

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
October 13th, 2021
via Telus BusinessConnect

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS A. MPE and Extreme Steam
5. ADOPT MINUTES A. Minutes from Sept 8, 2021, Regular Meeting
 B. Minutes from Sept. 16, 2021, Special Meeting
6. FINANCIAL REPORTS A. Bank Reconciliation August 2021 – Village
 B. Bank Reconciliation August 2021- WRC
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
8. NEW BUSINESS A. Letter from Resident
 B. Bylaw 2021-010 – Designated Officers Bylaw
 C. Letters from Wheatland Housing Management Body
 D. Service Line Warranties
 E. Gazebo at Prairie Ridge Park
 F. Second Quarter Budget Variance
 G. Bylaw 2021-008 – Electronic Transmission of Documents
 H. Bylaw 2021-009 – Subdivision & Development Authority Bylaw
 I. CAO Vacation Time
 J. Community Futures Wild Rose – Digital Economy Program
 K. Fortis Franchise Fees
 L. Avail Audit Capacity
9. CORRESPONDENCE A. Letter from Town of Crossfield re RCMP Retroactive Pay
 B. Municipal Indicator Results – 2020
 C. Q & A from Sept. 17 CMoH Meeting
 D. Marigold Reports
10. OTHER BUSINESS
11. ACTION ITEM LIST REVIEW
12. CLOSED SESSION
13. OUT OF CLOSED SESSION MOTION
14. REPORTS
15. ADJOURNMENT

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
Sept. 8, 2021

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

Administration: Elaine Macdonald

DELEGATE Paul Kathol, Rockyford Agricultural Society

1. CALL TO ORDER Mayor Burke called the meeting to order at 7:20 p.m.

2. AGENDA

RES 159-2021 Moved by Councillor Cheshire that the agenda be accepted with the following additions:

ADD

- 4A. Delegation – Paul Kathol, Rockyford Agricultural Society
 - 8I. Tentative Subdivision Plan
 - 8K. Detailed Assessment Audit
 - 8L. Canadian Badlands Letter
- Carried**

3. PUBLIC WORKS REPORT

RES 160-2021 Moved by Councillor Geeraert that Council accepts the Public Works report as presented.

Carried

4. DELEGATION

4A. Paul Kathol, Rockyford Agricultural Society

The chiller at the arena developed a leak in July, 2021. This is the vessel that holds the ammonia and brine for the ice plant. Initially, the repair was thought to be in the neighbourhood of \$500,000 but the Agricultural Society was able to find a local supplier of the parts required and the members of the Agricultural Society have taken out the old chiller and removed the existing brine. Funding assistance is required to get the work done in time for the hockey/ringette season in 2021-2022.

RES 161-2021 Moved by Deputy Mayor Smith that Council approves a loan to the Rockyford Agricultural Society with the CAO making the determination of the best way to accomplish that.

Carried

5. MINUTES

5A. Minutes from the July 14, 2021 Regular Meeting of Council.

RES 162-2021 Moved by Deputy Mayor Smith that Council approves the minutes of the July 14, 2021 Regular Meeting of Council as presented.

Carried

Mayor
Administrator

6. FINANCIAL REPORTS

6A. Bank Reconciliation July, 2021 – Village

RES 163-2021 Moved by Councillor Geeraert that the bank reconciliation for the Village for the month of July, 2021 be accepted as presented.
Carried

6B. Bank Reconciliation July, 2021 – WRC

RES 164-2021 Moved by Councillor Cheshire that the bank reconciliation for WRC for the month of July, 2021 be accepted as presented.
Carried

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

8. NEW BUSINESS

8A. Discretionary Use Development Permit Application
Presented by Elaine Macdonald, Municipal Administrator

RES 165-2021 Moved by Councillor Cheshire that the Village Council approves the application for a discretionary use development of a garage on a commercial property.
Carried

8B. Storage Lot Information
Presented by Elaine Macdonald, Municipal Administrator

RES 166-2021 Moved by Deputy Mayor Smith that the derelict trailers be removed from the storage lot in the most cost effective manner.
Carried

8C. Sewage Lagoon Repair Options
Presented by Elaine Macdonald, Municipal Administrator

RES 167-2021 Moved by Councillor Goodfellow that the Village accepts the quote from Knibb's Developments Ltd. for repair using stainless steel pipe in the amount of \$19,000.
Carried

8D. ATCO Gas Franchise Fees
Presented by Elaine Macdonald, Municipal Administrator

RES 168-2021 Moved by Councillor Cheshire that the ATCO Gas franchise fees remain at 30% for 2022.
Carried

8E. Bylaw 2021-006 – Joint Assessment Review Boards Bylaw
Presented by Elaine Macdonald, Municipal Administrator

RES 169-2021 Moved by Councillor Cheshire that Council gives first reading to Bylaw 2021-006 – Joint Assessment Review Boards Bylaw.
Carried

RES 170-2021 Moved by Councillor Goodfellow that Council gives second reading to Bylaw 2021-006 – Joint Assessment Review Boards Bylaw.
Carried

RES 171-2021 Moved by Mayor Burke that Council gives permission to proceed to third and final reading to Bylaw 2021-006 -- Joint Assessment Review Boards Bylaw.

Carried Unanimous

RES 172-2021 Moved by Councillor Geeraert that Council gives third and final reading to Bylaw 2021-006 -- Joint Assessment Review Boards Bylaw.

Carried

8F. Appointment of Library Board Members
Presented by Elaine Macdonald, Municipal Administrator

RES 173-2021 Moved by Mayor Burke that Vivianne Borley, Brittany Martin and Jessica Whittle be appointed to the Rockyford Library Board for a term of three years.

Carried

8G. National Truth and Reconciliation Day
Presented by Elaine Macdonald, Municipal Administrator

RES 174-2021 Moved by Councillor Geeraert that Sept. 30, National Truth and Reconciliation Day will not be observed as a statutory holiday in Rockyford, but we do recognize the atrocities of the residential schools and there should be ongoing recognition, not just one day.

Carried

8H. Ambulance Resources
Presented by Darcy J. Burke, Mayor

Mayor Burke provided Council with information regarding the critical status of ambulance service in the region and in the Province as a whole.

8I. Budget Variance – 2nd Quarter
Presented by Elaine Macdonald, Municipal Administrator

RES 175-2021 Moved by Councillor Geeraert that Council accepts the 2nd quarter budget variance as information.

Carried

8J. Proposed Subdivision Plan
Presented by Elaine Macdonald, Municipal Administrator

RES 176-2021 Moved by Deputy Mayor Smith that Council approves the proposed subdivision plan for the lands at the south end of the Prairie Ridge Park property.

Carried

8K. Detailed Assessment Audit
Presented by Elaine Macdonald, Municipal Administrator

Council was provided information that the Province will be conducting a detailed assessment audit for the Village in 2021.

8L. Canadian Badlands Letter
Presented by Dalia Cheshire, Councillor

RES 177-2021 Moved by Mayor Burke that the CAO drafts a letter to Donna Biggar, President of Canadian Badlands, requesting all recent financial information showing assets and liabilities of the organization; bank reconciliations and audited financial statements ahead of the Sept. 13, 2021 special meeting. And that the partners of the Wheatland Regional Partnership be sent a copy

of the letter.

Carried

9. CORRESPONDENCE

9A. Letter from Municipal Affairs re Senate Election/Referendum Grant

RES 178-2021 Moved by Councillor Geeraert that Council accepts the letter from Municipal Affairs as information.

Carried

9B. Response letter from Minister Madu.

RES 179-2021 Moved by Deputy Mayor Smith that Council accepts the letter from Minister Madu as information.

Carried

9C. Letter from Big Lakes County re RCMP Support.

9D. Letter from Town of Claresholm re Council Code of Conduct Bylaws.

9E. Letter from Town of Claresholm re RCMP retroactive pay.

RES 180-2021 Moved by Deputy Mayor Smith that Council accepts the remaining correspondence as information.

Carried

10. OTHER BUSINESS

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

RES 181-2021 Moved by Councillor Cheshire that the reports be accepted as presented.

Carried

15. ADJOURNMENT

RES 182-2021 Councillor Geeraert moved that the meeting be adjourned at 9:40 p.m.

Carried

Mayor

Administrator

Mayor
Administrator

MINUTES
VILLAGE OF ROCKYFORD
SPECIAL MEETING
Sept. 16, 2021

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

Administration: Elaine Macdonald

1. CALL TO ORDER Mayor Burke called the meeting to order at 9:30 a.m.

2. AGENDA

RES 183-2021 Moved by Deputy Mayor Smith that the agenda be accepted as presented.
Carried

3. NEW BUSINESS

3A. Loan For Replacement of Chiller at Arena
Presented by Elaine Macdonald, Municipal Administrator

RES 184-2021 Moved by Councillor Geeraert that the Village Council approves taking a line of credit loan in the amount of \$120,000 for the replacement of the chiller at the arena.
Carried

3B. Bylaw 2021-007
Presented by Elaine Macdonald, Municipal Administrator

RES 185-2021 Moved by Councillor Cheshire that the Village Council gives first reading to Bylaw 2021-007 -- Borrowing Bylaw.
Carried

RES 186-2021 Moved by Councillor Goodfellow that Council gives second reading to Bylaw 2021-007 -- Borrowing Bylaw
Carried

RES 187-2021 Moved by Mayor Burke that Council gives permission to proceed to third and final reading to Bylaw 2021-007 -- Borrowing Bylaw.
Carried Unanimous

RES 188-2021 Moved by Deputy Mayor Smith that Council gives third and final reading to Bylaw 2021-007 -- Borrowing Bylaw.
Carried

4. ADJOURNMENT

RES 189-2021 Councillor Cheshire moved that the meeting be adjourned at 9:42 a.m.
Carried

Mayor
Administrator

Mayor

Administrator

Mayor
Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending August 31, 2021

	Current Year	Last Year
Net Balance as at July 31, 2021	\$ 124,863.41	\$ 155,921.96
Receipts for Month	\$ 300,331.01	\$ 68,226.71
Interest Earned	\$ 121.44	\$ 20.65
Transferred from T-Bill	\$ -	\$ 90,000.00
	<u>\$ 425,315.86</u>	<u>\$ 314,169.32</u>
Less:		
Disbursements	\$ (71,375.73)	\$ (70,097.72)
Bank Charges	\$ (92.08)	\$ (98.16)
Auto Debit Alarm Fee	\$ (56.69)	\$ (56.69)
Penny Adjustment	\$ -	\$ -
Duplicate Posting	\$ -	\$ -
Transferred to T-Bill	\$ (200,000.00)	\$ (200,000.00)
G/L Balance Aug 31, 2021	<u>\$ 153,791.36</u>	<u>\$ 43,916.75</u>
Bank Reconciliation		
Bank Balance at Aug 31, 2021	\$ 382,193.54	\$ 60,231.44
Bank error	\$ (115.49)	
Posted to WRC Account	\$ (49,367.42)	
O/S Cheques	\$ (33,991.93)	\$ (16,351.69)
O/S Deposits	\$ (596.38)	\$ 60.00
Deposit not posted until Sept.	\$ (144,330.96)	\$ (23.00)
Bank Balance Aug 31, 2021	<u>\$ 153,791.36</u>	<u>\$ 43,916.75</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
August 31, 2021

Net Balance as at July 31, 2021	\$ 82.67
Interest Earned	\$ 1.41
Transfer from T-Bill	<u>\$ 12,900.00</u>
	\$ 12,984.08
Transfer to T-Bill Account	\$ 0.00
Disbursements	-\$ 12,910.90
G/L Balance as at Aug. 31, 2021	<u>\$ 73.18</u>
Bank Reconciliation:	
Balance as at Aug. 31, 2021	\$ 4,587.86
Sub Total	
Less Outstanding Cheques	<u>-\$ 4,514.68</u>
Balance as at Aug. 31, 2021	<u>\$ 73.18</u>

Mayor

Administrator

September 13, 2021

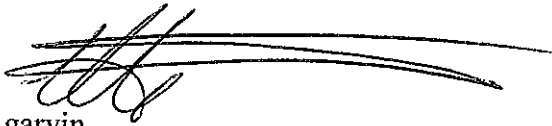
To: Council, Village of Rockyford Meeting Sept 15, 2021

Subject: Elevator Road

As being a ratepayer along Elevator Road in the Village of Rockyford, when do we get dust control and speed control along this Road? I have quite a concern of the vehicles travelling down this road with no speed control. There is no posted speed limit, I assume it is part of the Village and feel that the speed limit should be reduced to posted speed for the Village of Rockyford. I agree with other residents of the Village of rockyford that we should have reduced speed to 40 KMP/H accordingly throughout the Village including Elevator Road. Signs should be posted along Elevator Road accordingly.

The stop sign on the Eastern point of Elevator Road is an absolute joke as no one ever slows down or stops to check for traffic. The Eastern end of this South East road, which is also part of the Village of Rockyford, and pays taxes to the Village of Rockyford, is also impacted by the traffic on Elevator Road and should be considered in this speed control posting and dust control.

Could we see some dust control and speed control in the near future?

A handwritten signature in black ink, appearing to be 'John Garvin', with a long horizontal flourish extending to the right.

John garvin



REQUEST FOR DECISION

Subject: Bylaw 2021-010 – Designated Officers Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8B.

Background: One of the items identified in the MAP review that was conducted last year was that we don't have a bylaw designating the assessor as a designated officer for the Village.

Bylaw 2021-010 – Designated Officers Bylaw appoints the assessor as a designated officer for the Village and also includes other designated officers, so it is an all-encompassing bylaw.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council gives first reading to Bylaw 2021-010 – Designated Officers Bylaw.
THAT Village Council gives second reading to Bylaw 2021-010 – Designated Officers Bylaw.
THAT Village Council gives permission to proceed to third and final reading of Bylaw 2021-010 – Designated Officers Bylaw.
THAT Village Council gives third and final reading to Bylaw 2021-010 – Designated Officers Bylaw..*

BY-LAW #2021-010
OF THE VILLAGE OF ROCKYFORD
IN THE PROVINCE OF ALBERTA

BEING A BYLAW IN THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF ESTABLISHING POSITIONS OF DESIGNATED OFFICERS WITHIN
THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA

1. PURPOSE

WHEREAS, the *Municipal Government Act* revised statutes of Alberta 2000, Chapter M-26, as amended requires that Council pass a bylaw to establish one or more positions to carry out the powers, duties and functions of a designated officer.

NOW THEREFORE the Council of the Village of Rockyford duly assembled, enacts as follows:
Bylaw 2021-010, Designated Officers Bylaw.

2. INTERPRETATION

This Bylaw may be cited as the Village of Rockyford Designated Officers Bylaw.

3. DEFINITIONS

3.1 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended.

3.2 **Chief Administrative Officer** means the person appointed to the position of Chief Administrative Officer (CAO) by Council.

3.3 **Council** means the Municipal Council of the Village of Rockyford.

3.4 **Designated Officer** means a person appointed to a position established in accordance with the *Municipal Government Act*.

3.5 **Municipality** means the Village of Rockyford.

4. DESIGNATION

The following positions are Designated Officers for the Village:

- a) Municipal Assessor
- b) Assessment Review Board Clerk
- c) Intermunicipal Subdivision and Development Appeal Board Clerk
- d) Municipal Auditor

Powers and Duties

Municipal Assessor: The Municipal Assessor is the Designated Officer for the purpose of carrying out the duties and responsibilities of an "Assessor" under the *Act*, and any other relevant statute, regulation, or bylaw.

The Municipal Assessor is the Designated Officer for the purpose of administering the following sections of the *Act*:

Section 293(1), (2) & (3)	Duties of Assessors
Section 482(1) & (2)	Admissible Evidence at Hearings
Section 525(1), (2) & (3)	Admissible Evidence at Hearings

Assessment Review Board Clerk

The Assessment Review Board Clerk is the Designated Officer for the purposes of administering the following sections of the *Act*:

Section 456(1)	Clerk of the Assessment Review Board
Section 461(3)	Address to which complaint is sent
Section 462(1) & (2)	Notice of Assessment Review Board Hearings
Section 469	Notice of Decision of Assessment Review Board
Section 483	Decision admissible on appeal

Intermunicipal Subdivision and Development Appeal Board Clerk

The Intermunicipal Subdivision and Development Appeal Board Clerk is the Designated Officer for administering the following sections of the *Act*:

Section 627.1(2), (3) & (4)	Clerk of the Intermunicipal Subdivision and Development Appeal Board
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Municipal Auditor

The Municipal Auditor is the Designated Officer for administering the following sections of the *Act*:

Section 281(1), (2), (3) & (4)	Report to Council on the annual financial statements and financial information return.
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5. DELEGATION

Those persons appointed to the positions noted above, have the authority to further delegate powers, duties and functions assigned to them within this bylaw, in accordance with the *Act*.

6. DESIGNATION OF POWERS

The Chief Administrative Officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- a) no position of designated officer has been appointed by Council;
- b) the position of designated officer is vacant; or
- c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council.

Council may revoke the appointment of a person to the position of Designated Officer, in accordance with the *Act*.

7. EFFECTIVE

This Bylaw comes into effect upon the date of third and final reading.

Read a first time this 13th Day of October 2021.

Read a second time this 13th Day of October, 2021.

Received permission to proceed to third and final reading this 13th day of October, 2021.

Read a third time and passed this 13th Day of October, 2021

Mayor

Municipal Administrator



REQUEST FOR DECISION

Subject: Letters from Wheatland Housing Management Body

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8C.

Background: We have received two letters from Wheatland Housing Management Body covering what they feel should be priorities for municipal Councils and have requested that Councils give consideration to these items.

One letter addresses the affordable housing and provides some suggestions for municipalities to facilitate affordable housing options within the municipality. The second letter is requesting municipalities advocate for increased seniors housing options.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council accepts the letters from Wheatland Housing Management Body as information.*



September 9, 2021

Dear Mayor Darcy Burke and Council Members,

We are writing to ask for your commitment to policies that will ensure seniors in the County of Wheatland have access to the appropriate housing with service options and health supports they require to live and age well in our community. Municipal policies, approaches and leadership all play key roles in supporting seniors housing development and operations, as we explain below.

Key Issues

- Only through planning and advocacy can we ensure that the seniors who have contributed so much, and continue contributing to our community, will be able to continue living well and with dignity.

Municipalities play several important roles in ensuring that seniors have the appropriate services and supports they need, whether they live in their own homes or in their home in a congregate living setting:

- Removing the barriers and offering easy-to-navigate processes for the development of seniors housing in their communities.
- Advocacy should be initiated by municipal leaders to ensure that provincial funding addresses local needs.
- Municipalities do not fund health care but can ensure that residents of seniors housing are having their needs met by leading the coordination of services and supports available within the community. Coordinated community access reduces vacancies and allows the needs of residents to be met without leaving their home community.

Our Plan for Seniors Housing and Supports in Town of Strathmore

Wheatland Housing Managements plans to build a new Wheatland Lodge and Hospice in the town of Strathmore. The facility would accommodate 165 suites for seniors and six much needed hospice care beds. You and your council have received the Schematic Design Report for the proposed project.

The Role of Municipal Governments in Action on Seniors Housing and Supports

With respect to funding, the primary task of municipal leadership is advocating for federal and provincial investments to build the seniors housing needed and offer the service options and health supports residents/tenants require. We can provide information to support you as you advocate and educate. We also need municipal councils to be more effective in working with all levels of government to ensure adequate policies/approaches, support, and accountabilities are developed, implemented and met.

Apart from operating and capital funding, our municipal government controls the local policy and planning tools that must be strategized and deployed to ensure availability of seniors housing with service options and health supports needed by the growing number of seniors in our community. To begin with, we ask you to commit to the four actions listed below to address Wheatlands County's critical priorities for our seniors housing, service and health supports.

1. Advocate for **increased seniors supportive living SL4 and SL4D and hospice care beds.**
2. Coordinate with local partners to **ensure residents have access to the services and supports they require** to live and age well in their communities.
3. Conduct a regional **housing needs analysis** to support planning to meet the service option and health support needs for seniors in housing.
4. Advocate for AHS to provide **24/7 Home Care** support in Licensed Supportive Living.

We invite you to have a conversation with us about these four commitments and the important role of seniors housing in our municipality. Thank you for your willingness to serve the people of Wheatland County.

Sincerely,

Glenn Koester

Board Chair

Wheatland Housing Management Body

Vickey Cook

CAO

Wheatland Housing Management Body

CC: Alberta Seniors & Community Housing Association



September 9, 2021

Dear Mayor Darcey Burke,

We are pleased to have the opportunity to write to you about the leadership our municipal government can take in ensuring everyone in our municipality can access affordable housing, and that it is safe and adequate. Wheatland Housing Management Body operates and maintains social housing accommodations in the Town of Strathmore and the County of Wheatland. WHMB Social Housing provides over 100 households with affordable housing options to seniors, families and individuals with low income or special needs.

Key Issues

- In Strathmore and Wheatland over 100 households are housed in rental housing and spend more than 30% of their income on rent and utilities.
- More than 164,000 Albertans live in housing that costs more than 30% of their income, fails minimum standards of repair, or does not have the adequate number of bedrooms for the size of household (Government of Albertan, 2020).
- Data is not yet available to show the number of households made homeless or experiencing housing insecurity this past year due to the economic hardship caused by the pandemic.

The province funds affordable housing through the Seniors Lodge Program, rental assistance benefits (RAB and TRAB), the Community Housing Program, and other programs, but the need is increasingly outstripping the supply. Responding to this growing problem, the Alberta Chambers of Commerce passed a resolution in 2021 stating that the affordable housing crisis is a threat to the long-term sustainability of Alberta's communities.

- Municipalities that take leadership on this issue now can ensure affordable housing is available to prevent community members from becoming unhoused or underhoused.

The Role of Municipal Governments in Affordable Housing Action

With respect to funding, the primary task is advocating for federal and provincial investments to build the affordable housing our municipality needs. We can provide information to support you as you advocate and educate. We also need municipal councils to be more effective in working with all levels of government to ensure adequate policies/approaches, support, and accountabilities.

Apart from operating and capital funding, our municipal government controls the local policy and planning tools that must be strategized and deployed if our community is to have an adequate supply of safe, livable, and affordable housing. To begin with, we ask you to commit to the five actions listed below to address Strathmore's urgent need for affordable housing.



1. **Offer public land** to the community housing sector for new affordable homes.
2. Introduce **targeted incentives for affordable rental construction**, including waivers for Development Cost Charges (DCCs) and Community Amenity Contributions (CACs).
3. Ensure strategies and practices to enable the development and maintenance of affordable housing are included in **municipal development plans**.
4. **Offer financial incentives** to develop affordable housing.
5. **Advocate** for small affordable homes.

We invite you to have a conversation with us about these four commitments and the other affordable housing tools available to our municipal government. Thank you for your willingness to serve the people of Town of Strathmore and the County of Wheatland.

Sincerely,

Glenn Koester
Board Chair
Wheatland Housing Management Body

Vickey Cook
CAO
Wheatland Housing Management Body

CC: Alberta Seniors & Community Housing Association



REQUEST FOR DECISION

Subject: Service Line Warranties

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8D.

Background: In August, members of Council and Administration received a letter from Service Line Warranties. This company offers insurance to residents for their water and sewer lines that aren't the municipal responsibility.

In order for the program to be offered to the residents, the municipality has to sign up as a partner. There is no cost to the municipality, it is a co-branding arrangement. They (Service Line Warranties) send out a direct mail to all homeowners in the municipality with both their logo and the Village logo on it. The letters are approved by the municipality prior to being sent out and the homeowners can contact Service Line if they wish to sign up. All homeowners qualify for coverage providing they are connected to Village services. Service Line Warranties is listed on the RMA website as an approved supplier.

If a homeowner signs up for coverage, they would pay the established fee for insurance and in the event, they have a waterline or sewer line break; they would submit a claim. Service Line Warranties would then contact an approved contractor to come and take care of the issue, and it covers up to \$10,000/event.

Options: 1. Council can choose to become a partner with Service Line Warranties.
2. Council can choose to not become a partner with Service Line Warranties.

Financial Implications: There is no cost to the municipality. In their letter, they indicate there is an optional 5% royalty paid to municipal program partners for use of the logo, but that is not expanded on.

Communication: Service Line Warranties will send out approved letters to all homeowners; we can run information blurbs on our platforms letting people know about the program and that it is optional, they are under no obligation to sign up for the insurance.

Recommendation: *THAT Village Council discusses the Service Line Warranties insurance program and provide direction to Administration..*

RECEIVED
AUG 27 2021

ELAINE MACDONALD
MUNICIPAL ADMINISTRATOR
VILLAGE OF ROCKYFORD-AB
PO BOX 294
ROCKYFORD AB T0J 2R0
CANADA

August 10, 2021

Dear Elaine,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at jolson@slwofc.ca or visit <https://servicelinewarranties.ca>.

Sincerely,



Mike Van Horne
General Manager, SLWC
Vaughan, ON

Elaine Macdonald

From: Jeff Olson <jolson@slwofc.ca>
Sent: September 2, 2021 1:15 PM
To: Elaine Macdonald
Subject: Re: More Information
Attachments: Canada Presentation to Parnters - V1.pptx

Hello again Elaine,

Please see below for more information on the program.

1. This program is offered to homeowners through a marketing partnership between the municipality and Service Line Warranties of Canada. Essentially, we set up a co-branding arrangement between us and the municipality to send direct mail letters to all of the homeowners in your service territory. This co-branding arrangement assures the homeowner that ours is a vetted and legitimate service offering. We include the municipal logo along with our logo on both the envelope and the letter itself. No letters are ever sent without prior written approval from the municipality. Once approved, letters are sent to all homeowners, no target marketing is used, and all homeowners are eligible for service line warranty protection provided that they have service line connections to the municipal water and sewer lines. This method ensures that we can offer great coverage at a reasonable price and can utilize local contractors to complete the repairs. Additionally, it reduces the waste in both cost and materials of sending out a mailing with no affinity with the locality which ends up as junk mail with less than a 1% open rate on average.
2. The program is not offered direct to consumer, only through an affinity marketing partnership between SLWC and the municipality. No investment is required from the municipality either from a capital investment or human resource cost other than the approval of the direct mail letter. SLWC handles all marketing costs, labor costs, customer billing, contractor management and service line repair/replacement fulfillment. The municipality is fully indemnified through an executed marketing agreement between SLWC and the municipality.
3. SLWC uses only licensed, bonded and insured local contractors to complete all repair/replacement work. All local bylaws are adhered to with regard to service line repair. Essentially, SLWC offers piece of mind for your homeowners by offering a low cost, warrantied and optional service contract for those residents who wish to protect themselves from the unwanted and unexpected cost of service line repair and/or replacement. Homeowners who choose to enroll can pay monthly or annually and are eligible to file a claim without prior inspection once enrolled in the service contract program. SLWC takes it from there.

I am happy to jump on a call at your convenience should you have additional questions or concerns. Also, I have attached a powerpoint (sorry, this one is Ontario focused as I have yet to modify for Alberta) which provides a good overview of the program and may help with your evaluation. Thanks again for your interest and please let me know if I can assist in any way.

Very best,



Jeff Olson
General Manager

Mobile: 720-470-8037
Email: jolson@slwofc.ca

B2B: www.servicelinewarranties.ca

B2C: www.slwofc.ca

From: Elaine Macdonald <cao@rockyford.ca>
Sent: Thursday, September 2, 2021 11:04 AM
To: Jeff Olson <jolson@slwofc.ca>
Subject: RE: More Information

Hi Jeff

That is perfectly fine. We only have one Council meeting a month so I won't make it for the one next week but should be good for the one in October.
Thank you!

Elaine



Elaine Macdonald, CLGM
Chief Administrative Officer
Village of Rockyford
Phone: (403) 533-3950
Fax: (403) 533-3744

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From: Jeff Olson <jolson@slwofc.ca>
Sent: August 31, 2021 4:52 PM



REQUEST FOR DECISION

Subject: Gazebo at Prairie Ridge Park

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8E.

Background: The roof of the gazebo at Prairie Ridge Park has started falling apart. There is a large hole in the one area and it isn't a safe space.

It is being brought to Council for discussion to determine if we repair the roof (not knowing if there are other safety concerns) or if the gazebo is taken down.

- Options:**
1. Council can give direction to repair the roof of the gazebo.
 2. Council can determine that taking it down would be a better option than repairing.
 3. Council can approve the repair of the gazebo roof and any other safety concerns up to a specific dollar value.

Financial Implications: There is money in the Prairie Ridge Park building repair and maintenance budget line. However, we have had some work done on the boiler and it requires a new pump that is currently being priced out. We will also have costs associated with some work that needs to be done in the gymnasium, that cost won't be known until later this month when the contractor can come out to do an assessment.

We budgeted \$12,000 in that line and have used approximately \$5,000 of that to date. The pump for the boiler and the gymnasium repair may put us over budget and we will be coming back to Council for approval of those expenditures.

Communication:

Recommendation: *THAT Village Council discusses the gazebo at Prairie Ridge Park and provides direction to Administration.*







ACCT #	DESCRIPTION	NOTES				2021	2021	2021	2020
						BUDGET	1st Quarter Actuals	2nd Quarter Actuals	2nd Quarter Actuals
2-11-00-151	Council Meeting Fees	Includes CPP from 2019 + 62.66 from 2021				\$ (21,000.00)	\$ (5,744.57)	\$ (9,044.42)	\$ (7,449.54)
2-11-00-200	Cards/Gifts					\$ (4,200.00)		\$ (2,459.79)	\$ (161.59)
2-11-00-211	Mileage & Subsistence					\$ (4,000.00)	\$ (141.60)	\$ (416.76)	\$ (2,299.86)
2-11-00-510	Council Lunches					\$ (1,750.00)	\$ (101.81)	\$ (111.87)	\$ (103.48)
	SURPLUS(DEFICIT)					\$ (30,950.00)	\$ (5,987.98)	\$ (12,032.84)	\$ (10,014.47)
ADMINISTRATION									
1-12-00-410	Sale of Services/Goods					\$ 1,000.00	\$ 150.00	\$ 650.00	\$ 367.01
1-12-00-590	Admin fee-H.O.Refund/other	25.52 = class action janitorial company				\$ 1,000.00	\$ 25.51	\$ 80.51	\$ 166.57
1-12-00-840	Prov. Grants -(STEP Grant)								
1-12-00-990	Other							\$ 5.77	
						\$ 2,000.00	\$ 175.51	\$ 736.28	\$ 533.58
2-12-00-100	Wages/Benefits/Payroll					\$ (94,000.00)	\$ (21,513.07)	\$ (46,650.73)	\$ (45,693.74)
2-12-00-101	- CPP,UIC,etc.					\$ (3,760.00)	\$ (473.47)	\$ (1,782.63)	\$ (1,014.07)
2-12-00-102	- AMEBS Benefits					\$ (13,200.00)	\$ (3,030.43)	\$ (4,682.88)	\$ (5,033.73)
2-12-00-200	Admin. Contract Services	For Computer support				\$ (3,300.00)	\$ (300.00)	\$ (1,182.00)	
2-12-00-211	Mileage & Subsistence	Includes Training				\$ (2,000.00)		\$ (104.06)	\$ (1,408.97)
2-12-00-215	-Phone & FAX					\$ (2,400.00)	\$ (700.55)	\$ (1,825.14)	\$ (2,825.97)
2-12-00-218	-Postage					\$ (950.00)	\$ (92.00)	\$ (560.00)	\$ (493.88)
2-12-00-220	-Memberships					\$ (1,650.00)	\$ (1,353.71)	\$ (1,548.71)	\$ (1,637.35)
2-12-00-223	-Land Titles					\$ (50.00)		\$ (20.00)	\$ (10.00)
2-12-00-225	-Advertising					\$ (1,000.00)	\$ (300.00)	\$ (365.00)	\$ (2,813.00)
2-12-00-230	-Auditor					\$ (17,000.00)	\$ (8,000.00)	\$ (16,000.00)	\$ (17,000.00)
	-Assessor					\$ (5,000.00)			
	-Legal/Appraisal					\$ (1,000.00)			
	-Alberta 1st Call					\$ (150.00)	\$ (31.50)	\$ (151.20)	\$ (108.00)
2-12-00-240	-Election					\$ (2,500.00)			
2-12-00-250	Equipment R&M - Contracts	Munisoft				\$ (4,800.00)			
	-Copier Contract	Toshiba				\$ (2,000.00)	\$ (434.16)	\$ (897.58)	\$ (317.70)
	-Computer serv contract								
2-12-00-251	Building R & M					\$ (5,000.00)	\$ (590.66)	\$ (1,592.62)	\$ (1,487.31)
2-12-00-274	-Liability Insurance					\$ (6,293.00)	\$ (6,292.91)	\$ (6,292.91)	\$ (5,887.85)
2-12-00-275	-WCB Insurance					\$ (2,700.00)	\$ (927.95)	\$ (1,834.62)	\$ (1,131.00)
2-12-00-510	Supplies	Includes iPad and keyboard - 2021				\$ (3,600.00)	\$ (157.03)	\$ (1,251.27)	\$ (158.46)
2-12-00-540	Utilities -CWNG					\$ (2,300.00)	\$ (648.87)	\$ (1,313.07)	\$ (914.94)
2-12-00-541	Water/Sewer					\$ (1,326.00)	\$ (124.45)	\$ (499.95)	\$ (615.86)
2-12-00-542	Carbon Levy					\$ (200.00)	\$ (43.09)	\$ (91.60)	\$ (109.23)
2-12-00-810	Bank Service Charges					\$ (800.00)		\$ (440.52)	\$ (443.62)
2-12-00-990	Misc. [gifts,etc.]								
						\$ (176,979.00)	\$ (45,013.85)	\$ (89,086.49)	\$ (89,104.68)
	SURPLUS(DEFICIT)					\$ (174,979.00)	\$ (44,838.34)	\$ (88,350.21)	\$ (88,571.10)

ACCT #	DESCRIPTION	NOTES				2021				
						BUDGET				
BY-LAW ENFORCEMENT										
1-26-00-522	Business Licence						\$ 100.00	\$ 225.00		
1-26-00-525	Dog Licence					\$ 2,500.00	\$ 200.00	\$ 2,621.00	\$ 2,050.00	
1-26-00-530	Fines	Revenue from Provincial fines					\$ 322.00	\$ 357.00	\$ 200.00	
1-26-00-540	Unsightly Premises - Cleanup Chg								\$ 200.00	
						\$ 2,500.00	\$ 622.00	\$ 3,203.00	\$ 2,450.00	
2-26-00-200	Contract Service -Dog Catcher -Legal [dog bylaw]									
2-26-00-201	Policing					\$ (12,067.80)		\$ (5,736.00)		
2-26-00-520	Supplies									
						\$ (12,067.80)		\$ (5,736.00)		
	SURPLUS(DEFICIT)					\$ (9,567.80)		\$ (2,533.00)	\$ 2,450.00	
COMMON SERVICES										
1-31-00-410	Sale of Service									
2-31-00-100	Village Foreman					\$ (46,000.00)	\$ (10,514.74)	\$ (23,978.24)	\$ (21,242.00)	
2-31-00-101	Payroll Deductions					\$ (2,200.00)	\$ (81.56)	\$ (550.30)	\$ (253.27)	
2-31-00-102	Benefits	This is for Tim's benefits				\$ (2,800.00)	\$ (426.09)	\$ (797.09)	\$ (1,772.65)	
2-31-00-200	Contracted Services/Labour								\$ (60.00)	
2-31-00-218	Freight									
2-31-00-250	1/2 Ton Truck R&M					\$ (1,500.00)	\$ (52.26)	\$ (52.26)	\$ (593.56)	
2-31-00-274	Insurance					\$ (2,927.00)	\$ (2,927.08)	\$ (2,927.08)	\$ (1,898.52)	
2-31-00-510	Supplies -Misc. -Tools					\$ (1,000.00)	\$ (270.05)	\$ (301.60)	\$ (168.67)	
2-31-00-520	1/2 Ton Truck Supplies					\$ (1,250.00)	\$ (397.70)	\$ (944.12)	\$ (599.36)	
2-31-00-251	Repairs/Maintenance Building					\$ (57,677.00)	\$ (14,841.43)	\$ (29,722.64)	\$ (26,588.03)	
	SURPLUS(DEFICIT)					\$ (57,677.00)	\$ (14,841.43)	\$ (29,722.64)	\$ (26,588.03)	

ACT #	DESCRIPTION	NOTES	2021	BUDGET
1-32-00-990	Other		\$ 75.00	\$ 75.00
STREETS, ROADS, WALKS, & LIGHTING				
2-32-00-200	Contracted Services		\$ (10,000.00)	\$ (1,680.00)
	Tree Trimming/Weed Control			\$ (1,750.00)
	Contract Labour			
	Equipment Rent			
	Sidewalk & Street Repairs			
	Engineering			
	-street cilling-infrastructure			
2-32-00-218	Freight		\$ (5,500.00)	\$ (1,045.34)
2-32-00-250	R&M -Tractor/Grader/Loader		\$ (890.00)	\$ (889.23)
2-32-00-274	Insurance		\$ (7,500.00)	\$ (64.98)
2-32-00-510	Supplies		\$ (1,694.71)	\$ (2,042.71)
	-Gravel, sand, cold mix			
	-Xmas Decorations			
	-Misc. (signs, culvert, flowers)			
2-32-00-520	Vehicle Supplies		\$ (3,500.00)	\$ (640.62)
2-32-00-540	Utilities		\$ (19,500.00)	\$ (3,617.49)
2-32-00-831	Debtenture -Interest March 2026		\$ (6,820.00)	\$ (3,551.98)
2-32-00-832	-Principal		\$ (24,389.44)	\$ (12,051.55)
			\$ (78,099.44)	\$ (33,882.12)
	SURPLUS(DEFICIT)		\$ (32,931.36)	\$ (32,931.36)
DRAINAGE				
2-37-00-200	Contracted Services		\$ (2,500.00)	\$
2-37-00-250	Drainage Equip-R & M		\$	\$
2-37-00-510	Supplies		\$	\$
2-37-00-540	Utilities -AUMA		\$ (1,000.00)	\$ (177.08)
			\$ (450.89)	\$ (450.89)
	SURPLUS(DEFICIT)		\$ (3,500.00)	\$ (177.08)

ACCT #	DESCRIPTION	NOTES				2021				
WATER SUPPLY & DISTRIBUTION						BUDGET				
1-41-00-410	Sale of Water					\$ 130,000.00		\$ 68,230.57	\$ 65,455.55	
1-41-00-411	Bulk Water					\$ 36,000.00	\$ 470.27	\$ 5,087.21	\$ 7,550.35	
1-41-00-990	Levy (Debenture)					\$ 9,688.00		\$ 5,100.00	\$ 5,950.00	
						\$ 175,688.00	\$ 470.27	\$ 78,417.78	\$ 78,955.90	
2-41-00-230	Bulk Water Costs					\$ (8,200.00)	\$ (76.76)	\$ (1,543.03)	\$ (1,975.28)	
2-41-00-218	Freight/Courier									
2-41-00-220	Municipal Contribution					\$ (181,419.00)	\$ (25,633.32)	\$ (115,456.82)	\$ (84,390.47)	
2-41-00-250	R&M -Waterlines					\$ (25,000.00)	\$ (89.16)	\$ (45,235.34)	\$ (11,607.87)	
2-41-00-274	Insurance					\$ (6,002.00)	\$ (6,002.30)	\$ (6,002.30)	\$ (5,472.72)	
2-41-00-520	Equipment Repair & Maint.	Pressure relief valve				\$ (3,500.00)	\$ (51.37)	\$ (355.31)		
2-41-00-540	Utilities					\$ (10,000.00)	\$ (2,371.67)	\$ (5,115.54)	\$ (5,456.00)	
2-41-00-542	Carbon Levy					\$ (500.00)	\$ (995.80)	\$ (638.49)	\$ (454.40)	
2-41-00-831	Debenture -Interest					\$ (560.00)				
2-41-00-832	Debenture -Principal-Sept 2021					\$ (9,129.00)				
						\$ (244,310.00)	\$ (35,220.38)	\$ (174,346.83)	\$ (109,356.74)	
	SURPLUS(DEFICIT)					\$ (68,622.00)	\$ (34,750.11)	\$ (95,929.05)	\$ (30,400.84)	
SEWER										
1-42-00-410	Debenture Collected					\$ 23,250.00		\$ 11,673.30	\$ 11,673.30	
	Sale of Sewer Service					\$ 57,496.00		\$ 24,734.02	\$ 24,383.10	
						\$ 80,746.00		\$ 36,407.32	\$ 36,056.40	
2-42-00-215	Telephone					\$ (1,200.00)		\$ (451.53)	\$ (456.05)	
2-42-00-250	R&M -Sewer Line					\$ (8,628.00)	\$ (472.50)	\$ (3,637.60)	\$ (3,169.00)	
	- Flushing Lines					\$ (2,500.00)				
2-42-00-274	Insurance					\$ (433.00)	\$ (433.16)	\$ (433.16)	\$ (397.69)	
2-42-00-520	Equipment R & M	Insulate Manhole - 2020 - Fire Panel 2020				\$ (5,500.00)			\$ (4,678.89)	
2-42-00-540	Utilities					\$ (1,500.00)	\$ (345.62)	\$ (711.27)	\$ (658.12)	
2-42-00-831	Debenture -Interest					\$ (11,478.00)		\$ (5,784.79)	\$ (5,950.54)	
2-42-00-832	Debenture -Principal Dec 2042					\$ (11,580.00)		\$ (5,743.96)	\$ (5,564.91)	
						\$ (41,619.00)	\$ (1,251.28)	\$ (16,762.31)	\$ (20,875.20)	
	SURPLUS(DEFICIT)					\$ 39,127.00		\$ 19,645.01	\$ 15,181.20	

ACCT #	DESCRIPTION	NOTES				2021			
MUNICIPAL PLANNING, ZONING & DEVELOPMENT					BUDGET				
1-61-00-520	Bldg. & Develop. Permits					\$ 500.00	\$ 200.00	\$ 530.00	\$ 850.00
						\$ 500.00	\$ 200.00	\$ 530.00	\$ 850.00
2-61-00-200	Contracted Services	Requisition - \$3,994 + \$150 annual license on GIS (2021)				\$ (19,144.00)	\$ (3,993.41)	\$ (3,993.41)	\$ (3,877.10)
2-61-00-225	Advertising					\$ (3,350.00)	\$ (300.00)		
2-61-00-510	Supplies					\$ (22,494.00)	\$ (4,293.41)	\$ (3,993.41)	\$ (3,877.10)
	SURPLUS(DEFICIT)					\$ (21,994.00)	\$ (4,093.41)	\$ (3,463.41)	\$ 125.00
COMMUNITY SERVICES									
2-62-00-200	Contracted Services	Xmas Commotion - Horse & Prizes				\$ (1,100.00)			\$ (150.00)
	-Advertising								
2-62-00-990	Village Caps/Clothing								\$ (5,174.84)
2-62-00-991	Centennial Expenses								\$ (650.00)
2-62-00-992	Donations					\$ (1,000.00)			\$ (5,974.84)
						\$ (2,100.00)			\$ (5,974.84)
	SURPLUS(DEFICIT)					\$ (2,100.00)			
TOURISM									
1-62-01-580	Own Sources								
2-62-00-930	From Other Operating								
2-62-01-218	Freight								
2-62-01-225	-Advertising								
2-62-01-220	-Membership - BCTA					\$ (177.00)	\$ (176.96)	\$ (176.96)	\$ (176.96)
2-62-01-510	Supplies								
						\$ (177.00)	\$ (176.96)	\$ (176.96)	\$ (176.96)
	SURPLUS/(DEFICIT)					\$ (177.00)	\$ (176.96)	\$ (176.96)	

ACCT #	DESCRIPTION	NOTES				2021				
CULTURE: COMMUNITY CENTER & LIBRARY						BUDGET				
2-74-00-756	-Marigold Library					\$ (1,972.00)	\$ (1,971.84)	\$ (1,971.84)	\$ (1,971.84)	
2-74-00-765	-RFD Library					\$ (5,100.00)		\$ (5,100.00)	\$ (5,100.00)	
						\$ (7,072.00)		\$ (7,071.84)	\$ (7,071.84)	
	SURPLUS(DEFICIT)					\$ (7,072.00)	\$ (1,971.84)	\$ (7,071.84)	\$ (7,071.84)	
2-97-00-763	Contingency to Operating					\$ 15,000.00				
	Surplus(Deficit of All Depts.)					\$ (470,747.24)	\$ (129,614.51)	\$ (314,830.87)	\$ (248,416.73)	
GENERAL & REQUISITIONS										
1-00-00-111	Residential Taxes					\$ 350,484.22		\$ 351,484.76	\$ 352,190.94	
1-00-00-112	Commercial Taxes					\$ 84,292.44		\$ 84,292.44	\$ 84,609.08	
1-00-00-114	Farmland Taxes									
1-00-00-120	Frontage INCREASE in TAXES									
1-00-00-190	Electric Power Line Taxes					\$ 7,831.28		\$ 7,831.28	\$ 7,544.19	
1-00-00-240	Prov. Grants-in-Lieu									
1-00-00-115	Mobile Lic/M&E					\$ 1,344.30				
	Taxes to be Collected					\$ 443,952.24		\$ 443,608.48	\$ 444,344.21	
	Tax %									
2-81-00-115	Designated Industrial Req									
2-81-00-743	School Supp. -Req.					\$ (83,000.00)		\$ (42,781.59)	\$ (38,638.41)	
2-81-00-754	Wheatland Sr. Found. -Req					\$ (2,205.00)	\$ (2,205.00)	\$ (2,205.00)	\$ (2,160.00)	
	School Taxes Collected					\$ (85,205.00)	\$ (2,205.00)	\$ (44,986.59)	\$ (40,798.41)	
	GROSS TAXES					\$ 358,747.24	\$ (2,205.00)	\$ 398,621.89	\$ 403,545.80	
1-00-00-510	Penalties & Costs					\$ 28,000.00				
1-00-00-540	Franchise Revenue					\$ 44,000.00	\$ 17,325.91	\$ 25,842.56	\$ 29,557.16	
1-00-00-550	Return on Investment					\$ 8,000.00		\$ 3,005.79	\$ 5,383.84	
1-00-00-590	Other Rev Own Sources									
1-00-00-740	Prov. Uncond. Grant					\$ 32,000.00		\$ 31,119.00	\$ 31,668.00	
						\$ 112,000.00	\$ 17,325.91	\$ 59,967.35	\$ 66,609.00	
	Total Taxes/Penalties/Franchise Fees					\$ 470,747.24				
	NET TAXES					\$ -				



REQUEST FOR DECISION

Subject: Bylaw 2021-008 – Electronic Transmission of Documents

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8G.

Background: We have the capability of sending out tax/assessment notices via e-mail instead of regular post through our software program. This is a convenient way for people to get their notices while at the same time saving the Village money in postage costs.

In order to e-mail invoices/tax notices, etc. we have to have a bylaw giving the authority to send them out this way. We do have four people that have requested their tax notices be sent via e-mail but with a bylaw in place, we can start a campaign to encourage more people to sign up for that method.

We can also send receipts via e-mail which would be beneficial for people that mail or e-transfer payments to the office.

Options: N/A

Financial Implications: N/A

Communication: We would put out notification of the option via our Facebook page, website and posters in the post office, store and the office.

Recommendation: *THAT Village Council gives first reading to Bylaw 2021-008 – Electronic Transmission of Documents.*
THAT Village Council gives second reading to Bylaw 2021-008 – Electronic Transmission of Documents.
THAT Village Council gives permission to proceed to third and final reading of Bylaw 2021-008 – Electronic Transmission of Documents.
THAT Village Council gives third and final reading to Bylaw 2021-008 – Electronic Transmission of Documents.

VILLAGE OF ROCKYFORD

BYLAW 2021-008

ELECTRONIC TRANSMISSION OF DOCUMENTS

A BYLAW OF THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A PROCESS TO SEND ASSESSMENT, TAXATION AND ASSESSMENT REVIEW BOARD NOTICES AND OTHER DOCUMENTS BY ELECTRONIC MEANS.

WHEREAS, Section 608.1 of the Municipal Government Act, RSA 2000, Chapter M-26, states that Council may by bylaw establish a process for sending assessment notices, tax notices and other documents and information under Part 9, 10 or 11 of the Act or the regulation under Part 9, 10 or 11 by electronic means;

WHEREAS before making a bylaw under section 608.1, Council must:

- a) Be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) Give notice of the proposed bylaw in a manner council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

WHEREAS a bylaw under section 608.1 must provide a method by which persons may opt to receive the notice, document, or information by electronic means;

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

PART ONE INTRODUCTION

1. TITLE

This Bylaw shall be known as the "Electronic Transmission of Documents"

2. DEFINITIONS

- (1) "Act" means the Municipal Government Act, RSA 2000, c. M-26;
- (2) "Assessed person" means an assessed person as defined in section 284,1(a) of the Act or a person acting on behalf of an assessed person;
- (3) "Council" means the Village of Rockyford Council members;
- (4) "Customer" means any person receiving a service from the Village;
- (5) "Electronic means" means electronic mail or e-mail.

PART TWO SCOPE

3. The Village may send the following by electronic means to an assessed person:

- (1) Assessment Notices pursuant to Section 310 of the Act;
- (2) Tax Notices pursuant to Section 333 & 335 of the Act;
- (3) Combined Assessment & Tax Notice as described in Section 308(4) of the Act;
- (4) Tax Arrears Notices;
- (5) All documentation relating to the Regional Assessment Review Board process;

- (6) Any and all documentation relating to the Recovery of Taxes Related to Land as described in Division 8 of the Act;
 - (7) Any and all documentation relating to the Recovery of Taxes not Related to Land as described in Division 9 of the Act;
 - (8) Any and all documentation relating to the Recovery of Taxes Related to Designated Manufactured Homes in Division 8.1 of the Act;
 - (9) Any and all letters and documentation pertaining to Pre-authorized Debit plans.
4. The Village may send the following by electronic means to a customer:
- (1) Accounts Receivable Invoice and Statements;
 - (2) Cash Receipt showing payment made;
 - (3) Accounts Receivable Arrears Notices;
 - (4) Any and all letters pertaining to Accounts Receivable invoicing and Pre-authorized Debit plans.

PART THREE CONSENT

5. Any notice as set out in section 3 may be sent by electronic means if the assessed person:
- (1) Has provided a personal email address for the notices to be sent to;
 - (2) Has opted to receive notices by electronic means by completing the prescribed form;
 - (3) The prescribed form has been signed by the assessed person.
6. A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing documentation of such revocation. This documentation may include:
- (1) Letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
 - (2) Electronic mail (e-mail) received by administration from the personal email on the consent form detailing revocation of consent.

PART FOUR PRESUMPTION OF RECEIPT

7. As indicated in Section 608.2 of the Act, a person who opts to receive notices by electronic means is presumed to have received the documentation as indicated in section 3, 7 days after it was sent.

PART FIVE TRANSITION

8. **SEVERABILITY**
If a portion of this bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the bylaw remains valid and effective.
9. **EFFECTIVE DATE**
This bylaw comes into effect upon third and final reading of this bylaw.

READ a first time on this _____ day of _____, 2021.

READ a second time on this _____ day of _____, 2021.

Received permission to proceed to third and final reading on this _____ day of _____, 2021.

READ a third time and final time of this _____ day of _____, 2021.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Subject: Bylaw 2021-009 – Subdivision and Development Authority Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8H.

Background: The Subdivision Authority Bylaw was another one that was noted as missing during the MAP review. We had a Development Authority Bylaw, but it didn't include Subdivision Authority. Bylaw 2021-009 is written to include both in the same bylaw as that is common practice.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council gives first reading to Bylaw 2021-009– Subdivision and Development Authority Bylaw.*

THAT Village Council gives second reading to Bylaw 2021-009 – Subdivision and Development Authority Bylaw.

THAT Village Council gives permission to proceed to third and final reading of Bylaw 2021-009 – Subdivision and Development Authority Bylaw.

THAT Village Council gives third and final reading to Bylaw 2021-009 – Subdivision and Development Authority Bylaw.

BY-LAW #2021-009
OF THE VILLAGE OF ROCKYFORD
IN THE PROVINCE OF ALBERTA

BEING A BYLAW IN THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT
AUTHORITY.

1. PURPOSE

WHEREAS, the *Municipal Government Act* revised statutes of Alberta 2000, Chapter M-26, as amended, pursuant to Section 623, requires the municipality to adopt a Bylaw to establish a Municipal Subdivision Authority; and

WHEREAS, the *Municipal Government Act* revised statutes of Alberta 2000, Chapter M-26, as amended, pursuant to Section 624, requires the municipality to adopt a bylaw to establish a Municipal Development Authority; and

WHEREAS, the purpose of this bylaw is to establish the Development Authority and the Subdivision Authority for the municipality;

NOW THEREFORE the Council of the Village of Rockyford duly assembled, enacts as follows:
Bylaw 2021-009, Subdivision and Development Authority Bylaw.

2. INTERPRETATION

This Bylaw may be cited as the Village of Rockyford Subdivision and Development Authority Bylaw.

3. DEFINITIONS

3.1 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended.

3.2 **Authorized Persons** means a person or organization authorized by Council to which the municipality may delegate any of its Development Authority powers, duties or functions.

3.3 **Council** means the Municipal Council of the Village of Rockyford.

3.4 **Designated Officer** means a person or persons authorized to act as the designated officer for the municipality as established by Bylaw.

3.5 **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as specified:

3.5.1 In the Act; or

3.5.2 In the Village of Rockyford Land Use Bylaw; or

3.5.3 In this Bylaw; or

3.5.4 By resolution of Council.

3.6 **Development Officer** means a person or persons occupying the position of development officer as appointed by Council.

3.7 **Municipality** means the Village of Rockyford.

3.8 **Subdivision Authority** means the person or persons who exercise subdivision powers and duties on behalf of the municipality.

4. DEVELOPMENT AUTHORITY

The Development Authority for the Municipality is either:

4.1 The Development Officer; or

4.2 Council

Powers and Duties

The Development Authority has those powers and duties as set out in the *Act*, regulations under the *Act*, the Land Use Bylaw, and any other statute, regulation, or bylaw.

5. SUBDIVISION AUTHORITY

The Subdivision Authority for the Municipality is Palliser Regional Municipal Services for all subdivision applications.

The approvals or refusals of subdivisions is the responsibility of Council and the recommendations from Palliser Regional Municipal Services will be considered when making the decision.

6. REPEAL

Bylaw 2017-004 – Development Authority Bylaw is hereby repealed by this Bylaw.

7. EFFECTIVE DATE

This Bylaw comes into effect upon the date of third and final reading.

Read a first time this 13th Day of October 2021.

Read a second time this 13th Day of October, 2021.

Received permission to proceed to third and final reading this 13th day of October, 2021.

Read a third time and passed this 13th Day of October, 2021

Mayor

Municipal Administrator



REQUEST FOR DECISION

Subject: CAO Vacation Time Request

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8I

Background: A request was submitted to Council for vacation time for the CAO. The first two weeks of November were requested.

Council agreed to the request via e-mail, and it is now being brought to Council for ratification.

This leaves one week of vacation time remaining on the books – the current contract allows for 3 weeks vacation up to the 4th year of employment at which time it goes to 4 weeks. 2021 is the 4th year of employment.

The vacation would begin October 28, 2021, and end Nov. 12, 2021. Friday, Oct. 29 is one of the regular Fridays off as is Friday Nov. 12 which is where the Oct. 28th and 29th come in.

Options:

Financial Implications:

Communication:

Recommendation: *THAT Village Council approves the vacation request for the CAO.*



REQUEST FOR DECISION

Subject: Community Futures Wild Rose – Digital Economy Program

Prepared By: Elaine Macdonald

Council Meeting Date: October 13, 2021

Agenda Item: 8J

Background: Community Futures Wild Rose is looking at assisting businesses in their region with the recovery process as everyone attempts to come back from COVID-19. One of the initiatives they are working on is to improve the digital presence of businesses. With people being online more than ever, it's important that businesses are present in that space.

Through Business Link, they are eligible for funding of \$145,000 to assist with this program; the program is expected to cost in the neighbourhood of \$200,000.

Some of the goals of the project will be to teach business owners how to use social media; how to claim a Google link; how to make their business more searchable; how to use keywords, etc. The businesses that agree to be a part of the program will receive support until March 2023.

They have some asks of the municipalities:

- 1) letter of support (template enclosed) which is a mandatory component of receiving the funding
- 2) a one-time cash contribution to help make up the shortfall between the funding and the actual cost. In the case of Rockyford, the one-time contribution is \$250.
- 3) assistance with promoting the program by sharing their posts on our social media pages and website

Options:

1. Council can agree to send the letter of support so CFWR can attain the funding.
2. Council can vote to make the one-time cash contribution of \$250.
3. Council can deny the request of a one-time cash contribution of \$250.
4. Council can deny the request for a letter of support.

Financial Implications: Should Council agree to make the cash contribution, we have \$350 remaining in the "Donations" budget line. The donation was made to STARS earlier in the year and there remains an available balance. We will be receiving the membership fee back from Canadian Badlands and that money along with another \$80 could be used for the contribution.

Communication: We will use all our available platforms to ensure the businesses know about the opportunity and share any posts from CFWR.

Recommendation: *THAT Village Council considers the requests from Community Futures Wild Rose and provide direction to Administration.*



#101, 331 – 3 Avenue (Box 2159)
Strathmore, AB T1P 1K2

T 403 934 8888

E wildroseinfo@albertacf.com
W wildrose.albertacf.com

September 29, 2021

Village of Rockyford
110 Main Street
Rockyford, Alberta T0J 2R0

Attention: Elaine Macdonald, CAO

RE: Community Futures Wild Rose – Digital Economy Program Regional Initiative

Dear Elaine,

Community Futures Wild Rose (CFWR) wishes to execute a regional initiative to facilitate and lead the Digital Economy Program to our valued shareholder communities within the Community Futures Wild Rose Region.

The [Digital Economy Program](#) is an initiative funded by Business Link in collaboration with partners and municipalities who provide support to our local businesses. CFWR is uniquely positioned to deliver this program throughout the region and among our 16 municipalities for the benefit of our small businesses to assist them in gaining access to supports to increase their online digital presence.

CFWR is proposing the Digital Economy Program launch in December 2021/January 2022 and will conclude by March 31, 2023. Our goal is to provide access to these services to SME businesses who employ less than 49 employees, are for profit and not a franchise or trust. We will achieve this by hiring a Digital Service Squad team to assist businesses with training, advisory support and digital strategy development (Google my business, social media posts, photography, etc.).

The total value of our project is estimated at \$200,000 and we are seeking contributions from each of our shareholder communities to offset the additional costs involved with executing such an impactful and needed program to ensure our businesses are receiving the support they require to maintain competitive in today's marketplace.

We are requesting Village of Rockyford consider a contribution of **\$250** to assist businesses in increasing their digital presence. We are also requesting in-kind supports in areas of:

- Identify targeted businesses (sector) in which to promote
- Marketing support
- Financial Contribution
- Launch Event
- Reporting/Administration



The **strategic outcomes** from the Digital Economy Program are to be as followed:

- Local businesses will receive one-on-one support for the digital business needs
- Municipality can concentrate their marketing on desired targets within the eligibility requirements of the program
- Build relationships among the businesses and CFWR
- Access to reporting

Village of Rockyford will be recognized in promotional materials (website, print, and other media identified within marketing plan). Your contribution will assist us in supporting *30 businesses* and project sufficient resources for CF Wild Rose to project manage and execute the project.

Upon receipt of confirmation of Village of Rockyford's participation in the program, CFWR will enter into a Memorandum of Understanding as per the grant guidelines and will provide a complete budget, project plan, desired outcomes, conflict resolution and risk mitigation.

CFWR is enthusiastic on the opportunity to bring forward this program to our region in support of small business and helping them survive and thrive in changing economic times. We look forward to this opportunity to partner with Village of Rockyford to bring forward this valued program and the opportunity to present to Council.

We are seeking a Letter of Support to submit with our application on before **October 15, 2021** (we have additional time to align with your Council and Management Meetings as required).

Should you have any questions related to the project you may contact Chantale Sangster, Executive Director (chantale@albertacf.com) or Wendy Gerbrandt, Community Economic Development Officer (wendyg@albertacf.com) at 403.934.8888.

We look forward to an opportunity to discuss this initiative in further detail.

Sincerely,

COMMUNITY FUTURES WILD ROSE

DocuSigned by:

2C692FFE395B458...

Chantale Sangster
Executive Director



Wendy Gerbrandt
CED Officer

[Date]

Chantale Sangster
Executive Director
Community Futures Wild Rose
101, 331 – 3 Avenue
Strathmore, AB T1P 1V4

Dear Chantale;

[Organization Name] is pleased to support Community Futures Wild Rose (CFWR) application for funding with the Business Link for the Digital Service Squad (DSS) grant program.

As you are acutely aware, the past 16 months have been very difficult for businesses in [municipality/region]. [Municipality/organization] has seen a tremendous increase and demand for training and assistance to move businesses towards a digital economy. The DSS program will help businesses increase their digital presence and capacity and will provide an opportunity for us to work as partners with our local businesses to address the economic challenges created by COVID-19. We look forward to creating relationships with our businesses, with the end goal in mind, helping them survive and thrive in changing economic times.

[Municipality/organization] is fully committed to working in a partnership capacity for this project and understand if the project is approved, a Memorandum of Understanding will be required of project partners and Community Futures Wild Rose.

Best Regards,

[Name of Municipal/Organization Representative]
[Title/Position]
[Organization Name]
[Address]
[Phone]
[Email]

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment A percentage surcharge per the table below will be added to the total distribution tariff, (the sum of the transmission component and the distribution component), excluding any Riders calculated for every Point of Service within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	12%	2021/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	14%	2021/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	4%	2021/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	17.00%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	10%	2021/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	9.50%	2021/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	15%	2021/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	5%	2020/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	9%	2021/01/01	03-0272	Rosemary	14.50%	2020/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0273	Ross Haven	0%	2016/01/01	02-0350	Whitecourt	3.32%	2021/01/01
03-0276	Ryley	3%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2015/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	8%	2016/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2015/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	6%	2020/01/01				
02-0331	Viking	8%	2013/07/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	12.75%	2020/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				
04-0371	Whispering Hills	5%	2016/10/01				

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

September 30, 2021

RE: Proposed FortisAlberta 2022 Distribution Rates

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we will share our 2022 Proposed Distribution Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial and Commercial customers for budget planning purposes. Under Performance Based Regulation (PBR), distribution rate setting follows a formulaic approach set by the AUC, which allows for inflationary increases or decreases in recovery of costs plus recovery of amounts associated with investment in the distribution system. These investments ensure continued safe and reliable provision of distribution services. In addition, all transmission increases, or decreases are flowed through by the Alberta Electric System Operator (AESO) to be collected through the Delivery Charges section of the customer bill. Both distribution (FortisAlberta) and transmission (transmission provider) costs will see an increase in 2022.

FortisAlberta customers in all rate classes benefited from a one-time refund in 2021 that lowered the overall average rate adjustment that customers would normally see. The proposed 2022 rate adjustments reflect annual rates with the removal of this one-time refund from 2021. The transmission costs are flowed through costs from AESO, and its tariff increases approved by the AUC.

Pending approval of our submission on September 10, 2021, from the AUC under proceeding 26817, following is a summary of the proposed 2022 rate changes, which would become effective January 1, 2022:

1. FortisAlberta has submitted proposed changes to our base Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels.

Note: 2022 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including transmission rider rates, the Balancing Pool Allocation Rider, the Base Transmission Adjustment Rider, and the Quarterly Transmission Adjustment Rider for Q1, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2021 and January 2022 bundled bill from your retailer.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2022 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

FortisAlberta
2022 Proposed Rates
Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Jan 2021 Bill	Jan 2022 Bill	\$ Difference	% Change
		300 kWh		\$80.63	\$82.14	\$1.51	1.9%
11	Residential	640 kWh		\$134.24	\$136.49	\$2.25	1.7%
		1200 kWh		\$222.52	\$226.00	\$3.48	1.6%
		900 kWh	5 kVA	\$116.93	\$115.72	\$-1.21	-1.0%
21	Farm (Breaker) (Closed)	1,400 kWh	10 kVA	\$344.19	\$349.85	\$5.66	1.6%
		7,500 kWh	25 kVA	\$1,351.99	\$1,442.83	\$90.84	6.7%
		700 kWh	10 kVA	\$253.17	\$272.51	\$19.34	7.6%
22	Farm (New)	3,000 kWh	20 kVA	\$695.00	\$728.50	\$33.50	4.8%
		15,000 kWh	60 kVA	\$2,827.58	\$2,907.18	\$79.60	2.8%
		6,000 kWh	20 kW	\$1,809.17	\$1,922.25	\$113.08	6.3%
26	Irrigation (Seasonal Bill)	14,518 kWh	33 kW	\$3,847.09	\$3,940.11	\$93.02	2.4%
		45,000 kWh	100 kW	\$11,525.02	\$11,790.35	\$265.33	2.3%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,093.92	\$3,174.93	\$81.01	2.6%
33	Streetlighting (Non-Investment) (Closed)	7,900 kWh	12,000 W	\$1,715.48	\$1,674.68	\$-40.80	-2.4%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,022.94	\$2,051.47	\$28.53	1.4%
		<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>					
		1,083 kWh	5 kW	\$232.32	\$242.14	\$9.82	4.2%
41	Small General Service	2,165 kWh	10 kW	\$439.76	\$447.33	\$7.57	1.7%
		10,825 kWh	50 kW	\$2,099.37	\$2,088.88	\$-10.49	-0.5%
		2,590 kWh	7.5 kW	\$508.87	\$511.42	\$2.55	0.5%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$981.77	\$993.36	\$11.59	1.2%
		25,895 kWh	75 kW	\$4,695.41	\$4,848.84	\$153.43	3.3%
		32,137 kWh	100 kW	\$4,960.83	\$4,946.25	\$-14.58	-0.3%
61	General Service	63,071 kWh	196 kW	\$9,366.82	\$9,527.60	\$160.78	1.7%
		482,055 kWh	1500 kW	\$69,151.73	\$72,581.69	\$3,429.96	5.0%
		824,585 kWh	2500 kW	\$115,379.09	\$116,112.75	\$733.66	0.6%
63	Large General Service	1,529,869 kWh	4638 kW	\$199,703.45	\$200,903.92	\$1,200.47	0.6%
		3,298,338 kWh	10,000 kW	\$421,524.91	\$423,896.14	\$2,371.23	0.6%
65	Transmission Connected Service	<i>The Distribution component will increase from \$42.11/day to \$44.38978/per day. The Transmission Component is the applicable rate of the AESO.</i>					

CUSTOMER CONTRIBUTIONS SCHEDULES

Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,677 per service
Rate 11 Residential Development	\$2,677 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$6,072 base investment, plus \$869 per kVA of Peak Demand
Rate 26 Irrigation	\$6,072 base investment, plus \$966 per kW of Peak Demand
Rate 38 Yard Lighting	\$864 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,125 per fixture
Rate 41 Small General Service	\$6,072 base investment, plus \$966 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,072 base investment, plus \$966 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$6,072 base investment, plus \$966 per kW for the first 150 kW, plus \$121 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$109 per kW of Peak Demand, plus \$120 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

*Proposed 2022 Maximum Investment Levels as filed with AUC on September 10, 2021.

October 6, 2021

Village of Rockyford
PO Box 294
Rockyford, AB T0J 2R0

Attention: Elaine MacDonald, CLGM, CAO

Dear Elaine,

As you know our firm has developed a significant concentration of clients in the Municipal audit sector, all of which have a December 31 year end with a filing deadline of May 1. For the 2021 year we were engaged as auditors for 20 municipalities distributed throughout Southern Alberta. We appreciate the opportunity that you provided for us to work with you in recent years. Our focus has always been to provide a high level of expertise and exceptional service levels to our clients while providing a great work environment for the team members of our firm.

We have recently completed a review of our capacity for our Municipal audit practice. We have also undertaken an extensive survey of our team members to identify those areas where our firm can improve or where we may not be living up to our Mission Statement. Based on our current resources, we have concluded that we will not have sufficient capacity to continue to provide exceptional audit services to all 20 municipalities for the 2022 fiscal year.

It is with regret and much personal difficulty that I advise that Avail LLP will not be able to continue as your auditor unless we can find an alternate solution, that being, performing the audit in mid-January or possibly getting an extension by a month or so to when we can have some sort of capacity available to do the work. I have no idea how difficult an extension is to acquire these days or if there is even an appetite for it from Council.

Should you choose to go for tender, we would recommend that you seek proposals for your audit prior to November 30th to ensure that you have sufficient time to have an auditor in place before your year end. If I can be of any assistance in this regard, please let me know. We will provide all necessary working papers and assistance to your new auditor to ensure a smooth transition for you.

I want to thank you for the opportunity to have worked with you and wish you and the Village success in the future.

Yours truly,

Avail LLP

Calvin Scott, CPA, CA, AMSF



September 8, 2021

Premier Jason Kenney
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY

At the last regular meeting of Crossfield Town Council held Tuesday September 7, 2021, Council discussed the recent developments that the Royal Canadian Mounted Police (RCMP) have been drawing closer to an agreement that will require retroactive pay to be issued. This has been brought to our attention by the Alberta Urban Municipalities Association (AUMA).

Municipalities in Alberta such as ours under total population of 5,000 have recently been subjected to increasing our property tax rates on citizens and businesses in order to cover the cost of policing in our province. It is also something that we are not able to requisition for, which has further made raising the funds a contentious issue. Our tax payers are being directly affected by the increase already, and will feel the burden even more if our municipality must pay a share of the RCMP's pay increases.

Crossfield Town Council respectfully requests that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Jo Tennant
Mayor

cc: Mr. Nathan Cooper, MLA for Olds-Didsbury-Three Hills
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities

Subject: 2020 Municipal Indicator Results

Dear Chief Administrative Officer,

Beginning in 2017, Alberta Municipal Affairs started reporting on a new performance measure, which identified the percentage of municipalities that were deemed to be "not at risk" based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders, and is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

Each of the thirteen indicators has a defined benchmark, and a municipality will be deemed "not at risk" as long as it does not trigger a critical indicator or three or more non-critical indicators. Municipal Affairs will publish the 2020 Municipal Indicator Results report for municipalities that are deemed "at risk" on the open government portal in early 2022 (<https://open.alberta.ca/publications/municipal-indicator-results>).

The municipal indicator results from 2016 to 2020 for all municipalities are available on the online Municipal Indicator Dashboard on the Municipal Indicators webpage (www.alberta.ca/municipal-indicators.aspx).

The ministry has compiled and verified the data collected from Alberta's municipalities for the 2020 financial year and is pleased to inform you that your municipality did not trigger the required number of indicators to appear in this year's Municipal Indicator Results report.

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,

Gary Sandberg
Assistant Deputy Minister

August 28, 2021



TO: Councils and Special Areas Board
FROM: Michelle Toombs, CEO, Marigold Library System
RE: Marigold Library System – 2022 Budget Estimates

Enclosed are budget estimates to operate and manage Marigold Library System in 2022. These estimates are provided to member municipal councils annually in September as per the Marigold Agreement. The final 2022 budget will be approved by the Marigold Board in January.

Marigold staff will move into the new headquarters building, shared with Western Irrigation District, in September 2021; that building project is on time and under budget. Marigold’s current headquarters building is up for sale.

Marigold is a not-for-profit municipal membership collaborative that provides affordable, state-of-the-art public library services for 43 member municipalities, 35 public libraries, Siksika and Stoney Nakoda Nations, 12 book deposits in small communities, three locations with Library Lending Lockers, and a personalized library service by mail. With 343,849 residents in the Marigold service area, Marigold Library System is the third largest library system in Alberta based on population. Marigold is a member of TRAC (The Regional Automation Consortium) along with Yellowhead, Northern Lights and Peace Library Systems. TRAC’s 180 libraries share one catalogue database to enable convenient sharing of collection materials.

Marigold’s goals and objectives for Vision 2022 Strategic Plan are fully supported in this budget estimate.

- Marigold will invest in its operational assets and capacity to allow for service expansion.
• Marigold will increase its services to member libraries, as space at Headquarters and staff time permit.
• Marigold is committed to efficient operations and sustainable stewardship to provide member municipalities with library services that are recognized as good value.
• Marigold will capitalize upon and nurture the knowledge, skills, and abilities of its community.

REVENUE

Marigold’s estimated budget for 2022 is \$5,552,007, which is 3% higher because of an increased population estimate for 2022. Revenue and expenditures are based on current population defined by the provincial government. Per capita levy rates have not increased since 2020. Revenue is pooled so that all member libraries and Marigold residents receive high quality library service.

Municipal and Library Board Levies:

The total levy requisition for each municipality will be confirmed when the official 2022 population figures for Alberta municipalities are released by Treasury in January.

Table with 4 columns: Estimated 2022 Population, POPULATION, PER CAPITA, LEVY. Rows include Municipalities with library boards, Library Boards, and Municipalities without Library Boards.

Provincial Grants:

Municipal Affairs announces which year’s official population will apply to the grant formula as part of the provincial budget.

Table with 4 columns: Based on 2016 population as determined by Provincial Government Budget:, POPULATION, PER CAPITA, OPERATING GRANT. Rows include System Operating Grant, *Library Services (rural) Grant, and Indigenous Project Grant.

*Paid to Marigold on behalf of municipalities without library boards

EXPENDITURES

In recent years, Marigold's service population and patron use of Marigold services have steadily increased along with increased costs for materials, IT equipment and supplies. Marigold's regular services and operations continued throughout the COVID pandemic without interruption, and we anticipate that travel and contract services will be back to normal in 2022.

Cost savings and efficiencies are achieved with volume discounts, by consolidating work and by providing expert consultation and IT infrastructure. Most contract costs are based on current population (e.g., electronic resource subscriptions; TRAC levy; TAL membership; licenses).

- **Salaries and Benefits**

Includes salary grid step increases for eligible staff, more shipping and delivery staff hours and the addition of a half-time IT specialist because the IT workload has increased a lot. Marigold's staff costs are partially paid with Indigenous Project Grant funding and government grants for summer students. Marigold's staff complement totals 30 employees, or 27 FTE.

- **Materials, Delivery, Supplies**

Includes print, AV, eBook and digital purchases. Annual eBook and eResource subscription costs set by US vendors increase faster than inflation. With higher fuel and vehicle costs, as well as more delivery trips to libraries with high lending volumes and new service destinations, delivery costs keep going up as well.

- **Transfer Payments:**

Service grants are paid to all Marigold libraries to offset the costs of sharing collections, which is a huge benefit to patrons located throughout Alberta.

- **Admin/Finance, Board, Building, Vendor Services, Contracts**

Contracts are reviewed and compared regularly to ensure best market value, and especially this year as Marigold prepares to move to a new building with new systems and equipment. There is some uncertainty about building occupancy costs for the new building, but energy and maintenance savings are also expected.

- **Computers, peripherals, licenses, and network**

Marigold professionals, IT staff and program staff connect with member library staff to deliver programs, do consultations, and support and install IT equipment. The IT network, equipment and library systems are integral to public library services for people of all ages and circumstances.

- **Consultation, Marketing and Programs**

Marigold professionals provide consultation services, and Marigold staff travel to member libraries to deliver service, such as IT installations and programs. Marigold has a library of programming kits, supplies and games for libraries to borrow for their programs.

- **Capital and project expenditure**

A small operational surplus will be combined with the Vehicle Reserve to replace two delivery vans in 2022. Marigold's seven vehicles are on the road most days, delivering in-person services.

If you have any questions about these budget estimates, please contact me.



Michelle Toombs, CEO,

E: michelle@marigold.ab.ca

T: 1.855.934.5334 or (403) 934-5334, ext. 224



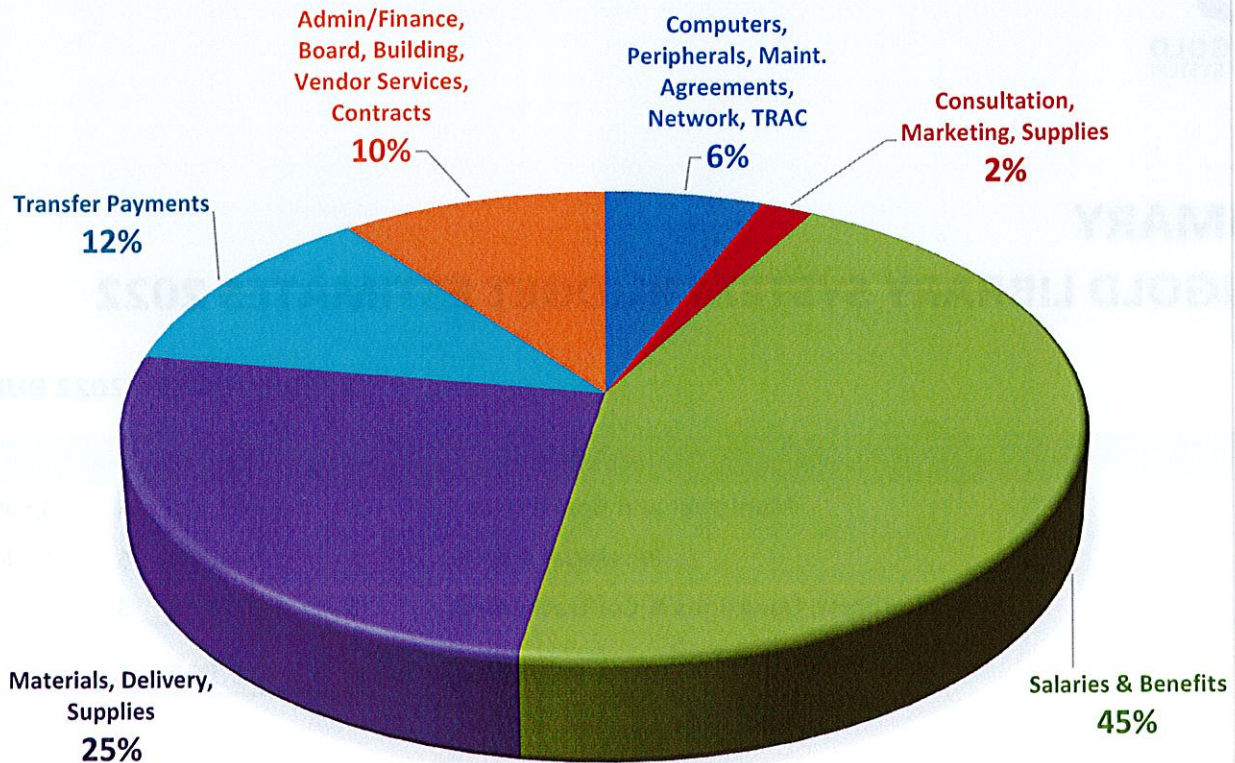
SUMMARY

MARIGOLD LIBRARY SYSTEM BUDGET ESTIMATES 2022

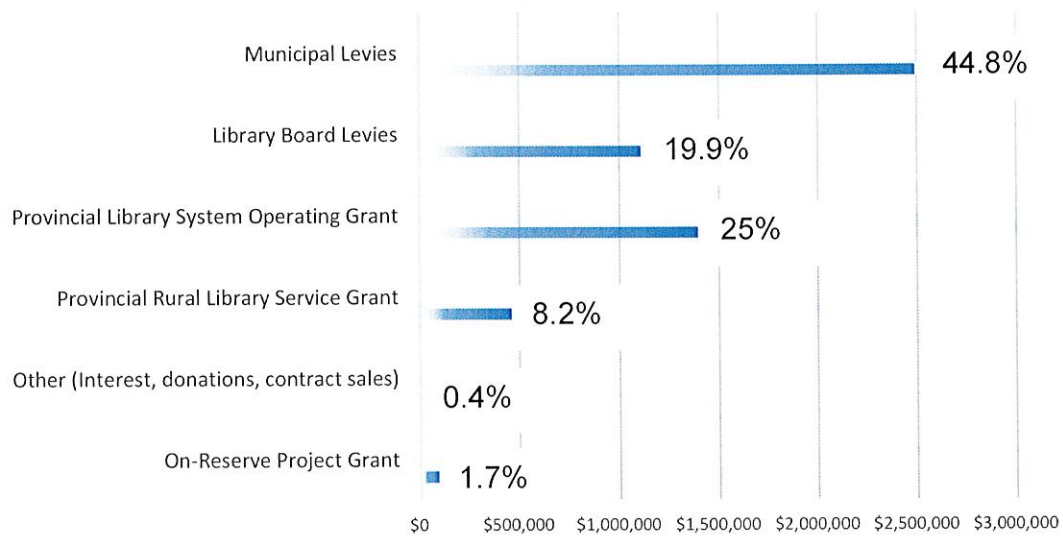
	2021 BUDGET	2022 BUDGET
REVENUE		
Municipal and Board Levies	\$ 3,403,388	\$ 3,599,554
Provincial Grants	\$ 1,944,209	\$ 1,944,953
Other (Interest, Donations & Contract Sales)	\$ 25,000	\$ 7,500
TOTAL REVENUE	<u>\$ 5,372,597</u>	<u>\$ 5,552,007</u>
EXPENDITURES		
Salaries & Benefits	\$ 2,330,000	\$ 2,410,000
Materials, Delivery, Supplies	\$ 1,382,293	\$ 1,382,293
Transfer Payments	\$ 669,390	\$ 678,418
Admin/finance, Board, Building, Vendor Services, Contracts	\$ 589,160	\$ 612,267
Computers, Peripherals, Maint. Agreements, Network Costs, TRAC	\$ 299,000	\$ 312,000
Consultation, Marketing, Programs	\$ 87,400	\$ 110,400
TOTAL OPERATING EXPENDITURES	<u>\$ 5,357,243</u>	<u>\$5,505,378</u>
Capital & Project Expenditures	\$ 15,354	\$ 46,629
TOTAL OPERATING EXPENDITURES & PROJECTS	<u>\$ 5,372,597</u>	<u>\$5,552,007</u>

Note: The 2022 budget is passed by the Marigold Board on January 29, 2022

MARIGOLD OPERATING EXPENDITURES ESTIMATE- 2022



MARIGOLD REVENUE ESTIMATE 2022



MARIGOLD REPORT



To Councils and Special Areas Board

MARIGOLD BOARD MEETING August 28, 2021

Marigold Library System held its regular Board meeting on Saturday, August 28 via Zoom with 37 Board members in attendance.

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to July 31, 2021 were accepted for information.

- Everything is on track including salaries and materials/eResources, and Marigold finances are in a good position.
- Marigold received the full Provincial Grant in June.
- Marigold's expenditures for the new building remain under the \$8 Million cap set by the Marigold Board. Because we were careful with our expenditures and financial sustainability over the past decade, we are now able to achieve the long-time vision and goal of a new building, new technologies, and new momentum for the future.

2022 BUDGET ESTIMATES

Budget Estimates for 2022 were accepted. The \$5,552,007 Budget Estimate is 3% higher to account for an increased population based on the Treasury population numbers for 2020.

Cost savings and efficiencies are achieved with volume discounts, consolidating work, and providing expert consultation and IT infrastructure.

Marigold's regular services and operations continued throughout the COVID pandemic without interruption. It's anticipated that travel and contract services will be back to normal in 2022.

The final budget will be approved by the Marigold Board in January 2022.

Budget Estimates depend on:

- **Provincial Grant** amount anticipated for 2022 is still based on 2016 municipal populations. Grant amount will be revealed with the 2022 provincial budget
- **Population:** The provincial government is adjusting the formula for calculating municipal populations, which will be issued through Treasury in 2022
- **New Building** anticipated occupancy costs

Contact CEO Michelle Toombs for budget estimate questions: michelle@marigold.ab.ca

MARIGOLD AGREEMENT UPDATE

In the Spring of 2022, Marigold will be sending out a long-awaited update of the Marigold Agreement to Municipal Councils for approval. Included will be Schedule C, the amendment listing levy rates in upcoming years.

POLICY APPROVAL & DECISION

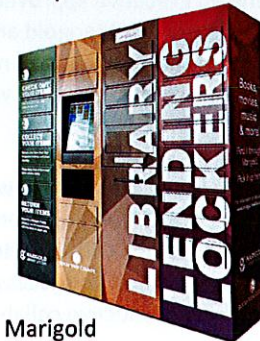
Policies/Bylaws/Schedules reviewed and approved by the Marigold Board:

- Access and Acceptable use of Information Technology Policy
- Programs Policy
- Board Meetings Policy
- Policy Deployment Policy
- Library Service Points—Community Libraries, Collection Management Policy
- Library Service Points—Community Libraries, Hours of Service Policy
- Library Service Points—Community Libraries, Workplace Violence Prevention
- Library Service Points—Community Libraries, Workplace Harassment Prevention

UPDATES

Bragg Creek Satellite Library and Library Lending Lockers

The Library Lending Lockers—29 lockers—have been in operation at the Bragg Creek Community Centre for six months.



Since April, Marigold drivers have filled the lockers with more than 590 requested items. Deliveries take place once a week. Rocky View County designed and paid for a promotional wrap for the Library Lending Lockers. Marigold collaborated on use instructions and functional design.

Langdon Library

The Langdon Library Society and their community partners are enthusiastic and committed to opening a library in their community. In April, the Marigold Board passed a motion to provide library services for a community library in Langdon. The Marigold IT Department has been researching options for the SuperNet, while discussions about the IT requirements for a small library are ongoing.

Cereal

The Cereal Library closed on May 27 because the municipality of Cereal dissolved into Special Areas. On July 7, the Cereal Book Deposit opened to the public. Marigold now supports 12 book deposits. The Cereal Library Board donated most of the library's collection, furnishings and equipment to the Langdon community for a starter library. Close to 4,000 items as well as other furnishings and décor were transported to Langdon in July.



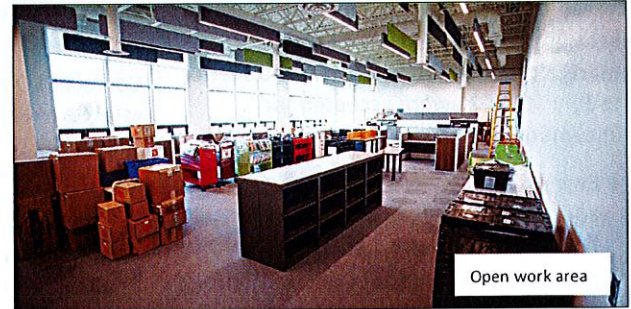
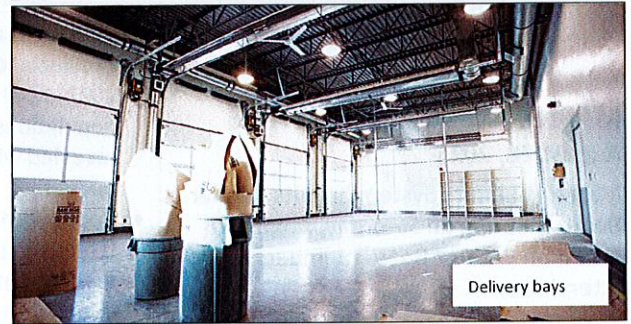
NEW BUILDING UPDATE

The Marigold Library System and Western Irrigation District Headquarters project is quickly approaching the finish line.

- Major tasks for staff include a new records management, preparation of the server room, packing up of offices, work spaces and basement as well as the preparation of OHS requirements.
- The combination of the COVID-19 pandemic, Suez Canal incident and Texas Storm caused some supply chain issues which impacted our construction—fortunately our construction missed the worst of it.
- The Marigold Executive approved the Operating Agreement between Marigold and the WID.
- Marigold and the WID will take next steps to form the condominium corporation that will ultimately be owned 50/50 by the two organizations.

Marigold will be moving into the new building towards the end of September. A Grand Opening event is planned for early 2022, depending on the COVID pandemic situation, to celebrate the long journey to successful building completion and the strong and productive collaboration with WID.

Read more at <https://www.marigoldwidcommunity.ca> or <https://www.marigold.ab.ca/About-Us/Publications> (New HQ document)



PRESENTATIONS

IT Services

Marigold IT Manager Richard Kenig provided an update on the changes to services, email migration and phone systems. The IT Department has focused on updating and moving services to provide a more mobile friendly system to our workforce. A new phone system platform has been implemented as well. The IT Department is focused on ensuring that the new building is set up and configured in a way to best serve our

users, moving the server and network infrastructure and ordering new hardware for the building.

Marigold is continuing to focus on security projects as outlined in the security assessment and is ensuring that all the new systems and services put in place follow the same guidelines.

October is Library Month in Marigold

Communications and Marketing Specialist Miriam Thompson spoke about Celebrate your Library Month and Library Card Sign-Up Month. The presentation discussed the

importance of promoting library services, especially eResources, as the COVID-19 pandemic continues, the installation of library lending lockers in Bragg Creek with a satellite library and raising awareness during the upcoming elections. The month-long initiative aims to showcase the value of libraries to Canadians and build connections within their communities. Marigold encourages its member libraries to seize this opportunity and emphasize the important role libraries play in research, education and literacy.

Canadian Library Month
LE MOIS DES BIBLIOTHÈQUES AU CANADA

One card,
one million
possibilities

Une carte,
un million de
possibilités



OCTOBER 2021 | OCTOBRE 2021

IMPORTANT DATES

Upcoming Board Meetings

Saturday, November 27, 2021: Meeting format TBD 9:30 a.m.

Saturday, January 29, 2022: Meeting format TBD, 9:30 a.m.

NEW



The headquarters building is move-in ready, having undergone the completion of drywall, paint, flooring and the installation of fixtures, furniture, and much more

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
Also checkout: www.marigoldwidcommunity.ca



MARIGOLD
LIBRARY SYSTEM

Building Update

Issue 16

New HQ— Plans and Progress

What's going on at our site?

Amazing changes are happening all the time...

In recent months, the Marigold Library System and Western Irrigation District Headquarters Facility has undergone considerable modifications to the exterior and interior of the building. Offices, common areas and delivery bays are no longer a foreign concept and staff are eagerly preparing for the move. Over the past four months the following processes have been completed:

- Drywall, taping and painting
- Installation of electrical, gas and water meters
- Flooring installation; raised access flooring in the open workroom, carpet and tiles throughout
- Installation of ceiling fixtures; fans and lights
- landscaping
- Installation of furniture and fixtures: cabinets, office furniture, shelving, faucets, toilets, vanities, showers and more
- Parking lot and sidewalks
- Exterior siding
- Installation of windows, doors and baseboards
- Plumbing and electrical work



1 Entering the Marigold wing from the main entrance

Building Update

New HQ— Plans and Progress

August 2021



The doors leading to the delivery bay area

2

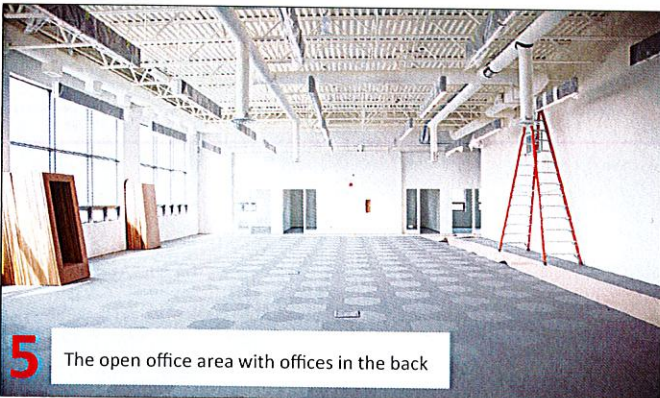


Entering the delivery bay area from the open office area



4

Raised Access Flooring is installed in the open office area



5

The open office area with offices in the back



6

Entering the Marigold wing facing west—
the main entrance is to the right

Building Update

Issue 16

New HQ— Plans and Progress

The Shared Multipurpose Area

The shared multipurpose area is flooded with natural light, exquisite beams and is accented by beautiful modern details. The space lends itself to comfortably host our Board meetings as well as entertain external training sessions and meetings for our community members. A server-style kitchen with a buffet counter is adjacent to the community room, and large bathroom facilities are located down the hall.

A successful fire alarm inspection took place on August 4 and 5. The inspection was crucial for the approval to occupy the building. It involved the architect, general contractor, electrical engineers, electrical subtrade, the Town of Strathmore Safety Officer and our contract ULC-certified fire monitoring company (Troy Life & Fire).



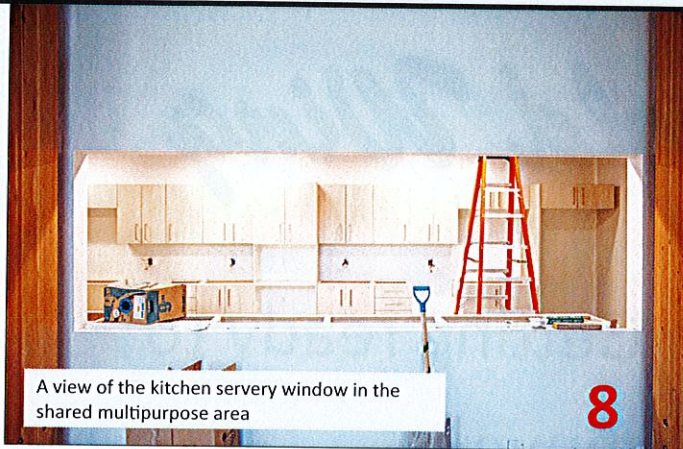
The shared multipurpose area in early August

7

Building Update

New HQ— Plans and Progress

August 2021



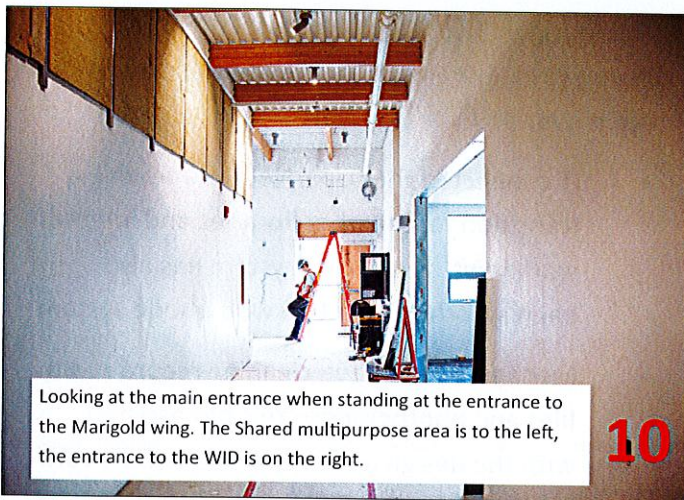
A view of the kitchen servery window in the shared multipurpose area

8



The shared kitchen in the multipurpose area

9



Looking at the main entrance when standing at the entrance to the Marigold wing. The Shared multipurpose area is to the left, the entrance to the WID is on the right.

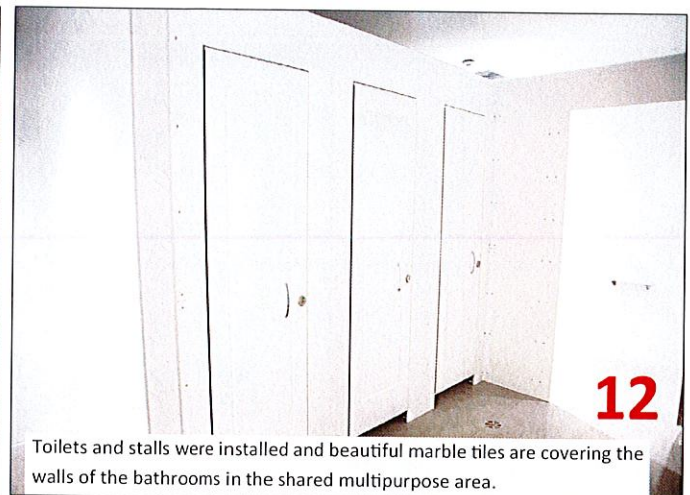
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As per the Operating Agreement between Marigold and the WID, Marigold will be responsible for ordering supplies and ensuring maintenance and repairs for the common area are completed according to the manufacturer and warranty specifications. The WID has several responsibilities as well, including landscaping and snow clearing for the site.



The hallway leading to the shared multipurpose space

11



Toilets and stalls were installed and beautiful marble tiles are covering the walls of the bathrooms in the shared multipurpose area.

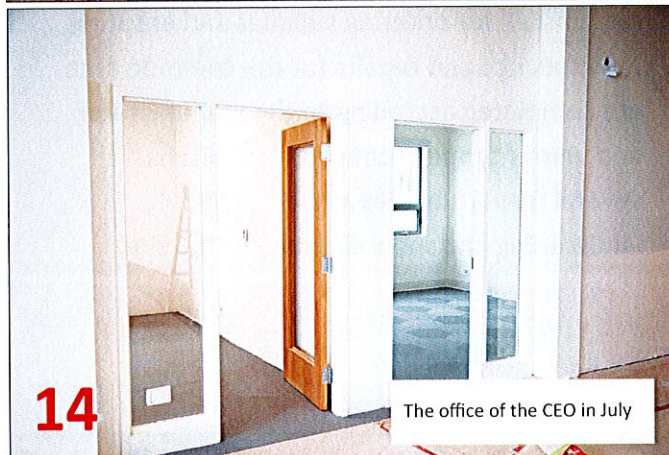
12

Building Update

Issue 16

New HQ— Plans and Progress

The Marigold Wing



Getting ready to move...

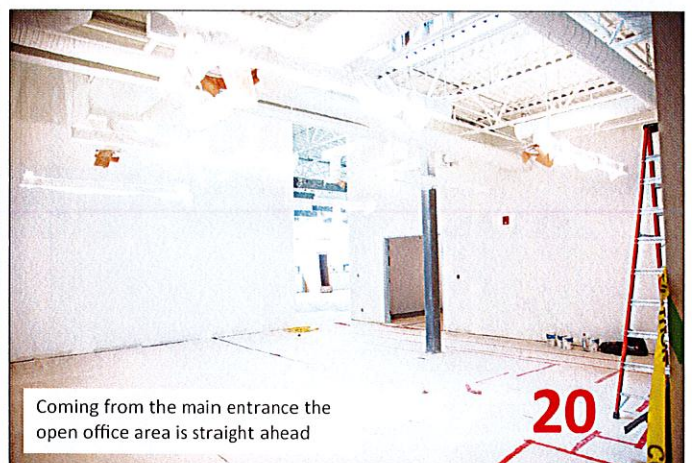
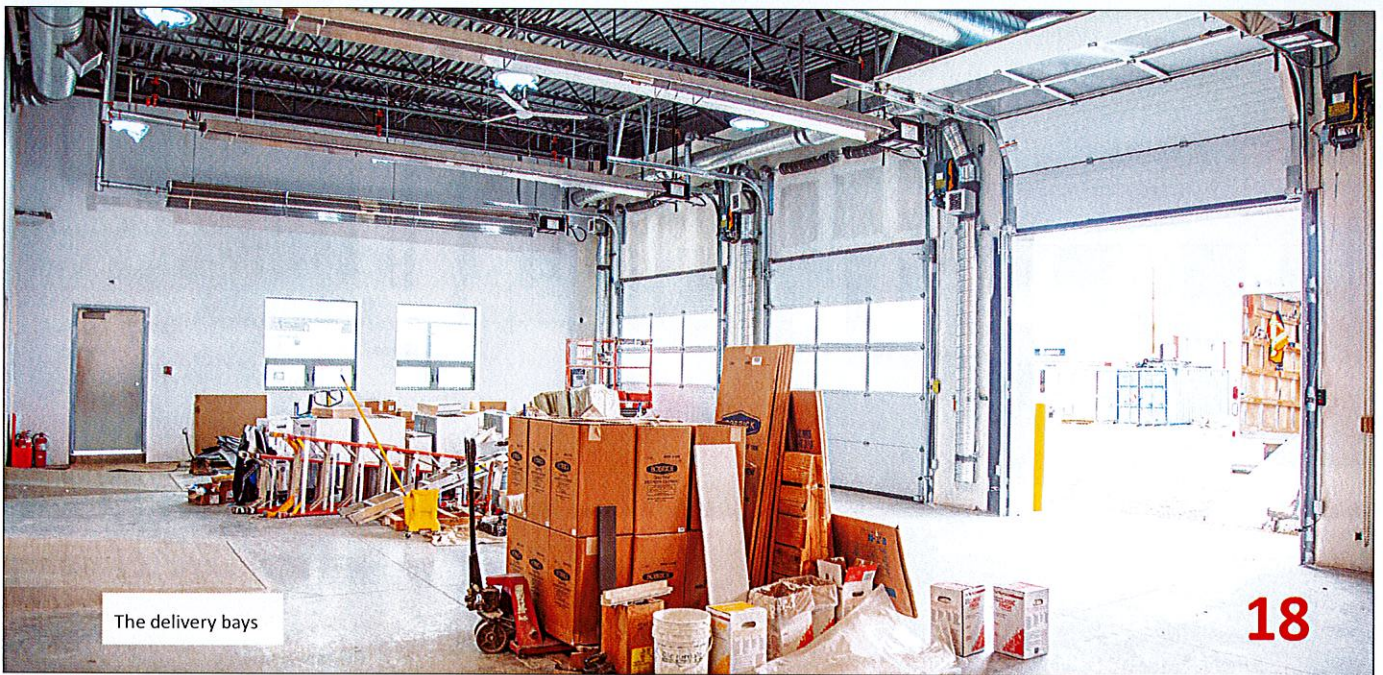
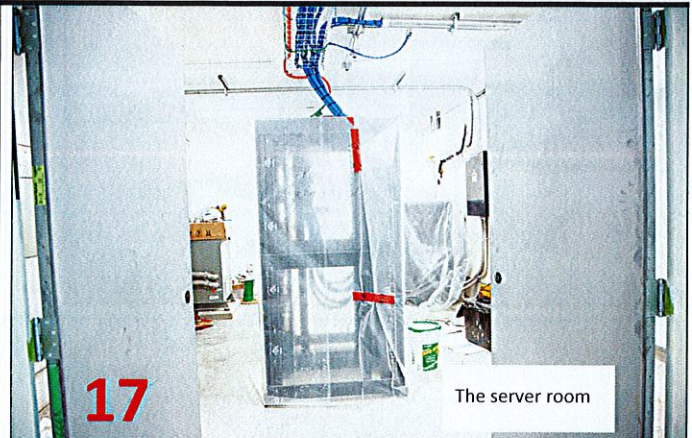
The Marigold HQ Transition Staff Committee has been working tirelessly to prepare HQ staff for the move:

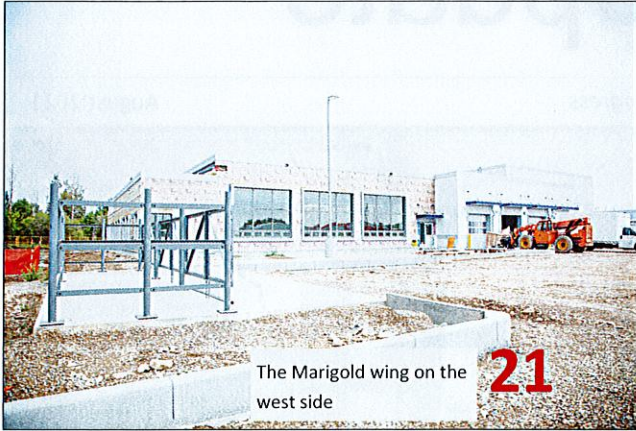
- IT connected the SuperNet for a seamless transition for member libraries and internal workflows. The phone system has also been switched over to a web-phone system
- Managers have been cleaning record room files and photographs— this has assisted with the design and preparation of artwork for the Marigold wing and “gallery” areas in the common area hallways
- Marigold’s Health and Safety Committee has been reviewing the facility plans and establishing recommendations and a list of needs being actioned by staff
- Staff have been organizing, cleaning and packing up their office areas in preparation for the move
- The proposed date for our Grand Opening is October 22

Building Update

New HQ— Plans and Progress

August 2021





The Marigold wing on the west side **21**



The main entrance **22**



The main entrance **23**



Parking lot on the east side **24**



The exterior of the shared multipurpose area **25**

**Council Committee Report
September 2021
Darcy J Burke**

WADEMESA

- Two scholarships have been awarded from the Legacy Fund
- Direct/Online payments approved \$147,384.06 Payroll approved \$237,951.58
- Calls YTD-3511 represents a 30.9% record increase
- AHS has ordered all staff and contractors to be covid vaccinated. Wademsa will inform staff to be vaccinated by Oct 21, 2021 or leave without pay will be invoked until compliant.
- Discussion regarding lack of staffing and viability of Wademsa. Situation is very severe and requires immediate municipal principle support.
- Letter of support requested from every municipality ASAP. **Elaine, contact Rob for specifics for October council approval.**
- I proposed a "Retention & Recognition" program to the board. Possibility of a profit sharing program based on hours worked. Well received and direction given to management to bring back possible options.
- See attached information sheet

WFCSS

- Financial Statements were tabled for accounting clarification
- Reconciliation report accepted
- Wheatland County Counselling will no longer be offering a subsidized fee for services as provided by WFCSS. I suggested that WFCSS look at hiring an inhouse counsellor for our clients and the costs be shared by WFCSS and the users. Management to investigate. Counselling numbers are on the rise.
- Wheatland County Food Bank is at the maximum number of hampers it can prepare in a week. Requests are overwhelming.
- Request for provincial approval to retain 2020 surplus of \$13150.00
- WFCSS Lunch & Learn Stats – "Let's Talk Brain" 16 participants 5 No Comment and 11 Enjoyed the session
- Women's Conference April 8th 2022
- Home Support Stats

Number of clients	30
Amount Invoiced	1965
Hours Worked	216
Travel Hours	58
Hours Paid	4422
KM Traveled	2456
KM Paid	1378
- Information Sessions in each community were poorly attended. Rockyford (3), Hussar (2), Carseland(9), Gleichen (4) and Standard (8)
- COMPASS was very well attended with 8 people registered.
- Interagency Fall Restart was well attended with 47 people in attendance
- Lunch and Learn had 18 people with also great turnout
- See attached information sheet

Wheatland Regional Corporation

- Last invoices have been received for Phase 3 project
- WTP Upgrade is ongoing, CO2 valve and flow meter have arrived
- Request for payments were approved
- August 2021 Revenue \$95634.27 – Expenses \$112850.73
- YTD unadjusted budget variance \$26686.10
- Roofers and HVAC upgrades have been completed
- TLC certified/calibrated the online CI17 analyzer in Rockyford
- Located and exercised the valves in Standard for their infrastructure upgrade
- Temporary water shutdown in Standard, reported to ABENV
- Hydrant flow testing in Gleichen
- Audiometric testing completed on all employees
- Lead testing letters have been dropped off to ten residents in each community. This is a federal compliance request.
- Lead testing in Rockyford Sept 22, 2021
- Discussion and information regarding Hussar and leaving WRC and board representation and voting structure. Legal and Auditor information request

Wheatland Regional Partnership

- Rob Witty presented on behalf of Wademsas, reported the dispatching/resource issues as well as the 96 hour shift rotation
- Handibus presented a budget unlike what I'm accustomed to seeing along with neighbor municipalities. Request for funding was tabled for more information.
- Municipal reports received

WADEMSA
RESERVE CONTINUITY SCHEDULE
2021-Aug 31

int earned
to date

Operating Reserve (in CCU Bank Account)

Date	Description	Balance
2016-03-31	Balance at March 31, 2016 per audited TB	\$ 259,795.44
2016-05-13	Int on GIC when mature - deposited in bank acct	\$ 573.02
2016-05-13	Balance in CCU Account	\$ 260,368.46
2016-05-13	Interest Earned 1 yr .25%	\$ 650.93
2016-05-13	Balance	\$ 261,019.39
2017-05-13	Interest Earned 1 yr .25%	\$ 652.55
2017-05-13	Balance	\$ 261,671.94
2017-08-01	To Record Purchase of Bariatric Stretcher	\$ (33,213.09)
2017-08-01	To Record Purchase of Hovermat, Hoverjack & Air Supply	\$ (10,500.83)
2018-05-13	Interest Earned 1 yr .25%	\$ 544.90
2019-05-13	Balance at May 13, 208 Balance at May 13, 2018	\$ 218,502.92
2020-05-13	Interest Earned 1 yr .25%	\$ 546.26
2020-05-13	Interest Earned 1 yr .25%	\$ 547.63
2021-05-13	Balance in Operating Reserve in CCU Bank Account	\$ 220,144.31
		\$ 165.00 \$1.50/day 31-Aug

Legacy Reserve 405 #722821455010

Date	Description	Balance
2016-03-31	Balance at March 31, 2016 per audited TB	\$ 318,344.16
2016-07-04	Interest on GIC when matured	\$ 1,283.51
	Reinvested Oct 16/16 3 months - matures January 16, 2017	\$ 319,627.67
	Reinvested January 16/17 - matures April 13, 2017	\$ 1,975.94
2018-04-16	Interest Earned at Maturity 1.7% & Reinvested at 2.2% for 1 Yr	\$ 5,467.26
2019-04-16	Interest Earned at Maturity 2.2% & Reinvested at 2.6% for 1 Yr	\$ 7,195.56
2020-04-16	Interest Earned at Maturity 2.6% & Reinvested at 1.95% for 1 Yr	\$ 8,684.03
2020-04-16	Transfer to CCU Main Acct re 8-Lucas 3 CPR Machines	\$ (126,000.00)
2021-04-16	Interest Earned at Maturity 1.95% Reinvested at .55% for 1 Yr	\$ 4,222.30
2121-06-30	Balance (Reinvested 1 Yr @ .55% Matures April 16, 2022)	\$ 221,172.76
		\$ 459.92 31-Aug

WADEMSA
RESERVE CONTINUITY SCHEDULE
2021-Aug 31

int earned
to date

General Investment - #1 401 #722821364790

Date	Description	Balance
2016-03-31	Balance at March 31, 2016 per audited TB	\$ 402,851.57
2017-01-13	Interest on GIC at maturity	\$ 3,960.40
2017-01-13	Reinvested 1 yr GIC @ 1.7% Matures Jan 13, 2017	\$ 406,811.97
2018-01-13	Interest on GIC Maturity Jan 13, 2018	\$ 6,915.80
2019-01-14	Interest on GIC Maturity Jan 14, 2019	\$ 8,274.56
2020-01-13	Interest on GIC Maturity Jan 13, 2020	\$ 11,605.06
2021-01-13	Interest on GIC Maturity Jan 13, 2021	\$ 9,756.17
2021-05-31	Balance (Reinvested 1 yr NR GIC at .65%, Matures Jan 13, 2022)	\$ 443,363.56
		\$ 1,823.86
		31-Aug

General Investment - #2 406 #722821455028

Date	Description	Balance
2016-03-31	Balance at March 31, 2016 per audited TB	\$ 254,218.17
2016-10-13	Interest on GIC when matured	\$ 2,538.70
2017-04-13	Reinvested 3 months - matures January 13, 2017	\$ 256,756.87
2018-04-17	Interest Earned to April 13, 2017	\$ 1,587.27
2019-04-16	Interest Earned at Maturity April 17, 2018	\$ 4,391.85
2020-04-16	Interest Earned at Maturity April 17, 2019	\$ 5,780.19
2021-04-16	Interest Earned at Maturity April 16, 2020	\$ 6,975.88
2021-05-31	Interest Earned at Maturity April 16, 2021	\$ 5,361.64
	Balance (Reinvested @ .55% for 1 Yr- Matures April 16, 2022)	\$ 280,853.70
		\$ 584.02
		31-Aug

General Investment - #3 404 722821446662

Date	Description	Balance
2016-03-31	Balance at March 31, 2016 per audited TB	\$ 102,528.72
2016-07-06	Interest on GIC when matured	\$ 362.52
2018-03-02	Interest Earned March 2, 2018	\$ 1,749.15
2019-03-02	Interest Earned March 2, 2019	\$ 2,092.81
2020-03-02	Interest Earned March 2, 2020	\$ 2,933.82
2021-05-31	Balance (Reinvested @ .55% Matures Mar 2, 2022)	\$ 112,402.44
		\$ 309.95
		31-Aug

WADEMSA
RESERVE CONTINUITY SCHEDULE
2021-Aug 31

int earned
to date

General Investment - # 4 407 #722821469201

Date	Description	Balance	31-Aug
2018-05-31	Balance (Invested 1 yr GIC @ 1.7%, Matures June 27, 2018)	\$ 100,000.00	
2018-06-26	Interest Earned June 26, 2018 at Maturity	\$ 1,700.00	
2019-06-27	Interest Earned June 27, 2019	\$ 2,237.40	
2020-06-26	Interest Earned June 26, 2020	\$ 2,594.99	
2021-06-25	Interest Earned June 25, 2021	\$ 1,436.15	
2021-06-25	Balance (Invested 1 yr GIC @ .60%, Matures June 26, 2022)	\$ 107,968.54	\$ 118.91

General Investment - #5 408 #722821469219

Date	Description	Balance	31-Aug
2018-05-31	Balance (Invested 1 yr GIC @ 1.7%, Matures June 27, 2018)	\$ 50,000.00	
2018-06-26	Interest Earned at Maturity June 26, 2018	\$ 850.00	
2019-06-27	Interest Earned at June 27, 2019	\$ 1,118.70	
2020-06-26	Interest Earned June 26, 2020	\$ 1,297.50	
2021-06-25	Interest Earned June 25, 2021	\$ 718.08	
2021-06-25	Balance (Invested 1 yr GIC @ .60%, Matures June 25/2022)	\$ 53,984.28	\$ 59.46

SUMMARY

Reserves and Investments
Operating Reserve Held In CCU Bank Account

\$ 1,217,591.05	\$ 3,521.12	31-Aug
\$ 220,144.31		
<u>\$ 1,437,735.36</u>		

WHEATLAND INTERAGENCY COUNCIL

PARTICIPANT RESPONSES

2020 - 21

N = 17

1. As a result of Interagency, my organization has better working relationships with other community agencies. [CO#2-ACWIP-PM1]

1)	0	[Strongly disagree]
2)	0	
3)	0	
4)	0	
5)	7 = 41%	
6)	10 = 59%	[Strongly agree]

2. As a result of Interagency, my organization is better able to serve the people in my community. [CO#2-ACWIP-PM2]

1)	0	[Strongly disagree]
2)	0	
3)	0	
4)	1 = 6%	
5)	3 = 18%	
6)	13 = 76%	[Strongly agree]

3. As a result of Interagency, my organization has more of the necessary knowledge to help address this community's social issues. [CO#2-ACWIP-PM3]

1)	0	[Strongly disagree]
2)	0	
3)	0	
4)	1 = 6%	
5)	5 = 29%	
6)	11 = 65%	[Strongly agree]

4. Having meetings via ZOOM through the Pandemic has opened a new option for Interagency meetings. When restrictions lift, how do you see us proceeding?

1)	0	Solely via ZOOM
2)	2	In person, rotating hosting between sites
3)	13	Combination of ZOOM and in-person, alternating each month
4)	2	Other: Meeting in person with option of tuning in through ZOOM ZOOM through year with first meeting of year in person

5. Comments:

I absolutely love the connections made at these meetings. It really assists with working with clients. I do not mind the ZOOM meetings as it allows for flexibility but I do miss the in-person contact.

In my role as Resource Navigator for Strathmore Wheatland Wellness Resource project, Interagency meetings proved instrumental, both for knowing what services exist for residents, but also in that I connected and helped other agencies find the resources they need. I found the meetings very rewarding, and I was pleased to see them operating through the restrictions and the pandemic.

With only having 2 staff in the office we would often not be able to attend as we cannot close during the day. The option to ZOOM increased our attendance. Thank you!

Thanks for coordinating these meetings. Very much facilitates more efficient and effective service provision to our community.

Thank you for all the work and organization to allow for this important collaboration.

Interagency has been a key connection strategy for our organization through Covid-19. The benefits of connecting via ZOOM is that via private chat I often get to have conversations and make connections more effectively with more agencies than I ever had the ability to connect to in-person prior to Covid-19. This efficacy has greatly enhanced the value of the monthly interagency meetings. I appreciate this collaborative opportunity through ZOOM and would like to see it continue.

Thanks so much for keeping us connected during these tough times!

Interagency makes an incredible difference for the library, giving us opening and opportunities to collaborate and give us the information we need to connect our patrons to the supports they need. The only thing that could make Interagency stronger is more engagement and communication from key players.

Attending interagency has been great for making connections and building partnerships within the community. It has been especially valuable during the pandemic as most were not able to work on site and make the face-to-face connections as before. Thank you so much for hosting Interagency meetings through it all and helping us to maintain those connections to the community.

I just find it hard to attend due to my work hours. ZOOM does make it easier to attend.

We have been very disappointed that we haven't been able to participate in Interagency over the last few months due to staff shortages and lack of time. The pandemic has taken over our resources, staff have been redeployed and we are almost always in clinic. We unfortunately cannot usually join into the meetings as a result. We appreciate the minutes when they are sent out. I very much like attending meetings in person when the pandemic is over. Currently we cannot even find time to attend ZOOM meetings. Our school program has also been put on hold as we have to put all our staffing effort and resources to Covid-19 immunizations. So thank you so much for your understanding this year – we are very sorry we haven't been able to participate much, also very saddened by same. We love Interagency.

Excellent opportunity to share information, learn what others are offering and build relationships.

WHEATLAND HOME SUPPORT

2020-21 Survey Results

COMMENTS:

Thank you for all your help. Reliable, trustworthy and efficient.

I have such respect for my housekeeper and this program -- without it I would not have a clean house and this would make me so sad. Plus how they check on me, especially if I have serious medical issues.

Using program while granddaughter recovers from surgery. Like the Meals on Wheels program - a huge help.

I am thankful for the help with housework. As someone with stage 4 cancer often I feel fatigued and unwell. The bi-weekly help I receive has helped me to keep up with my home, even in my time of illness. I am very grateful for this invaluable service. I only wish I could find similar help with my yard.

This program is the best for my husband and myself, without it we will have to move. Please do not take anything more away from seniors.

I am so thankful for this service as it lets me stay in my home where I am happy. I see myself going downhill regularly lately which is very difficult but with the help I receive I know I can keep going to the best of my ability.

Council report submitted by Bill Goodfellow
For the October 13 - Vor council mtg

- September 7 - regional partnership mtg in hussar - next mtg in Standard
- September 8- Vor council mtg
- September 9 - special mtg to deal with approval of a line of credit to repair coolant exchanger
at ice rink
- October 20 - DDSWMA mtg

Council Report
October 13, 2021
Leah Smith

Sept. 7 – Wheatland Regional Partnership in Hussar. There was extensive discussion about the state of our ambulance out of Strathmore. We discussed the HandiBus and RCMP support.

Sept. 8 – Village Regular Meeting

Sept. 9 – Wheatland Housing

- COVID vaccine policy
- Update on new building – still waiting on government response
- We will be lobbying our MLAs that the new place is needed

Sept. 16 – Village Special Meeting

Sept. 24 – Ag Society

- COVID vaccine policy
- Public Access
- Loan from Village

CAO Report
October 13, 2021

Sept. 7 – Wheatland Regional Partnership Meeting

Sept. 8 – NG9-1-1

The New Generation 9-1-1 will be launched in March 2022. The CRTC has ordered Bell, Telus and SaskTel to upgrade their 9-1-1 system. Canada is the first country to transition to NG9-1-1. With the new system, there will be enhanced features that will assist responders to determine what to expect when they arrive on scene – eventually there will be the capability for real time text; video and picture sharing and GIS capability.

In my report for Sept., I noted that I had been working with Cody on the addressing updates and while some buildings just needed a new address, the full review will ensure that everything in the Village is properly addressed to make it easier for first responders that may be coming from a different area to find a specific address. I plan on adding each campsite to the registry as well in case there's a call to the campground – the camp kitchen will also be identified.

Sept. 13 – Canadian Badlands Special Meeting

Sept. 15 – AUMA Energy Management Audit Preparation

At the July 14, 2021 Regular Meeting of Council. Council gave approval to proceed with an energy audit arranged through AUMA to determine if there are any grants available to assist us with getting our buildings to be more energy efficient.

This meeting was attended by the representative of AUMA as well as a representative from TRANE who is doing the audits and assessments. For the work that we were considering at facilities, it was deemed that the payback would be too long, and we would need additional capital funding. That would be to do a window replacement in PRP; possible boiler upgrades etc. They are more focused on solar energy and aren't really looking at other options.

Sept. 16 – GIS Training

Martin took the training with Cody to learn the GIS system and how to use the tablet that goes with it so we can record our assets and an asset management plan can be started.

Sept. 23 – AMTPA Conference

This was the first conference of the newly formed Alberta Municipal Taxation Professional Association.

It was a half day conference, and we covered the tax recovery process; e-billing (this is where the template for the Electronic Transmission of Documents Bylaw came from) and OptionPay. One important note from the tax recovery session was the need to have the appraisal of the property done as close to the date of auction as possible. There was a property owner that challenged what the municipality auctioned his property for and won. The municipality had to pay the owner the difference between what it was auctioned for and fair market value.

OptionPay is a url based platform for accepting credit and debit card payments. The customer goes to the site that is set up for the municipality and can pay through there, but they are charged a fee to use – rather than the municipality being charged the fee on the debit machine. It might be worthwhile exploring for campground payments, but we would have to look into

an online booking option as well to ensure people aren't paying for a spot that has already been spoken for.

Sept. 24 – Strategic Planning Masterclass

Doug Griffiths from 13 Ways is putting on a series of free sessions on a variety of different topics. The first one was Strategic Planning and he gave some guidelines to use when developing a Strategic Plan. Things like making your plan unique to your municipality; the Vision Statement describes YOUR future (not a generic statement). Your Mission Statement is WHY you do it and WHAT it means to succeed. Strategy isn't WHAT you're going to do but HOW you're going to do it.

He provided a couple of very well written plans and as time allows, I will be reviewing them to see if we can create a Strategic Plan of our own without using a consulting service.

Sept. 28 – NG9-1-1 – Second Session

This was a continuation of the information session held Sept. 8. This session reiterated that the current analog system is obsolete now – the landline-based call centres are not able to meet the expectations of the public. The new system will rely on “point in polygon” processes to locate the caller and the emergency which makes standardized data a critical component.

Once the GIS capability is on board, all data will have to be the same “language” and this is where we work with Cody to ensure all the parameters are meeting the standardized form that is being created. ie Avenue – is the standard Ave. or Avenue, if we have Ave. in our GIS program but the standard is Avenue, they won't match, and it will cause confusion in the system.

Other items:

The paperwork was submitted to ATB for the line of credit loan and Darcy and I signed the agreement. As of the date of writing this report, the funds have not shown up in our online banking list, but they should be there soon, the approval was given.

I have had conversations with 2 of the people that have ongoing unsightly issues. A plan has been formulated for the property on Railway and the other person has said they will have vehicles moved in October. The tarp on the house should be off within a month as he's been installing windows but building the framing himself between work related jobs.

The subdivision application was submitted to Palliser Sept. 16. I spoke to Cody Oct. 6 and he asked if Council would be interested in doing a concept plan (planning exercise) to get a complete picture of what that will look like. This will delay the subdivision.

Ballots and other election supplies have been received. The Province sent the ballots for the senate vote and referendum questions and our ballots have been printed. We will be using single use pencils – hand sanitizer will be purchased and available for residents to use.

New Centennial flag has been put up.

Contractor was out to service generator at Public Works building that runs the pumps in the water distribution plant. It needs a pump, and a quote should be coming in. The contractor was here to do the work on the pumps at the distribution plant.

We have one person leaving the permanent campsite, but we have three on a list to take the site over, so all winterized sites will be full as far as we know right now.

We have one Bylaw left to pass to complete all the items from the MAP review and that is the Bylaw Officers Bylaw. The County will be taking the revised Bylaw to their Council, and we will have it for our November meeting. We are bound to have all the revisions/corrections submitted to Municipal Affairs by December 1 so we will meet that deadline with no problem.