

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
March 9, 2022
Council Chambers
110 Main Street, Rockyford, AB

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS A. Sharon Morrison
5. ADOPT MINUTES A. Minutes from Feb. 9, 2022, Regular Meeting
6. FINANCIAL REPORTS A. Bank Reconciliation January 2022 – Village
 B. Bank Reconciliation February 2022- Village
 C. Bank Reconciliation February 2022 - WRC
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
 A. *Response Letter from Municipal Affairs re FIR Extension Request*
 B. Infrastructure Funding Agreement - Wheatland County
8. NEW BUSINESS A. WRC Board Structure Review
 B. Utility Penalty Waiver Request
 C. Capital Budget Review
 D. Lagoon Pipe Repair Update
 E. Bylaw 2022-003 – Fees and Charges Bylaw
 F. Utility Right of Way Agreement for subdivision - FORTIS
9. CORRESPONDENCE A. Letter from Minister of Municipal Affairs re Budget 2022
 B. Letter from WiMacTel re Telephone Booth
10. OTHER BUSINESS
11. ACTION ITEM LIST REVIEW
12. CLOSED SESSION
13. OUT OF CLOSED SESSION MOTION
14. REPORTS
15. ADJOURNMENT

Feb 2022 public works report

1. Booked Tim's glass to do PRP window repairs.
2. Booked KMW heating to do shop heater repairs.
3. Standard village maintenance foreman brought village hotsy over to thaw culverts at 3rd ave and first street and mainstreet on firehall corner.
4. Spread sand where needed.
5. Changed fluorescent tubes at PRP in basement.
6. Spread ice melt on 1st street and 3rd ave on settled sidewalk and put up barracades.
7. Levelled area as best as could be done due to frozen ground and placed 36 cement lego blocks more levelling needed when ground thaws.
8. Cleaned snow from CC and Arena parking lots.
9. Cleaned snow from all streets.
10. Spread sand in CC parking lot
11. Cleaned village truck.
12. Snow removal on sidewalks as needed.

Hi, Elaine:

Thank you for getting back to me. The two subjects I would like to address in the March 9th meeting are -
(1). The ongoing problem with flooding of the sidewalk at the North end of our property, (135 3rd. Ave. East, Rockyford), and the danger it presents; and
(2). the issue of speeders on 1st Street East, on the East side of our property, which happens to be a 30 km/h playground zone.

With regards to both of these issues; I am wanting to know if there is a plan in place to address either or both, and, if so, what is the plan? I would like to know if there is a criteria in place to determine the priority of addressing problems like the flooding of sidewalks causing slippery conditions, and ultimately a danger to civilians, and who makes the determination?

Any other questions presented will depend on the answers to the first questions. I will elaborate a bit during my presentation, but the issues are straightforward, so it should take very little time explaining the problems revolving around each subject. Looking forward to the meeting.

Sincerely... Sharon B. Morrison

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
February 9, 2022
Meeting held via Telus BusinessConnect

ATTENDANCE Mayor Darcy Burke

Councillors William Goodfellow
Leah Smith
Tyler Henke

Administration: Elaine Macdonald

Delegates: Devin Diano, Cody Dale-McNair, Garry Wilson

1. CALL TO ORDER Mayor Burke called the meeting to order at 7:00 p.m.

2. AGENDA

RES 020-2022 Moved by Councillor Goodfellow that the agenda be accepted with the following amendments:

ADD

8J. Approval of 2022 Operating Budget

8K. Rockyford 4H 75th Anniversary

10A. Freedom to Read Week Proclamation

DELETE

6A. Bank Reconciliation – Jan. 2022 - Village

Carried

3. PUBLIC WORKS REPORT

RES 021-2022 Moved by Councillor Henke that Council accepts the Public Works report as presented.

Carried

4. DELEGATION

Palliser Regional Municipal Services

Presented by Devin Diano and Cody Dale-McNair

Council was provided an overview of the services that Palliser Regional Municipal Services offers to the Village as well as a demonstration of what the planning documents are, what they mean and how they are inter-related. Council's role in the planning cycle was also explained. The GIS/webmap system was also reviewed and Council was given a demonstration on how that works and how it is beneficial for tracking our infrastructure and other Village information.

RES 022-2021 Moved by Councillor Goodfellow that Council accepts the presentation from Palliser Regional Municipal Services as information.

Carried

5. MINUTES

5A. Minutes from the January 12, 2022, Regular Meeting of Council.

RES 023-2022 Moved by Councillor Henke that the minutes of the January 12, 2022 regular meeting of Council be approved as presented.

Carried

Mayor
Administrator

6. FINANCIAL REPORTS

6A. DELETED

6B. Bank Reconciliation January, 2022 – WRC

RES 024-2022 Moved by Deputy Mayor Smith that the bank reconciliation for WRC for the month of January, 2022 be accepted as presented.
Carried

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

7A. Response Letter from Municipal Affairs re FIR Extension Request.

This item will remain on the agenda as Unfinished Business until we have final resolution from the Province.

8. NEW BUSINESS

8A. Subdivision Application Approval
Presented by Garry Wilson, Palliser Regional Municipal Services

RES 025-2022 Moved by Deputy Mayor Smith that the subdivision application be approved with staff recommendations.
Carried

8B. Wheatland Regional Emergency Partnership Agreement
Presented by Elaine Macdonald, Municipal Administrator

RES 026-2022 Moved by Mayor Burke that the Village approves signing the Wheatland Regional Emergency Partnership Agreement.
Carried

8C. Columbarium Pricing
Presented by Elaine Macdonald, Municipal Administrator

RES 027-2022 Moved by Councillor Goodfellow that the columbarium pricing be approved as presented and that the rates be added to the cemetery Bylaw.
Carried

8D. Weed Inspection Agreement
Presented by Elaine Macdonald, Municipal Administrator

RES 028-2022 Moved by Councillor Henke that Council approves entering into a Weed Inspection Agreement with Wheatland County for a term of three years.
Carried

RES 029-2022 Moved by Councillor Goodfellow that Council appoints Wheatland County employee George Bloom as a designated officer for the Village of Rockyford for the purpose of carrying out weed inspections and measures required to remedy non-compliant properties.
Carried

8E. Request from Martin Shields, MP
Presented by Darcy J. Burke, Mayor

RES 030-2022 Moved by Mayor Burke that Administration writes a letter regarding the retro-active pay to RCMP and the impacts on municipalities.
Carried

8F. Meeting Attendance Request
Presented by Tyler Henke, Councillor

RES 031-2022 Moved by Deputy Mayor Smith that Councillor Henke receive permission to attend the Marigold Library Board orientation session Sat., Feb. 12, 2022 and be compensated for time and travel.
Carried

8G. Bylaw 2022-002 – Bylaw Enforcement Officer Bylaw
Presented by Elaine Macdonald, Municipal Administrator

RES 032-2022 Moved by Councillor Henke that Village Council gives first reading to Bylaw 2022-002 – Bylaw Enforcement Officer Bylaw.
Carried

RES 033-2022 Moved by Councillor Goodfellow that Village Council gives second reading to Bylaw 2022-002 – Bylaw Enforcement Officer Bylaw.
Carried

RES 034-2022 Moved by Deputy Mayor Smith that Village Council gives permission to proceed to third and final reading to Bylaw 2022-002 – Bylaw Officer Bylaw.
Carried Unanimous

RES 035-2022 Moved by Mayor Burke that Village Council gives third and final reading to Bylaw 2022-002 – Bylaw Enforcement Officer Bylaw.
Carried

8H. Brick Building/Unregistered Vehicles
Presented by Bill Goodfellow, Councillor

Councillor Goodfellow expressed some concerns with the condition of the brick building located on Main Street and some vehicles that are parked for extended periods of time on the streets, possibly unregistered.

8I. Infrastructure Funding Agreement
Presented by Elaine Macdonald, Municipal Administrator

RES 036-2022 Moved by Mayor Burke that Council directs Administration to write a letter to Wheatland County regarding the value of partnerships and equal dialogue.
Carried

RES 037-2022 Moved by Councillor Henke that the discussion regarding signing the agreement be deferred to the next Council meeting under unfinished business.
Carried

8J. Approval of 2022 Operating Budget
Presented by Elaine Macdonald, Municipal Administrator

RES 038-2022 Moved by Deputy Mayor Smith that Council approves the 2022 Operating Budget.
Carried

8K. Rockyford 4H 75th Anniversary
Presented by Darcy Burke, Mayor

RES 039-2022 Moved by Councillor Goodfellow that the Village purchase a plaque to present to the Rockyford 4H club at their 75th Anniversary celebration on March 19, 2022.

Carried

9. CORRESPONDENCE

9A. Letter from Town of Gibbons

RES 040-2022 Moved by Councillor Goodfellow that Village Council accepts the letter from the Town of Gibbons as information.

Carried

10. OTHER BUSINESS

10A. Freedom to Read Week Proclamation

Mayor Darcy Burke proclaimed February 20 – February 26, 2022 as Freedom to Read Week in the Village of Rockyford.

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

Deputy Mayor Smith: Jan. 3 – Special meeting of the Building Committee for Wheatland Housing Management Body.
Jan. 6 – Community Futures Wild Rose Regular Meeting
Jan. 18 – Wheatland Housing Management Body Regular Meeting
Jan. 20 – Wheatland Housing Management Body Building Committee Meeting.

RES 041-2022 Moved by Councillor Henke that Deputy Mayor Smith be given permission to attend the Alberta Seniors Housing Association conference April 11 – 13 and that time and mileage be paid.

RES 042-2022 Moved by Councillor Goodfellow that the reports be accepted as presented.

Carried

15. ADJOURNMENT

RES 019-2022 Mayor Burke moved that the meeting be adjourned at 10:01 p.m.

Carried

Mayor

Administrator

Mayor
Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending January 31/22

	Current Year	Last Year
Net Balance as at December 31, 2021	\$ 28,390.93	\$ 71,792.84
Receipts for Month	\$ 68,717.94	\$ 74,720.08
Interest Earned	\$ 26.09	52.86
Transferred from T-Bill	\$ 55,000.00	\$ 100,000.00
	<u>\$ 152,134.96</u>	<u>\$ 246,565.78</u>
Less:		
Disbursements	\$ (108,198.92)	\$ (113,835.63)
Bank Charges	\$ (76.38)	\$ (65.04)
Auto Debit Alarm Fee	\$ (56.69)	\$ (56.69)
Duplicate posting	\$ -	
Transfer to L of C	\$ (583.13)	
Transferred to T-Bill	\$ -	\$ (60,482.25)
G/L Balance Jan 31/22	<u>\$ 43,219.84</u>	<u>\$ 72,126.17</u>
Bank Reconciliation		
Bank Balance at Jan 31/22	\$ 77,890.66	\$ 90,270.13
O/S Cheques	\$ (33,252.10)	\$ (44,033.49)
Deposit not posted	\$ (1,418.72)	\$ (148.50)
O/S Deposit	\$ -	\$ 26,038.03
Bank Balance Jan 31, 2022	<u>\$ 43,219.84</u>	<u>\$ 72,126.17</u>

Mayor

Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending February 28/22

	Current Year	Last Year
Net Balance as at January 31/2022	\$ 43,219.84	\$ 72,126.17
Receipts for Month	\$ 74,305.47	\$ 136,805.33
Interest Earned	\$ 52.68	37.20
Bank Error		0
Transferred from T-Bill	\$ 340,000.00	\$ 65,000.00
	<u>\$ 457,577.99</u>	<u>\$ 273,968.70</u>
Less:		
Disbursements	\$ (349,784.52)	\$ (159,426.66)
Bank Charges	\$ (90.17)	\$ (90.21)
Auto Debit Alarm Fee	\$ (56.69)	\$ (56.69)
Duplicate posting	\$ -	
Transfer to L of C	\$ (45,196.32)	
Transferred to T-Bill	\$ -	\$ (80,000.00)
G/L Balance Feb 28/22	<u>\$ 62,450.29</u>	<u>\$ 34,395.14</u>
Bank Reconciliation		
Bank Balance at Feb 28/22	\$ 380,246.02	\$ 54,013.57
O/S Cheques	\$ (311,979.43)	\$ (19,068.43)
Deposit not posted	\$ (5,816.30)	\$ (550.00)
	\$ -	
Bank Balance February 28, 2022	<u>\$ 62,450.29</u>	<u>\$ 34,395.14</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
February 28/2022

Net Balance as at January 31/2022	\$ 1,190.49
Interest Earned	\$ 0.50
Transfer from T-Bill	\$ 0.00
	\$ 1,190.99
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at February 28, 2022	<u>\$ 1,190.99</u>
Bank Reconciliation:	
Balance as at February 28, 2022	\$ 1,190.99
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at February 28, 2022	<u>\$ 1,190.99</u>

Mayor

Administrator

THIS AGREEMENT made this ___ day of _____, 2022

MEMORANDUM OF AGREEMENT BETWEEN:

WHEATLAND COUNTY

A Municipal Corporation located in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

-and-

VILLAGE OF ROCKYFORD

A Municipal Corporation located in the Province of Alberta
(hereinafter referred to as "the VILLAGE")

OF THE SECOND PART

VILLAGE INFRASTRUCTURE FUNDING AGREEMENT

WHEREAS the County and Village support serving the infrastructure needs of their collective residents based on the principles of transparency, fairness, regional collaboration, and stewarding scarce resources efficiently in providing local services. The County provides Infrastructure Grant Funding to the Village, conditional upon the following:

- The Village provides infrastructure services such as recreation, roads, buildings, and water utilized by Wheatland County residents.
- The Village will provide the County a written list, signed by the mayor in form of a letter reporting the projects upon which the Infrastructure Grant Funding were expended within the calendar year in which the funds were allocated. The letter will be available to the public via County website.
- The Village shall publicly acknowledge the County as a contributing partner to its infrastructure funding. This acknowledgement shall include signage, print and social media recognition in a way that is mutually acceptable to the Parties' Chief Administrative Officers.

NOW THEREFORE, THIS AGREEMENT WITNESSES that in consideration of the covenants, undertakings and agreements hereinafter set forth, the parties agree as follows:

A. ADMINISTRATION AND AUTHORITY:

1. Wheatland County and the Village of Rockyford have agreed to funding for a three-year term 2021-2023 for the following amounts, which are to be transferred from the County to the Village on or before the following dates:

April 15, 2022	\$55,527.00
July 15, 2022	\$56,637.54
July 15, 2023	\$57,770.29

B. TERM OF CONTRACT:

1. This Agreement shall be for the calendar years 2021-2023.
2. This Agreement may be amended by mutual consent in writing. Amended versions of the Agreement shall replace all previous versions of this Agreement.

C. TERMINATION OF AGREEMENT:

1. Should Provincial Legislation change in regards to Non Residential Tax Structure, the County, has the right to terminate this agreement with sixty (60) days written notice to the Village.
2. Should either Wheatland County or the Village of Rockyford Council approve a Resolution of Council to terminate this Agreement, the Resolution shall provide six (6) months' notice to the other municipal Council and provide full payment for the following fiscal year. Should notice be given through a Resolution of Council, the CAO shall provide the resolution and a formal letter identifying the intention to terminate this Agreement.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF

Signed this _____ day of _____, 2022 at _____, Alberta.

Municipality/Signatures

WHEATLAND COUNTY

VILLAGE OF ROCKYFORD

Reeve

Mayor

Chief Administrative Officer

Chief Administrative Officer



REQUEST FOR DECISION

Subject: Wheatland Regional Corporation Board Structure Review

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8A

Background: The Village of Hussar had made the decision to remove themselves from the Wheatland Regional Corporation (WRC).

This created a four-person Board with Wheatland County having two voting seats and the Villages of Rockyford and Standard each having one. The challenge was an even number of voting members presents higher potential for a tie vote and the WRC Bylaw states that in the event of a tie vote, the chairperson can't vote.

The municipalities were presented with some options from WRC on how this should be dealt with and both Villages indicated that the preferred option was to reduce the Board to three voting members which would reduce Wheatland County's vote to one.

Wheatland County presented the information to their lawyers and were given information that delays the withdrawal of Hussar and the change to the Board structure. Before any of those things happen, the Unanimous Shareholders Agreement must be amended to reflect what the new Board will look like. Hussar attended the last meeting and will continue to attend meetings until the legal paperwork is complete and the changes can be put in place.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: THAT Village Council accepts the Wheatland Regional Corporation Board Structure review as information.



REQUEST FOR DECISION

Subject: Utility Penalty Waiver Request

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8B

Background: In December 2017, UFA discontinued their operations in Rockyford and removed all structures from the property. They do still have water connection to the lot and in our Public Utility Bylaw (Bylaw 2020-002) it states:

6. Discontinuance of Service

- a. Any person intending to vacate the property that have been supplied with water from the waterworks, sewer or garbage, or who is desirous of discontinuing the use thereof shall be charged the regular monthly fees of rates and levies as have been set by Council, no rebate shall be made for any fractional part of a month.

This means that UFA would be responsible to pay the “Water Flat Rate – Vacant Property” fee as outlined in the Fees and Charges Bylaw.

WRC was sending the billings to the UFA address in Strathmore and the bills were going unpaid. No one was responding to any correspondence. A couple of months ago, the manager of the UFA in Strathmore reached out to WRC questioning what the bill was for. He stated that he had just seen one and had no idea they were being sent bills. It ended up that the head office in Calgary should have been receiving the bills instead of the Strathmore branch, but neither WRC nor the Village were ever notified of that.

UFA sent a request that the penalties be waived and that is now coming before Council to make that decision.

The penalties amount to \$1,120.93 for the period from 2017 to February 2022. There would be additional added to the last billing.

- Options:**
1. Council can approve the cancellation of penalties to the utility account for UFA.
 2. Council can deny the cancellation of penalties to the utility account for UFA.
 3. Council can approve the cancellation of a portion of the penalties to the utility account for UFA.

Financial Implications: The penalties are part of the revenue that comes back to the Village from WRC but are not part of the budgeted revenue.

Communication: WRC will be provided with Council’s decision so they can notify the customer and make changes in their system if needed.

Recommendation: THAT Village Council provides Administration with direction regarding the cancellation of penalties for the UFA utility account.



REQUEST FOR DECISION

Subject: Capital Budget Review

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8C

Background: At the Feb. 9, 2022 Regular Meeting of Council, Council approved the 2022 Operating Budget. The Capital Budget is now coming to Council for review.

In the Capital Budget are some pieces of equipment that are on the “wish” list for public work, MSI may cover the cost of these as their criteria for equipment purchases is:

- Purchase of equipment that will be used primarily to maintain a capital asset and/or system.
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems.

If MSI won't accept those items, they would have to come from reserves, but they are listed as MSI purchases on the Capital Budget sheet.

This budget includes the sidewalk/lighting project for the 2nd block of Main Street. The projected costs for that project are an estimate as no contractor that was recommended has returned e-mail to get an official quote. The original project was \$274,000 and I added 5% to that to come up with the number before you.

We have sidewalk repairs to do as well as the paving at the corner of Railway Ave. and Main Street where the fire hydrant repair was done. The hope was that one of the contractors would provide a quote to do the stamped concrete and the other work as well.

The sewage lagoon project was expected to have been done in 2021 but was delayed until this year. There has been \$4,500 added to the quote to allow for the repair of the fifth pipe.

On the Capital Budget sheet, the recent Infrastructure Funding from the County has not been added because at the time of writing this report, there was no resolution from Council to enter into that agreement.

- Options:**
1. Council can accept the Capital Budget as information and send it back for changes.
 2. Council can approve the Capital Budget as presented.

Financial Implications: Unless MSI doesn't cover any approved equipment purchases, the financial impact will be all grant monies; the Village reserves will not be utilized.

Communication: N/A

Recommendation: THAT Village Council provides Administration reviews the Capital Budget and provides direction to Administration.

Village of Rockyford Capital Budget

Project Name	Notes	2020	2021	2022	2023	2024	2025	2026	2027
1st Ave. E. Paving	MSI		\$ 214,848.34						
Water/Sewer Upgrades	MSI		\$ 347,811.05						
Engineering Fees	MSI	\$ 40,000.00	\$ 60,901.11						
Waterline & Sewer Upgrades	MSP		\$ 50,000.00						
Main Street Sidewalk & Lighting	CRISP/FGTF			\$ 290,000.00					
Sidewalks & Paving	FGTF			\$ 35,000.00					
Lagoon Repair	MSI		\$ 23,500.00						
Kubota Sweeper Kit	MSI		\$ 8,500.00						
Kubota Cab Kit	MSI		\$ 10,500.00						
Kubota Blade Kit	MSI		\$ 4,857.00						
Water Meter (campground)	MSI		\$ 500.00						
Services to Subdivided Lots	FGTF		\$ 110,000.00						
Total Projects		\$ 40,000.00	\$ 675,581.50	\$ 482,857.00					

Funding Sources Capital Budget

	2020	2021	2022	2023	2024	2025	2026
Funding Available	\$ 616,621.00	\$ 919,279.00	\$ 574,471.50	\$ 697,045.50	\$ 819,619.50		
Funding Carried Over Previous Year	\$ 163,584.00	\$ 178,753.00	\$ 72,488.00	\$ 72,488.00	\$ 72,488.00		
MSI Capital Allocation Current Year	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
FGTF Allocation Current Year							
Municipal Stimulus		\$ 50,000.00					
CRISP Allocation Current Year	\$ 93,419.75						
Available for Projects	\$ 923,624.75	\$ 1,248,032.00	\$ 696,959.50	\$ 819,533.50	\$ 942,107.50		
Capital Purchases							
Less Projects	\$ (40,000.00)	\$ (675,581.50)	\$ (23,857.00)				
	\$ 883,624.75	\$ 572,450.50	\$ 324,602.50				
Funding Available By Grant	2020	2021	2022	2023	2024	2025	2026
MSI	\$ 531,048.00	\$ 86,240.50	\$ 30,284.50	\$ 102,772.50	\$ 175,260.50		
FGTF	\$ 202,675.00	\$ 302,675.00	\$ 103,231.00	\$ 153,231.00	\$ 203,231.00		
Municipal Stimulus							
CRISP	\$ 185,556.00	\$ 185,556.00					
Total Funding Year End	\$ 919,279.00	\$ 574,471.50	\$ 133,515.50	\$ 256,003.50	\$ 378,491.50		

The carry over amount each year does not include any interest earned. The funding assumes that the grant allocations will remain the same



Quote # 1324167

Reference: Sweeper Kit

Expires: 02/17/2022

Prepared for: Martin - Village Of Rockyford

By:

Equipment

Accessories For : Kubota #F3990 TRACTOR/39HP/4WD/ROPS **\$1,835.80**



Qty	Item	Class	Description	Serial #	Ext Price
1	*F5212A		Quick Hitch		\$635.00
1	*F8178		Rear Counter Weight (50 lbs.)		\$273.00
1	*F8179A		Bolt Kit		\$53.00
1	*F8283		F80 Single Hydraulic Valve		\$607.00
1	*F5216		Hose Kit		\$309.00

* Not exactly as shown. Shown with optional product.

Notes:

1 New Kubota *L2163 62" Sweeper **\$6,664.20**

Qty	Item	Class	Description	Serial #	Ext Price
1	*L2163		62" Sweeper		\$6,385.00
1	*F2524HPTO		Half Drive Line		\$338.00

Notes:

Quote Summary

Notes:

Equipment Total	\$8,500.00
Administration Fees	\$0.00
Other Taxable	\$0.00
Plus Purchasable Warranty	\$0.00
Selling Price	\$8,500.00
Less Trades	\$0.00
Total After Trades	\$8,500.00
GST/HST	\$425.00
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00
Total	\$8,925.00
Liens outstanding on trade-in	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$8,925.00

price subject kubota program changes and Trochu motors inventory

To accept, please sign here and return to dealer



Quote # 1324158

Reference: F3990 Cab Kit

Expires: 02/17/2022

Prepared for: Martin - Village Of Rockyford

By:

Equipment

Accessories For : Kubota #F3990 TRACTOR/39HP/4WD/ROPS

\$10,500.00



Qty	Item	Class	Description	Serial #	Ext Price
1	CAB		Cab and compatible implements		\$0.00
1	*F5206		Complete Cab F series (note)		\$9,386.00
1	*F5254		Cab Sealing Kit		\$528.00
1	*F5311		Cab Heater (SEE NOTE)		\$856.00

* Not exactly as shown. Shown with optional product.

Notes:

Quote Summary

Notes:

Equipment Total	\$10,500.00
Administration Fees	\$0.00
Other Taxable	\$0.00
Plus Purchasable Warranty	\$0.00
Selling Price	\$10,500.00
Less Trades	\$0.00
Total After Trades	\$10,500.00
GST/HST	\$525.00
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00
Total	\$11,025.00
Liens outstanding on trade-in	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$11,025.00

price subject kubota program changes and Trochu motors inventory

To accept, please sign here and return to dealer



Quote # 1324163

Reference: 60" Blade Kit

Expires: 02/17/2022

Prepared for: Martin - Village Of Rockyford

By:

Equipment

Accessories For : Kubota #F3990 TRACTOR/39HP/4WD/ROPS

\$1,852.60



Qty	Item	Class	Description	Serial #	Ext Price
1	*F8283		F80 Single Hydraulic Valve		\$607.00
1	*F5216		Hose Kit		\$309.00
1	*F5212A		Quick Hitch		\$635.00
1	*F8178		Rear Counter Weight (50 lbs.)		\$273.00
1	*F8179A		Bolt Kit		\$53.00

* Not exactly as shown. Shown with optional product.

Notes:

1 New Kubota *B2763 60" Front Mount

\$3,004.21



Qty	Item	Class	Description	Serial #	Ext Price
1	*B2763		60" Front Mount		\$1,719.00
1	*F5268A		Hydraulic Angle Kit		\$889.00
1	*B2766		60" Rubber Cutting Edge		\$370.00

* Not exactly as shown. Shown with optional product.

Notes:

Quote Summary

Notes:

Equipment Total	\$4,856.80
Administration Fees	\$0.00
Other Taxable	\$0.00
Plus Purchasable Warranty	\$0.00
Selling Price	\$4,856.80
Less Trades	\$0.00
Total After Trades	\$4,856.80
GST/HST	\$242.84
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00
Total	\$5,099.64
Liens outstanding on trade-in	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$5,099.64

price subject kubota program changes and Trochu motors inventory

To accept, please sign here and return to dealer



REQUEST FOR DECISION

Subject: Lagoon Pipe Repair Update

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8D

Background: In 2021, we learned that there were four pipes broken at the sewage lagoon which caused the effluent not to flow from one cell to another in the manner it was intended. The repairs were to have taken place in 2021, but contractor delays prevented that from happening.

Knibbs was out the week of Feb. 28, 2022 to begin those repairs and noted that the fifth pipe, which was not part of the original project scope, was at risk of breaking the same as the other four and it would be more feasible to have it done while they were here rather than waiting until it breaks and paying to mobilize again.

Options: N/A

Financial Implications: The project will be part of the MSI grant application.

Communication: N/A

Recommendation: THAT Village Council accepts the lagoon pipe repair update as information.



Quotation

No.:0210608 -2 Rev 1

TO: Village of Rockyford
C/O: Wheatland Regional Corporation
ATTN: Leah Jensen

DATE: 08-Jun-21

PROJECT: Rockyford Lagoon Repairs Cell 2 &3 **OPTION 2**

Item	Qty	Product Description	Unit	Unit Price	Total
1	1	Supply equipment, material & labour to repair lagoon level control cross over piping, including but not limited to; Mob, demob, general conditions	L.S.	\$1,000.00	\$1,000.00
2	5	Excavation, extension of existing PVC pipe, 200mm (8") 304 SS Sched 10 pipe extensions, including flexible couplings	Each	\$1,500.00	\$7,500.00
3	5	Drill in Stainless Steel screw piles at each pipe end and install grinell clamp for support	Each	\$1,500.00	\$7,500.00
4	5	Backfill, compaction, rip rap armour at inlet outfall structures including filter fabric.	Each	\$1,500.00	\$7,500.00
				SUBTOTAL	\$23,500.00
Customer Privacy: In order to protect your privacy, Knibb Developments Ltd., has established policies and procedures to protect the privacy and confidentiality of the personal information we collect and maintain. Customer information will not be disclosed without your permission.				GST 5%	\$1,175.00
				TOTAL	\$24,675.00

TERMS:

- ~ PAYMENT DUE UPON INVOICE
- ~ 2% PER MONTH (24% PER ANNUM) CHARGEABLE ON OVERDUE ACCOUNTS
- ~ TITLE TO GOODS DOES NOT TRANSFER UNTIL INVOICE IS PAID IN FULL
- ~ PRICE VALID FOR 30 DAYS

GST 102864329 RT

DISCLAIMER:

- ~ CONSTRUCTION COMMENCEMENT, 2-3 WEEKS FROM EXECUTED CONTRACT.
- ~ WATER FOR COMMISSIONING BY OTHERS.
- ~ MATERIAL TESTING, SURVEY, LAYOUT, PERMITS & DESIGN BY OTHERS IF REQUIRED.
- ~ BONDING NOT INCLUDED, BUT CAN BE PROVIDED IF REQUIRED FOR AN ADDITIONAL FEE.



REQUEST FOR DECISION

Subject: Bylaw 2022-003 – Fees and Charges Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8E

Background: The 2022 Operating Budget was passed by Council at the Feb. 9, 2022 Regular Meeting of Council. In the budget there was an increase of 2% to the utility rates for the Village and those rates are listed in Schedule “A” of the Fees and Charges Bylaw. In order for the new rates to come into effect, the Bylaw must reflect the changes.

Council can review the other rates that are listed in Schedule “A” and determine if they should increase or decrease as well.

Options:

1. Council can give the readings to Bylaw 2022-003 as presented.
2. Council can request changes be made and have it come back to the April meeting.
3. Council can make changes that will be included in the current reading.

Financial Implications: N/A

Communication: The utility rate changes have been posted on Facebook and the request was made to WRC to add a notice with the utility billing that recently came out.

Recommendation: THAT Village Council gives first reading to Bylaw 2022-003 – Fees and Charges Bylaw
THAT Village Council gives second reading to Bylaw 2022-003 – Fees and Charges Bylaw.
THAT Village Council gives permission to proceed to third and final reading to Bylaw 2022-003 – Fees and Charges Bylaw.
THAT Village Council gives third and final reading to Bylaw 2022-003 – Fees and Charges Bylaw.

**VILLAGE OF ROCKYFORD
BYLAW NO. 2022-003
FEES AND CHARGES BYLAW**

A Bylaw of the Village of Rockyford in the Province of Alberta, to establish Fees and Charges for the provision of services.

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26; , a Council may pass bylaws for municipal purposes respecting the following:

7(f) services provided by or on behalf of the municipality.

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may pass bylaws for municipal purposes respecting the following matters:

8(c) (i) establishing fees for licenses, permits and approvals, including fees for licenses, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue.

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

TITLE

1. This Bylaw shall be cited as the "Fees and Charges Bylaw"
2. Schedule "A" of this Bylaw establishes the Fees and Charges for the services provided by the municipality and the costs of licenses, permits and approvals.

REPEAL

This Bylaw repeals Bylaw 2021-004 and any amendments.

This bylaw shall take effect as and from the third and final reading.

Read a first time this 9th day of March, 2022

Read a second time this 9th day of March, 2022

Received permission to proceed to third and final reading this 9th day of March, 2022

Read a third and final time this 9th day of March, 2022

Mayor

Administrator

BYLAW 2022-003 FEES AND CHARGES BYLAW - SCHEDULE "A"

SERVICE ITEM	2022 FEE	2021 FEE
TAXATION		
Tax Penalty (Aug. 1)	18%	18%
Tax Penalty (2nd Penalty - Jan. 1)	18%	18%
Tax Recovery Costs	Costs Incurred	Costs Incurred
Tax Search	\$ 10.00	\$ 10.00
Tax Certificate	\$ 75.00	\$ 75.00
Tax Assessment Appeals	\$ 60.00	\$ 60.00
FOIP Request	\$ 25.00	\$ 25.00
PHOTOCOPIES & FAXES		
Photocopies	.25/sheet .50/double sided	.25/sheet .50 double-sided
Photocopies (Local Clubs/Groups)	.15/sheet .25/double sided	.15/sheet .25 double-sided
Faxes (Local)	\$ -	\$ 2.00
Faxes (Long Distance)	\$	\$ 3.00
If a local club or group supplies paper	.05/sheet .10/double sided	.05/sheet .10/double-sided
MISCELLANEOUS		
NSF Fees	\$ 60.00	\$ 60.00
Dog Licenses (Unaltered)	\$ 50.00	\$ 50.00
Dog Licenses (Altered)	\$ 25.00	\$ 25.00
WATER RATES		
Water Levy-Operation (W1)	\$ 39.94	\$ 39.15
Per Cubic Meter (W1)	\$ 1.95	\$ 1.91
Water Flat Rate - Vacant Property	\$ 56.31	\$ 55.20
Water Levy - Debenture (L5)	\$ -	\$ 5.00
Arena/School/Hall (min.)	\$ 71.78	\$ 70.37
5-Plex	\$ 159.00	\$ 155.88
Disconnect/Reconnect	\$ 55.00	\$ 55.00
Bulk Water - Commercial	\$ 0.0510	.05/US Gallon
Bulk Water - Farmer	\$ 0.0306	.03/US gallon
Water Meter(new installation)	\$ 475.00	\$ 475.00

SERVICE ITEM	2022 FEE	2021 FEE
SEWER FEES		
Residential (\$101)	\$ 21.98	\$ 21.55
5 Plex/Senior's Manor	\$ 109.55	\$ 107.39
Hall/School/Arena	\$ 35.56	\$ 34.86
Lagoon Levy (L2013)	\$ 11.65	\$ 11.65
Sewer Business	\$ 37.83	\$ 37.09
Deposit on Sewer Snake	\$50.00 (refundable)	\$50.00 (refundable)
Sewer Camera	\$175.00/property - operated by Public Works (non-refundable)	\$175.00/property - operated by Public Works (non refundable)
Garbage Fees		
Residential	\$ 18.01	\$ 17.66
Commercial	\$ 18.01	\$ 17.66
Senior's Manor/5-Plex/School	\$ 90.07	\$ 88.34
Hall	\$ 26.50	\$ 25.98
Camping Fees		
Power/Water/Sewer	\$30.00/night	\$30.00/night
Power/Water	\$25.00/night	\$25.00/night
Dry Camping	\$15.00/night	\$15.00/night
Monthly Rate (May - October)	\$ 450.00	\$ 450.00
Monthly Rate (November - April)	\$ 550.00	\$ 550.00
Sani-Dump with camping	Free	Free
Sani-Dump with NO camping	\$ 5.00	\$ 5.00
RV Storage Lot	\$20/month - minimum 6 months payment at a time	\$20/month - minimum 6 month payment at a time
Misc. Public Works		
Gravel/Asphalt (if available)	\$15.00/tractor bucket (not levelled)	\$15.00/tractor bucket levelled) (not
Dirt (if available)	\$7.50/tractor bucket (not levelled)	\$7.50/tractor bucket (not levelled)
Unightly Premises Clean-Up (weeds/snow)	\$100.00/hour	\$100.00/hour

SERVICE ITEM	2022 FEE	2021 FEES
Development Fees		
Business License Fees	\$50.00/year	\$50.00/year
Home Based Business	\$100.00/year	\$100.00/year
Daily Business License	\$ 25.00	\$ 25.00
Business License Cannabis Retail or Café	\$250.00/year	\$250.00/year
Compliance Letter	\$ 120.00	\$ 120.00
Development Permit - Single Dwelling (permitted use)	\$ 200.00	\$ 270.00
Development Permit - Single Dwelling (discretionary use)	\$325 plus advertising & notification	\$325 plus advertising & notification'
Development Permit - Accessory Bldg. (Shed)	\$ 30.00	\$ 30.00
Development Permit - Accessory Bldg. (Garage)	\$ 75.00	\$ 75.00
Development Permit - Minor Renovations	\$ 75.00	\$ 75.00
Development Permit - Major Renovation	\$ 150.00	\$ 150.00
Development Permit - Deck/Fence	\$ 25.00	\$ 25.00
Commercial Development (permitted use)	\$ 200.00	\$ 200.00
Commercial Development (discretionary use)	\$300 plus advertising and notification costs	\$300 plus advertising and notification costs
Commercial Development Cannabis Retail or Cannabis Café	\$750 plus advertising and notification costs	\$750 plus advertising and notification costs
Home Based Business Development Permit	50	\$ 50.00

SERVICE ITEM Development Fees Cont'd	2022 FEE	2021 FEE
Wireless Communication Facilities (Cell Tower)	\$ 1,000.00	\$ 1,000.00
Change of Permitted Use to another Permitted Use in same Land Use District	\$200.00 (non-refundable)	\$200.00 (non-refundable)
Change of Owner - no change of use	\$ 100.00	\$ 100.00
Demolition Permit	\$ 270.00	\$ 270.00
Change of Permitted Use to Discretionary Use Land Use Bylaw Amendment	\$1,000.00 plus any professional fees at cost (non-refundable) \$450.00 plus advertising and notification	\$450.00 plus advertising and notification \$1,000.00 plus any professional fees at cost (non-refundable)
Subdivision or Boundary Redesignation	\$1000.00 plus professional fees invoiced at cost (non-refundable)	\$1,000.00 plus professional fees invoiced at cost (non-refundable)
Subdivision/Development Appeal	\$300.00/appeal	\$300.00/appeal
Performance Securities		
Garage Addition	\$ 1,000.00	\$ 1,000.00
Residential Unit	\$ 5,000.00	\$ 5,000.00
Commercial/Industrial	\$ 10,000.00	\$ 10,000.00
Demolition	\$ 5,000.00	\$ 5,000.00

*Development that commences prior to the issuance of a permit will result in double the applicable fees



REQUEST FOR DECISION

Subject: Utility Right of Way Agreement for Subdivision - FORTIS

Prepared By: Elaine Macdonald

Council Meeting Date: March 9, 2022

Agenda Item: 8F

Background: At the Feb. 9, 2022 Regular Meeting of Council, Council approved the subdivision for the lands on the southern end of the Prairie Ridge property.

One of the conditions of the subdivision was that we get an easement agreement with FORTIS. Their underground powerline crosses from Serviceberry Trail to the back of the existing building and they require a Utility Right of Way agreement to protect that line. The URW is for a 6 meter wide strip of land (3 meters on each side of the underground line and box)

There are two options for the URW:

- a blanket Utility Right of Way that would not identify the exact location but would cover that entire rear portion of the property.
- a defined Utility Right of Way that would specify the exact location of the right or way via survey report. We would be responsible for the cost of the survey.

Once we have a decision, we let FORTIS know which way we would like to proceed, and they will forward the appropriate documents for signing. If we go with option 2, they will contact the surveyor, and everything will be done concurrently so nothing is held up at land titles, everything will be registered at the same time. If we don't do it that way, we can't register the subdivision until after the URW is registered and currently the wait time at Registries is 5-6 months.

- Options:**
1. Council can proceed with the blanket Utility Right of Way
 2. Council can proceed with the defined Utility Right of Way.

Financial Implications: There will be additional costs for the surveying of the URW.

Communication: N/A

Recommendation: THAT Village Council proceeds with a defined Utility Right of Way for the subdivision of the lands at Prairie Ridge Park.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

Ric McIver
Minister



WiMacTel Canada Inc.
#200A, 6420 – 6A Street SE,
Calgary, Alberta
T2H 2B7
1-800-820-4680

Date: February 22, 2022

ATTN: Mayor Darcy Burke

110 Main Street
Rockyford, AB
T0J 2R0

RE: REMOVAL OF TELUS PAYPHONE(S) AT TELUS – Rockyford Exchange CO, Rockyford AB.

Dear: Mayor Darcy Burke,

As an agent acting on behalf of TELUS Communications Inc., WiMacTel sends this communication to you, in compliance with CRTC decision 2004-47 Sections 56 to 66, to provide notice that the last payphone in Rockyford will be removed on or after April 5, 2022. This is due to the decline in usage.

Notification of the removal has been posted on the payphone located at Rockyford Exchange CO. We request that you post this notice in your local newspaper or newsletter. Please contact WiMacTel Canada Inc., at 1-844-825-8481 with any questions you may have about these removals.

If you still require a public phone to be available in your community after the above date, we recommend reaching out to TELUS Business Solutions to discuss purchase and installation of a business phone and line or discuss alternative solutions. The Business Wireline team of TELUS Business Solutions can be reached at 1-877-352-0898.

Regards,

Andy Rasimas
WiMacTel Canada Inc.
On Behalf of TELUS Communications

Council Committee Report
February 2022
Darcy J. Burke

Wheatland Regional Partnership

- Handibus funding, monitor for now
- Community Updates
- Crisp Funding (Rockyford)

Wheatland Regional Corporation

- Financials and Cashflow presented
- WRC voting structure
- 2022 Budget presented and passed
- Meeting Frequency discussed
- Standard water repairs
- Frozen sewer line Rockyford
- County header replacement Gleichen, significant lack of conversation
- Successfully hired two new operators

WADEMSA

- Call Volume YTD 422 calls, increase of 21%
- Anticipate call volumes to decrease with 10 point plan
- Past usage was 85 times in city of Calgary, now less than 8 times. Keep rural resources in their communities
- AHS contract extended AGAIN to March of 2024. Same contract as signed in 2009

WFCSS

- Community Crisis Cards distributed to municipal offices
- Automobile allowance rate changed
- Review and approval of funding applications
- Review engagement has begun
- Womens Conference

February 2022 Leah Smith

Feb 3 CFWR. CED

- Economic Dev Training May 9-13 community to proclaim
- New programs Yeti//Rayec
- Next meeting Nov 2022

Feb3 CFWR Regular Meeting

- sending a letter of support for Legacy farms Strathmore
- Community Future brochure available to add to water bills or add to web pages
- -Strategic Planning session planned April9 in Rosebud .

Feb 7 WRP

Feb 9 Village Budget and Regular Meeting

Feb 10 WHMB Finance

- discussion on reserve funds

Feb 10 WHMB Regular

- Discussion on policy's
- Ascha convention

Feb 17 ASCHA

- Municipal Officials housing issues

Feb 18 WHMB Building

- discussion with health
- Look at assessment of building
- Review of building plans

Feb 28. ARB training

Council report
March 9, 2022
By Bill Goodfellow

Feb 9- budget mtg

Feb 9 -Council meeting

Feb 17 - DDSWMA

- Reviewed 3 year end reports
- Reviewed January 2022 reports
- Strong start on revenue streams
- Some alarming trends in expenses - diesel fuel up 21%; legal costs up 200%
- New administration for DDSWMA to start soon

CAO Report
March 9, 2022

Feb. 1, 2022 – WRC Budget Meeting

Feb. 7, 2022 – Wheatland Regional Partnership Meeting

Feb. 9, 2022 – Budget Meeting

Feb. 9, 2022 – Regular Council Meeting

Feb. 10, 2022 – Emerging Trends in Municipal Law
Dual Loyalties – Serving Two Masters at Once

This session dealt with the obligations of a Councillor who is appointed to a Regional Entity such as a municipally controlled corporation, a commission or a society that is formed for the joint provision of services.

A member of the above noted entity has a fiduciary obligation to the Board they are sitting on. A fiduciary relationship is defined as “a relationship in which one party places special trust, confidence, and reliance in and is influenced by another who has a fiduciary duty to act for the benefit of the party.”

When a Councillor is sitting on such a Board, they always have a fiduciary duty to protect the interests of the entity. If there is a decision being made, the decision must always be made in the best interest of the corporation, commission, or society. If there is a decision that a Councillor feels he/she should have input from their Council for, that can be taken back to the Council for discussion but when it goes back to the Board table, it is only presented as information, the ultimate decision is determined by what is in the best interest of the entity that is being served.

Summary of Fiduciary Duty:

- Duty of Care
- Duty of Loyalty
- Duty to Act Impartially
- Put best interests of Regional entity first
- Act Honestly and in Good Faith.

You can't have blind reliance on Council's direction, you have a fiduciary interest to the corporation – if there is a conflict in the municipal Council's interests there can be no favouring of those interests, the entity's interests are what you have a responsibility to.

You still have to consider the welfare and interests of the municipality as a whole and bring to Council's attention anything that would promote the welfare or interests of the municipality. Unfortunately, if there is a conflict between a Council and the Regional entity, the MGA does not provide any guidance for resolution of the tension or fiduciary interest,

There has been litigation commenced in Canada to prevent Councillors that are directors in one of these entities from participating in Council discussions regarding the entity but there have been no resolutions to those cases yet.

One solution to mitigate the tension or conflict is to write a Unanimous Shareholders Agreement that allows some decisions to go back to the Council table – shareholders (Councils) have no fiduciary interest so they can discuss the item from the perspective of the municipality and have that presented to the Board.

Some suggestions for keeping things running smoothly:

- Conflict of Interest policies can help identify what to do if there is a situation arise that creates tension. They should establish what constitutes a conflict of interest and how the Regional Entity and the Councillor should deal with the conflict.
- Confidentiality policies for how confidential information is to be disclosed by the Regional Entity to the municipalities and vice versa.
- Communication between the Regional Entity and the municipalities is important. One suggestion was to have the CAO of the entity provide information to the Council on a regular basis. Clear and regular communication helps minimize conflict.

You can have healthy debate and disagreements and can advise new Board members that you act in the best interest of this Board at this table. Make sure all Councillors are aware of their duty.

An Overview of the FOIP Act

This session went over how to respond to a FOIP request. If a document is in the “care and control of the municipality” it is subject to being a record that can be searched and used in a request. E-mails, texts, private phones, personal notes, etc. can be FOIPed. If it was a document created by a public body, if you are sending something in writing in ANY form it can be made public. The only exceptions are the same exceptions that permit Council to go into a closed session meeting

If you have taken notes at a meeting and don’t need them for anything, shred them afterwards. If you are taking notes that will later become part of minutes, they are transitory notes and can be FOIPed, destroy them once the minutes are done up – the minutes are a matter of public record but if you have added any “notes” to your notes, they aren’t part of the minutes so if you keep them, they can be searched in a FOIP request.

In the case of a personal e-mail account or personal cell phone, if the e-mail is or text was sent only because you are a Councillor, it must be treated accordingly – meaning those can be scrutinized so don’t say anything that would be detrimental if it became public.

When we are collecting information from people, we can only use it for the purpose we collected it. For example, we have e-mail addresses in our files for people that want to receive their tax notices by e-mail. We can’t then take those e-mail addresses and use them to send out a survey about snow removal or some other reason.

Municipal Tax Powers

This session was geared to municipalities that use sub-classes for taxation purposes and tax businesses differently. It really didn’t pertain to the way we do things in Rockyford.

Managing your Legal Budget

There is no way of predicting when a municipality will be taken to court. We can take steps to help mitigate some of the costs of legal fees by ensuring all of our documents are kept correctly and in a way that's easy to find. Develop standardized forms for dealing with complaints and structure files consistently; standardized templates for development agreements, etc. are good practice. If there is litigation, we aren't paying a lawyer to find all the information or decipher what we do have.

Ensuring all contracts have the appropriate clauses and are easy to understand help mitigate litigation; outdated bylaws create issues if they are providing reference to statutes that no longer exist; deal with Code of Conduct or pecuniary interest breaches as soon as they begin to show instead of waiting until there are serious issues.

Keeping appropriate records; ensuring all agreements and contracts are clearly written and cover all bases are the best ways to minimize legal fees as hours aren't then billed trying to sort through the paperwork to find things.

Employment and Labour's Wild Covid-19 Adventure

Through the course of the pandemic, employers were faced with uncertainties and for some that included laying off staff for periods of time. In common law, a lay off that lasts more than 60 days in a 120-day period is a constructive dismissal. However, because of the unforeseen circumstances that made any employment contract unfulfillable, it became temporarily frustrated which allowed for that lay off. Covid lay offs extended into the 180-day realm for some people and that period was extended as long as there was some form of payment from the employer to the employee and most chose to do that in the form of benefits. The employers kept the employees on the benefit plan and the employees signed a consent. It is recommended that in letters of hire that a clause be inserted that as a condition of the employment, the employee understands there could be a temporary lay off according to Employment Standard rules.

It is implied when you hire someone that they will follow all health and safety rules and those change. Having requirements for vaccines or testing doesn't equate constructive dismissal. The legal opinion is that everyone must follow government regulations.

Some test policies they cited:

Legitimate potential argument/risk to vaccinate or test policies:

- constructive dismissal (*this was a bona fide health and safety issue that negated this claim*)
- Privacy issues (*there was a valid reason to collect the information and it wasn't used for any other purpose*)

Arguments against Vaccinate or test policies

- What scientific review or investigation have you done (*municipalities don't have access to this information so we are reliant on government officials for the data*)
- Threats of personal liability (*the municipality is following government regulations – there is no liability*)
- What about the Nuremburg code (*this was in response to Hitler's experiments and is not valid*)
- Does this not violate human rights? (*Alberta Human Rights Commission has determined that asking someone to wear a mask or get vaccinated is not a human right*)

- What about the Charter of Rights, our Constitution and that we live in a free and democratic society (*freedoms are sometimes subject to public interest and the greater public interest is a priority over individual interest*)

Personal preferences are not protected by Human Rights legislation. They gave three examples of mandatory vaccination policies and of the three, only one didn't pass arbitration because it didn't have the option to test, it was vaccine only.

Feb. 15, 2022 – Historical Preservation Meeting

Feb. 16, 2022 – WRC Meeting

Feb. 22, 2022 – National Public Alerting System

Currently, Alberta uses the Alberta Emergency Alert System for sending out emergent messages to citizens. We are also the only Province that isn't on the National Alerting system. The reason is that AEA is a strong, viable platform and the National system didn't offer that same degree of comfort. The National System has now been upgraded and we are ready to make the transition.

After March 2023 we will have no contract for AEA and the National System will fill that gap BUT there is no mobile app at this time. The current AEA system will stay in place until the National System has a functional mobile app.

The functionality of the National System will be very similar to AEA in how you create an alert and broadcast it. The face of it looks a little different but it isn't hard to use. There is no automatic translation from English to French or vice versa. You would have to have someone who could input the data in the other language if you needed it to be bilingual. There are no premade templates in the system, but AEMA will be working on loading templates into the system for Alberta users.

There will be a 12-month transition time. Oct. – Dec. will be authorized user training. Authorized users that have had the training and have kept up on their practice alerts will be promoted to production in the new system in Jan. 2023 and Alberta alerts will be issued through the National System beginning March 1, 2023.

With the new system, regional partners will be able to access the system as a region. We will continue to work with AEMA if we have issues. There will be no cost to municipalities, this is a federal initiative but even if the Province has to pay in the future, there should be no trickle down to municipalities.

AEMA will still be the authorizing entity for users, and we should train people on AEA now if we need more users.

Feb. 24, 2022 – Budget Summary with the Minister of Municipal Affairs

There was a telephone town hall held by Minister Ric McIver. He highlighted some of the key areas of the budget that could impact municipalities – health care and education are the priorities in this budget.

MSI (Municipal Sustainable Initiative) is the primary grant we receive for capital projects and is being phased out. The amount we will receive for 2022 – 2024 is 40.6% of what we received in 2021. This grant

will transition into the Local Government Fiscal Framework (LGFF) and while we don't know what amount we will receive yet, the funding will go up and down depending on Provincial revenues each year. Discussions will start with municipalities this spring regarding the LGFF funding.

Disaster Recovery Program is still intended to cover 90% - that is equivalent to the highest level in Canada.

There is no increase to library funding, but no cuts.

There isn't any anticipation of additional funding for arenas, sportplexes, etc., and it's recommended that municipalities work collaboratively with their neighbours to build these types of facilities.

Currently, the Province will hold on to MSI funding for 5 years for a municipality (if they don't intend on using it in the year it was allocated) but if there is a good reason, an application for an extension could be approved up to 7 years. The Province keeps the interest earned on the monies it keeps for the municipalities.

There will likely be no increase to the MSI operating funding – it is currently at the same amount as 2021.

No increase is expected to policing costs.

\$60,000,000 has been added for more ambulances/emergency services.

Feb. 25, 2022 – Alberta Municipalities Budget Summary

This was a Zoom meeting with municipal leaders and CAOs held by AB Munis. (formerly AUMA)

The consensus from Alberta Municipalities is that the province is downloading more to the municipalities. The increase to education tax is 1.5%. We have to add this to the property tax notice and collect it on behalf of the Province. It gives the appearance that the municipality is charging more.

There was discussion surrounding the LGFF and MSI grants. LGFF will have an operating grant component, but will it be at the same level as the current MSI operating grant?

Revenue adequacy is not being met for the LGFF. The total amount projected is 37% less than MSI over the last 10 years and whatever the province revenues increase by, the funding will only increase by 50% of that amount; likewise if the revenues decrease, the LGFF funding will decrease 50% of that amount. (This reflects total amount allocated – each municipal allocation will be factored out of that total)

Ag Societies will see a funding increase of 4.8%

CFEP Grants will increase by 108.1%

- contacted ACE Surveys to let them know Council had approved the subdivision plan so they can proceed with the final survey plan.
- T4s have been done and distributed
- contacted Leah at WRC to get generator work started now that the budget has been approved.
- gave Martin the go-ahead for the window replacement at PRP
- contacted Russ Muenchrath at Wheatland County about the weed inspection agreement. He will have George circulate one copy that everyone will sign when he returns from vacation.

- gave Martin the go-ahead to get the heater repair done at the shop
- submitted application for Safety Fitness Certificate
- wrote letter to Wheatland County regarding funding agreement
- contacted Kevin Ellis requesting 4H plaque
- had Tara train on the Voyent system
- sent letter to Elections Alberta
- spoke to Bylaw about vehicles on road. The van in the alley west of the Village Office was towed Feb. 15 because despite receiving multiple warnings, it didn't get moved.
- contacted owner of brick building about putting a fence around it
- created museum survey online and a paper version
- attended a meeting with WRC and Wheatland County regarding issue that happened at Gleichen distribution plant.
- reporting for grants has started. The one for the MSP was submitted and MSI is partially completed. Following that, I will be doing the Federal Gas Tax grant report.
- ad for CAO replacement was placed on our website and with Alberta Municipalities – we received one application
- replacement letter has been done for Minister McIver regarding the FIR extension

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