

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

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS A. Staff Sergeant Mark Wielgosz
5. ADOPT MINUTES A. Minutes from June 8, 2022, Regular Meeting

6. FINANCIAL REPORTS A. Bank Reconciliation May 2022 – Village
 B. Bank Reconciliation June 2022 – Village
 C. Bank Reconciliation March 2022 – WRC
 D. Bank Reconciliation April 2022 – WRC
 E. Bank Reconciliation May 2022 – WRC
 F. Bank Reconciliation June 2022 - WRC

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES A. Capital Budget Amendment for pressure relief valve previous meeting

8. NEW BUSINESS A. Bylaw 2022-005 – Land Use Bylaw Amendment
 B. Main Street – Block Two Sidewalk Quotations
 C. Joint Quality Management Plan
 D. Performance Review – Eligibility for Benefits/Course Enrolment – Lori Miller
 E. August Webinars – Lori Miller
 F. LED Sign
 G. Library Signage
 H. Prairie Ridge Park Roof
 I. Library Auditor – Anna Pearl Patterson
 J. Standard Centennial Plaque
 K. Request for formal congratulations – Mayor Burke
 L. Distinguished Service Award Nomination
 M. Naloxone Training
 N. Trees Overhanging Roadway – Councillor Goodfellow

9. CORRESPONDENCE A. Letter from Minister of Municipal Affairs, Honourable Ric McIver – re 2022 Designated Industrial Property Tax Requisition Cancellations
 B. Letter from Assistant Deputy Minister, David Williams – re Housing Management Boards
 C. Letter from Vickey Cook, CAO Wheatland Housing Management Body – re Housing Management Boards
 D. Letter from Alberta Health Services – re EMS in Alberta
 E. Letter from Maryanne King, National Police Federation – re Call to Action
 F. Letter from Deputy Minister Brandy Cox – re Municipal Affairs 2021-22 Annual Report

- G. Letter from ABMunis – re 2022 Alberta Municipalities' Convention and Trade Show
- H. Community Futures Wild Rose Annual Report 2021-2022
- I. Letter from Minister Ric Mclver – re 2022/23 Alberta Community Partnership (ACP) Program Launch
- J. Letter from Sandra and Corneal Bakker – re cats
- K. Letter from Ian Mitchell – re cats
- L. Letter from Wheatland County – re WRP attendance

10. OTHER BUSINESS

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

15. ADJOURNMENT

June 2022 public works report

1. Put up planters on main street.
2. Spraying weeds, mowing, weed whacking.
3. Digging black henbane at shop, water plant, racetrack and community center.
4. Cleaned and pressure washed campground bathrooms.
5. Renultech sprayed large grass areas for dandelions.
6. Changed blades on lawn mowers.
7. Evicted another camper.
8. Mowing and weed whacking cemetery.
9. Trapping gophers at campground.
10. Filling potholes.
11. Community service kids putting in hours.
12. Roofers out giving quotes on Prairie ridge roof.
13. Preparing park and campground for Bullarama.

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
June 8, 2022
Council Chambers
110 Main Street

ATTENDANCE Mayor Darcy Burke

 Councillors April Geeraert
 William Goodfellow
 Tyler Henke

Administration: Lori Miller, Tara Kathol

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

2. AGENDA

RES 107-2022 Moved by Councillor Henke that the agenda be accepted as presented.
Carried

3. PUBLIC WORKS REPORT

RES 108-2022 Moved by Councillor Geeraert that Council accepts the Public Works
report as presented.
Carried

4. DELEGATION

5. MINUTES

- 5A. Minutes from the May 11, 2022, Regular Meeting of Council.
- 5B. Minutes from the June 2, 2022, Special Meeting of Council.

RES 109-2022 Moved by Councillor Goodfellow that the minutes of the May 11, 2022
regular meeting of Council be accepted as amended and the minutes of the
June 2, 2022 be accepted as presented.
Carried

6. FINANCIAL REPORTS

- 6A. Bank Reconciliation May, 2022 – Village

Bank Reconciliation Unavailable at meeting time.

Mayor
Administrator

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

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

Extension letter was received June 8, 2022 from Municipal Affairs granting extension until September 30, 2022.

8. NEW BUSINESS

8A. Bylaw 2022-005 – Land Use Bylaw Amendment

RES 110-2022 Moved by Councillor Goodfellow to give first reading to Bylaw 2022-005 Land Use Bylaw.

Carried

8B. Campground Host

RES 111-2022 Moved by Councillor Henke that Administrator advertises for a campground host for the 2022 season. Mayor Burke requested a recorded vote.

Mayor Burke – Nay

Councillor Geeraert – Aye

Councillor Goodfellow – Aye

Councillor Henke – Nay

Pursuant to Section 186 of the Municipal Government Act, RSA2000, Chapter M-26, if there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

8C. Letter of Support – Strathmore Agricultural Society

RES 112-2022 Moved by Councillor Geeraert that Administrator sends letter of support to the Strathmore Agricultural Society.

Carried

8D. Roaming/Feral Cats in the Village
Presented by Lori Miller, Administrator

RES 113-2022 Moved by Councillor Henke that Administrator does a social media post outlining different ways to deter cats from your property.

Carried

8E. Capital Budget Amendment
Presented by Lori Miller, Municipal Administrator

RES 114-2022 Moved by Councillor Goodfellow that the capital budget is amended by \$12,625.20 + tax to replace a pressure relief valve.

Carried

- 8F. Operating Budget Amendment
Presented by Lori Miller, Municipal Administrator
- RES 115-2022** Moved by Councillor Geeraert that the operating budget be amended by \$1163.25 to cover the cost of replacing the heater at the shop as it cannot be repaired.
Carried
- 8G. Tax Penalty Waiver
Presented by Lori Miller, Municipal Administrator
- RES 116-2022** Moved by Councillor Geeraert to reverse the penalties on Roll 20.
Carried
- 8H. Power+ Buying Group
Presented by Lori Miller, Municipal Administrator
- RES 117-2022** Moved by Councillor Henke that the Village opts into the Power+ Buying Group for the purchase of power and gas.
Carried
- 8I. Recognition of Pride Month
Presented by Lori Miller, Municipal Administrator
- RES 118-2022** Moved by Councillor Henke that council formally recognize Pride Month by Mayor Burke signing a declaration.
Carried
9. CORRESPONDENCE
- 9A. Letter from Minister of Municipal Affairs, Honourable Ric McIver – re grant allocations
- RES119-2022** Moved by Councillor Geeraert that the letter be accepted as information.
Carried
- 9B. Letter from Municipal Affairs, Honourable Ric McIver – re letter of April 18, 2022
- RES120-2022** Moved by Councillor Goodfellow that the letter be accepted as information.
Carried
- 9C. Letter from Town of Mundare – re Alberta Provincial Police Force

- 9D. Letter from Town of Coaldale – re Alberta Utilities Commission
- 9E. Letter from Municipal Affairs – re Opportunity to Meet with the Honourable Ric McIver
- 9F. Letter from Town of Redcliff – re Increasing Utility Fees
- 9G. Letter from Town of Bon Accord – re Increasing Utility Fees
- 9H. Letter from Town of Fox Creek – re Support for RCMP
- 9C – 9H - Council's own information.
- 9I. Letter from Village of Beiseker – re Invitation to Centennial Celebration June 10-12, 2022
- RES121-2022** Motion by Mayor Burke that Administrator writes a letter of Congratulations to the Village of Beiseker on their Centennial.
Carried
- 9J. Letter from Town of Tofield – re Alberta Provincial Police force
- 9K. Letter from Town of Tofield – re Alberta Utility Fees
- 9J - 9K - Council's own information.
- 9L. Letter from The FortisAlberta Community Investment Team – re trees
- RES122-2022** Moved by Councillor Goodfellow that the Village contributes the grant to the Lion's Club to add trees at the campground.
Carried
- 9M. Invitation from Brownlee LLP to attend Brownlee Barn Burner July 7, 2022
- 9M - Council's own information.
- 9N. Invitation from MLA Nathan Cooper to Town Hall Meeting
- RES123-2022** Moved by Councillor Henke that the Museum meeting scheduled June 14, 2022 be moved to June 21, 2022 to allow council members to attend the Town Hall Meeting.
Carried

10. OTHER BUSINESS

- 10A. Pride Month Proclamation
Proclaimed by Mayor Burke that the month of June, 2022 be Pride Month.

11. ACTION ITEM LIST REVIEW

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

- RES 124-2022** Moved by Councillor Geeraert that all Council and Administrative reports be accepted as presented.

Carried

15. ADJOURNMENT

- RES 125-2022** Moved by Mayor Burke that the meeting be adjourned at 9:25PM.

Carried

Mayor

Mayor
Administrator

Administrator

Mayor
Administrator

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

Current Year

Net Balance as at April 30/2022	\$	58,886.44	\$	38,627.04
Receipts for Month	\$	129,838.13	\$	85,074.46
Interest Earned	\$	125.04		\$ 58.69
				\$ 15.00
Transferred from T-Bill	\$	-	\$	380,000.00
	\$	188,849.61	\$	503,775.19
Less:				
Disbursements	\$	(179,925.96)	\$	(458,976.00)
Bank Charges	\$	(107.15)		\$ (92.49)
Auto Debit Alarm Fee	\$	(56.69)		\$ (56.69)
Transfer to L of C		\$ (119.38)		
Transfer to WRC				
Transferred to T-Bill	\$	-	\$	-
G/L Balance May 31/22	\$	<u>8,640.43</u>	\$	<u>44,650.01</u>
Bank Reconciliation				
Bank Balance at May 31/22	\$	79,999.73	\$	77,226.40
O/S Cheques	\$	(64,162.23)	\$	(32,576.39)
Deposit not posted	\$	(4,189.12)		
Chq Reversal		\$ (3,749.03)		
O/S Deposit	\$ -	\$ 741.08	\$	-
Bank Balance May 31, 2022	\$	<u>8,640.43</u>	\$	<u>44,650.01</u>

Mayor

Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending June 30/22

	Current Year	Previous Year
Net Balance as at May 31/2022	\$ 8,640.43	\$ 44,650.01
Receipts for Month	\$ 381,424.57	\$ 196,579.38
Interest Earned	\$ 196.10	\$ 58.78
Government of Alberta		\$ 31,119.00
Transferred from T-Bill	\$ 50,000.00	\$ 125,000.00
	<u>\$ 440,261.10</u>	<u>\$ 397,407.17</u>
Less:		
Disbursements	\$ (129,665.38)	\$ (293,689.77)
Bank Charges	\$ (64.70)	\$ (64.83)
Auto Debit Alarm Fee	\$ (59.31)	\$ (56.69)
PAD Alberta Capital	\$ (11,528.75)	\$ (11,528.75)
School Taxes	\$ (20,032.61)	\$ (20,414.46)
Duplicate Posting	\$ -	\$ (15.00)
Transfer to WRC	\$ (157,992.19)	
Transferred to T-Bill	\$ (50,000.00)	
G/L Balance June 30/22	<u>\$ 70,918.16</u>	<u>\$ 71,637.67</u>
Bank Reconciliation		
Bank Balance at June 30/22	\$ 99,147.81	\$ 99,073.20
O/S Cheques	\$ (28,714.65)	\$ (38,587.68)
Deposit not posted	\$ (15.00)	
O/S Deposit	\$ - \$ 500.00	\$ 11,152.15
Bank Balance June 30, 2022	<u>\$ 70,918.16</u>	<u>\$ 71,637.67</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
March 31/2022

Net Balance as at February 28/2022	\$ 1,190.99
Interest Earned	\$ 0.79
Transfer from T-Bill	\$ 0.00
	\$ 1,191.78
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at March 31, 2022	<u>\$ 1,191.78</u>
Bank Reconciliation:	
Balance as at March 31, 2022	\$ 1,191.78
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at March 31, 2022	<u>\$ 1,191.78</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
April 30/2022

Net Balance as at March 31/2022	\$ 1,191.78
Interest Earned	\$ 1.06
Transfer from T-Bill	\$ 0.00
	\$ 1,192.84
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at April 30, 2022	<u>\$ 1,192.84</u>
Bank Reconciliation:	
Balance as at April 30, 2022	\$ 1,192.84
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at April 30, 2022	<u>\$ 1,192.84</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
May 31/2022

Net Balance as at April 30/2022	\$ 1,192.84
Interest Earned	\$ 1.32
Transfer from T-Bill	\$ 0.00
	<u>\$ 1,194.16</u>
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at May 31, 2022	<u>\$ 1,194.16</u>
Bank Reconciliation:	
Balance as at May 31, 2022	\$ 1,194.16
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at May 31, 2022	<u>\$ 1,194.16</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
June 30/2022

Net Balance as at May 31/2022	\$ 1,194.16
Interest Earned	\$ 1.75
Transfer from T-Bill	\$ 0.00
	<u>\$ 1,195.91</u>
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at June 30, 2022	<u>\$ 1,195.91</u>
Bank Reconciliation:	
Balance as at June 30, 2022	\$ 1,195.91
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at June 30, 2022	<u>\$ 1,195.91</u>

Mayor

Administrator

Village of Rockford Capital Budget									
Project Name	Notes	2020	2021	2022	2023	2024	2025	2026	2027
1st Ave. E. Paving	MSI		\$ 228,430.84						
Water/Sewer Upgrades	MSI		\$ 349,832.05						
Engineering Fees	MSI	\$ 40,000.00	\$ 60,901.11	\$ 59,850.00					
Waterline & Sewer Upgrades	MSP/MSI (2022)		\$ 50,000.00	\$ 290,000.00					
Main Street Sidewalk & Lighting	CRISP			\$ 35,000.00					
Sidewalks & Paving	FGTE			\$ 23,500.00					
Lagoon Repair	MSI			\$ 14,089.00					
Plow Blade for Truck	MSI			\$ 15,000.00					
Replace Pumps at Water Plant	MSI			\$ 19,120.16					
Water Meter (campground & residence)	MSI			\$ 110,000.00					
Services to Subdivided Lots	FGTF			\$ 12,625.20					
Pressure Relief Valve	MSI			\$ 579,184.36					
Total Projects		\$ 40,000.00	\$ 689,164.00	\$ 579,184.36					

Funding Sources Capital Budget									
Funding Available		2020	2021	2022	2023	2024	2025	2026	
Funding Carried Over Previous Year		\$ 616,621.00	\$ 919,279.00	\$ 559,368.00	\$ 697,045.50	\$ 819,619.50			
MSI Capital Allocation Current Year		\$ 163,584.00	\$ 178,753.00	\$ 72,488.00	\$ 72,488.00	\$ 72,488.00			
FGTF Allocation Current Year	received extra \$50,000 in 2021	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			
Municipal Stimulus	received in 2021		\$ 50,000.00						
CRISP Allocation Current Year		\$ 93,419.75	\$ 1,248,032.00	\$ 112,164.54	\$ 794,020.54	\$ 819,533.50	\$ 942,107.50		
Available for Projects		\$ 923,624.75	\$ 1,248,032.00	\$ 794,020.54	\$ 819,533.50	\$ 942,107.50			
Capital Purchases		\$ (40,000.00)	\$ (675,581.50)	\$ (33,209.16)	\$ (545,975.20)				
Less Projects			\$ 500.00						
Interest Earned FGTF									
		\$ 883,624.75	\$ 572,950.50	\$ 214,836.18					
Funding Available By Grant		2020	2021	2022	2023	2024	2025	2026	
MSI		\$ 531,048.00	\$ 70,637.00	\$ 71,415.84	\$ 143,903.84	\$ 216,391.84			
FGTF(CCBF)		\$ 202,675.00	\$ 303,175.00	\$ 208,175.00	\$ 258,175.00	\$ 308,175.00			
Municipal Stimulus									
CRISP		\$ 185,556.00	\$ 185,556.00	\$ 7,720.54					
Total Funding Year End		\$ 919,279.00	\$ 559,368.00	\$ 287,311.38	\$ 402,078.84	\$ 524,566.84			

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

REQUEST FOR DECISION



Subject: Bylaw #2022-005 - Land Use Bylaw Amendment

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8A

Background: To amend Appendix A of Land Use Bylaw 2014-002 by redesignating a portion of Plan 5728CC: Block 5 in the Village of Rockyford from Central Business District (CB) to Residential Single Unit Detached (R-1) & Public Service District (P-1).

Pursuant to the provision of Section 692(1)(e) of the Municipal Government Act, RSA2000, Chapter M-26, before giving a second reading to a proposed land use bylaw a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

Options

Financial Implications: N/A

Communication: N/A

Recommendation: That Council gives second and third reading to Bylaw 2022-005 - Land Use Bylaw Amendment.

**VILLAGE OF ROCKYFORD
BYLAW NUMBER # 2022-005**

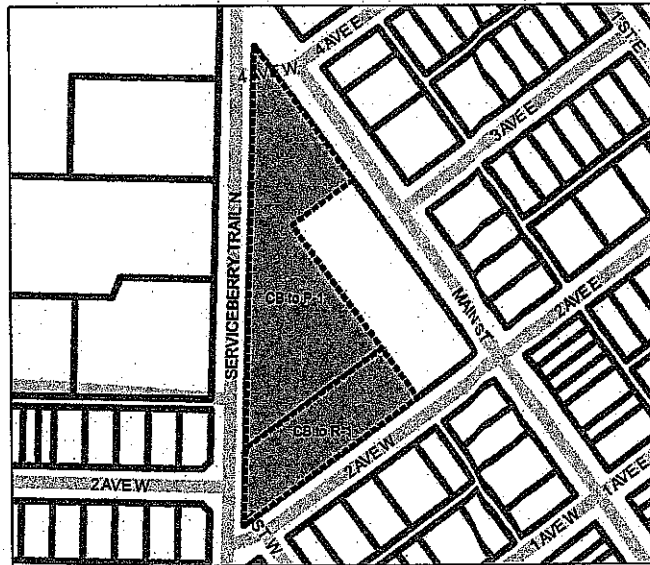
BEING A BYLAW TO AMEND LAND USE BYLAW NO. 2014-002 FOR THE VILLAGE OF ROCKYFORD IN THE PROVINCE OF ALBERTA.



WHEREAS pursuant to the provision of Section 640(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Village of Rockyford (hereinafter called the Council), has adopted Land Use Bylaw No. 2014-002;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 2014-002; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 2014-002; as follows:

1. Amend Appendix A, The Land Use District Map, by re-designating a portion of Plan 5728CC; Block 5 (Civic Address: 320 Main St) in the Village of Rockyford from Central Business District (CB) to Residential Single Unit Detached (R-1) & Public Service District (P-1) as shown on the plan below:



 Amendment Area
 Legal Parcels

Legal: Block 5, Plan 5728CC
From: Central Buisness (CB)
to: Residential Single Unit Detached (R-1)
 & Public Service (P-1)

2. This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME THIS ___ DAY OF June, 2022.

READ A SECOND TIME THIS ___ DAY OF _____, 2022.

READ A THIRD TIME AND PASSED THIS ___ DAY OF _____, 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION



Subject: Main Street – Block Two Sidewalk Quotations

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8B

Background: We have received several quotations for the replacement of the sidewalk on the second block of Main Street. I requested quotes for both a regular broomed sidewalk and for stamped, colored concrete sidewalk.

Options: 1. Council can discuss the different options brought forward and choose the option they think will be best.
2. Council can discuss the options and request Administration to get more information or quotations prior to deciding.

Financial Implications: N/A until after decision is made. \$290,000 has been noted in the Capital Budget for this project.

Communication: N/A

Recommendation: That Council discuss the options available and advise Administration which company and which style of sidewalk they would like to have installed for the second block of Main Street.

QUOTE



Crouse Concrete Solutions Inc

PO Box 413

Rockyford AB

T0J-2R0

GST 72488 5603 RT0001

BILL TO

Village of Rockyford

QUOTE #

017

QUOTE DATE

06/07/2022

DESCRIPTION

AMOUNT

Broomed All In

62,976.00

Demo and Removal

5,000.00

Subtotal

67,976.00

GST 5.0%

3,398.80

TOTAL

\$ 71,374.80

A handwritten signature in cursive script, appearing to read 'Alhouse', is written over the bottom right portion of the quote.

TERMS & CONDITIONS

50% CAD up front required to cover the cost of materials and third party resources.

Payment due in full within 3 days of completion

Cheques can be made payable to Crouse Concrete Solutions Inc

E-Transfers accepted - crouseconcretesolutions@gmail.com

QUOTE



Crouse Concrete Solutions Inc

PO Box 413
Rockyford AB
T0J-2R0
GST:72488 5603-RT0001

BILL TO
Village of Rockyford

QUOTE # 018
QUOTE DATE 06/07/2022

DESCRIPTION	AMOUNT
Stamped All In	131,200.00
Demo and Removal	5,000.00
<hr/>	
Subtotal	136,200.00
GST 5.0%	6,810.00
TOTAL	\$ 143,010.00

A handwritten signature in black ink, appearing to read "Alvarez", is written over the bottom right portion of the quote.

TERMS & CONDITIONS

50% CAD up front required to cover the cost of materials and third party resources

Payment due in full within 3 days of completion

Cheques can be made payable to Crouse Concrete Solutions Inc

E-Transfers accepted - crouseconcretesolutions@gmail.com

SKAR Contracting Inc.

258040 8 St W
 Foothills Alberta T1S 3L3
 +1 4034788105
 skarcontracting@gmail.com
 https://www.skarcontracting.com
 GST/HST Registration No.: 849258728RT0001



Estimate

ADDRESS
 Village of Rockyford

ESTIMATE 1101
 DATE 07/06/2022
 EXPIRATION DATE 07/07/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Price estimate for replacing old sections of sidewalk on both sides of main street Rockyford. Roughly between 465sq meters and 540sq meters. Price includes demo and removal of existing concrete, ground prep and compaction with gravel supply up to 6" s, forming, rebar supply & install, supply and placing of new concrete either color stamped or regular broom finish.			
07/06/2022	Sales	Price estimate for color stamped concrete finish with supplying all materials to complete job. \$215 per sq meter.	540	215.00	116,100.00
07/06/2022	Sales	Price estimate for regular broom finish concrete with supplying all materials to complete job. \$185 per sq meter.	540	185.00	99,900.00
SUBTOTAL					216,000.00
GST @ 5%					10,800.00
TOTAL					\$226,800.00

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	10,800.00	216,000.00

Accepted By

Accepted Date



ConSite

Construction Limited

117 HighPlains Place
 Rocky View County Alberta T4A OW7
 Tel: (403) 265-0700
 Fax: (403) 263-0795

PROJECT: Rockyford Concrete 2022

DATE: July 6, 2022

Concrete Quote

Items	Description	Unit	Qty	Unit Rate	Total
<u>ON-SITE SCOPE</u>					
<u>BROOM FINISHED</u>					
1	100mm Broom Finished Sidewalk Includes: • Sawcutting and breakout of existing sidewalk • 32Mpa C-2 exposure concrete • 50mm of 20mm crushed gravel • Quantity includes both sides of Maint St from 1 Ave W to 2 Ave W	m ²	616	\$ 139.00	\$85,624.00
2	250mm Broom Finished Curb & Gutter Includes: • Sawcutting and breakout of existing curb and gutter • 32Mpa Class A Concrete • Slurry and asphalt rehabs • 50mm of 20mm crushed gravel • Quantity includes both sides of Maint St from 1 Ave W to 2 Ave W	Lm	220	\$ 196.00	\$43,120.00
Total					\$128,744.00
<u>STAMPED FINISHED</u>					
1	100mm Stamped Finished Sidewalk Includes: • Sawcutting and breakout of existing sidewalk • 32Mpa C-2 exposure concrete • 50mm of 20mm crushed gravel • Quantity includes both sides of Maint St from 1 Ave W to 2 Ave W	m ²	616	\$ 227.00	\$139,832.00
2	250mm Stamped Finished Curb & Gutter Includes: • Sawcutting and breakout of existing curb and gutter • 32Mpa Class A Concrete • Slurry and asphalt rehabs • 50mm of 20mm crushed gravel • Quantity includes both sides of Maint St from 1 Ave W to 2 Ave W	Lm	220	\$ 246.00	\$54,120.00
Total					\$193,952.00

Daniel Vernaza

Project Manager/Estimator

Email: dvernaza@consite.ca

Phone: 4034650545

Notes and Qualifications

- Rate based on old concrete hauled to Village of Rockyfords yard. Rate increase if ConSite needs to haul old concrete back to Balzac.
- Landscaping and landscape rehab to be done by others.
- Signage and lane closures by others. Extra if required.
- Irrigation repair not included
- All grade beam, foundation wall and retaining wall dowelling to be done by others.
- Pricing does not include for any planter walls, retaining walls, handrails and bollards.
- Pricing does not include for any removals or relocations of or the supply and place of new trees, catch basins, light standards or power poles.
- Work to commence between September 30th and May 1st of each year is subject to heating and hoarding by general contractor. Concrete work conducted under hoarding is subject to re-pricing
- Work to commence between October 1st and April 30th of each year is subject to a premium for winter heat charges and late season construction. \$105.00/m³
- Additional \$10.00/m for all curbs and \$10.00/m² for all slabs and sidewalks will be applied, using ConSite's black felt, as required to help achieve temperature requirements as outlined in the concrete specifications.
- Price is based on all work to be completed before September 30th, 2022 in frost free conditions
- Prices are based on the use of type 10 cement
- Concrete scope is based on 1 mobilization
- Price excludes Stairs
- Berms by others to plus 25mm for trim and pour
- Scope of work for all City of Calgary indemnification work ends at back of sidewalk.
- Price excludes bonds
- All off-site work is constructed based on City of Calgary Roads 2015 Standard Specifications.
- Price excludes hydrovac services
- Colored concrete is priced based on the use of 1 unit of pigment/m³
- Wheel chair ramps constructed as per City of Calgary 2015 Standard Roads Specifications.
- This proposal is offered based on fuel prices of 130/L, our rates will be adjusted if fluctuations at the pump is greater than 4%
- Price excludes mock-ups

Price excludes mock-ups

- Pricing includes for tooled joints only. Saw cuts joints not included
- Sawcut pattern may result in random cracking.
- Excludes supply and install of trench drains
- Subgrade prep by others to +/- 50mm
- Price excludes survey and layout
- Price excludes backfill and testing
- This quotation is valid for 30 days, G.S.T. not included
- Payment terms are Net 30 days. Interest rate is at 2% per month when due.

Lori Miller

From: Ross Murphy <midoram48@gmail.com>
Sent: Thursday, May 26, 2022 9:49 AM
To: Lori Miller
Subject: sidewalks Att. Lori Miller

Remove and replace app. 438 sq. m. sidewalk \$275.00 sq. m. \$120,450.00
Private sidewalk tie ins app. 40 sq. m. \$275.00 per sq. m. \$11,000.00
2 wheel chair ramps \$2000.00 per \$4000.00
40 lin. m. curb at \$300.00 per lin. M. \$12,000.00

\$147,450.00 normal sidewalk.

Thanks Ross 403 650 4569

Stamped concrete add \$155.00 sq. m.

= \$430 sq m

\$74090.00
difference.

438 x 430 = 188340.00
40 x 430 = 17200.00
ramps. 4000.00
curb 12000.00
\$221,540.00

stamped sidewalk.

Village of Rockyford Capital Budget									
Project Name	Notes	2020	2021	2022	2023	2024	2025	2026	2027
1st Ave. E. Paving	MSI		\$ 228,430.84						
Water/Sewer Upgrades	MSI		\$ 349,832.05						
Engineering Fees	MSI	\$ 40,000.00	\$ 60,901.11						
Waterline & Sewer Upgrades	MSP/MSI (2022)		\$ 59,850.00						
Main Street Sidewalk & Lighting	CRISP		\$ 290,000.00						
Sidewalks & Paving	FGTF		\$ 35,000.00						
Lagoon Repair	MSI		\$ 23,500.00						
Plow Blade for Truck	MSI		\$ 14,089.00						
Replace Pumps at Water Plant	MSI		\$ 15,000.00						
Water Meter (campground & residence)	MSI		\$ 19,120.16						
Services to Subdivided Lots	FGTF		\$ 110,000.00						
Pressure Relief Valve	MSI		\$ 12,625.20						
Total Projects		\$ 40,000.00	\$ 689,164.00	\$ 579,184.36					

Funding Sources Capital Budget									
	2020	2021	2022	2023	2024	2025	2026	2027	
Funding Available									
Funding Carried Over Previous Year	\$ 616,621.00	\$ 919,279.00	\$ 559,368.00	\$ 697,045.50	\$ 819,619.50				
MSI Capital Allocation - Current Year	\$ 163,584.00	\$ 178,753.00	\$ 72,488.00	\$ 72,488.00	\$ 72,488.00				
FGTF Allocation Current Year	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00				
Municipal Stimulus		\$ 50,000.00							
CRISP Allocation Current Year	\$ 93,419.75		\$ 112,164.54						
Available for Projects	\$ 923,624.75	\$ 1,248,032.00	\$ 794,020.54	\$ 819,533.50	\$ 942,107.50				
Capital Purchases			\$ (33,209.16)						
Less Projects	\$ (40,000.00)	\$ (675,581.50)	\$ (545,975.20)						
Interest Earned FGTF		\$ 500.00							
	\$ 883,624.75	\$ 572,950.50	\$ 214,836.18						
Funding Available By Grant									
MSI	\$ 531,048.00	\$ 70,637.00	\$ 71,415.84	\$ 143,903.84	\$ 216,391.84				
FGTF(CCBF)	\$ 202,675.00	\$ 309,175.00	\$ 208,175.00	\$ 258,175.00	\$ 308,175.00				
Municipal Stimulus		\$ -							
CRISP	\$ 185,556.00	\$ 185,556.00	\$ 7,720.54	\$ -	\$ -				
Total Funding Year End	\$ 919,279.00	\$ 559,368.00	\$ 287,311.38	\$ 402,078.84	\$ 524,566.84				

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

REQUEST FOR DECISION



Subject: Joint Quality Management Plan

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8C

Background: Wheatland County has invited the Villages of Standard, Rockyford and Hussar to become a part of the Joint Quality Management Plan. This plan allows the Villages to access Safety Codes Services in a timely manner through the County. The County will maintain a Safety Codes Officer on staff for the purpose of inspections and investigations.

Options:

1. Council can discuss and opt to join the JQMP.
2. Council can discuss and ask for revisions to be made to the JQMP prior to joining.
3. Council can discuss and opt to keep Safety Codes Services through the province as they are currently accessing.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discuss and advise Administration of their decision.

Wheatland County
Joint Quality Management Plan

Wheatland County
Village of Standard
Village of Rockyford
Village of Hussar

Wheatland County

Joint Quality Management Plan - Wheatland County, Village of Standard, Village of Hussar, Village of Rockyford

This Joint Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Burrows
Administrator of Accreditation

Date



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Wheatland County/Villages of Standard, Rockyford and Hussar

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

Wheatland County/Village of Standard/Village of Rockyford/Village of Hussar, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Fire Prevention Programs (optional).
- Public education.

2.0 Joint Quality Management Plan Administration

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Joint Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP and the monitoring and oversight of its

accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality

Wheatland County/Villages of Standard, Rockyford and Hussar

will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Joint Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

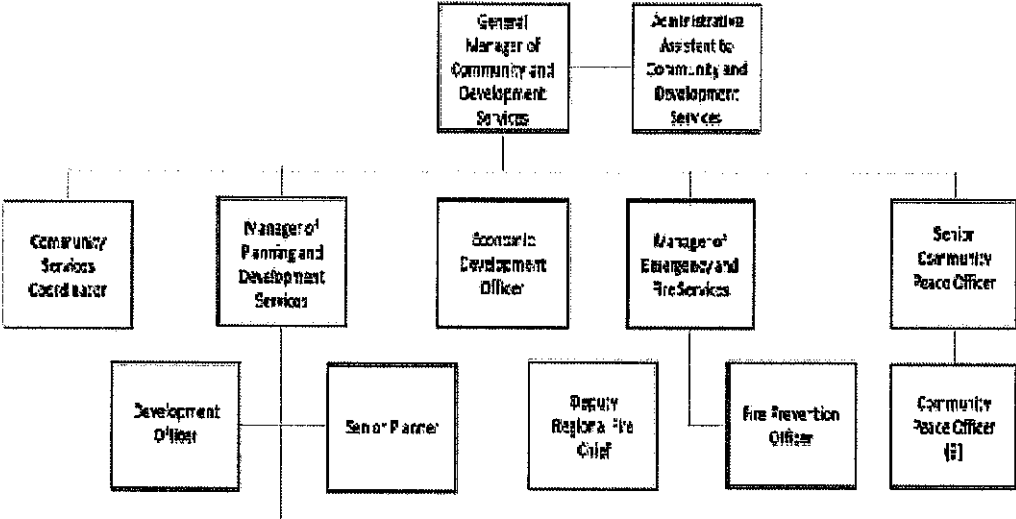
Wheatland County/Villages of Standard, Rockyford and Hussar

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



Wheatland County Organizational Chart



2.13 Municipal Agreement – Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # _____ of the (*Wheatland County*) hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Signature Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution # _____ of the (*Village of Standard*) hereby provides agreement and signature to this QMP.

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution # _____ provides agreement and signature to this QMP.

of the **(Village of Rockyford)** hereby

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution # _____ provides agreement and signature to this QMP.

of the **(Village of Hussar)** hereby

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

2.14 QMP Manager Information

QMP Manager Name	Title
Mailing Address	Phone Number
Email Address	

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage, purchase, or discharge of fireworks
- compliance inspections of work and occupancy:

- construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings; follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
 - collection and remittance of Council levies;
 - issuance of Permit Services Reports;
 - investigations; and
 - maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.

Wheatland County/Villages of Standard, Rockyford and Hussar

- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regard to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, a

SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and

3.7.2 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;

- the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.3 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not affect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.4 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.5 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.6 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

Wheatland County/Villages of Standard, Rockyford and Hussar

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file.**

3.7.7 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

- clarify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.8 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e.,
written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

Wheatland County/Villages of Standard, Rockyford and Hussar

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.1.2 Fire Inspections

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
New construction	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> ○ one (1) site inspection of all work or acceptance of Verification of Compliance AND ○ one (1) final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> ○ one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance
County INET supported Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ Once every 12 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ Once every 12 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ Once every 12 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> ○ On request or complaint

Wheatland County/Villages of Standard, Rockyford and Hussar

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 1 Detention	○ Once every 12 months
	Group B, Division 2 Treatment	○ Once every 12 months
	Group B, Division 3 Care	○ Once every 12 months
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ Once every 24 months
	Group C Residential – 12 to 25 family	○ Once every 24 months
	Group D	○ On request or complaint
	Group E	○ Once every 12 months
	Group F, Division 1	○ On request or complaint ○ Once every 12 months
	Group F, Division 2	○ On request or complaint ○ Once every 12 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 3	○ Once every 24 months
Storage Tank Systems		○ Once every 12 months

*Note: May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

4.1.4 Storage Tank Systems for Flammable and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a professional engineer as outlined in the *National Fire Code – 2019 Alberta Edition*.

A fire SCO will:

- complete a review of the construction documents to assess compliance with the requirements of the *National Fire Code – 2019 Alberta Edition*;
- initial all pages of the construction documents;
- date stamp and sign the documents;
- complete a Plans Review Report;
- provide the Plans Review Report to the owner, contractor, and municipality’s file, and if requested, to the project consultant or consulting engineer;

- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file; and
- Complete a PSR and submit to the permit holder.

4.1.5 Construction Fire Safety Plans (including demolition) upon request:

An accepted Fire Safety Plan may be requested for each permitted construction or demolition undertaking.

The Municipality may review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan may include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.6 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.1.7 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to. public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective County INET supported

Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Fire setter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

REQUEST FOR DECISION



Subject: Performance Review – Eligibility for Benefits/Course Enrolment

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8D

Background: At the time of hiring, April 10, 2022, I was informed that I would have to receive a performance review at the three-month mark to be eligible for benefits through the Village. It was also requested that I wait until after the three-month review before I enroll in any courses.

Options: 1. Council can discuss my performance and direct that I be eligible for benefits and enrolment in courses.
2. Council can discuss my performance and direct that further review be required before I will be eligible for benefits or enrolment in courses.

Financial Implications: unknown at this time

Communication: N/A

Recommendation: That Council discuss my performance and direct Administration regarding eligibility for benefits and course enrolment.

REQUEST FOR DECISION



Subject: August Webinars

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8E

Background: There are a series of five webinars coming up that I think would be beneficial for me in my role as CAO.

Options: 1. Council can discuss and make a motion that I attend the webinars.
2. Council can discuss and make a motion that I do not attend the webinars.

Financial Implications: \$199.93 + gst if paid before August 1st

Communication: N/A

Recommendation: That Council discuss the webinar package and advise Administration about attending.

Lori Miller

From: Anna Beaulieu <abeaulieutsp@outlook.com>
Sent: Friday, June 24, 2022 3:28 PM
To: aboffice@albertabeach.com
Subject: Upcoming webinars for Municipal Administrators

Webinar Bundle Ticket Link: [August Webinar Bundle Tickets, Thu, Aug 4, 2022 at 10:00 AM | Eventbrite](#)

Use PROMO CODE: SAVE25 until August 1st.

Invoicing is available upon request. Please send me an

The graphic features a dark background with a white table listing webinar dates and topics. The title 'August Webinars' is written in a cursive font at the top. A promotional message states: 'Use promo code SAVE25 to receive 25% off if you purchase the bundle before August 1st!'. The table lists five webinars, each on a specific date from 10 AM to 12 PM. At the bottom, pricing information is provided: individual webinars at \$50+GST, a bundle at \$250+GST, and a bundle with a 25% discount (pay before Aug 1st) at \$199.93. The background of the graphic shows a person's hands holding a pen over a document.

	<i>August Webinars</i> Use promo code SAVE25 to receive 25% off if you purchase the bundle before August 1st!
4TH 10AM-12PM	POLICY & PROCEDURE FOR MUNICIPAL LEADERS
10TH 10AM-12PM	THE ONE HOUR MEETING
17TH 10AM-12PM	PROFESSIONAL WRITING FOR MUNICIPAL ADMINISTRATORS
23RD 10AM-12PM	TIME MANAGEMENT FOR MUNICIPAL ADMINISTRATORS
(SEPT) 2ND 10AM-12PM	GRANT WRITING FOR MUNICIPAL ADMINISTRATORS
Individual webinars: \$50+GST Bundle: \$250+GST Bundle with 25% off (pay before Aug 1st): \$199.93	

email.

Visit individual webinars: [Matthewson & Co. Events | Eventbrite](#)

REQUEST FOR DECISION



Subject: LED Sign

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8F

Background: Residents have been questioning why the LED sign is not being used. They would like to see meetings and current events listed, our website address and our facebook page. They have also suggested the sign be put on a timer so that the light is not filtering into homes between 11pm and 7am.

Options: 1. Council can discuss what needs to be done to get the sign working again and if it is feasible.

Financial Implications: unknown

Communication: N/A

Recommendation: That Council discuss the LED sign and direct Administration with any steps to be taken.

REQUEST FOR DECISION



Subject: Library Signage

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8G

Background: The library has requested that a couple of signs be installed to direct residents to the library access. They would like to see a blue sign on the pole under the community center sign as well as a sign on the building directing patrons to the library entrance.

Options: 1. Council can discuss and direct administration to source and price signage.
2. Council can discuss and deny the request for extra signage for the library.

Financial Implications: unknown

Communication: N/A

Recommendation: That Council discuss and direct Administration regarding extra signage requested by the Library.

Lori Miller

From: charlotte bencharski <charlottebencharski@yahoo.ca>
Sent: Thursday, June 16, 2022 2:00 PM
To: Lori Miller
Subject: Library signs

Hi Lori I got my librarian to write this up hope it works thanks.

The library would really appreciate having a couple of noticeable signs located near the community hall. We have had many patrons and new residents having trouble finding the library. There is no clear signage (apart from the one between the trees, which is difficult to see unless you know its there) I feel having a sign under the blue community hall sign on the main serviceberry road indicating with an arrow where the library is. I also feel a sign on the east facing wall of the building (nearest to the entrance) would be beneficial also.

REQUEST FOR DECISION



Subject: Prairie Ridge Park Roof

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8H

Background: The roof of the building at Prairie Ridge Park has been leaking. I have received two quotations for the repairs/replacement of the roof.

Options: 1. Council can discuss and direct administration to contact the contractor of their choice to have the repairs done.

2. Council can discuss and defer the decision to a later date.

Financial Implications: \$12000 was budgeted for maintenance at PRP for 2022. There have already been repairs made to the heating, washrooms, and windows. The remaining budget available is \$6001.50. No matter which quotation council chooses to go with, the PRP Building Rep/Maintenance will be in a deficit balance.

Communication: N/A

Recommendation: That Council discuss and direct Administration to contact a contractor to have repairs made.



ON-TOP INDUSTRIES LTD.

Bay#3, 4156 64th Ave SE Calgary AB TTC 2B3 Ph# 403 613 3640

Lori Miller, Chief Administrative Officer
Village of Rockyford
Phone: (403) 533-3950
cao@rockyford.ca

7/5/22

Re: School Roof, Rockyford AB

The existing tar and gravel built up roof system is in very poor and deteriorated condition, particularly in the middle and far northern upper roof. Roof is leaking in the middle roof and it is suspected there may be some structural rot in the plywood decking. Replacement of these roofs is therefore recommended

New GAF or Lexcan equivalent Thermal PolyOlefin TPO 60 Mil membrane on 1/2" Recover board mechanically fastened with screws and plates with corresponding sheet metal flashings.

Set up job site with safety rails, protective fencing, scaffolding & garbage chute etc.... where applicable to comply with OHS standards at all times. Workers shall be in full compliance at all times with regular safety meetings and correct paperwork. Remove existing roof ballast and dispose from the premises. Inspect existing deck/insulation and replace any wet deteriorated insulation up to 150 Ft2. (Nothing beyond this is anticipated).Supply & install 1/2" Recovery board mechanically fastened with screws and plates. Supply and install new 60 Mil Lexcan or equivalent ThermalPolyOlefin roofing membrane mechanically fastened in seam with screws and plates and all seams hot air welded tight for complete waterproof protection. Secure roofing membrane tightly to perimeter with screws and plates and heat welded membrane extending up and over all curbs and 12" up all upstands for superior waterproof protection. All drains are to be sumped down lower than the new roof to facilitate improved drainage. Supply and install new pipe boots for around all plumbing stacks heat welded into the new roof. All corner details shall be sealed with 2 plys of membrane wrapped around each other which exceeds the specifications of the manufacturer for excellent waterproof protection and greater durability of the roof system. Supply and install new 26 Gauge Sheet metal cap flashings as the perimeter with hidden S-Lock fasteners and standing seams and hemmed edges and mitres at all corners as per acceptable commercial sheet metal standards. Clean site and remover debris from the premises.

10 Year Written Leak proof warranty. (25-35 Year Life expectancy)

Northern Uppermost roof	\$	39,880.00
Middle Roof Section	\$	24,880.00
Southern Lower roof	\$	28,980.00

Plus GST

Thank you for the opportunity to provide this service. On-Top Industries Ltd. only installs quality materials to the highest industry standards. We look forward to installing all your systems to last and last.....

Sincerely, **Doug Tweet**
President, On-Top Industries Ltd.
www.ontopindustries.ca

Cel# 403 613 3640 Ofc# 403 246 3640 Fax# 403 249-1242

Repair option for Middle Roof leaking into front room to the right of main entrance:

Cut in and remove the roofing down to the deck in the repair area aprox 15 ft x 15 ft.

Inspect the wood deck and replace if deteriorated or rotten.

Supply & Install new insulation to match height of the existing roof and supply & Install new SBS torch on membrane hot welded down and tied into clean dried surface of the exisiting roof system.

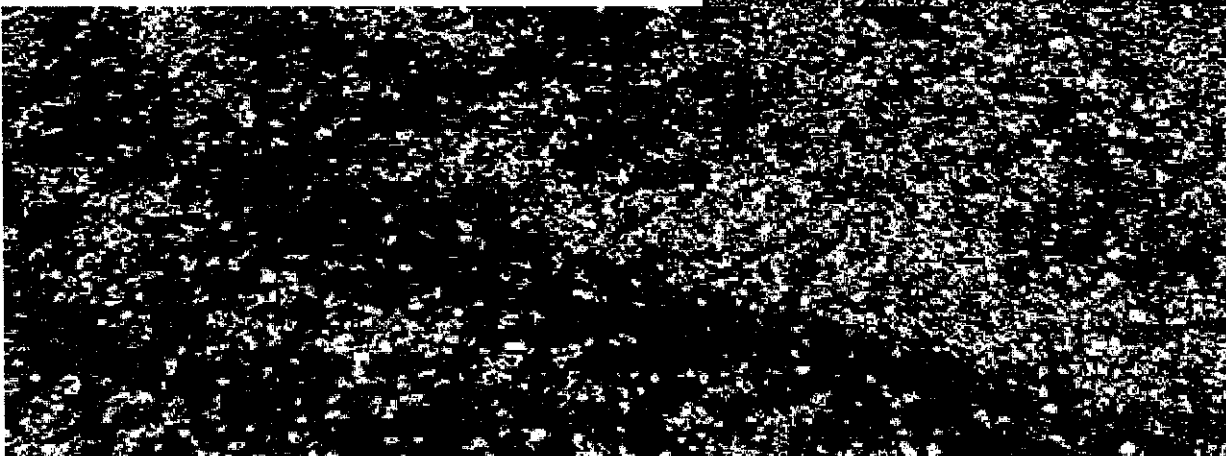
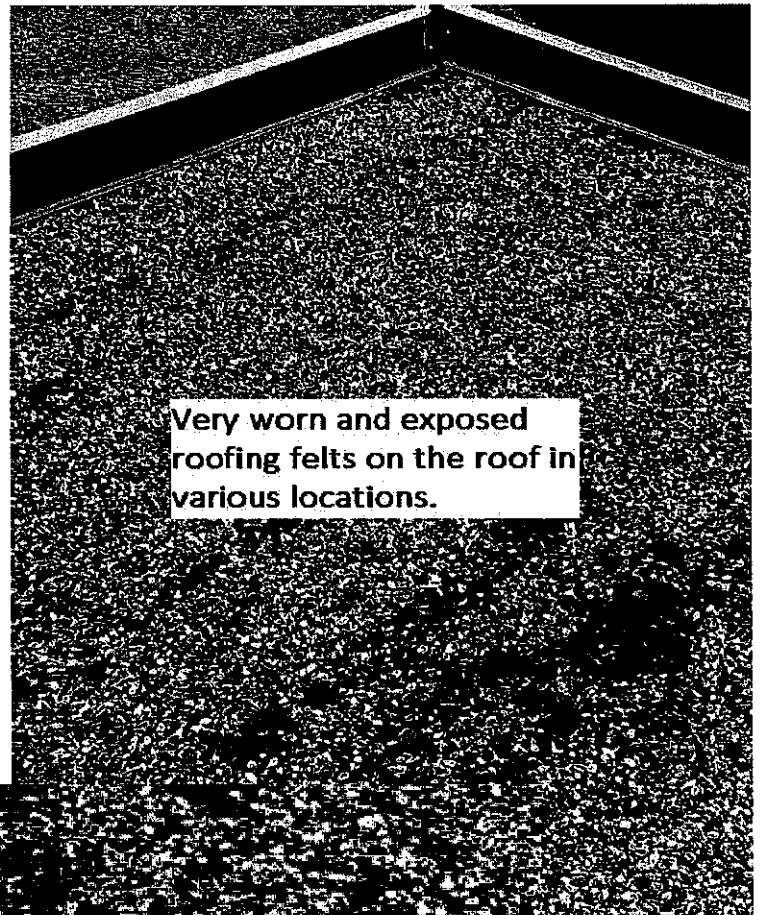
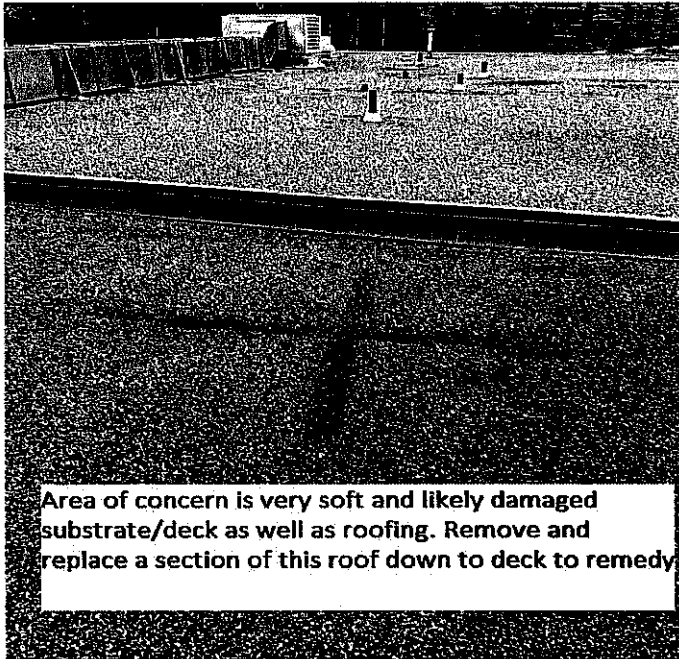
Clean debris from the premises and dispose

Inspect rest of the roof and apply sealant around suspect areas and protrusions .

Repair option

\$ 4,980.00

Plus GST





4204 – 10 Street N.E., Calgary, Alberta T2E 6K3 Ph. (403) 235-5457 Fax (403) 272-3857

To: Village of Rockyford
c/o Lori Miller
Chief Administrative Officer
Box 294 Rockyford, Alberta T0J 2R0
403-533-3950
cao@rockyford.ca

June 15, 2022

Project: Rockyford Old School

QUOTATION

We are please to summit the following: REPAIRS

MAIN REPAIR AT LEAK – Area to repair 25’ x 25’ (pictures 1-7, 16 & 17)

- Remove & set aside for re-install, the existing metal flashings on the control joint
- Remove the gravel from the existing fiberboard below
- Remove and dispose of the existing wet fiberboard to the vapor barrier below on the wood deck
- Replace any wet & or deteriorated plywood at a unit rate of \$12.00 per sq. ft.
- Repair the vapor barrier
- Mechanically fasten an IKO Therm III 1” insulation, and/or a ½” fiberboard on top with ½” fiberboard to try to level out the pond where the leak is
- Mechanically fasten an IKO 3/16” protecto-base, then torch seal the side laps & apply torch tape at the end joints
- Apply fire tape to the transition from main field to the control joint
- To the control joint, prime the wood and install an IKO Armourbond Flash peel and stick base sheet, then torch seal it to the main field
- Torch apply an IKO Torchflex TP-250 granulated cap sheet to the main field & control joint stripping
- Seal repaired area to the existing tar and gravel and apply mastic to finish
- We will not pull the gravel back onto the new torch-on but we will pull it up to it
- All delivery, freight, loading with ladder hoist & landfill charges are included
- Clean up all our work-related debris and haul away from site

For the sum of.....\$ 19,875.00 + GST

MAINTENANCE REPAIRS – At the same time as main repair (pictures 9-15, 18-19, 28)

- To the 2 north corners of the school, one other area on north section to repair & one section on gym roof, we will remove the gravel from the exposed areas approx. 8’ x 8’, then mechanically



Century Roofing LTD
www.centuryroofing.ca





4204 – 10 Street N.E., Calgary, Alberta T2E 6K3 Ph. (403) 235-5457 Fax (403) 272-3857

-2-

- fasten a protecto-base and cap sheet to finish
- Gum cup to apply filler
- One B-vent to caulk
- S&I one drain basket

For the sum of.....\$ 3,000.00 + GST

NOTE: Century Roofing cannot guarantee repairs

JUST A NOTE: All excess materials, if any, are the property of Century Roofing Limited. This proposal is made based on current material & labor costs. A delay in acceptance of more than 30 days will require a review of the proposal & re-dating before the agreement becomes binding. If you accept this quotation, please sign, date & e-mail or fax back without delay. **Payment terms are cheque or e-transfer upon completion.** If you prefer to pay with a credit card for points, please add on 2% to amount owed above. If payment is not received within 10 days of receiving the invoice, a 2% per month interest penalty will be charged.

By: ED HORDOS
Flat Roofing Manger

Accepted by: _____

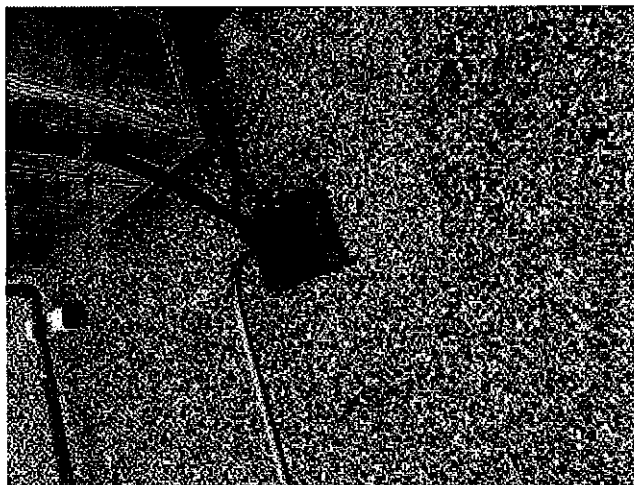
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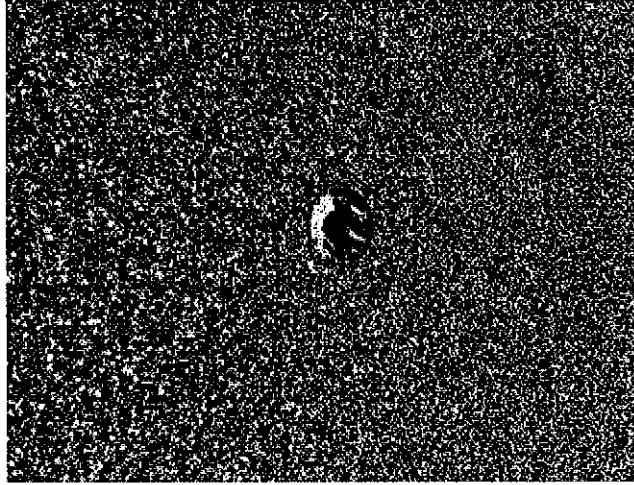
Century Roofing LTD
www.centuryroofing.ca



Gun camp needs filter



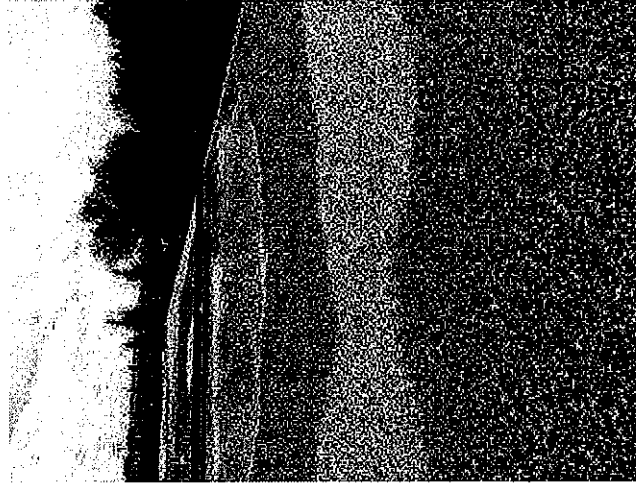
Drain basket missing



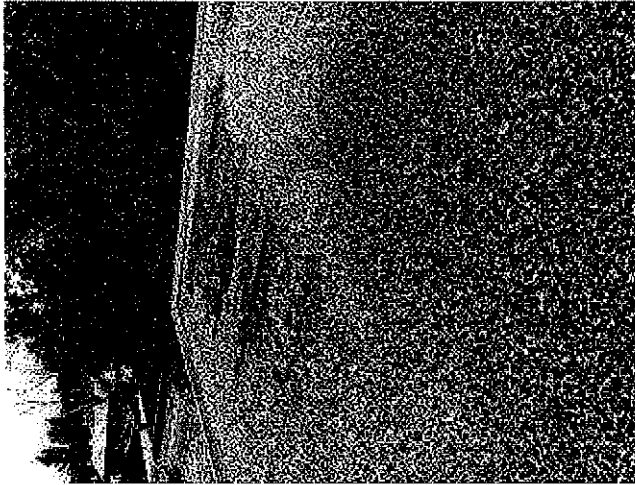
Mauir Area to repair



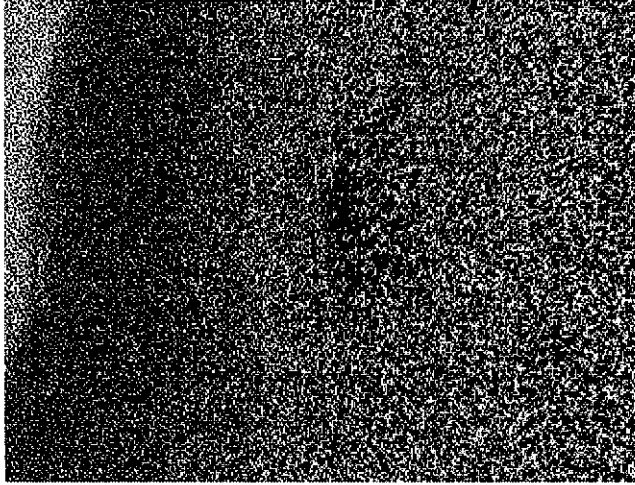
Main Area to Repair



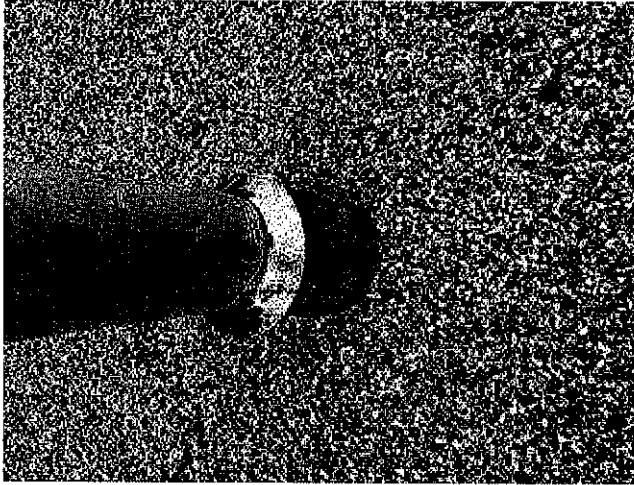
NE corner to repair



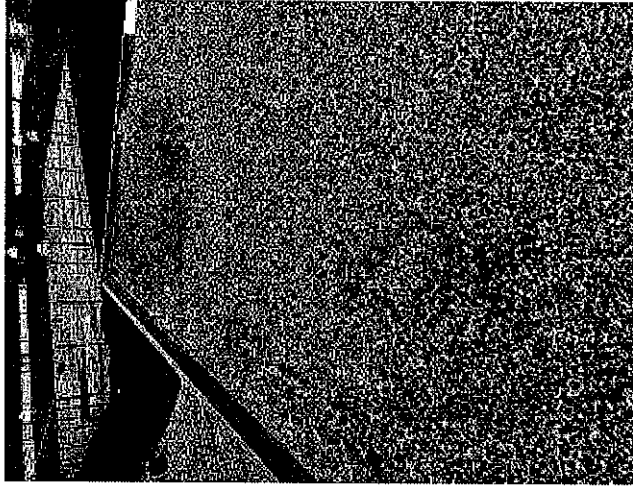
Buss Spike to repair



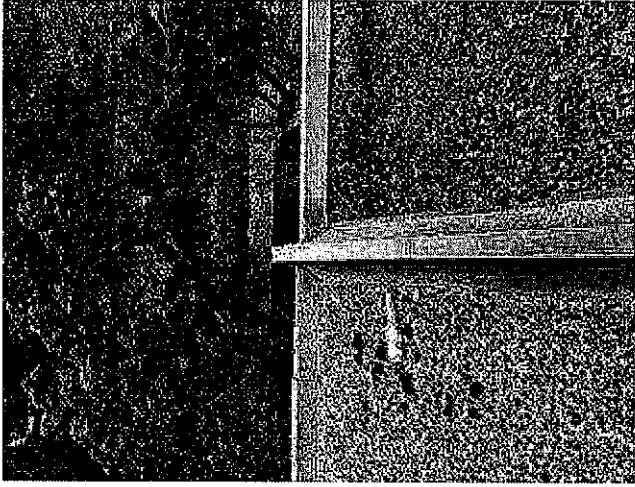
Chimney Cotton needs caulking



NW corner to Nepavi



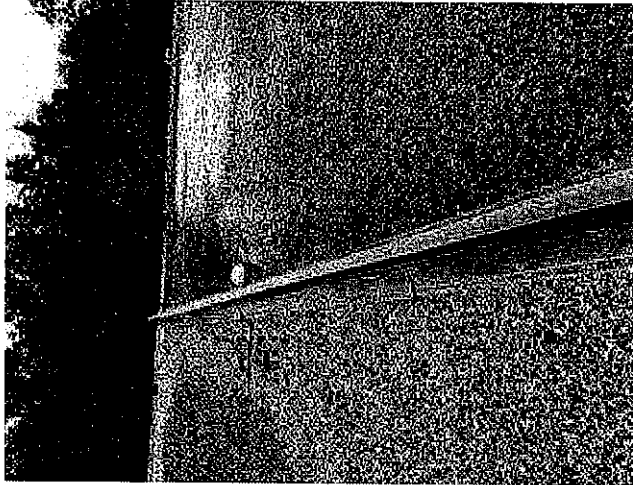
Leak to right of center joint.



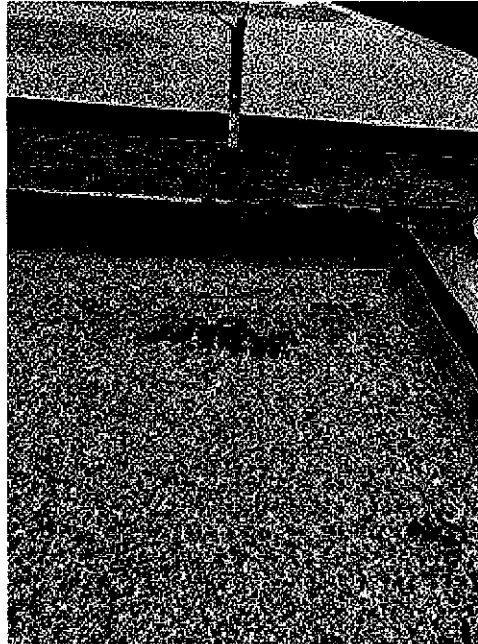
Low Spot to look.



Control Joint.



Gym Roof



Account # / Description	Date	Source	Transaction Description	Account Class	Sub Pd	Batch Number	Debit	Credit	Balance Forward
26300251 - PRP Building Rep/Maintenance				Expenditure					0.00
1/27/2022	Ch 31347		K.M.W. Heating-PRP heat repair	AP 1	2022-00008		570.00		570.00
5/31/2022	Ch 31533		CAR008-Washroom repairs PRP	AP 5	2022-00069		1,960.50		2,530.50
6/01/2022	Ch 31533-Rev		CAR008-Washroom repairs PRP	AP 6	2022-00074			1,960.50	570.00
6/15/2022	Ch 31556		CAR008-PRP Washroom repairs	AP 6	2022-00082		1,960.50		2,530.50
6/15/2022	Ch 31576		TIM001-Window replacement PRP	AP 6	2022-00082		3,468.00		5,998.50
				Total:			7,959.00	1,960.50	
				Budget / Budget Remaining:			12,000.00		6,001.50

Net Change: 5,998.50
 Annual Budget: 12,000.00
 YTD Committed: 0.00
 Budget Remaining: 6,001.50

Report Totals:

	<u>Ledger Accounts</u>	<u>Non-Ledger Accounts</u>
Total Balance Forward:	0.00	0.00
Total Debits:	7,959.00	0.00
Total Credits:	1,960.50	0.00
Total Committed:	0.00	
Net Change:	5,998.50	0.00
Ending Balance:	5,998.50	0.00
Budget Surplus (Deficit):	(12,000.00)	
Total Budget Remaining:	6,001.50	

REQUEST FOR DECISION



Subject: Appointment of Financial Auditor for Rockyford Library Board

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8I

Background: That council appoints Anna Pearl Paterson to carry out the financial audit for the Rockyford Library Board.

Options: 1. Council can approve the appointment of Anna Pearl Paterson to carry out the financial audit for the Rockyford Library Board.

2. Council can reject the appointment of Anna Pearl Paterson to carry out the financial audit for the Rockyford Library Board

Strategic Relevance: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: THAT Council discusses and makes a decision regarding the appointment of Anna Pearl Paterson to carry out the financial audit for the Rockyford Library Board.

REQUEST FOR DECISION



Subject: Standard Centennial Plaque

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8J

Background: The Village of Standard is celebrating their centennial next month. When we celebrated the Village of Rockyford Centennial, Standard presented us with a plaque. Should we reciprocate this gesture?

Options: 1. Council can discuss the purchase of a plaque for the Village of Standard, including a maximum amount to be spent.
2. Council can discuss the purchase of a plaque for the Village of Standard and deny the purchase.

Strategic Relevance: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discusses and makes a decision regarding the purchase of a plaque celebrating the Village of Standard's centennial.

REQUEST FOR DECISION



Subject: Request for Formal Congratulations

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8K

Background: Mayor Burke has received a request to offer formal congratulations from the Village of Rockyford for the marriage of a former resident who is a military member.

Options: 1. Council can discuss the request of formal congratulations and advise Administration to write a letter of congratulations.
2. Council can discuss the request of formal congratulations and deny the request.

Strategic Relevance: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discusses and makes a decision regarding formal congratulations from the Village.

REQUEST FOR DECISION



Subject: 2022 Distinguished Service Award

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8L

Background: The purpose of the Distinguished Service Award is to recognize elected officials in Alberta urban municipalities who have served 20 years or more in an Alberta municipality.

Options: 1. Council can discuss the nomination of Mayor Burke and request Administration to complete the nomination paperwork and submit the nomination before the deadline of July 22, 2022.
2. Council can discuss the nomination of Mayor Burke and decline to make the nomination.

Strategic Relevance: N/A

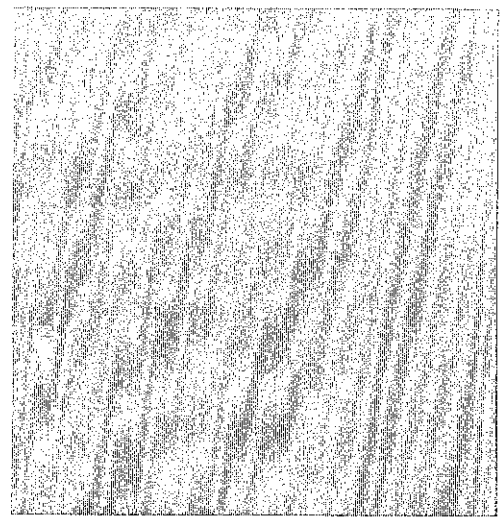
Financial Implications: N/A

Communication: N/A

Recommendation: That Council discusses and advises Administration to complete and submit the nomination paperwork.

2022 Awards

Distinguished Service Award



The purpose of this award is to recognize elected officials in Alberta urban municipalities who have served 20 years or more in an Alberta municipality.

Completed award nominations are to be submitted, with the subject line **Distinguished Service Award** by June 30, 2022.

E-mail:
awards@abmunis.ca

You will receive a confirmation of receipt within 2 business days of making a submission. If you do not receive confirmation, please contact us at anita@abmunis.ca or 780.989.7406.

No late submissions accepted

Distinguished Service Award

The purpose of this award is to recognize elected officials of Alberta urban municipalities who have served 20 or more years in an Alberta municipality.

Criteria

To be nominated for the award, an elected official must have at least 20 years of service on an Alberta municipal council.

Nominating Process

A Council may nominate a peer for the Distinguished Service Award by completing the nomination form.

The Municipal Secretary or City Clerk is to confirm the start date of the period of service by completing the appropriate section of the award nomination form.

The award nomination form shall be supported by biographical information on the nominee's contribution to the community.

Award Committee

The award committee is Alberta Municipalities' Executive Committee. After approval, recipients will be notified of their selection.

Type of Award

The award will be a certificate, plaque or other form of suitable recognition.

Time of Award

The award will be presented during the fall of 2022.

Distinguished Service Nomination

Nominee: _____

Municipality: _____

Nominee address: _____

Town/City: _____

Prov: _____ Postal Code: _____

E-mail: _____

Telephone (work): _____

Telephone (home): _____

Total length of service: _____

Service details:

As Councillor/Alderman _____ to _____
MM/YYYY MM/YYYY

As Mayor _____ to _____
MM/YYYY MM/YYYY

Details of contribution to the community/achievements:

Approved by resolution of Council:

Date of council: _____

Municipality: _____

Confirmation of service:

I, _____,
City Clerk/Municipal Secretary

of the _____
Municipality

have confirmed through checking the minutes of the
Municipal Council or otherwise that the nominee has 20
or more years of service, beginning:

Date: _____

and is eligible for the Distinguished Service Award

Dated the _____, 2021
Month, Day

Signed: _____

Name: _____
Printed

Position held: _____

Checklist:

I have completed the nomination form and
am including it in my emailed submission.
Completed award nominations are
to be submitted with the subject line
Distinguished Service Award.

I have included 4 - 6 photos (high resolution
JPG) in my emailed submission.
By submitting these photos I give Alberta
Municipalities permission to use them for
promotional purposes.

Email your completed submission to:
anita@abmunis.ca

Deadline: June 30, 2022

No late admissions accepted

REQUEST FOR DECISION



Subject: Naloxone Training

Prepared By: Lori Miller

Council Meeting Date: July 13, 2022

Agenda Item: 8M

Background: Wheatland Family & Community Support Services has offered to host a Naloxone Training session in the Village of Rockyford.

Options: 1. Council can discuss Naloxone Training and accept the offer to have a training session set up in the Village.
2. Council can discuss Naloxone Training and decline the offer.

Strategic Relevance: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discusses and advises Administration re Naloxone Training.

Lori Miller

From: Crystal Gaudet <cgaudet@wfcss.org>
Sent: Friday, July 8, 2022 10:04 AM
To: Lori Miller; cao@villageofstandard.ca; Kate Brandt - Village of Hussar (office@villageofhussar.ca)
Cc: Kaley Hofer
Subject: Naloxone Training

Good Morning,

August 31 is International Overdose Awareness Day and I was wondering if your village would be interested in hosting a Naloxone Training session. I would arrange a location, time and host (pharmacist) but I am wondering if you think this is something you think is needed in your area and if the event would be attended?

Please let me know by end of next week and we can start preparing.

Thank you

Crystal Gaudet
Chief Administrative Officer
Wheatland Family & Community Support Services
www.wfcss.org
242006 Range Road 243
Wheatland County, AB T1P 2C4
Phone: 403-934-5335 Direct: 403-361-2040





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MAG:015/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 359.4 of the *Municipal Government Act (MGA)*, make the following order:

The amount of the requisitions payable under Section 326(1)(a)(vi) of the *MGA* by the municipalities listed in the attached Appendices are cancelled or reduced by the amounts set out in:

- Appendix A (2022 Designated Industrial Requisition Credit Requests) for the 2018, 2019, 2020, and 2021 taxation years;
- Appendix B (2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations) for the 2022 taxation year and;
- Appendix C (2021 DI Requisition Supplementary Adjustments to Under \$1,000 Requisitions) for the 2021 taxation year.

Dated at Edmonton, Alberta, this 9 day of June, 2022.

Ric McIver
Minister of Municipal Affairs

2022 Designated Industrial Requisition Credit Requests

Municipality	2018 Tax Year	2019 Tax Year	2020 Tax Year	2021 Tax Year	DIRC Amount
Athabasca County	\$473.11	\$235.78	\$108.82	\$66.11	\$883.82
Barrhead County	\$24.85	\$4.68	\$353.60	\$345.75	\$728.88
Beaver County	\$0.00	\$0.00	\$0.00	\$376.90	\$376.90
Big Lakes, MD	\$0.00	\$0.00	\$293.21	\$601.66	\$894.87
Birch Hills County	\$0.00	\$0.00	\$0.00	\$37.96	\$37.96
Brazeau County	\$142.79	\$244.54	\$243.63	\$0.00	\$630.96
Camrose County	\$0.00	\$17.11	\$6.73	\$353.08	\$376.92
Cardston County	\$0.00	\$0.00	\$0.00	\$267.34	\$267.34
Clear Hills County	\$2,180.26	\$5,418.77	\$4,739.12	\$4,489.01	\$16,827.16
Cypress County	\$0.00	\$0.00	\$0.00	\$1,950.60	\$1,950.60
Town of Drumheller	\$0.00	\$17.86	\$9.72	\$0.00	\$27.58
Fairview County	\$73.98	\$383.37	\$339.17	\$292.51	\$1,089.03
Flagstaff County	\$1,158.23	\$8,991.53	\$5,877.90	\$5,891.04	\$21,918.70
County of Forty Mile	0.00	\$1,792.34	\$1,639.39	\$1,358.59	\$4,790.32
County of Grande Prairie	\$183.91	\$2,164.70	\$1,970.94	\$1,439.67	\$5,759.22
M.D. of Greenview	\$177.74	\$457.69	\$264.42	\$131.69	\$1,031.54
Kneehill County	\$2,237.46	\$5,477.79	\$2,225.22	\$472.36	\$10,412.83
Lac La Biche County	\$648.30	\$1,481.72	\$1,323.33	\$1,495.44	\$4,948.79
Lamont County	\$0.00	\$0.00	\$0.00	\$117.20	\$117.20
Leduc County	\$0.00	\$2.55	\$16.90	\$408.14	\$427.59
M.D. of Lesser Slake River	\$0.00	\$0.00	\$0.00	\$191.25	\$191.25
Lethbridge County	\$0.33	\$0.74	\$0.70	\$0.00	\$1.77
MacKenzie County	\$376.87	\$3,878.94	\$7,669.15	\$3,256.06	\$15,181.02
Minburn County	\$0.00	\$0.00	\$0.00	\$1,058.83	\$1,058.83
Mountain View County	\$48.67	\$125.36	\$114.54	\$271.05	\$559.62
Newell County	\$0.00	\$0.00	\$0.00	\$1,815.60	\$1,815.60
County of Northern Lights	\$0.00	\$0.00	\$0.00	\$1,024.79	\$1,024.79
M.D. of Opportunity	\$1,266.44	\$1,710.17	\$4,666.74	\$0.00	\$7,643.35
Paintearth County	\$0.00	\$991.62	\$0.00	\$0.00	\$991.62
M.D. of Pincher Creek	\$40.09	\$93.53	\$56.49	\$6.68	\$196.79
Ponoka County	\$0.00	\$0.00	\$1,249.54	\$1,110.90	\$2,360.44
M.D. of Provost	\$978.63	\$8,570.17	\$9,294.39	\$7,089.03	\$25,932.22
Red Deer County	\$0.00	\$0.00	\$0.00	\$6,145.53	\$6,145.53
Saddle Hills County	\$392.56	\$944.66	\$802.48	\$694.81	\$2,834.51
Smoky Lake County	\$318.56	\$437.89	\$343.82	\$271.85	\$1,372.12
M.D. of Smoky River	\$0.00	\$0.00	\$0.00	\$4,821.20	\$4,821.20
Special Areas Board	\$3,945.89	\$0.00	\$0.00	\$18,676.43	\$22,622.32
County of St. Paul	\$0.00	\$34.31	\$30.72	\$18.69	\$83.72

2022 Designated Industrial Requisition Credit Requests

Municipality	2018 Tax Year	2019 Tax Year	2020 Tax Year	2021 Tax Year	DIRC Amount
Starland County	\$208.20	\$1,725.49	\$986.75	\$3,133.12	\$6,053.56
County of Stettler	\$61.07	\$150.69	\$64.70	\$108.39	\$384.85
Strathcona County	\$0.00	\$1,995.89	\$1,864.67	\$1,052.17	\$4,912.73
Sturgeon County	\$0.00	\$0.00	\$275.43	\$1,246.79	\$1,522.22
M.D. of Taber	\$0.00	\$0.00	\$0.00	\$5,198.71	\$5,198.71
Thorhild County	\$0.00	\$0.00	\$0.00	\$1,573.03	\$1,573.03
County of Vermilion River	\$274.81	\$553.48	\$315.69	\$78.65	\$1,222.63
Vulcan County	\$0.00	\$0.00	\$0.00	\$1,500.47	\$1,500.47
M.D. of Wainwright	\$633.85	\$2,880.62	\$1,934.49	\$1,571.67	\$7,020.63
Westlock County	\$0.00	\$0.00	\$596.06	\$0.00	\$596.06
County of Warner	\$854.03	\$223.42	\$805.51	\$845.93	\$2,728.89
M.D. of Willow Creek	\$0.00	\$0.00	\$0.00	\$20.11	\$20.11
Woodlands County	\$0.00	\$14.82	\$3,516.18	\$180.58	\$3,711.58
Yellowhead County	\$456.94	\$804.30	\$371.75	\$0.00	\$1,632.99
2022 DIRC Intake Total	\$17,157.57	\$51,826.53	\$54,371.90	\$83,057.37	\$206,413.37

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Municipal District of Acadia	6,858,990	0.0766	\$525.40
2022	Village of Acme	1,030,500	0.0766	\$ 78.94
2022	Alberta Beach	1,907,990	0.0766	\$146.15
2022	Village of Alix	1,404,560	0.0766	\$ 107.59
2022	Village of Alliance	297,890	0.0766	\$ 22.82
2022	Village of Amisk	925,090	0.0766	\$ 70.86
2022	Village of Andrew	1,040,800	0.0766	\$ 79.73
2022	Summer Village of Argentia Beach	298,780	0.0766	\$ 22.89
2022	Village of Arrowwood	168,530	0.0766	\$ 12.91
2022	Town of Athabasca	5,761,950	0.0766	\$ 441.37
2022	Village of Barons	564,610	0.0766	\$ 43.25
2022	Town of Barrhead	6,919,210	0.0766	\$ 530.01
2022	Town of Bashaw	2,235,340	0.0766	\$ 171.23
2022	Town of Bassano	2,750,090	0.0766	\$ 210.66
2022	Village of Bawlf	467,010	0.0766	\$ 35.77
2022	Town of Beaverlodge	4,110,250	0.0766	\$ 314.85
2022	Village of Beiseker	3,989,310	0.0766	\$ 305.58
2022	Town of Bentley	1,407,050	0.0766	\$ 107.78
2022	Village of Berwyn	1,088,150	0.0766	\$ 83.35
2022	Summer Village of Betula Beach	52,410	0.0766	\$ 4.01
2022	Village of Big Valley	2,671,700	0.0766	\$ 204.65
2022	Summer Village of Birchcliff	515,900	0.0766	\$ 39.52
2022	Village of Bittern Lake	1,113,780	0.0766	\$ 85.32
2022	Town of Black Diamond	3,591,660	0.0766	\$ 275.12
2022	Town of Bon Accord	1,785,000	0.0766	\$ 136.73
2022	Summer Village of Bonnyville Beach	169,280	0.0766	\$ 12.97
2022	Town of Bow Island	3,265,550	0.0766	\$ 250.14
2022	Town of Bowden	2,659,380	0.0766	\$ 203.71
2022	Village of Boyle	8,254,430	0.0766	\$ 632.29
2022	Village of Breton	1,280,120	0.0766	\$ 98.06
2022	Town of Bruderheim	4,617,840	0.0766	\$ 353.73
2022	Town of Calmar	2,881,680	0.0766	\$ 220.74
2022	Village of Carbon	1,084,710	0.0766	\$ 83.09

Appendix B to Ministerial Order MAG:015/22

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Town of Cardston	4,601,520	0.0766	\$ 352.48
2022	Village of Carmangay	739,300	0.0766	\$ 56.63
2022	Village of Caroline	1,078,460	0.0766	\$ 82.61
2022	Town of Carstairs	10,848,770	0.0766	\$ 831.02
2022	Summer Village of Castle Island	15,350	0.0766	\$ 1.18
2022	Town of Castor	1,468,610	0.0766	\$ 112.50
2022	Village of Champion	959,410	0.0766	\$ 73.49
2022	Village of Chauvin	3,885,270	0.0766	\$ 297.61
2022	Village of Chipman	2,953,360	0.0766	\$ 226.23
2022	Town of Claresholm	8,289,630	0.0766	\$ 634.99
2022	Village of Clive	1,100,540	0.0766	\$ 84.30
2022	Village of Clyde	844,840	0.0766	\$ 64.71
2022	Town of Coaldale	9,941,990	0.0766	\$ 761.56
2022	Village of Consort	1,681,230	0.0766	\$ 128.78
2022	Town of Coronation	2,069,030	0.0766	\$ 158.49
2022	Village of Coutts	625,850	0.0766	\$ 47.94
2022	Village of Cowley	571,860	0.0766	\$ 43.80
2022	Village of Cremona	947,680	0.0766	\$ 72.59
2022	Town of Crossfield	7,970,510	0.0766	\$ 610.54
2022	Summer Village of Crystal Springs	307,540	0.0766	\$ 23.56
2022	Village of Czar	423,240	0.0766	\$ 32.42
2022	Town of Daysland	1,161,190	0.0766	\$ 88.95
2022	Village of Delburne	1,445,930	0.0766	\$ 110.76
2022	Village of Delia	458,170	0.0766	\$ 35.10
2022	Town of Didsbury	8,369,470	0.0766	\$ 641.10
2022	Village of Donalda	525,470	0.0766	\$ 40.25
2022	Village of Donnelly	656,010	0.0766	\$ 50.25
2022	Village of Duchess	1,451,060	0.0766	\$ 111.15
2022	Town of Eckville	2,105,570	0.0766	\$ 161.29
2022	Village of Edberg	93,160	0.0766	\$ 7.14
2022	Village of Edgerton	1,091,020	0.0766	\$ 83.57
2022	Village of Spring Lake	395,570	0.0766	\$ 30.30
2022	Town of Elk Point	3,248,250	0.0766	\$ 248.82

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Village of Elnora	699,490	0.0766	\$ 53.58
2022	Village of Empress	245,150	0.0766	\$ 18.78
2022	Town of Fairview	6,618,470	0.0766	\$ 506.97
2022	Town of Falher	2,753,750	0.0766	\$ 210.94
2022	Village of Foremost	990,850	0.0766	\$ 75.90
2022	Village of Forestburg	1,796,610	0.0766	\$ 137.62
2022	Town of Fox Creek	7,126,740	0.0766	\$ 545.91
2022	Summer Village of Ghost Lake	64,850	0.0766	\$ 4.97
2022	Town of Gibbons	4,199,480	0.0766	\$ 321.68
2022	Village of Girouxville	579,060	0.0766	\$ 44.36
2022	Village of Glendon	1,198,390	0.0766	\$ 91.80
2022	Village of Glenwood	608,550	0.0766	\$ 46.61
2022	Summer Village of Golden Days	620,170	0.0766	\$ 47.51
2022	Summer Village of Grandview	273,310	0.0766	\$ 20.94
2022	Town of Grimshaw	5,490,120	0.0766	\$ 420.54
2022	Summer Village of Gull Lake	213,480	0.0766	\$ 16.35
2022	Village of Halkirk	232,700	0.0766	\$ 17.82
2022	Town of Hanna	8,329,470	0.0766	\$ 638.04
2022	Town of Hardisty	1,644,020	0.0766	\$ 125.93
2022	Village of Hay Lakes	629,460	0.0766	\$ 48.22
2022	Village of Heisler	334,070	0.0766	\$ 25.59
2022	Village of Hill Spring	402,420	0.0766	\$ 30.83
2022	Village of Hines Creek	814,970	0.0766	\$ 62.43
2022	Village of Holden	2,688,410	0.0766	\$ 205.93
2022	Village of Hughenden	439,930	0.0766	\$ 33.70
2022	Village of Hussar	385,790	0.0766	\$ 29.55
2022	ID No. 04 (Waterton)	643,110	0.0766	\$ 49.26
2022	ID No. 13 (Elk Island)	803,710	0.0766	\$ 61.56
2022	ID No. 24 (Wood Buffalo)	705,280	0.0766	\$ 54.02
2022	Village of Innisfree	1,136,510	0.0766	\$ 87.06
2022	Village of Irma	1,106,120	0.0766	\$ 84.73
2022	Town of Irricana	1,766,900	0.0766	\$ 135.34
2022	Summer Village of Island Lake	462,440	0.0766	\$ 35.42

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Summer Village of Itaska Beach	146,890	0.0766	\$11.25
2022	Summer Village of Kapasiwin	81,750	0.0766	\$6.26
2022	Town of Killam	1,976,850	0.0766	\$151.43
2022	Village of Kitscoty	1,944,860	0.0766	\$148.98
2022	Summer Village of Lakeview	66,260	0.0766	\$5.08
2022	Town of Lamont	2,990,640	0.0766	\$229.08
2022	Town of Legal	1,677,880	0.0766	\$128.53
2022	Village of Linden	1,218,460	0.0766	\$93.33
2022	Village of Lomond	308,590	0.0766	\$23.64
2022	Village of Longview	4,219,780	0.0766	\$323.24
2022	Village of Loughheed	550,660	0.0766	\$42.18
2022	Summer Village of Ma-Me-O Beach	496,050	0.0766	\$38.00
2022	Town of Magrath	2,478,300	0.0766	\$189.84
2022	Town of Manning	2,081,580	0.0766	\$159.45
2022	Village of Mannville	2,502,720	0.0766	\$191.71
2022	Village of Marwayne	808,240	0.0766	\$61.91
2022	Town of Mayerthorpe	2,500,060	0.0766	\$191.50
2022	Town of McLennan	1,453,750	0.0766	\$111.36
2022	Town of Milk River	1,498,860	0.0766	\$114.81
2022	Town of Millet	3,840,920	0.0766	\$294.21
2022	Village of Milo	150,300	0.0766	\$11.51
2022	Town of Morinville	12,111,510	0.0766	\$927.74
2022	Village of Morrin	491,490	0.0766	\$37.65
2022	Town of Mundare	1,885,130	0.0766	\$144.40
2022	Village of Munson	786,540	0.0766	\$60.25
2022	Village of Myrnam	461,250	0.0766	\$35.33
2022	Summer Village of Nakamun Park	139,980	0.0766	\$10.72
2022	Village of Nampa	1,959,310	0.0766	\$150.08
2022	Town of Nanton	3,662,790	0.0766	\$280.57
2022	Town of Nobleford	1,372,130	0.0766	\$105.11
2022	Summer Village of Norglenwold	537,480	0.0766	\$41.17
2022	Town of Oneway	3,660,900	0.0766	\$280.42
2022	Town of Oyen	2,255,660	0.0766	\$172.78
2022	Village of Paradise Valley	300,730	0.0766	\$23.04

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Town of Penhold	7,041,050	0.0766	\$539.34
2022	Town of Picture Butte	2,271,890	0.0766	\$174.03
2022	Town of Pincher Creek	6,007,640	0.0766	\$460.19
2022	Summer Village of Point Alison	70,840	0.0766	\$5.43
2022	Town of Ponoka	10,945,420	0.0766	\$838.42
2022	Summer Village of Poplar Bay	377,620	0.0766	\$28.93
2022	Town of Provost	3,872,590	0.0766	\$296.64
2022	Town of Rainbow Lake	1,986,460	0.0766	\$152.16
2022	Town of Raymond	3,947,260	0.0766	\$302.36
2022	Town of Redcliff	11,883,170	0.0766	\$910.25
2022	Town of Rimbey	7,053,180	0.0766	\$540.27
2022	Summer Village of Rochon Sands	337,530	0.0766	\$25.85
2022	Town of Rocky Mountain House	11,678,470	0.0766	\$894.57
2022	Village of Rockyford	484,720	0.0766	\$37.13
2022	Village of Rosalind	308,860	0.0766	\$23.66
2022	Village of Rosemary	548,600	0.0766	\$42.02
2022	Summer Village of Ross Haven	210,810	0.0766	\$16.15
2022	Village of Rycroft	1,369,730	0.0766	\$104.92
2022	Village of Ryley	2,342,010	0.0766	\$179.40
2022	Summer Village of Sandy Beach	220,980	0.0766	\$16.93
2022	Summer Village of Seba Beach	711,180	0.0766	\$54.48
2022	Town of Sedgewick	1,582,390	0.0766	\$121.21
2022	Town of Sexsmith	7,499,980	0.0766	\$574.50
2022	Summer Village of Silver Beach	192,210	0.0766	\$14.72
2022	Summer Village of Silver Sands	264,680	0.0766	\$20.27
2022	Town of Slave Lake	12,599,560	0.0766	\$965.13
2022	Town of Smoky Lake	2,928,460	0.0766	\$224.32
2022	Summer Village of South View	123,900	0.0766	\$9.49
2022	Town of Spirit River	3,273,650	0.0766	\$250.76
2022	Town of St. Paul	9,786,800	0.0766	\$749.67
2022	Village of Standard	673,530	0.0766	\$51.59
2022	Town of Stavely	1,065,400	0.0766	\$81.61
2022	Town of Stettler	12,243,080	0.0766	\$937.82
2022	Village of Stirling	1,011,560	0.0766	\$77.49

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Summer Village of Sundance Beach	78,410	0.0766	\$6.01
2022	Town of Sundre	12,923,970	0.0766	\$989.98
2022	Summer Village of Sunset Point	176,140	0.0766	\$13.49
2022	Town of Swan Hills	8,940,910	0.0766	\$684.87
2022	Town of Thorsby	3,030,820	0.0766	\$232.16
2022	Town of Three Hills	5,171,410	0.0766	\$396.13
2022	Town of Tofield	5,528,630	0.0766	\$423.49
2022	Town of Trochu	1,845,160	0.0766	\$141.34
2022	Town of Turner Valley	8,867,890	0.0766	\$679.28
2022	Town of Two Hills	2,358,880	0.0766	\$180.69
2022	Summer Village of Val Quentin	222,800	0.0766	\$17.07
2022	Town of Valleyview	5,410,830	0.0766	\$414.47
2022	Town of Vauxhall	1,831,280	0.0766	\$140.28
2022	Village of Veteran	554,940	0.0766	\$42.51
2022	Town of Viking	2,235,020	0.0766	\$171.20
2022	Village of Vilna	744,310	0.0766	\$57.01
2022	Town of Vulcan	3,213,580	0.0766	\$246.16
2022	Village of Warburg	1,321,890	0.0766	\$101.26
2022	Village of Warner	430,370	0.0766	\$32.97
2022	Village of Waskatenau	526,070	0.0766	\$40.30
2022	Town of Wembley	3,820,920	0.0766	\$292.68
2022	Summer Village of West Cove	193,620	0.0766	\$14.83
2022	Town of Westlock	8,826,650	0.0766	\$676.12
2022	Summer Village of Yellowstone	155,330	0.0766	\$11.90
2022	Village of Youngstown	391,940	0.0766	\$30.02
2022	Summer Village of Sunset Beach	145,550	0.0766	\$11.15
2022	Summer Village of Half Moon Bay	39,000	0.0766	\$2.99
2022	Summer Village of Mewatha Beach	216,320	0.0766	\$16.57
2022	Town of Coalhurst	2,898,390	0.0766	\$222.02
2022	Summer Village of Pelican Narrows	296,090	0.0766	\$22.68
2022	Village of Barnwell	836,860	0.0766	\$64.10
2022	Summer Village of White Sands	478,270	0.0766	\$36.64
2022	Summer Village of Bondiss	245,730	0.0766	\$18.82
2022	Summer Village of Island Lake South	105,430	0.0766	\$8.08

Appendix B to Ministerial Order MAG:015/22

2022 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations				
Tax Year	Municipality	2021 Designated Industrial Property Assessment	2022 Designated Industrial Property Requisition Tax Rate	2022 Designated Industrial Requisition
2022	Summer Village of South Baptiste	128,790	0.0766	\$9.87
2022	Summer Village of West Baptiste	126,450	0.0766	\$9.69
2022	Summer Village of Whispering Hills	263,710	0.0766	\$20.20
2022	Summer Village of Parkland Beach	322,660	0.0766	\$24.72
2022	Summer Village of Horseshoe Bay	177,300	0.0766	\$13.58
2022	Summer Village of Larkspur	56,660	0.0766	\$4.34
2022	Summer Village of Jarvis Bay	353,870	0.0766	\$27.11
2022	Summer Village of Waiparous	42,510	0.0766	\$3.26
2022	Summer Village of Birch Cove	49,710	0.0766	\$3.81
2022	Summer Village of Norris Beach	172,540	0.0766	\$13.22
2022	Summer Village of Sunrise Beach	132,620	0.0766	\$10.16
2022	Town of Banff	10,741,360	0.0766	\$822.79
2022	Summer Village of Sunbreaker Cove	151,980	0.0766	\$11.64
2022	Summer Village of Burnstick Lake	32,550	0.0766	\$2.49
			Total	\$38,441.64

2021 DI Requisition Supplementary Adjustments to Under \$1,000 Requisitions			
Municipality	Original DI Requisition	Reconciled DI Requisition	Adjustment to Under \$1,000 DI Requisition
Village of Amisk	\$ 63.13	\$ 85.18	\$ 22.05
Village of Carbon	\$ 57.96	\$ 78.21	\$ 20.25
Town of Oyen	\$ 167.91	\$ 170.65	\$ 2.74
Town of Stettler	\$ 915.65	\$ 923.18	\$ 7.53
Village of Stirling	\$ 76.13	\$ 112.26	\$ 36.13
Municipal District of Acadia	\$ 514.59	\$ 513.63	-\$ 0.96
Town of Bashaw	\$ 159.79	\$ 148.88	-\$ 10.91
Town of Cardston	\$ 367.29	\$ 345.01	-\$ 22.28
Village of Mannville	\$ 184.92	\$ 182.98	-\$ 1.94
Town of Nobleford	\$ 102.48	\$ 102.29	-\$ 0.19
Village of Rycroft	\$ 100.54	\$ 99.56	-\$ 0.98
Town of Swan Hills	\$ 652.03	\$ 650.19	-\$ 1.84
Total	\$3,362.42	\$3,412.02	\$ 49.60

To: barons@xplornet.com; cao@bawlf.com; ! BEISEKER; cao@berwyn.ca; cao@villageofbigvalley.ca; ! CAO; ! Warren Griffin; cao@breton.ca; ! Village of Carbon CAO; cao@villageofcarma.com; lwright@villageofcaroline.com; ! CAO; info@villageofchauvin.ca; ! CHIPMANAB; ! CARLA; finance@villageofclyde.ca; ! Village of Consort CAO; ! VILCOUTT; ! VILOCOW; ! CAO; pyoung.czar@mcsnet.ca; ! KAREN.FEGAN; ! Village of Delia CAO; ! CAO; ! Village of Donnelly CAO; ! Village of Duchess Admin; ! VLEDBERG; ! Village of Edgerton Admin; cao@villageofelnora.com; voe14@villageofempres.com; ! VLG4MOST; cao@forestburg.ca; ! GIROUXVL; thellum@villageofglendon.ca; ! Carrie Kinahan; cao@villageofhalkirk.ca; ! K. Shannon Yearwood; ! ADMINISTRATION; ! OFFICE; cao@hinescreek.com; ! CAO; ! HUGHENDENCAO; ! OFFICE; cao@innisfree.ca; cao@irma.ca; ! CAO; ! CAO; ! VILLAGEOFLOMOND; ! CAO; ! CAO; ! CAO; cao@marwayne.ca; ! CAO; ! MORRIN; ! MUNSON; cao@myrnam.ca; ! CAO; ! PVADMIN; Lori Miller; ! ROSALINDVILLAGE; ! Rosemary Cao; ! CAO; cao@ryley.ca; ! VILLAGEOFFICE; ! Village of Standard CAO; ! Village of Stirling; ! VILLAGEOFVETERAN; ! VILNA; cao@warburg.ca; ! Village of Warner CAO; ! WASKVILLAGE; ! YTOWN; information@svofficepl.com; cao@betulabeach.ca; ! D.EVANS; ! Tanner Evans; ! TOMASZYK; svbbeach@gmail.com; ! BURNSTICK8; ! SVCASTLE; ! Sylvia Roy; ! ADMIN; information@svofficepl.com; information@svofficepl.com; ! ADMIN; ! Tanner Evans; ! SVHORSESHOEBAY; svislandlake@wildwillowenterprises.com; bancroftkim@hotmail.com; cao@itaska.ca; ! Tanner Evans; emily@milestonemunicipalservices.ca; cao@lakeview.ca; bancroftkim@hotmail.com; information@svofficepl.com; bancroftkim@hotmail.com; ddm@kronprinzconsulting.ca; ! Tanner Evans; information@svofficepl.com; ! ADMIN; pelicanarrows@gmail.com; svpointalison@outlook.com; information@svofficepl.com; ! INFO; cao@rosshaven.ca; sv sandyb@xplornet.ca; ! SVSEBA; cao@silverbeach.ca; ! ADMINISTRATION; ! TOMASZYK; ! ADMINISTRATION; ! Tanner Evans; cao@sundancebeach.ca; svsunrisebeach@wildwillowenterprises.com; bancroftkim@hotmail.com; ! OFFICE; ! D.EVANS; admin@waiparous.ca; ! VIVIANDRIVER; ! SVWESTCOVE; bancroftkim@hotmail.com; cao@whitesandsab.ca; office@svyellowstone.ca; admin@id4waterton.ca; daniellemorine@improvementdistrict9.ca; Troy Shewchuk; Troy Shewchuk; Troy Shewchuk; Troy Shewchuk; Kieran Dowling; Jordon Christianson; Darin Perusini; Janice Romanyshyn; Gary Sandberg; pmclauchlin@RMAAlberta.com; president@abmunis.ca

Subject: Affordable Housing Transformation: Housing Management Body (HMB) Board Skills Requirements and the Social and Affordable Housing Accommodation Exemption Regulation

Attachments: May 31, 2022 letter from Minister Pon to HMB boards and HMB CAOs.pdf; Housing Management Body Board Skills Requirements.pdf; Ministerial Order No. MAG 001 22.pdf

Municipalities, Alberta Municipalities, and Rural Municipalities of Alberta are key partners in the Government of Alberta's efforts to provide more affordable housing to those who need it. Last November, Honourable Josephine Pon, Minister of Seniors and Housing, released *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. Over the last several months, Seniors and Housing staff have engaged with municipalities as the department works to implement key actions in the strategy.

As the Assistant Deputy Minister of the Housing Division at Seniors and Housing, I would like to update you on two key initiatives that involve municipalities. During the fall 2021 sitting, the Legislative Assembly passed the *Alberta Housing Amendment Act (2021)*, which lays the groundwork for the transformative changes outlined in the affordable housing strategy. The Act came into force on April 20, 2022.

Following the proclamation, amendments to two regulations that affect municipalities came into force:

1. *Management Body Operation and Administration Regulation (MBOAR)*, which introduces competency-based requirements (knowledge, skills, experience, expertise or qualifications) for housing management body (HMB) boards.
2. *Social and Affordable Housing Accommodation Exemption Regulation (SAHAER)*, which replaced the Alberta Social Housing Corporation Exemption Regulation. SAHAER exempts property taxes from properties owned by the Alberta Social Housing Corporation (ASHC), and now enables that exemption to remain in place if the property is sold to a HMB or other provider, as long as the property remains in use as social or affordable housing.

The following is additional information on each regulation as they relate to municipalities:

Management Body Operation and Administration Regulation (MBOAR)

The government is working with HMBs to increase their capacity to meet local needs. HMBs governed under the *Alberta Housing Act* are now required to:

1. determine the skills, expertise and knowledge required for their board members;
2. establish a process for the appointment of board members that ensures each board member has the skills identified; and
3. board members must be appointed in accordance with the established process.

Municipalities across Alberta appoint board members to their local HMB(s); therefore, it is important they are aware of the new requirements and work with their HMB(s) to fulfil them.

Seniors and Housing is not asking boards to replace current members, which may include municipal representatives. Rather, the ministry is looking to the future, and putting processes in place that will help strengthen board governance and set housing providers up for success as they take on bigger roles in local housing delivery.

On May 31, 2022, Dean Lussier, Executive Director, Seniors and Housing, sent an email with a letter from Minister Pon to HMB board chairs and chief administrative officers (CAOs) outlining the skills assessments and future recruitment plans that each HMB board must fulfil by June 30, 2023. Minister Pon's letter and description of the skills requirements are attached to this email.

Social and Affordable Housing Accommodation Exemption Regulation (SAHAER)

With the proclamation of amendments to the *Alberta Housing Act*, the *Social and Affordable Housing Accommodation Exemption Regulation* replaces the Alberta Social Housing Corporation Exemption Regulation. The new regulation makes it easier for housing providers and partners to take a larger role in affordable housing by extending property tax exemptions granted to ASHC-owned properties when those properties are transferred to HMBs or affordable housing providers. Future owners of properties currently owned by the ASHC will remain exempt from property taxes, as long as the property continues to be operated as social or affordable housing.

Since ASHC-owned properties are currently exempt from property taxes, this change will not have an impact on municipalities. No action is required from municipalities at this time. The ministry will inform municipalities if a property is no longer being used for social or affordable housing, becoming ineligible for an property exemption under SAHAER. The regulation is attached to this email for your reference.

Alberta municipalities have provided significant input on the strategy and implementation activities to-date, and Minister Pon and our whole team are grateful for the feedback and support. If you have any questions about these initiatives and how they are being implemented, please contact me by email at david.e.williams@gov.ab.ca.

Together, we will provide more affordable housing for Albertans in need.

Sincerely,

David Williams
Assistant Deputy Minister



Attachment - May 31, 2022 letter from Minister Pon to HMB boards and HMB CAOs
Attachment - Housing Management Body Board Skills Requirements
Attachment - Ministerial Order No. MAG:001/22

Classification: Protected A



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Calgary-Beddington*

AR52823

May 31, 2022

Dear Housing Management Body Board Chairs:

Alberta's government has embarked on a process to transform affordable housing over the next decade through *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

In response to recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of *Stronger Foundations* commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based." This action recognizes the importance of strong governance and expertise on housing management body (HMB) boards to support strategic shifts under *Stronger Foundations* that will increase local decision-making and flexibility, and meet the diverse needs of Albertans.

To fulfill this commitment, the *Alberta Housing Amendment Act, 2021* was proclaimed on April 20, 2022, and amendments to the *Management Body Operation and Administration Regulation* (MBOAR) have come into effect. Subsection 5.01 (2) requires HMBs to determine the competencies required for board members, which must include any required by the Minister. In this section, "competencies" means knowledge, skills, experience, expertise, or qualifications.

Alberta's HMB boards are comprised of passionate and committed members who provide valuable leadership and expertise to achieve the best outcomes for people in need of affordable and social housing.

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These regulatory changes will recognize the skillsets of existing members, and ensure HMB boards include a broad range of skills and experiences, and provide representation for Albertans served by housing programs. In turn, this will support your ability to serve the needs of vulnerable Albertans now, and into the future. I appreciate the extensive feedback we have received regarding the board skills requirements, and we have made adjustments to reflect that feedback.

The attached HMB Board Skills Requirements document sets out the expectations for the minimum standard HMB boards must meet. Boards may also identify additional skills, experience, expertise or qualifications to their board standards based on their community, client base, and type of housing accommodation. In addition, MBOAR (section 5.01 (3)) requires HMB boards to establish a process for the appointment of board members that ensures they have the required skills and experience.

As a first step toward implementing this change, please assess the range of skills, experience, and expertise of your current board members against the Skills Requirements. Based on your assessment, develop a recruitment plan and process to address any identified gaps in skills and experiences. The development and details of your board member appointment process will remain at the discretion of the board. This will ensure your board's recruitment processes consider the specific needs and circumstances of the communities you serve. Your housing advisor and the Alberta Seniors & Community Housing Association are available to assist you as needed throughout this assessment and planning process.

Existing board members should find their skills and experiences reflected in the Skills Requirements. To be clear, no current board member, including those appointed by a municipality, are required to vacate their position as a result of these changes. Skills and experiences that municipal councillors have developed through their roles as elected officials, including knowledge of governance practices, the ability to interpret policy, and community knowledge and engagement, are some of the skill profiles that municipal appointees will be able to meet. It is my expectation any identified gaps will be filled through future recruitments. HMBs are asked to work with municipalities so they can consider this information when making committee appointments.

By June 30, 2023, you are required to submit:

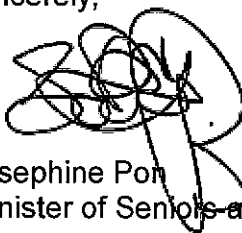
1. Your HMB skillset matrix, including the attached requirements, and any additional preferred skillsets identified by the board.
2. Your assessment of current board members against the Skills Requirements, and a recruitment plan and process to meet any gaps in the skills and experience profiles.

.../3

These documents are to be submitted to your housing advisor at the same time as your annual business plan. If your recruitment plan will require amendments to your Ministerial Order, your housing advisor is available to support you through the amendment process. Please contact your housing advisor for any other questions.

Thank you for your continued commitment to Alberta's affordable housing system, and for your cooperation and support as we implement *Stronger Foundations*. I look forward to continuing to work with you toward these goals.

Sincerely,

A handwritten signature in black ink, appearing to be 'Josephine Poon', written over a circular stamp or seal.

Josephine Poon
Minister of Seniors and Housing

Attachment

cc: Housing Management Body Chief Administrative Officers

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.	
Category	Description
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have at least one member who has experience as a member of a target population or experience supporting one of the target populations they serve.

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*:
 - Indigenous peoples
 - People with disabilities
 - Women and children fleeing violence
 - People at risk of homelessness or transitioning out of homelessness supports
 - Low-income seniors
 - People dealing with mental health and addiction
 - Youth exiting government care
 - Veterans
 - Recent immigrants and refugees
 - Racialized groups
 - LGBTQ2S+ people
 - Tenants in social/affordable housing

For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a high number of people with disabilities, Indigenous, or immigrant tenants could consider board members who represent at least one of these target populations, or who have experience supporting one of these target populations through working or volunteering at a community agency.



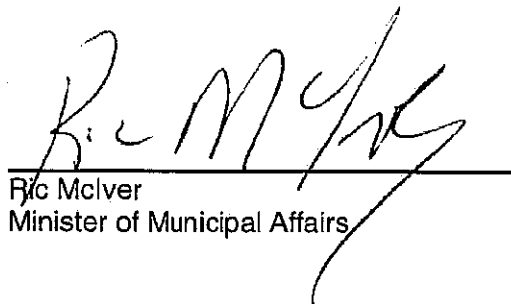
ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

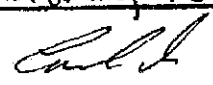
MINISTERIAL ORDER NO. MAG:001/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 370(a) of the *Municipal Government Act (MGA)* make the Social and Affordable Housing Accommodation Exemption Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this 14 day of February, 2022.



Ric McIver
Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT
as ALBERTA REGULATION 12/2022
ON February 18 2022


REGISTRAR OF REGULATIONS

APPENDIX
Municipal Government Act
SOCIAL AND AFFORDABLE HOUSING ACCOMMODATION
EXEMPTION REGULATION

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Definitions

1 In this Regulation,

- (a) “affordable housing accommodation” means affordable housing accommodation as defined in the *Alberta Housing Act*;
- (b) “affordable housing provider” means affordable housing provider as defined in the *Alberta Housing Act*;
- (c) “management body” means management body as defined in the *Alberta Housing Act*;
- (d) “social housing accommodation” means social housing accommodation as defined in the *Social Housing Accommodation Regulation (AR 244/94)*.

Application

2 This Regulation applies to taxation in 2022 and later years.

Tax exemption — Alberta Social Housing Corporation

3 Property that is owned by the Alberta Social Housing Corporation is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment.

Tax exemption — former Alberta Social Housing Corporation property

4(1) A property or unit in a property purchased from the Alberta Social Housing Corporation by an affordable housing provider or

management body is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment

- (a) during any period of time that the Minister of Seniors and Housing considers is reasonably required by the affordable housing provider or management body or any other affordable housing provider or management body to renovate or repair the property or unit for use as an affordable housing accommodation or social housing accommodation,
- (b) while the affordable housing provider or management body or any other affordable housing provider or management body uses the property or unit to provide affordable housing accommodation or social housing accommodation, and
- (c) during any period of time that the Minister of Seniors and Housing considers reasonable where the affordable housing provider or management body or any other affordable housing provider or management body intends to use the property or unit to provide affordable housing accommodation or social housing accommodation but the property or unit is vacant.

(2) Subsection (1) does not apply during any period of time that occurs after an affordable housing provider or management body uses the property or unit in circumstances other than those referred to in subsection (1)(a) to (c).

**Non-application of Community Organization
Property Tax Exemption Regulation**

5 The *Community Organization Property Tax Exemption Regulation* (AR 281/98) does not apply to an exemption from taxation described in section 3 or 4.

Repeal

6 The *Alberta Social Housing Corporation Exemption Regulation* (AR 258/2017) is repealed.

Coming into force

7 This Regulation comes into force on the coming into force of the *Alberta Housing Amendment Act, 2021*.

Wheatland Housing Management Body

76 – Second Street
Strathmore, Alberta
T1P 1J8



Telephone – 403-934-3474
Fax – 403-934-4329

June 1, 2022

Dear Municipal CAO,

The Alberta Government has embarked on a process to transform affordable housing over the next decade through Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing. The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

Recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of Stronger Foundations commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based".

To fulfill this commitment, the Alberta Housing Amendment Act requires HMB's to determine the competencies required for board members, which must include any competencies required by the Minister. In this section, "competencies" means knowledge, skills, experience, or qualifications.

Wheatland Housing Management Body would like to provide the following information for Municipal Administration, and their elected officials, for use when selecting individual council members as part of the WHMB board of directors. Attached is a list of required categories and descriptions of competencies required by the minister to ensure all HMB board skills requirements are met.

We appreciate your continued support and commitment to WHMB and the community and would request that you please share this information with all council members.

Sincerely,

Vickey Cook
CAO Wheatland Housing Management Body

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.

Category	Description
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have at least one member who has experience as a member of a target population or experience supporting one of the target populations they serve.

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*:
 - Indigenous peoples
 - People with disabilities
 - Women and children fleeing violence
 - People at risk of homelessness or transitioning out of homelessness supports
 - Low-income seniors
 - People dealing with mental health and addiction
 - Youth exiting government care
 - Veterans
 - Recent immigrants and refugees
 - Racialized groups
 - LGBTQ2S+ people
 - Tenants in social/affordable housing

For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a high number of people with disabilities, Indigenous, or immigrant tenants could consider board members who represent at least one of these target populations, or who have experience supporting one of these target populations through working or volunteering at a community agency.

Lori Miller

From: Village of Rockyford
Sent: Wednesday, June 15, 2022 3:21 PM
To: Lori Miller
Subject: FW: EMS in Alberta – What We Heard and Future Planning
Attachments: Areas of Priority Working Groups Graphic.pdf; 06 06 2022_EMS Survey Findings_FINAL.pdf

Tara Kathol

Administrative Assistant
Village of Rockyford
403-533-3950

From: Nicole Merrifield <Nicole.Merrifield@albertahealthservices.ca> **On Behalf Of** Community Engagement
Sent: June 10, 2022 4:54 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: EMS in Alberta – What We Heard and Future Planning



Good afternoon,

Alberta Health Services (AHS) has heard from more than 1,000 Albertans in response to our EMS Current State Survey. The survey findings will be used to direct the development of the Provincial EMS Service Plan.

Attached please find a document highlighting 'What We Heard', as well as a detailed outline of six priority areas that have emerged from our EMS current state engagement, to date.

As noted in the attached, the learnings from our survey and engagement will be used to inform the development of the EMS Provincial Service Plan. This Plan, which will be forward-looking and focused on continued improvement, is one element of the AHS EMS 10-Point Plan which has been implemented to address system pressures. Keep up to date on how these initiatives are progressing [here](#).

To kick off the Future Planning Process, we are forming working groups to address the six priorities that emerged from the current state work. Members of these groups will integrate the feedback provided by Albertans, and provide subject matter expertise to guide our next steps.

As we continue to consider ideas to address these six priorities, AHS invites Albertans to share their ideas for EMS innovation on Together4Health, by **June 24**.

Please feel free to share this link with others who may have interest in helping to shape the future of EMS in Alberta.

Thank you, and we look forward to receiving your input.

Sincerely,

Provincial EMS Service Planning Team

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

AHS Provincial EMS Service Planning

Future Planning Working Groups

Based on what we heard in the Current State Survey, we have created 6 working groups to focus on Future Planning. Each group will focus on a specific theme:

Building & strengthening relationships with Indigenous partners

Listening to the need of First Nations, Métis Settlements, and other Indigenous communities, and then acting on what is heard.

Interfacility transfers (IFT)

Improving IFT performance and exploring other options when an ambulance is not needed.

Patient care pathways & options

Developing and implementing options other than transport to hospital and educating the public about options

EMS recruitment process & career development

Preparing paramedics for today and for the future, and ensuring paramedics are available where they are needed

EMS pre-hospital operations

Improving response times for time-sensitive calls by ensuring ambulances are available when and where they are needed

Working conditions

Addressing communication and other cultural elements, as well as the impacts of shift work

Provincial EMS Service Planning Current State Survey

March 17 to April 8, 2022

What We Heard Summary

Alberta Health Services (AHS) has heard from hundreds of Albertans as part of our EMS Current State Survey. This survey is one step in creating the long-term EMS Service Plan, and is a component of the engagement work being undertaken, provincially, to inform the future of EMS. This work also aligns with the more immediate work already underway, via the AHS EMS 10 point plan. For the latest news on all ongoing EMS work, click [here](#).

Background

Emergency Medical Services (EMS) is a critical component in Alberta's healthcare system. EMS provides emergency response to 911 calls for patients across the province, treats patients in their homes, as well as handling transfers for patients needing medical care between hospitals and medical facilities.

AHS has been experiencing extremely high call volumes, resulting in longer response times and impacts on both patients and staff.

As one component of the EMS 10 Point Plan, the Minister of Health asked AHS EMS to work with Alberta Health to create a long-term Service Plan for EMS; this plan is to be completed by September 30, 2022. The EMS Service Plan is to be inclusive of all EMS services (AHS direct delivery and those provided by contracted service partners), and to reflect how EMS integrates into Alberta's health system. It will provide the vision and direction for EMS in Alberta for the next five years and set out a clear roadmap on how to get there.

Current State Survey & Engagement

In order for AHS to understand where we need to go and how best to serve Albertans, we first needed to hear from Albertans to understand our current state and identify priorities. To do this, we began targeted focus group discussions with Indigenous communities and AHS clinical operations; and invited Albertans to share their views by taking the Current State Survey online. From March 17 to April 8, Albertans were asked to share what they thought was working, and what isn't, to help us build on strengths and plan for improvements. 1946 responses were received.

In the Current State Survey, we asked respondents to share their perspectives on a series of questions, including:

- What EMS is doing well and where they could improve
- What the role of EMS in Alberta should be
- What would help EMS better respond and prepare for the future



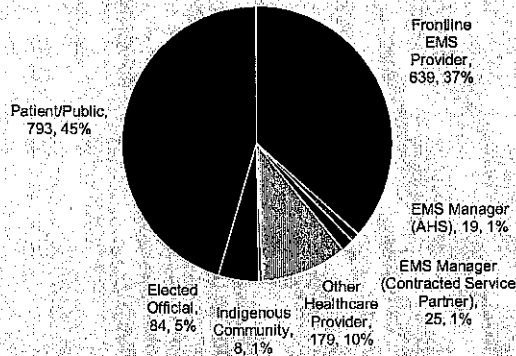
Alberta Health
Services

Healthy Albertans.
Healthy Communities.
Together.

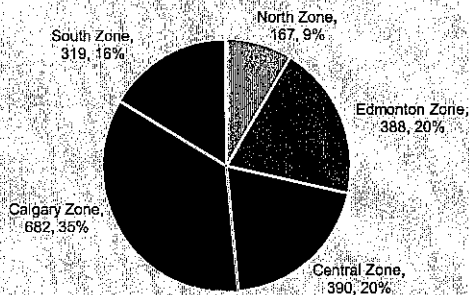
Who We Heard From

1946 Survey responses

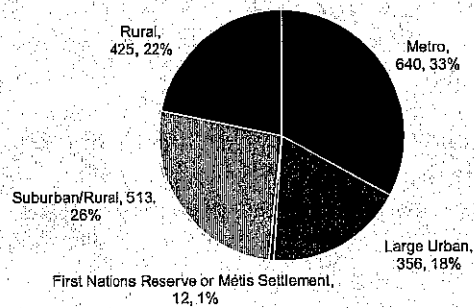
Which perspective do you represent?



Which AHS geographic Zone do you currently reside in?



What type of community do your perspectives represent?



Highlights

- People said that staff provide excellent care, work hard and are highly skilled
- Albertans are concerned that the current EMS workload is unsustainable and that staff are under strain
- Many expressed concern about the appropriate use of ambulances, and noted that there is a need to clarify EMS roles and responsibilities in the healthcare system
- Relationships with Indigenous communities are important and need to be built and fostered over time
- People are concerned about ambulance availability and getting paramedics out of hospitals and back in their home communities
- People acknowledged that not every situation requires an emergency response – how can EMS support patients & families in knowing their care options?

Themes that emerged

What people feel is going well

When asked to identify what EMS does well, people said that paramedics are skilled professionals who provide quality and compassionate patient care. Respondents indicated that they felt that EMS's primary role should be to respond to 911 calls.

Patient care was brought forward as the most important part of EMS's work and something paramedics do well - helping patients was overwhelmingly what frontline staff indicated to be what they liked best about their job.

"When I did have to call EMS they were at my house within minutes, they were professional, they gave me instant reassurance and I felt safe. They also helped my daughter cope."

What We Heard – Provincial EMS Service Planning Current State Survey

Where people identified areas of concern and need of improvement

"I live rural – I want my ambulances available for the area."

While respondents agreed that EMS staff are very good at what they do, they are also very concerned that the current workload is unsustainable, acknowledging there has been a 30 percent increase in call volumes.

"Response times need to improve, communities need coverage."

People expressed that they felt that additional ambulances, staffing and funding are necessary to allay the current pressures, and they believe this would in turn increase community ambulance availability and lower response times.

Another large area of concern had to do with patient flow through the health system. The process of transferring a patient from EMS care to hospital care was an area that Albertans felt needed to be greatly improved. The Interfacility Transfer (IFT) process was also cited as a process that could be improved.

"When you go to an emergency room and see all the EMS waiting with patients while someone in the community needs them it is frustrating."

There were also concerns expressed about how ambulances are dispatched, and that more clarity could be provided regarding how calls are triaged and prioritized.

Communication to both EMS staff and communities was highlighted as an area that could be improved.

"Better public education, more non-ambulance options, more responsibilities for paramedics."

"Planning for growth matches population group, increasing and enhancing paramedic skills to provide more meaningful treatments and care. Providing ongoing and value-added training to keep paramedics at the top of their skill level and continuously improving with changes in medical research."

Where people felt we should focus for future planning

As we look to plan for the next 5 to 10 years, Albertans told us that they think EMS should focus on:

- Our people
- Paramedic scope of practice
- Increasing use of virtual health care options
- Exploring other patient care pathways and options other than transport to emergency departments
- Building and strengthening relationships with Indigenous partners
- Connecting with the public and leveraging partnerships
- Preparing for population growth and an aging population

What We Heard – Provincial EMS Service Planning Current State Survey

Areas of Priority

Based on what we heard, we have created 6 working groups to focus on Future Planning. Each group will focus on a specific theme:

Building & Strengthening Relationships with Indigenous Partners

Listening to the needs of First Nations, Métis Settlements, and other Indigenous communities, and then acting on what is heard.

Patient Care Pathways & Options

Developing and implementing options other than transport to hospital and educating the public about options.

EMS Pre-Hospital Operations

Improving response times for time-sensitive calls by ensuring ambulances are available when and where they are needed.

Interfacility Transfers (IFT)

Improving IFT performance and exploring other options when an ambulance is not needed.

EMS Recruitment Process & Career Development

Preparing paramedics for today and for the future, and ensuring paramedics are available where they are needed.

Working Conditions

Addressing communication and other cultural elements, as well as the impacts of shift work.

What happens next

Now that we have assessed our current state and identified priorities, we will begin the Future Planning Process. This kicks off with the formation of working groups, one for each of the Areas of Priority listed above. Members of these groups will provide subject matter expertise in order to identify initiatives for their respective priority area. Suggestions from the Alberta EMS Provincial Advisory Committee will also be incorporated into the priorities for these working groups.

About the working groups

The working groups will be comprised of subject matter experts who have been selected for their expertise from a number of different disciplines across AHS, Alberta Health and other partner organizations.

The first step that the working groups will undertake will be to brainstorm initiatives to address the priorities, and we invite Albertans to share their ideas for the working groups to consider. Share your thoughts and innovations [here on Together4Health](#).

The working groups will then develop a set of recommendations and initiatives that will be considered in context of the EMS 10 point plan, the recommendations from the Minister's Advisory council, and AHS' larger strategic plans. Then, these concepts will be rolled up into objectives and overarching goals as part of the Provincial EMS Service Plan. Through the plan, concepts will be formalized, staged, and ultimately, implemented.

What We Heard – Provincial EMS Service Planning Current State Survey

Thank you

Thank you to everyone who took the time to share your perspectives. We received a lot of insightful feedback, and we appreciate your honesty, candor and advice.

EMS continues to be here for all Albertans. We are working together with our people, our patients and our partners, to ensure our system is robust and sustainable. We thank everyone for their involvement and support, and hope that you will continue to work with us as we progress through the Service Planning process.

If you have further reflections, please feel free to reach out to us via the [Provincial EMS Service Planning Together4Health Page](#).

Throughout Spring 2022, we have been in contact with you and other Albertan stakeholders regarding our Call to Action to the Government of Alberta to reconsider the proposal of a provincial police service. We are pleased to share that the Call to Action has been released and distributed to the Government of Alberta today.

You may see the Call to Action attached.

We appreciate each of the 73 signatories for standing together in requesting the Government to reconsider this costly and unsubstantiated proposal. This reflects what Albertans have been saying loud and clear - they do not want an expensive transition to replace the RCMP with a new provincial police service.

We further encourage any of those that did not participate in the Call to Action to connect with us should you be interested in participating in a future release, or in other related initiatives.

Should you like to connect regarding the Call to Action, or any related issues, please don't hesitate to contact me at your convenience.

Maryanne King

Policy Advisor | Conseiller Politique

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

<https://npf-fpn.com>

The NPF has moved! La FPN a déménagé!

Our new head office address is: / L'adresse de notre nouveau siège social est :

220 Laurier Avenue West/Ouest


8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9

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.
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June 27, 2022

CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

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*





NATIONAL POLICE FEDERATION
FÉDÉRATION DE LA POLICE NATIONALE

AUPE



VILLAGE OF **Berwyn**



Town of **Bon Accord**
building for tomorrow

BOWDEN



BLACKFALDS
ALBERTA



CANMORE



Village of **Clive**



VILLAGE OF **Champion**
ALBERTA

CROSSFIELD
EST. 1907

CROWSNEST PASS
Naturally Remarkable



Edson



Fairview
Heart of the Peace



TOWN OF **GRIMSHAW**



TOWN OF **HIGH LEVEL**

High Prairie
Heart of Big Lake

High River



INNISFAIL



DIVISION VILLAGES OF **JARVIS BAY**



Magrath
The Klondike City



M

Mayerthorpe

Millet
Proud to be 100% FISHLESS

NORTHERN SUNRISE COUNTY



Penhold

Ponoka



SPIRIT RIVER



Sylvan Lake



Two Hills

USJE SESJ
OFFICE OF SAFETY AND JUSTICE EMPLOYEE



TOWN OF **Vauxhall**

TOWN OF **VERMILION**
ALBERTA

victim
services alberta

Viking
ALBERTA

VILLAGE OF **ALLIANCE**
AN ARTISTIC TOUCH



TOWN OF **Westlock**



Wetaskiwin
THE CITY WE SHARE.

Town of **Wainwright**





Organizations:

National Police Federation
Alberta Community Crime Prevention Association
Alberta Union of Public Employees
Clearwater Community Crime Watch
Public Service Alliance of Canada – Prairies
Union of Safety and Justice Employees
Victim Services Alberta

Cities:

City of Wetaskiwin

Towns:

Town of Beaverlodge
Town of Bon Accord
Town of Bowden
Town of Black Diamond
Town of Blackfalds
Town of Canmore
Town of Coalhurst
Town of Crossfield
Town of Edson
Town of Fairview
Town of Fort Macleod
Town of Grimshaw
Town of High Level
Town of High Prairie
Town of High River
Town of Innisfail
Town of Magrath
Town of Mayerthorpe
Town of McLennan
Town of Millet
Town of Penhold
Town of Ponoka
Town of Spirit River
Town of Swan Hills
Town of Sylvan Lake
Town of Tofield
Town of Trochu
Town of Vauxhall
Town of Vermilion
Town of Viking
Town of Wainwright
Town of Westlock

Villages:

Village of Alliance
Village of Berwyn
Village of Carmangay
Village of Caroline

Village of Champion
Village of Chipman
Village of Clive
Village of Coutts
Village of Delia
Village of Edgerton
Village of Elnora
Village of Girouxville
Village of Hines Creek
Village of Longview
Village of Marwayne
Village of Myrnam
Village of Rosemary
Village of Standard
Village of Two Hills
Village of Vilna
Village of Waskatenau
Village of Breton

Summer Villages:

Summer Village of Ghost Lake
Summer Village of Jarvis Bay
Summer Village of Seba Beach

Counties:

Big Lakes County
Brazeau County
County of Northern Lights
Northern Sunrise County
Smoky Lake County
County of Wetaskiwin

Municipalities:

Municipal District of Peace
Municipality of Crowsnest Pass



Lori Miller

From: MA Deputy Minister Office <MA.DMO@gov.ab.ca>
Sent: Monday, July 4, 2022 2:25 PM
Subject: Release of Municipal Affairs 2021-22 Annual Report

I am very pleased to share the Ministry of Municipal Affairs' 2021-22 Annual Report with you. For me, this annual report is a great reminder of the diverse, far-reaching, and important work of our ministry.

This latest annual report provides a comprehensive review of the programs and initiatives the ministry has undertaken over the past fiscal year to build stronger communities and make life better for Albertans. It outlines the ministry's efforts as part of the Government of Alberta's response to the COVID-19 pandemic and also offers a robust analysis of the ministry's performance in relation to the 2021-24 Business Plan.

The ability, at the provincial and municipal levels, to deal with the impacts of a pandemic and continue to meet the everyday needs of Albertans, is a testament to the dedication and professionalism of this ministry and the hard work of municipal officials and our partners.

This annual report highlights many of the ministry's accomplishments, opportunities, and challenges in 2021-22, including:

- Continuing to support a number of non-healthcare initiatives as we responded to the COVID-19 pandemic. Some of these initiatives included providing masks for schools; leading the Personal Protective Equipment Task Force; and leading the Vaccine Task Force to review and enhance the province's vaccine plan.
- Supporting Alberta municipalities as general municipal elections were held in 2021. For a number of reasons, this election was more complex than others. There were changes to financial tracking for candidates; the provincial Senate nominee election and referenda votes; a greater number of municipalities using alternative voting equipment; and the challenges of conducting elections during a pandemic.
- To support Alberta's economic recovery and protect jobs in communities throughout the province, the ministry continued to implement the following measures:
 - instituting a three-year property tax holiday for all new well and pipeline assets;
 - maintaining the Well Drilling Equipment Tax rate at zero;
 - providing additional depreciation adjustments for lower-producing wells; and
 - maintaining a shallow gas assessment reduction of 35 per cent for the next three years.
- At the end of the 2021-22 fiscal year, municipal assessment preparation for designated industrial property had been integrated into the Provincial Assessor's office in 197 out of 225 of affected municipalities (88 per cent).
- In 2021-22, two disaster recovery programs were established and two municipalities were added to an existing disaster recovery program. The Government of Alberta approved \$27 million to support communities impacted by flooding events across the province.
- In fall 2021, elevating devices became the final discipline to implement timely code adoption. Timely code adoption was implemented to address concerns raised by stakeholders that new code editions were not being adopted in a predictable manner. The changes demonstrated a commitment to harmonizing with national and international standards and providing certainty to stakeholders, while not limiting Alberta's authority to regulate codes and standards.

- Grant programs and municipal funding continued to be important elements of the ministry's work in 2021-22. Municipal Affairs provided Alberta communities with funding through several different programs, including:
 - \$1.2 billion in capital funding through the Municipal Sustainability Initiative Capital program, and \$29.1 million in operational funding through the Municipal Sustainability Initiative Operating program;
 - the Canada Community-Building Fund (formerly the federal Gas Tax Fund) provided \$497.7 million to help Alberta municipalities build and revitalize their local public infrastructure, while creating jobs and long-term prosperity; and
 - \$452.1 million in Municipal Stimulus Program funding was paid to municipalities in 2021.
- We continued to support public libraries as they provided equitable information access to all residents of Alberta. Even as library doors were closed for parts of 2021-22, Albertans used library services to check out e-books and participate in online programs.
- The Municipal Sustainability Initiative, a municipal infrastructure grant program, was initially set to expire after March 2022, to be replaced with the Local Government Fiscal Framework in April 2022. However, the *Local Measures Statutes Amendment Act* extended the program by two years from its planned conclusion date in order to provide much needed economic stability. In 2024-25, the program will be replaced with the new framework.
- In 2021, the Land and Property Rights Tribunal received 7,446 surface rights applications, an increase of 41 per cent from 2020; conducted 6,591 hearings, both written and virtual, an increase of 19 per cent from 2020; and issued 6,555 decisions and/or orders, up 19 per cent from 2020.
- Municipal Affairs continued to remove regulatory barriers and reduce costs for Alberta's job creators, modernize our regulatory systems, and improve the delivery of government services. As of March 31, 2022, the ministry successfully achieved a 30.53 per cent reduction in red tape.

These are just a few highlights from the pages of the 2021-22 annual report. Within this report, you can see how actions and decisions connect to the ministry's goals and key strategies, and how Municipal Affairs is progressing and adopting lessons learned. I invite you to look through our annual report online at <https://open.alberta.ca/publications/1925-9247>.

I look forward to our continued partnership.

Brandy Cox
Deputy Minister

Classification: Protected A

2022 CONVENTION & TRADE SHOW

[Home](#) / [Events](#) / 2022 Convention & Trade Show

← [Events](#)

Sep 21
- 23

In-person
Convention

Event Summary

Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 – 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday, September 20)

[REGISTER NOW](#)

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

*Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Towns, Cities and Specialized Municipality members who register five (5) in-person attendees will have the option to register one attendee virtually for the reduced price of \$200. For every additional five (5), they will have the option to register a virtual attendee at the reduced rate.

*Once a municipality has registered their in-person attendees, the Alberta Municipalities Registrar will reach out with a discount code for your virtual attendees.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRP)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

Hotel Room Blocks

**Please note, two-night, non-refundable deposits will be required at the time of booking. This is to ensure that entire rooms blocks are not cancelled in the weeks leading up to the event, forcing Alberta Municipalities to pay attrition fees. We appreciate your understanding with this matter.*

Delta Calgary - rooms starting at \$295/night + taxes
209 4th Avenue SE, Calgary
(403) 266-1980

Book at the Delta Calgary

Fairmont Palliser - rooms starting at \$309/night + taxes
133 9th Avenue SW, Calgary
(403) 262-1234

Book at the Fairmont Palliser

Hyatt Regency - rooms starting at \$329/night + taxes
700 Centre Street SE, Calgary
(403) 717-1234

Book at the Hyatt Regency

Le Germain Hotel - rooms starting at \$289/night + taxes
899 Centre Street S, Calgary
(403) 264-8990

Book at the Le Germain Hotel

Marriott Downtown Calgary - rooms starting at \$315/night + taxes
110 9th Avenue SE, Calgary
(403) 266-7331

Book at the Marriott Downtown Calgary

Trade Show

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email tradeshow@abmunis.ca.

Trade Show Brochure

Register for a Trade Show booth

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.

Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

Event Category

Convention

Location

120 Ninth Avenue SE
Calgary AB T2G 0P3

How to register and submit questions

[REGISTER NOW](#)

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

REGISTER OR

FIND MORE

More Upcoming Events

SEP 27, 8:00 AM · IN-PERSON

2023 Convention & Trade Show

STAY UP TO DATE!

We keep you informed. Subscribe to one of our regular newsletters.

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[Advocacy resources](#)

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[Contact us](#)

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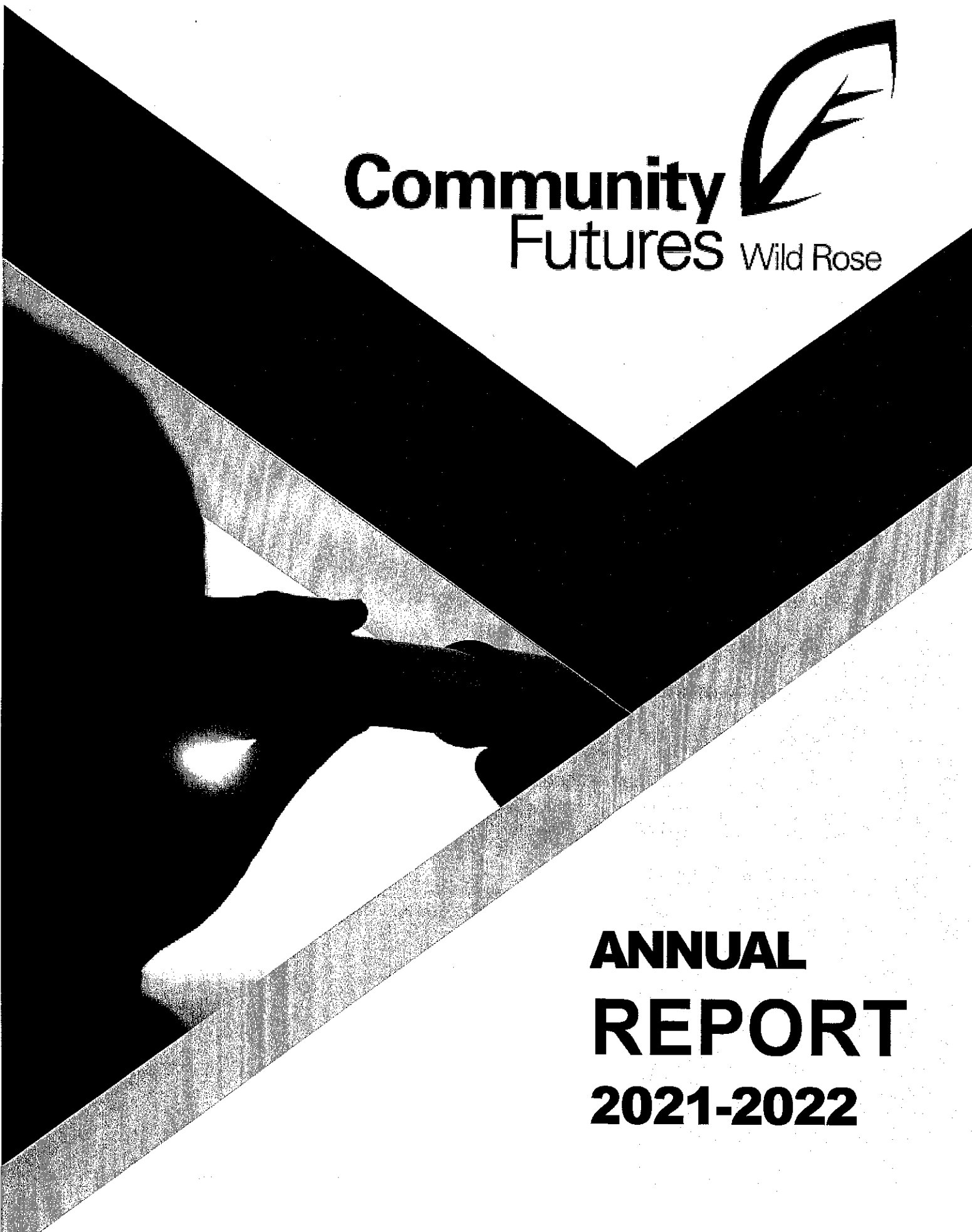
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**Community
Futures** Wild Rose



**ANNUAL
REPORT
2021-2022**

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MESSAGE FROM THE CHAIR

Community Futures Wild Rose is entering its 33rd year of operation. After three decades our mission remains unchanged; to contribute significantly to the economy by creating jobs and new opportunities, as well as community economic development in the beautiful Wild Rose region.

As we reflect on the past year, we are extremely proud of the ways in which we continued to support our clients through a second year of the pandemic. These past two years have been challenging for our business owners but have served to strengthen CFWR's resolve in investing in CED projects to provide workshops, training and advisory services to elevate our entrepreneurs and ensure their success.

CF Wild Rose provided financial support to 45 businesses representing \$1.3M in loans this year. These businesses had access to technical assistance, training and business coaching services, minimizing our lending risks while boosting the outcome of short and long-term success.

Thank you to the following Board members that finished their term in 2021: Joe Pedersen, Tara Cook, Corey Fisher, Lucy Ann Dauber, Frank Friesen, Irv Morey, Della Cheshire and Marilyn Sept. We would like to extend a warm welcome to the following new Board members appointed: Rhonda Laking, Mike Weizstein, Mel Foot, Les Schultz, Leah Smith, Richard Bryan, Jason Montgomery, and Dennis Hazelton.

I want to take this opportunity to highlight the numerous and significant contributions of the late former Board member of CF Wild Rose, Cheryl Lumley. Councilor Lumley served our Board for the full 9-year term and served as our Loan Sub-Committee Chair for a number of those years. Cheryl passed away earlier this year and will be greatly missed by those who were fortunate enough to know her.

In April, our Board of Directors gathered in Rosebud for a Strategic Planning Session which identified our new strategic priorities for 2022-2025. We look forward to the opportunity to serve our communities in new and exciting ways. We will be emphasizing our commitment to increase training services, elevating our engagement with partners, and further strengthening our lending portfolio. These initiatives will continue to foster business growth in our region.

Thank you to our clients and partners for your trust in CF Wild Rose and its team throughout these challenging times. We are confident in our new strategic direction and are well positioned for a bright future.

With gratitude,
Amber



EXECUTIVE DIRECTOR REPORT

Welcome to the Annual General Meeting for the fiscal year ending March 31, 2022.

In the 2021/22 fiscal year, we had one of our strongest years in delivering Community Economic Development projects. These projects had vital impact as we provided supports in:

- Mental health for entrepreneurs as they navigated the effects of covid on their business;
- Marketing assistance as entrepreneurs pivoted to new realities for their business;
- Financial management training;
- Diversity and inclusion training, with the delivery of a program to welcome persons with disabilities to their teams

Additional information on our results, and more detailed descriptions of these notable projects, are discussed further in this report.

As always, our primary objective is to drive business success and foster community economic development in our region. The vision for next year is to increase the number of training programs and workshops. We will also be launching the Digital Economy Program, our largest partnership program in over a decade with 16 municipal partners and all five chambers in our region participating in this important initiative.

Further, CF Wild Rose has a healthy investment account. We are financially well-positioned to reignite our communities by investing in new opportunities and assisting businesses to keep growing and thrive in our region.

I would like to extend my sincere thanks to our Board members for their ongoing commitment to the CF Wild Rose region and its local entrepreneurs. In November we had nine new Directors join our Board and we are thrilled with the new vision they have created for our 2022-2025 Strategic Plan.

We look forward to delivering these objectives in the coming years. Refreshing our values will keep us focused, inspired and resolved. A renewed focus on training programs to elevate our entrepreneurs for success is one of our key priority areas.

I would also like to extend a special thank you to our team. Each year our passionate, insightful and dedicated staff offer a range of professionally designed programs and projects that consistently exceed our partners expectations. The success CF Wild Rose has experienced can be attributed to their efforts and the professional assistance they offer every day. We are truly grateful for their service to our region.

With appreciation,
Chantale



CULTIVATING GREAT ENTREPRENEURS

Training, Guidance, and Financial Support for Small Business Owners

The best way to start or expand a successful small business is by connecting with the right kind of support. Community Futures Wild Rose staff offer a wide variety of business coaching and training services, as well as flexible business loans. We're always here for aspiring and seasoned entrepreneurs alike - no matter what stage their business may be at.

Getting The Skills They Need To Succeed

We offer many different types of training programs and business advisory services all intended to help business owners and entrepreneurs improve their business management skills so they can improve their businesses or build new ones. We provide business skills training on multiple business topics, such as market development, human resources, bookkeeping, finance, business analysis and more.

Our small business programs provide training and support for rural businesses across the Wild Rose region. Our goal is to help businesses thrive by offering access to specialized services which strengthens their business, ultimately strengthening our communities.

Business Startup and Entrepreneur Loans in the CF Wild Rose Region

Aspiring new entrepreneurs that live in a rural community in the Wild Rose region may be eligible for a First-Time Entrepreneur Loan. We know that turning business dreams into reality is difficult at the best of times, and that for the first-time entrepreneur, getting financial assistance through normal lending channels is tough. So we created the First-Time Entrepreneur Loan to help turn dreams into a reality! We also offer business coaching and training services to help them become a profitable, self-sufficient and successful business owner.

We recognize that growing a business can be hard.

When it is time to expand a business or grow into a new market, funds might be limited. We get it, and helping entrepreneurs to scale is what we love to do here at Community Futures Wild Rose. We know that expanding a business is exciting, yet challenging.

We've been helping small business owners and entrepreneurs in Wild Rose for the last 30 years. We're business owners too - and we know what it takes to launch, grow, and scale a successful business in our region.

Community
Futures Wild Rose




331 3rd Avenue, Strathmore, AB

| Phone: (403) 934-8888

| www.wildrose.albertacf.com

STRATEGIC PRIORITIES:

2022-2025



CFWR Board of Directors: Wade Christie, Amber Link, Chris Armstrong, Leah Smith, Flo Robinson, Rhonda Laking, Mike Wetzstein, Karen Ursu
Absent: Bryan Peever, Mel Foat, Les Schultz, Richard Bryan, Jason Montgomery, Dennis Hazelton

CFWR Marketing/Awareness

A clear marketing strategy is being developed that will revolve around the organization's value proposition; which communicates to our clients what CF Wild Rose stands for, how it operates, and our 'why' or mission to elevate small businesses in our region.

Collaboration and Partnerships

Maintaining deep relationships with our partners will be a targeted focus in the coming years. Successful partnerships allow our organizations to draw on each other's strengths and grow businesses in our region.

The ability to leverage partner resources, subject matter expertise and innovation will allow us to multiply our impact in serving our business owners.

Resource Sustainability

In the broadest possible sense, sustainability refers to the ability for our organization to maintain or "sustain" itself over time.

Additional revenue streams must be considered to ensure long-term sustainability as funding has remained static for over a decade. We will achieve this through our CED projects and business training programs.

Programs/Services

Maintain and enhance client services as per the four pillars of the Community Futures program:

- Loans
- Business Coaching
- Business Training
- Community Economic Development

COMMUNITY INVESTMENTS

2021-2022 FISCAL YEAR

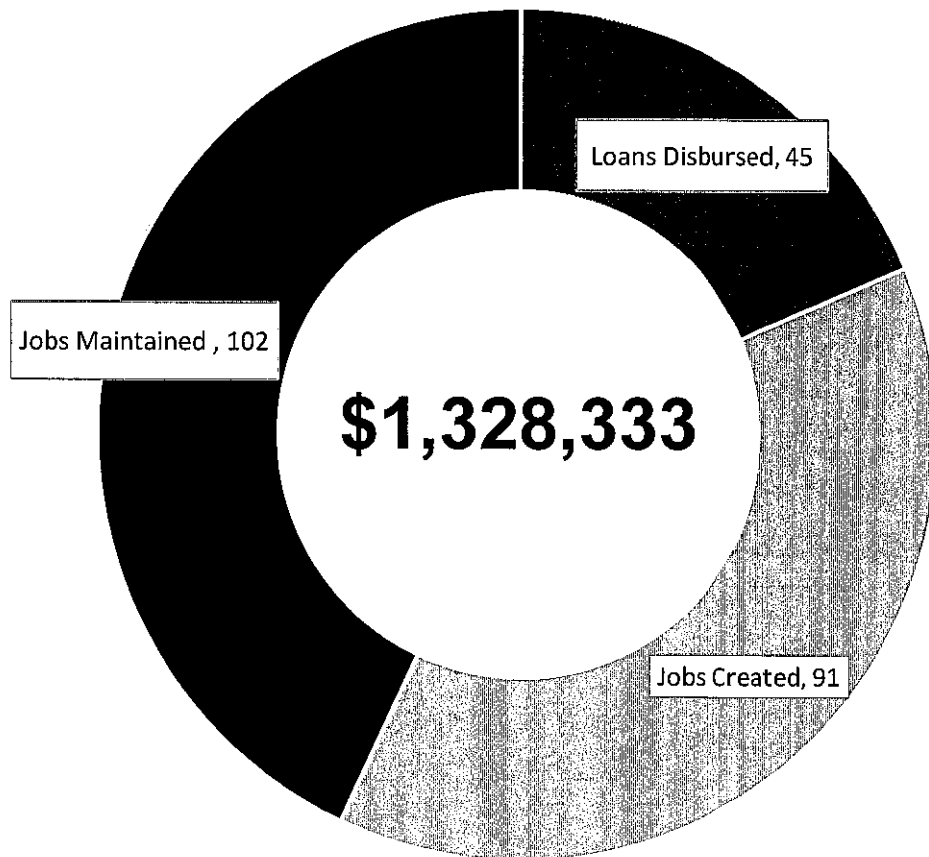
LOANS AND JOBS CREATED/MAINTAINED:

Loans Disbursed

Jobs Created

Jobs Maintained

TOTAL



INVESTMENTS

INTO OUR COMMUNITIES

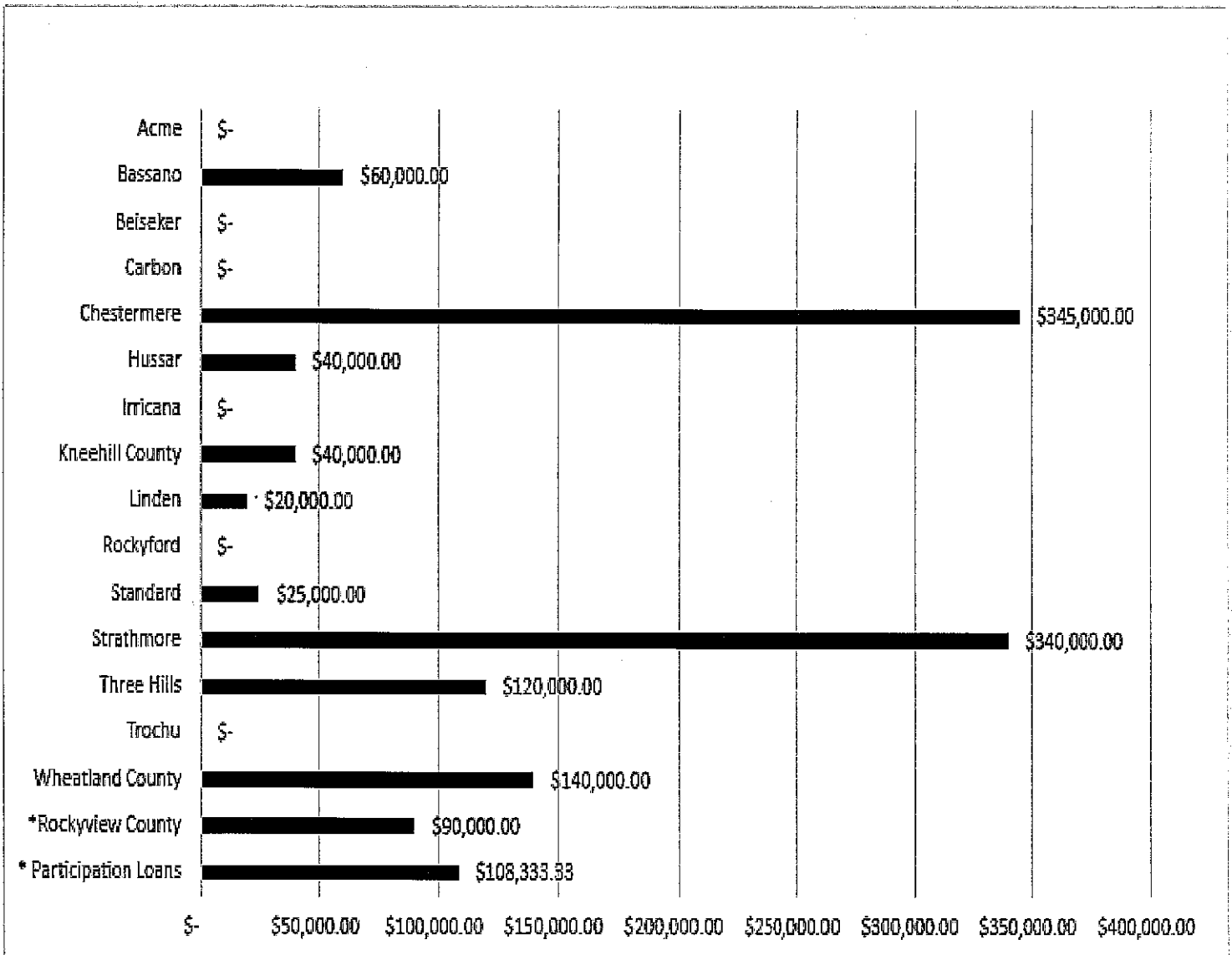
TOTAL AMOUNT OF LOANS DISBURSED PER PROGRAM:

PROGRAM:	DISBURSED:
Regional Relief & Recovery Fund:	\$880,000
General Investment Fund:	\$220,000
Youth Loan:	\$120,000
Part Passu (Partnership) Loan:	\$108,333
Community Business Investment Partnership (CBIP) Loan:	\$0.00
Total:	\$1,328,333

TOTAL AMOUNT OF LOANS DISBURSED PER SECTOR:

SECTOR:	DISBURSED:
Accommodation and Food services:	\$80,000
Agriculture, Forestry, Fishing, and Hunting:	\$245,000
Arts, Entertainment, and Recreation:	\$358,333
Construction:	\$115,000
Manufacturing:	\$80,000
Other Services (including oil and gas):	\$145,000
Professional, Scientific and Technical Services:	\$120,000
Retail Trade:	\$120,000
Transportation and Warehousing:	\$40,000
Waste Management, Remedial Services:	\$25,000
Total:	\$1,328,333

INVESTMENTS BY COMMUNITY



INCREASING ECONOMIC EQUALITY: EMPOWERING WOMEN IN BUSINESS

One of our many goals this fiscal year was to address systemic and institutional barriers that women entrepreneurs face in accessing capital, which has been further exacerbated by the COVID pandemic.

Our partners at the Women Entrepreneurship Knowledge Hub and Leading Lenders have highlighted the following barriers that Canadian women entrepreneurs face:

- Over 83% of women-owned SMEs use their own personal financing instead of loans and are less likely to seek and receive financing than men (32% vs 38%)
- Women tend to own newer businesses in sectors that are less appealing to funders and have financial literacy gaps, resulting in discouraged borrowers
- Ownership percentages for Canadian companies:
 - 63.5% majority men-owned
 - 15.6% majority women-owned
 - 21% equal ownership (men/women)
- Some women experience discrimination through stereotypes or risk-averse behaviour and higher than usual interest rates are given due to biased risk profiles
- Women-owned businesses generate an average of \$68,000 less revenue than men who run similar businesses (a 58% gap), while also facing scale-up challenges



Knowing that these challenges exist, Community Futures Wild Rose has made it a targeted focus to build the capacity, confidence and leadership skills of women in our area. We are thrilled to report that in our Mastering Your Recovery Project 73% of our participants were women entrepreneurs. This past fiscal year of the 45 loans we disbursed 20 were to women-led businesses (44%).

We are deeply committed to further participating in the progression of empowering women to succeed in business. Although we are proud of what we have accomplished we acknowledge there is still work to be done!



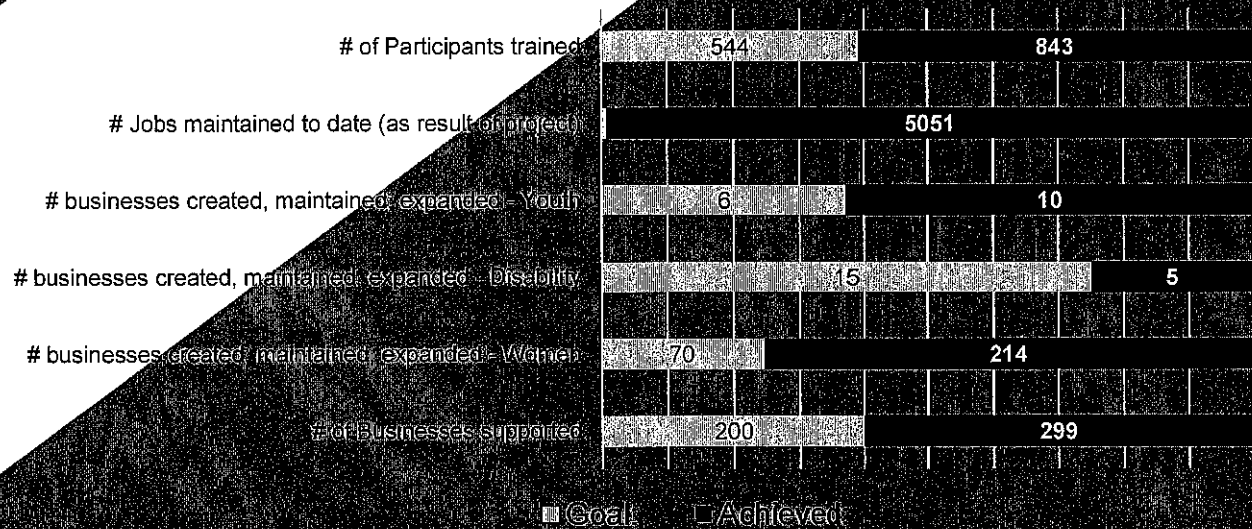
Succession Planning & Matching April 2020 – April 2022



ALBERTA SOUTHWEST | CENTRAL ALBERTA | CENTRE WEST | CROWSNEST PASS | EAST PARKLAND | HIGHWOOD | LETHBRIDGE | WILDROSE

The Succession Planning Project was created to address the need for succession planning education and resources within our rural entrepreneurial communities. This project was led by Community Futures Highwood and CF Wild Rose was one of seven CF partners that participated in this project. The purpose aligned to raise awareness of the issue and educate business owners about their 'circle of influence' such as CF staff, bank personnel, realtors, municipal government employees, etc; and to provide access to additional resources through our vendors. We have endeavored to create tangible results, most notably by assisting businesses transition to new owners while remaining a part of the local economy.

Succession Planning Project - Key Performance Indicators



MASTER YOUR RECOVERY

MARKETING, WELLNESS AND FINANCIAL MANAGEMENT SUPPORTS FOR ENTREPRENEURS



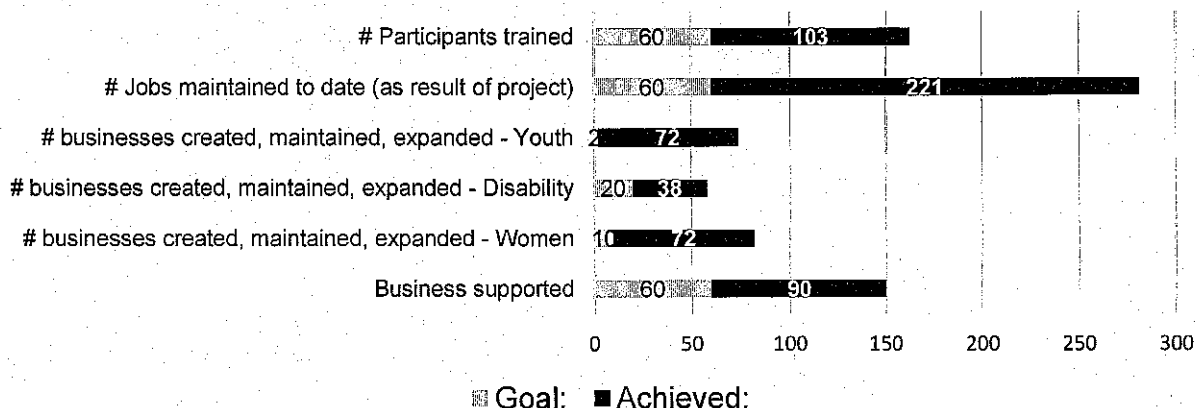
THE ROAD AHEAD WILL NEVER BE CLEARER.

Program contributions supported in part by:
Western Economic Diversification Canada



The Mastering Your Recovery project was a two-part series to support businesses in receiving supports to assist them in the development of marketing strategies and access to training and counselling to pivot their business. Businesses could also receive mental health and wellness supports to cope with stress and build resiliency. A third phase of the project was added in November 2021 that focused on financial management. The project duration was April 2021 through March 2022.

Mastering Your Recovery Project – CFWR Key Performance Indicators



HIRE FOR TALENT: BUILDING AN INCLUSIVE CANADIAN WORKFORCE



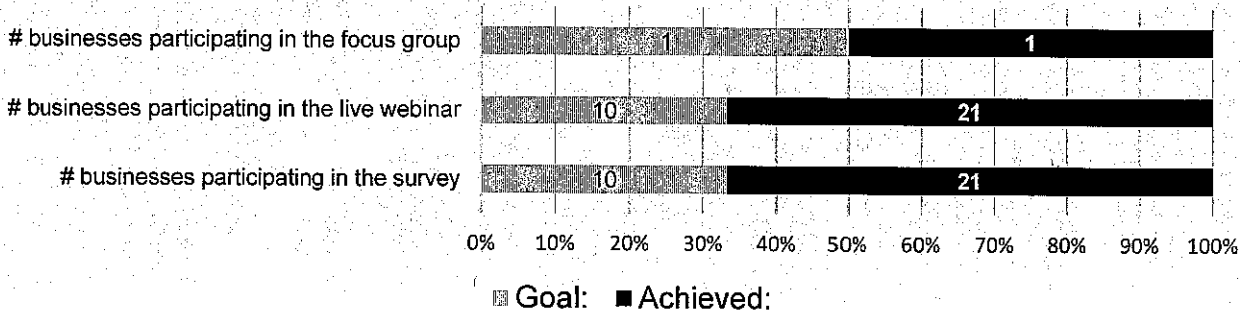
Hire For Talent is a national project that will deliver a Canada-wide awareness campaign aimed at increasing the confidence of employers when hiring people with disabilities. The awareness campaign also aims to increase employer knowledge about how people with disabilities are a talented part of the workforce. Hire For Talent also provides resources to help employers tap into this talent pool during their search for skilled workers.

COVID-19 has significantly impacted Canadian businesses, forcing many employers to adapt. The value of diversity and inclusion has never been as important as it is today. Employers seeking to recover from the pandemic will be looking to their teams for resilience and adaptability. Once the world shifts back to normal, businesses that foster an inclusive workplace and hire with diversity in mind stand to benefit the most!

The inclusion of people with disabilities generates measurable improvements in performance, innovation and company image.



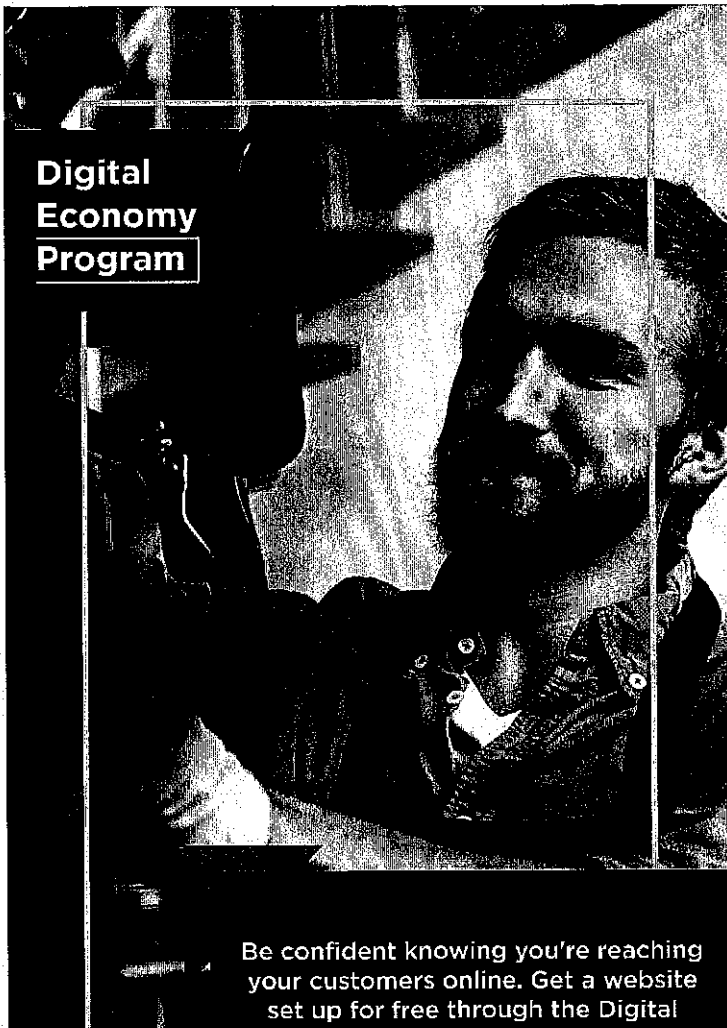
Hire For Talent Project – CFWR Key Performance Indicators



The Digital Economy Program (DEP) project will run from January 2022 - March 2023. Our ambitious goal is to successfully support 400 businesses in the CF Wild Rose region.

We have engaged 16 Municipal partners and five Chambers of Commerce making this our largest partnership project.

Digital Economy Program



Digital Economy Program

Be confident knowing you're reaching your customers online. Get a website set up for free through the Digital Economy Program.

Learn more at dep.businesslink.ca



The Digital Economy Program is designed to help small businesses take their businesses online. This program, a partnership between Business Link and Digital Main Street, will help small businesses in Alberta undergo digital transformations and adopt eCommerce practices. **DEP is open to home-based or commercial small businesses registered in Alberta with less than 50 employees.**

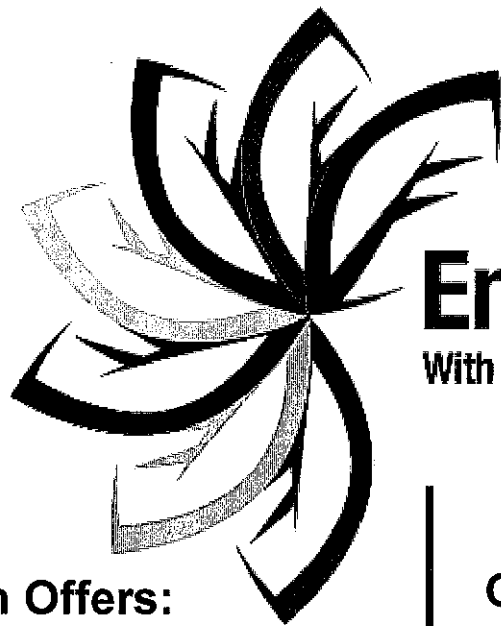
The program consists of 2 parts:

- Digital Service Squads guiding businesses through digital transformation, and
- ShopHERE, powered by Google, guiding businesses through launching and managing their online stores

Small businesses can apply to participate in either one or both programs, **free of charge.**

This project is proudly supported by the Government of Alberta





COMMUNITY FUTURES
Entrepreneurs
 With Disabilities Program

The Program Offers:

One-to-One Business Coaching

Our group of EDP Business Coaches (many of them entrepreneurs themselves) are available to all Alberta EDP clients and the Program covers the cost of their fees. Coaches are regionally located and work with your local Community Futures office to design the best program possible to launch or enhance a business!

Business Plan Creation

We can assist with creating a business plan so that it works as a roadmap for entrepreneurs and their business. Again, the Program covers this cost.

Business Resources

We can direct clients to available resources and business training in our community. EDP will cover the cost of all training, (to a maximum of \$3,000.00).

Getting the support they need to build their dream business.

We know that 1 in 4 people in Canada are working with some form of health condition and, quite often, the "disability" is not visible.

Community Futures Entrepreneurs with Disability Program (EDP) is an innovative program that helps people working with barriers or health conditions start and grow businesses.

We offer training, mentoring, loans and other financial support, and we are here to help every step of the way.

As part of the program, clients have access to one-on-one business coaching, access to loans, technology training, and mental wellness resources.



Eligibility for the Entrepreneurs With Disability Program

- Have a self-disclosed disability or ongoing health condition
- Live in rural Alberta
- Have a viable business idea
- Be able to contribute in some way to your business

CFWR KEY PERFORMANCE INDICATORS

Key Performance Indicator	2021-22 Target	Total Achieved
Strong rural community strategic planning and implementation		
# of local and regionally based community strategic plan(s) developed and/or updated during the year	3	3
# of partners engaged in community strategic planning (New & Ongoing)	10	10
Total # of community-based projects (New & Ongoing)	3	6
Total \$ Value of community-based projects (includes leveraged amounts)	\$12,000	\$20,388
\$ leverage value of community-based projects	\$35,000	\$161,965
# of partners engaged in community-based projects	10	86
Rural Access to Business Development Services		
# of businesses created, maintained, or expanded through business services	12	143
# of business training session participants	200	1717
# of business advisory services	200	466
Rural Access to Capital and Leveraged Capital		
\$ value of loans	\$900,000	\$1,328,333
# of loans	16	45
Amount Leveraged through Lending	\$90,000	\$961,019
Total of community-based projects AND Client loans that Align with WD/Government of Canada priorities	3	26



EDA AWARD 2022 - Economic Development Renewal Project

CF Wild Rose Agritourism Innovation Challenge

This challenge was designed to build a regional micro-cluster of innovative local businesses located within the CF Wild Rose service region.

The successful participation of 20 small businesses provided examples of innovation in the sector, grew new businesses within the cluster, and helped community stakeholders better understand the potential of agritourism.



ANNUAL REPORT 2021-2022

Community Futures Wild Rose
wishes to extend our sincere thanks
to Prairies Economic Development
Canada for its continued support.



Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies

Community
Futures  Wild Rose

ANNUAL REPORT 2021-2022

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Prairies Economic
Development Canada

Développement économique
Canada pour les Prairies

Community
Futures Wild Rose



Lori Miller

From: ACP.Grants@gov.ab.ca
Sent: Tuesday, July 5, 2022 10:18 AM
To: Lori Miller
Subject: 2022/23 Alberta Community Partnership (ACP) Program Launch

Our government is committed to supporting strong, resilient communities where Albertans and businesses succeed. The Alberta Community Partnership (ACP) enables municipalities and Metis Settlements to collaborate with their neighbours on local and regional priorities. This is particularly important as we work together to move forward with Alberta's economic and pandemic recovery.

I am pleased to advise that applications are now being accepted for all components under the 2022/23 ACP program. Applications must be submitted through ACP Online; access is through MAConnect at www.maconnect.alberta.ca.

Please note the application deadlines for each component are as follows:

Municipal Internship October 1, 2022
Intermunicipal Collaboration December 16, 2022
Municipal Restructuring January 16, 2023
Mediation and Cooperative Processes February 3, 2023
Strategic Initiatives February 3, 2023

Details on the above and other program updates, including guidelines, are available at www.alberta.ca/alberta-community-partnership.aspx.

I look forward to continuing to work with you to strengthen Alberta's communities.

Sincerely,

Ric McIver
Minister

2022-23
**Alberta Community
Partnership**

Program Guidelines



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2022-23 Alberta Community Partnership Program Guidelines | Municipal Affairs

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2022-23 Alberta Community Partnership

Program Guidelines

1. Guidelines

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the program year. Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component-specific information in the schedule(s).

2. Program Highlights

- Intermunicipal Collaboration (IC) project eligibility is focused on projects that result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives. This includes new or enhanced regional emergency management frameworks, and regional plans for emergency preparedness or disaster mitigation (see Schedules 1A and 1B).
- IC evaluation criteria reflect a stronger focus on project outcomes and regional benefits. Additional information has been added to assist in completing a high quality IC application.
 - Application questions updated to enable the partnership to expand on project details, benefits to the region, and how the project addresses the unique needs and circumstances of the partnership.
 - Schedule 1B includes information to consider when drafting responses.
- Successful IC funded projects will continue to receive an initial payment of 75 per cent of the grant, with the remainder released upon project completion and the submission of satisfactory reporting.
- The Municipal Internship (MI) component continues with having a standard 18-month term for all three internship streams (Administrator, Finance Officer and Land-Use Planner).
- It is the responsibility of the Grant Recipient to monitor reporting due dates and ensure the timely submission of all required reporting.
- The status of Statement of Funding and Expenditure (SFE) submissions can be viewed at ACP Online (ACPO) (see main guidelines section 4).
 - Email notification of SFE certification will no longer occur, however Grant Advisors will continue to follow-up on SFEs that require additional clarification or that report a variance.

3. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	<p>Municipal Internship October 3, 2022.</p> <p>Intermunicipal Collaboration December 16, 2022.</p> <p>Municipal Restructuring January 16, 2023.</p> <p>Mediation and Cooperative Processes & Strategic Initiatives February 3, 2023.</p>	<p>Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca</p>
Statement of Funding and Expenditures (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement.	<p>Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca</p>
Communication and Project Recognition	Please contact the Minister's Office at least 15 working days prior to an event or communication related to an ACP funded project.	Please refer to section 15, Communications and Project Recognition Requirements, for additional information.

Contact Information

Alberta Municipal Affairs

Grants and Education Property Tax Branch
 Alberta Community Partnership Program
 15th Floor, Commerce Place
 10155 - 102 Street
 Edmonton, Alberta T5J 4L4
 Phone: 780-422-7125 (toll-free: 310-0000)
 Email: acp.grants@gov.ab.ca

4. Submission Method

4.1) Alberta Community Partnership Online (ACPO)

ACPO is available through MAConnect. ACPO gives municipalities the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP);
- create, edit and submit ACP and RCP amendment requests; and
- create, edit, submit and track the status of ACP and RCP SFEs.

Municipalities that already use MAConnect can request staff access to ACPO through the municipality's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators are able to submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Municipalities that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing to ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO help guide is available on the ACP program website at: www.alberta.ca/alberta-community-partnership.aspx.

Municipalities are encouraged to confirm MAConnect and ACPO access in advance of all application deadlines to ensure there are no technical issues preventing a project submission.

5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

6. Funding Components

Project funding is administered under five distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (IC) (Schedule 1A)	<ul style="list-style-type: none"> • Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies.
Municipal Restructuring (MR) (Schedule 2)	<ul style="list-style-type: none"> • Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews.
Mediation and Cooperative Processes (MCP) (Schedule 3)	<ul style="list-style-type: none"> • Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration.
Municipal Internship (MI) (Schedule 4)	<ul style="list-style-type: none"> • Provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.
Strategic Initiatives (SI) (Schedule 5)	<ul style="list-style-type: none"> • Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance.

7. Eligibility Requirements

7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, Special Areas)	All*
Improvement Districts	IC, MCP, and SI
Metis Settlements	IC, MCP, and SI
Townsite of Redwood Meadows Administration Society	IC, MCP, and SI
Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board	MI Land-Use Planner and SI
Municipally-controlled planning service agencies	MI Land-Use Planner

* Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3) Eligible Projects

Eligible project information is provided in the component schedules.

7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- Existing and ongoing operational costs;
- Floodway mapping costs;
- Costs already funded under other grant programs; and Goods and Services Tax (GST).

8. Application Process

8.1) Project Application

A separate application form is required for each project submission.

Project applications can be submitted any time prior to the deadline(s) specified in section 3.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user, and do not require the submission of a signed hard copy application.

8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

All decisions by the Minister are final.

Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on criteria outlined in Schedule 1B, with scores assigned based solely on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

It is anticipated that municipalities will be advised of project funding status in writing, within 10 to 12 weeks following submission, or by March 31 of the program year.

9. Funding Agreement and Amendment Process

9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2) Amending an Agreement

If the project scope or time period to use grant funds change after project approval, a formal amendment request must be made to consider any changes to the existing agreement. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date and must provide detailed rationale to support consideration of the amendment request. Project amendments are granted at the discretion of Municipal Affairs based on an assessment of the rationale for the amendment. Questions regarding scope and time changes can be directed to a Grant Advisor.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the original municipal commitment to the project that moves the project forward from planning to implementation.

Program staff work with municipalities to ensure reasonable project timelines are established, but a standard 1-2 year completion date is expected to be honoured within the spirit and intent of program funding.

10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current program year unless otherwise stipulated in the executed CGA. Project costs will only be considered eligible up to the project completion date established in the CGA.

See component schedules for specific details regarding time periods to use grant funds.

11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Using ACP grant funds for costs covered by other programs, as per section 7.4, is not an allowable use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader support for any recommendation or outcome that might result from a project.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Canadian Free Trade Agreement (www.cfta-alec.ca/agreement-on-internal-trade).

13. Payment Process and Financial Reporting Requirements

13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within four to six weeks following the execution of the CGA, unless stated otherwise.

13.2) Statement of Funding and Expenditures (SFE)

The grant recipient must submit an SFE for each project. Submission of the SFE is through ACPO and is due 60 days following the project completion date. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be completed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the municipalities for a minimum of three years following completion of the project.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may be required under other components.

13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SFE.

The amount of income earned on the funds becomes part of the total grant funding available for the project.

13.4) Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.

14. Site Visits

Municipal Affairs may selectively meet with municipalities (virtually, or in person) to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

15. Communications and Project Recognition Requirements

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project (such as news conference, advertisement in local or national newspaper, news release, celebratory event), they are asked to advise Municipal Affairs of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

The municipality should email an invitation including event details and proposed timelines, as well as project information (name of project, grant funding sources) to the Minister's Office's general mailbox at minister.municipalaffairs@gov.ab.ca and copy the grant program area at: acp.grants@gov.ab.ca.

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, municipalities lay the foundation to move from concept to reality. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating municipalities are on board with the next step; and
- the partnership knows what it will take in time and resources to get their project off the ground.

2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

3. Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefit to their residents, businesses and communities. Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, or legislative regulatory requirements.

Provincial priorities include economic and pandemic recovery. As such, regional partners may choose to explore economic development and growth, emergency preparedness and planning, emergency response, disaster mitigation, or other related projects. New and updated Intermunicipal Development Plans (IDPs), as well as updated Intermunicipal Collaboration Frameworks (ICFs), remain eligible under the IC component.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project in order to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities or operational requirements for intermunicipal service delivery.

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

Certain regional projects may be a better fit under other ACP components or grant programs. Please see the table below for examples.

Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects ¹	Projects Eligible Under Other Funding Sources
<p>Explore Opportunity To determine if a regional approach to municipal service delivery makes sense.</p>	<ul style="list-style-type: none"> Regional emergency preparedness, response, and risk mitigation e.g., regional storm water management plan. Review and establish streamlined regional operational standards. Asset management. Evaluate and establish regional development and planning approvals. Regional service needs or gaps assessment. Regional service-specific feasibility study. 	<ul style="list-style-type: none"> Broad exploration of regional governance options (See MR component, Schedule 2). Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3).
<p>Establish Scope Decision tools and guidance documents to determine the best approach to regional service delivery.</p>	<ul style="list-style-type: none"> Service-specific delivery options. Regional service delivery expansion studies and needs assessments. Regional service cost-sharing models. Regional service-specific business plan or strategy, e.g., regional water engineering business plan or regional transit strategy. Develop a regional growth plan. Develop an approach or conduct a review of existing regional services to create operational efficiencies. 	<ul style="list-style-type: none"> Regional governance study and/or business case (See MR component, Schedule 2).
<p>Lay Groundwork Establish formal frameworks and agreements to prepare for implementation of cooperative and integrated services among partners.</p>	<ul style="list-style-type: none"> Establish or update regional emergency management frameworks. Establish or update regional business continuity plans. Legal framework for a regional service delivery authority. Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system). Develop a regional municipal service delivery business plan. Conduct a cost and site location analysis. Establish or update regional municipal service bylaws and service sharing agreements. Develop a regional communication strategy and materials. Develop cost- and revenue-sharing models. New or amended IDPs, updated ICFs, including MDPs developed in support of the above. 	
<p>Deliver Service Implementation and direct delivery of the regional service.</p>	<p>Capital projects and operating pilots are <u>not</u> eligible.</p>	<ul style="list-style-type: none"> Facility construction; equipment purchases (Municipal Sustainability Initiative - Capital², Canada Community-Building Fund²). Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative - Operating²).

¹ Projects previously approved under the Alberta Community Partnership can be found at: <https://open.alberta.ca/publications/alberta-community-partnership-approved-projects>

² Information about these programs is available at <https://www.alberta.ca/municipal-affairs-grant-programs.aspx>.

A) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes, and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g. development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g. advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

B) Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services, including costs associated with:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g. travel, meals, per diem);
- office set-up;
- ongoing or regular salary expenses;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- training.

4. Application Process

Applications under the IC component are due December 16 of the current program year. No applications will be accepted after the due date.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

Ensure that all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted grant applications. The evaluation of your grant application will be based only on the information submitted on the application form. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.

5. Grant Amounts

The maximum grant available per project is \$200,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner on one IC project per program year.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

The managing partner **must** certify that the resolutions or motions are in place on the grant application form and retain copies of the resolutions. Resolutions or motions do not need to be submitted with the application unless requested by Municipal Affairs.

Projects that have all resolutions in place at the time of submission may be considered more project ready than applicants obtaining resolutions after the application deadline.

7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

IC grant funds are provided in phased installments. Seventy-five per cent of funds will be provided following the execution of the CGA. A holdback of twenty-five per cent of the funding will be paid upon submission and certification of the SFE following project completion.

8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

Typically, a default 2-year project completion date will be specified in the CGA to allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the municipal commitment to the project that moves the project forward from planning to implementation.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

SFEs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

Schedule 1B – Evaluation of IC Applications

IC grant applications will be scored using the following evaluation criteria to establish a primary ranking of projects based on merit and alignment with current program priorities.

While not exhaustive, additional information has been provided in the evaluation criteria that may assist when preparing your application. The application should clearly demonstrate how the project will benefit the unique circumstances and priorities of the regional partnership. It is expected that responses are customized to reflect your specific project, and this will be reflected in scoring.

Funding recommendations will be made by a panel of program staff, and may incorporate additional relevant factors such as geographic distribution of funds, past initiative funding, distribution of funds across service areas, and grant program reporting and compliance considerations.

PROJECT OUTCOME	
<p>1. Project results in improved level of integrated municipal service delivery for the region.</p>	<p>Maximum points: 25 <i>Corresponding application questions: 1, 2a & 2b</i></p>

- High score: project results in significantly improved level of regional municipal service delivery.
- Low score: project has limited impact on the level of regional municipal service delivery.
- When drafting your response, consider:
 - regional service gaps that will be addressed;
 - service delivery efficiencies (cost, resources) expected to be realized, and how they will enhance the scale or scope of service delivery; and
 - details that fully describe the new or enhanced regional municipal service delivery project.

<p>2. Project results provide other benefits to the partnership.</p>	<p>Maximum points: 20 <i>Corresponding application questions: 2a & 2b</i></p>
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- High score: unique regional strengths and opportunities are leveraged, bringing significant benefit to the partnership and other municipalities and organizations in the region.
- Low score: project has limited benefit for participating municipalities.
- When drafting your response, consider:
 - short- and long-term benefits to regional residents, businesses, and communities;
 - how the benefits will be shared among the partners; and
 - outcomes that contribute to economic and pandemic recovery or other efficiencies that will be realized within the region.

PROJECT PRIORITY

3. Project has been established as a priority for the region.	Maximum points: 15 <i>Corresponding application question: 3a</i>
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- **High score:** project has been identified as a critical priority under a formal initiative (e.g. municipal strategic plan; watershed quality management; economic development; emergency services; red tape reduction).
- **Low score:** priority has not been clearly identified and project does not appear to align with broader regional or municipal plans.
- When drafting your response, consider:
 - project alignment with a regional or provincial priority; and
 - project alignment with legislative or regulatory requirements.

4. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.	Maximum points: 10 <i>Corresponding application question: 3b</i>
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- **High score:** the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the municipalities.
- **Low score:** grant approval will have a minimal impact on the partnership's current ability to undertake the project.
- When drafting your response, consider:
 - project complexity and immediacy of need; and
 - regional impact if the project is unable to proceed.

PARTNERSHIP AND PROJECT READINESS

5. Regional partners are actively engaged in project delivery and have the fundamentals (such as ICF protocols) in place to support project success.

Maximum points: 15 Corresponding application questions: 4a & 4b

- **High score:** project is collaborative and all participating municipalities have the ability to influence project outcomes. Processes are in place to facilitate input into decision-making and resolve conflict.
- **Low score:** project delivery is driven by a third party and it is unclear how municipal partners will be involved.
- When drafting your response, consider:
 - protocols in place to facilitate partnership engagement;
 - tools to ensure partnership input on decision-making; and
 - dispute resolution processes to resolve potential conflict.

6. Project is well-planned.

Maximum points: 5 Corresponding application question: 4c

- **High score:** project planning appears completed. There are no significant concerns regarding the partnership's ability to execute the project successfully and achieve the expected benefits.
- **Low score:** insufficient information was provided to determine extent of planning for project delivery.
- When drafting your response, consider:
 - identification of project milestones or phases; and
 - potential risks at each phase, and strategies to mitigate potential issues that may hinder on-time project completion.

PARTNERSHIP BUDGET

7. Project budget estimates are supported.

Maximum points: 10 Corresponding application question: 5a & 5b

- **High score:** the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable.
- **Low score:** insufficient information was provided to determine the basis of estimated project costs and requested grant amount.
- When drafting your response, consider:
 - comprehensive project cost estimates from potential vendors or research on comparable project costs;
 - itemized project costs for each phase of the project; and
 - project costs are linked to scope of work identified under application question 4c.

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution or amalgamation.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas).

3. Eligible Projects

A) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure study / asset management plan (during viability reviews).

B) Transitional Stream (Post-Restructuring)

The Transitional Stream supports eligible projects following the effective date of dissolution or amalgamation related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

C) Infrastructure/Debt Servicing Stream (Post-Restructuring)

The Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality, or of the amalgamated municipalities. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the former municipality(ies).

4. Application Process

Applicants are encouraged to contact a Municipal Viability Advisor prior to completing an application for regional governance and amalgamation studies. Please note, municipalities are no longer required to submit an application for infrastructure studies when the Minister has approved that a viability review be undertaken or for transitional or infrastructure/debt servicing, where the Lieutenant Governor in Council has approved an order in council amalgamating or dissolving one or more municipalities.

Municipal Viability Advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

5. Grant Amounts

A) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure studies as part of a viability review is \$120,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipality(ies) initiates amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all of the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

B) Transitional Stream (Post-Restructuring)

The total amount available under the Transitional Stream following the effective date of the restructuring is a base amount of \$100,000 plus \$500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

C) Infrastructure/Debt Servicing Stream (Post-Restructuring)

The total amount available under the Infrastructure/Debt Servicing Stream, following the effective date of the restructuring, is a base amount of \$500,000 plus \$1,500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

6. Component Conditions

General Conditions for all MR component grants:

- a) A council resolution from the applicant must be submitted with the application for regional governance and amalgamation studies.
- b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.
- c) Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.
- e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions Specific to the Restructuring Study Stream (Infrastructure Study):

- a) Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a Municipal Viability Advisor by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

Conditions Specific to the Transitional Stream (Post-Restructuring):

- a) All grant funding applied for following restructuring must be accounted for separately by the receiving municipality in accordance with the Order-in-Council that dissolved the former municipality.

Conditions Specific to the Infrastructure/Debt Servicing Stream (Post-Restructuring):

- a) Funding to be used for existing, municipally-owned infrastructure projects is conditional upon the completion of an infrastructure study / asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure study or an asset management plan.
- b) Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved or amalgamated municipality(ies) following restructuring.
- d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality(ies) that transferred to the receiving/newly formed municipality.
- e) If grant funding was applied for following restructuring, grant funds must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Order-in-Council that dissolved or amalgamated the former municipality(ies).

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget, and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits funded through the Restructuring Study stream must be completed within 12 months, while regional governance studies and post-restructuring projects must be completed within two years.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at viabilityreview@gov.ab.ca.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to develop collaborative protocols and processes to proactively manage conflict, or to assist in the negotiation of service agreements, land-use disputes, annexations, Intermunicipal Collaboration Frameworks or intermunicipal planning tools (such as an Intermunicipal Development Plan or Joint-Use Planning Agreement).

This enables municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict as local solutions provide the ability to control the outcomes and create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas);
- Improvement Districts;
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

A) Mediation Stream

The Mediation stream funds a mediator or third party facilitator's fees and travel costs to support mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more municipalities, including ICF implementation or interpretation; and
- mediating conflict or facilitated negotiations between a municipality and another entity (which may include regional services commissions, school boards, First Nations, or Metis Settlements).

B) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- i. **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes and protocols using consensus. This may involve an internal process with one municipality or an external process between multiple municipalities.
 - An internal process example for a single municipality is when a municipality has a lack of consensus so a consultant is hired to help with the development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
 - An external or multi-party example for groups struggling to work collaboratively would be to hire a consultant to facilitate discussions between multiple municipalities to assist with the development of cooperation protocols.

- ii. **Protocol Implementation** funds the implementation of the principles, processes, and protocols created in the Protocol Development. That is, piloting, testing, and adjusting the protocols to achieve the desired objective.
- iii. **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third party facilitator's fees and travel costs to assist in the negotiation of ICFs, IDPs or any planning or service agreements. For example, neighbouring municipalities with contentious or complex negotiations who require a third party in order to renegotiate an ICF, IDP or any related intermunicipal planning or service agreements.

The objective of IDP and ICF funding support offered through the MCP component is to help municipalities access third-party facilitators or mediators if they have a **demonstrated need** for such services in the implementation or interpretation of their agreements.

Applicants seeking grant funds to assist with contracting technical resources and expertise to develop an IDP or ICF, and who do not need additional negotiation support, should consider the IC component (see Schedule 1A).

4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact Intermunicipal Relations staff at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) prior to completing the form.

For all funding streams under this component, an applicant is required to complete an application that is supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting municipality (with a copy to the partnering municipalities) that demonstrates support for the project and is signed by the Chief Elected Official.

All MCP component applications will be considered throughout the year up until February 3 of the current program year.

Decisions will be based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity will consider the number of issues, services, or factors that need to be negotiated and the number of municipalities involved. The immediacy of need for facilitation or mediation assistance will be based upon the following factors but not limited to:

- Degree of conflict or disagreement;
- History of conflict between the municipalities;
- Capacity to facilitate or resolve the issues or to collaborate; and
Likelihood of the conflict to escalate.

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$15,000
- Cooperative Processes Stream:
 - Protocol Development: \$50,000
 - Protocol Implementation: \$30,000
 - Intermunicipal Collaboration Framework Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions (see section 6 below) in extraordinary or highly contentious projects.

6. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- Costs to rent space for project-related meetings or stakeholder consultations; and
- Overtime hours for municipal staff dedicated to the project.

Conditions Specific to the Mediation Stream:

The Mediation stream grant of up to \$15,000 provides one-third of the cost of mediation and is conditional on the municipal partners contributing two-thirds of the total costs. For example, to receive a maximum mediation grant of \$15,000, the municipal partners would need to contribute an additional \$30,000, reflecting a total project cost of \$45,000.

Conditions Specific to the Cooperative Processes Stream:

Cooperative Processes stream grants are conditional upon the municipalities matching the grant funding, and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners would need to contribute an additional \$50,000, reflecting a total project cost of \$100,000. The matching amount must be expended proportionately to the grant funding amount.

Municipalities must complete all reporting requirements under Protocol Development prior to submitting an application for funding under Protocol Implementation. Reporting must demonstrate the progress in the project and that all funding has been fully expended prior to submitting a Protocol Implementation application.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the Mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in conjunction with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the agreed to project completion date, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at MDRS@gov.ab.ca.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template (see section 2 below) customized to the organization's priorities and projects, and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry's program team, which provides learning resources, professional development opportunities, coaching, and program guidance.

Interns bring knowledge, energy, and desire to learn to their host organizations. Through their experience in the program, interns gain a broad understanding of municipal government and administration and develop technical skills and competencies in one of three program streams:

- **Administrator:** for post-secondary graduates from any academic discipline. An Administrator intern is supervised by a senior member of the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest. Interns in this stream will focus on building skills and knowledge in policy, management and operations.
- **Finance Officer:** for post-secondary graduates from an accounting discipline. A Finance Officer intern is supervised by a senior finance officer who supports them in their work in the finance department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Chartered Professional Accountant designation.
- **Land-Use Planner:** for post-secondary graduates from a land-use planning or related program. Host organizations must undertake the majority of land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on staff) who supports the intern in their work in the planning department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Registered Professional Planner (RPP) certification.

2. Internship Workplan

The Municipal Internship Workplan is designed to ensure a broad variety of experience for interns so they may start building a well-rounded understanding of municipal operations and management during their term. The Workplan provides both a common structure and flexibility for customization so each host can create a plan that will best support its priorities and current activities, as well as support the host's intern in their area of interest and education.

The Workplan consists of six "core" learning areas in which **all** interns will gain work experience, skills, and knowledge, regardless of program stream:

- municipal government in Alberta (history, structure, and legislation);
- governance (council);
- management (administration);
- financial services;
- human resources; and
- land-use planning.

Finance Officer and Land-Use Planner interns will explore their respective department areas in more depth during their term.

The Workplan provides further recommended activities and learning opportunities in other municipal functions to supplement the core areas. Host municipalities will determine which of these areas will be part of their intern's experience based on municipal priorities and projects, and their intern's skills, interests, education, and career goals.

These additional areas include (but are not limited to):

- agricultural services and agricultural services boards;
- assessment and taxation;
- communications;
- community services;
- economic development;
- emergency and protective services;
- infrastructure, public works and transit;
- intergovernmental relations;
- legislative services; and
- public library services.

3. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities);
- the Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board (Land-Use Planner stream only); and
- intermunicipal planning service agencies (Land-Use Planner stream only).

Applicants must also meet specific population thresholds to be eligible (based on the 2019 Municipal Affairs Population List):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land-Use Planner	Between 5,000 and 125,000

Required Host Characteristics:

To be considered as a host for an intern, the organization must demonstrate:

- A strong council-administration or board-administration relationship exists and there is a strong commitment from both to have an intern;
- An organizational commitment to the Internship program's goals and requirements of the Workplan;
- A dedicated supervisor is appointed for the intern and an additional staff member is available as an alternate. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream); a senior financial officer (Finance Officer stream); or a senior planner (Land-Use Planner stream);
- The organization undertakes the majority of their planning in-house and have a senior planner on staff (preferably with a RPP designation) (Land-Use Planner stream only);
- Land-Use Planner and Finance Officer interns are supported to pursue their professional designations (Registered Professional Planner and Chartered Professional Accountant, respectively) should they wish to achieve these credentials;
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide learning opportunities and hands-on experiences in a wide range of municipal management and operational tasks, and an interest in providing coaching, mentoring, and sharing of knowledge with an intern.

4. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program term; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

A) Administrator

The Administrator stream allows for the hosting of an intern for an 18-month term. An Administrator intern is supervised by a senior member of the organization who supports the intern with developing competency in policy development and project management, as well as transferring knowledge about governance, management and operations of municipalities. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government.

B) Finance Officer

The Finance Officer stream allows for the hosting of an intern for an 18-month term. A Finance Officer intern is supervised by a senior finance officer who supports the intern with developing competency in public sector accounting, budgeting, financial analysis, and financial reporting. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host municipalities are expected to support their intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

C) Land-Use Planner

The Land-Use Planner stream allows for the hosting of an intern for an 18-month term. Host organizations must undertake the majority of land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on-staff) who supports the intern in their work in developing competency in the development and maintenance of statutory and non-statutory plans, development processes and project management. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host organizations are expected to support their intern in pursuing their Registered Professional Planner accreditation should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to partner with another municipality, a regional services commission, or an intermunicipal planning services agency to provide their intern with the relevant experience in that area. The lead, or "managing partner" must be a municipality that meets the eligibility requirements in section 2. This municipality submits the application, receives the grant funding, and is responsible for ensuring the intern Workplan is implemented and submitting grant reporting.

Generally, the partnering municipalities share the intern's time (e.g. two or three months on a rotating basis) or the term may be split into two nine-month blocks. The partners also split the costs associated with hosting an intern. The name of the partnering municipalities and details of how the partnership is to be implemented are required in the Grant Application Form. Program staff can provide recommendations on partnership hosting arrangements.

5. Application Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate application is required for each stream.

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

Applications are due by October 3, 2022 and are evaluated after the deadline. Host organizations are selected and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year.

6. Grant Amounts

Grant funding of \$60,000 per host municipality is provided, and allocated as follows:

<p>Compensation</p> <p>\$53,000</p>	<p>Host municipalities are expected to pay their intern in the range of \$45,000 to \$55,000 in salary per year (\$67,500 to \$82,500 for 18 months).</p> <p>The grant will provide \$53,000 to each host municipality to cover some of the intern's salary, benefits and other payroll deductions.</p> <p>As interns may not qualify for some benefit plans due to their temporary or contract status, the host municipality may consider offering a health spending or wellness account to their intern.</p>
<p>Expenses</p> <p>\$7,000</p>	<p>Includes: recruitment, relocation, professional development, safety equipment, association membership fees, and electronic equipment. Costs for supervisors to attend in-person Internship workshops can also be allocated to this category.</p>

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Interns may start their employment between April 24 – June 5, 2023. Internships are to be completed 18-months from the intern's start date.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2). Additionally, supporting documentation is required and includes a Workplan, an Intern Interim Report, a Supervisor Interim Report, an Intern Final Report, and a Supervisor Final Report, as per the CGA.

Schedule 5 - Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides grants for initiatives in which the project outcomes are of ministry or provincial strategic significance and do not align with the other program components.

2. Eligible Entities

The following entities are eligible for grants under the SI component:

- the Edmonton Metropolitan Region Board and the Calgary Metropolitan Region Board;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements;
- Townsite of Redwood Meadows Administration Society; and
- municipal professional administrative organizations.

3. Eligible Projects

Eligible projects include:

- support for the operations of metropolitan growth management boards;
- support for training and development for municipal professional administrative organization members and staff; and
- projects of provincial strategic significance that are deemed a ministry priority.

4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects. Grant Advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000).

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

The Minister may modify any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the agreed to project completion date, a time extension request should be submitted (see main guidelines

section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Lori Miller

From: no-reply@webguidecms.ca on behalf of Sandra and Corneal Bakker (via www.rockyford.ca) <no-reply@webguidecms.ca>
Sent: Monday, June 13, 2022 11:40 AM
To: Lori Miller; Village of Rockyford
Subject: Website Submission: Contact Us - rockyford.ca

Village of Rockyford - Website Submission: Contact Us - rockyford.ca

Website Submission: Contact Us - rockyford.ca

Form Submission Info

Name: Sandra and Corneal Bakker

Email: corneal.bakker1@gmail.com

Message: Hi,

This is a concern that needs to be addressed

A study of roaming cats

<https://phys.org/news/2022-06-cats-roam-diseases-humans-wildlife.html>

Village of Rockyford

JUNE 13, 2022

Cats that are allowed to roam can spread diseases to humans and wildlife

by Amy Wilson and Scott Wilson, The Conversation



Domestic cats are allowed to roam can transmit parasites and diseases to humans and wildlife. Credit: Shutterstock

For decades, scientists have warned that ecologically destructive activities increase the risk of diseases spilling over between wildlife and human populations. Examples of these drivers include climate change, habitat loss, wildlife trafficking, environmental contamination, expansion of anthropocentric activities and invasive species introduction.

Domestic animals also contribute to the movement of diseases between species. Free-roaming domestic animals, like cats, can facilitate the spread and transfer of diseases, impacting both humans and wildlife.

Infectious parasites

Free-roaming cats—which include feral, stray and house cats—present a particularly compelling case because of their large population sizes and their central role in the life cycle of a parasite called *Toxoplasma gondii* (*T. gondii*) that infects both wildlife and humans. Most people may have only heard of toxoplasmosis from their doctors during a pregnancy or in articles on "brain-altering" parasites.

However, *T. gondii* is one of the most common zoonotic parasites globally and is estimated to affect about 30 to 50 percent of the global human population. *T. gondii* infections can have severe and life-threatening consequences; especially for immunocompromised people and infants infected during pregnancy.

Toxoplasma gondii forms a permanent resting tissue cyst in the muscle or nervous tissue of a host, so even healthy infected people are impacted. Chronic toxoplasma infections have been linked with illnesses including degenerative neurological diseases, schizophrenia and brain cancer.

Domestic cats or wild felids—like lions, jaguars or cougars—intermittently excrete millions of *T. gondii* eggs (called oocysts) into the environment through their feces. These oocysts persist under favorable conditions for years in water and soil, with the capacity for long-distance dispersal.

If any warm-blooded animal ingests an oocyst, it can become infected with *T. gondii*. This can happen if a person or animal ingests oocysts in contaminated water or food, or through eating another animal that has already become infected.

Spreading diseases

Although both wild felids and domestic cats are sources of toxoplasma, domestic cats outnumber wild felids by several orders of magnitude. We recently tested whether mammals living in environments with greater densities of domestic cats would show higher infection rates of *T. gondii*.

While there are no global data sets showing domestic cat densities, domestic cats are closely associated with humans, and therefore, measures of human population density can act as a surrogate for the density of free-roaming cats. Using data from over 200 studies, we demonstrated that indeed, wildlife living in areas of higher human density had higher infection rates of *T. gondii*.

We concluded that this higher infection rate occurred due to a combination of two phenomenon: high densities of free-roaming domestic cats producing infected feces, and the loss of natural habitats. Natural ecosystems have important roles in filtering, sequestering and removing *T. gondii* and other pathogens from human, livestock and wildlife exposure pathways. Breaking the lifecycle by preventing cats from hunting and landscape restoration are key preventative measures.

If wildlife have an increased risk of exposure to *T. gondii* in certain areas, then humans and livestock can also be unintended targets. Public health researchers have shown this repeatedly by sampling soil, vegetable gardens and playgrounds.

Rabies risk

Rabies is another disease whose risk is increased by free-roaming cats. In the United States, cats are the most common rabies positive domestic species, with cats posing two-and-a-half times the rabies exposure risk compared to bats in Pennsylvania. In Canada, we recently found similar public health concerns of free-roaming cats when we examined patterns of rabies submissions of bats in Canada.

In Canada, free-roaming cats were associated with 10 times more bats being submitted for rabies testing compared to indoor cats. In fact, in our dataset, there were five records of free-roaming cats bringing bats into the house that subsequently were found to be rabies positive. This hunting activity by cats is obviously dangerous for people in the household, and is a very simple explanation for cases of cryptic rabies infections (rabies cases without an identifiable source).

This risk is directly proportionate to the frequency of free-roaming cats killing bats, which is unfortunately common. Single cats have been known to kill a hundred bats in a week.

In our dataset, one free-roaming cat killed nine endangered little brown bats in one month, with another record of a cat killing 14 bats in a single evening. Many bat populations have undergone severe declines, especially due to an introduced fungal disease. Bats are long-lived with low reproduction, so this additional source of mortality can severely impact bat populations.

Since cats only bring home 20 percent of what they kill, prey returns and rabies submissions only provide a tiny glimpse of the true cat predation rates. It is therefore apparent that although natural rabies prevalence in bats is low—less than one percent—in areas with cats killing large numbers of bats, rabies exposure risks will increase.

Protecting health and wildlife

There is broad consensus among veterinarians, ecologists, public health experts and animal rights activists that free roaming by domestic cats is detrimental for feline welfare, wildlife welfare, conservation and human health. Wildlife have the same capacity for distress and pain as domestic animals, and perform irreplaceable ecosystem services with tangible economic benefits, making their predation unjustifiable from an ethical or economic perspective.

Free-roaming cats suffer from increased mortality through traumatic injury, disease, neglect and abandonment. This marginalization of cats needs to be replaced with progressive enrichment resources and responsible management that does not foster an inhumane and biased disregard for feline welfare standards, wildlife welfare, conservation and human health.

Provided by The Conversation

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Lori Miller

From: no-reply@webguidecms.ca on behalf of Ian Mitchell (via www.rockyford.ca) <no-reply@webguidecms.ca>
Sent: Monday, July 4, 2022 3:07 PM
To: Lori Miller; Village of Rockyford
Subject: Website Submission: Contact Us - rockyford.ca

Village of Rockyford - Website Submission: Contact Us - rockyford.ca

Website Submission: Contact Us - rockyford.ca

Form Submission Info

Name: Ian Mitchell

Email: stonecroft.walcot@gmail.com

Message: 7/04/2022

Ian Mitchell

126 2nd Ave East, Rockyford.

The Village of Rockyford Council.
Concerning the stray cat population.

I would like to start by saying thank you for taking the time to read this letter.

I am reaching out to express concern that many residence of our village have in regards to the continuing increase in the feral cat population. Cats can reproduce once they reach sexual maturity in as little as 3 to 4 months. Producing another litter of anywhere between 3 to 6 kittens. Male cats become aggressive and territorial, spraying their scent glands to mark their territory. Feces of the animals are everywhere within our community, which takes time and effort to clean up, all for it to just re occur. This is resulting in damage to our homes and properties. Toxoplasmosis, is an infection that anyone can contract from being in contact from cat feces. This can be especially harmful to anyone with a weakened immune system, pregnant women and their unborn babies, and children.

I understand that multiple people have contact the village office to express their concerns of the matter, but the village has yet to lay out a plan on what they are doing to handle this ongoing situation. Giving people advice on how to deter wild cats from entering their properties is not the long term solution. I personally have contacted multiple cat sanctuaries to see if they are able to come out and do a spay, neuter, release event, but have yet to see any of these companies carry out this daunting task. The fact is, if nothing is done to control the feral cat population, it will only continue to

get worse than what it already is.

I would like to know how the Village of Rockyford is going to address this serious situation. How will you communicate to residents, what actions you will be taking to rectify the situation, and when will these actions be brought into effect? Time is against us before more kittens are born and begin breeding themselves.

I anxiously wait for your solution to this matter.

Ian Mitchell

Property own within the Village of Rockyford.

1 403 324 9274

Village of Rockyford



Office of the Reeve

RECEIVED

JUL - 5 2022

July 5, 2022

Wheatland Regional Partnership

Via email:

kevin.scoble@strathmore.ca

cao@rockyford.ca

cao@villageofstandard.ca

brian.henderson@wheatlandcounty.ca

RE: Wheatland County Council Meeting Attendance

At the July 5, 2022, Regular Council Meeting the following resolution was made:

THAT Council send a letter to the Wheatland Regional Partnership (WRP) clarifying its commitment to the partnership and outlining that Council intends to defer its attendance at future WRP meetings until outstanding legal matters have been addressed by the Village of Rockyford and the Village of Standard.

Sincerely,

Scott Klassen – Deputy Reeve
Wheatland County

cc: Wheatland County Council
Town of Strathmore Council
Village of Standard Council
Village of Rockyford Council



Council Committee Report
June 30, 2022
Darcy J. Burke

Wheatland Housing Management Body

- Guest Speaker Allan Downs presented report on municipal assessment and how requisitions are established
- Financial reports were presented and accepted
- Shannon Lapries was added to the policy committee
- Discussion regarding Chair draft letter regarding change in board to be sent to MLA's and ministers.
- Hussar has requested to join the board

Wademsas

- Audited Financial Statement presented
- Calls YTD 1901 increase of 0.34% Very slow June
- Would seem the new initiatives are helping
- Accreditation with ACOMMADATION has been completed
- Meeting with Jason England regarding contract talk breakdown
- Union has signed the contract
- Every NPO is being treated unfairly by AHS

WRC

- Audit complete, WRC has recorded another surplus
- Annual inspection of distribution pumps has been completed
- Irricana requested temporary coverage from WRC but we can't provide at this time
- Letters are being sent to Rockyford residents for new tamperproof meters to be installed
- THM results came back the best they have ever been
- Village of Hussar has decided to stay on the WRC board.
- Operators have been very busy getting ready for AENV inspection on June 14. The plant is cleaner than the day we opened for business.

Councillor Geeraert Report

June 9th 2022- Community Future Wild Rose AGM @ Trochu:

- Reviewed Annual general report (Included)
 - Auditor gave his report
 - CFWR received a new provincial grant of \$6 million:
 - \$3 million for Alberta Women Entrepreneurs (AWE)
 - \$3 million for the Community Futures Network of Alberta (CFNA)
- If money is paid 75% back in 5 years the 25% is forgiven

June 22nd 2022- WFCSS @ Wheatland County

- Reviewed monthly financial statements & staff reports

July council report
By Bill Goodfellow

June 8 - council mtg

June 14 - Nathan Cooper town hall in Standard

By invitation to councils in constituency of Three Hills

Other members of the audience were farmers with oil and gas wells on their property

The UCP proposed a tribunal system to settle disputes. Two companies

are winning what is described as bad for farmers disputes despite high oil prices

Issues with Alberta's role & problems in confederation, RCMP, Transfer payments, Tribunal

for dispute of Ember versus farmers with well heads on their land

Apology for not being able to answer issues during covid and huge increase in calls to

M L A. Role of speaker of the house with issues of unbiased and being MLA for

his constituency were discussed. Pros and cons of degrees of involvement in

government in power

Introduction of two leadership hopefuls to the UCP

June 15- WRC auditor report

June 16 -DDSWMA

On budget with new reporting system for book keeping

Issues of increased fuel and power cost on the budget

New administration is dealing with old issues of staff turnover & , prison inmate working

on site supervised without interaction with staff or customers or contractors

Administration dealing with questions of bylaw and policy programs being registered

More separation wanted in relationships with city of Drumheller and DDSWMA

Administration programs

June 21- museum meeting

7 people in attendance

Want signpost to be made available.

Board duties to be shared between Francis ,Lois ,and me til next mtg

Looking to partner with an established community group like friendship club

Friendship club meeting set for September 17

Will be talking to rosebud museum for startup pointers

Searching for grant funding

Council report
Tyler Henke
June 2022

No committee meetings were attended outside of council meetings and special meetings

Have a great summer!

CAO Report – month of June 22

Sold both pickup trucks that had been sitting at shop for years.

Printed all tax notices for file.

Completed ICS-100.

Sent joint letter from Villages of Rockyford and Standard to Wheatland County.

Attended ECC Exercise at Strathmore Library. We walked into an empty room and then went through the set up of tables and chairs according to the organizational chart and our designated roles of the ECC. We then went through our roles as if it was an actual emergency. Each group went through our kits and made a list of the missing items to be updated. We also made a list of the items missing in the room we were using that would be required if it was an actual emergency so that those items could be stocked/sourced.

Teams meeting with Fortis on June 10th to get started on the upgrade of streetlights on the second block of Main Street. This will take some time to complete as it is 2-4 weeks before someone can come take a look at the project and move forward from there. Received an update from Fortis on June 29th that the project has been assigned but it will be another 2 weeks to get a designer in touch with me.

Completed and submitted Statistical Information Return (SIR).

Researched grants and how to apply.

Attended WRC meeting via Zoom.

Attended Palliser CAO meeting – Current State Assessment in Hanna. They have had a Management and Economic consultant working with them to find a solution as they are having to use their reserves to carry out business. Different options were presented and discussed by all in attendance. Options included cutting back on the services they offer, moving their office to a larger center allowing them better access to employees, restructuring the requisition amounts required from all municipalities, and pay for service options.

Applied for grants – water line, PRV and meter replacement.

Attended Museum meeting.

Attended and completed DEM course in Hanna.

Sourced garbage cans for replacement at community center.

Had a second contractor take a look at PRP roof to give estimate.

Canada Summer Jobs webinar. Found out that I needed to update information from Elaine to me and get set up for online payment from GOC. Spoke with advisor and got everything updated and completed.

Sunlife webinar.

Had three more contractors out to look at concrete replacement 2nd block of Main Street, waiting for quotations.

Sent many "unsightly" letters this month. Most people have complied and cleaned up their yards as requested. The house on 4th Ave was sent an unsightly letter in May and has not complied or contacted me. I moved forward and sent a fine this month via registered mail which has yet to be picked up. If not picked up by July 14 it will be returned to us. I will then have to look at different options for getting the letter delivered in person.