

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
April 12, 2023
Council Chambers
110 Main Street, Rockyford, AB
7:00 p.m.

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS
 - A. Calvin Scott
 - B. Beverly Warren-Woligrocki
5. ADOPT MINUTES
 - A. Minutes from March 8, 2023, Regular Meeting
6. FINANCIAL REPORTS
 - A. Bank Reconciliation March 2023 – Village
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
 - A. Request for Interest Forgiveness Roll #810
8. NEW BUSINESS
 - A. Deck Variance
 - B. Land Use Bylaw Amendment
 - C. Joint Use and Planning Agreement
 - D. Bylaw 2023-002, Public Utility Bylaw
 - E. Interim Budget Increase
 - F. Office Rental
 - G. Municipal Administration Leadership Workshop
 - H. Taxservice
 - I. Natural Gas Options
9. CORRESPONDENCE
 - A. Letter re decommissioned water reservoir
 - B. Strathmore Rural Policing Report, Q3
 - C. Alberta Public Safety and Emergency Services re: PFM
 - D. Letter to Minister Savage from Town of Barrhead
 - E. Key Municipal Dates Information Bulletin
 - F. Alberta Medical First Response letter
 - G. Loans to Local Authorities
 - H. Palliser Regional Municipal Services Financial Statements 2022 and meeting minutes
 - I. Solar Proposal by Terralta
 - J. Suncorp Valuations/ Alberta Municipalities Appraisal & Risk Management/Loss Control
10. OTHER BUSINESS
11. ACTION ITEM LIST REVIEW
 - A. WRC Meter Replacement Responses
 - B. Response from lawyer re: enforcing unsightly property

12. CLOSED SESSION

13. OUT OF CLOSED SESSION MOTION

14. REPORTS

15. ADJOURNMENT

Public works report March 2023

1. Training on GIS mapping
2. Eliminating ballasts at PRP and installing LED ballastless tubes when needed.
3. Pumping water along railway.
4. Scraping Streets.
5. Took water pumps apart and cleaned debris out of impellers.
6. Aquatech out to clean out clear well.
7. Chipping trails in ice to get water to run.

April 12, 2023

Mayor and Council
Village of Rockyford
PO Box 294
Rockyford, Alberta T0J 2R0

Ladies and Gentlemen:

We have completed our audit of the financial statements of the Village of Rockyford for the year ended December 31, 2022. Our audit included consideration of internal control relevant to the preparation of the financial statements to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, our review of any given control was limited and would not disclose all weaknesses in the system or all matters which an in-depth study might indicate. As you know, the maintenance of an adequate system of internal controls is the responsibility of the Mayor and Council.

The following matters that we are reporting to you are limited to deficiencies identified during the audit that are of sufficient importance to merit being reported.

Information technology policies

Based on the Village's current control documents, it does not have sufficient formal policies related to information technology, data management, and security. These types of policies will ensure that the Village has documented procedures in place to protect its digital integrity. It will also assist management and Council in ensuring that any data processed by the Village is secure.

We recommend the Village develop formal, Council approved policies related to information technology, data management, and security. If the Village needs any assistance in the development of these policies, please contact Avail CPA.

Employee contracts

During the course of the audit, it was noted that, although Council approves wages adjustments annually, not all employees have wage updated agreements in their employee files. It is important for all employees to have a contract letter in their file to ensure their pay rate is accurate. This will also help ensure there are no disagreements as to what the employee is paid.

We recommend employee files be updated annually to reflect the most recent changes to the employees' information and remuneration. This will help ensure the proper amounts are being recorded in the system and there is no misunderstanding of the amount paid to employees.

Cut-off

During the course of our audit it was discovered that invoices dated after the yearend were not recorded in the general ledger. This caused certain balance of the Village to be understated until adjustments were made during the audit. It is management's responsibility to maintain control systems to ensure complete and reliable accounting records.

We recommend that the Village review its controls over cutoff and make changes where necessary in order to ensure disbursements are recorded in the proper period. This will increase the reliability and accuracy of accounting records.

Mayor and Council
Village of Rockyford
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April 12, 2023

GST

During the course of the audit, it was noted that when GST rebates were filed, they failed to account for any GST payable or any adjustments from prior years.

We recommend that the next PSB rebate be adjusted to reflect these balances and that these items be considered when doing future PSB rebates.

Funds held on behalf of others

During the course of the audit, it was noted that there were differences between the funds paid on behalf of others compared to the funds collected on behalf of others for the Ag Society, Community Centre, and Lions Club.

We recommend that either the payments/deposits are reconciled in the general ledger on a regular basis or separate bank accounts be set up to ensure the proper tracking of funds held on behalf of other organizations.

This communication is prepared solely for the information of the Council members and management of the Village of Rockyford and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We wish to emphasize that our discussion and recommendations are meant solely to bring to your attention areas where the accounting system and procedures could be improved and is in no way a reflection on the competence or integrity of the staff working at the Village of Rockyford.

We would like to thank Lori and Tara for their assistance during our audit. Thank you for the continuing opportunity to be of service to your organization and we look forward to serving you in the future. If you have any questions or concerns regarding our audit or any other issues with which you may require our assistance, please do not hesitate to contact us.

Thank you.

Yours truly,

AVAIL LLP

Calvin Scott, CPA, CA

VILLAGE OF ROCKYFORD
Non-Consolidated Financial Statements
For the year ended December 31, 2022

VILLAGE OF ROCKYFORD
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For the year ended December 31, 2022

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INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Village of Rockyford

Opinion

We have audited the non-consolidated financial statements of the Village of Rockyford which comprise the non-consolidated statement of financial position as at December 31, 2022, and the non-consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying non-consolidated financial statements present fairly, in all material respects, the financial position of the Village of Rockyford as at December 31, 2022, the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the non-consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw your attention to note 21 to the financial statements which described the amendments made to the prior year's figures. Our audit opinion is not modified in respect to this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the non-consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the non-consolidated financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the non-consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

INDEPENDENT AUDITOR'S REPORT, continued

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

- **Debt Limit Regulation:**
In accordance with Alberta Regulation 255/2000, we confirm that the Village is in compliance with the Debt Limit Regulation. A detailed account of the Village's debt limit can be found in note 15.
- **Supplementary Accounting Principles and Standards Regulation:**
In accordance with Alberta Regulation 313/2000, we confirm that the Village is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 16.

Lethbridge, Alberta

April 12, 2023

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Chartered Professional Accountants

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The non-consolidated financial statements are the responsibility of the management of the Village of Rockyford.

These non-consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the non-consolidated financial statements are presented fairly, in all material respects.

The Village maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Village's assets are properly accounted for and adequately safeguarded.

The elected Council of the Village is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the committee of the whole.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The non-consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Village. Avail LLP has full and free access to the Council.

Village Administrator

VILLAGE OF ROCKYFORD
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2022

	2022	2021 (Restated)
Financial assets		
Cash and temporary investments (note 2)	\$ 1,075,507	\$ 1,528,640
Taxes and grants in place of taxes receivable (note 3)	281,450	205,562
Trade and other receivables (note 4)	709,247	787,965
Land held for resale	62,075	62,075
Investments (note 5)	1,523	1,523
	2,129,802	2,585,765
Liabilities		
Line of credit (note 6)	-	93,467
Accounts payable and accrued liabilities	448,704	901,311
Deferred revenue (note 7)	1,041,838	816,958
Long-term debt (note 8)	438,466	475,980
	1,929,008	2,287,716
Net financial assets	200,794	298,049
Non-financial assets		
Inventory for consumption	20,008	-
Tangible capital assets (schedule 2)	23,720,063	36,702,892
	23,740,071	36,702,892
Accumulated surplus (note 9 and schedule 1)	\$ 23,940,865	\$ 37,000,941

Commitment (note 19)

Approved on behalf of Council:

Councillor _____

Councillor _____

VILLAGE OF ROCKYFORD
NON-CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2022

	Budget (Unaudited)	2022	2021 (Restated)
Revenue			
Net municipal property taxes (note 12)	\$ 356,747	\$ 356,184	\$ 358,777
User fees and sales of goods	369,484	391,907	378,491
Government transfers for operating (note 13)	34,269	33,219	84,269
Investment income	4,900	36,036	8,060
Penalties and costs of taxes	30,173	46,561	37,886
Licenses and permits	3,400	3,580	4,642
Franchise and concession contracts	48,000	49,834	46,521
Other	45,788	99,721	37,090
	<u>892,761</u>	<u>1,017,042</u>	<u>955,736</u>
Expenses (note 14)			
Legislative	21,600	25,905	25,167
Administration	181,711	240,239	184,666
Protective services	148,931	171,042	105,730
Common and equipment pool	75,144	87,186	58,552
Roads, streets, walks and lighting	145,310	164,646	131,028
Storm sewers and drainage	2,700	1,181	2,638
Water supply and distribution	812,153	885,850	1,222,389
Wastewater treatment and disposal	39,628	32,588	41,585
Waste management	40,420	36,574	41,618
Public health and welfare services	2,715	3,510	2,715
Planning and development	71,849	81,249	79,291
Parks and recreation	48,305	50,007	60,517
Culture - libraries, museums, halls	7,100	7,097	7,072
	<u>1,597,566</u>	<u>1,787,074</u>	<u>1,962,968</u>
Deficiency of revenue over expenses before other	<u>(704,805)</u>	<u>(770,032)</u>	<u>(1,007,232)</u>
Other			
Government transfers for capital (note 13)	482,857	474,120	886,430
Contributed assets	-	(12,764,164)	-
	<u>482,857</u>	<u>(12,290,044)</u>	<u>886,430</u>
Deficiency of revenue over expenses	<u>(221,948)</u>	<u>(13,060,076)</u>	<u>(120,802)</u>
Accumulated surplus, beginning of year			
As previously stated	37,050,308	37,050,308	37,121,743
Prior period adjustment (note 21)	-	(49,367)	-
As restated	<u>37,050,308</u>	<u>37,000,941</u>	<u>37,121,743</u>
Accumulated surplus, end of year	<u>\$ 36,828,360</u>	<u>\$ 23,940,865</u>	<u>\$ 37,000,941</u>

VILLAGE OF ROCKYFORD
NON-CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the year ended December 31, 2022

	Budget (Unaudited)	2022	2021 (Restated)
Deficiency of revenue over expenses	\$ (221,948)	\$ (13,060,076)	\$ (120,802)
Acquisition of tangible capital assets	(482,857)	(514,614)	(952,817)
Amortization of tangible capital assets	733,279	733,279	1,034,351
Contributed assets	-	12,764,164	-
	250,422	12,982,829	81,534
Net change in inventory for consumption	-	(20,008)	-
Net change in prepaid expense	-	-	4,598
Increase in net financial assets	28,474	(97,255)	(34,670)
Net financial assets, beginning of year	298,049	298,049	332,719
Net financial assets, end of year	\$ 326,523	\$ 200,794	\$ 298,049

VILLAGE OF ROCKYFORD
NON-CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2022

	2022	2021 (Restated)
Operating transactions		
Deficiency of revenue over expenses	\$ (13,060,076)	\$ (120,802)
Adjustments for items which do not affect cash		
Amortization of tangible capital assets	733,279	1,034,351
Contributed assets	12,764,164	-
	437,367	913,549
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(75,888)	(24,177)
Trade and other receivables	78,718	447,495
Prepaid expenses	-	4,598
Accounts payable and accrued liabilities	(452,607)	(680,462)
Deferred revenue	224,880	(556,198)
Line of credit	(93,467)	93,467
	98,995	198,272
Capital transactions		
Acquisition of tangible capital assets	(514,614)	(952,817)
Financing transactions		
Repayment of long-term debt	(37,514)	(45,098)
Decrease in cash and temporary investments	(453,133)	(799,643)
Cash and temporary investments, beginning of year	1,528,640	2,328,283
Cash and temporary investments, end of year	\$ 1,075,507	\$ 1,528,640

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

1. Significant accounting policies

The non-consolidated financial statements of the Village of Rockyford are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Village are as follows:

(a) Reporting entity

The non-consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

1. Significant accounting policies, continued

(e) Land held for resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(f) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(g) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(h) Requisition over-levy and under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(i) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(j) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

1. Significant accounting policies, continued

- (i) **Tangible capital assets**
Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Buildings	50
Engineered structures	15-75
Machinery and equipment	10-25
Vehicles	10-25

A full year of amortization is charged in the year of acquisition and no amortization in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

- (ii) **Contributions of tangible capital assets**
Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.
- (iii) **Leases**
Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.
- (iv) **Inventories**
Inventories held for consumption are recorded at the lower of cost and replacement cost.
- (v) **Cultural and historical tangible capital assets**
Works of art for display are not recorded as tangible capital assets but are disclosed.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

2. Cash and temporary investments

	2022	2021
Cash	\$ 35,874	\$ 29,581
Temporary investments	1,039,633	1,499,059
	\$ 1,075,507	\$ 1,528,640

Temporary investments are comprised of T-bill savings accounts with interest rates earning an average of 2.3% (2021 - 0.6%).

3. Taxes and grants in place of taxes receivables

	2022	2021
Taxes and grants in place of taxes receivable	\$ 45,477	\$ 37,549
Arrears	235,973	168,013
	\$ 281,450	\$ 205,562

4. Trade and other receivables

	2022	2021 (Restated)
Wheatland Regional Corporation (note 22)	\$ 562,971	\$ 627,489
MSI Capital	72,488	-
Rockyford Rural Fire Association	33,933	28,217
GST	31,236	38,792
Municipal Asset Management Program	8,619	-
Rockyford Ag Society	-	93,467
	\$ 709,247	\$ 787,965

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

5. Investments

	2022		2021	
	Cost	Market value	Cost	Market value
UFA - patronage reserves	\$ 1,481	\$ 1,481	\$ 1,481	\$ 1,481
Treasury Board and Finance	10	10	10	10
Alberta Association of Municipal Districts & Counties	30	30	30	30
Wheatland Regional Corporation	2	2	2	2
	<u>\$ 1,523</u>	<u>\$ 1,523</u>	<u>\$ 1,523</u>	<u>\$ 1,523</u>

The Village purchased 25 class B common shares in Wheatland Regional Corporation (WRC) for 25% ownership in the amount of \$2.50.

WRC was formed in partnership with the Villages of Rockyford, Hussar, Standard, and Wheatland County. WRC is responsible for distribution of water to residents in the partnership municipalities.

6. Line of credit

A secured line of credit was obtained during the prior year with ATB for a maximum of \$120,000, bearing interest at 3.45%, and was to be repaid over no longer than five years.

As at December 31, 2022, there was no outstanding balance (2021 - \$93,467).

All repayments were made by the Rockyford Agricultural Society.

7. Deferred revenue

	2022	2021
Canada Community Building Fund (formerly Federal Gas Tax Fund)	\$ 331,957	\$ 303,175
Wheatland County Infrastructure Services Program (CRISP)	297,721	185,556
Wheatland County - Water for Life	233,590	233,590
Municipal Sustainability Initiative (MSI) - Capital	143,125	70,637
Alberta Community Partnership Grant	20,000	20,000
Services not yet provided	13,520	2,075
Prepaid cemetery lots	1,925	1,925
	<u>\$ 1,041,838</u>	<u>\$ 816,958</u>

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

8. Long-term debt

	2022	2021
	\$ 438,466	\$ 475,980
Current portion	\$ 39,128	\$ 37,514

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2023	\$ 39,128	\$ 15,136	\$ 54,264
2024	40,813	13,451	54,264
2025	42,573	11,691	54,264
2026	28,808	9,853	38,661
2027	14,003	9,055	23,058
Thereafter	273,141	72,722	345,863
	\$ 438,466	\$ 131,908	\$ 570,374

Debenture debt is repayable to Treasury Board and Finance and bears interest at rates ranging from 3.192% to 4.752% per annum and matures in periods 2026 through 2042. The average annual interest rate is 3.97% for 2022 (3.97% for 2021).

Debenture debt is issued on the credit and security of the Village at large.

Interest on long-term debt amounted to \$16,750 (2021 - \$18,855).

The Village's total cash payments for interest in 2022 were \$16,750 (2021 - \$18,855).

9. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2022	2021 (Restated)
Unrestricted surplus	\$ 652,936	\$ 767,697
Internally restricted surplus (reserves) (note 10)	6,332	6,332
Equity in tangible capital assets (note 11)	23,281,597	36,226,912
	\$ 23,940,865	\$ 37,000,941

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

10. Reserves

Council has set up reserves for various purposes. These reserves are either required by legislation or set up at the discretion of Council to provide funding for future expenses.

Police funding reserve

This reserve funds will be used to fund the future payments for the RCMP requisition.

	2022	2021
Operating		
Police funding reserve	\$ 6,332	\$ 6,332

11. Equity in tangible capital assets

	2022	2021
Tangible capital assets (schedule 2)	\$ 30,634,329	\$ 44,497,730
Accumulated amortization (schedule 2)	(6,914,266)	(7,794,838)
Long-term debt (note 8)	(438,466)	(475,980)
	\$ 23,281,597	\$ 36,226,912

12. Net municipal property taxes

	Budget (Unaudited)	2022	2021
Taxation			
Real property taxes	\$ 434,776	\$ 434,190	\$ 435,777
Linear property taxes	9,176	8,614	7,831
	443,952	442,804	443,608
Requisitions			
Alberta School Foundation Fund	85,000	84,075	82,626
Wheatland Housing Management Body	2,205	2,545	2,205
	87,205	86,620	84,831
	\$ 356,747	\$ 356,184	\$ 358,777

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

13. Government transfers

	Budget (Unaudited)	2022	2021 (Restated)
Transfers for operating:			
Provincial government	\$ 31,119	\$ 31,119	\$ 81,119
Federal government	3,150	2,100	3,150
	34,269	33,219	84,269
Transfers for capital:			
Provincial government	482,857	21,218	886,430
Other local government	-	452,902	-
	482,857	474,120	886,430
	\$ 517,126	\$ 507,339	\$ 970,699

14. Expenses by object

	Budget (Unaudited)	2022	2021
Salaries, wages and benefits	\$ 200,736	\$ 196,496	\$ 184,547
Contracted and general services	461,282	588,544	517,849
Materials, goods, supplies and utilities	164,416	222,556	168,085
Interest on long term debt	16,750	16,750	18,855
Other expenditures	4,500	4,008	3,650
Transfers to organizations and others	16,603	25,441	35,631
Amortization of tangible capital assets	733,279	733,279	1,034,351
	\$ 1,597,566	\$ 1,787,074	\$ 1,962,968

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

15. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Village be disclosed as follows:

	2022	2021 (Restated)
Total debt limit	\$ 1,525,562	\$ 1,433,604
Total debt	438,466	475,980
	\$ 1,087,096	\$ 957,624
Debt servicing limit	\$ 254,260	\$ 238,934
Debt servicing	54,264	54,264
	\$ 199,996	\$ 184,670

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

16. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1)	(2)	2022	2021
	Salary	Benefits & allowances		
Council				
Burke, Darcy	\$ 7,875	\$ 249	\$ 8,124	\$ 5,575
Smith, Leah	5,155	131	5,286	3,491
Goodfellow, William	1,561	-	1,561	2,071
Henke, Tyler	1,483	5	1,488	406
Geeraert, April	825	-	825	694
Cheshire, Dalia	-	-	-	1,819
Morin, Kathleen	-	-	-	369
Macdonald, Elaine	28,004	442	28,446	78,099
Miller, Lori	\$ 45,833	\$ 3,197	\$ 49,030	-

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

17. Segmented disclosure

The Village provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

Refer to the schedule of segmented disclosure (schedule 3).

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

18. Budget amounts

The 2022 budget for the Village was approved by Council and has been reported in the non-consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained principal payments on debt as expenditures. Since these items are not included in the amounts reported in the non-consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

The approved budget did not contain an amount for amortization expense. In order to enhance comparability, the actual amortization expense has been included as a budget amount.

Budgeted deficit per financial statements	\$ (221,948)
Less: Capital expenditures	(482,857)
Long-term debt repayments	(37,514)
Add: Amortization	733,279
<hr/>	
Equals: Budgeted deficit	\$ (9,040)

19. Commitment

The Village of Rockyford is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. The investment in this program is not reflected as an asset in the accompanying financial statements. Under the terms of membership, the Village could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

20. Contaminated sites liability

The Village has adopted PS3260 liability for contaminated sites. The Village did not identify any financial liabilities in 2022 (2021 - nil) as a result of this standard.

21. Prior period adjustment

The prior year balances have been adjusted to reflect a decrease in accounts receivable and revenues in the amount of \$49,367 related to incorrectly recorded inter-entity loan balance. The result is a decrease in accounts receivable and opening unrestricted surplus in the current year.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

22. Related party transactions

During the year the Village entered into the following transactions with Wheatland Regional Corporation (WRC):

- (a) The WRC charges the Village to make water available for distribution at the water connect point per cubic meter and for the water operator's services based on manpower per hour and mileage at approved rates.
- (b) The WRC signed an Operation and Service Agreement with the Village of Rockyford to take over utility billing on behalf of the Village. The Agreement was signed September 2017 and the WRC will bill the residents of Rockyford and remit fees for garbage and debentures to the Village based on rates from 2022. The agreement expired June 30, 2022. Effective January 1, 2019, the WRC agreed the fees for water and sewer would also be remitted to the Village.
- (c) This resulted in \$306,647 (2021 - \$259,322) of expenses paid to the WRC for water operator services, usage of water at the water connect point, and major capital expenditures to water lines.
- (d) Included in accounts receivable is \$562,971 (2021 - \$627,489) due from WRC. The funds advanced are non-interest bearing and has no specific terms of repayment.
- (e) Included in accounts payable is \$16,259 (2021 - \$14,694) due to WRC.
- (f) As at December 31, 2022, the Village of Rockyford has ownership of the water treatment plant and related water line infrastructure. The Government of Canada and Government of Alberta has approved multiple cost-shared grant funding agreements for the water treatment plant upgrade and waterline to various municipalities. The agreements stipulate the Village of Rockyford is to retain ownership of the assets for 5 years after the agreement end date for each project. Upon expiration of the agreements, the assets will be transferred to the WRC. Phase 1 of the water treatment plant was transferred during the year at a NBV of \$12,764,164.

VILLAGE OF ROCKYFORD
NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

23. Financial instruments

The Village's financial instruments consist of cash and temporary investments, accounts receivable, investments, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Village is not exposed to significant interest or currency risk arising from these financial instruments.

The Village is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

24. Comparative figures

Where necessary the comparative figures for the 2021 year have been reclassified to conform with 2022 financial statement presentation.

25. Approval of financial statements

These financial statements were approved by Council and Management.

VILLAGE OF ROCKYFORD
SCHEDULES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

Schedule of changes in accumulated surplus	Schedule 1				
	Unrestricted	Restricted	Equity in tangible capital assets	2022	2021
Balance, beginning of year					
As previously stated	\$ 817,065	\$ 6,332	\$ 36,226,911	\$ 37,050,308	\$ 37,121,743
Prior period adjustment (note 21)	(49,367)	-	-	(49,367)	-
As restated	767,698	6,332	36,226,911	37,000,941	37,121,743
Deficiency of revenue over expenses	(13,060,076)	-	-	(13,060,076)	(120,802)
Current year funds used for tangible capital assets	(514,615)	-	514,615	-	-
Contributed tangible capital assets	12,764,164	-	(12,764,164)	-	-
Amortization of tangible capital assets	733,279	-	(733,279)	-	-
Long-term debt repaid	(37,514)	-	37,514	-	-
Change in accumulated surplus	(114,762)	-	(12,945,314)	(13,060,076)	(120,802)
Balance, end of year	\$ 652,936	\$ 6,332	\$ 23,281,597	\$ 23,940,865	\$ 37,000,941

VILLAGE OF ROCKYFORD
SCHEDULES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

Schedule of tangible capital assets

Schedule 2

	Land	Buildings	Engineered structures	Machinery and equipment	Vehicles	2022	2021
Cost:							
Balance, beginning of year	\$ 80,696	\$ 689,275	\$ 41,982,323	\$ 803,897	\$ 941,540	\$ 44,497,730	\$ 43,544,913
Acquisitions	-	-	-	14,166	500,448	514,614	952,817
Transfers	-	-	(14,359,685)	-	(18,330)	(14,378,015)	-
Balance, end of year	80,696	689,275	27,622,638	818,063	1,423,658	30,634,329	44,497,730
Accumulated amortization:							
Balance, beginning of year	-	263,716	6,336,943	580,102	614,078	7,794,838	6,760,487
Annual amortization	-	18,572	633,783	24,030	56,894	733,279	1,034,351
Disposals	-	-	(1,595,521)	-	(18,330)	(1,613,851)	-
Balance, end of year	-	282,288	5,375,205	604,132	652,642	6,914,266	7,794,838
Net book value	\$ 80,696	\$ 406,987	\$ 22,247,433	\$ 213,931	\$ 771,016	\$ 23,720,063	\$ 36,702,892
2021 net book value	\$ 80,696	\$ 425,559	\$ 35,645,380	\$ 223,795	\$ 327,462	\$ 36,702,892	

VILLAGE OF ROCKYFORD
SCHEDULE TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2022

Schedule of segmented disclosure	Schedule 3							
	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal property taxes	\$ 356,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356,184
User fees and sales of goods	1,915	-	-	332,594	-	-	57,398	391,907
Government transfers for operating	31,119	-	-	-	-	-	2,100	33,219
Investment income	36,036	-	-	-	-	-	-	36,036
Penalties and costs of taxes	46,561	-	-	-	-	-	-	46,561
Licenses and permits	-	2,950	-	-	-	630	-	3,580
Franchise and concession contracts	49,834	-	-	-	-	-	-	49,834
Other	20,923	66,307	-	-	5,436	7,055	-	99,721
	542,572	69,257	-	332,594	5,436	7,685	59,498	1,017,042
Expenses								
Salaries, wages and benefits	126,601	-	62,552	-	-	-	7,343	196,496
Contracted and general services	118,983	47,549	48,978	325,027	645	46,967	395	588,544
Materials, goods, supplies and utilities	7,368	62,411	46,549	43,286	150	33,633	29,159	222,556
Interest on long term debt	-	-	5,645	11,105	-	-	-	16,750
Other expenditures	190	168	-	-	-	650	3,000	4,008
Transfers to organizations and others	-	2,528	-	13,101	2,715	-	7,097	25,441
Amortization of tangible capital assets	13,001	58,387	89,290	562,491	-	-	10,110	733,279
	266,143	171,043	253,014	955,010	3,510	81,250	57,104	1,787,074
Excess (deficiency) of revenue over expenses before other	276,429	(101,786)	(253,014)	(622,416)	1,926	(73,565)	2,394	(770,032)
Other								
Government transfers for capital	-	452,902	21,218	-	-	-	-	474,120
Contributed assets	-	-	-	(12,764,164)	-	-	-	(12,764,164)
	-	452,902	21,218	(12,764,164)	-	-	-	(12,290,044)
Excess (deficiency) of revenue over expenses	\$ 276,429	\$ 351,116	\$ (231,796)	\$(13,386,580)	\$ 1,926	\$ (73,565)	\$ 2,394	\$(13,060,076)

Our question is in regards to the sidewalk that is being poured this summer (2023) on Main St. north of 1st Ave.

We are curious to know if it is possible not to put the finish or product in or on the concrete/cement that makes the sidewalk slippery?

Sincerely,

BEV WARREN-WOLIGROCKI
201 MAIN ST.

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
March 8, 2023
7:00 PM

ATTENDANCE: Mayor Darcy Burke
Councillors Leah Smith
Tyler Henke
William Goodfellow

Administration: Lori Miller

Missing: April Geeraert

1. CALL TO ORDER Mayor Burke called the meeting to order at 7:01 p.m.

2. AGENDA

RES 050-2023 Moved by Councillor Henke that the agenda be accepted as amended.
Carried

3. PUBLIC WORKS REPORT

RES 051-2023 Moved by Councillor Goodfellow that the report be accepted as presented.
Carried

4. DELEGATIONS

- 4A. Randal Dean – requested Right of First Refusal on two properties at Prairie Ridge Subdivision, spoke to his realtor agreement
- 4B. Hrv Opacak – unable to attend, sent letter to be read
- 4C. Trevor Lewington, Mayor of Stirling – Q&A with Council re solar power

5. MINUTES

5A. Minutes from February 8, 2023, Regular Meeting

RES 052-2023 Moved by Deputy Mayor Smith to accept the minutes as prepared.
Carried

6. FINANCIAL REPORTS

Bank Reconciliation February 2023

RES 053-2023 Moved by Councillor Henke to accept the bank reconciliation as presented.
Carried

7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES

Mayor
Administrator

8. NEW BUSINESS

8A. Right of First Refusal

RES 053-2023 Moved by Councillor Goodfellow that the Village enters into the Right of First Refusal Agreement with Randal Dean on behalf of Steven Kendall with the timeline being changed to 90 days for the purchaser to exercise.
Carried

8B. Realtor Agreement

RES 054-2023 Moved by Councillor Henke that we enter into the realtor agreement with Randal Dean after we have it looked at by a lawyer.
Carried

8C. Campground Online Reservation Proposal

RES 055-2023 Moved by Deputy Mayor Smith that we move to the online reservation system.
Carried

8D. Request for Interest Forgiveness

RES 056-2023 Mayor Burke directed Administration to reach out to legal counsel to verify when the property tax becomes the responsibility of the new owner. Is it at the time of possession or not until the title is processed by the Land Titles Office?

8E. Preliminary Operating Budget

RES 057-2023 Moved by Councillor Henke that the budget be accepted as information.
Carried

8F. MPE Proposal for Subdivision Servicing

RES 058-2023 Moved by Deputy Mayor Smith that we hire MPE for subdivision servicing. Funds are to be transferred from reserves to cover.
Carried

8G. Time Off Request – Lori Miller

RES 059-2023 Moved by Councillor Henke that the time off be approved.
Carried

8H. Tax Arrears List

RES 060-2023 Moved by Deputy Mayor Smith that the list be accepted as information.
Carried

8I. Meeting Owl

RES 061-2023 Moved by Mayor Burke that we purchase the Meeting Owl for the council chambers and upgrade the laptop in chambers to be able to run the owl.
Carried

9. CORRESPONDENCE

9A. Seniors' Week Declaration

RES 062-2023 Moved by Mayor Burke to declare June 5-11, 2023, Seniors' Week in Rockyford.

Carried

9B. Letter to Honourable Jason Copping -Minister of Health, Fox Creek Ambulance

RES 063-2023 Moved by Councillor Henke to accept as information.

Carried

9C. Letter of congratulations from Martin Shields, MP

RES 064-2023 Moved by Deputy Mayor Smith to accept as information.

Carried

9D. Letter from Minister Schulz – re budget

9E. Letter from Minister Schulz – re funding

RES 065-2023 Moved by Councillor Henke to accept the letters from Minister Schulz as information.

Carried

9:23 pm Deputy Mayor Smith left the meeting.
9:25 pm Deputy Mayor Smith returned to the meeting.

10. OTHER BUSINESS

11. ACTION ITEM LIST REVIEW

11A. Strathmore Community Standards Bylaw review

RES 066-2023 Mayor Burke gave Administration direction to reach out to legal counsel regarding how to enforce the fines that we have imposed on a property for non-compliance to our Nuisance and Unsightly Bylaw.

Carried

11B. Quote for County for water hook up
Developer to coordinate through our office and WRC.

11C. Utility Bill Collection

RES 067-2023 Moved by Deputy Mayor Smith that Administration does an amendment to the Utility Bylaw to address the collection of overdue accounts.

Carried

11D. Water Loss Comparison

Administration updated Council that water loss in the Village is very similar to losses experienced in Standard.

- 11E. WRC Meter Replacement Responses
Administration updated Council that only three residents have responded to WRC for meter replacement to date.
- 11F. Lead By Example Pow Wow
The agenda for the Pow Wow is not yet available. Administration will share as soon as received.

12. CLOSED SESSION

13. OUT OF CLOSED SESSION

14. REPORTS

RES 068-2023 Moved by Councillor Goodfellow that all reports be accepted as presented.
Carried

15. ADJOURNMENT

RES 069-2023 Declared by Mayor Burke the meeting be adjourned at 9:52 pm.

Mayor

Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending Mar 31/23

	Current Year	Previous Year
Net Balance as at Feb 28/23	\$ 21,301.54	\$ 62,450.29
Receipts for Month	\$ 94,365.05	\$ 322,488.63
Interest Earned	\$ 425.57	\$ 94.11
Transferred From T-Bill	\$ 125,000.00	\$ 65,000.00
Deposit Not posted		\$ -
	<u>\$ 241,092.16</u>	<u>\$ 450,033.03</u>
Less:		
Disbursements	\$ (221,449.19)	\$ (143,640.63)
Bank Charges	\$ (62.20)	\$ (73.83)
Auto Debit Alarm Fee	\$ (59.31)	\$ (56.69)
1st Quarter ASFF (School Taxes)	\$ (20,507.02)	\$ (20,032.60)
PAD School Taxes	\$ (15,603.53)	\$ -
Transfer to L of C		\$ (151.31)
Transferred to T-Bill		\$ (300,000.00)
Road Debenture Principal		\$ (12,631.04)
Road Debenture Interest		\$ (2,972.49)
EFT Return		\$ (161.30)
G/L Balance Mar 31/23	<u>\$ (16,589.09)</u>	<u>\$ (29,686.86)</u>
Bank Reconciliation		
Bank Balance at Mar 31/23	\$ 129,669.02	\$ 50,015.38
O/S Cheques	\$ (144,580.87)	\$ (84,257.43)
Deposit not posted	\$ (1,677.24)	\$ -
O/S Deposit	\$ -	\$ 4,555.19
Bank Balance Mar 31/23	<u>\$ (16,589.09)</u>	<u>\$ (29,686.86)</u>

Mayor

Administrator

REQUEST FOR DECISION



Subject: Request for Interest Forgiveness Roll #810

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 7A

Background: This request was brought to the March meeting and was requested to be brought back once Administration did some research. Property tax becomes the responsibility of the new owner from the day of possession. Although there was a provincial program available to address the interest on properties that did not receive their notices due to delays at land titles, it expired the night that Administration found it online. The owner was made aware of this expired program and directed to contact the government to see if they were extending. No further correspondence has been received in regards to the program or if the homeowner did contact the government program. The homeowner has since paid all interest on his property so that paperwork could be completed for the subdivision of the property. If forgiveness is granted, the amount of the forgiveness would become a credit on the tax account.

This property was sold in spring of 2022. Land Titles Office was months behind at this point. The new homeowner came into the office when he moved in and requested a copy of the property tax. Since the property was still listed in the previous owner's name, office staff could not divulge this. The new owner was told it could not be given to him until the new title was received and the name change done on the file. The new title was received in August which was past the first interest being added for non payment. The homeowner did not contact the office to request a copy of the property tax owing after the new title was received. It was not requested until a checklist was received by the office (in February 2023) from Palliser which needed to be completed prior to the subdivision paperwork for this property to be filed. At that time, Administration had to check on the status of the property tax. Seeing it was in arrears, the subdivision cannot go ahead until paid in full. The homeowner emailed a request for a copy of the property tax bill on February 13th. Administration sent the copy the same day. At this point the homeowner noticed that there were two interest charges, one in July (\$471.21) and again in December (\$556.03). As we couldn't provide the property tax notice to the correct owner prior to the due date, he is requesting that Council forgives the interest charges of \$1027.24. The annual levy for 2022 of \$2617.83 was paid on February 23, 2023, leaving the interest charges outstanding.

Options:

1. Council can forgive the total interest owing on this account.
2. Council can forgive only the July portion of the interest owing on this account as the homeowner was fully aware of the property tax and did not come back in to request once he received his property title.
3. Council can deny the request for forgiveness of interest.

Financial Implications: \$0-\$1027.24

Communication: N/A

Recommendation: That Council forgives the July portion of interest due, as staff could not divulge the property tax information until the new title was received in August.

REQUEST FOR DECISION



Subject: Deck Variance

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8A

Background: The property at 108 Railway Ave. has recently sold and the owners are ready to start construction and provide a variety of new businesses to the Village. One of the businesses they have plans for is a restaurant. The building plans include a large roll up window at the front of the restaurant making it an open concept restaurant weather permitting. With this design, it is desirable to have a large deck on the front. The distance from the front of the building to the property line is 10 feet. Per Bylaw 2014-002 Land Use Bylaw, 7.2.5(a)(ii) Unenclosed decks and patios may project a maximum of 2m (6.5ft) into a front yard. The owners are asking for a variance of this to allow for the deck to extend to the sidewalk.

Options: 1. Council can discuss and allow the variance on the size of the deck.
2. Council can discuss and opt to deny the request.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discuss the proposed deck and advise Administration to relay their decision to the business owner.

REQUEST FOR DECISION



Subject: Land Use Bylaw Amendment

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8B

Background: The new owners of 108 Railway Ave. have submitted their development permit application and one of the businesses they would like to provide is a salon/spa. This property is zoned as Industrial Restricted and a salon/spa is not a permitted or discretionary use in the zone. They are requesting that Council considers making an amendment to the bylaw to allow for a salon/spa in this land use district.

Options: 1. Council can discuss and agree to amending the list of permitted or discretionary uses in the Industrial Restricted zone.

2. Council can discuss and deny the request of amending the uses.

3. Council can discuss and agree to the amendment if the landowner is willing to pay for the costs associated with amending the Land Use Bylaw.

Financial Implications: \$750 per land use amendment

Communication: N/A

Recommendation: That Council amend the Land Use Bylaw to include a salon/spa as a discretionary use in the Industrial Restricted zone, and that the landowner is liable for the costs of amending the bylaw.

8.9.2 List of Permitted Uses

Car and Truck Wash
Drinking Establishment
Parking Lot
Public and Quasi-Public buildings, Installations and Facilities
Restaurant
Retail Store
Service Station
Storage Structure – accessory to a commercial use
Storage Yard
Veterinary Clinic
Warehousing

8.9.3 List of Discretionary Uses

Accessory Building
Accessory Use
Agricultural Equipment Sales, Service, Storage and Repair Establishments
Auction Facility
Auto body and paint shops
Automotive Sales, Service, Storage and Repair Establishments
Building Supply Centre
Bus storage and maintenance facility
Communication Structure 92
Dwelling Unit (accessory to industrial use)
Existing residential dwellings
Fabric Covered Building – Commercial/Industrial
Funeral Home
Industrial Service Shop
Sign
Service Station
Storage Structures
Storage Yard
Truck Terminal

REQUEST FOR DECISION



Subject: Joint Use and Planning Agreement

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8C

Background: Joint use and planning agreements (JUPAs) are a formal partnership between a municipality and a school board to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) land. The MGA was amended June 20, 2020, to require municipalities to enter into JUPAs with school boards. These agreements must be in place by June 10, 2023. Golden Hills School Division has drafted a JUPA for consideration.

Options: 1. Council can discuss the JUPA and direct Administration to complete the fillable portion of the JUPA prior to signing the agreement and returning to Golden Hills School Division.
2. Council can discuss the JUPA and request revisions to the agreement be made prior to signing.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council direct Administration to complete the fillable portions of the JUPA, sign the agreement and return to Golden Hills School Division for signatures.

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2023

BETWEEN:

VILLAGE OF ROCKYFORD

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

AND:

GOLDEN HILLS SCHOOL DIVISION

OF 435 A HIGHWAY #1, Strathmore, Alberta, T1P 1J4



WHEREAS:

The Municipal Government Act and the Education Act require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of each of the school boards to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school boards; and

The Municipal Government Act allows the municipality to obtain municipal reserve, school reserve or municipal and school reserve as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school boards; and

The Municipal Government Act and the Education Act require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached here to, and which also may be amended from time to time.
- b) "Arbitration Act" means the Arbitration Act, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the Municipal Government Act and providing direction for land uses for a defined area within the Municipality.
- d) "Calendar Day" means any one of the seven (7) days in a week.
- e) "CAO" means the Chief Administrative Officer of the Municipality.
- f) "Community Use" means use by members of the general public and not a User Group.
- g) "Council" means the municipal council of the Village of Rockyford.
- h) "Education Act" means the Education Act, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- i) "Effective Date" means (insert date).
- j) "Hazardous Substance(s)" means the same as hazardous substance defined in the Environmental Protection and Enhancement Act, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- k) "Joint Use Space" means those portions of a Municipal Facility or School that is available for booking by the Parties or User Groups or for Community Use.
- l) "Municipality" means the municipal corporation of the Village of Rockyford, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- m) "Municipal Development Plan" means a municipal development plan adopted pursuant to the Municipal Government Act and providing direction for future land uses within the Municipality.
- n) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality.
- o) "Municipal Government Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- p) "Operating Committee" means the committee which is comprised of the CAO and Superintendents as established under this Agreement.
- q) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- r) "Public Board" means Golden Hills School Division (GHSD) and any successor board or authority.
- s) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the Municipal Government Act.
- t) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board.
- u) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.

- v) "Superintendent" means the chief executive officer of the Board.
- w) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – School Site Planning Guidelines

Schedule "B" – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this agreement shall be reviewed every ten (10) years with the first such review scheduled in 2033. The review shall be undertaken by the Operating Committee. Following the review, the Operating Committee shall advise the Parties in and how the agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Respect for Autonomy - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Boards and Municipal Council believe to be in the best interests of the people they serve.

Cooperation and Partnership - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

Efficiency and Effectiveness - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for

residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

Fairness and Equity - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

Transparency and Openness - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) In lieu of a single agreement involving participation by all of the municipalities in which the Boards operate, the Parties agree to consult and involve other municipalities that are served by the same Board or Boards on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- b) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD

- a) Council of the Municipality and the members of the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

8) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or designate) of the municipality and the Superintendent (or their designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The Parties agree that the Operating Committee shall meet on an as needed basis. The need to meet may be determined by any one of the Parties to this Agreement and the other Parties agree to meet within 30 calendar days of one of the other Parties indicating in writing their desire to meet.
- d) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- e) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- f) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.

- g) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- h) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

9) JOINT USE SPACE

The Parties hereby acknowledge that there is no Joint Use Space owned or operated by any of the Parties to this Agreement to be made available to one of the other Parties that is not already addressed through other joint use agreements. Community access to school or school division facilities will continue to be facilitated through existing agreements described in GHSD Administrative Procedure 556 Community Use Rental of School Facilities.

10) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate its need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d) The Municipality shall, to the best of their ability given the constraints of the Municipal Government Act, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in **Schedule "A"**. The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) There shall be no pre-allocation of School sites to each Board nor shall School sites be identified as available to only one Board in the Municipal Development Plan, Area Structure Plan or Concept Plan.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to a Board, the site shall be considered available for allocation to another Board.
- i) If there are competing claims between two (2) or more Boards for one available school site, the Boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in **Schedule "B"**.

- j) The Municipality shall use its ability under the Municipal Government Act to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- k) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- l) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the Municipal Government Act at the sole discretion of the Municipality.
- m) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

11) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to, water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c) Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

12) FACILITY AND SITE SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i. The broad purpose and parameters of the partnership that is being created;
 - ii. The nature of the site and/or facilities that are involved;
 - iii. The contributions to be made by each of the Parties;
 - iv. Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v. Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi. A process for dissolving the partnership, disposing of the site or retiring the facility.

13) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a Board once:
 - i. The Board has an identified need for the School site;
 - ii. The Board has approval of the funding for the design of the School on the site;
 - iii. The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv. The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.
 - v. All costs associated with the transfer of the School Portion to a Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

14) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) If a Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet, and the other Board(s) shall determine if they require that Reserve Land.
- b) If the Reserve Land is required by one of the other Board(s), the Reserve Land shall be transferred to that other Board. Any dispute between the Boards shall be resolved through the Dispute Resolution Process described in Schedule "B".
- c) In the event that the Reserve Land is not needed by any Board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation
- d) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- e) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- f) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i. Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii. Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School

Portion.

15) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "B" for non-operational disputes.

16) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

17) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

18) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

19) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

20) NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

21) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

22) FORCE MAJEURE

- a) Force majeure shall mean any event causing a bona fide delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i. an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii. any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii. an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv. a strike, lockout, slowdown, or other combined action of works;
 - v. an act of god.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

23) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where

appropriate, a severability of interests' clause or a cross liability clause.

24) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "NonIndemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

25) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

26) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

27) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

**Golden Hills School Division
435A Highway 1
Strathmore Alberta, T1P 1J4**

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

Email notification to the CAO or the Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

VILLAGE OF ROCKYFORD

Darcy Burke, Mayor

Lori Miller, Chief Administrative Officer

Date

Date

GOLDEN HILLS SCHOOL DIVISION

Laurie Huntley, Board Chair

Bevan Daverne, Superintendent of Schools

Date

Date

SCHEDULE “A” – SCHOOL SITE GUIDELINES

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality’s Municipal Development Plan, Area Structure Plan or Concept Plan.

SIZE OF SITE

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board. For the Public Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-6	400 to 600	4 to 5 acres		10 to 12 acres
Elementary/Middle	K-9	500 to 800	5 to 6 acres		12 to 14 acres
Middle	6-9	500 to 600	5 to 6 acres		12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres		13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres		20 to 22 acres
K to 12 School	K-12	500 to 800	7 to 8 acres		15 to 20 acres

SITE SHAPE AND CONFIGURATION

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area. Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

FRONTAGE ALONG A PUBLIC STREET

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site. Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

ACCESSIBLE TO SEVERAL MODES OF TRAVEL

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

SITE TOPOGRAPHY AND SOIL CONDITIONS

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

FLEXIBILITY FOR DESIGN

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements. No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

ACCESS TO SERVICES

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

SCHEDULE "B" – DISPUTE RESOLUTION PROCESS

STEP 1: NOTICE OF DISPUTE

- 1) When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
- 2) During a dispute, the Parties must continue to perform their obligations under this Agreement.

STEP 2: NEGOTIATION

- 3) Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
- 4) Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
- 5) Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

STEP 3: MEDIATION

- 6) In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
- 7) The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 8) The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed

ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.

- 9) All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
- 10) If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
- 11) If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

STEP 4: ARBITRATION

- 12) In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
- 13) If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of Queen's Bench.
- 14) Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the Arbitration Act.
- 15) Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

REQUEST FOR DECISION



Subject: Bylaw 2023-002, Public Utility Bylaw

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8D

Background: Wheatland Regional Corporation is responsible for billing and collection of the utility accounts for the Village of Rockyford. There was no provision in the previous Public Utility Bylaw for Wheatland Regional Corporation to send customers to collection on our behalf. The bylaw has been updated to allow for the collection of accounts to be administered by Wheatland Regional Corporation.

Options: 1. Council can discuss the amendment to the Public Utility Bylaw and proceed to give the required readings to bring it into force.

2. Council can discuss the amendment and request Administration to make changes prior to bringing the bylaw forward again.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council gives first and second readings to Bylaw 2023-002 and then vote on permission to proceed to third and final reading. If the vote is unanimous to proceed, that Council give third and final reading to Bylaw 2023-002.

THE VILLAGE OF ROCKYFORD

BYLAW NO. 2023-002

PUBLIC UTILITY BYLAW

A BYLAW REGULATING AND PROVIDING FOR THE SUPPLY AND USE OF THE WATER, WASTEWATER, AND WASTE COLLECTION UTILITIES IN THE VILLAGE OF ROCKYFORD

THE MUNICIPAL COUNCIL OF THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA,
DULY ASSEMBLED ENACTS AS FOLLOWS:

SECTION I – Definitions:

1. "AUTHORIZED PERSONNEL" means any employee or contractor of the Village of Rockyford authorized by Council for the purpose of providing service of water, sewer, or garbage.
2. "CAO" refers to the Chief Administrative Officer of the Village of Rockyford
3. "COMPOSITION OF SYSTEM OR WORKS" means when the system of works of a public utility involve pipes, wires or other apparatus that connect to a building, the system or works include:
 - a. the pipes, wires or apparatus
 - (i) running up to the building,
 - (ii) located on or within the exterior walls of the building, and
 - (iii) running from the exterior walls to couplings, stop-cocks, meters and other apparatus placed inside the building by the municipality or person providing the public utility, and
 - b. those couplings, stopcocks, meters and other apparatus.
4. "CONSUMER" shall be understood and construed as anyone using Village water ,sewer, and garbage services including a firm, corporation, owner, occupier, lessee or tenant.
5. "COUNCIL" refers to the Council of the Village of Rockyford.
6. "MUNICIPAL UTILITY SERVICE" means a utility service provided by the Village of Rockyford.
7. "OCCUPANT" means the occupier of any property who resides in or carries on any kind of business therein.
8. "OWNER" means the person who is registered under the Land Titles Act as owner of the property.
9. "PROPERTY" means land or building or a part thereof occupied, unoccupied, or used for any purpose.
10. "PUBLIC UTILITY " means a system or works used to provide water, sewage disposal, and waste management services for public consumption, benefit convenience or use within the Village of Rockyford and includes the apparatus that is provided for public consumption, benefit, convenience or use.
11. "SPRINKLING" means the distribution of water to the surface or sub-surface of lawns, gardens, or other areas situated outside buildings by pipes, hoses, sprinklers or any other method, and shall include all uses of water other than human and commercial consumption and fire fighting.
12. "STREET MAIN" means that portion of land on which any sewer or water main is laid for the service of more than one person.
13. "TENANT" means one who rents or leases a property from a landlord.
14. "VILLAGE" refers to the Village of Rockyford in the Province of Alberta.
15. "WATER OR SEWER SERVICE CONNECTION" means the system or works of the public utility that runs from the main lines of the Village of Rockyford public utility to a building or other place on a parcel of land for the purpose of providing the utility service to the parcel and includes those parts of the system or works described in Section I 3:
16. "WHEATLAND REGIONAL CORPORATION" the corporation contracted by the Village to provide water and sewer service, maintenance and billing..

SECTION II - Waterworks

1. Tapping Water Mains

- a. No person except authorized personnel shall make any connection whatsoever with any of the public pipes or mains.
- b. All water service pipes laid in private property, between the property line and the water meter, shall be of the same material as the service pipe in the street between the water main and the property line. No connection may be made to the water service pipe between the property line and the meter unless prior approval by designated officer of Village of Rockyford

2. Meters

- a. The Village will provide 5/8"x 3/4" meters to current consumers. Those consumers requiring a larger meter will be charged for the difference in price between the 5/8"x 3/4" and the larger meter. The Village also supplies the remote top for the meters. All consumers are required to have a meter installed where it is physically possible to do so, all meters shall have a remote head for outside reading.
- b. Where meters are installed for the measuring of water, all owners, tenants, or occupiers shall give every facility for the placing, inspection, and reading of such meter, and shall protect it from interference or injury by frost or otherwise, and shall be liable for any damage which may occur to the meter.

3. Turning on or shutting off Water

- a. Water shall be turned on and off only by authorized personnel. Cost of disconnecting or connecting water shall be by resolution of Council
- b. It is hereby declared that no person shall have any claim for compensation or damages as the result of the Wheatland Regional Corporation shutting off the water without notice or from the failure of the water supply from any cause whatsoever.

4. Wells and Other Sources of Supply of Water

- b. No wells or other sources of supply of water except the Village water mains shall be used in the Village

5. Interference with Hydrants and Valves

- a. Except as hereinafter provided, no persons other than authorized personnel shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- b. The Chief of the Rockyford Fire Department, his assistants and officers, and members of that department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or for making trial of hose pipe, or for fire protection, but all such use shall be under the supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in anyway any hydrant or plug.
- c. No person shall in any manner obstruct the free access to hydrant or valve or stopcock. No vehicle, building, rubbish, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, not within twenty (20) feet or 6.1 meters, of the hydrant in a direction parallel with the said property line.

6. Disposal and Sale of water

No person utilizing a water service connection or water supply from the municipal water utility service provided by the village shall sell or dispose of water from that supply unless prior approval is obtained from the village. No person shall wrongfully, or negligently waste any water.

7. Sprinkling

- a) The CAO may at such times and for such length of time as he considers necessary or advisable, regulate, restrict or prohibit sprinkling.
- b) In exercising the authority conferred by Section II 8 a) the CAO:
 - i. shall cause a public notice to be circulated to every household in the village giving reasonable detail of the regulation, restriction or prohibition of sprinkling being imposed which may be limited to certain times or which may be unlimited as to time in which latter case, a similar public notice shall be circulated giving notice of the time of cessation of such regulation, restriction or prohibition.

- ii. May regulate, restrict or prohibit sprinkling in all or any part of parts of the village in so doing the CAO may provide different times during which different consumers may sprinkle by reference to compass direction, streets, odd and even street addresses, or in such other manner as the CAO in his absolute discretion considers appropriate.

c) The CAO may cause the water supply to any consumer who causes, permits or allows sprinkling in contravention of any such regulation, restriction or prohibition to be shut off until such consumer enters into an undertaking to abide by and comply with such regulation, restriction or prohibition in a form acceptable to the CAO.

SECTION III - Sewers

1. Use and Protection of Sewer System

- a. Only feces, urine, the necessary closet paper, wastewater, and slops shall be properly discharged through a house sewer into Village sewer
- b. No person shall throw, deposit or leave in or upon any Village sewer, or any trap, basin, grating, manhole or other appurtenance of any Village sewer any butchers offal, garbage, litter, manure, rubbish, sweepings, stock, stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes, tar, feathers, glass, diapers, or refuse matter of any kind.
- c. No person shall be permitted to discharge into any sewer - any liquid or liquids which would adversely affect the sewers, or the disposal of the sewage, or any matter or substance by which the free flow of the sewage may be interfered with, or any chemical refuse or other trade waste, or any waste steam, condensing water, heated water or other liquids of a higher temperature than one hundred and eighty degrees Fahrenheit (180 F) or eighty-two degrees Celsius (82 C).
- d. No person shall make or cause to make any connection with any Village sewer, or house drain, or appurtenance thereof for the purpose of conveying, or which may convey, into the same any inflammable or explosive material, storm water, roof drainage, cistern or tank overflow, condensing or cooling water. In some cases, roof drainage may be permitted but must have approval of the Village engineer, Plumbing Inspector, and the Village Council.
- e. No person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Village sewer or house drain connected therewith.
- f. No person shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of the Village sewer, except duly authorized personnel.
- g. No person shall cut, break, pierce, or tap any Village sewer or appurtenance thereof, or introduce any pipe, tube, trough or conduit into any Village sewer.
- h. No person shall interfere with the free discharge of any Village sewer, or part thereof, or do any act or things, which may impede or obstruct the flow or clog up any Village sewer or appurtenance thereof.
- i. Wheatland Regional Corporation operators shall have the right at all reasonable times to enter houses or other places which have been connected with the Village sewers, and access must be given to the operator(s) to ascertain whether or not any improper material or liquid is being discharged into the sewers, and they shall have power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged which are liable to injure the sewers or obstruct the flow of sewage.

2. Industrial and Trade Wastes

No waste or discharge resulting from any trade, industrial or manufacturing process, shall be directly discharged to any Village sewer without such previous treatment as shall be prescribed by the Council for each such case. The necessary treatment works so prescribed shall be completely installed by the applicant, at his expense, prior to the construction of the sewer connection, and thereafter shall be continuously maintained and operated by the applicant.

3. Interceptors

Grease, oil, sand, or mud, sumps or interceptors shall be provided by the owner, where in the opinion of the Development Officer, they are necessary for the proper handling of liquid wastes containing grease, oil, sand, mud or other harmful ingredients.

4. Grease Traps

Grease traps of sufficient size and approved design shall be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Council under advisement may direct.

5. Sewer Connections

No person other than duly authorized personnel acting under the direction of the Wheatland Regional Corporation operators shall make any connection to, or shall cut or otherwise tamper in any way with a public or Village sewer

SECTION IV - Plumbing

1. All plumbing and sewer work in the village shall be done in strict accordance with the regulations under the Public Health Act of the Province of Alberta and Safety Codes Regulations, and amendments thereof, which regulations shall be considered as forming part of this Bylaw as if incorporated herein.

SECTION V – Waste Collection

1. The Village shall supply once weekly waste collection service to each residence and or business. The day of waste collection will be designated by Council. Residents are also allowed direct access to the Rockyford Waste Transfer Site during hours of operation under supervision.
2. Garbage shall be prepared for collection as follows:
- i. drained, securely wrapped and placed in an animal proof container. All items placed out for collection must be in bags. Weight of each bag shall not exceed forty (40) pounds
 - ii. Containers shall be in the lane or in front of the property on the designated collection day.
 - iii. Personnel shall not be required to collect any garbage not properly prepared and set out.
3. Materials that are not acceptable for weekly collection include but are not limited to large pieces of wood walls, doors, construction materials, large pieces of metal, car parts, appliances, heavy steel, paint, oil, toxic chemicals, out-dated drugs, bio-medical waste, sharps, syringes, empty pharmaceutical bottles, tires, propane tanks. The resident at the resident's expense must transfer these prohibited materials to the Rockyford Waste Transfer Site or to Drumheller Landfill Site.

SECTION VI - Service Information

1. Service Connections

- i. In the event that mains are required in order to provide services for the applicant, the applicant will be required to pay the cost of the said mains unless otherwise specified by Council.

2. Billing Regulations

- a. Water, sewer and garbage rates shall be set from time to time by resolution of Council.
- b. Wheatland Regional Corporation will send out a monthly billing for water, sewer and garbage at the rates as established by Village Council.
- c. Penalties for delinquent accounts and procedures for water shut-off for non-payment will be established by Wheatland Regional Corporation.
- d. ~~In the event that a water, sewer and garbage bill remains unpaid past a balance of \$1000, Wheatland Regional Corporation will be responsible for sending the customer to collection.~~

3. Rental Properties

- a. Each owner of a property shall be responsible for making a water, sewer and garbage application to Wheatland Regional Corporation as soon as the property is occupied or otherwise in use.
- b. In the case of rental or revenue properties, the owner of the property, not any tenant, shall be responsible for making a water, sewer and garbage utility application to Wheatland

Regional Corporation as soon as a building on the owner's property is occupied or otherwise in use.

- c. The owner of the property shall be responsible for all water consumed on a premise, whether the water consumption was registered by the water meter or consumed by accidental or illegal means.

4. Re-Connection of Service

- a. In the event that a water service has been shut off for non-payment of account as prescribed in Wheatland Regional Corporation policies, a re-connection fee as set by Council shall be charged and shall be payable in advance of the turning on of the service.
- b. In the event a water service has been shut off upon the request of the consumer, a re-connection fee as set by Council shall be payable in advance for the turning on of the service.
- c. In the event a disconnection or reconnection fee is to be levied, that fee will be billed by and payable to Wheatland Regional Corporation.

5. Property Ownership

- a. In the event a property is sold; has a name change or a new property title is issued a transfer fee that represents this disconnection as set by Council from time to time shall be charged and shall be payable in advance of the changing of title. No rebate shall be made for any fractional part of a month.
- b. In the event a property is sold, has a name change or a new property title is issued a transfer fee representing this reconnection fee as set by Council from time to time shall be charged and shall be payable in advance of the changing of title. No rebate shall be made for any fractional part of a month.

6. Discontinuance of Service

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

Section VII - Repeal

Bylaw No. 2020-002 and amendments thereto are rescinded.

This bylaw shall take effect upon the date of the final reading.

READ a first time this ____ day of _____

READ a second time this ____ day of _____

Received permission to proceed to Third and Final Reading this ____ day of _____
Carried Unanimously

READ a third and final time this ____ day of _____

Mayor

Administrator

REQUEST FOR DECISION



Subject: Interim Spending Allowance 2023

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8E.

Background: As we are waiting for costs before finalizing the operating budget, we need to increase the amount of interim spending allowed. The original amount passed in December 2022 was \$249,501.00. As we have already surpassed this amount in spending, I would request that we increase the interim spending allowance to \$600,000.00 with the goal of passing the operating budget by the end of April.

Options:

Financial Implications: The monies expended will be part of the 2023 budget and will show in the financials as such.

Communication: N/A

Recommendation: That Council approves the increased expenditure of up to \$600,000.00

REQUEST FOR DECISION



Subject: Office Rental

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8F.

Background: Cody Dale-McNair is requesting Council to consider renting the open office within the Village Office to him as he has been approved by Palliser Regional Municipal Services to work remotely. He would like to move into our area rather than be in Hanna for personal reasons. The Village staff would benefit from having Cody in the office for aid in using the GIS web map. The only expenditures incurred by the Village for the use of the office would be the small amount of extra power for lighting and computer, and a small increase in toiletries.

Options: 1. Council can discuss the rental of the space and if so what price per month would they charge.
2. Council can discuss the rental of the space and deny the request.

Financial Implications: Unknown currently.

Communication: N/A

Recommendation: That Council approves the rental of the empty office space to Cody Dale-McNair for a reasonable fee.

Dear Village of Rockyford Council,

I am writing to inquire about the availability and pricing of renting an office. My name is Cody Dale-McNair, and I am the GIS Coordinator for Palliser Regional Municipal Services, which serves the Village of Rockyford.

Having spent time at the village office, I have discovered it to be a welcoming and productive environment that could be a suitable match for me. I am currently seeking office space quotes for rental in Rockyford, Standard, Beiseker and Acme.

My office space requirements are modest. I need a private room that can accommodate my laptop and screens, internet access, access to the kitchen (where I can bring my own beverages), and access to the bathroom. I seldom use the printer and can pay per page instead of having full access. Furthermore, I don't require access to the phone system as I have my own.

I am presently situated in the Town of Hanna where the public works personnel frequently visit my office for mapping aid using the tablet or webmap. Given that my close proximity has been advantageous for them, I am convinced that the village staff would also find it beneficial if we shared the same office space.

Please let me know what the monthly cost would be to work out of your office. My tentative start date would be May 1st, 2023.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Sincerely,

Cody Dale-McNair

REQUEST FOR DECISION



Subject: Municipal Administration Leadership Workshop

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8G.

Background: I received an email from the Society of Local Government Managers of Alberta on March 13th informing of the Municipal Administration Leadership Workshop in May. The email also included information on the Larry Majeski Bursary which is available to first time attendees. I spoke to Mayor Burke about this and he agreed it was something I should attend and apply for the bursary. This is a formal request to all of Council that I attend the Municipal Administration Leadership Workshop May 9 – 11, 2023 in Kananaskis. I have applied for the bursary, so if chosen this will be minimal or no cost to the Village. If not chosen the cost of the workshop itself is \$599 plus 3 nights hotel and meals. To apply for the bursary, the full cost of the workshop had to be paid in advance.

Options: 1. Council can discuss the Workshop and the benefits for Administration to attend and approve.

Financial Implications: Unknown currently.

Communication: N/A

Recommendation: That Council approves the Administration attendance at the Municipal Administration Leadership Workshop.

ACCOMMODATION
When making your reservation, you are attending the SLGM hosted workshop.

When booking your accommodation, please quote conference booking: SLGM2023

Book early as there is limited availability at these rates.

CROSSWATER RESORT
P.O. Box 440106
Edmonton, AB T6C 2E4
Cancellations to book or late

POWER OF CANADAS
MOUNTAIN LODGE
P.O. Box 440106
Edmonton, AB T6C 2E4
Cancellations to book or late

BRING YOUR PARTNER!
Kananaskis Village offers a variety of exciting activities such as backcountry riding, hiking, golfing and mountain climbing. If Horacio Grant is available, click here for more information and photos.

REGISTRATION
Tuesday, May 9, 11:30am to 5:30pm
Premier/Kananaskis Mountain Lodge Conference Centre

FEES INCLUDE:
Welcome Reception
Coffee Breaks, Lunch and Awards Banquet (educational banquet tickets \$50 each)
Course Material (available online prior to the workshop)



submit your registration form along with payment. You may pay by cheque or use order, payable to:
The Society of Local Government Managers of Alberta
Box 308, 4629-54 Avenue
Brudenium, AB T0B 0S0

REGISTRATION

LAST NAME Miller
FIRST NAME Loft
ORGANIZATION Village of Rockyford
POSITION CAO
ADDRESS Box 294
CITY Rockyford
PROVINCE AB POSTAL CODE T0J 2R0
PHONE (BUS) 403-533-3950 PHONE (CELL) 306-814-0150
EMAIL cao@rockyford.ca

SESSIONS / EVENTS SELECTION (please indicate the sessions/events you are attending)

Pre-Workshop Forum - Sunday to Tuesday, May 7 to 9
 Simplify Group Processes

Mountain Refresher Day 1 - Tuesday, May 9
 Boundaries, Bosses and Balance - 1:30pm to 4:30pm
 Welcome Reception - 7:00pm to 10:00pm Not attending

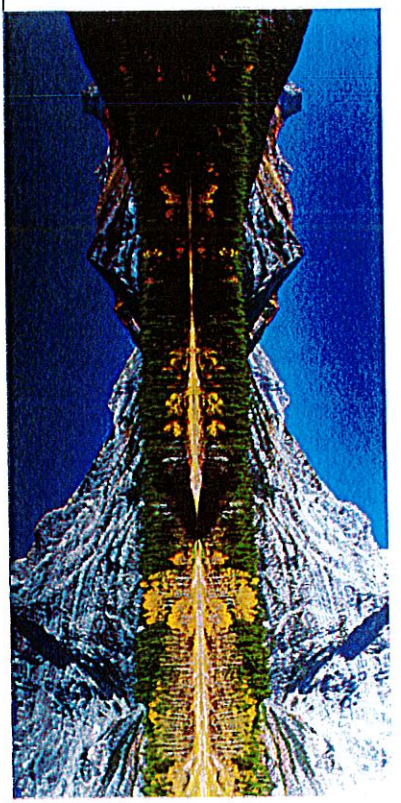
Mountain Refresher Day 2 - Wednesday, May 10
 Day Morning Sessions (select one session)
 Ethics Accountability
 HR: New Work Habits for a Changing World Courageous Conversations
 Coaching Out of Chaos: Three things leaders need to know Coaching Out of Chaos: Three things leaders need to know
 Creating Positive Collaboration Creating Positive Collaboration

Mountain Refresher Day 3 - Thursday, May 11
 AGM Breakfast, SLGM members only - 7:30am to 8:45am Not attending
 Awards Banquet - 6:30pm to 10:00pm

1/2 Day Morning Sessions (select one session) 1/2 Day Afternoon Sessions (select one session)
 Legal Stream I: Pandemic Trends in Human Rights & Employment Legal Stream II: Development requiring provincial and municipal approval
 Making Memorable Connections Celebrating the Intergenerational Challenge: Differences are not Difficulties
 Leaders Leading Leaders How to Create a Service First Culture

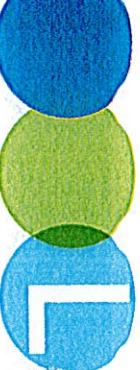
Pre-Workshop Forum & Mountain Refresher (Sunday, May 7 to Tuesday, May 9)	before March 15 \$1,442 after March 15 \$1,762	\$
1 Day Pre-Workshop Forum (Simplifying Group Processes) (Sunday, May 7 to Tuesday, May 9)	before March 15 \$4,192 after March 15 \$4,112	\$
2 1/2 Day Mountain Refresher (Tuesday, May 9 to Thursday, May 11)	before March 15 \$599 after March 15 \$699	\$ 599
additional awards banquet tickets	\$50/ additional ticket	\$
TOTAL		\$ 599

Cancellations must be in writing and received before April 21, 2023 (a \$100 cancellation fee will be withheld)



Register Today!
Registrations received before March 15 will be eligible for the early bird draw.

Three nights accommodation at the Crosswater's Resort, Kananaskis Village.



Municipal Administration
Leadership
Workshop
May 9 to 11, 2023

Join us for our pre-workshop forum!
Simplifying Group Processes

Hosted by the Society of Local Government Managers

- Managers, supervisors, professionals, and Chief Administrative Officers all have one thing in common – they facilitate others. Effective leaders indicate "facilitating" is a critical leadership competency for personal success. Achieving workplace excellence requires staff performance and organizational capacity. Leading effective organizations requires strategic, innovative problem-solving processes. Identifying the best decisions, coordinating strategic processes leads to collaborative goals and action by diverse stakeholders.
- This program is designed for professionals, supervisors, managers and CAO's working in local, regional, and Indigenous government and agencies to:
 - Deal with different behaviours and group dynamics.
 - Engage stakeholders to address "wicked" community challenges
 - Involve staff to enhance workplace culture.
- This highly interactive learning laboratory will enhance your facilitation skills, strategies and confidence using techniques from Gordon's *What's on First Base? - Realistic Priority Setting in Local Government* and:
 - A facilitation "tool kit" for future reference.
 - Hands on use of various divergent and convergent techniques.
 - Peer and instructor feedback to fine-tune your facilitator approach.
 - Lots of ideas to deal with "real time" challenges back home.

Pre-workshop

Three day course
Sunday, May 7, 6:30pm to 8:30pm
Monday, May 8, 8:30am to 4:30pm
Tuesday, May 9, 8:30am to 4:30pm

Instructor
Dr. Gordon Mironich, SLGM
Acclaimed for providing a learner-based approach that is practical, energized and fun tool

Gord has delivered over 1500 sessions for 140,000 civic officials throughout Canada and overseas.

REQUEST FOR DECISION



Subject: Taxervice

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8H.

Background: We currently have eleven properties that will be going to auction before March 2024 if taxes are not paid in full. Through talking with the Assistant CAO of Beiseker, I was informed that they use a company called Taxervice to handle all of their property tax auctions. I have reached out to the company and their information package is attached. As all costs associated with tax auctions are born by the property owner, there is no cost to the municipality. I feel that a company such as this would be of great benefit as they are an impartial party dealing with the ratepayer. They are also well equipped to navigate all of the legal aspects of a tax auction. I am seeking council approval to engage the services of Taxervice to handle the upcoming auctions.

Options: 1. Council can discuss the services provided by Taxervice and direct Administration to engage their services.
2. Council can discuss the services provided by Taxervice and opt to have Administration handle the auction process.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council directs Administration to engage the services of Taxervice to manage our property tax arrears recovery.

TAXervice

CONTACT



CALL US
1-877-734-3113



FAX
1-877-734-1050



EMAIL
info@taxervice.com



WEBSITE
taxervice.com

WE HELP
MUNICIPALITIES
MANAGE TAX
ARREARS

No cost
to you



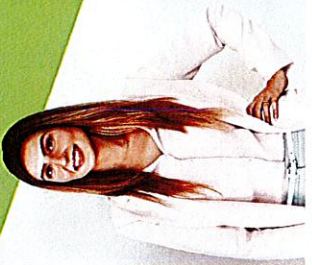
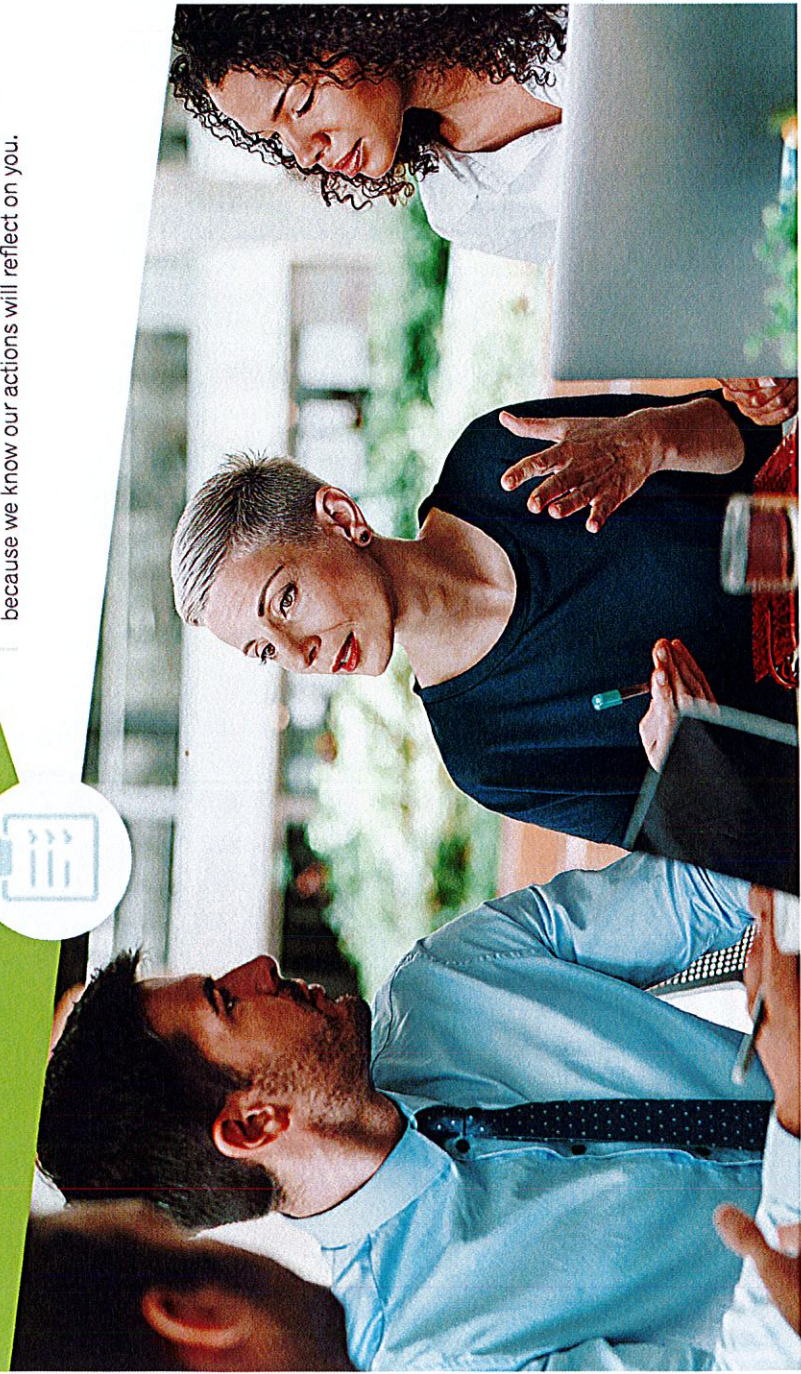
*There is no cost to your municipality. Our fees are added to the property taxes which are paid by the property owner and do not come out of general revenue. Why should those who pay their taxes on time pay for those who don't? Why not let the "user pay"? The only time there is a cost to the municipality is if you take title to the property and it does not sell.



What we do

We manage the property tax arrears recovery process. We track all deadlines, manage all contact with ratepayers, send all required notices to all required parties, conduct all necessary searches and registrations at land titles, publish all required notices, arrange the auction (if applicable) and convey title to the purchaser/municipality. We manage the entire process for you, from beginning to end.

Even if you've started the process, we can finish it. No more hunting for people. No more land titles searches or registrations or worrying about deadlines for notice or publication. And best of all, there is no cost to your municipality.*



RATEPAYER CARE

We are not a collection agency. We ensure that ratepayers are handled respectfully and professionally. The municipality has a duty to ensure property taxes are recovered, but this should be done respectfully, without undue harshness. We attempt to contact all property owners and registered interest holders to ensure they are aware of the proceedings and have every opportunity to redeem their property. We handle your ratepayers with care because we know our actions will reflect on you.



STAFF RELIEF & SATISFACTION

Recruitment and retention of qualified employees can be very costly, in both time and money. Recovery of tax arrears is a job many staff do not enjoy and it can be awkward if the staff member knows the ratepayer personally. Having an outside party deal with ratepayers is like an employee perk that doesn't cost you anything.

The tax recovery process typically takes several hours of time per roll. Add to that, time spent dealing with questions or concerns from ratepayers and registered interest holders, researching correct procedures, dealing with multiple properties in arrears and delays caused by unusual circumstances or complex legal matters. Hiring out the management of tax recovery can be the financially wise choice. Having TAXservice manage tax recovery for you will free up your staff to work on other important matters requiring their attention.

EXPERIENCE AND EXPERTISE



Our team includes a senior lawyer, former paralegals, former municipal administrative staff and a wealth of tax recovery expertise. We have experience dealing with missing persons, deceased owners, bankrupt owners and families dealing with all types of hardship. We ensure that all steps are on-time and all statutory requirements are met.

April 4, 2023

By Email: (original to remain on file)

Village of Rockyford
Box 294
Rockyford AB T0J 2R0



ENGAGEMENT LETTER

Attention: Lori Miller, Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for choosing TAXervice to manage your property tax arrears recovery. If this engagement letter meets with your approval, please sign where indicated at the bottom of page two and return one copy to our office.

Outline of the Process

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village. Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. In the meantime, we ask that you review the Municipal Profile (Appendix "B") and complete and/or correct the information. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.)

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "C" for an overview of those responsibilities.

P.O. Box 1502, Swan River, MB R0L 1Z0 • Tel: 1.877.734.3113 • Fax: 1.877.734.1050 • www.taxervice.com

property tax arrears recovery management

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending December 31, 2025. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,
TAXervice



Gary Burnside B.S.A., LL.B.,
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

VILLAGE OF ROCKYFORD



Authorized Signing Officer

Name: _____

Title: _____

Encs. Appendix "A" – Outline of Costs
Appendix "B" – Municipal Profile
Appendix "C" – Responsibilities

APPENDIX “A” – Outline of Costs:

1. Fees

	Fee	Misc
Setup	\$375	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2023)

- Our fee for properties with arrears of \$25 or less will be discounted from \$375 to \$325 at the first stage. If the property is not redeemed before registration with land titles, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced.

2. Special Service Fees

	Fee	Misc
Level 1 Search	\$150	\$15
Level 2 Search	\$195	\$20
Ministerial Order	\$275	\$25
Attempt to locate missing serial number	\$150	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Default letter/reminder notice with respect to an agreement	\$150	\$15
Discharge (old tax notice or lien registration)	\$100	\$10
Demand for Rent (plus \$75 per additional roll)	\$295	\$30
Voluntary transfer to municipality	\$495	\$50
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$550	\$45
Surplus Proceeds Application Review	\$350	\$30
Bankruptcy/Insolvency/CRA Judgment Review	\$350+	\$30
"Emergency fee" for last minute redemption by payment through Taxervice or by agreement (in addition to regular fee)	\$150	\$15

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. We request advance notice from our process servers if fees are going to be extraordinary and we will advise you in those circumstances.
4. **Office Administration Charge** – this charge referred to as Miscellaneous covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc.. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$400 per hour.

Please Note: If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

APPENDIX “B” - RESPONSIBILITIES

TAXervice’s responsibilities:

- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

The municipality’s responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures

REQUEST FOR DECISION



Subject: Natural Gas Options

Prepared By: Lori Miller

Council Meeting Date: April 12, 2023

Agenda Item: 8l.

Background: The Village's current natural gas contract through AbMunis ends on December 31, 2023. We have the option to renew at any time prior to that date. Current pricing as of April 6, 2023, is as stated on the attachment. These prices move up and down daily but would be very close to these prices if signed now.

Options: 1. Council can discuss the contract prices provided and choose to sign for a 1–5-year term.
2. Council can opt to wait until closer to the end of the current contract and sign at that time.

Financial Implications: unknown currently

Communication: N/A

Recommendation: That Council advises Administration of their wishes to sign now or wait until closer to the end of the contract.

Lori Miller

From: Andrew Riley <Andrew@abmunis.ca>
Sent: Thursday, April 6, 2023 9:58 AM
To: Lori Miller
Subject: RE: Natural Gas Options - Village of Rockyford

Good morning Lori,

Please find the indicatives for Rockyford's council meeting. Prices have come down a bit since the original quote at the start of this email chain.

Cheers
Andrew

January 1, 2024
1-5 Years

Village of Rockyford

Term	Price (\$/GJ)
1 Year	\$ 3.75
2 Year	\$ 4.13
3 Year	\$ 4.35
4 Year	\$ 4.45
5 Year	\$ 4.55

Andrew Riley | Director, Client Development

D: 780.431.4541 | C: 780.975.3765 | E: Andrew@abmunis.ca
300, 8616 51 Ave NW Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

From: Lori Miller <cao@rockyford.ca>
Sent: Wednesday, April 5, 2023 3:13 PM
To: Andrew Riley <Andrew@abmunis.ca>
Subject: RE: Natural Gas Options - Village of Rockyford

External: This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

Website Submission: Contact Us - rockyford.ca

Form Submission Info

Name: John M. Whieldon

Email: john_m_whieldon@hotmail.com

Message: Letter to Council to be read at the March 8, 2023 Regular Council Meeting.

My name is John M. Whieldon and I am an avid angler. I am writing this letter with the greatest respect to secure future access to the decomised water reservoir for the 2023 fishing season. It is well known that the best perch fishing any where in alberta is at your reservoir. As an angler I always bring a garbage bage to leave the fishing site cleaner than when I got there. All too often these areas are disrespected which leafs to closures. Unacceptable. My purpose for this request is to teach my nephew and god sons the correct way to fish respectfully. If you grant me access I will further request it to state Mr. John M. Whieldon plus 2. No other access will be granted by this permission if I am not personally present. Further this request is at our own risk which will also be required on the letter if granted just to remove any liability to the Village of Rockford. No alcohol or any other substances will be consumed nor tolerated while at this site. The true purpose of this letter is to ask for permission in advance and not forgiveness if discovered there. Teaching the true angler way in such a prime location is a privelege. If successful I will seak permission each fishing season and not request a long term access at this time so that this season could be a probational agreement to confirm compliance. A copy of a letter granting permission will be present at all times on the site to be made available to anyone requesting information as to why we are on the site.

It is with the greatest respect that I enquire to you.

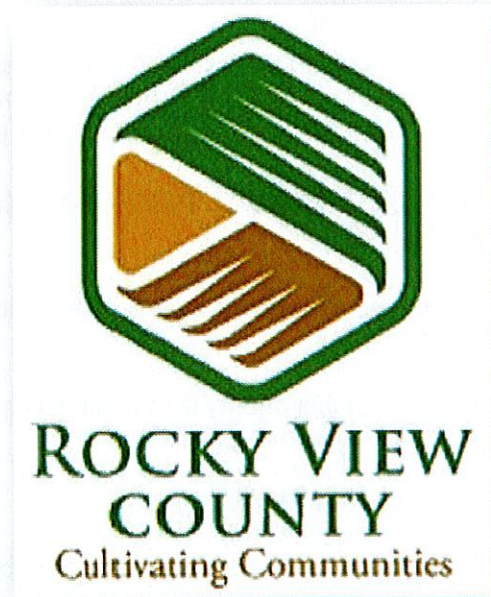
Mr. John M. Whieldon
4033613032

Village of Rockyford

STRATHMORE RURAL POLICING REPORT

QUARTER 3

October 1, 2022 – December 31, 2022



Prepared by:
Staff Sergeant Mark Wielgosz
Detachment Commander
Strathmore – Langdon RCMP



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada 



Population Serviced:

- Strathmore: 14,751
- Langdon: 5,497
- Rocky View: 5,733 (est.)
- Wheatland: 6,299 (est.)

Police Strength:

- Strathmore: 16 Regular Members
- Langdon: 3 Regular Members
- Rural: 13 Regular Members

Support Staff:

- Strathmore: 5 Municipal Employees
- Rural: 4 Public Servants
- Langdon: 1 Municipal Employee

2022-2023 ANNUAL PERFORMANCE PLAN INITIATIVES AND QUARTERLY RESULTS

1. Reduce Property Crimes – Reduction in theft of vehicles, theft from vehicles, and break and enter.

The goal of this priority is to maintain or reduce the historical four year crime levels through use of the following strategies.

Habitual Offender Management

A habitual offender management program remains in effect to target habitual or high impact offenders residing in our Detachment area. Enforcement and monitoring efforts are undertaken to ensure offenders comply with ordered conditions or face consequence for non-compliance. Offenders are selected based upon the following factors:

- Volume of crime they commit;
- Seriousness of the crimes they commit;
- Likelihood of reoffending; and
- Impact of their crime on the community.

During this quarter, Strathmore Detachment monitored 15 habitual offenders.

Offender 1: Identified as a candidate for property offences. Subject found in compliance during checks until conditions expired. No longer monitored in the HOM program. (Strathmore)

Offender/Property 2: Property identified as frequented by HOM offenders and property crime. (Rocky View County) During checks this quarter:

- A subject was identified and charged in relation to a fuel theft investigation;
- One vehicle fled from the property on member arrival;





RURAL POLICING REPORT
ROCKY VIEW AND WHEATLAND COUNTY

- Another vehicle fled from members checking on the property which was found dumped nearby and recovered as a stolen vehicle. Suspects were identified;
- Four offenders located on the property wanted on warrants were arrested; and
- Seven stolen vehicles and two trailers were found and recovered from the property.

Offender/Property 3: Property identified as frequented by HOM offenders and property crime (Rocky View County). During checks this quarter:

- Two stolen vehicles fled the location upon arrival of inspecting members; and
- One stolen vehicle was recovered from the property.

Offender 4: Checks suspended at this time as the offender is incarcerated. (Wheatland County)

Offender 5: Identified for numerous property offences. Found in compliance when checked by members. (Wheatland County)

Offender 6: Identified for sexual offences, high risk to the community. Found in compliance when checked by members. (Langdon)

Offender 7: Identified for conviction of 40 CC offences and on a Conditional Sentence Order. The offender moved out of the Strathmore Detachment area. This file was concluded. (Wheatland County)

Offender 8: Identified on Conditional Sentence Order stemming from charges in relation to being found with more than a kilogram of cocaine in Saskatchewan. Found in compliance during checks. (Strathmore)

Offender 9: Identified as offender on release. bound by a Conditional Sentence Order. During a check, the subject was found to be not in compliance with a condition. A charge was submitted in relation to the breach. The offender was found in compliance during the remainder of checks. (Strathmore)

Offender 10: Identified as habitual offender on release in relation to possession of property obtained by crime, vehicle theft, flight from police, and failure to comply. During checks this quarter, the offender was found in violation of conditions on four occasions. Warrants for arrest were obtained which were later executed in Calgary. The offender was connected to several other theft of vehicles and break and enters throughout the Calgary Urban Area. The offender was held in custody. This file will be suspended pending release of the offender. (Strathmore)

Offender 11: Identified on release bound by a Conditional Sentence Order (CSO) in relation to violence. Found in compliance during checks this quarter. (Rocky View County)

Offender 12: Identified on release in relation to over 40 charges half of which involve armed robberies. The offender was found in violation of conditions and arrested on the





property by Strathmore members. The offender was held for a bail hearing and remanded into custody. This file will be suspended pending offender release. (Wheatland County)

Offender 13: Identified on release in relation to several firearms and domestic violence matters. The offender was found in violation of conditions and a warrant was sought for their arrest. (Rocky View County)

Offender 14: Identified on release in relation to several CSO and release orders involving sexual assault. The offender was found in compliance with conditions during checks this quarter. (Strathmore)

Offender 15: Identified on release in relation to release on domestic violence, property crimes, unlawfully at large. The offender was found in compliance with conditions during checks this quarter. (Strathmore)

During this quarter, Strathmore members documented over 86 offender checks to ensure compliance with release conditions.

Persons of Interest Program

Outside of the offender management program, Strathmore RCMP monitors persons in the community involved in organized crime or at large on various types of release such as parole, probation, and interim release on open criminal matters. Persons are identified on the potential risk to the community, severity of offences they are accused of, or likelihood to reoffend.

Partnerships with Calgary Police Service, Federal Parole Board, Provincial Probation Officers, and RCMP intelligence units are leveraged to remain cognizant of offenders moving in and out of Strathmore and the surrounding area.

This program is carried out by Strathmore General Investigation Section (GIS), which has been expanded to include rural areas with the addition of a rural resource. The unit consists of three members strategically focused on:

- Drug trafficking activity;
- Serious persons crimes;
- Habitual offender management; and
- High value property crime in both rural and municipal areas.

Security Screw Program

The Security Screw Program is now active for Strathmore and surrounding communities. The program involves provision of security fasteners to area residents without charge at select locations.

Current locations are:





-
- Strathmore RCMP Detachment;
 - Strathmore Fire Department;
 - Strathmore Ford;
 - Strathmore Motor Products; and
 - Strathmore Dodge.
 - Rocky View County – Langdon Detachment

Community response has been positive and several fasteners have been installed at all locations.

Strathmore Theft Prevention Program – *Under Development / Assessment*

The Theft Prevention Program is an initiative dedicated to raise awareness of and reduce preventable property crime within the Town. Under supervision of Strathmore RCMP, volunteers would conduct foot patrols within the community to check vehicles to ensure they are secure. If found unlocked, a pamphlet will be left behind and the vehicle will be locked. If a vehicle is found running and insecure, the member will knock on the resident's door to provide preventative information. If valuables such as wallets, purses, or items of value are visible, effort will be made to notify the owner.

At present, sufficient volunteer resources have not been identified to carry out the program. Effort remains under way to move this program forward.

Crime Prevention Through Environmental Design (CPTED) - *Under Development*

This program involves making available various techniques residents, businesses, and rural residents can implement to reduce the likelihood of becoming a victim of property crime. Partnerships are under way with the Town of Strathmore Communications department to enhance availability of crime prevention information in the Town/RCMP website. In addition, pending availability of police resources, site assessments can be conducted upon request to help point out individual strategies to prevent theft and increase security of property.

Business Outreach Program - *Under Development*

The business outreach program is a proactive effort designed to help businesses deter and prevent theft and business break and enter. The focus of this program will start with Wrangler Park in Rocky View County, and expand further pending results and interest of other rural area businesses.

At present, data analysis is under way to populate a list of existing businesses in Wrangler Park coupled with three years of crime data. A ranked list of businesses from most to least vulnerable will be generated. A business outreach questionnaire is under development for completion with business managers/owners. The questionnaire is intended to gather information on business after hours contacts, any regular schedule for delivery of high value items on site, feedback from business owners concerning perceptions of crime, and policing needs. While on site, a CPTED assessment can be conducted upon request.



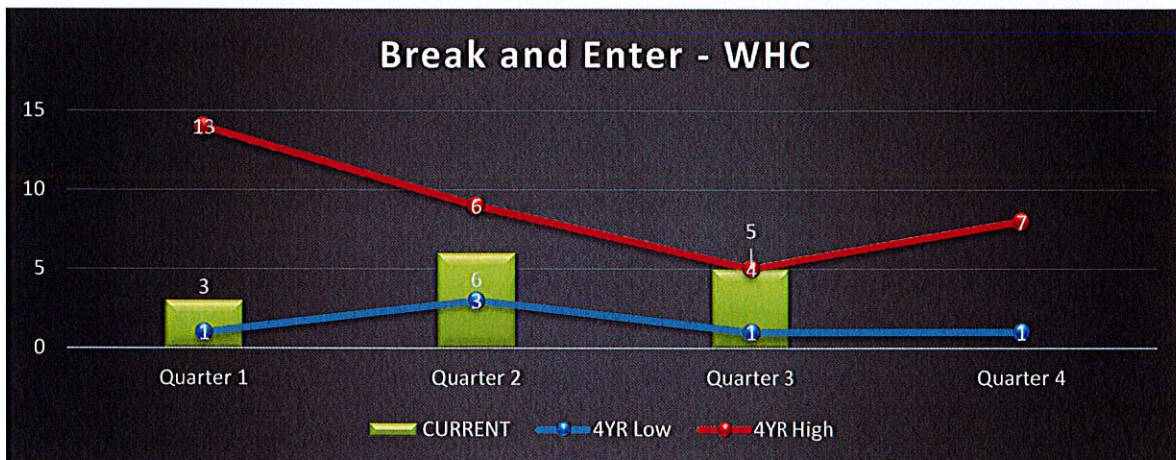
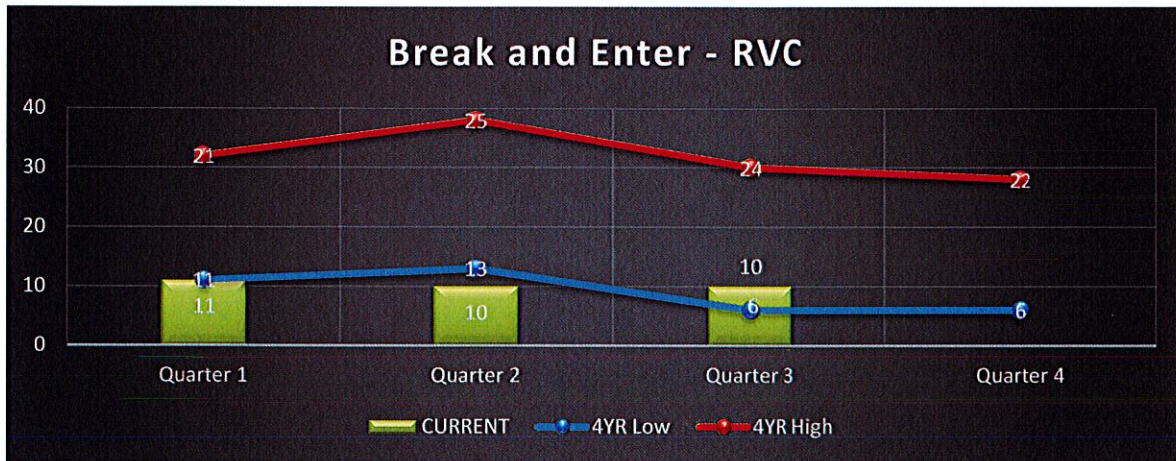


Hot Spot Patrols

Strathmore Detachment undertakes dedicated patrols of areas in the rural areas to increase visibility in an effort to detect and deter crime. Hot spot checks this quarter are broken down as noted:

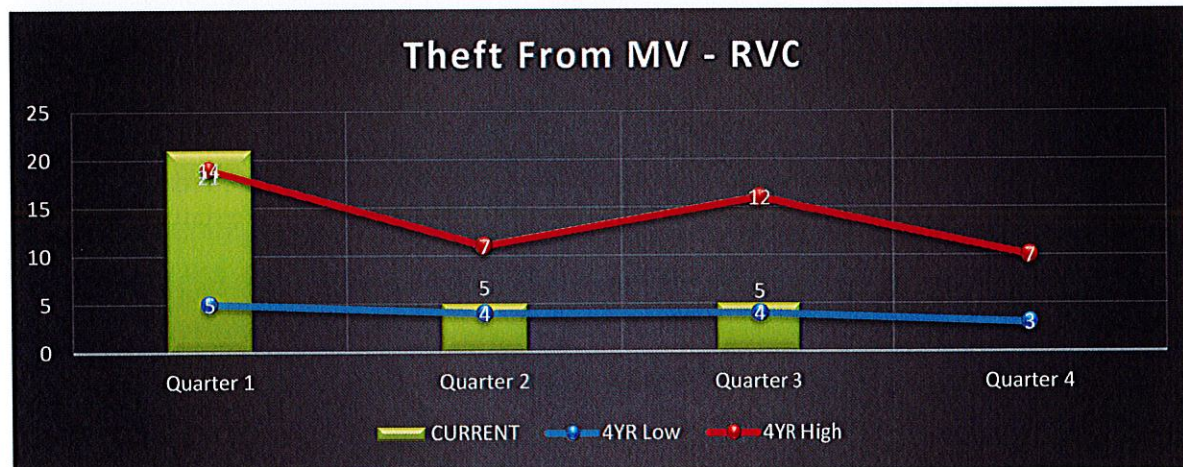
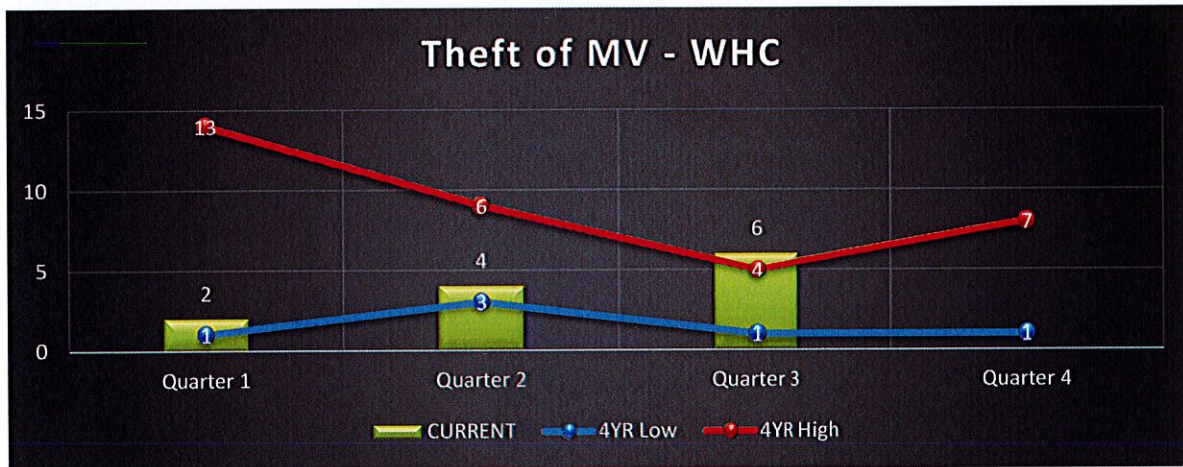
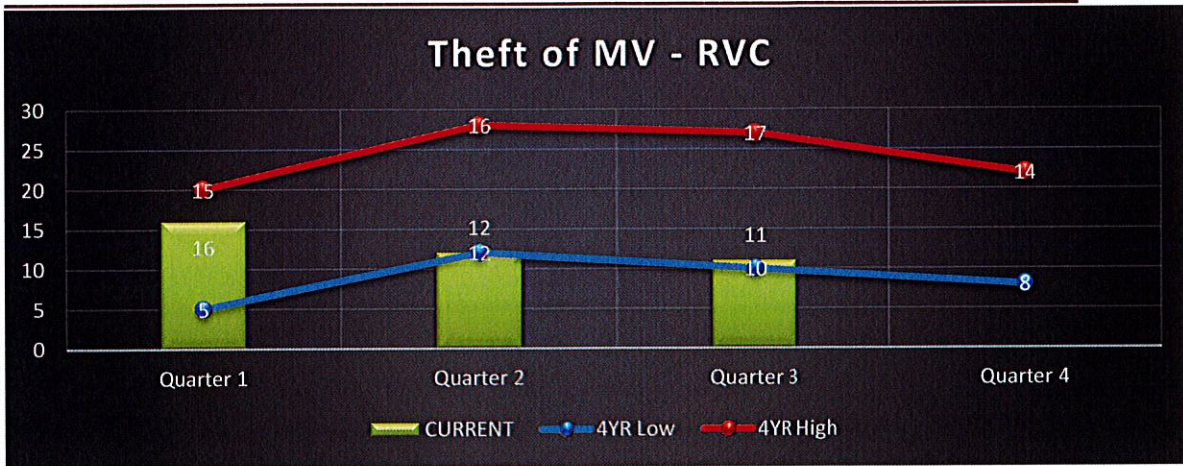
Langdon: 26	Wrangler Park: 39
Conrich: 31	Carseland: 9
Standard: 2	Rockyford: 3
Carseland: 9	Indus: 2
Mountain View Campground: 1	

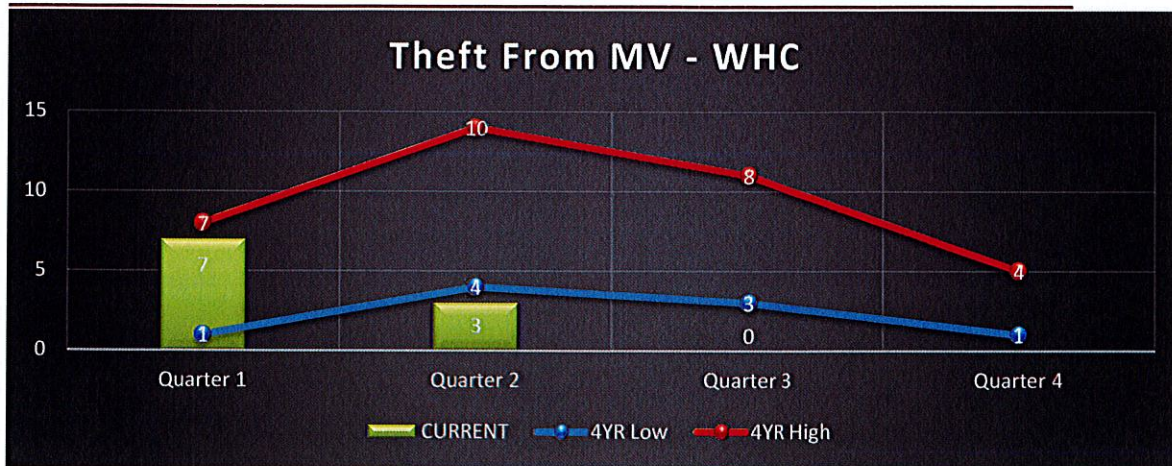
(***) The noted hot spot checks are documented as dedicated patrols. Members as part of their regular duties patrol throughout the rural areas.***)





RURAL POLICING REPORT ROCKY VIEW AND WHEATLAND COUNTY





Results this quarter in comparison to the same time frame the year prior and four year averages broken down by county:

	FY21/22 to FY22/23	4 Year Average
Break and Enter		
RVC	Up to 10 from 8 (+25%)	Unchanged at 10 (=%)
WHC	Up to 5 from 0 (N/A%)	Down from 7 to 5 (-29%)
Theft of Motor Vehicle		
RVC	Down from 10 to 9 (=%)	Down from 12 to 9 (-25%)
WHC	Up from 3 to 6 (+100%)	Up from 4 to 6 (+50%)
Theft from Motor Vehicle		
RVC	Up from 4 to 5 (+25%)	Down from 6 to 5 (-17%)
WHC	Down from 6 to 0 (-100%)	Down from 4 to 0 (-100%)

Crime Trends:

Rocky View County

Break and Enter - Five occurrences involved business where copper wire and tools were targeted. The remainder were mainly committed in rural properties when residents were not home. In two occasions due to quick reporting, offenders were arrested on site.

Theft of MV – Six vehicles were stolen from within Wrangler Park, one was stolen when left unlocked, to date six have been recovered.

Theft from MV – All reported thefts were stolen license plates.

Wheatland County

Break and Enter – All of the occurrences were at rural properties offenders believed





were unoccupied at the time. In one event, quick reporting by a resident with remote access to onsite cameras led to an arrest of two individuals on site. Another offender was scared off when confronted by a resident.

Theft of MV: All thefts occurred on rural properties. Three have been recovered, one matter was a failed attempt.

Levels in all areas remain close to or below historical levels this quarter.

2. Traffic Safety – Reduction of both injury and overall collisions.

The goal of this priority reduce overall reportable and injury by up to 5% of the previous year.

Traffic Safety/Enforcement

Enforcement results this quarter:

Violations:

- RVC: 189 // Det. Mem 55 // Langdon 13 (Highway 791, Glenmore Trail) // RVC Enh. 15 (Includes Foothills ITU)
- WHC: 135 // Det. Mem 55 (Includes Foothills ITU)

Suspensions in both municipal and rural areas:

- 26 x Immediate Roadside Sanction alcohol/drug suspensions (*includes Foothills Traffic Services contributions in the rural areas*);
- 3 x 72hr suspensions;
- 5 x 24hr suspensions;
- 5 x GDL suspensions;
- 3 Disqualified drivers; and
- 6 Criminal Impaired Driving Charges

Check Stop Program (*in and around Strathmore*)

This quarter 6 documented check stops were conducted in Strathmore and surrounding areas which resulted in:

- Violations: 0
- IRS Suspensions: 1
- IRS Impaired Suspensions: 3
- Suspended Drivers: 0
- Impaired Driving Charges: 0
- Mandatory Alcohol Screening: 366
- Total Vehicles Checked: 366

Bar Walk Program: Strathmore members conduct foot patrols through licensed establishments





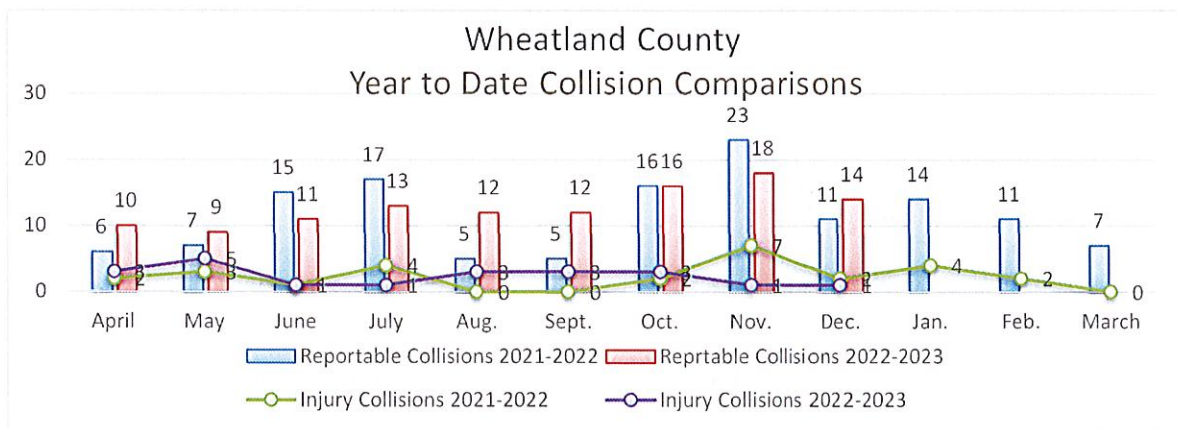
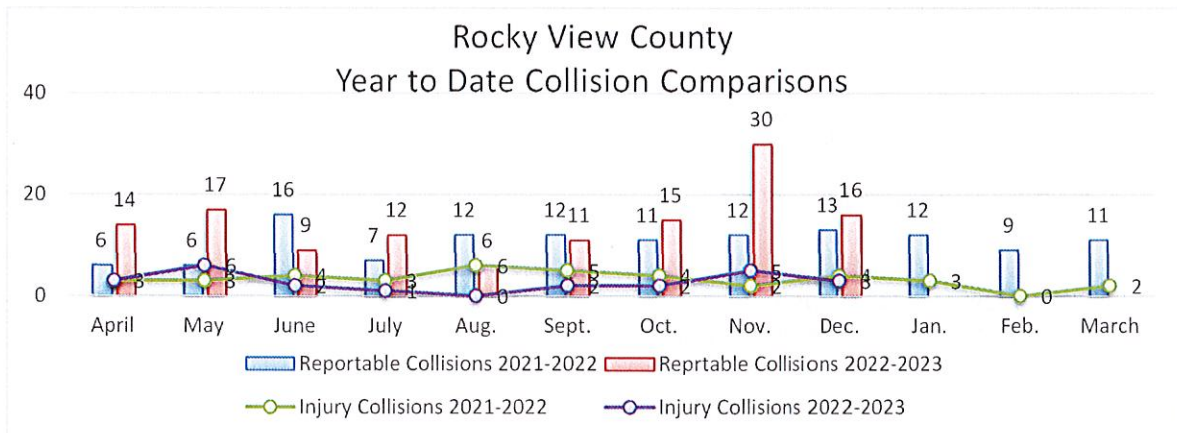
to maximize visibility in an effort to prevent, detect, and deter criminal activities. Criminal activity may include Gaming Liquor and Cannabis Act infractions, Illicit drug offences, or impaired driving.

Enhanced Road Safety Initiative - Under Development

Strathmore Detachment has been piloting this program in a limited basis by providing up to 25 hours of enhanced road safety shifts monthly. The focus of which is impaired, aggressive, and distracted driving within Strathmore. Shifts have been filled mainly by Strathmore RCMP members. With increases of injury collisions, expansion of this program will be sought in consultation with Strathmore administration and elected officials.

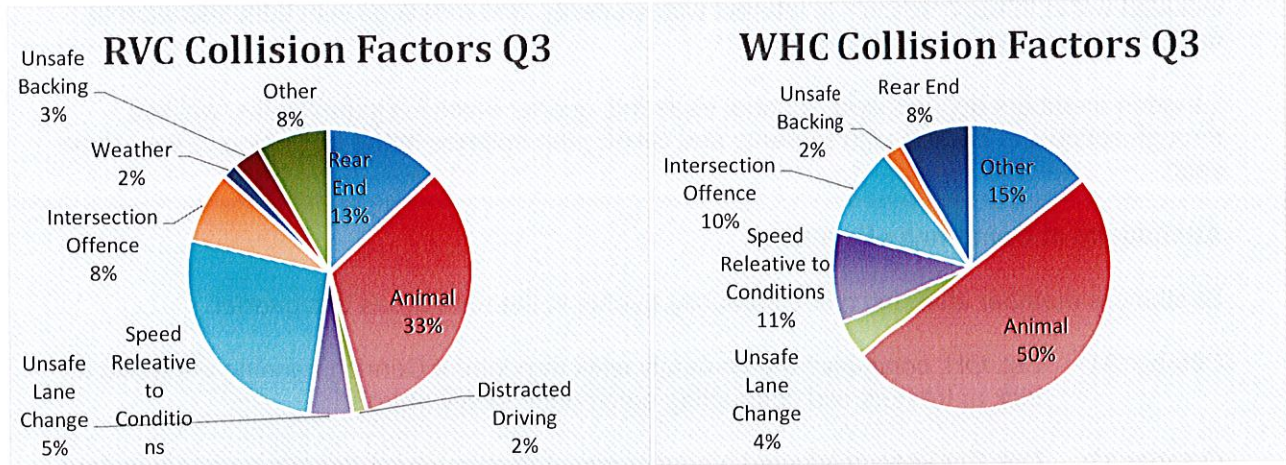
Expansion of the program would include involvement of RCMP members attached to the Southern Alberta District Traffic Services Unit, Alberta Sheriffs, Commercial Vehicle Enforcement, and Community Peace Officers. The aim of the program is to raise awareness with respect to traffic safety, increase road safety through visibility and enforcement, and reduce injury collisions within municipal and rural areas. The increased visibility and presence of law enforcement is also expected to detect and deter potential property crimes.

Collision Comparisons





Collision Factors



Results this quarter in the selected areas in comparison to the same time frame last year including comparisons to the preceding four fiscal year average:

	FY21/22 to FY22/23	4yr. Fiscal YR Avg.
Reportable Collisions:		
RVC :	Up from 37 to 61 (+65%)	Up from 33 to 61 (+85%)
WHC:	Down from 49 to 48 (-2%)	Up from 36 to 48 (+33%)
Injury Collisions:		
RVC:	Down from 10 to 8 (-20%)	Unchanged at 8 (=%)
WHC:	Down from 11 to 5 (-55%)	Unchanged at 5 (=%)

Rocky View County saw an increase of collisions this quarter mainly attributed to animal strikes followed by unsafe speed relative to road conditions. While there was an increase in overall collisions this quarter, there was a slight reduction in injury collisions. Wheatland County's collisions were reduced this quarter compared to last but remained above historical averages. Half of all collisions were animal strikes, followed by object (sign, guard rail, etc.) collisions. Injury collision rates this quarter were reduced from the same time frame the year before.

3. Community Engagement and Indigenous Community Engagement

Fostering positive relationships within our community and seeking ways to improve engagement with our residents and indigenous communities is a priority this year. Community support and engagement is essential to the success of crime reduction and community safety initiatives. This is achieved through open communication, trust, and emersion into Strathmore and the surrounding communities as community members ourselves.





School Visits

During this quarter, Strathmore members documented 6 school visits in our rural schools which included walks through schools to interact with students, and meetings with administration to facilitate future class presentations.

Langdon members documented 7 school visits this quarter involving school talks, walking through schools to interact with students and SAFE plan updates at the beginning of the school year.

Attendance at Community Events

Strathmore member attended four community events in the rural areas this quarter.

October 31: Cst. OH, conducted a community walk throughout Conrich handing out treats to trick or treaters and conducting community safety patrols.

October 31: Cpl. CHISAN, conducted a community walk throughout Standard and Rockyford handing out treats to trick or treaters and conducting community safety patrols.

November 11: Cst. LECOURS attended the Remembrance Day Ceremonies at the Carseland Community Hall.

November 11: Cst.'s SHAIKH and SRAN attended the Remembrance Day Ceremonies in Standard.

Community Liaison Program

A community liaison program has been initiated where a member is assigned to a community group. The purpose of this program is to form a link with community groups to seek feedback on concerns and open channels of communication with respect to education, how to reduce or prevent victimization, and early identification of community cultural issues. There are six community groups with assigned liaisons in Strathmore's rural areas. If a community group would like to request an RCMP liaison, please contact S/Sgt. Mark WIELGOSZ at Strathmore Detachment.

4. Other Initiatives

Strathmore Youth and Indigenous Youth Diversion Program

Strathmore Detachment has implemented a youth and Indigenous youth diversion program to give young persons a chance to redeem themselves through restorative justice. The goals of the program include educating and deterring youth from entering the criminal justice system, to provide an opportunity to make recompense for wrongdoing through restorative justice principles, and give young persons an opportunity to learn from their mistakes.





Eligible criminal cases involve first time minor offences such as property crimes. Candidate eligibility is determined on four criteria:

1. Admission of wrongdoing;
2. Expression of legitimate remorse;
3. Willingness to make recompense and participate in youth justice forums; and
4. Victim consent to allow the matter to proceed toward diversion.

Investigating members will determine eligibility as an option to find the best outcome in response to minor criminal matters and prevent repetition of offenses. Activities typically involve volunteerism and soft labour tasks within the community (picking up litter, removing graffiti, shovelling snow for seniors, etc.) Once the agreed upon contributions have been completed, the criminal case is concluded without going to court.

A partnership has been created with the Town of Strathmore to facilitate and monitor restorative measures.

Business Outreach Program – Under Development

The business outreach program is intended to enhance communication with area businesses to prevent, deter, and reduce crime. Detachment members will seek to update ownership/management lists for businesses, identify and advise on how to rectify security gaps, provide guidance on how to improve video surveillance systems, and give general information on crime prevention measures.

Watch Clerk Program

With support from the Town of Strathmore, Wheatland County and Rocky View County a watch clerk program was created in late 2017 early 2018. Each funding partner has contributed a clerk resource throughout the pilot stage into continued yearly support in continuance of the program.

Watch clerks are support staff employees dedicated to supporting front line policing activities within Strathmore and in the Rural areas as a valuable investment in community safety. These clerks complete a myriad of administrative functions on behalf of front line police officers. Activities include but are not limited to data entry, completion of court submissions, fulfilling communication requests, data quality checks, responding to disclosure requests, completion of collision reports, and dispatching routine calls for service.

This assistance results in increased time members can spend actively patrolling communities and investigating crime. With a fully staffed watch clerk pool there exists the potential to increase front line policing time from approximately 2,281 to 3,421 man-hours each year.

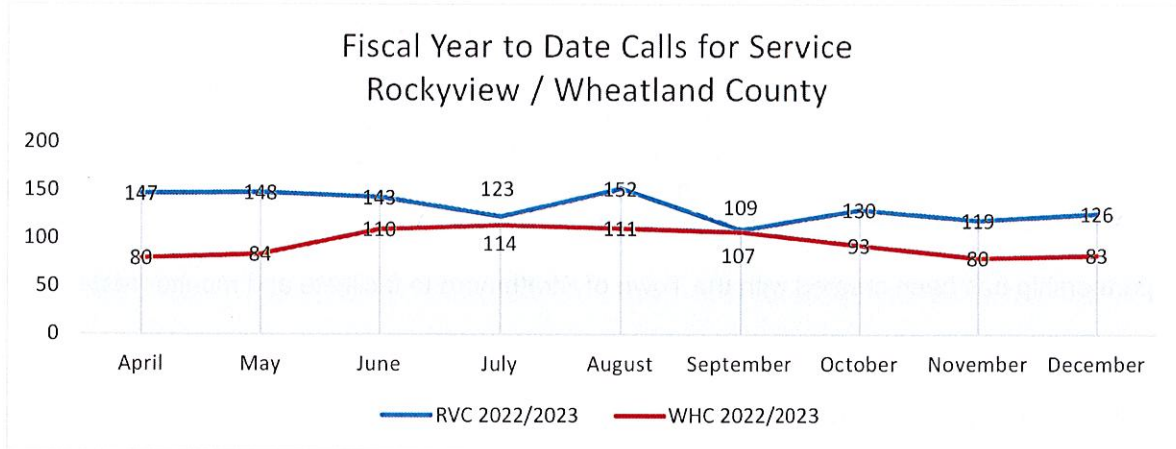
As a measure to enhance the program, the Detachment Commander has reallocated a provincially funded position into the pool to support all four watches. This move creates an equal contribution between the Town, Counties, and a Provincially funded position. Effort is under way





to secure multi year funding with a long term goal of normalizing these positions. At present, all watch clerk positions have been filled and training has progressed to move our new hires to work independently with their assigned watches.

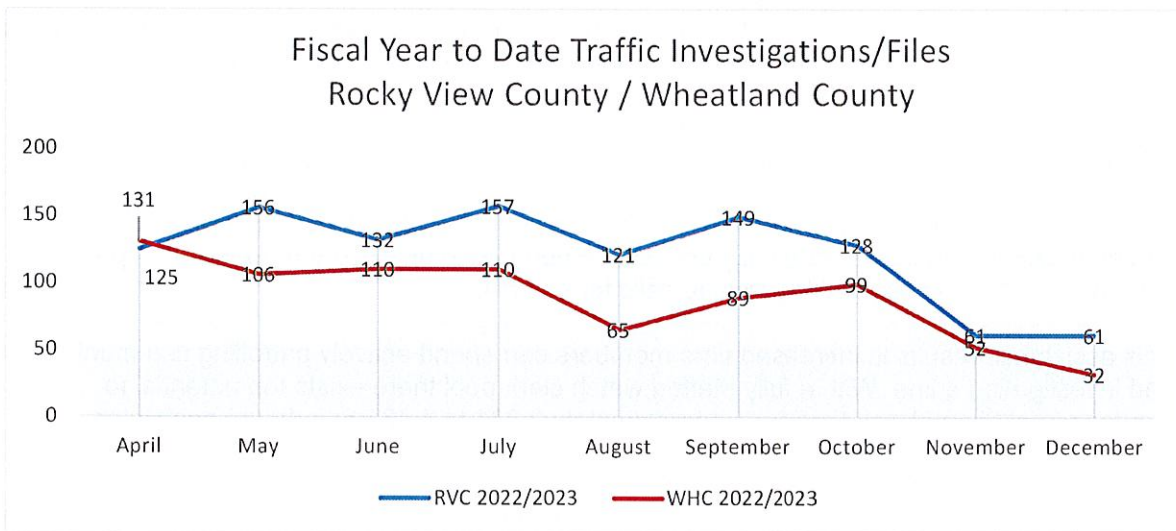
Fiscal Year to Date Calls for Service



*** Traffic offences/complaints/investigations were removed as Strathmore Detachment continues use of e-ticketing. E-ticketing creates a file for each roadside stop. Separation of traffic complaints and self generated enforcement was not done. Inclusion of traffic stats may give the appearance of artificially high occurrence numbers.

Year to date Strathmore Detachment responded to 1197 calls for service in RVC (up from 1044 (+18%) from last year) and 862 calls in WHC (up from 688 (+25%) from last year).

Fiscal Year to Date Traffic Offences and Reports





**RURAL POLICING REPORT
ROCKY VIEW AND WHEATLAND COUNTY**

The downward trend in traffic file counts can be attributed to the disintegration of the Alberta Sheriffs from RCMP traffic sections, and a change in duties for the Rocky View Count Enhanced position.

Staff Sergeant Mark Wielgosz 2023-02-28
Detachment Commander
Strathmore-Langdon Detachment



Wheatland County - Strathmore Detachment
Crime Statistics (Actual)
January to February: 2020 - 2023

All categories contain "Attempted" and/or "Completed"

March 6, 2023

CATEGORY	Trend	2020	2021	2022	2023	% Change 2020 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	N/A	-100%	0.0
Other Sexual Offences		1	2	3	0	-100%	-100%	-0.2
Assault		1	4	2	1	0%	-50%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	0	2	0	-100%	-100%	-0.1
Uttering Threats		3	2	0	1	-67%	N/A	-0.8
TOTAL PERSONS		6	9	8	2	-67%	-75%	-1.3
Break & Enter		5	1	1	6	20%	500%	0.3
Theft of Motor Vehicle		2	0	3	7	250%	133%	1.8
Theft Over \$5,000		0	1	0	0	N/A	N/A	-0.1
Theft Under \$5,000		3	1	8	4	33%	-50%	1.0
Possn Stn Goods		6	6	0	4	-33%	N/A	-1.2
Fraud		5	3	5	5	0%	0%	0.2
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		2	2	2	5	150%	150%	0.9
Mischief - Other		2	0	1	1	-50%	0%	-0.2
TOTAL PROPERTY		25	14	20	32	28%	60%	2.7
Offensive Weapons		1	1	0	0	-100%	N/A	-0.4
Disturbing the peace		1	0	0	1	0%	N/A	0.0
Fail to Comply & Breaches		1	2	4	0	-100%	-100%	-0.1
OTHER CRIMINAL CODE		1	2	0	0	-100%	N/A	-0.5
TOTAL OTHER CRIMINAL CODE		4	5	4	1	-75%	-75%	-1.0
TOTAL CRIMINAL CODE		35	28	32	35	0%	9%	0.4

Wheatland County - Strathmore Detachment
Crime Statistics (Actual)
January to February: 2020 - 2023

All categories contain "Attempted" and/or "Completed"

March 6, 2023

CATEGORY	Trend	2020	2021	2022	2023	% Change 2020 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	0	1	0%	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	3	N/A	N/A	0.9
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		1	0	0	4	300%	N/A	0.9
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	1	1	N/A	0%	0.4
TOTAL FEDERAL		1	0	1	5	400%	400%	1.3
Liquor Act		N/A	N/A	1	2	N/A	100%	0.3
Cannabis Act		N/A	N/A	1	3	N/A	200%	1.0
Mental Health Act		N/A	N/A	7	2	N/A	-71%	-2.2
Other Provincial Stats		N/A	N/A	4	4	N/A	0%	-1.0
Total Provincial Stats		N/A	N/A	13	11	N/A	-15%	-1.9
Municipal By-laws Traffic		N/A	N/A	0	0	N/A	N/A	0.0
Municipal By-laws		N/A	N/A	0	1	N/A	N/A	0.3
Total Municipal		N/A	N/A	0	1	N/A	N/A	0.3
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		4	3	8	5	25%	-38%	0.8
Property Damage MVC (Reportable)		N/A	N/A	19	25	N/A	32%	3.8
Property Damage MVC (Non Reportable)		N/A	N/A	4	10	N/A	150%	3.2
TOTAL MVC		N/A	N/A	31	40	N/A	29%	7.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	8	8	N/A	0%	3.2
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	1	N/A	N/A	0.3
Total Provincial Traffic		N/A	N/A	327	187	N/A	-43%	47.8
Other Traffic		N/A	N/A	0	2	N/A	N/A	0.6
Criminal Code Traffic		5	5	8	10	100%	25%	1.8
Common Police Activities								
False Alarms		N/A	N/A	3	2	N/A	-33%	0.8
False/Abandoned 911 Call and 911 Act		N/A	N/A	0	11	N/A	N/A	3.1
Suspicious Person/Vehicle/Property		N/A	N/A	10	12	500%	20%	3.0
Persons Reported Missing		N/A	N/A	3	0	-100%	-100%	0.0
Search Warrants		N/A	N/A	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	2	6	N/A	200%	4.0
Form 10 (MHA) (Reported)		N/A	N/A	1	0	N/A	-100%	-1.0

March 1, 2023

Ms. Lori Miller
Chief Administrative Officer
Village of Rockyford
PO Box 294
Rockyford AB T0J 2R0

Dear Ms. Miller:

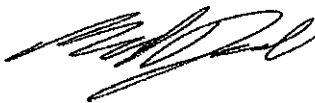
This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline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

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 20 per cent cost recovery for the fiscal year 2022/23. Total revenue generated is estimated to be \$44,784,300 and will be reinvested in Alberta policing initiatives. For fiscal year 2023/24 and going forward, municipalities will be invoiced based on a 30 per cent cost recovery. For your planning purposes, please use your invoiced amount for 2022/23 and add an additional 50 per cent to estimate your 2023/24 invoice total.

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

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

Sincerely,



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

Cost Breakdown

The provincial payment generating \$44,784,300 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2022-23 after modifiers	Total Municipal Population (2021)	Total Equalized Assessment (2023)	Total Revenue Base Estimate
\$44,784,300	762,490	303,816,170,576	\$46,500,000

Municipal Data

Village of Rockyford	Data/Cost Breakdown
2021 Population	320
2023 Equalized Assessment	\$30,633,009
Equalized Assessment per capita	\$95,728
Population % of total for PFM	0.04197%
Equalized Assessment % of total for PFM	0.01008%
Amount based on 50% Population (A)	\$9,758
Amount based on 50% Equalized Assessment (B)	\$2,344
Total share policing cost C = (A + B)	\$12,102
<i>Less modifiers:</i>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 605
Total share with modifiers	\$11,497

Notes

Population provided by Alberta Treasury Board and Finance

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

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

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

Equalized Assessment % x 50% x Total Base Estimate

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

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

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

April 3, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper Media from EPR Program Revisions

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper closing its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,



Dave McKenzie
Mayor

cc: **Glen van Dijken, MLA Westlock-Peace River**
Alberta Municipalities
All Alberta Municipalities

Information Bulletin 02/2023

Key Municipal Dates

April 1 - June 30, 2023

- | | |
|----------|--|
| April 30 | Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the <i>Municipal Government Act (MGA)</i> . |
| April 30 | Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| April 30 | Last day for municipalities to pass a business improvement area tax bylaw or an amendment to it. See sections 50 to 53 and 381 of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| May 1 | Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statements, available to the public in the manner the council considers appropriate. See section 276 of the <i>MGA</i> . |
| May 1 | Last day for municipalities to submit the audited financial statements, audited financial information return, and the auditor's report to the Minister. See section 278 of the <i>MGA</i> . |
| May 1 | Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.37 of the <i>MGA</i> . |
| May 1 | Statement of Funding and Expenditures (SFE) submission due date for Municipal Sustainability Initiative (MSI) capital program, MSI operating program and the Canada Community-Building Fund (formerly the Gas Tax Fund) program. |

June 30

Municipalities must submit the 2nd quarterly installment to a board or the Alberta School Foundation Fund. See section 162(3) of the *Education Act*.

Municipal Councillor
Recall Petitions

Electors have the opportunity to petition for the recall of a municipal councillor 18 months after their election. This means Albertans will be able to initiate a petition starting in late April 2023, if a councillor was elected in the last general election of October 18, 2021.

Councillors elected in a summer village or via by-election are subject to the same 18-month legislative provision, meaning the window to start a recall petition may differ from those elected during the last general election.

Chief Administrative Officers have a role to play in this petition process. For more information on municipal councillor recall, please review our handbook at: <https://open.alberta.ca/publications/recall-of-a-municipal-councillor-handbook> (Recall Handbook).

A recording of the Recall of Municipal Councillor training from Fall 2022 is also available for viewing at <https://youtu.be/t10dBtdBT9A> (Recall Training).

Updated CAO
Handbook

The Chief Administrative Officer Handbook has been updated to reflect recent changes to the *Municipal Government Act*. The updated resource can be viewed at: <https://open.alberta.ca/publications/cao-handbook-for-alberta-municipal-chief-administrative-officers> (CAO Handbook)

JUPA Deadline
Extension

The deadline to have joint use and planning agreement (JUPA) in place between a municipality and associated school boards was originally June 10, 2023. The Ministers of Education and Municipal Affairs have agreed to extend the deadline via Ministerial Order to June 10, 2025.

A letter to all Chief Elected Officials will be sent to notify municipalities of the change.

Lori Miller

From: noreply@albertamfr.ca
Sent: Tuesday, April 4, 2023 9:42 AM
To: Lori Miller
Subject: Adding new EMS supports to improve response time

Dear MFR agency leaders,

The Medical First Response (MFR) Program is pleased with the additional EMS supports announced April 3rd by the Government of Alberta. As part of a larger plan to make the EMS system in Alberta more sustainable, a \$196 million dollar increase in funding over the next three years has been put in place to improve response times and implement recommendations made by the EMS advisory committee and the EMS Dispatch Review Report.

Approximately \$6 million has been allocated to enhancements of Medical First Response across the province. These funds will be used to directly support our MFR partners and will ultimately benefit all patients regardless of where they are located.

Increasing the number of frontline paramedics, dispatchers and ambulances will help reduce pressure on the fire departments in Alberta that respond to medical emergencies when Albertans need them most. We are grateful for the work of fire departments across the province, particularly during and since the COVID-19 pandemic, amid staffing shortages and while facing increasing medical call volumes. Thank you for your commitment, resilience and service.

For more information, please see the Government of Alberta's news release. Some of this work is already underway and we look forward to sharing more specific details with you as soon as they're available.

Sincerely,
The Alberta MFR team

PLEASE NOTE

To make sure you continue receiving our emails to your inbox, please add noreply@albertamfr.ca to your address book or safe sender list.

Lori Miller

From: TBF Local Authority Loans <LocalAuthorityLoans@gov.ab.ca>
Sent: Monday, April 3, 2023 10:42 AM
Subject: ACTION REQUEST - SUBMISSION OF ESTIMATED BORROWING AMOUNTS
Attachments: EstimatedFutureBorrowing 2023-24.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,

RE: – Submission of Estimated Borrowing Amounts – Action Required

For those municipal, education or health authorities that are planning to borrow from the Loans to Local Authorities program during the remainder of 2023 and in 2024, we request that you submit the attached form with your **estimated** borrowing amounts for each quarter starting June 2023 and up to and including December 2024. Please provide your best estimates at this time as we know that the amounts will be subject to change. Going forward, we will be requesting quarterly updates at the same time we send the usual borrowing notices. Nil reports are not required, however if you simply email us to confirm you have no plans to borrow in 2023-2024, that would be appreciated. Please do not hesitate to contact us if any questions.

Sherri Bullock
Loans to Local Authorities
Treasury Board and Finance
Government of Alberta

Direct Phone: (780) 415-9232
sherri.bullock@gov.ab.ca

Website: <https://www.alberta.ca/loans-to-local-authorities.aspx>



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Classification: Protected A

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

FINANCIAL STATEMENTS

DECEMBER 31, 2022

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

FINANCIAL STATEMENTS

DECEMBER 31, 2022

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INDEPENDENT AUDITOR'S REPORT

FINANCIAL STATEMENTS

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Schedule of Planning Operations	10
Schedule of Safety Codes Operations	11
Schedule of Alberta Community Partnership Operations	12

INDEPENDENT AUDITOR'S REPORT

To the Members of Palliser Regional Municipal Services Company Limited:

Opinion

We have audited the financial statements of the Palliser Regional Municipal Services Company Limited (the "Company"), which comprise of the statement of financial position as at December 31, 2022 and statements of its operations, fund balances and cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Palliser Regional Municipal Services Company Limited as at December 31, 2022, the results of its operations, changes in net financial assets and its cash flows for the year ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Palliser Regional Municipal Services Company Limited in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Palliser Regional Municipal Services Company Limited's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

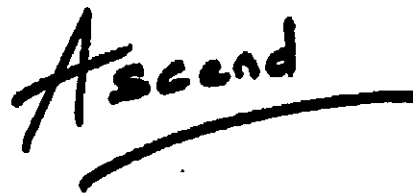
Those charged with governance are responsible for overseeing the Palliser Regional Municipal Services Company Limited's financial reporting process.

Auditor's Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Palliser Regional Municipal Services Company Limited's internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Palliser Regional Municipal Services Company Limited's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditor's report. However future events or conditions may cause the Palliser Regional Municipal Services Company Limited to cease to continue to be a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other things, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that we identify during the audit.



HANNA, ALBERTA
March 20, 2023

ASCEND LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



Ascend LLP
Chartered Professional Accountants

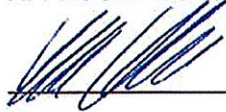
**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,224,732	\$ 1,205,539
Short-term investment (Note 4)	277,051	269,241
Accounts receivable (Note 5)	81,054	103,561
Goods and services tax recoverable	45,917	28,630
	1,628,754	1,606,971
Long-term investment (Note 6)	275,972	270,030
Tangible capital assets (Note 7)	205,934	204,082
	481,906	474,112
	\$ 2,110,660	\$ 2,081,083
LIABILITIES		
CURRENT		
Accounts payable and accrued liability (Note 8)	\$ 104,584	\$ 72,184
Employee benefits payable (Note 9)	129,973	115,193
Deferred revenue (Note 10)	368,649	428,689
	603,206	616,066
FUND BALANCES		
OPERATING FUND	1,101,519	1,060,934
CAPITAL RESERVE FUND	200,000	200,000
CAPITAL FUND	205,935	204,083
	1,507,454	1,465,017
	\$ 2,110,660	\$ 2,081,083

APPROVED BY THE BOARD:



Chairman

The accompanying notes are an integral part of these financial statements

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

STATEMENT OF OPERATIONS

DECEMBER 31, 2022

	2022	2021
REVENUES		
Planning (Schedule 1)	\$ 900,266	\$ 877,691
Safety Codes (Schedule 2)	574,238	492,712
Alberta Community Partnership (Schedule 3)	120,252	40,289
	1,594,756	1,410,692
EXPENDITURES		
Planning (Schedule 1)	995,557	897,031
Safety Codes (Schedule 2)	418,208	365,852
Alberta Community Partnership (Schedule 3)	141,582	40,289
	1,555,347	1,303,172
OTHER INCOME		
Gain on disposal of tangible capital assets	3,028	-
EXCESS OF REVENUES OVER EXPENDITURES	\$ 42,437	\$ 107,520

The accompanying notes are an integral part of these financial statements

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

STATEMENT OF FUND BALANCES

DECEMBER 31, 2022

	2022	2021
<hr/>		
OPERATING FUND		
<hr/>		
Balance, beginning of year	\$ 1,060,934	\$ 915,759
Excess of revenues over expenditures	42,437	107,520
Interfund transfer to capital fund	<u>(1,852)</u>	<u>37,655</u>
Balance, end of year	\$ 1,101,519	\$ 1,060,934
<hr/>		
CAPITAL RESERVE FUND		
<hr/>		
Balance, beginning of year	\$ 200,000	\$ 200,000
Interfund transfer from operating fund	<u>-</u>	<u>-</u>
Balance, end of year	\$ 200,000	\$ 200,000
<hr/>		
CAPITAL FUND		
<hr/>		
Balance, beginning of year	\$ 204,083	\$ 241,738
Purchase of tangible capital assets	43,429	-
Less: amortization of tangible capital assets	(39,105)	(37,655)
Less: disposal of tangible capital assets	<u>(2,472)</u>	<u>-</u>
Balance, end of year	\$ 205,935	\$ 204,083
<hr/>		

The accompanying notes are an integral part of these financial statements

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

STATEMENT OF CASH FLOWS

DECEMBER 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Cash provided by operations		
Excess of revenues over expenditures	\$ 42,437	\$ 107,520
Amortization of tangible capital assets	39,105	37,655
Gain on disposal of tangible capital assets	(3,028)	-
Accounts receivable	22,507	(66,362)
Goods and services tax recoverable	(17,287)	6,000
Accounts payable and accrued liability	32,400	(48,697)
Employee benefits payable	14,780	5,175
Deferred revenue	(60,040)	169,878
	70,874	211,169
INVESTING ACTIVITIES		
(Increase) decrease in short-term investment	(7,810)	86,534
Purchase of long-term investment	(281,913)	-
Proceeds on disposal of long-term investment	275,971	255,795
Purchase of tangible capital assets	(43,429)	-
Proceeds on disposal of tangible capital assets	5,500	-
	19,193	553,498
CHANGE IN CASH AND CASH EQUIVALENTS		
	19,193	553,498
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	1,205,539	652,041
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 1,224,732	\$ 1,205,539

The accompanying notes are an integral part of these financial statements

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

1. NATURE OF OPERATIONS

On July 10, 2007, Palliser Regional Municipal Services Company Limited (the "Company") was incorporated under The Company's Act of Alberta to facilitate continued and future operations of the Company. The operations include the issuance of building permits and providing of planning and related services to the ratepayers of the participating municipalities.

Since the Company is an Alberta Crown Corporation and the shares of the Company are owned by the participating Municipal Governments, the Company is not taxable under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

These financial statements are prepared in accordance with Chartered Professional Accountants of Canada Public Sector Accounting Standards (PSA Standards), including standards for Government Not-for-profit Organizations. The significant policies are detailed below:

(b) Fund accounting

The Company follows the deferral method of accounting for contributions.

The Operating Fund accounts for the Company's program delivery and administrative activities in the operation of the Company. This fund reports unrestricted resources.

The Capital Reserve Fund reports internally and externally restricted resources, that are administered at the discretion of the Board of Directors.

The Capital Fund reports the assets, liabilities, revenues and expenses related to the Company's tangible capital assets.

(c) Tangible capital assets

Tangible capital asset acquisitions with a useful life extending beyond a year are capitalized by the Company in accordance with the Company's tangible capital asset policy.

Amortization is determined based on the day of purchase and no amortization is recorded on the year of disposition.

Amortization is based on their useful life using the following methods and rates:

	<u>Methods</u>	<u>Rates and duration</u>
Office equipment	Straight line	5-20 years
Technical equipment	Straight line	5-10 years
Vehicle	Straight line	10 years
Building	Straight line	25-50 years
Geographic information systems	Straight line	5 years

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

SIGNIFICANT ACCOUNTING POLICIES (cont.)

(d) Revenue recognition

Planning revenue is recognized upon completion of the services rendered as the work is accomplished.

Safety codes revenue is recognized using the completed contract method.

Alberta Community Partnership ("ACP") grant revenue is recognized using the percentage of completion method based on expected costs to complete the program.

(e) Cash and cash equivalents

Cash and cash equivalents consists of balances with banks net of outstanding cheques and highly liquid short-term investments bearing interest.

(f) Investments

Investments are recorded at cost.

(g) Measurement of uncertainty

The preparation of financial statements in conformity with the PSA Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: employee benefits payable, estimated useful lives of tangible capital assets, and amortization of tangible capital assets. Actual results may differ from management's best estimates as additional information becomes available in the future.

(h) Financial instruments

The Company's financial instruments consist of cash and cash equivalents, short-term investment, accounts receivable, long-term investment, accounts payable and accrued liability, and employee benefits payable. It is management's opinion that the Company is not exposed to significant credit or market risks arising from these financial instruments and that their fair values approximate their carrying values, unless otherwise noted.

3. CASH AND CASH EQUIVALENTS

Cash consists of general chequing accounts and savings accounts earning interest at prime less 1.55% to 1.90%.

Contained in these balances is \$200,000 (2021 - \$200,000), which has been internally restricted by board motion for future capital expenditures.

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

4. SHORT-TERM INVESTMENT

The short-term investment consists of an ATB Financial guaranteed investment certificate, bearing interest at 2.60%, maturing in January 2023.

5. ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Trade receivables	\$ 70,618	\$ 90,261
Accrued interest receivable	<u>10,436</u>	<u>13,300</u>
	<u>\$ 81,054</u>	<u>\$ 103,561</u>

6. LONG-TERM INVESTMENT

The long-term investment consists of an ATB Financial guaranteed investment certificate, bearing interest at 1.30%, maturing in January 2024.

7. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2022</u>	<u>Net 2021</u>
Office equipment	\$ 51,559	\$ 47,650	\$ 3,909	\$ 4,325
Technical equipment	152,992	119,931	33,061	41,804
Vehicle	43,428	2,171	41,257	2,472
Building	360,000	264,393	95,607	101,981
Geographic information system	<u>107,000</u>	<u>74,900</u>	<u>32,100</u>	<u>53,500</u>
	<u>\$ 714,979</u>	<u>\$ 509,045</u>	<u>\$ 205,934</u>	<u>\$ 204,082</u>

8. ACCOUNTS PAYABLE AND ACCRUED LIABILITY

	<u>2022</u>	<u>2021</u>
Trade payables	\$ 95,134	\$ 65,383
Accrued liability	<u>9,450</u>	<u>6,801</u>
	<u>\$ 104,584</u>	<u>\$ 72,184</u>

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

9. EMPLOYEE BENEFITS PAYABLE

	<u>2022</u>	<u>2021</u>
Vested sick leave payable	\$ 101,719	\$ 86,432
Vacation pay payable	<u>28,254</u>	<u>28,761</u>
	<u>\$ 129,973</u>	<u>\$ 115,193</u>

The sick leave benefit is granted to probationary and all permanent full-time employees. It is calculated as one and one-half work day's sick leave for each month of employment to a maximum of 86 days. Upon the cessation of employment, the days accumulated are eliminated and not paid.

The vacation pay payable is comprised of the vacation that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

10. DEFERRED REVENUE

	<u>2022</u>	<u>2021</u>
Permit Inspection Fees	\$ 368,649	\$ 308,811
Alberta Community Partnership Grant	<u>-</u>	<u>119,878</u>
	<u>\$ 368,649</u>	<u>\$ 428,689</u>

Permit Inspection Fees

Deferred revenue relates to the collection of Safety Code Permit fees prior to full completion of inspections.

Alberta Community Partnership Grant - Village of Acme

The purpose of the grant was to support the collaboration of the Towns of Castor, Drumheller, Hanna, Oyen and Trochu, the Villages of Acme, Empress, Hussar, Linden, Morrin, Rockyford, Standard and Veteran, the Counties of Paintearth and Starland, the Municipal District of Acadia, and the Special Areas Board, to update the Palliser Regional Municipal Services strategic plan. During the year, the Company completed the project and recognized the grant revenue.

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

11. LOCAL AUTHORITIES PENSION PLAN

Employees of the Company participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Company is required to make current service contributions to the LAPP of 8.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable earnings above this amount.

Total current service contributions by the Company to the LAPP in 2022 were \$38,949 (2021 - \$53,451). Total current service contributions by the employees of the Company to the LAPP in 2022 were \$34,983 (2021 - \$48,439).

At December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.92 BN (2020 - \$4.96 BN). This amount is not specifically allocated to the participating government organizations. The 2022 actuarial balance was not available at the date of these financial statements.

12. SUBSEQUENT EVENTS

For the purpose of the accompanying financial statements, subsequent events have been evaluated by management.

There were no subsequent events that would have a material impact on these financial statements.

13. CONTINGENT LIABILITIES

For the purpose of the accompanying financial statements, contingent liabilities have been evaluated by management.

There were no contingent liabilities that would have a material impact on these financial statements.

14. CORRESPONDING FIGURES

Certain corresponding figures have been reclassified to reflect a change in the financial statements adopted for the current year.

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

SCHEDULE OF PLANNING OPERATIONS

**DECEMBER 31, 2022
(SCHEDULE 1)**

	2022	2021
REVENUES		
Planning requisitions	\$ 541,379	\$ 525,611
Inter-municipal Subdivision and Development Appeal board	26,606	43,211
Interest income	35,380	20,516
Map production	1,838	746
Special projects	211,833	105,112
Subdivision fees	83,230	182,495
	900,266	877,691
EXPENDITURES		
Accounting and audit	15,323	10,700
Advertising	2,310	2,976
Amortization	39,105	37,655
Bank charges	416	400
Computer costs	18,482	28,593
Computer and office equipment purchases	-	422
Consultants	74,999	46,610
Equipment rental	3,023	3,133
General office supplies	2,871	2,334
GIS data	78,454	4,189
GIS project expenses	1,710	-
GIS training	20,985	-
GIS system maintenance and hosting	100,057	36,468
Insurance and taxes	23,440	22,519
Inter-municipal Subdivision and Development Appeal board	22,606	43,211
Land titles office	646	718
Legal	1,451	3,328
Members meetings	5,339	4,248
Postage	1,402	1,075
Printing, duplication and technical supplies	4,511	2,725
Public relations	2,565	176
Staff salaries	429,755	501,776
Staff benefits	103,821	114,440
Staff travel	3,358	822
Staff training	1,983	350
Telephone	3,388	3,386
Utilities and maintenance	33,054	23,771
Vehicle repairs and maintenance	503	1,006
	995,557	897,031
DEFICIENCY OF REVENUES OVER EXPENDITURES	\$ (95,291)	\$ (19,340)

PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED

SCHEDULE OF SAFETY CODES OPERATIONS

DECEMBER 31, 2022
(SCHEDULE 2)

	2022	2021
REVENUES		
Permit fees	\$ 563,873	\$ 491,144
Interest	10,365	1,568
	574,238	492,712
EXPENDITURES		
Contract administration	70,438	70,438
Financial fees	9,918	9,140
Inspection fees	314,292	269,098
Safety codes council	23,560	17,176
	418,208	365,852
EXCESS OF REVENUES OVER EXPENDITURES	\$ 156,030	\$ 126,860

**PALLISER REGIONAL MUNICIPAL
SERVICES COMPANY LIMITED**

SCHEDULE OF ALBERTA COMMUNITY PARTNERSHIP OPERATIONS

**DECEMBER 31, 2022
(SCHEDULE 3)**

	2022	2021
<hr/>		
REVENUES		
<hr/>		
Grant	\$ 119,878	\$ 40,289
Interest	374	-
<hr/>		
	120,252	40,289
<hr/>		
EXPENDITURES		
<hr/>		
Advertising		
Public relations	957	70
Planning and consultants	125,625	35,219
Salaries and benefits	15,000	5,000
<hr/>		
	141,582	40,289
<hr/>		
DEFICIENCY OF REVENUES OVER EXPENDITURES	\$ (21,330)	\$ -
<hr/>		

MINUTES OF BOARD OF DIRECTORS' ORGANIZATIONAL MEETING

Held at the Palliser Regional Municipal Services (PRMS) Building; Hanna, Alberta, Thursday the 8th day of December 2022.

Present

Mr. Kyle Olsen
Mr. Dale Norton
Mr. Chris Reeds
Mr. John Kimber
Ms. Crystal Sereda
Mr. Mark Landry

Representing

Town of Hanna
County of Paintearth No. 18
Town of Trochu
Special Areas Board
Town of Drumheller
Starland County

Absent

Mr. Trevor Hittel

Representing

Town of Oyen

Staff

Mr. Devin Diano, CEO/Director of Planning
Mrs. Kari Bott, Executive Assistant

1. **Call to Order**

Devin Diano welcomed the PRMS board members and called the meeting to order at 5:40pm.

2. **Election of Chairperson and Vice Chairperson**

MOTION BY: Mr. Chris Reeds
"To nominate Kyle Olsen to the Chairperson position of PRMS Board of Directors."
CARRIED.

MOTION BY: Mr. John Kimber
"To nominate Trevor Hittel to the Vice Chairperson position of PRMS Board of Directors."
CARRIED.

3. **Next Meeting**

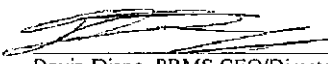
The Board of Directors tentatively scheduled the next meeting for February 9th at 1pm. It was discussed that during the winter months afternoon meetings would be preferred.

4. **Adjournment**

MOTION BY: Mr. Kyle Olsen
"The Board of Directors' meeting is hereby adjourned." at 5:43pm.
CARRIED



Kyle Olsen, PRMS Board Chairman



Devin Diano, PRMS CEO/Director of Planning

December 8, 2022

MINUTES OF BOARD OF DIRECTORS' MEETING

Held virtually on Thursday the 17th day of November 2022, at 9:00am.

Board Members Present

Kyle Olsen
Dennis Kuiken
Dale Norton
Chris Reeds
John Kimber
Trevor Hittel
Crystal Sereda

Representing

Town of Hanna
Village of Acme
County of Paintearth No. 18
Town of Trochu
Special Areas Board
Town of Oycn
Town of Drumheller

PRMS Administration Present

Devin Diano, CEO/Director of Planning
Kari Bott, Executive Assistant
Tracy Woitenko, Sr. Planner
Garry Wilson, Subdivision Planner
Cody Dale McNair, GIS Coordinator

1. Welcome, Call to Order

Chairman Kyle Olsen called the board meeting to order at 9:00 am.

2. Approval of Agenda

The November 17th circulated board meeting agenda was reviewed. Kyle made an amendment by moving *Item 6. Next Meeting Date* before *Item 5. In Camera*, as the Board will be moving in camera to discuss Board/Chair conduct and will close out the meeting following that.

MOTION BY: Dale Norton

"The November 17th, 2022 board meeting agenda is approved as amended with the next meeting date being determined before the Board of Directors move In Camera."

CARRIED

3. Approval of Board Meeting Minutes of October 20th, 2022

MOTION BY: Trevor Hittel

"The October 20th, 2022 Board Meeting Minutes are adopted as circulated.

CARRIED

4. New Business

i. General Update – PRMS Regional Enhancement Project's Virtual Council Presentation

Devin asked the Board members if their councils had raised any questions following the virtual council presentation on November 3, 2022. The Board members indicated they had not received any questions or concerns, although feedback was that it was an abundant amount of information throughout a meeting that went long. As a result, without notable concerns regarding the content, the PRMS municipal shareholders are supportive of the PRMS Regional Enhancement Project.

ii. Recommended Adjustments to Staff Compensation

Devin presented Nichols Briefing Document which summarized the initial compensation adjustment report brought forward in the October 20th board meeting. Devin answered a few questions regarding the application of the recommendations. Kyle stated this summary was helpful and appreciated by the Board of Directors.

iii. PRMS Staff Salary Grid Review

A third-party review of the PRMS staff salary grid was completed as part of the Palliser Regional Service Enhancement Project. As a professional services-based organization, salaries represent roughly three quarters of annual operating expenses. As such, the salary grid review was a key consideration in determining a sustainable budget and requisitions for the organization.

MOTION BY: Crystal Sereda

"Palliser Regional Municipal Services' Board of Directors adopts the recommended PRMS Salary Grid with the addition to Note #5 that step increases are to be effective July 1st each year. The newly adopted salary grid will become effective January 1, 2023."

CARRIED

iv. 2023 PRMS Budget and 2023-2025 Requisition

PRMS has been conducting an organization enhancement project for the past year which has included reviewing operations, assessing organizational capacity given service expectations, confirming needs, priorities and support from members and ongoing financial sustainability of the organization. An outcome of the enhancement project was a new proposed operating budget and three-year requisition. The proposed 2023 budget and 2023-2025 requisition was developed in consultation with (and approved by) the PRMS Funding Formula Committee. PRMS member CAOs and Councils were also consulted and presented a copy of the proposed 2023 budget and 2023-2025 requisitions.

MOTION BY: Chris Reeds
"Palliser Regional Municipal Services' Board of Directors adopts the proposed 2023 Budget and 2023-2025 Requisitions for ratification by the PRMS membership at the AGM."
CARRIED

v. PRMS Strategic Plan 2022 - 2027

PRMS has conducted an organization enhancement project for the past year which has included reviewing operations, assessing organizational capacity given service expectations, confirming needs, priorities and support from members and ongoing financial sustainability of the organization. An outcome of the enhancement project was a new five-year strategic plan to replace the existing 2010 Strategic Plan. The new proposed strategic plan was developed to outline key objectives, actions and expected results that will guide the operations of the organization and decision making over the next five years. The proposed strategic plan also outlines service offerings provided to member municipalities, and a general outline of the PRMS funding structure.

The horizon of this plan is five years (2022-27), with a recommended 'check-in' after three years to adjust where necessary the organization's course including objectives, key service offerings and requisition levels.

MOTION BY: John Kimber
"Palliser Regional Municipal Services' Board of Directors adopts the PRMS Strategic Plan 2022 – 2027 for ratification by the PRMS membership at the AGM."
CARRIED

5. Next Meeting

The next Board of Directors' meeting will be the Organizational Meeting immediately following the December 8th, 2022 AGM.

6. In Camera - Board/Chair Conduct

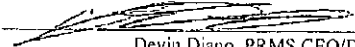
MOTION BY: Dennis Kuiken
"Palliser Regional Municipal Services' Board of Directors moves In Camera." at 9:40 am
CARRIED

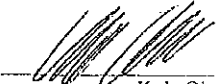
Devin Diano, Tracy Woltenko, Garry Wilson, Cody Dale-McNair, and Kari Bott left the meeting.

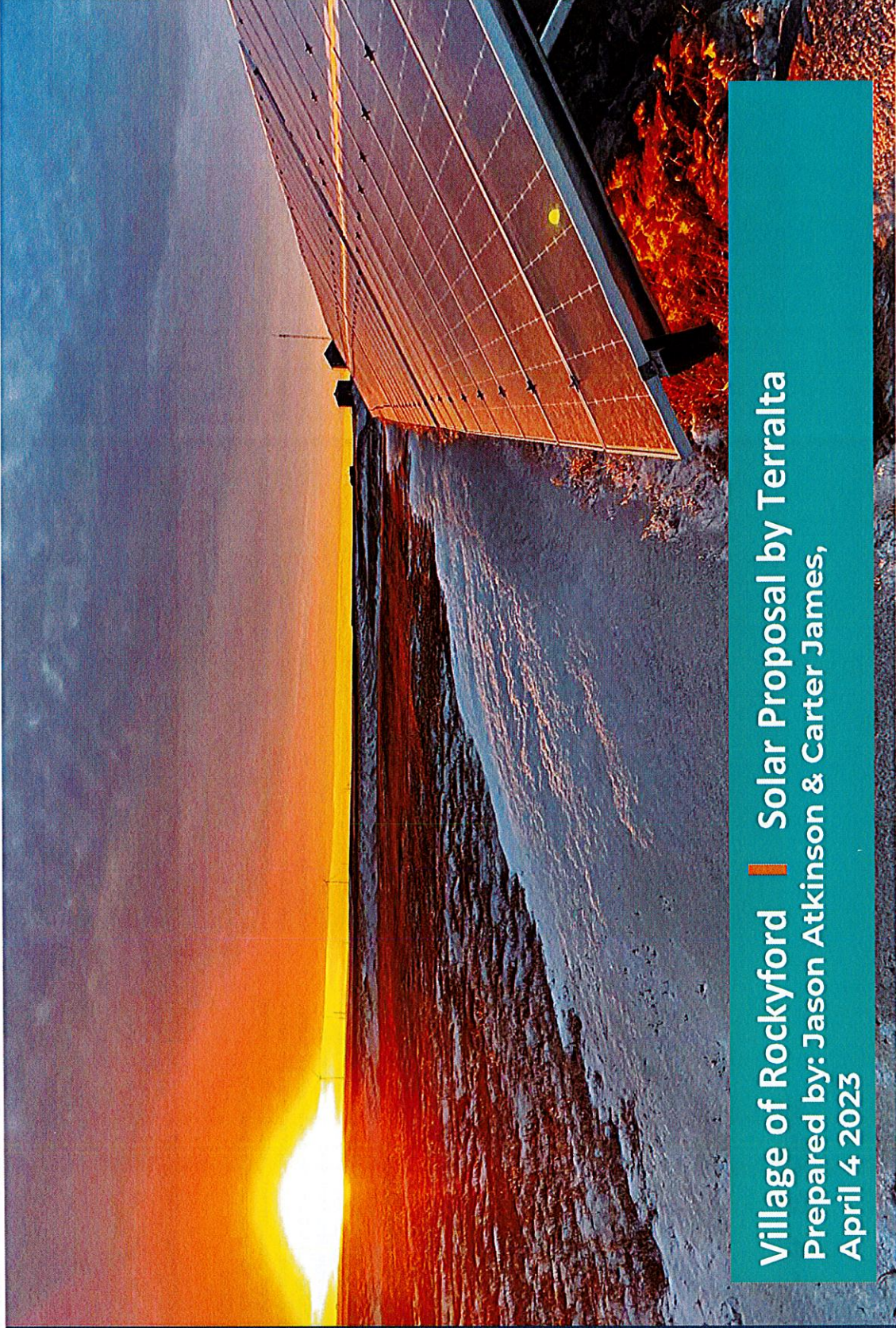
MOTION BY: Crystal Sereda
"Palliser Regional Municipal Services' Board of Directors rises from In Camera." at 9:48 am.
CARRIED

7. Adjournment

MOTION BY: Kyle Olsen
"The Board of Directors' meeting is hereby adjourned." at 9:49 am.
CARRIED


Devin Diano, PRMS CEO/Director of Planning


Kyle Olsen, PRMS Chairman of the Board



Village of Rockyford | Solar Proposal by Terralta
Prepared by: Jason Atkinson & Carter James,
April 4 2023

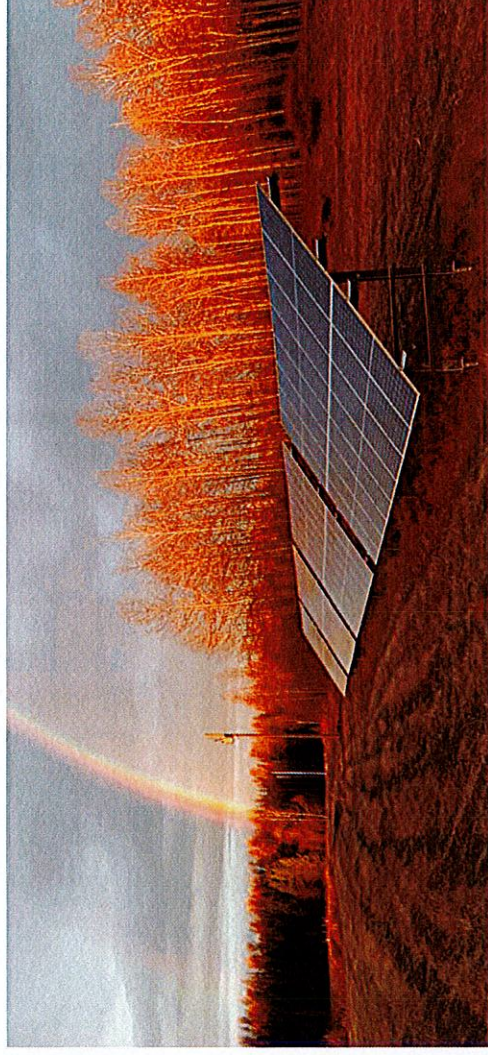


Introduction & the Terralta Advantage

Terralta began solar in 2009 with small scale residential systems ranging from 6-8 module installs. Since then, we have grown exponentially as a company acquiring valuable assets and experiences along the way. In 2015, we designed and installed 2 – 50kW rooftop systems in the City of Medicine Hat and at that time, they were two of the larger systems in Southeastern Alberta. From there we began to explore the development and construction of much larger projects which led us to the ground mount market. Agricultural irrigation pivots ranging from 20 to 320kW in 2018 through 2021, alongside the Town of Raymond's net zero project place us amongst the best installers in Western Canada.

We completed a 705kW DC install for the SMRID (St Mary River Irrigation District) which involved 42 dual axis trackers along one of their main irrigation canals as well as a 1.75MW install for a major pump station. We pride ourselves on our turn key ability, employing a number of highly skilled team members as well as owning and operating our own equipment such as skid steers, lifts, telehandlers and excavators.

Our collaboration with directional drilling firms, helical pier/screw pile installation companies, surveyors, engineers, local AHJ code officers as well as our experience in permitting and MG applications allow our team to reduce the burden on the end users. Local development requirements (road set back), ministry of transport requirements, as well as the potential environmental burden to the local habitat are all things we have encountered in our past experiences.

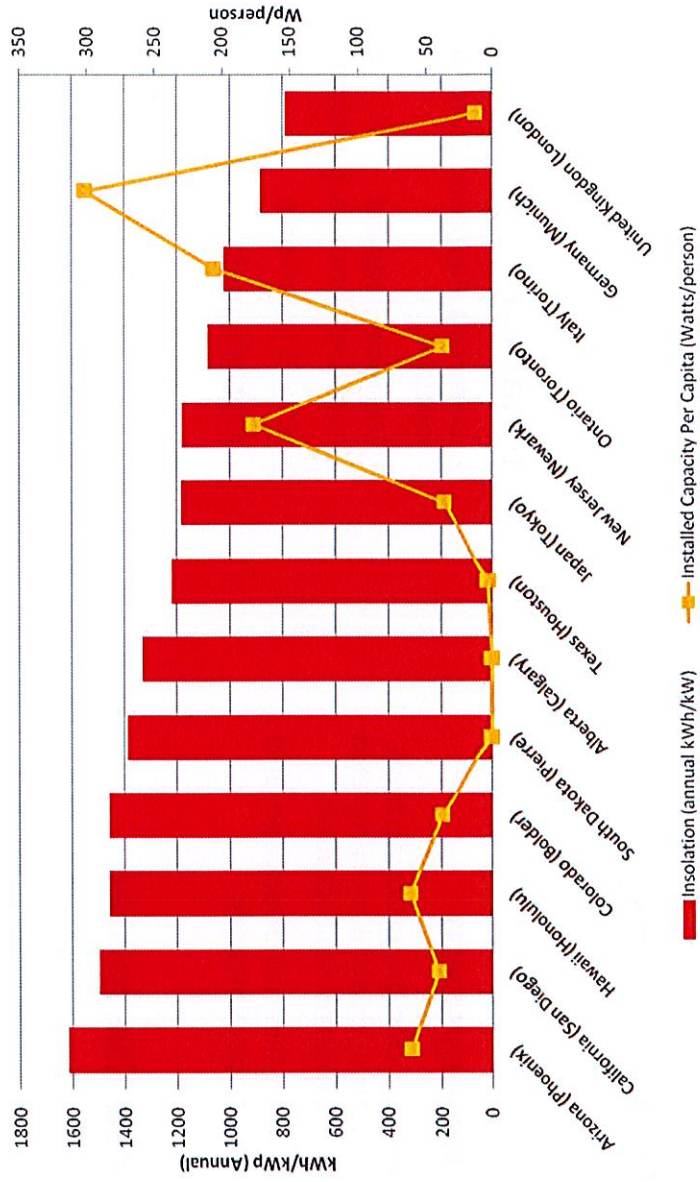


Brazeau County - 28.2 kW DC

Terralta offers a turnkey solution for the solar PV scope, with in-house design capabilities, highly skilled crews and relationships with local equipment suppliers. Terralta leverages their relationships with manufacturers and has strong buying power in the industry. Terralta has engaged qualified consultants and contractors who have worked with us on similar projects. We are using a proven team for structure, piling, and racking that together has delivered ground-mounted installations.

Alberta's great solar resource

Solar Insolation and Market Size



Source: PVWATTS, NREL (Assumptions: 0.77 Derate factor, Array Azimuth = 180 deg., Tilt = Latitude)

Terralta Solar

Turnkey system

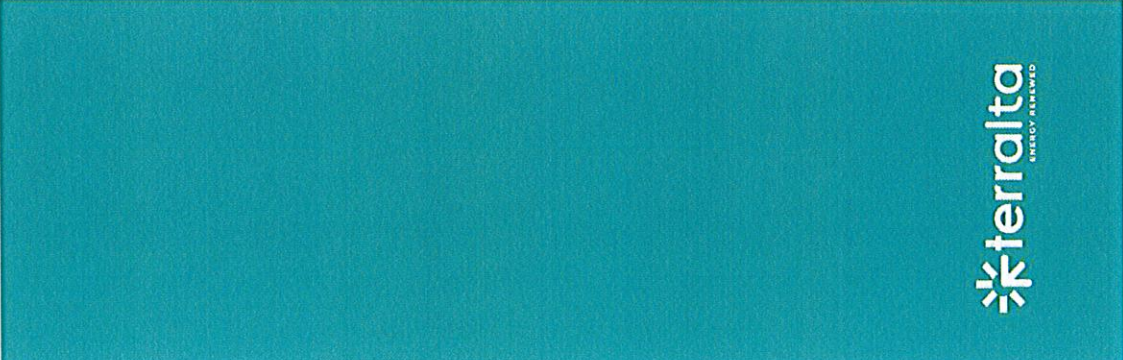
- All permits, design, procurement, construction, commissioning and safety requirements included
- Covered by limited operation and maintenance warranty

Behind the meter

- Offsets delivery costs of energy (transmission and distribution)
- Greater value for solar energy than producing direct to grid
- Reduces monthly energy purchases from grid supply

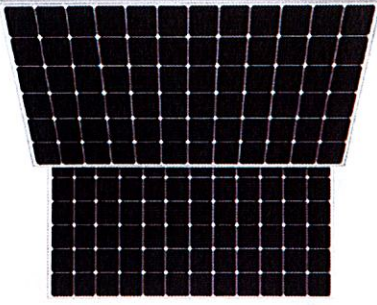
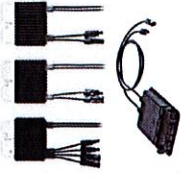
Financing

- Deferred Payment Purchase options
- Reduced capital requirements vs. purchase
- 5 to 15 year term
- Options for buyout



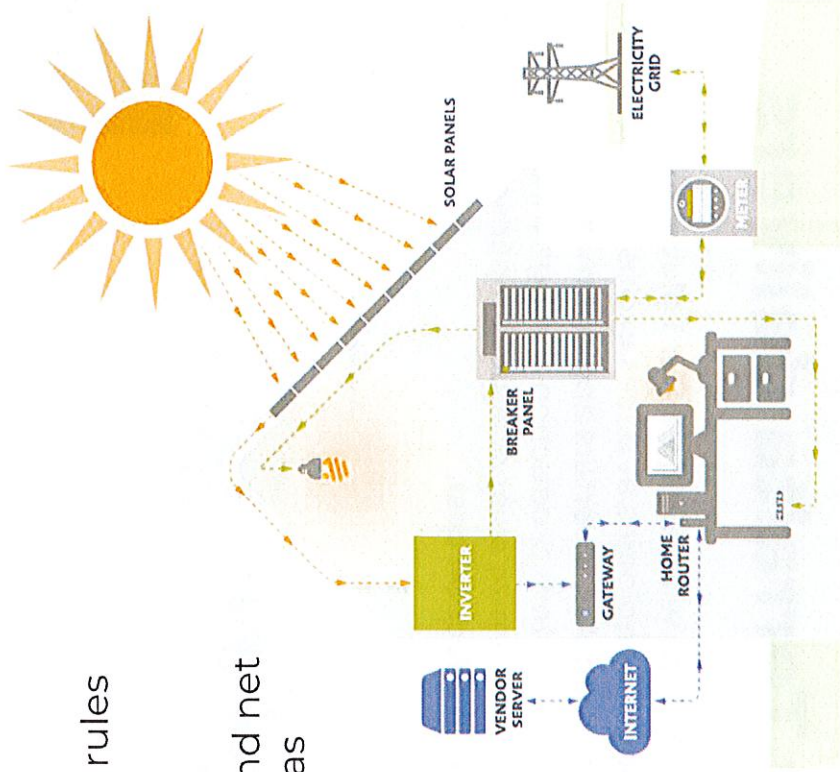
How Terralta delivers

Terralta has existing relationships with multiple Tier 1 global manufacturers and are able to access emerging technologies at prices exclusive to Terralta. We source high efficiency solar modules, inverters and optimizers and actively work with our suppliers to optimize system production through innovative racking solutions. This enables us to maximize solar production per square foot of available space with minimal effect on cost.



Alberta micro-generation regulation

- Alberta's MGR sets up rules called "Net Billing"
- Net import (charge) and net export (credit) shown as separate sections on electricity bill



Ground-Mount solar

Structural Considerations

- Various Tilt Angles are available.
- Can be secured by screw piles, driving in piles, pouring concrete or ballasted.
- Most common mounting solution is a ballasted mounting system on smaller projects.
- Piles are generally the most economical mounting solution on larger scale systems.
- Full Engineering analysis is completed.

Longevity

- Same as roof top in terms of solar modules, inverters and hail

Maintenance

- Minimal maintenance requirements
- Annual inspection & cleaning of modules if required
- Remote monitoring systems typically used to monitor performance and troubleshoot potential issues



Features and Benefits

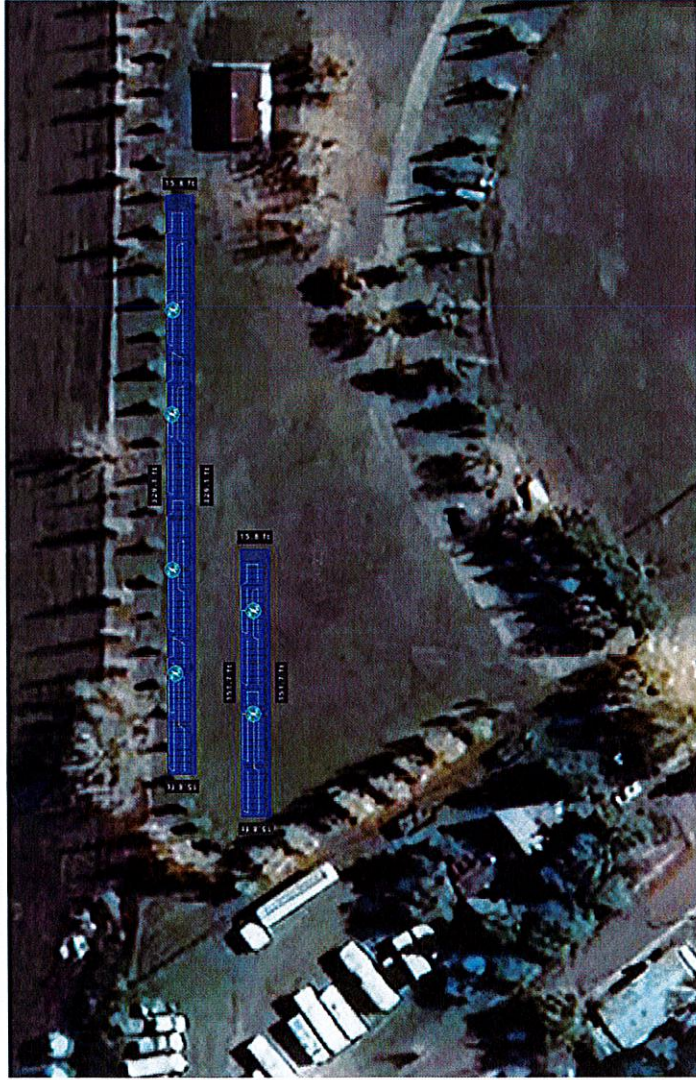
Feature	Benefit
100% renewable generation	Helps meet your greenhouse gas (GHG) emission reduction goals
Nearly silent operation and socially acceptable	High public acceptance
Displaces delivered electricity	Solar energy offsets the retail rate, plus transmission and distribution variable costs
Excess generation sold to the grid	Best ROI when consumed on site; always capturing value during "peak" hours
All Micro Generation Systems under 150 kW qualify for an export rate of up to \$0.30/ kWh	Dramatically shortens payback period (ROI)
Full-system limited operation and maintenance warranty (leased and deferred payment plan)	Trusted partner standing behind product
Energy price certainty	Ability to budget and predict future costs
Remote monitoring	Ability to view system output and use solar PV as teaching and leadership tool

Summary of proposed sites

Site	System Size (KW dc)	Estimated First Year Production (MWh)	2022 Site Consumption (MWh)	Percentage of Current Site Consumption Offset by Solar
(301 1 St E) – Campground, Water Power, Streetlight, Washrooms, Lift Stn	117.8	142.7	122.10	%117
(110 Main St) – Administration Office	8.28	8.950	7.87	%114
(104 Main St) – Firehall	27.1	29.75	23.45	%127
(115 1 St E) – Ag Society Arena	149.0	162.6	166.36	%98
(234.1 Ave) – Rodeo Grounds	7.36	8.33	4.14	%201
(412 Serviceberry Tr) – Community Centre	22.1	24.83	19.28	%129
(Serviceberry Tr & Railway Ave) – Sign	7.36	8.33	3.31	%252
(243 Railway Ave) - WTP	44.2	51.24	44.97	%114
(320 Main St) - School	69.9	74.55	93.03	%80
TOTAL FOR ALL SITES	453.1	511.28	484.51	%106

3011 St E

256 - 460 Watt Modules | Fronius Inverters | Ground Mount Racking
Simulated 1st Year Production: 142.7 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$264,926.34
Total Price per Watt Installed (\$/W)	\$2.25
Estimated Carbon Credit Value – Year 1	\$3,129.41
Estimated Carbon Credit Value – 8 Year Term	\$38,969.94
Estimated Payback Period	8.0 Years





3011 St E

Your Current Utility Bill

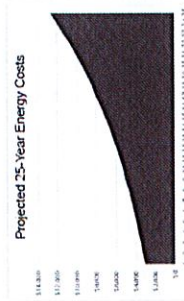
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$2,040.33 Average Monthly Electric Bill	CA\$24,484.01 Annual Electric Bill	CA\$977,492.65 25-Year Electricity Cost
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Unpredictable & Outdated

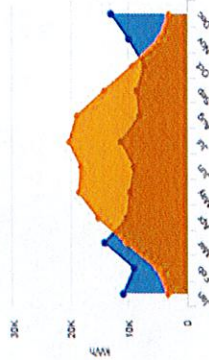
The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



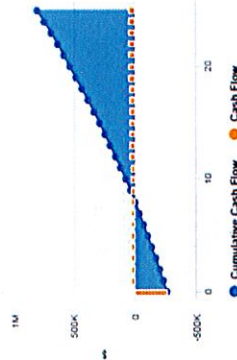
Financial Analysis

- 8.0 years
Payback Period
- CA\$296,112.87
Net Present Value
- 401.81%
Return on Investment

Usage vs. Solar Production



Lifetime Cashflow



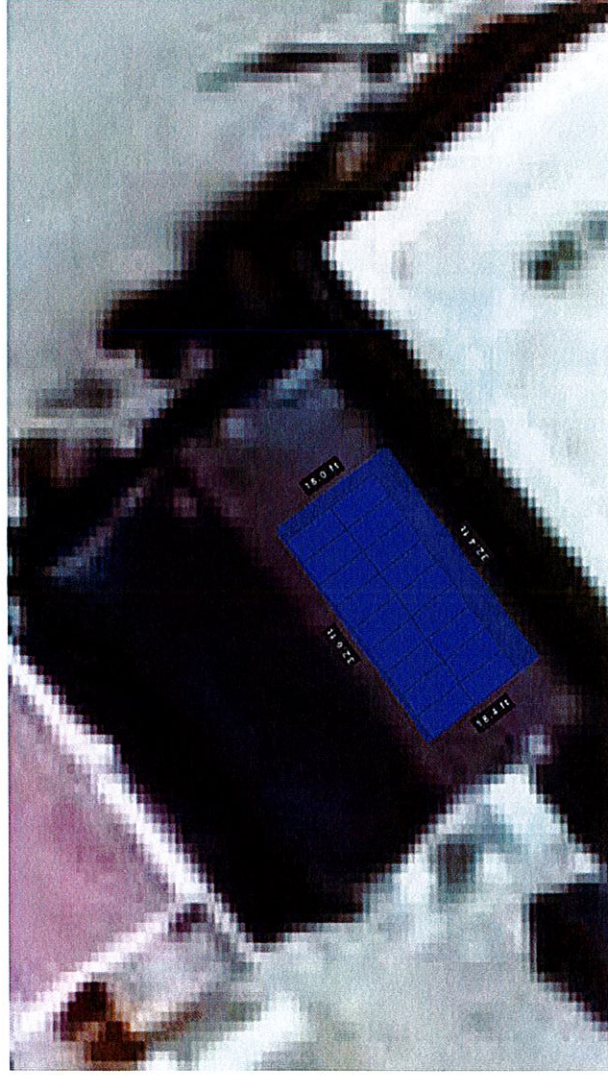
Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$264,960	-CA\$264,960
1	143,106.5	CA\$28,621	-CA\$236,339
2	141,979.6	CA\$29,816	-CA\$206,523
3	141,296.1	CA\$31,079	-CA\$175,444
4	140,552.7	CA\$32,327	-CA\$143,117
5	140,244.4	CA\$33,659	-CA\$109,459
6	139,125.7	CA\$34,781	-CA\$74,677
7	138,412.3	CA\$35,987	-CA\$38,690
8	137,696.8	CA\$37,179	-CA\$1,511
9	137,382.3	CA\$38,467	CA\$36,956
10	136,271.9	CA\$39,519	CA\$76,475
11	135,556.4	CA\$40,668	CA\$117,142
12	134,844.9	CA\$41,802	CA\$158,944
13	134,520.1	CA\$43,046	CA\$201,990
14	133,418.0	CA\$44,028	CA\$246,018
15	132,704.5	CA\$45,120	CA\$291,138
16	131,991.1	CA\$46,197	CA\$337,335
17	131,656.0	CA\$47,397	CA\$384,732
18	130,564.1	CA\$48,309	CA\$433,040
19	129,850.7	CA\$49,343	CA\$482,384
20	129,137.2	CA\$50,364	CA\$532,747
21	128,795.9	CA\$51,518	CA\$584,266
22	127,710.3	CA\$52,361	CA\$636,627
23	126,966.8	CA\$53,339	CA\$689,965
24	126,283.4	CA\$54,302	CA\$744,267
25	125,933.8	CA\$55,411	CA\$799,678
	3,356,007.5	CA\$799,678	CA\$799,678



110 Main St – Administration Office

18 - 460 Watt Modules | Fronius Inverter | Ground Mount Racking
Simulated 1st Year Production: 8.950 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$20,576.16

Total Price per Watt Installed (\$/W) \$2.49

Estimated Carbon Credit Value – Year 1 \$173.63

Estimated Carbon Credit Value – 8 Year Term \$2,279.57

Estimated Payback Period 9.7 Years





Administration Office

Your Current Utility Bill

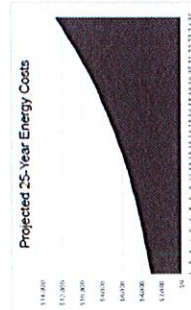
Expensive

Playing for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$144.19 Average Monthly Electric Bill	CA\$1,730.28 Annual Electric Bill	CA\$69,105.41 25-Year Electricity Cost
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Unpredictable & Outdated

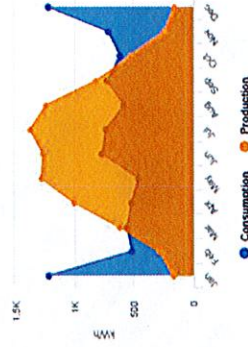
The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



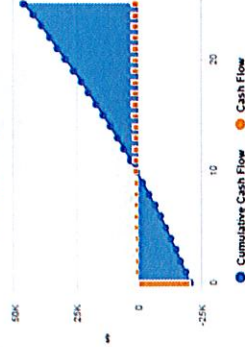
Financial Analysis

- 9.7 years
Payback Period
- CA\$14,569.14
Net Present Value
- 323.84%
Return on
Investment

Usage vs. Solar Production



Lifetime Cashflow



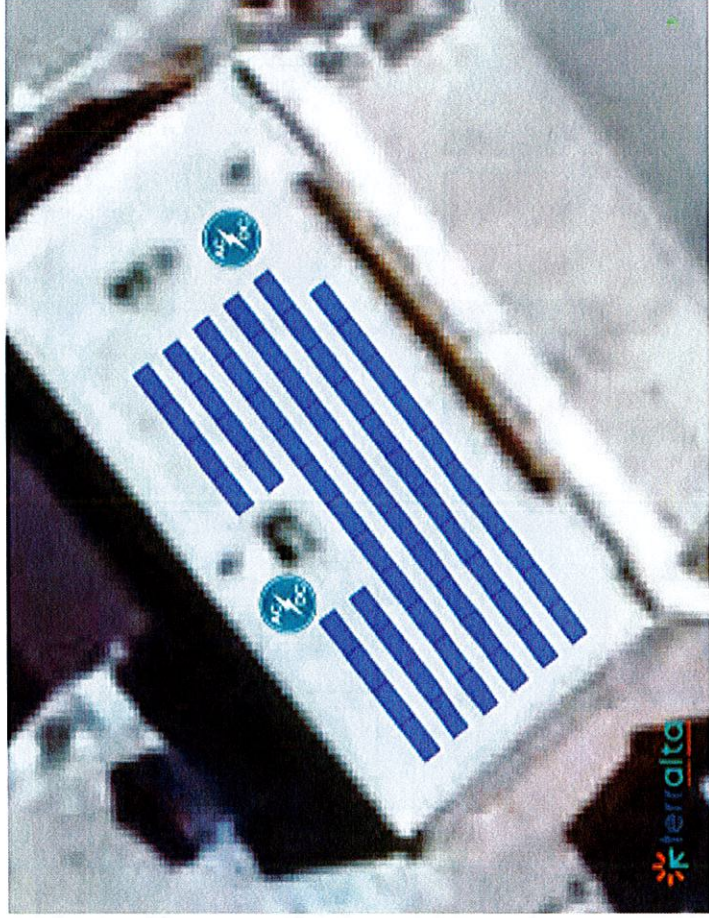
Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$20,617	-CA\$20,617
1	8,971.7	CA\$1,794	-CA\$18,823
2	8,905.0	CA\$1,870	-CA\$16,953
3	8,860.3	CA\$1,949	-CA\$15,004
4	8,815.5	CA\$2,028	-CA\$13,976
5	8,792.3	CA\$2,110	-CA\$10,866
6	8,726.0	CA\$2,182	-CA\$8,684
7	8,681.3	CA\$2,257	-CA\$6,427
8	8,636.5	CA\$2,332	-CA\$4,095
9	8,612.8	CA\$2,412	-CA\$1,684
10	8,547.0	CA\$2,479	CA\$795
11	8,502.3	CA\$2,551	CA\$3,246
12	8,457.5	CA\$2,622	CA\$5,967
13	8,433.4	CA\$2,689	CA\$8,666
14	8,368.0	CA\$2,761	CA\$11,428
15	8,323.3	CA\$2,830	CA\$14,257
16	8,276.5	CA\$2,897	CA\$17,155
17	8,254.0	CA\$2,971	CA\$20,126
18	8,189.0	CA\$3,030	CA\$23,156
19	8,144.3	CA\$3,095	CA\$26,251
20	8,099.5	CA\$3,159	CA\$29,410
21	8,074.5	CA\$3,230	CA\$32,640
22	8,010.0	CA\$3,294	CA\$35,924
23	7,965.3	CA\$3,345	CA\$39,269
24	7,920.5	CA\$3,406	CA\$42,675
25	7,865.1	CA\$3,474	CA\$46,149
	210,463.9	CA\$46,149	CA\$46,149



104 Main St – Firehall

59 - 460 Watt Modules | Fronius Inverters | Ballasted Roof Top Racking
Simulated 1st Year Production: 29.75 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$62,616.53
Total Price per Watt Installed (\$/W)	\$2.31
Estimated Carbon Credit Value – Year 1	\$577.15
Estimated Carbon Credit Value – 8 Year Term	\$7,577.33
Estimated Payback Period	9.0 Years





Firehall

Your Current Utility Bill

Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Your energy gives you a new, more affordable way to manage your energy costs.

CA\$391.94 Average Monthly Electric Bill	CA\$4,703.23 Annual Electric Bill	CA\$187,725.91 25-Year Electricity Cost
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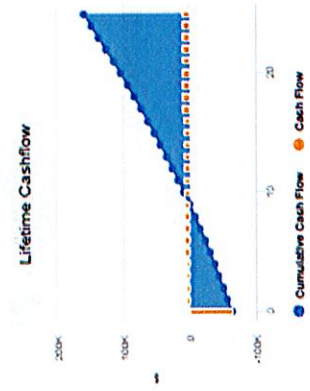
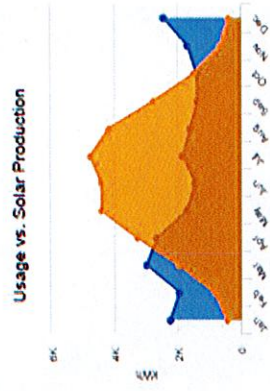
Unpredictable & Outdated

The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



Financial Analysis

- 9.0 years Payback Period
- CA\$54,249.40 Net-Present Value
- 3.53.94% Return on Investment



Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$62,693	-CA\$62,693
1	29,812.7	CA\$5,963	-CA\$56,731
2	29,598.0	CA\$6,216	-CA\$50,515
3	29,449.3	CA\$6,479	-CA\$44,036
4	29,300.5	CA\$6,739	-CA\$37,297
5	29,216.5	CA\$7,012	-CA\$30,285
6	29,003.1	CA\$7,251	-CA\$23,035
7	28,854.3	CA\$7,502	-CA\$15,532
8	28,705.6	CA\$7,751	-CA\$7,782
9	28,620.2	CA\$8,014	CA\$232
10	28,406.1	CA\$8,238	CA\$8,470
11	28,259.4	CA\$8,478	CA\$16,948
12	28,110.7	CA\$8,714	CA\$25,662
13	28,024.0	CA\$8,968	CA\$34,630
14	27,813.2	CA\$9,178	CA\$43,808
15	27,664.5	CA\$9,406	CA\$53,214
16	27,515.7	CA\$9,631	CA\$62,845
17	27,427.7	CA\$9,874	CA\$72,719
18	27,218.3	CA\$10,071	CA\$82,799
19	27,059.5	CA\$10,286	CA\$93,076
20	26,920.9	CA\$10,499	CA\$103,575
21	26,831.4	CA\$10,733	CA\$114,307
22	26,623.3	CA\$10,916	CA\$125,223
23	26,474.6	CA\$11,119	CA\$136,342
24	26,325.9	CA\$11,320	CA\$147,662
25	26,235.2	CA\$11,543	CA\$159,205
BS	482.4	CA\$159,206	CA\$159,206



1151 St E – Ag Society Arena

324 - 460 Watt Modules | Fronius Inverters | Flush Mount Racking
Simulated 1st Year Production: 162.6 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$282,490.26
Total Price per Watt Installed (\$/W)	\$1.90
Estimated Carbon Credit Value – Year 1	\$3,565.82
Estimated Carbon Credit Value – 8 Year Term	\$44,404.43
Estimated Payback Period	7.6 Years





AG Society Arena

Your Current Utility Bill

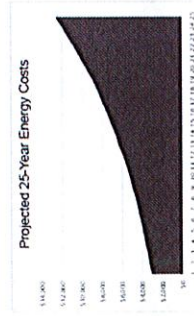
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CAS2,787.20 Average Monthly Electric Bill	CAS33,446.36 Annual Electric Bill	CAS1,332,857.73 25-Year Electricity Cost
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Unpredictable & Outdated

The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



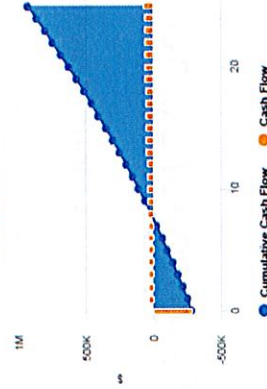
Financial Analysis

7.6 years Payback Period	CAS356,075.62 Net-Present Value	428.35% Return on Investment
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Usage vs. Solar Production



Lifetime Cashflow



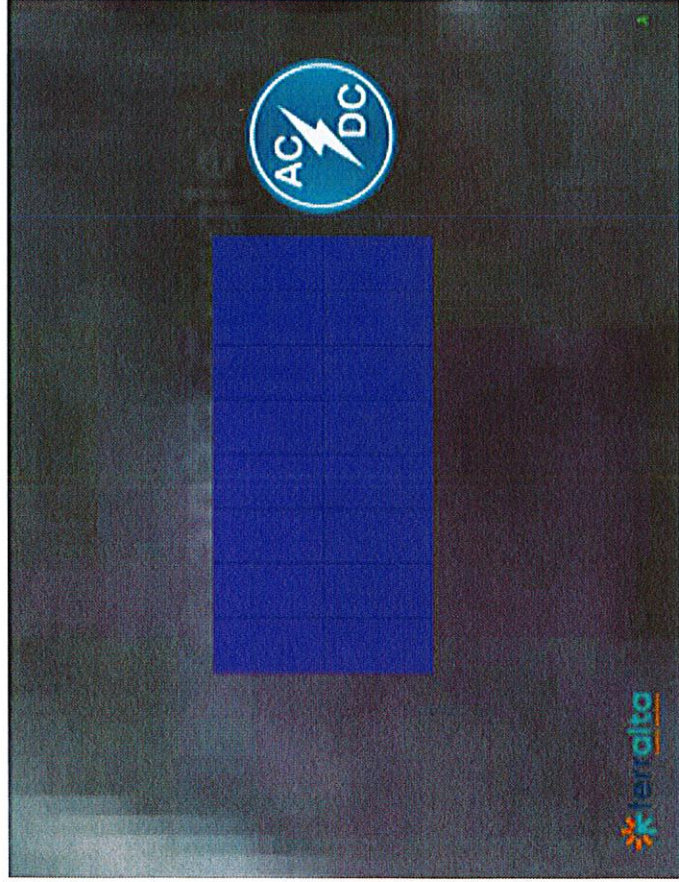
Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CAS283,176	-CAS283,176
1	163,014.3	CA\$32,603	-CA\$250,573
2	161,775.2	CA\$33,973	-CA\$216,600
3	160,962.3	CA\$35,412	-CA\$181,189
4	160,149.3	CA\$36,834	-CA\$144,354
5	159,754.0	CA\$38,341	-CA\$106,013
6	158,523.4	CA\$39,631	-CA\$66,382
7	157,710.5	CA\$41,005	-CA\$25,378
8	156,897.6	CA\$42,362	CA\$16,985
9	156,493.7	CA\$43,818	CA\$60,803
10	155,271.7	CA\$45,029	CA\$105,832
11	154,498.7	CA\$46,338	CA\$152,169
12	153,645.8	CA\$47,630	CA\$199,799
13	153,233.4	CA\$49,035	CA\$248,834
14	152,019.9	CA\$50,167	CA\$299,001
15	151,207.0	CA\$51,410	CA\$350,411
16	150,394.0	CA\$52,638	CA\$403,049
17	149,973.2	CA\$53,990	CA\$457,039
18	148,768.2	CA\$55,044	CA\$512,084
19	147,995.2	CA\$56,223	CA\$568,307
20	147,142.3	CA\$57,385	CA\$625,692
21	146,712.9	CA\$58,685	CA\$684,377
22	145,516.4	CA\$59,662	CA\$744,039
23	144,703.4	CA\$60,775	CA\$804,814
24	143,890.5	CA\$61,873	CA\$865,687
25	143,452.6	CA\$63,119	CA\$929,806
	3,823,625.5	CA\$929,806	CA\$929,806



2341 Ave – Rockyford Rodeo Ground

16 - 460 Watt Modules | Fronius Inverter | Ground Mount Racking
Simulated 1st Year Production: 8.33 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$20,171.00
Total Price per Watt Installed (\$/W)	\$2.74
Estimated Carbon Credit Value – Year 1	\$161.60
Estimated Carbon Credit Value – 8 Year Term	\$2,121.65
Estimated Payback Period	10 Years





Rockyford Rodeo Ground

Your Current Utility Bill

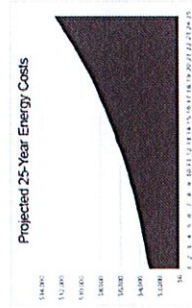
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CAS69.12 Average Monthly Electric Bill	CAS829.39 Annual Electric Bill	CAS33,124.01 25-Year Electricity Cost
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Unpredictable & Outdated

The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



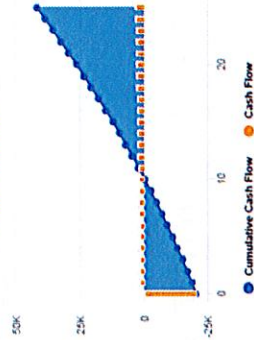
Financial Analysis

10.1 years Payback Period	CAS12,565.64 Net Present Value	308.17% Return on Investment
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Usage vs. Solar Production



Lifetime Cashflow



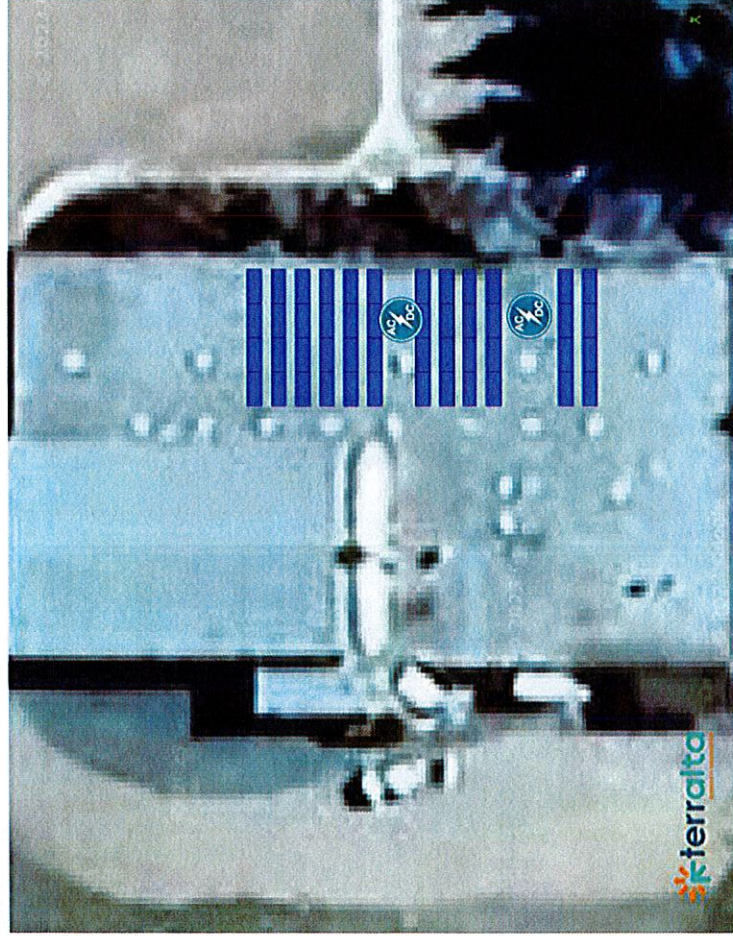
Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CAS20,166	-CAS20,166
1	8,352.5	CAS1,670	-CAS18,496
2	8,288.4	CAS1,741	-CAS16,755
3	8,246.7	CAS1,814	-CAS14,941
4	8,205.1	CAS1,887	-CAS13,054
5	8,165.4	CAS1,964	-CAS11,089
6	8,121.8	CAS2,030	-CAS9,059
7	8,080.1	CAS2,101	-CAS6,958
8	8,038.5	CAS2,170	-CAS4,788
9	8,018.4	CAS2,245	-CAS2,543
10	7,995.2	CAS2,307	-CAS236
11	7,913.5	CAS2,374	CAS2,138
12	7,871.9	CAS2,440	CAS4,579
13	7,851.3	CAS2,512	CAS7,091
14	7,788.6	CAS2,570	CAS9,661
15	7,746.9	CAS2,634	CAS12,295
16	7,705.3	CAS2,697	CAS14,992
17	7,684.3	CAS2,766	CAS17,759
18	7,622.0	CAS2,820	CAS20,579
19	7,580.3	CAS2,881	CAS23,459
20	7,538.7	CAS2,940	CAS26,399
21	7,517.2	CAS3,007	CAS29,406
22	7,455.4	CAS3,057	CAS32,463
23	7,413.7	CAS3,114	CAS35,577
24	7,372.1	CAS3,170	CAS38,747
25	7,350.2	CAS3,234	CAS41,981
	195,900.3	CAS41,981	CAS41,981



412 Serviceberry Tr – Community Centre

48 - 460 Watt Modules | Fronius Inverters | Ballasted Racking
Simulated 1st Year Production: 24.83 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$53,116.62
Total Price per Watt Installed (\$/W)	\$2.41
Estimated Carbon Credit Value – Year 1	\$481.70
Estimated Carbon Credit Value – 8 Year Term	\$6,324.20
Estimated Payback Period	9.4 Years





Community Centre

Your Current Utility Bill

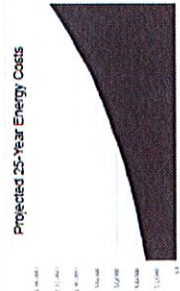
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$322.25 Average Monthly Electric Bill	CA\$3,867.00 Annual Electric Bill	CA\$142,781.08 25-Year Electricity Cost
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Unpredictable & Outdated

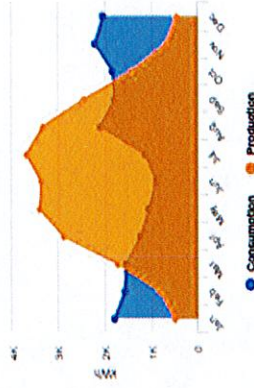
The cost of generating electricity from traditional sources keeps going up, as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



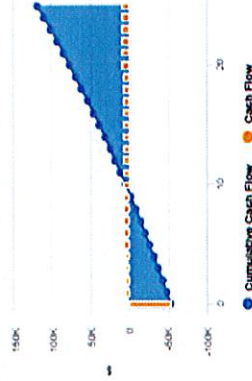
Financial Analysis

- 9.4 years Payback Period
- CA\$38,238.29 Net-Present Value
- 322.42% Return on Investment

Usage vs. Solar Production



Lifetime Cashflow



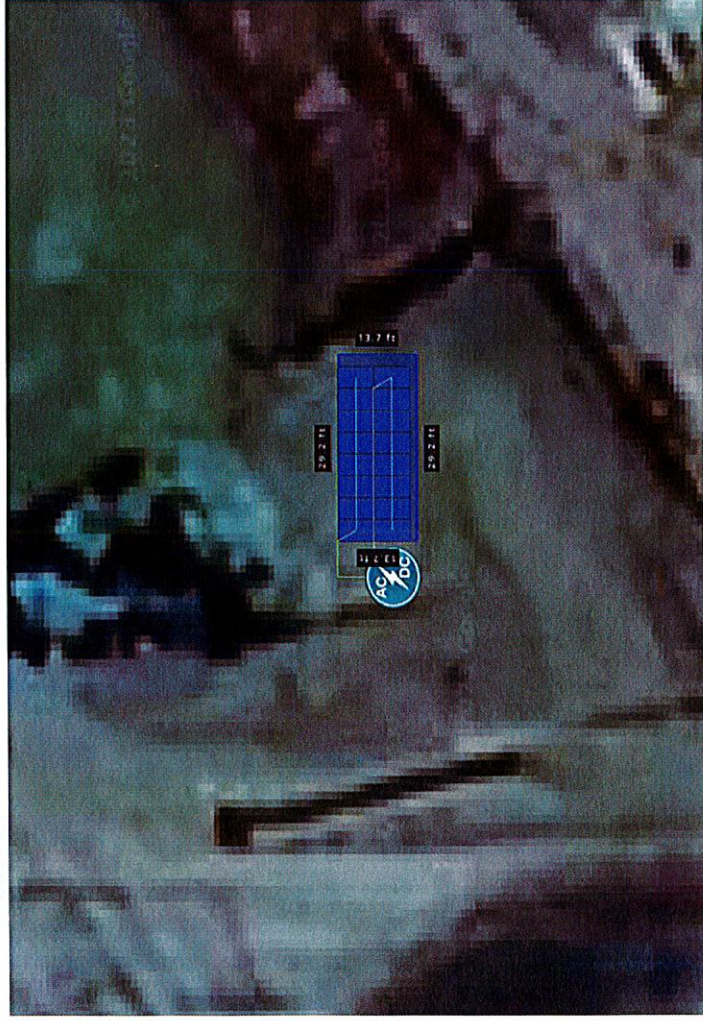
Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$3,213	-CA\$3,213
1	24,898.0	CA\$4,980	-CA\$2,233
2	24,798.4	CA\$5,139	-CA\$4,094
3	24,584.3	CA\$5,310	-CA\$37,784
4	24,460.1	CA\$5,479	-CA\$32,305
5	24,400.0	CA\$5,661	-CA\$26,644
6	24,211.8	CA\$5,811	-CA\$20,833
7	24,087.6	CA\$5,974	-CA\$14,859
8	23,953.4	CA\$6,135	-CA\$8,725
9	23,802.1	CA\$6,310	-CA\$2,414
10	23,715.1	CA\$6,451	CA\$4,036
11	23,591.0	CA\$6,605	CA\$10,642
12	23,466.8	CA\$6,758	CA\$17,400
13	23,404.1	CA\$6,928	CA\$24,328
14	23,218.5	CA\$7,058	CA\$31,386
15	23,094.3	CA\$7,205	CA\$38,591
16	22,970.1	CA\$7,350	CA\$45,942
17	22,906.2	CA\$7,513	CA\$53,455
18	22,721.8	CA\$7,635	CA\$61,090
19	22,597.7	CA\$7,774	CA\$68,863
20	22,473.5	CA\$7,911	CA\$76,774
21	22,408.2	CA\$8,067	CA\$84,841
22	22,225.2	CA\$8,179	CA\$93,020
23	22,101.0	CA\$8,310	CA\$101,330
24	21,976.8	CA\$8,439	CA\$109,769
25	21,910.2	CA\$8,599	CA\$118,359
	583,962.2	CA\$118,358	CA\$118,358



Serviceberry Tr & Railway Ave - Sign

18 - 460 Watt Modules | Fronius Inverter | Ground Mount Racking
Simulated 1st Year Production: 8.33 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$20,171.00
Total Price per Watt Installed (\$/W)	\$2.74
Estimated Carbon Credit Value – Year 1	\$161.60
Estimated Carbon Credit Value – 8 Year Term	\$2,121.65
Estimated Payback Period	9.7 Years



Serviceberry Tr & Railway Ave - Sign



Your Current Utility Bill

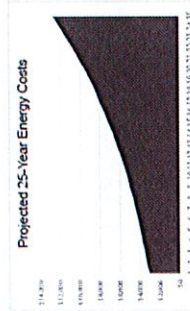
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$55.30 Average Monthly Electric Bill	CA\$663.61 Annual Electric Bill	CA\$26,492.45 25-Year Electricity Cost
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Unpredictable & Outdated

The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



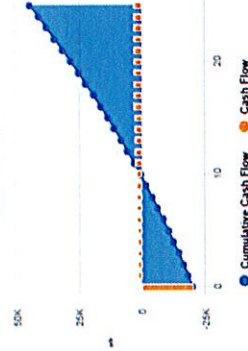
Financial Analysis

- 9.7 years
Payback Period
- CA\$13,971.04
Net Present Value
- 321.21%
Return on
Investment

Usage vs. Solar Production



Lifetime Cashflow



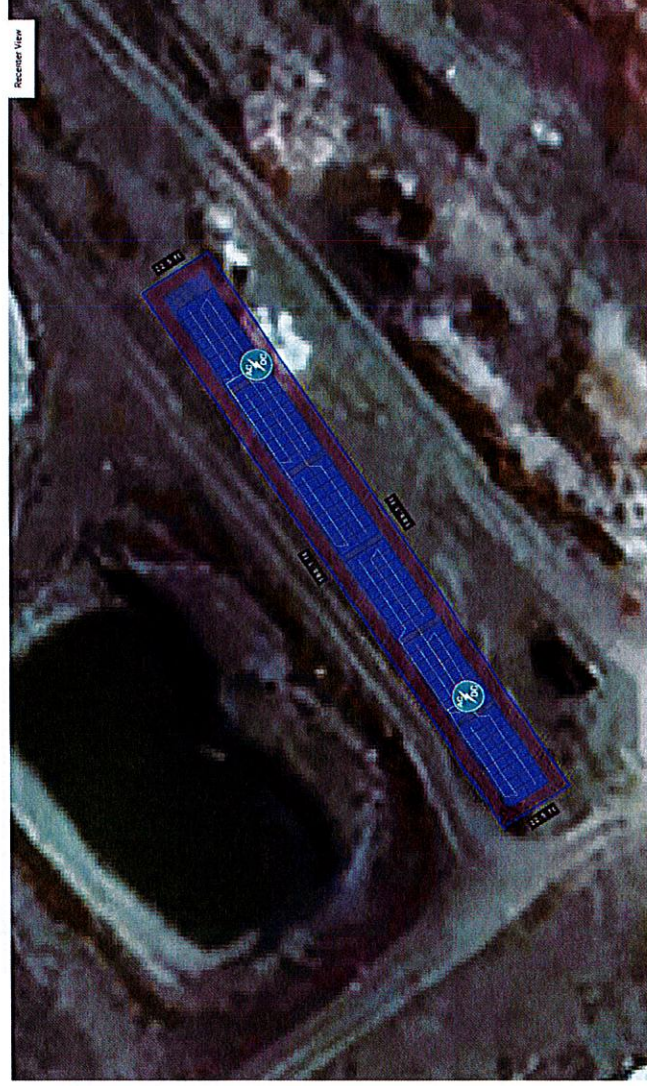
Cash Flow Analysis

Year	Energy (MWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$20,166	-CA\$20,166
1	6,707.4	CA\$1,741	-CA\$18,425
2	6,638.3	CA\$1,814	-CA\$16,611
3	6,564.9	CA\$1,891	-CA\$14,720
4	6,551.5	CA\$1,967	-CA\$12,753
5	6,533.3	CA\$2,048	-CA\$10,705
6	6,464.7	CA\$2,116	-CA\$8,589
7	6,421.3	CA\$2,190	-CA\$6,399
8	6,377.9	CA\$2,262	-CA\$4,137
9	6,359.1	CA\$2,341	-CA\$1,797
10	6,291.1	CA\$2,404	CA\$608
11	6,247.7	CA\$2,474	CA\$3,082
12	6,204.3	CA\$2,543	CA\$5,625
13	6,165.0	CA\$2,619	CA\$8,244
14	6,117.4	CA\$2,679	CA\$10,923
15	6,074.0	CA\$2,745	CA\$13,668
16	6,030.6	CA\$2,811	CA\$16,479
17	6,010.6	CA\$2,884	CA\$19,363
18	7,943.6	CA\$2,959	CA\$22,302
19	7,900.4	CA\$3,002	CA\$25,304
20	7,857.0	CA\$3,064	CA\$28,369
21	7,856.7	CA\$3,135	CA\$31,503
22	7,770.2	CA\$3,165	CA\$34,669
23	7,726.8	CA\$3,245	CA\$37,934
24	7,683.4	CA\$3,304	CA\$41,238
25	7,662.5	CA\$3,372	CA\$44,610
	204,190.4	CA\$44,610	CA\$44,610



243 Railway Ave E - WTP

96 - 460 Watt Modules | Fronius Inverters | Ground Mount Racking
Simulated 1st Year Production: 51.24 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$110,028.78
Total Price per Watt Installed (\$/W)	\$2.49
Estimated Carbon Credit Value – Year 1	\$994.06
Estimated Carbon Credit Value – 8 Year Term	\$13,050.83
Estimated Payback Period	9.1 Years



243 Railway Ave E - WTP

Your Current Utility Bill

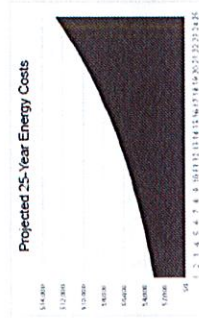
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$751.74 Average Monthly Electric Bill	CA\$9,070.89 Annual Electric Bill	CA\$360,039.65 25-Year Electricity Cost
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Unpredictable & Outdated

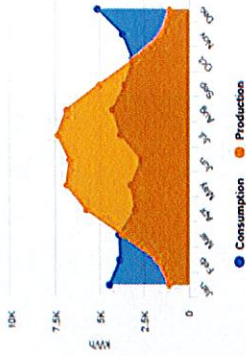
The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



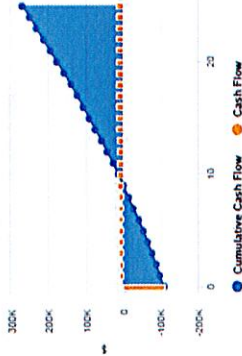
Financial Analysis

9.1 years Payback Period	CA\$1,625.99 Net Present Value	347.65% Return on Investment
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Usage vs. Solar Production



Lifetime Cashflow



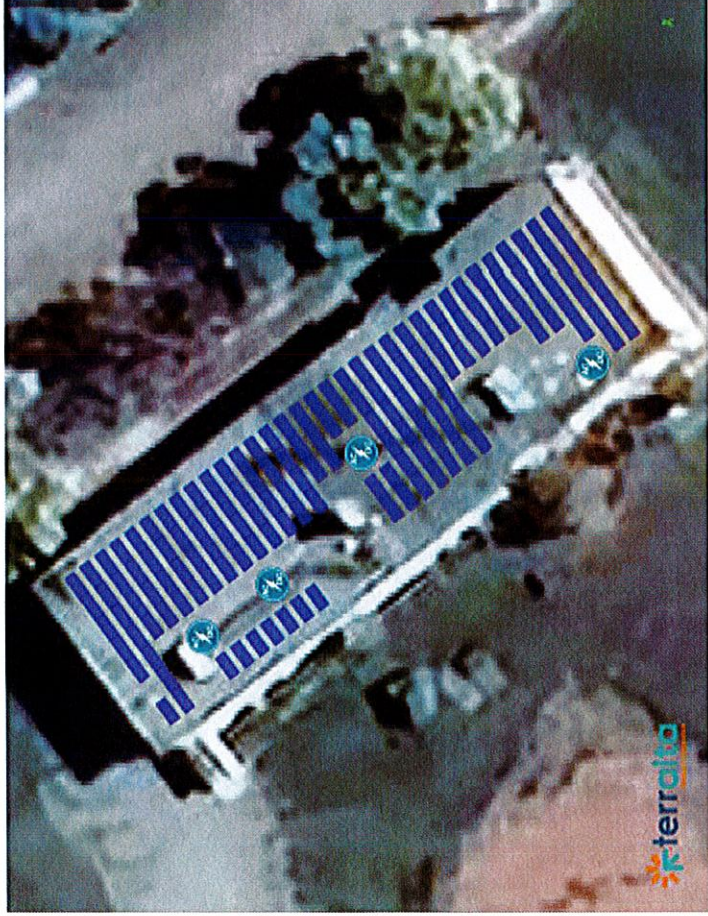
Cash Flow Analysis

Year	Energy (MWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$109,958	-CA\$109,958
1	51,383.8	CA\$10,277	-CA\$99,682
2	50,996.2	CA\$10,708	-CA\$88,974
3	50,732.0	CA\$11,161	-CA\$77,813
4	50,475.8	CA\$11,609	-CA\$66,204
5	50,256.1	CA\$12,065	-CA\$54,118
6	49,993.3	CA\$12,491	-CA\$41,627
7	49,707.1	CA\$12,924	-CA\$28,704
8	49,450.9	CA\$13,352	-CA\$15,352
9	49,228.4	CA\$13,812	-CA\$1,540
10	48,938.4	CA\$14,192	CA\$12,652
11	48,682.2	CA\$14,605	CA\$27,257
12	48,425.0	CA\$15,012	CA\$42,269
13	48,300.7	CA\$15,456	CA\$57,725
14	47,913.5	CA\$15,811	CA\$73,537
15	47,857.3	CA\$16,303	CA\$89,740
16	47,401.1	CA\$16,590	CA\$106,331
17	47,273.1	CA\$17,018	CA\$123,349
18	46,895.6	CA\$17,349	CA\$140,698
19	46,832.4	CA\$17,720	CA\$158,418
20	46,376.2	CA\$18,087	CA\$176,505
21	46,245.4	CA\$18,498	CA\$195,003
22	45,893.8	CA\$18,804	CA\$213,807
23	45,807.5	CA\$19,155	CA\$232,962
24	45,351.3	CA\$19,501	CA\$252,463
25	45,217.7	CA\$19,896	CA\$272,359
	1,205,160.7	CA\$272,359	CA\$272,359



320 Main Street - School

152 - 460 Watt Modules | Fronius Inverters | Ground Mount Racking
Simulated 1st Year Production: 74.55 MWh



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Solar PV System (GST Not Included)	\$144,781.97
Total Price per Watt Installed (\$/W)	\$2.07
Estimated Carbon Credit Value – Year 1	\$1,634.88
Estimated Carbon Credit Value – 8 Year Term	\$20,358.86
Estimated Payback Period	8.4 Years



320 Main Street - School

Your Current Utility Bill

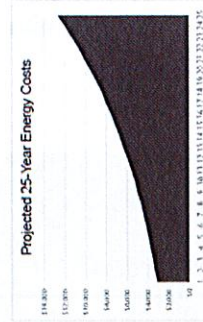
Expensive

Paying for utility power is essentially renting your power. The utility gets to set the price, and costs continue to increase over time. Solar energy gives you a new, more affordable way to manage your energy costs.

CA\$1,552.25 Average Monthly Electric Bill	CA\$18,626.99 Annual Electric Bill	CA\$744,467.94 25-Year Electricity Cost
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Unpredictable & Outdated

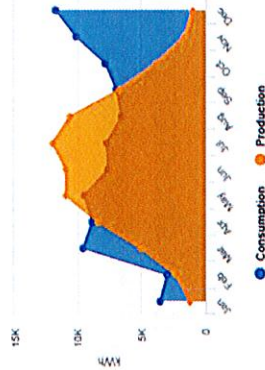
The cost of generating electricity from traditional sources keeps going up as power generators have to dig for more and more challenging sources of energy. In addition to the huge environmental costs, fossil fuels are projected to get more expensive over time.



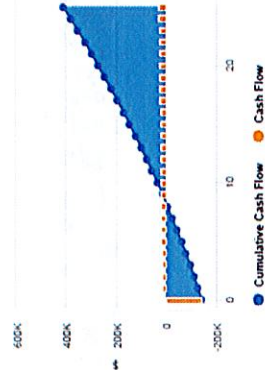
Financial Analysis

- 8.4 years
Payback Period
- CA\$148,369.56
Net-Present Value
- 384.27%
Return on Investment

Usage vs. Solar Production



Lifetime Cashflow



Cash Flow Analysis

Year	Energy (kWh)	Cash Flow	Cumulative Cash Flow
0	0.0	-CA\$144,734	-CA\$144,734
1	74,734.5	CA\$14,947	-CA\$129,788
2	74,179.3	CA\$15,578	-CA\$114,210
3	73,806.6	CA\$16,337	-CA\$97,972
4	73,433.8	CA\$16,890	-CA\$81,083
5	73,239.8	CA\$17,578	-CA\$63,505
6	72,688.3	CA\$18,172	-CA\$45,333
7	72,315.5	CA\$18,802	-CA\$26,531
8	71,942.8	CA\$19,425	-CA\$7,106
9	71,745.1	CA\$20,069	CA\$12,982
10	71,197.3	CA\$20,647	CA\$33,629
11	70,824.5	CA\$21,247	CA\$54,877
12	70,451.7	CA\$21,840	CA\$76,717
13	70,250.4	CA\$22,480	CA\$99,197
14	69,706.2	CA\$23,003	CA\$122,200
15	69,333.4	CA\$23,573	CA\$145,773
16	68,960.7	CA\$24,136	CA\$169,910
17	68,755.7	CA\$24,752	CA\$194,662
18	68,215.2	CA\$25,240	CA\$219,901
19	67,842.4	CA\$25,780	CA\$245,681
20	67,469.6	CA\$26,313	CA\$271,995
21	67,261.0	CA\$26,904	CA\$298,899
22	66,724.1	CA\$27,357	CA\$326,256
23	66,351.4	CA\$27,868	CA\$354,123
24	65,978.6	CA\$28,371	CA\$382,494
25	65,766.3	CA\$28,937	CA\$411,431
	1,753,174.4	CA\$411,431	CA\$411,431



Financial Assumptions Based on:

- \$0.20/kWh Energy Charge – (Higher energy charges result in shorter payback periods)
- %5 Annual Utility Escalation (Based on AESO Projections)
- Carbon Credit Value, and potential grants are **NOT** factored in to ROI or Projected Payback estimates
- Renewable Energy Credits available on all systems under 150kW

System pricing and viability is subject to:

- Structural Engineering approvals
- Municipal permitting approvals
- Electrical Engineering design and approvals
- Micro Generation application and interconnection approvals (Requires transformer upgrade)
- Other items, including but not limited to, foreign exchange rates, potential changes in law, equipment availability, etc.

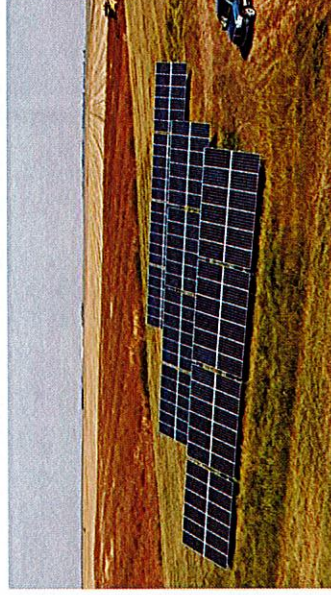
Next Steps: Terralta's solar process

- Review project models and assumptions
- Refine solar designs and confirm suitability
 - Are there design criteria or other items we should be aware of?
 - Initial site visit typically undertaken to confirm assumptions
- ATB Financing Solar Agreement
 - Identifies details of solar systems and general terms and conditions of agreements. Loan APR Prime+2%
- Turn-Key Solar Installation
 - Terralta facilitates all permitting and funding applications to provide a turn-key project

Completed solar projects

Terralta has been installing solar PV systems on homes, schools, commercial and municipal buildings since 2009.

To date, we have installed over 200 PV systems representing over 4 MW of solar PV capacity in Alberta, making us the more experienced distributed solar system provider in the province with.



Merlinds Farms Burdett
44.6 kW



Town of Cardston
49kW (Arena 146kW)



Ridge Water
Treatment Plant
227 kW



Questions for us?

Carter James
Business Development/
Project Manager
Terralta Inc.
403-501-4016
Carter@terralta.ca



SUNCORP VALUATIONS

We are pleased to have been selected as a partner for Alberta Municipalities and its members to provide Appraisal and Risk Management / Loss Control services for insurance purposes.

We look forward to the opportunity of getting to know the membership and assisting you in your appraisal and risk management needs.

Who is Suncorp Valuations?

Suncorp Valuations began in 1960 based out of Edmonton and has grown into an international appraisal and risk management firm providing services for all industries throughout Canada and around the world.

Suncorp has the largest and most experienced public sector valuation practice in Canada and has completed insurance appraisal mandates for hundreds of municipalities, school divisions, universities, and colleges. Suncorp is also pleased to provide Risk Management and Loss Control Services. These services provide our clients with an all-inclusive package to assist them in their Insurance and Risk Management needs. The Loss Control Services offered by Suncorp range from standard surveys in property, crime & liability to custom designed products designed to meet each client's specific needs. Suncorp has the expertise and capacity to offer a wide range of services, such as fleet surveys, custom premises liability & crime surveys, and playground audits in addition to a wide range of workshops.

What is Suncorp Providing to Alberta Municipalities Members?

The basic services we are providing to Alberta Municipalities and its members is replacement cost valuations of the buildings only for insurance purposes and Risk Control reviews at specific locations. We also want to let you know of the additional services available to your municipality that you might want to consider. Should your municipality also require a valuation of contents, mobile equipment, and yard improvements while we are on site, we would be pleased to provide you a cost for these additional services. Additionally, any other specific loss control needs you might have can also be arranged.

Our business is value. Let us value yours.

What Does This Mean for You, as a Member?

This bulletin is provided to describe the process involved by our company during our upcoming visits within your municipality and some of the assistance we will require from yourselves. The process is as follows:

1. An introductory email will be sent by Suncorp to introduce the individuals that will be visiting your municipality, the dates we are hoping to visit, the information we will require along with process involved. We'll also provide you a listing of the sites slated for inspection and information and access required to complete our work. Information such as the following will greatly assist us during our visits and minimize the time required to complete our work:
 - a. Any electronic drawings of the sites slated for inspection including any years built, additions, etc. that can be provided and/or sent to us in advance of our visit would be very beneficial.
 - b. Capacity of all water reservoirs, lift stations, etc. including the capacity and operating details of all water treatment and waste water treatment plants. (A separate data gathering sheet will be provided specific to the information need of these types of facilities).
2. Next, we would have a "kick-off" meeting (virtual) to introduce ourselves to your team, review the process, cover off any questions and gather any of the above information available from yourselves.
3. After this, we would then look to visit the applicable sites to complete our work.

Our goal throughout this entire process is to minimize the disruptions to you and your staff as well as complete safe inspections and we look forward to working with everyone during this time.

**ANY FURTHER QUESTIONS OR INFORMATION YOU MIGHT REQUIRE,
DON'T HESITATE TO REACH OUT FOLLOWING INDIVIDUALS:**

Appraisal Related Matters:

Devin Baker
Manager of Business Development

devin.baker@suncorpvaluations.com

1-800-764-4454

Loss Control Related Matters:

Shamair Tuner
Managing Director, Risk Management Group

shamair.turner@suncorpvaluations.com

1-800-764-4454

Council Committee Report
March 2023
Darcy J. Burke

Wadems

- Call volumes continue to decline with new initiatives and crews being in hall for more local calls
- Installation of electric stretchers in all units costing \$360,000
- New announcement from AHS that all units must have 45 minute turn around at hospitals

WFCSS

- Good Food Box – 62 YTD -190
- Senior Power planning continues
- Lunch & Learn had 21 participants learning about caring for perennials
- Meals on Wheels has had an increase in applicants

WRC

- Budget discussions
- Keenan has taken the Level ¾ prep course
- Standard sewer lift station repairs ongoing
- Truckfill overhead froze and cracked, repairs are completed
- Train 2 has been cleaned and any maintenance needed was completed, been in operation since 2005
- Annual Reports will be completed soon

WHMB

- Appointed to the consultant selection committee
- Been attending the Call To Action sessions

Council report
Tyler Henke
March 2023

March 6 Rockyford Library Board- a date was set for the 3rd annual show and shine Aug 12th. Cash draw also decided on and tickets bow available.

March 7 Ag Society (alternate)- plant was decided to be shut down on March 25th and preliminary discussions were started about setting up a memorial for past ag society member and outstanding community member Brent Melcher

March 15 WRC Board meeting - sat in and observed as an alternate member only

Village of Rockyford Council report or April
By Bill Goodfellow

No meetings to report on

CAO Report – March 2023

Completed and submitted MSIO, MSI and CCBF Statement of Funding Expenditures for 2022.

Cody Dale-McNair in office to provide updated GSI training.

Sent letters to ratepayers notifying them of properties in arrears and next steps.
Spoke with MA about previous tax arrears liens that have not been acted on. Sent letter to MA per direction to request an extension for these liens so that we do not have to release and start over.
Awaiting response.

Work on budgets.

Emails with lawyers.

Completed minutes for March meeting.

Sent letters to residents about cleaning sidewalks.

Ordered meeting owl, laptop, router and server.

Community Futures – Digital Economy Project update – campaign did very well overall. Rockyford target was 6 businesses, only 2 businesses signed up. Possibility of lunch & learn in communities. Businesses not interested in the full program can still register to have a website set up. Next steps – DSS phase 2 – funded by Business Link – no further community \$\$ commitment. Communities asked to share online media posts. Youth entrepreneur project will be starting in the summer. Final report will be available in June.

Flashlights ordered for Cubs and received.

Completed modifications and signed Right of First Refusal and Fee Agreement.

Campsite online set up sent in to CampReservation.ca for uploading.

Tax arrears list submitted to Land Titles Office.

Ordered laptop and tripod for owl.

Set up new laptop and owl. Download drivers for activboard to new laptop.

Meeting with legal.

Signed confirmation of assignment with MPE for subdivision servicing. MPE has begun compiling data and preparing the base drawings. Over the next weeks someone will be out to complete the site survey. They will then meet with us to review the project and understand expectations.