

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
April 13, 2022
Council Chambers
110 Main Street, Rockyford, AB

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS
5. ADOPT MINUTES
 - A. Minutes from March 15, 2022, Regular Meeting
 - B. Minutes from April 5, 2022, Special Meeting
6. FINANCIAL REPORTS
 - A. Bank Reconciliation March 2022
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
 - A. *Response Letter from Municipal Affairs re FIR Extension Request*
8. NEW BUSINESS
 - A. Wheatland County Discussion
 - B. Bylaw 2022-004 – Tax Rate Bylaw
 - C. Discretionary Use Development Permit
 - D. Government of Alberta Call to Action
 - E. Education and Professional Development Reimbursement Policy
 - F. Education and Professional Development Agreement
 - G. Access Road Maintenance Agreement – Truck Fill (WRC)
9. CORRESPONDENCE
 - A. Letter from Assistant Deputy Minister re MAP Review
 - B. Letter and Requisition for Policing Cost
 - C. Letter from Town of Fox Creek re Increasing Utility Rates
 - D. Letter from Municipal Affairs re Election
10. OTHER BUSINESS
11. ACTION ITEM LIST REVIEW
12. CLOSED SESSION
13. OUT OF CLOSED SESSION MOTION
14. REPORTS
15. ADJOURNMENT

Public Works Report
April 13, 2022

1. Delivered letters to campground residents regarding cleaning up campsites.
2. Paper towel dispenser broken at middle campground bathroom new one installed.
3. Replaced stop sign at main and 1st.
4. Pumping water at flooded areas.
5. Had extreme steam thawing culverts for 1 day.
6. Simson Maxwell out doing repairs on generator.
7. Went to Calgary to look at sanding truck.
8. Getting quotes on plow and tire for sanding truck.
9. Picked up sanding truck took to Cochrane to have plow installed .
10. Picked up truck at Cochrane on the way out an air cooler hose blew on turbo took to ford and had replaced brought truck home the following Monday.
11. Cleaned sanding truck.
12. Repaired two banjo pumps old fuel left in them wouldn't start
13. Graded roads and alleys and arena parking lot.
14. Got new tires put on sanding truck.
15. Tim's glass out to measure and give new quotes on PRP windows.

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
March 15, 2022
Council Chambers
110 Main Street

ATTENDANCE Mayor Darcy Burke
Councillors William Goodfellow
Leah Smith
Tyler Henke
Administration: Elaine Macdonald
Delegates: Sharon Morrison

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

2. AGENDA

RES 044-2022 Moved by Councillor Goodfellow that the agenda be accepted with the following amendments:

ADD
8G. Auditor Letter
8H. Vacation Request
9C. Letter from Wheatland Regional Corporation
9D. Response Letter from Elections Alberta

Carried

3. PUBLIC WORKS REPORT

RES 045-2022 Moved by Deputy Mayor Smith that Council accepts the Public Works report as presented.

Carried

4. DELEGATION
Sharon Morrison

Council received a presentation from a concerned rate payer regarding flooding issues on the sidewalk adjacent to their property as well as a concern regarding people speeding passed their place in a playground zone. Council recommended that they contact the RCMP when they see people speeding and maybe look into a Rural Crime Watch program for a neighbourhood watch type of organization.

5. MINUTES

5A. Minutes from the February 9, 2022, Regular Meeting of Council.

RES 046-2022 Moved by Councillor Henke that the minutes of the February 9, 2022 regular meeting of Council be approved as presented.

Carried

6. FINANCIAL REPORTS

6A. Bank Reconciliation January, 2022 – Village

RES 047-2022 Moved by Councillor Goodfellow that the bank reconciliation for the Village for January, 2022 be accepted as presented.

Mayor
Administrator

6B. Bank Reconciliation February, 2022 – Village

RES 048-2022 Moved by Mayor Burke that the bank reconciliation for the Village for the February, 2022 be accepted as presented.
Carried

6C. Bank Reconciliation February, 2022 – WRC

RES 049-2022 Moved by Councillor Henke that the bank reconciliation for WRC for the month of February be accepted as presented.
Carried

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

7A. Response Letter from Municipal Affairs re FIR Extension Request.
The second letter was sent to Municipal Affairs requesting the extension March 2, 2022 and we are awaiting a response.

7B. Infrastructure Funding Agreement – Wheatland County

RES 050-2022 Moved by Deputy Mayor Smith that the Village enters into the Infrastructure Funding Agreement with Wheatland County for the three year term covering 2021 – 2023.
Carried

8. NEW BUSINESS

8A. Wheatland Regional Corporation Board Structure Review
Presented by Elaine Macdonald, Municipal Administrator

RES 051-2022 Moved by Councillor Henke that Council accepts the information regarding the Wheatland Regional Corporation Board Structure as information.
Carried

8B. Utility Penalty Waiver Request
Presented by Elaine Macdonald, Municipal Administrator

RES 052-2022 Moved by Deputy Mayor Smith that the Village denies the cancellation of penalties.
Carried

8C. Capital Budget Review
Presented by Elaine Macdonald, Municipal Administrator

RES 053-2022 Moved by Mayor Burke that the Village purchase a 2007 Ford F550 diesel dump truck with sander for \$23,000 to be funded from reserves.
Carried

RES 054-2022 Moved by Councillor Goodfellow that the Village purchase a plow attachment for the dump truck for \$14,000 to be funded by MSI, if permitted.
Carried

The Capital Budget will be revised to reflect these purchases and presented to Council at the April meeting.

8D. Lagoon Pipe Repair Update
Presented by Elaine Macdonald, Municipal Administrator

Council was provided information regarding the replacement of pipes at the sewage lagoon that was done by Knibbs Development at the end of February.

8E. Bylaw 2022-003 – Fees and Charges Bylaw
Presented by Elaine Macdonald, Municipal Administrator

RES 055-2022 Moved by Deputy Mayor Smith that Council gives first reading to
Bylaw 2022-003 – Fees and Charges Bylaw.
Carried

RES 056-2022 Moved by Councillor Henke that Council gives second reading to
Bylaw 2022-003 – Fees and Charges Bylaw.
Carried

RES 057-2022 Moved by Mayor Burke that Council gives permission to proceed to third
and final reading of Bylaw 2022-003 – Fees and Charges Bylaw.
Carried Unanimous

RES 058-2022 Moved by Councillor Goodfellow that Council gives third and final reading
to Bylaw 2022-003 – Fees and Charges Bylaw.
Carried

8F. Utility Right of Way Agreement - FORTIS
Presented by Elaine Macdonald, Municipal Administrator

RES 059-2022 Moved by Councillor Henke that Council proceeds with a defined Utility
Right of Way on the Prairie Ridge Park property to meet the conditions
of the subdivision.
Carried

8G. Auditor Letter
Presented by Elaine Macdonald, Municipal Administrator

RES 060-2022 Moved by Deputy Mayor Smith that the Village signs the auditor letter
to begin the audit preparation process.
Carried

8H. Vacation Request
Presented by Elaine Macdonald, Municipal Administrator

RES 061-2022 Moved by Councillor Goodfellow that Council approves the vacation
request of the Administrator for the week of March 21, 2022.
Carried

9. CORRESPONDENCE

9A. Letter from Municipal Affairs re Budget 2022

9B. Letter from WiMacTel re telephone booth.

9C. Letter from Wheatland Regional Corporation re rate change for 2022.

9D. Response letter from Elections Alberta re ambiguity in identification requirements during
an election.

RES 062-2022 Moved by Deputy Mayor Smith that Council accepts the correspondence as
information.
Carried

10. OTHER BUSINESS

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

Council reviewed all reports submitted by Council and Administration.

15. ADJOURNMENT

RES 063-2022 Mayor Burke moved that the meeting be adjourned at 9:00 p.m.
Carried

Mayor

Administrator

MINUTES
VILLAGE OF ROCKYFORD
SPECIAL MEETING
April 5, 2022
Council Chambers
110 Main Street

ATTENDANCE Mayor Darcy Burke
Councillors William Goodfellow
Leah Smith
Tyler Henke
April Geeraert

Administration: Elaine Macdonald

1. CALL TO ORDER Mayor Burke called the meeting to order at 7:00 p.m.
2. SWEARING IN
Councillor April Geeraert was sworn in as a newly elected Councillor as a result of the March March 14, 2022 By-Election.

3. CLOSED SESSION MEETING

RES 064-2022 Moved by Councillor Geeraert that Council go into a Closed Session meeting at 7:10 p.m.pursuant to FOIP Section 17 -- Disclosure Harmful to Personal Privacy.

Carried

All members of Council and the CAO were present for the Closed Session meeting.

RES 065-2022 Moved by Councillor Henke that Council comes out of the Closed Session meeting at 7:50 p.m..

Carried

4. OUT OF CLOSED SESSION MOTION

RES 066-2022 Moved by Mayor Burke that Council directs the CAO to write a formal offer letter to Lori Miller for the position of Municipal Administrator with an offer of \$65,000/year salary. The letter is to include the requirement to attain the NACLAA certification; a six-month probationary period with Council to review after three months for benefits. After the probationary period is complete, the Administrator will qualify for two weeks paid vacation.

RES 067-2022 Deputy Mayor Smith moved that the meeting be adjourned at 7:58 p.m.

Carried

Mayor

Administrator

Mayor
Administrator

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

	Current Year		Last Year
Net Balance as at February 28/2022	\$ 62,450.29	\$	34,395.14
Receipts for Month	\$ 322,488.63	\$	219,707.03
Interest Earned	\$ 94.11		41.50
Bank Error			5.77
Transferred from T-Bill	\$ 65,000.00	\$	100,000.00
	<u>\$ 450,033.03</u>	<u>\$</u>	<u>354,149.44</u>
Less:			
Disbursements	\$ (143,640.63)	\$	(134,327.25)
Bank Charges	\$ (73.83)	\$	(64.10)
Auto Debit Alarm Fee	\$ (56.69)	\$	(56.69)
EFT Return	\$ (161.30)		
Transfer to L of C	\$ (151.31)		
Road Debenture Principal	\$ (12,631.04)	\$	(20,414.46)
Road Debenture Interest	\$ (2,972.49)	\$	(15,603.53)
1st Quarter ASFF (School Taxes)	\$ (20,032.60)		
Transferred to T-Bill	\$ (300,000.00)	\$	(150,000.00)
G/L Balance Mar 31/22	<u>\$ (29,686.86)</u>	<u>\$</u>	<u>33,683.41</u>
Bank Reconciliation			
Bank Balance at Mar 31/22	\$ 50,015.38	\$	54,709.83
O/S Cheques	\$ (84,257.43)	\$	(35,457.09)
Duplicate Posting		\$	3,644.51
Deposit not posted		\$	-
O/S Deposit	\$ - \$ 4,555.19	\$	10,786.16
Bank Balance March 31, 2022	<u>\$ (29,686.86)</u>	<u>\$</u>	<u>33,683.41</u>

Mayor

Administrator



REQUEST FOR DECISION

Subject: Bylaw 2022-004 – Tax Rate Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: April 13, 2022

Agenda Item: 8B.

Background: As the 2022 Operating Budget has been approved by Council, we know what the required revenue from taxation is for the current year.

The overall assessments for the Village have increased from \$29,703,740 to \$30,791,620 which has made the mill rate for 2022 decrease to 11.5858 from 12.0943. This will affect some properties that have had their assessment change and while the taxes did not increase, if their assessment increased the taxes may go up a bit and if the assessment decreased there may be a reduction in taxes.

Options: N/A

Financial Implications: This will ensure we have the operating revenue required to meet the budget for 2022.

Communication: N/A

Recommendation: *THAT Village Council gives first reading to Bylaw 2022-004 – Tax Rate Bylaw.*
THAT Village Council gives second reading to Bylaw 2022-004 – Tax Rate Bylaw.
THAT Village Council gives permission to proceed to third and final reading of Bylaw 2022-004 – Tax Rate Bylaw.
THAT Village Council gives third and final reading to Bylaw 2022-004 – Tax Rate Bylaw

BY-LAW #2022-004
OF THE VILLAGE OF ROCKYFORD
IN THE PROVINCE OF ALBERTA

BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF ROCKYFORD FOR THE 2022 TAXATION YEAR.

WHEREAS, the Village of Rockyford has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held on February 9, 2022;

and

WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Village of Rockyford for 2022 total \$ 909,588.29;

and

WHEREAS the estimated municipal revenues and transfers from all sources other than property taxation is estimated \$ 552,841.05; and the balance of \$ 356,747.24 is to be raised by general municipal taxation; and \$ 84,074.92 for the 2022 Education Property Tax Requisition; \$2,250 for the Wheatland Foundation and Housing Management Body and \$37.13 for Designated Industrial Property Requisition:

WHEREAS, the requisitions are:

Alberta School Foundation Funds (ASFF)	
Residential/Farmland	\$ 61,522.49
Non-Residential	\$ 18,607.94
Alberta School Foundation Fund (Opted Out)	
Residential and Farmland	\$ 859.93
Non-Residential	\$ <u>3,084.56</u>
Total Education Property Tax Requisition	\$ 84,074.92
Wheatland Foundation and Housing Management Body	\$ 2,250.00
Designated Industrial Properties Requisition	\$ 37.13

WHEREAS, the Council of the Village of Rockyford is required each year to levy on the assessed value of all property tax rate sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta, 2000;

WHEREAS, the assessed value of all property in the Village of Rockyford as shown on the assessment roll is:

Assessment

Residential	\$ 24,438,400
Non-Residential	\$ 5,623,060
Farmland	\$ 22,530
Machinery & Equipment	\$ 222,910
Designated Industrial	\$ <u>484,720</u>
Total Assessment	\$ 30,791,620

Mayor
Administrator

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Rockyford, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Office is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Rockyford:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal	\$ 356,747.24	\$ 30,791,620	11.5858
ASFF			
Residential/Farmland	\$ 61,522.49	\$ 24,032,223	2.5600
Non-Residential	\$ 18,607.94	\$ 4,948,920	3.7600
Opted Out School Boards			
Residential/Farmland	\$ 859.93	\$ 335,910	2.5600
Non-Residential	\$ 3,084.56	\$ 820,363	3.7600
Machinery & Equipment	\$ 0.00	\$ 222,910	0
Wheatland Foundation & Housing Management Body	\$ 2,250.00	\$ 30,791,260	.07307
Designated Industrial Property	\$ 37.13	\$ 484,720	.07660

2. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 13th Day of April, 2022

Read a second time this 13th Day of April, 2022

Permission to receive third and final reading this 13th Day of April, 2022

Read a third time and passed this 13th Day of April, 2022

Mayor

Municipal Administrator

Mayor
Administrator

Village of Rockyford

FORM A

APPLICATION FOR A DEVELOPMENT PERMIT

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION:

NAME: Fernando Pinto PHONE NO: 403 634 8553
ADDRESS: 134 1st street east, Rockyford

REGISTERED OWNER OF LAND (if different from applicant):

NAME: Fernando Pinto PHONE NO: 403 634 8553
ADDRESS: 134 1st street east, Rockyford

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: 234, Railway Ave, Rockyford
LEGAL DESCRIPTION: Lot(s) Block Reg. Plan No.

All / Part of the 1/4 Section Twp. Range West of 4th Meridian.

EXISTING USE OF PROPERTY: Storage LAND USE DISTRICT: Light Commercial

DETAILS OF DEVELOPMENT:

PROPOSED USE: Build a storage building w/privacy fence

PROPERTY LINE SETBACKS: Front: 30 Rear: 15 Side: W 10 Side: E 30 feet

HEIGHT: 14 feet FLOOR AREA: 1800 sq SITE COVERAGE: 20% %

OFF-STREET PARKING PROVIDED: NO (onsite)

ESTIMATED COMMENCEMENT: April 30th/2022 COMPLETION: June 1st/2022

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY:

OTHER SUPPORTING MATERIAL ATTACHED: drawing

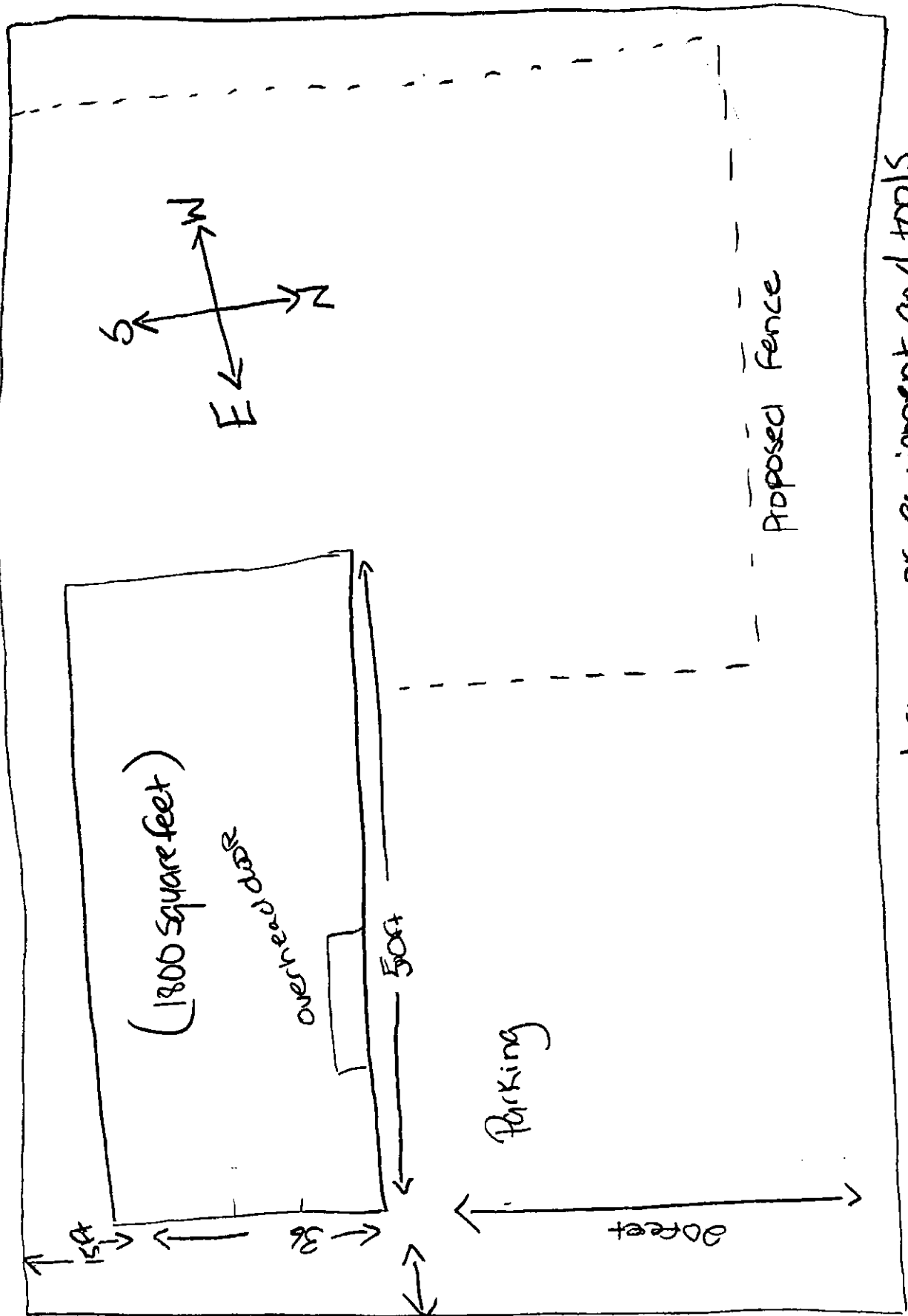
SIGNATURE OF APPLICANT: DATE:

SIGNATURE OF REGISTERED OWNER: Fernando Pinto DATE: April 7/2022

NOTE: THIS IS NOT A BUILDING PERMIT (such permit must be obtained separately). The applicant is not excused from complying with the requirements of any federal, provincial or other municipal legislation, or the conditions of any easement, covenant, building scheme or agreement affecting the building or land.

IMPORTANT: SEE REVERSE SIDE

Proposed building for 234 Railway Ave, Rockyford



- Building to be used for personal storage of equipment and tools



REQUEST FOR DECISION

Subject: Government of Alberta Call to Action Request

Prepared By: Elaine Macdonald

Council Meeting Date: April 13, 2022

Agenda Item: 8D.

Background: We received a letter from the National Police Federation requesting that we join their Call to Action to the Government of Alberta to halt the formation of a provincial police service.

They cite their reasons for making this request and it is being brought forward for Council discussion and decision.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council provides Administration with direction regarding the Call to Action request.*

Elaine Macdonald

From: Village of Rockyford
Sent: Friday, April 8, 2022 2:09 PM
To: Elaine Macdonald
Subject: FW: Proposal to Join Our Call to Action - NPF
Attachments: GoA Call to Action.pdf

Tara Kathol

Administrative Assistant
Village of Rockyford
403-533-3950

From: Colin Buschman <cbuschman@npf-fpn.com>
Sent: April 4, 2022 4:31 PM
To: Mayor of Rockyford <mayor@rockyford.ca>
Cc: Village of Rockyford <village@rockyford.ca>
Subject: Proposal to Join Our Call to Action - NPF

REMINDER: If you are interested in signing onto the Call to Action, please reply to this email and include your logo which will be added to the Call to Action, before April 15, 2022.

Dear Mayor Burke and Village of Rockyford Council,

I am writing to you today, with a proposal to join our Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta. This injection of funding would have a larger and more immediate impact within our communities to improve community safety and the health and well-being of all Albertans.

As you are aware, the Government of Alberta is reviewing the possibility of transitioning away from the RCMP to a new Alberta Provincial Police Service (APPS). Last year, they released a [Transition Study](#), which outlined potential exorbitant costs, including \$366 million in one-time transition costs over six-years and \$139 million in additional policing costs annually, increasing with inflation. With that said, over just a six-year period costs would total over \$1.2 billion.

Through [polling](#) that the NPF has conducted over the past year, it is clear that Albertans feel the same with. An overwhelming 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on addressing the root causes of crime and improving social services.

As the Government of Alberta continues to consult and push the idea of a new and expensive police service forward, now is the time for all impacted stakeholders to come together to tell the government that the proposed money would be better invested into critical services to address under resourcing, staffing shortages, and the lack of social support programs.

Attached to this email is a draft of the Call to Action to the government for your review.

Our goal is to have stakeholders sign on and to release publicly at the end of April in a joint effort.

If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, before April 15, 2022.

If you have any questions, comments, or concerns, please don't hesitate to contact me.

Colin Buschman

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest

National Police Federation | Fédération de la Police Nationale

(236) 233-8100

<https://npf-fpn.com>



**NATIONAL
POLICE
FÉDÉRATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis de copier ou d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.

April XX, 2022

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
 - *Expand Police and Crisis Teams with police and Alberta Health Services*
 - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
 - *Ensure timely trials by prioritizing violent over non-violent crimes*
 - *Hire more Crown prosecutors and appoint more Provincial Court Judges*



REQUEST FOR DECISION

Subject: Education and Professional Development Reimbursement Policy – PM 047

Prepared By: Elaine Macdonald

Council Meeting Date: April 13, 2022

Agenda Item: 8E.

Background: At the April 5, 2022 Special Meeting of Council, Administration was directed to write a policy regarding education and professional development for staff requesting compensation or reimbursement for taking courses.

In addition to the policy, an agreement was written which outlines the repayment terms should the employee leave their employment before a specified period of time.

The policy is being brought forward to Council for consideration and approval.

Options:

1. Council can approve the Education and Professional Development Reimbursement Policy as presented.
2. Council can request changes be made to the Education and Professional Development Reimbursement Policy that can then be brought back to a future meeting.

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council considers the Education and Professional Development Reimbursement Policy and determines if it should be approved or amended.*

**Village of Rockyford
Policy Manual**

Approved by Council	Date: April 13, 2022	Policy No. PM 047 Reference:
Policy Type: Admin	Title: Education and Professional Development Cost Reimbursement	
Review date:		

Policy Statement

Continuing education is beneficial to the employee who is interested in continuing self-development. The Village benefits by having the services of a more highly skilled and trained individual. The Village wishes to assist with continuing education to the best of its ability.

Education assistance may be the form of:

- a) Paid leave of absence
- b) Unpaid leave of absence
- c) Tuition
- d) Travel and subsistence
- e) Books and materials

Procedures

1. Decisions to grant educational leaves and assistance will be at the discretion of the CAO or Council.
2. Consideration when deciding the extent of leave and assistance include:
 - a) Is the course directly related to this job, upgrading or promotion?
 - b) Can the position be adequately covered if leave is taken?
 - c) If a replacement worker is needed, is it financially feasible?
 - d) Should be an accredited course.
 - e) Is the grade verifiable?
3. Job Related Courses or Seminars
 - a.) Village staff attending approved job-related courses or seminars will be compensated for all course registration fees, course materials, and supplies required if successfully completing the course with a passing grade. If Village paid and a passing grade was not achieved all costs paid will be reimbursed to the Village by the employee.

4. Certificates and /or Professional Designations

Professional Designations and or Certificate courses will require signing an "Education and Professional Development Agreement" (attached as "Appendix "A")

5. Terms of Repayment

The Village agrees to pay for approved courses when applicable to the position, subject to repayment if the employee resigns or is terminated with cause. The "Terms of Repayment" will be as per Schedule "C" in the "*Village of Rockyford Education and Professional Development Agreement*".



REQUEST FOR DECISION

Subject: Education and Professional Development Reimbursement Policy Agreement

Prepared By: Elaine Macdonald

Council Meeting Date: April 13, 2022

Agenda Item: 8F.

Background: Policy 047 provides the authority for the employees of the Village to receive reimbursement for approved courses taken in relation to their employment.

This agreement outlines the repayment of those monies should the employee leave the Village employ prior to the specified time. In this agreement, that specified time is 4 years.

- Options:**
1. Council can review the agreement and approve it as written.
 2. Council can request that amendments be made to either the percentages or the time period.

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council considers the Education and Professional Development Reimbursement Policy Agreement and determine if it should be approved or amended.*

VILLAGE OF ROCKYFORD
EDUCATION & PROFESSIONAL DEVELOPMENT AGREEMENT

This Education & Professional Development Agreement is made between the Village of Rockyford (the "Village") and _____ (the "Employee"). It is established with the understanding and acknowledgement that successful completion of the specified training provides mutual benefit and value to both the Village and the Employee.

Given the above understanding and consideration to both the Village and the Employee, they agree as follows:

1. Training Program

The Training Program (the "Training Program") agreed to by the Village and the Employee is outlined in Schedule "A", attached.

2. Village Assistance

- (a) The Village will provide assistance, including financial assistance (the "Financial Assistance"), to the Employee to pursue the Training Program as detailed in Schedule "B" attached;
- (b) The Village will not subsidize in any way the costs or expenses related to repeating or replacing any course or a portion of the Training Program which the Employee has initially failed to successfully complete; and
- (c) With respect to receiving reimbursement for expenses incurred in relation to the Employee's enrolment in the Training Program, the Employee shall provide documentation of all expenses in the form of original receipts. All expenses associated with the Training Program not outlined in Schedule "B" are the sole responsibility of the Employee.

3. Employee's Obligations

- (a) To diligently pursue the program outlined in Schedule "A". The Employee shall provide the Employer with all reasonably necessary supporting documentation on an ongoing basis (or from time to time as requested by the Employer) to confirm enrolment, program of studies, and satisfactory completion of the Training Program, or portions thereof;
- (b) To successfully complete the Training Program. If the Training Program is not successfully completed and the Employee does not intend to pursue successful completion, the Employee must immediately repay the Financial Assistance (as defined in Schedule "B" of this Agreement) to the Employer pursuant to the terms set out in Schedule "C" of this Agreement, attached;
- (c) If the Employee resigns from his/her employment or is terminated for just cause, the Employee must immediately repay the Financial Assistance (as defined in Schedule "B" of this Agreement) to the Village pursuant to the terms set out in Schedule "C" of this Agreement;

- (d) The Employee agrees that the Village may deduct the amount owed pursuant to Schedule "C" from any money owed to the Employee (including, but not limited to, earned wages, salary or other accrued entitlements) at the time of resignation or termination for cause. Any amounts still owing to the Village after this deduction must be immediately repaid by the Employee; and
- (e) In the event that the Employee fails to immediately repay the remaining amounts owing or enter into a repayment plan approved by the Village, or in the event of default by the Employee on the agreed-upon repayment plan, the Village may recover the debt and interest thereon by civil action against the Employee without further demand for repayment.

4. Independent Legal Advice

Both the Village and the Employee acknowledge that they have sought or have at least had the opportunity to seek independent legal advice before signing this Agreement and have either obtained such legal advice or have waived their right to do so.

The Parties acknowledge agreement to the above terms by their signatures below.

Employee Signature

Date

Village Representative Signature

Date

Title of Village Representative

SCHEDULE "A"

**[insert name of
Program] (the "Training
Program")**

[EDITORIAL NOTE: This schedule must be tailored to fit the circumstances. Generally the following should be included:

- (a) Duration/scheduling, including anticipated start and end dates
- (b) Location (e.g. Northern Alberta Institute of Technology, Edmonton North/South Campus)
- (c) Actual or estimated costs
- (d) Brief description of proportion or timing of in-class/on-the-job components.]

SCHEDULE "B"

Financial Assistance

[EDITORIAL NOTE: This schedule must also be tailored to fit the circumstances. Generally the following should be included:

- (a) Details of the financial assistance, including amount(s), timing of required payments, any maximum limits, identity of the payer/payee (i.e. will the Village pay the course provider directly, or will the Employee be reimbursed after paying these costs to the institution)
 - (b) Detail any time away from work/time off provided and whether it is with or without pay
 - (c) Tuition and associated fees
 - (d) Books or course materials
 - (e) Reimbursement for tools or equipment required for the Training Program
- All other reimbursable expenses, such as meals, mileage, or accommodation

SCHEDULE "C"

Terms of Repayment

1. If the Employee resigns or is terminated for cause **prior to**:
 - (a) completion of the Training Program, or one (1) or less completed years of service following completion of the Training Program, the Employee must repay 100% of the Financial Assistance provided by the Village;
 - (b) two (2) completed years of service following completion of the Training Program, the Employee must repay 75% of the Financial Assistance provided by the Village;
 - (c) three (3) completed years of service following completion of the Training Program, the Employee must repay 50% of the Financial Assistance provided by the Village;
or
 - (d) four (4) completed years of service following completion of the Training Program, the Employee must repay 25% of the Financial Assistance provided by the Village.
2. Once the Employee has completed four (4) years of service since the completion of the Training Program, there will be no remaining obligation to repay the Village for the Financial Assistance provided for the Training Program.



REQUEST FOR DECISION

Subject: Access Road Maintenance Agreement – Truck Fill (WRC)

Prepared By: Elaine Macdonald

Council Meeting Date: April 13, 2022

Agenda Item: 8G.

Background: When the access to the south truck fill was snowed in last winter, Leah Jensen requested the County grade it so the facility could still be accessed by the customers. They did it, but would like a formal agreement in place to continue doing so going forward.

This agreement will only be in place with Rockyford until the asset is transferred to WRC and then a new one will be written to name WRC as the other party.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council approves the Access Road Maintenance Agreement with Wheatland County.*



**ACCESS ROAD
MAINTENANCE AGREEMENT**

THIS AGREEMENT made the ____ day of _____, 20__

Between:

WHEATLAND COUNTY
a municipal corporation, pursuant to
the *Municipal Government Act*, R.S.A. 2000, Chapter M-26
242006 RR 243
Wheatland County, Alberta T1P 2C4
Phone: 403-934-3321
Fax : 403-934-4889
(hereinafter called the "Municipality")

- and -

THE VILLAGE OF ROCKYFORD
OF BOX 294
ROCKYFORD
ALBERTA T0J 2R0
Phone: _____
Cell: _____
Email: _____
(hereinafter called the "Landowner")

WHEREAS the Landowner is the registered owner, or entitled to become the registered owner of an estate in fee simple, subject to the encumbrances as are notified on the Certificate of Title #191 186 422 in the Province of Alberta, being:

DESCRIPTIVE PLAN 1911463
BLOCK 2
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.805 HECTARES (1.99 ACRES) MORE OR LESS
ATS REFERENCE: 4;22;24;3;SE

(hereinafter referred to as the "Lands"), and

WHEREAS the Landowner requires maintenance services on an area of the Lands as shown and described on the attached Schedule "A", (hereinafter known as the "Access Road") which forms part of this Agreement; and, the Municipality has agreed to provide "Maintenance Services", as herein defined, on the area of Lands known as the Access Road;

AND WHEREAS the Municipality requires consent from the Landowner to enter the Access Road, and the Landowner agrees to grant such consent to the Municipality, its employees or contractors, as described and subject to the terms and conditions set out herein.

NOW THEREFORE in consideration of the sum of ONE DOLLAR (\$1.00), consideration paid to the Municipality by the Landowner (receipt of which is hereby acknowledged) and in consideration of the mutual covenants in this Agreement, the parties hereto agree as follows:

PURPOSE

1. The Landowner hereby grants access to the Municipality, and its employees, workmen, agents, contractors, sub-contractors and representatives, to the below mentioned lands, for the purposes set out below:
 - *To plow snow lying on the Access Road as required (hereinafter known as "Maintenance Services")*

INDEMNITY

- 2. The Landowner hereby releases, indemnifies and holds harmless the Municipality, and its employees, agents, contractors, sub-contractors, representatives, and related entities from any and all liability which may arise from or be related to the Municipality's acts or omissions, or anything arising from or associated with this Agreement or the matters set out herein, including, without restricting the generality of the foregoing, any and all third party claims, demands, actions or proceedings that may arise, directly or indirectly, out of any act, failure to act or omission of the Municipality, or the Municipality's employees, agents, contractors or subcontractors.
- 3. Paragraph 2 of this Agreement will survive the expiry or termination of this Agreement.

DURATION

- 4. This agreement shall be effective as of the date shown above and shall continue for so long as the ownership of all the Lands remains with the Landowners. Any change in ownership of any portion of the Lands shall render this agreement immediately null and void.

5. **TERMINATION**

This agreement may be terminated by either party providing thirty 30 days written notice to the other party at the address as herein included, indicating their desire to terminate this lease.

MISCELLANEOUS

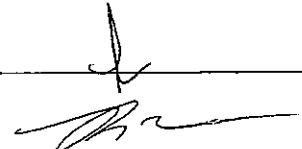
- 6. The Landowner shall be responsible for any and all taxes, rates and assessments that may be assessed against the Lands and Access Road by any Municipal, Federal or other authority.
- 7. The Landowner agrees to the Municipality using a portion of the Lands as a turnaround for road maintenance equipment in a location mutually agreed to by the Landowner and the Municipality if required.
- 8. The Landowner consents to the stockpiling of snow on the Lands if required as part of the removal of snow from the surface of the Access Road, in a location mutually agreed to by the Landowner and the Municipality

NOTICES

- 9. Any notices to be given hereunder shall be in writing and all such notices may be served personally or by registered letter addressed to the parties as first noted on Page 1 of this agreement.
- 10. It is understood and agreed between the parties hereto that wherever the singular or masculine is used throughout this Agreement, the same shall be construed as meaning plural or feminine or a body corporate where the context of the parties hereto so admit or require.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

WHEATLAND COUNTY



_____ (seal)

LANDOWNER

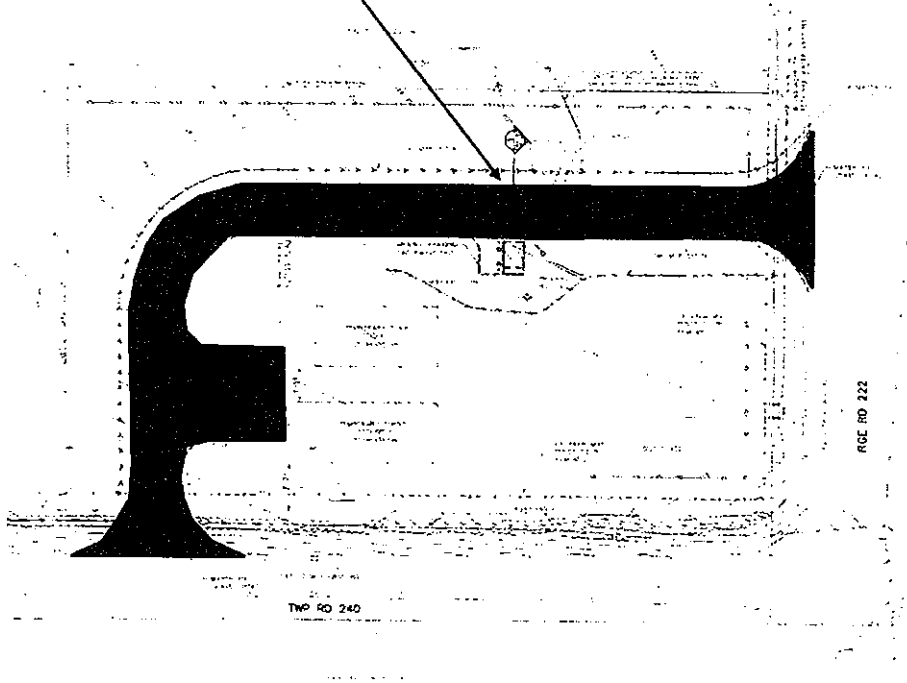
Witness _____ (seal)

Witness _____

SCHEDULE "A"
THE "ACCESS ROAD"

(not to scale)

Access Road Area
shown in black





Municipal Affairs

Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR103043

February 24, 2022

Ms. Elaine Macdonald
Municipal Administrator
Village of Rockyford
PO Box 294
Rockyford, AB T0J 2R0

Dear Ms. Macdonald:

Thank you for your email of February 15, 2022, regarding the completion of all non-compliant items identified in the 2020 Municipal Accountability Program (MAP) report for the Village of Rockyford.

I commend the village for moving forward and addressing these items and I am pleased to advise you the Village of Rockyford 2020 MAP review has been completed to the satisfaction of the Minister.

On behalf of Municipal Affairs, I wish the village all the best for the future.

Yours truly,

A handwritten signature in black ink, appearing to read "Gary Sandberg".

Gary Sandberg
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Kylie Rude, Municipal Accountability Advisor, Municipal Affairs

February 28, 2022

Ms. Elaine Macdonald
Municipal Administrator
Village of Rockyford
PO Box 294
Rockyford AB T0J 2R0

Dear Ms. Macdonald:


This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 15 per cent cost recovery for the fiscal year 2021/22. Total revenue generated is estimated to be \$33,446,600, and will be reinvested in Alberta policing initiatives.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



M. A. (Marlin) Degrand, M.O.M.
Assistant Deputy Minister

Cost Breakdown

The provincial payment generating \$33,486,600 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2021-22 after modifiers	Total Municipal Population (2019)	Total Equalized Assessment (2020)	Total Revenue Base Estimate
\$33,486,600	756,036	298,714,060,954	\$34,900,000

Municipal Data

Village of Rockyford	Data/Cost Breakdown
2019 Population	316
2020 Equalized Assessment	\$30,296,041
Equalized Assessment per capita	\$95,874
Population % of total for PFM	0.0418%
Equalized Assessment % of total for PFM	0.01014%
Amount based on 50% Population (A)	\$7,294
Amount based on 50% Equalized Assessment (B)	\$1,769
Total share policing cost C = (A + B)	\$9,064
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 453
Total share with modifiers	\$8,610

Notes

Population published Dec 2019

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.



March 23, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, AB T5J 2Y2

RE: INCREASING UTILITY FEES

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

Mayor Sheila Gilmour
Town of Fox Creek
sheila@foxcreek.ca

cc The Honourable Sonya Savage, Minister of Energy
Todd Loewen, MLA
Alberta Municipalities



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

RECEIVED
APR 06 2022

April 1, 2022

AR108375

His Worship Darcy Burke
Mayor
Village of Rockyford
PO Box 294
Rockyford AB T0J 2R0

Dear Mayor Burke:

Glen Resler, Chief Electoral Officer/Election Commissioner, Elections Alberta, shared your recent letter regarding the 2021 municipal general election and a recent court judgement on post office boxes being used to verify an elector's identity. As Minister of Municipal Affairs, I am pleased to have the opportunity to respond.

The *Local Authorities Election Act* sets out the framework for local elections in Alberta, and the Government of Alberta is committed to ensuring this legislation meets the needs of citizens and provides voter confidence.

Although not specifically addressed in the legislation, the ministry's messaging has been consistent regarding the acceptance of government-issued photo identification with post office boxes for the past several elections. While it is the responsibility of each returning officer to conduct the election according to the provisions of the *Local Authorities Election Act*, it is the role of the courts to determine if an election was conducted according to law. It is unfortunate that the outcome of the recent court judgment did not reflect the ministry's messaging and that your village incurred unexpected costs as a result.

I intend to review the *LAEA*, which will provide an opportunity to evaluate the last election and ensure the legislation continues to meet the needs and expectations of Albertans. Your input will be considered as a part of this process.

Thank you for writing.

Sincerely,

Ric Mclver
Minister

cc: Glen Resler, Chief Electoral Officer/Election Commissioner, Elections Alberta

Council Committee Report
March 2022
Darcy J. Burke

Wheatland Regional Corporation

- Revenue \$42,206.37 Expenses \$171868.13
- Plant cleaning and maintenance has started for the yearly
- 2 new operators are hired and become part of the WRC team
- Took back operations of Rosebud and Gleichen
- Train 4 has been drained and restarted and onto train 3
- UV replacement parts replaced \$5800.00
- Rockyford sewage lagoon project has started
- Rockyford generator has been serviced and identified issue
- Rockyford distribution pump replacement on April 11-13
- WRC has been approve as municipal status for GST. Much paperwork will be needed

Wademsa

- Call Volume 458 increase of 21 % from year before
- Total call volume 5460 up 31.25% from 2020
- Shift changes are ongoing with AHS and hoping to be implement ASAP
- Town has withdrawn their RFP for dispatch services
- Two new ambulances are still delayed. One current lead unit OOS due to engine failure and #2 unit OOS due to deer hit.

WFCSS

- 2021 CVITP Files – 38 taxes filed so far.
- Avail will present at April meeting
- Good Friday Offering at Hope Covenant Church will donate 50% to WFCSS
- Lunch & Learn at capacity of 30 participants
- Job Fair, excellent turnout
- Many positive responses from the Indirect Program recipients
- Womens Conference upcoming
- Good Food Box is now averaging almost 80 boxes per order !
- 26 Clients, Invoiced hours 1439

Council Report
Councillor Goodfellow
April 13, 2022

Mtg attended:

March 3. - fire hall budget

Catch up mtg for training after COVID. Will update some PPE

New tri axle tender expected In May

March 9- Village council mtg.

Delegation about sidewalk condition and speeders

Advised to contact RCMP & form a citizen group

March 18 - Meetings and interview with Martin Shields Trading info about village for politics of Ottawa

March 24 - museum mtg cancellation - new date ?

March 25 - drove to Cochrane to pick up new 1 1/2 ton Ford truck & plow Repairs needed to turbo booster hose

Will pickup on March 28

March 28 - CAO visits to lions mtg

Review of fee structure at RV park

Lions /Village campground turns in best year ever

April 21 DDSWMA mtg how many transtor loans are there?

Review of SAWEA membership

Council Report
Councillor Henke
April 13, 2022

March 9- Council meeting

March 25- Library Wine and cheese night, raffle draw. I stopped in briefly to drop off a couple bottles of wine and peaked in. It looked to be well attended. Congrats to all who won cash prizes in the draw.

No other meetings or events were scheduled or attended for this month