are doing to help their libraries, almost all receive 75% funding from their local chapters of Lions Clubs or community groups....I volunteered the info about the MOST grant and everybody was like what?!, and literally got two calls after the meeting wanting to know more details.**

CAO Report  
January 13, 2021

**December 1, 2020 - Webex Meeting with CAOs and Dr. Hinshaw**

**December 2, 2020 - Website Meeting**

A meeting was held regarding the transition to the new website. Tara and I were given a hands-on guide to how to upload content and manage the site.

**December 3, 2020 – AUMA Budget Planning**

The AUMA hosted a webinar for municipalities to discuss some of the budget challenges we all face going into the new year. Several municipalities are facing tough decisions given the economic state and uncertainty of grant funding.

**December 8, 2020 - Webex Meeting with CAOs and Dr. Hinshaw**

**December 8, 2020 – WRC Budget Meeting**

**December 15, 2020 - Webex Meeting with CAOs and Dr. Hinshaw**

**December 15, 2020 – County Emergency Management Check In**

We continue to monitor the COVID status in the region. Wheatland County numbers were stable and nothing has triggered ramping up any response of the Emergency Management team. We will continue to hold monthly check-in meetings as long as there is no dramatic change.

**December 15, 2020 – Town Hall Meeting**

**December 15, 2020 - WRC Meeting**

With the holidays now over, the action items will be addressed. The advertising for PRP will be done. The office will be busy with year-end and then preparing for the auditor.

I will continue to update Council after each of the meetings with Dr. Hinshaw. Leaving the reports until the Council meeting means you are getting stale data.