

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
March 12, 2025
Council Chambers
110 Main Street, Rockyford, AB
7:00 p.m.

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT February report
4. DELEGATIONS A. Bert Gerritsen
5. ADOPT MINUTES A. Minutes from February 11, 2025 Special Meeting
 B. Minutes from February 12, 2025 Regular Meeting
 C. Minutes from February 18, 2025 Special Meeting
6. FINANCIAL REPORTS A. Bank Reconciliation February – Chequing account
 B. Bank Reconciliation February – T Bill account
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
 A. Yolo Nomads
8. NEW BUSINESS A. Bert Gerritsen – appeal charges increasing while he has no service
 B. Bylaw 2025-002 Municipal Credit Card Borrowing bylaw
 C. Bylaw 2025-003 ATCO Agreement Bylaw and ATCO Agreement
 D. Human Resources Policy Manual Review, PM041-PM045
 E. Collaboration Meeting Review/Discussion
 F. Operating Budget 2025
 G. Capital Budget 2025-2029
9. CORRESPONDENCE A. Minister Ric Mclver re: JUPA
 B. Minister Ric Mclver re: 2025 Minister’s Awards for Municipal and Public Library
 Excellence
 C. Wheatland Housing Management Body
 D. Strathmore Rural Policing Report, Q3
 E. Wheatland County Bylaw Amendment Proposals
 F. Wheatland Regional Corporation 2025 rates
 G. Village of Standard letter to Minister of Health
 H. Minister Ric Mclver re: Provincial Priorities Act
10. OTHER BUSINESS
11. ACTION ITEM REVIEW LIST A. Water loss update
 B. Update re PRP lots for sale
12. CLOSED SESSION A. Exception to Disclosure, Division 2 of Part 1 of FOIPP Act, 27, Privileged Information
13. OUT OF CLOSED SESSION MOTION/MOTIONS ARISING FROM CLOSED SESSION
14. REPORTS
15. ADJOURNMENT

Public works report Feb 2025

1. Pumping water in ditches.
2. Still Testing Diesel water pump at plant pump not working trouble shooting issue.
3. Scraping roads.
4. Steaming culverts .
5. Installed heat tape in culvert on railway from alley across road to dalta.
6. Pumping water at PRP.
7. Grays out to look at and give quote on putting in swale at 1st and railway.
8. Broom on JD coming apart spent time repairing crimping brush holder complained to Brandt conterra came out got broom took back to shop replaced broom admitted there has been issues with some brooms purchased in January 24 .
9. Road and curb settled in front of dog park tape put on reflective tape on tripping hazard on sidewalk.

MINUTES
VILLAGE OF ROCKYFORD
SPECIAL MEETING
February 11, 2025
7:00 PM

ATTENDANCE: Mayor Darcy Burke
Councillors April Geeraert
Leah Smith
Tyler Henke
Via Teams William Goodfellow
Administration Lori Miller

1. CALL TO ORDER Mayor Burke called the meeting to order at 7:23 p.m.

2. AGENDA

RES 023-2025 Moved by Deputy Mayor Smith to adopt the agenda as presented.
Carried

3. A. 2025-2027 Operating Budget
B. 2025-2029 Capital Budget
Discussion of budgets

4. ADJOURNMENT

RES 024-2025 Moved by Mayor Burke to adjourn the meeting at 8:26 p.m.
Carried

Mayor

Administrator

MINUTES
VILLAGE OF ROCKYFORD
REGULAR MEETING
February 12, 2025
7:00 PM

ATTENDANCE: Mayor Darcy Burke
Councillors April Geeraert
Leah Smith
Tyler Henke
Via Teams William Goodfellow
Administration Lori Miller

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

2. AGENDA

RES 025-2025 Moved by Councillor Geeraert to approve the agenda with the following additions:
8G. Ag Society request to use Line of Credit
8H. Letter from Library
8I. ASCHA Convention – Leah Smith
9I. Letter from Councillor Montgomery
12. Legal letter

Carried

3. PUBLIC WORKS REPORT

RES 026-2025 Moved by Councillor Henke to accept the report as presented.

Carried

4. DELEGATIONS

- A. Alexander Burgess – appeal of snow removal charges – No Show
- B. Luke Panek – Yolo Nomads, presentation of online marketing

5. ADOPT MINUTES

- A. Minutes from January 15, 2025 Regular Meeting

RES 027-2025 Moved by Deputy Mayor Smith to approve the minutes as presented.

Carried

6. FINANCIAL REPORTS

- A. Bank Reconciliation January – Chequing account

RES 028-2025 Moved by Councillor Geeraert to approve as presented.

Carried

Mayor
Administrator

B. Bank Reconciliation January – T Bill account
RES 029-2025 Moved by Councillor Henke to approve as presented.
Carried

7. UNFINISHED BUSINESS
No unfinished business

8. NEW BUSINESS

A. Alexander Burgess – appeal of snow removal charges
Struck from the agenda due to Mr. Burgess not being in attendance.

B. Yolo Nomads
RES 030-2025 Mayor Burke gave direction to Administrator Miller to contact other municipalities that have used or are using Yolo Nomads currently and bring the findings to the March meeting.
Carried

C. Heat tape – culvert
031-2025 Moved by Mayor Burke to decommission the power meter associated with the heat tape to the culvert north of town.
Carried

D. Wheatland County Road Maintenance Agreement – Elevator Road
032-2025 Moved by Councillor Geeraert that we sign the agreement.
Carried

E. Bylaw 2025-001 Residential Tax Incentive Bylaw
033-2025 Moved by Councillor Henke to give first reading to Bylaw 2025-001 with amendments, to 3.1.13 (would include a prior lived in home) and 4.2.2 (zoned as residential).
Carried

034-2025 Moved by Councillor Geeraert to give second reading to Bylaw 2025-001 as amended.

Carried

035-2025 Moved by Councillor Goodfellow to give permission to proceed to third and final reading of Bylaw 2025-001.

Carried Unanimously

036-2025 Moved by Deputy Mayor Smith to give third reading to Bylaw 2025-001 as amended.

Carried

F. Municipal Administration Leadership Workshop
037-2025 Moved by Deputy Mayor Smith to send the CAO to the Municipal Administration Leadership Workshop and cover all expenses.

Carried

G. Ag Society – Line of Credit request

A formal request letter is required to be brought to the March meeting. At this time an agreement will be signed by both parties.

H. Letter from Library

Councillor Geeraert declared a conflict and left the meeting.

038-2025

Moved by Councillor Goodfellow to move to budget discussion.

Carried

Councillor Geeraert returned to the meeting.

I. ASCHA Convention

039-2025

Moved by Councillor Geeraert that Deputy Mayor Smith attend the ASCHA convention and costs will be covered.

Carried

9. A. Wheatland Housing Management Body

040-2025

Moved by Councillor Henke to accept as information.

Carried

B. Avail engagement letter

041-2025

Moved by Deputy Mayor Smith to accept as information.

Carried

C. Marigold Library System – Board Updates

042-2025

Moved by Councillor Geeraert to accept as information.

Carried

D. CF Wild Rose February update

043-2025

Moved by Councillor Goodfellow to accept as information.

Carried

E. Wheatland County Notice of Public Hearing

044-2025

Moved by Councillor Henke to accept as information.

Carried

F. Wheatland Regional Emergency Management Partnership Quarterly Report

045-2025

Moved by Deputy Mayor Smith to accept as information.

Carried

G. Rockyford & District Agricultural Society Financial Statements YE September 30, 24

046-2025

Moved by Councillor Geeraert to accept as information.

Carried

H. RCMP Wheatland County-Strathmore Detachment Crime Stats/Provincial Crime

047-2025

Moved by Mayor Burke to accept as information.

Carried

- I. Letter from Councillor Montgomery
048-2025 Moved by Mayor Burke that he will reply to Councillor Montgomery and remind him that the meeting he referred to was an in-camera session and not to be discussed outside of that meeting.

Carried

10. OTHER BUSINESS

No other business

11. ACTION ITEM REVIEW LIST

- A. Water loss update
049-2025 Moved by Councillor Henke to accept as information.

Carried

- B. Update re PRP subdivision
No update available

12. CLOSED SESSION

- 050-2025** Moved by Councillor Geeraert to move into closed session at 8:42 p.m.

Carried

Exception to disclosure, Division 2 of part 1 of FOIPP Act. #27, Privileged Information

13. OUT OF CLOSED SESSION

- 051-2025** Moved by Councillor Henke to come out of closed session at 9:17 p.m.

Carried

- 052-2025** Councillor Goodfellow gave direction to Administrator Miller to draft a new letter and send to our lawyer.

Carried

14. REPORTS

- 053-2025** Moved by Deputy Mayor Smith to accept reports as presented.

Carried

15. ADJOURNMENT

- 054-2025** Mayor Burke declared the meeting adjourned at 9:25 p.m.

Mayor

Administrator

Mayor
Administrator

MINUTES
VILLAGE OF ROCKYFORD
SPECIAL MEETING
February 18, 2025
12:30 PM

ATTENDANCE: Mayor Darcy Burke
Councillors April Geeraert
Tyler Henke
Via Teams William Goodfellow
Via Phone Leah Smith
Administration Lori Miller

1. CALL TO ORDER Mayor Burke called the meeting to order at 12:32 p.m.

2. AGENDA

RES 055-2025 Moved by Councillor Geeraert to adopt the agenda as presented.
Carried

3. CLOSED SESSION

RES 056-2025 Moved by Councillor Goodfellow to go into closed session at 12:33 p.m.
Carried

Exception to Disclosure, Division 2 of part 1 of FOIPP Act, 27. Privileged Information

RES 057-2025 Moved by Councillor Geeraert to come out of closed session at 12:44 p.m.
Carried

RES 058-2025 Moved by Councillor Goodfellow to accept the letter as drafted and have the lawyer send it.
Carried

4. ADJOURNMENT

RES 059-2025 Mayor Burke declared the meeting adjourned at 12:45 p.m.

Mayor

Administrator

Mayor
Administrator

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending February 28/25

	Current Year		Previous Year
Net Balance as at Jan 31/25	\$ 13,878.31	\$	18,442.04
Receipts for Month	\$ 75,714.42	\$	90,131.93
Interest Earned	\$ 127.42	\$	494.48
Transferred From T-Bill	\$ 125,000.00	\$	175,000.00
Line of Credit Disbursement			
Prev Month Deposit Posted	\$ 20.00	\$	3,763.89
	<u>\$ 214,740.15</u>	\$	<u>287,832.34</u>
Less:			
Disbursements	\$ (168,096.30)	\$	(248,248.81)
Bank Charges	\$ (92.70)	\$	(89.28)
Auto Debit Alarm Fee	\$ (118.10)		
LoC Interest		\$	(22.04)
Equitable Health	\$ (1,418.23)		
G/L Balance Feb 28/25	<u>\$ 45,014.82</u>	\$	<u>39,472.21</u>
Bank Reconciliation			
Bank Balance at Feb 28/25	\$ 49,696.42	\$	164,613.96
O/S Cheques	\$ (4,831.60)	\$	(125,141.75)
Deposit not posted			
O/S Deposit	\$ 150.00		
Adjusted Bank Balance Feb 28/25	<u>\$ 45,014.82</u>	\$	<u>39,472.21</u>

\$ 0.00

Mayor

Administrator

VILLAGE OF ROCKYFORD
T Bill Account
Month Ending Feb 28/25

	Current Year	Previous Year
Net Balance as at Jan 31/2025	\$ 588,593.57	\$ 663,621.10
Receipts for Month		
Interest Earned	\$ 1,404.14	\$ 2,551.26
Transferred From Chequing Deposit Not posted	<u>589,997.71</u>	<u>666,172.36</u>
Less:		
Transferred to Chequing	-\$ 125,000.00	\$ (175,000.00)
G/L Balance Feb 28/25	<u>\$ 464,997.71</u>	<u>\$ 491,172.36</u>
Bank Reconciliation		
Bank Balance at Feb 28/25	\$ 464,997.71	\$ 491,172.36
Adjusted Bank Balance Feb 28/25	<u>\$ 464,997.71</u>	<u>\$ 491,172.36</u>

\$ (0.00)

Mayor

Administrator

RE: Yolo Nomads

From Scott Donselaar <cao@stirling.ca>

Date Thu 2/13/2025 1:51 PM

To Lori Miller <cao@rockyford.ca>

Hey Lori,

We partnered with Raymond, Magrath and Cardston to do targeted marketing for growth and tourism. Currently the metrics have looked good, but its hard to say if it translates into actual people moving, or coming to the community, but it has increased our online exposure. I'm open to renewing as I believe you need to have things pushed out over a period of time to get people engaged and considering it as an option. I've found Luke and his team very accommodating and easy to work with.

Let me know if you have other questions!!

Have a good week!!

Scott

From: Lori Miller <cao@rockyford.ca>

Sent: Thursday, February 13, 2025 1:16 PM

To: Scott Donselaar <cao@stirling.ca>

Subject: Yolo Nomads

Good Afternoon,

Luke from Yolo Nomads presented to our council last night. As a result, I was directed to reach out to other communities that are currently using their services.

I was hoping you would be willing to share your experience with Yolo Nomads. How long have you been using their marketing service? Do you think it has increased interest in your community? Do you feel it is worth the money spent? Will you renew when your year is up?

I look forward to your reply.

Sincerely,



Lori Miller

Chief Administrative Officer

Village of Rockyford

Phone: (403) 533-3950

Fax: (403) 533-3744

Received phone call from Alain with Town of Calmar re: Yolo Nomads

February 14, 2025

- just started the process with them
- have given their data to Yolo Nomads and received a first draft of content back
- reviewed content and found lots of cliché taglines which they requested to have removed, waiting for 2nd draft
- cheapest company by far that they have spoken with. Others were \$15-20,000
- will give the ability to know who their town is attractive to and target advertising for the next few years
- will probably only do the one year term, then do marketing on their own for 4 or 5 years before reaching out to have Yolo Nomad do another campaign

Feedback on Yolo Nomads Marketing Services - Town of Fox Creek

From Davis Prizgintas <communications@foxcreek.ca>

Date Thu 2/20/2025 2:23 PM

To Lori Miller <cao@rockyford.ca>

Dear Lori,

I hope this message finds you well. Kristen Milne (CAO) directed me to share our experience with Yolo Nomads.

Unfortunately, our community did not see significant improvements in our marketing efforts. We felt it would be more beneficial to invest in creating our own marketing materials and managing social media ads independently. The visuals provided by Yolo Nomads did not accurately reflect our community, and we were concerned with the low engagement on their social media platforms. As a result, we decided not to renew their services.

I hope this feedback is helpful.

Best regards,



Deivydas (Davis) Prizgintas | Communications and Economic Development Coordinator
Town of Fox Creek | Box 149 | Fox Creek | T0H1P0
Phone: 780-326-9250 | communications@foxcreek.ca
www.foxcreek.ca

****Please note - The Town's Administration Office will be closed from February 20 to March 3 for our move to 102 Kaybob Drive. During this time, staff will have limited access to servers and phone lines, and responses may be slower than usual.**

For inquiries, please contact us at 780-622-7742 if the 780-622-3896 line is unavailable, or reach us via email through our website: <https://foxcreek.ca/contact-us/>.

Thank you for your patience as we transition!

REQUEST FOR DECISION



Subject: Bert Gerritsen – Appeal charge increase while no service

Prepared By: Lori Miller

Council Meeting Date: March 12, 2025

Agenda Item: 8A.

Background: Water service was discontinued to Bert's Small Engine Repair last summer when it was discovered that there is a substantial leak. He has been paying his minimum charges since that time. However, after we gave permission to Wheatland Regional Corporation to put all businesses on the business rate for water his bill has increased while still having no service.

Options:

1. Council can reverse this price increase until service has been restored.
2. Council can determine that this price increase is valid without service.
3. Council could recommend that he pays the "vacant" price for water while no service is available.

Financial Implications: Minimal financial implications as the increase just took effect.

Communication: N/A

Recommendation: That Council recommend he pays the "vacant" price for water while no service is available. This price is \$59.74/month which is approximately in the middle of the former price and the new price.

Utility Rate Changes

1 message

Kaetlin Mulligan <office@wrc-ab.ca>

Tue, Mar 4, 2025 at 2:59 PM

To: "BERTGERRITSEN13@GMAIL.COM" <BERTGERRITSEN13@gmail.com>

Good Afternoon,

During the WRC 2024 audit it was noted that some business utility accounts were being charged residential water rates. This was brought to the Village Councils attention where it was decided that this oversight must be corrected. You will notice on the bill sent yesterday you are being charged the business rate and will continue to be moving forward.

Thank you,

**Kaetlin Mulligan-Lewis**

Office Assistant

Wheatland Regional Corporation

PO Box 196, Rockyford, AB T0J 2R0

PH. +1.403.325.9972

office@wrc-ab.cawww.wrc-ab.ca**PRIVILEGED AND CONFIDENTIALITY NOTICE**

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Wheatland Regional Corporation

P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

UTILITY NOTICE

Bert's Small Engine Service
 Box 61
 Rockyford, AB
 T0J 2R0

Date Issued: 03-Mar-2025	
Due Date: 31-Mar-2025	
Customer Number: 1071	Account Number: 1002300 0000
Service Address: 205 Main Street	
Billing Period: 01-Feb-2025 - 28-Feb-2025	

Balance 31-Jan-2025:	117.03
Payments Received:	-117.03
Interest Charges:	0.00
Other:	0.00
Balance Forward:	0.00

Days	Current Rdg	Previous Rdg	Usage		
27	1540 Base	1540 Base	0 Base	A	Business 78.93
					Wastewater Business 40.13
					Wastewater Debenture 11.65
					Garb-Res/Comm 19.11
Actual Meter Reading					Total New Charges: 149.82
After 31-MAR-2025 pay \$152.07					Total Due: 149.82

Total payable is due March 31st, 2025.

Water Rates			
0 -	0	\$78.9300	Minimum
1 -	9,999,999	\$2.0700	/1 Cubic meters

REMITTANCE STUB

Wheatland Regional Corporation
 P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

Account Number: 1002300 0000	
Customer: Bert's Small Engine Service	
Total Amount Due On: 31-Mar-2025	
TOTAL AMOUNT DUE: 149.82	AMOUNT PAID:

Wheatland Regional Corporation

P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

UTILITY NOTICE

Bert's Small Engine Service
 Box 61
 Rockyford, AB
 T0J 2R0

Date Issued: 06-Jan-2025	
Due Date: 31-Jan-2025	
Customer Number: 1071	Account Number: 1002300 0000
Service Address: 205 Main Street	
Billing Period: 01-Dec-2024 - 31-Dec-2024	

Balance 30-Nov-2024:	235.82
Payments Received:	-117.03
Interest Charges:	1.78
Other:	0.00
Balance Forward:	120.57

Days	Current Rdg	Previous Rdg	Usage		
30	1540 Base	1540 Base	0 Base	A Residential	46.14
				Wastewater Business	40.13
				Wastewater Debenture	11.65
				Garb-Res/Comm	19.11
Actual Meter Reading					
After 31-JAN-2025 pay \$241.16					
					Total New Charges: 117.03
					Total Due: 237.60

Total payable is due December 31st, 2024.

Interest 1.5% per month on unpaid balances

Water Rates		
0 -	0	\$46.1400 Minimum
1 -	9,999,999	\$2.0700 /1 Cubic meters

Handwritten: Paid JAN 07 / 2025 # 5423

REMITTANCE STUB

Wheatland Regional Corporation
 P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

Account Number:	1002300 0000
Customer:	Bert's Small Engine Service
Total Amount Due On:	31-Dec-2024
TOTAL AMOUNT DUE:	AMOUNT PAID:
235.82	

Wheatland Regional Corporation

P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

UTILITY NOTICE

Bert's Small Engine Service
 Box 61
 Rockyford, AB
 T0J 2R0

Date Issued:	
02-Dec-2024	
Due Date:	
31-Dec-2024	
Customer Number:	Account Number:
1071	1002300 0000
Service Address:	
205 Main Street	
Billing Period:	
01-Nov-2024 - 30-Nov-2024	

Balance 31-Oct-2024:	117.03
Payments Received:	0.00
Interest Charges:	1.76
Other:	0.00
Balance Forward:	118.79

Days	Current Rdg	Previous Rdg	Usage		
29	1540 Base	1540 Base	0 Base	A Residential	46.14
				Wastewater Business	40.13
				Wastewater Debenture	11.65
				Garb-Res/Comm	19.11
Actual Meter Reading					
After 31-DEC-2024 pay \$239.36					
					Total New Charges: 117.03
					Total Due: 235.82

Total payable is due December 31st, 2024.

Interest 1.5% per month on unpaid balances

Water Rates		
0 -	0	\$46.1400 Minimum
1 -	9,999,999	\$2.0700 /1 Cubic meters

REMITTANCE STUB

Wheatland Regional Corporation
 P.O. Box 196
 Rockyford, AB
 T0J 2R0
 Business: (403)325-9972

Account Number: 1002300 0000	
Customer: Bert's Small Engine Service	
Total Amount Due On: 31-Dec-2024	
TOTAL AMOUNT DUE:	AMOUNT PAID:
235.82	

Wheatland Regional Corporation
P.O. Box 196
Rockyford, AB
T0J 2R0
Business: (403)325-9972

UTILITY NOTICE

Bert's Small Engine Service
Box 61
Rockyford, AB
T0J 2R0

Date Issued: 01-Oct-2024	
Due Date: 31-Oct-2024	
Customer Number: 1071	Account Number: 1002300 0000
Service Address: 205 Main Street	
Billing Period: 01-Sep-2024 - 30-Sep-2024	

Balance 31-Aug-2024:	239.99
Payments Received:	-239.99
Interest Charges:	0.00
Other:	0.00
Balance Forward:	0.00

Days	Current Rdg	Previous Rdg	Usage			
29	1540 Base	1539 Base	1 Base	E Residential	48.21	
				Wastewater Business	40.13	
				Wastewater Debenture	11.65	
				Garb-Res/Comm	19.11	
Estimate billing					Total New Charges:	119.10
After 31-OCT-2024 pay \$120.89					Total Due:	119.10

Total payable is due October 31st, 2024.

Water Rates		
0 -	0	\$46.1400 Minimum
1 -	9,999,999	\$2.0700 /1 Cubic meters

*Paid Oct 18/2024
5415*

REQUEST FOR DECISION



Subject: Bylaw 2025-002 Municipal Credit Card Borrowing Bylaw

Prepared By: Lori Miller

Council Meeting Date: March 12, 2025

Agenda Item: 8B.

Background: As a Borrowing Bylaw is required to be updated yearly the 2025 Municipal Credit Card Borrowing Bylaw needs Council approval so that we may continue to use the credit card issued for purchases as require.

Options: N/A

Financial Implications: This will ensure that we have the means to complete operating expenditures for convenience purposes and where required by suppliers.

Communication: N/A

Recommendation: That Council gives first reading to Bylaw 2025-002 Municipal Credit Card Borrowing Bylaw.
That Council gives second reading to Bylaw 2025-002 Municipal Credit Card Borrowing Bylaw.
That Council gives permission to proceed to third and final reading to Bylaw 2024-002 Municipal Credit Card Borrowing Bylaw.
That Council gives third and final reading to Bylaw 2025-002 Municipal Credit Card Borrowing Bylaw.

**VILLAGE OF ROCKYFORD
BYLAW NO. 2025-002
MUNICIPAL CREDIT CARD BORROWING BYLAW**

A Bylaw of the Village of Rockyford in the Province of Alberta, for the purpose of authorizing the Municipality to incur indebtedness as a credit card holder.

SECTION 1 – AUTHORITY

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw;
- 1.02 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes a municipality to make a borrowing for the purpose of financing operating expenditures of the municipality, provided that the amount to be borrowed, together with the unpaid principal of other borrowing made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;
- 1.03 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed three (3) years;
- 1.04 This bylaw may be cited as the “Municipal Credit Card Borrowing Bylaw”.

SECTION 2 – GENERAL

- 2.01 The Village may borrow from a financial institution using a credit card to complete operating expenditures for convenience purposes and where required by suppliers.
- 2.02 The Village may borrow, at a maximum an amount of \$2500.00 (two thousand five hundred dollars and zero cents) from a financial institution. The Chief Administrative Officer approves the issuance of credit cards and associated credit limits.
- 2.03 All sums borrowed under this bylaw shall be borrowed on the general credit and security of the Village.
- 2.04 All sums borrowed under this bylaw, including principal and interest, shall be due and payable within 30 days of incurring the expense and funded by general revenue acquired through taxation.
- 2.05 The maximum rate of interest for any borrowing under this bylaw shall be 20% (twenty percent).

- 2.06 Any and all sums borrowed with the credit card to complete operating expenditures for convenience purposes and where required by suppliers will be at the Chief Administrative Officer's discretion.
- 2.07 The Chief Administrative Officer and the Mayor or Deputy Mayor of the Village are hereby authorized to apply to a financial institution to obtain credit card(s) with a limit and conditions not exceeding the maximum amount this bylaw authorizes.

SECTION 3 – EFFECTIVE DATE

- 3.01 This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the Municipal Government Act.

Read the first time this 12th day of March 2025.

Read the second time this 12th day of March 2025.

Received permission to proceed to third and final reading this 12th day of March 2025.

Read a third and final time this 12th day of March 2025.

Deputy Mayor

Administrator

REQUEST FOR DECISION



Subject: Bylaw 2025-003 ATCO Agreement Bylaw and ATCO Agreement

Prepared By: Lori Miller

Council Meeting Date: March 12, 2025

Agenda Item: 8C.

Background: The last natural gas distribution system franchise agreement between the Village and ATCO was signed in February 2016. The agreement was for a ten year period and is due for renewal in March 2026.

There are a number of steps which must be taken prior to finalizing this agreement which is the reason for starting the process a year prior to the expiration of the contract.

Options: 1. Council can review the preliminary documents and give direction to Administration regarding the term of the agreement and the franchise fee percentage. (The franchise fee percentage may be changed annually.) Also that council gives first reading to Bylaw 2025-003.

Financial Implications: The village currently receives approximately \$35,000/year from ATCO franchise fees.

Communication: N/A

Recommendation: That Council chooses a term length for the ATCO agreement, chooses to maintain the current 30% franchise fee and gives first reading to Bylaw 2025-003.

**Village of Rockyford
Bylaw No. 2025-003**

A bylaw of the Village of Rockyford (the Municipality) to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company) to renew an agreement with and to confer a franchise on the Company to deliver natural gas to customers within the Municipality.

WHEREAS the Company has requested a franchise be granted to provide natural gas services to customers within the Municipality;

AND WHEREAS it is deemed that such an agreement would be of benefit to customers within the Municipality;

THEREFORE under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45 - 47 be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this bylaw and marked as Schedule "A" between the Municipality and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services within the Municipality;

This bylaw shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given Third reading and finally passed.

READ a First time this _____ day
of _____, 2025

Mayor

Administrator

READ a Second time this _____ day
of _____, 2025

Mayor

Administrator

READ a Third time and finally
passed this _____ day
of _____, 2025

Mayor

Administrator

FORM OF APPLICATION

Alberta Utilities Commission
10 Fl, 10055-106 Street
Edmonton, Alberta,
T5J 2Y2

RE: RENEWAL OF A NATURAL GAS FRANCHISE AGREEMENT

The Council of the Village of Rockyford (the Municipality) hereby applies to the Alberta Utilities Commission for approval to renew a natural gas franchise agreement between the Municipality and ATCO Gas and Pipelines Ltd.

Enclosed herewith is a copy of bylaw No. 2025-003 read the first time on the _____ day of _____, 2025.

The Council hereby declares:

- a) That the privilege or franchise granted under the natural gas franchise renewal agreement is necessary and proper for the public convenience and properly conserves the public interests.
- b) That the scheme of ATCO Gas and Pipelines Ltd. for the delivery of natural gas under the provisions of the natural gas franchise renewal agreement is reasonable and sufficient having regard to the general circumstances.
- c) That with respect to the delivery of natural gas to the Municipality the natural gas utility has provided the construction, equipment, maintenance, service or operation as the public convenience and interests reasonably require.
- d) That having regard to the deliverability of natural gas in the area in which the Municipality is situated and to any other circumstances, the granting of the franchise or privilege in the natural gas franchise renewal agreement is to the general benefit of the area directly or indirectly affected thereby.
- e) That the natural gas supplier has fully discussed all proposed changes to the natural gas franchise agreement with the Council and the Council understands the reasons for this renewal and is in agreement with them.
- f) That the rights conferred by the Municipality in the Agreement are not exclusive as against His Majesty the King in the Right of the Province of Alberta.

Additionally, the Municipality hereby consents to the matter being determined without a hearing if no objections are filed with the Albert Utilities Commission following published notice of the pending renewal agreement.

For the purposes of advertising notice, Strathmore Times is the newspaper with the largest circulation within the Municipality.

DATED THIS _____ DAY OF _____, 2025

SIGNED:

MAYOR

ADMINISTRATOR

NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

2025

BETWEEN:

VILLAGE OF ROCKYFORD

- AND -

ATCO GAS AND PIPELINES LTD.

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NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

BETWEEN

VILLAGE OF ROCKYFORD, a municipality
located in the Province of Alberta (the
“Municipality”)

OF THE FIRST PART

– and –

ATCO GAS AND PIPELINES LTD., a
corporation having its head office at the City of
Edmonton, in the Province of Alberta (the
“Company”)

OF THE SECOND PART

WHEREAS by Agreement dated July 29, 1960 made between the Company and the Municipality a franchise was granted to the Company to supply natural gas to the Municipality and its inhabitants, for a period of twenty (20) years;

WHEREAS by Agreement dated October 18, 1975 the Agreement was amended;

WHEREAS by Renewal Agreement dated November 12, 1980 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Renewal Agreement dated May 12, 1993 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Renewal Agreement dated May 11, 2005 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Renewal Agreement dated March 1, 2016 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS the Municipality desires to grant and the Company, collectively the “Parties”, desires to obtain an exclusive franchise to provide Natural Gas Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

NOW THEREFORE in consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

1) Definitions and Interpretation

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement will have the meanings attributed to them as follows:

- a) “**Agreement**” means this Natural Gas Distribution System Franchise Agreement;
- b) “**Alternative Course of Action**” shall have the meaning set out in paragraph 14 (c);
- c) “**Commission**” means the Alberta Utilities Commission (AUC) as established under the *Alberta Utilities Commission Act* (Alberta);
- d) “**Company**” means the Party of the second part to this Agreement and includes its successors and permitted assigns;
- e) “**Construct**” means constructing, reconstructing, upgrading, extending, relocating, or removing any part of the Natural Gas Distribution System;
- f) “**Consumer**” or “**Consumers**” as the text may require, means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Natural Gas Distribution Service by the Company pursuant to the Company’s Delivery Tariff;
- g) “**Core Services**” means all those services set forth in Schedule “A” of this Agreement;
- h) “**Delivery Tariff**” means the rates and Terms and Conditions of service approved by the Commission from time to time on an interim or final basis, as the case may be, for the Company to deliver Natural Gas to the Consumer;
- i) “**Electronic Format**” means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- j) “**Extra Services**” means those services set forth in Schedule “B” that are requested by the Municipality for itself or on behalf of its citizens and provided by the Company in accordance with paragraph 7 of this Agreement;
- k) “**GUA**” means the *Gas Utilities Act* (Alberta);
- l) “**Intended Time Frame**” shall have the meaning set out in paragraph 14 (c);
- m) “**Maintain**” means to maintain and keep in good repair any part of the Natural Gas Distribution System;

- n) “**Major Work**” means any Work to Construct or Maintain the Distribution System that costs more than one-hundred thousand (\$100,000.00) dollars;
- o) “**MGA**” means the *Municipal Government Act* (Alberta);
- p) “**Modified Plans**” shall have the meaning set out in paragraph 14 (c)(ii);
- q) “**Municipality**” means the Party of the first part to this Agreement;
- r) “**Municipal Compensation**” shall have the meaning set out in paragraph 20;
- s) “**Municipal Service Area**” means the geographical area within the legal boundaries of the Municipality where the Company has been granted rights hereunder in connection with, among other matters, Natural Gas Distribution Service, as altered from time to time;
- t) “**Municipal Property**” means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- u) “**Natural Gas**” means a combustible mixture of hydrocarbon gases;
- v) “**Natural Gas Distribution Service**” means the delivery of Natural Gas in accordance with the Company’s Delivery Tariff;
- w) “**Natural Gas Distribution System**” means any facilities owned by the Company which are used to provide Natural Gas Distribution Service within the Municipal Service Area, and without limiting the generality of the foregoing, will include all mains, pipes, conduits, valves and all other installations used and required for the purpose of delivering Natural Gas to the Consumer within the Municipal Service Area and includes any Natural Gas transmission lines owned by the Company within the Municipal Service Area;
- x) “**NOVA Gas Transmission Ltd. (NGTL)**” means NGTL and its successors, as applicable, for purposes of paragraph 5 g) of this Agreement. For greater certainty, the provisions of paragraph 5 g) may only apply in relation to franchises held by ATCO;
- y) “**Operate**” means to operate the Natural Gas Distribution System, or to interrupt or restore service in any part of the Natural Gas Distribution System, in a safe and reliable manner;
- z) “**Party**” means any party to this Agreement and “**Parties**” means all of the parties to this Agreement;
- aa) “**Plans and Specifications**” means the plans, drawings and specifications reasonably

necessary to properly assess and review proposed Work prior to issuance of any approval that may be required under this Agreement;

- bb) “**Term**” means the term of this Agreement set out in paragraph 2;
- cc) “**Terms and Conditions**” means the terms and conditions contained within the Delivery Tariff in effect from time to time for the Company as approved by the Commission;
- dd) “**Work**” means any work to Construct or Maintain the Natural Gas Distribution System; and
- ee) “**Work Around Procedures**” shall have the meaning set out in paragraph 14 (c)(ii).

The words “hereof”, “herein”, “hereunder” and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations will be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word “including” when used herein is not intended to be exclusive and in all cases means “including without limitation”. References herein to a section, paragraph, clause, Article or provision will refer to the appropriate section, paragraph, clause, article or provision of this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and will not be utilized in interpreting this Agreement.

2) Term

- a) Subject to sub-paragraph 2(b), this Agreement will be for a minimum term of ten years, commencing on the later of:
 - i. 1st day of March 20 26 ; and
 - ii. the first (1st) day of the month immediately following the month that all business day after both of the following have been completed/occurred:
 - A. the Commission has approved and acknowledged this Agreement; and
 - B. ~~B.~~ Council of the Municipality has passed third reading of the applicable adopting bylaw and provided the Company with written evidence of the same on or before the 20th day of the month, and-
 - B.C. the Municipality has provided the Company with a fully executed copy of this Agreement on or before the 20th day of the month.
- b) This Agreement will expire on the day of , 20 .

- c) It is agreed this Agreement supersedes and replaces any prior Natural Gas franchise agreements between the Municipality and the Company.

3) Expiry of Term of Agreement

- a) Provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Term of its intention to negotiate a new franchise agreement, at any time following the expiration of the Term, and if the Municipality has not provided written notice to the Company to exercise its rights to purchase the Natural Gas Distribution System, either Party may submit any items in dispute pertaining to a new franchise agreement to binding arbitration by the Commission.
- b) Subject to subparagraph 3c) of this Agreement, upon expiry of the Term, this Agreement will continue in effect pursuant to the provisions of the MGA.
- c) Commencing one (1) year following the expiration of the Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph 3a), or the Municipality has given written notice to purchase the Natural Gas Distribution System, this Agreement will be amended to provide the following:
 - i) Fifty percent (50%) of the franchise fee otherwise payable under this Agreement to the Municipality will be held back and deposited in trust in an interest bearing trust account by the Company, for the sole benefit of the Municipality. The trust money along with all accumulated interest will be paid to the Municipality immediately upon execution of another Natural Gas Franchise Agreement with the Company, or if the Municipality purchases the Natural Gas Distribution System, or if the Company transfers or sells the Natural Gas Distribution System, or upon further Order of the Commission.
- d) In the event a franchise agreement template is approved by the Commission during the Term of this Agreement and the provisions are materially different from the provisions of this Agreement, the Parties may, by agreement in writing, amend this Agreement to conform to such franchise agreement template.

4) Grant of Franchise

- a) Subject to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area to:
 - i. provide Natural Gas Distribution Service;
 - ii. Construct, Operate, and Maintain the Natural Gas Distribution System; and

- iii. use portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas Distribution Service or to Construct, Operate and Maintain the Natural Gas Distribution System.
- b) Subject to subparagraph 4c) , and to the terms and conditions hereof, the Municipality agrees it will not, during the Term, grant to any other person, firm or corporation, the right to Construct, Operate and Maintain any natural gas distribution system nor the exclusive right to use the portions of the roads, rights-of-way and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas distribution service or to Construct, Operate and Maintain a Natural Gas distribution system, for the purpose of delivering Natural Gas in the Municipal Service Area for Consumers, so long as the Company delivers the Consumers' requirements of Natural Gas.
- c) The Company agrees to:
 - i. bear the full responsibility of an owner of a Natural Gas distribution system and to ensure all services provided pursuant to this Agreement are provided in accordance with the Delivery Tariff, insofar as applicable;
 - ii. Construct, Operate and Maintain the Natural Gas Distribution System;
 - iii. use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Natural Gas Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
 - iv. use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Natural Gas Distribution Service and any other service contemplated by this Agreement.

5) Franchise Fee

a) Calculation of Franchise Fee

In consideration of the rights granted pursuant to paragraph 4 and the mutual covenants herein and subject to Commission approval the Company agrees to collect from Consumers and pay to the Municipality a franchise fee. The Parties agree s. 360(4) of the *MGA*, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the

Delivery Tariff, including without limitation the fixed charge, base energy charge, demand charge, but excluding the cost of Natural Gas (being the calculated revenues from the Natural Gas cost recovery rate rider or the deemed cost of Natural Gas and Natural Gas supply related riders) in that year for Natural Gas Distribution Service within the Municipal Service Area.

For the first (1st) calendar year or portion thereof of the Term of this Agreement, the franchise fee percentage will be percent (.....%).

By no later than September 1st of each year, the Company will:

- i. advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Service Area for the prior calendar year; and
- ii. with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Service Area for the next calendar year.

b) Adjustment to the Franchise Fee

At the option of the Municipality and subject to Commission approval, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage, then the Municipality will, no later than November 1st in any year of the Term, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year. Upon receipt of notice, the Company will work with the Municipality to ensure all regulatory requirements are satisfied on a timely basis and agrees to use best efforts to obtain approval from the Commission for implementation of the proposed franchise fee percentage as and from January 1st of the following calendar year.

If the Municipality provides written notice at any other time with respect to a franchise fee change, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Notice to Change Franchise Fee

Prior to implementing any change to the franchise fee, the Municipality will notify its intent to change the level of the franchise fee and the resulting effect such change will have on an average residential Consumer's annual Natural Gas bill through publication of a notice once in the newspaper with the widest circulation in the Municipal Service Area at least forty five (45) days prior to implementing the revised franchise fee. A copy of the published notice will be filed with the Commission.

d) **Payment of Franchise Fee**

The Company will pay the Municipality the franchise fee amount billed to Consumers on a monthly basis within forty-five (45) days after billing Consumers.

e) **Franchise Fee Cap**

The franchise fee percentage will not at any time exceed thirty five percent (35%) without prior Commission approval.

f) **Reporting Considerations**

Upon request, the Company will provide to the Municipality, along with payment of the franchise fee amount information on the total Delivery Tariff billed, the franchise fee percentage applied, and the derived franchise fee amount used by the Company to verify the payment of the franchise fee amount as calculated under this paragraph 5.

g) **Franchise Fees Collected from NOVA Gas Transmission Ltd. Customers**

In the event certain customers in the Municipal Service Area connected to the Company's Natural Gas Distribution System are customers of the NOVA Gas Transmission Ltd. (NGTL), a franchise fee will be collected from such customers by NGTL in accordance with NGTL's applicable tariff and such franchise fee once remitted to the Company will be aggregated with the franchise fee as calculated in paragraph 5 a) to be dealt with in accordance with paragraph 5 d).

6) Core Services

The Company agrees to provide to the Municipality the Core Services set forth in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

7) Provision of Extra Services

Subject to an agreement being reached, the Company agrees to provide to the Municipality the Extra Services, if any, set forth in Schedule "B", as requested by the Municipality from time to time. The Company is entitled to receive from the Municipality a reasonable amount for full compensation for the provision of the Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

Any breach by the Company in connection with the provision of any Extra Services contained in this Agreement will not constitute a breach of a material provision of this

Agreement for the purposes of paragraph 9.

8) Municipal Taxes

Amounts payable to the Municipality pursuant to this Agreement will be (without duplication) in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment.

9) Right to Terminate on Default

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach. If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach acting reasonably this Agreement will terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

10) Sale of Natural Gas Distribution System

- a) Upon the expiration of the Term of this Agreement or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction the Municipality may, subject to the approval of the Commission under Section 47 of the MGA:
 - i. exercise its right to require the Company to sell to it the Natural Gas Distribution System within the Municipal Service Area pursuant to the provisions of the MGA, where applicable; or
 - ii. if such right to require the Company to sell the Natural Gas Distribution System is either not applicable or has been repealed, require the Company to sell to it the Natural Gas Distribution System. If, upon the expiration of the Agreement, the parties are unable to agree on the price or on any other terms and conditions of the purchase, the unresolved matters will be referred to the Commission for determination.

11) Provision of Detailed Plans and Equipment

- a) Detailed Plans

The Company agrees to provide to the Municipality for the Municipality's purposes

only, the most current set of detailed plan sheets including as-built drawings and specifications showing the locations (excluding depth) and alignments of the Natural Gas Distribution System, excepting service lines and installations on private property, according to the plan sheets in hard copy and in Electronic Format, where available, together with as many prints of the overall Natural Gas Distribution System as the Municipality may reasonably require. These plans and plan sheets will be updated by the Company on at least an annual basis.

The Municipality will, upon reasonable request, provide to the Company any subdivision development plans of the Municipality in hard copy and in Electronic Format, where available. The subdivision development plans are provided to the Company for the sole purpose of assisting the Company in delivering Natural Gas to the Consumer.

b) Provision of Equipment

The Company agrees to provide the Municipality's fire department with the equipment necessary for the operation of curb boxes and service valves. In case of fire, the service valves may be turned off by the fire department if they reach a fire before the Company's representative. The Municipality will notify one of the Company's representatives of fires which may affect the Natural Gas Distribution System and/or the operations thereof as quickly as reasonably possible or, in the event they cannot reach a Company representative, the Municipality will advise the Company's standby personnel of such fires. The Company will ensure its representatives reasonably cooperate with the Municipality in preventing, controlling and investigating fires involving or affecting the Natural Gas Distribution System.

12) Right of First Refusal to Purchase

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of, or purchase the Natural Gas Distribution System within the Municipal Service Area, which the Company is willing to accept, then the Company will promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality will during the next one hundred and twenty (120) days, have the right of first refusal to operate, take control of or purchase the Natural Gas Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.

Notwithstanding the foregoing, in the event the Municipality fails or refuses to exercise its right of first refusal, the Municipality will retain the right to withhold its consent to an assignment of this Agreement in accordance with paragraph 20 below. For the purposes of this paragraph 12, "operate, take control" will not be construed as including the subcontracting by the Company of only some portions of its operations where the Company continues to be responsible for the performance of this entire Agreement;

- b) If the Municipality does not exercise its right of first refusal and the said bona fide offer

the Company is willing to accept does not proceed to closure, the Municipality retains its right of first refusal on any other offer.

- c) This right of first refusal applies where the offer pertains only to the entire Natural Gas Distribution System. The right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal will be of no force and effect and will not apply.
- d) Where the Municipality exercises its rights to purchase the Natural Gas Distribution System from the Company and thereby acquires the Natural Gas Distribution System, the Municipality agrees, should it no longer wish to own the Natural Gas Distribution System within five (5) years after it acquires the said system and the Municipality receives any bona fide offer from an arms-length third party to purchase the Natural Gas Distribution System, which it is willing to accept, then it will promptly give written notice to the Company of the terms and conditions of such offer. The Company will during the next one hundred and twenty (120) days have the first right of refusal to purchase the Natural Gas Distribution System for the same price and upon the same terms and conditions as contained in the said offer.
- e) The Municipality's right of first refusal will not apply where the Company has agreed to transfer the Natural Gas Distribution System to a third party utility company in exchange for certain other assets provided all of the following conditions are met:
 - i. the third party utility can demonstrate to the reasonable satisfaction of the Municipality that it meets the necessary technical and financial requirements to own and operate the Natural Gas Distribution System;
 - ii. the only consideration that will be exchanged between the Company and the third party utility company is the transfer and exchange of assets and monetary consideration limited to a maximum of 49% of the net book value of the Natural Gas Distribution System;
 - iii. there is no adverse impact to the Municipality resulting from the transfer and exchange above referenced as determined by the Commission;
 - iv. the Company and the third party utility company obtain all the requisite regulatory requirements prior to completing the transfer and exchange; and
 - v. full compensation is paid to the Municipality for all reasonable costs including administrative and legal costs incurred by the Municipality in ensuring all of the conditions i) through iv) above are satisfied.

13) Construction and/or Maintenance of Natural Gas Distribution System

a) Municipal Approval

Before undertaking any Major Work, or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the written approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality granted in accordance with this paragraph will be limited to an approval of the location and alignment of the Major Work only, and will not signify approval of the structural design or the ability of the work to perform the function for which it was intended.

Prior to commencing the Work, the Company will obtain such other applicable permits as are required by the Municipality. The Company will notify the Municipality of all Work done within the Municipal Service Area prior to commencing the Work where reasonably practicable. However, only Major Work is subject to a formal approval process.

The Company will obtain prior written approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from municipalities and will illustrate the proposed changes to the Natural Gas Distribution System.

b) Restoration of Municipal Property

The Company agrees when it or any agent employed by it undertakes any Work on any Municipal Property, the Company will complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, and unless otherwise agreed to by the Parties, the Company will forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably.

The Company will, where reasonably practicable and prudent, locate its pipelines and related equipment in lanes and alleys rather than in the streets and main thoroughfares.

The Company further covenants it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both

the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Natural Gas Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company will use commercially reasonable efforts to not interfere with existing Municipal Property and to cause as little damage as possible to the property of others (including the Municipality Property). If the Company causes damage to any existing Municipal Property during the performance of any Work, it will cause such damage to be repaired at its own cost.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company will be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Natural Gas Distribution System are of an urgent nature where the operation or reliability of the Natural Gas Distribution System is materially compromised or potentially materially compromised, the Company will be entitled to conduct such repairs or maintenance as are commercially reasonable without prior notice to the Municipality and, unless otherwise specified by the Municipality, the Company will provide notice to the Municipality as soon as practicable and, in any event, no later than seventy-two (72) hours after the repairs are commenced.

d) Company to Obtain Approvals from Other Utilities

The Company will be solely responsible for locating, or causing to be located, all existing utilities or utility mains, pipes, valves and related facilities in, on or adjacent to the Work site. The Company will notify all other utility operators and ensure utilities and utility mains, pipes, valves and related facilities are staked prior to commencement of construction. Unless the Municipality has staked the location for the utility property, staking will not be deemed to be a representation or warranty by the Municipality the utility or utility property are located as staked. The Municipality will not be responsible for any damage caused by the Company to any utility or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility property. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Revised Plans and Specifications

Following completion of the Major Work, the Company will provide the Municipality

with the revised Plans and Specifications, updated after construction, in Electronic Format, where available and upon request, the Company will provide the Municipality with a hard copy of the materials within three (3) months of the request. The Company will provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph and paragraph 11, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i. advising the Municipality the revised Plans and Specifications are posted to a web- based forum that contains such information; and
- ii. allowing the Municipality access to such web-based forum.

f) Approvals

Where any approvals are required to be obtained from either Party under this paragraph, such approvals will not be unreasonably withheld.

The Company will ensure all Work is performed in accordance with the requirements of all applicable legislation, rules and regulations. The Company will immediately notify the Municipality of any lien, claim of lien or other action of which it has or reasonably should have knowledge, and will cause the same to be removed within thirty (30) days (or such additional time as the Municipality may allow in writing), failing which the Municipality may take such action as it reasonably deems necessary to remove the same and the entire cost thereof will be immediately due and payable by the Company to the Municipality.

14) Responsibilities for Cost of Relocations

- a) Upon receipt of one (1) year's notice from the Municipality, the Company will, at its own expense, relocate to Municipal Property such part of the Natural Gas Distribution System that is located on Municipal Property as may be reasonably required by the Municipality due to planned municipal construction. In order to encourage the orderly development of Municipal facilities and the Natural Gas Distribution System, the Municipality and the Company agree they will meet regularly to:
 - i. review the long-term facility plans of the Municipality and the Company; and
 - ii. determine the time requirements and costs for final design specifications for each relocation. Providing the Municipality is not the developer requesting the relocation for commercial or residential resale to third parties, the Company will bear the expenses of the required relocation.
- b) Notwithstanding the foregoing, the Company will not be required to move any part of the Natural Gas Distribution System after receipt of notice from the Municipality in accordance with this paragraph where:

- i. the Company has illustrated to the satisfaction of the Municipality, acting reasonably, an appropriate Alternative Course of Action is available;
 - ii. the Municipality has provided the Company with its written approval of the Alternative Course of Action (which approval may not be unreasonably withheld by the Municipality); and
 - iii. the Company has provided its written undertaking to carry out the Alternative Course of Action promptly and within a sufficiently short period of time so as to ensure the Municipality will be left with sufficient time to complete the said planned municipal construction within the Intended Time Frame (taking into account any delays which the Municipality may encounter as a result of the Company utilizing the Alternative Course of Action).
- c) For the purposes of this paragraph 14, the term “Alternative Course of Action” will mean any course of action that will enable the Municipality to complete the said Municipal construction and will result in a net cost savings to the Company (taking into account all additional costs incurred by the Company in carrying out the Alternative Course of Action and any additional costs which the Municipality may incur and which the Company will be required to pay in accordance with this paragraph 14 and “Intended Time Frame” will mean the period of time within which the Municipality would have reasonably been able to complete the said Municipal construction if the Company would have relocated the Natural Gas Distribution System in accordance with this paragraph 14.

If the Municipality agrees to permit the Company to utilize an Alternative Course of Action, the Company will pay any and all costs incurred in carrying out the Alternative Course of Action and will pay on demand to the Municipality (on a full indemnity basis) any and all costs incurred by the Municipality:

- i. in conducting a review of the Alternative Course of Action to determine whether the Alternative Course of Action is acceptable to the Municipality;
- ii. in modifying any plans the Municipality may have prepared in respect of the said municipal construction (“Modified Plans”) or in preparing or developing plans and procedures (“Work Around Procedures”) to work around the Natural Gas Distribution System or any improvement, thing, or component utilized by the Company in effecting the Alternative Course of Action; and
- iii. in the course of conducting the said planned municipal construction where such costs would not have been incurred by the Municipality if the Company had relocated the Natural Gas Distribution System in accordance with this paragraph 14 (including any reasonable additional cost the Municipality may incur in completing the said municipal construction in accordance with the Modified Plans or in effecting any Work Around Procedures).

d) The following example illustrates the intended application of the foregoing provisions:

Where:

- i. The Municipality requires the Company to move a Natural Gas line so the Municipality can replace its own sewer lines. The cost of moving the Natural Gas line is \$10,000. The cost of carrying out the replacement of the sewer line after moving the Natural Gas line is \$40,000;
- ii. The Company proposes to simply brace the Natural Gas line (at a cost of \$2,000) and the Municipality, acting reasonably, approves of this as an Alternative Course of Action;
- iii. As a result of having to prepare Modified Plans and to prepare and implement Work Around Procedures to work around the braces, the actual cost incurred by the Municipality in replacing the sewer line is \$45,000 (being a net increase in cost of \$5,000); the Company is required to pay the \$2,000 cost of the bracing together and the additional cost of \$5,000 incurred by the Municipality (resulting in a net savings of \$3,000 to the Company).

In cases of emergency, the Company will take all measures that are commercially reasonable and necessary to ensure public safety with respect to relocating any part of the Natural Gas Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Natural Gas Distribution System or fails to repair or do anything else required by the Company pursuant to this subparagraph without valid justification and in a timely and expeditious manner to the satisfaction of the Municipality's representative, acting reasonably, the Municipality may, but is not obligated to, complete such relocation or repair and the Company will pay the reasonable costs of such relocation or repair forthwith to the Municipality. If the Municipality chooses to complete such relocation or repair the Municipality will ensure such work is completed using the Company's design specifications and standards, as provided by the Company, including the use of good and safe operating practices.

The Municipality is not responsible, either directly or indirectly, for any damage to the equipment which forms part of the Natural Gas Distribution System which may occur during its installation, maintenance or removal by the Company, nor is the Municipality liable to the Company for any losses, claims, charges, damages and expenses whatsoever suffered by the Company including claims for loss of revenue or loss of profits, on account of the actions of the Municipality, its agents or employees, working in, under, over, along, upon and across its highways and rights-of- ways or other Municipal Property other than direct loss or damage to the Company caused by the negligence or willful misconduct of the Municipality, its agents or employees.

In the event the relocation or any part thereof requires the approval of a third party, the Municipality will use reasonable efforts to assist the Company in any negotiation with

such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality will not be responsible for any of the costs of such relocation.

15) Natural Gas Distribution System Expansion

Subject to the Terms and Conditions, and at no cost to the Municipality unless otherwise provided for under the Terms and Conditions, the Company will, on a timely basis, use its best efforts on a commercially reasonable basis to meet the Natural Gas Distribution System expansion requests of the Municipality or a Consumer and provide the requisite facilities for connections for new Consumers to the Natural Gas Distribution System.

16) Increase in Municipal Boundaries

Where the Municipality increases its geographical area, through annexation or amalgamation, as understood under the MGA, by the greater of 640 acres and twenty five (25%) percent of the current area or more, the Municipality will have the option to:

- a) terminate this Agreement provided the Municipality gives notice in writing to the Company of its intention to do so; or
- b) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or amalgamation as understood under the MGA, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

17) Joint Use of Municipal Rights-of-Way

a) Municipal Use

The Municipality will upon written notice to the Company have, for any reasonable municipal purpose, the right to make use of any municipal rights-of-way granted to the Company by the Municipality, provided such use complies with good and safe operating practices, as determined by the Company acting reasonably, applicable legislation, and does not unreasonably interfere with the Company's use thereof, at no charge to the Municipality. The Municipality is responsible for its own costs and any necessary and reasonable costs incurred by the Company including the costs of any alterations that may be required in using municipal rights-of-way.

b) Third Party Use and Notice

If any third party, including other utilities, desire to jointly use the municipal rights-of-way, the Company agrees it will not grant the third party joint use except in accordance with this paragraph, or unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees the following procedure will be used in granting permission to third parties desiring joint use of the municipal rights-of-way:

- i. first, the third party will be directed to approach the Company to initially request conditional approval from the Company to use that part of the municipal rights-of-way it seeks to use;
- ii. second, upon receiving written conditional approval from the Company, the third party will be directed to approach the Municipality to obtain its written approval to jointly use that part of the municipal rights-of-way. As a condition of granting its consent, the Municipality may require such third party enter into an agreement with the Municipality, and such agreement may require such third party pay compensation to the Municipality; and
- iii. third, upon receiving written conditional approval from the Municipality, the third party will be directed to obtain final written approval from the Company to jointly use that part of the municipal rights-of-way. Once a joint use agreement has been entered into between the Company and the third party, it will not be subsequently amended without the written consent of the Municipality (which consent will not be unreasonably withheld).

c) Cooperation

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in encouraging the use of joint trenching and in any negotiations with third parties desiring joint use of any part of the municipal rights-of-way located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, will be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of any portion of the municipal rights-of-way will be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related

regulatory proceeding.

e) **Provision of Agreements**

Upon reasonable request by the Municipality, copies of these agreements will be updated by the Company and provided to the Municipality at no cost to the Municipality.

18) Municipality as a Retailer

The provisions of this Agreement will not in any way restrict the right of the Municipality to become a retailer within the meaning of the GUA.

19) Reciprocal Indemnification and Liability

a) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements), including indemnity from and against any claim, loss, cost, demand and legal or other expense, whether in respect of any lien, encumbrance or otherwise, arising out of any Work performed by or for the Company, which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:

- i. any breach by the Company of any of the provisions of this Agreement; or
- ii. the negligence or willful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.

b) The Municipality will indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:

- i. any breach by the Municipality of any of the provisions of this Agreement; or
- ii. the negligence or willful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, in carrying on the business of the Municipality.

c) Notwithstanding anything to the contrary herein contained, in no event will the

Municipality or the Company be liable under this Agreement, in any way, for any reason, for any indirect, special or consequential damages (including damages for pure economic loss, loss of profits, loss of earnings or loss of contract), howsoever caused or contributed to.

20) Assignment

In the event the Company agrees to sell the Natural Gas Distribution System to a third party purchaser, the Company will comply with paragraph 10 above. In addition, the Company will request the third party purchaser confirm in writing it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Natural Gas Distribution System to a third party purchaser. The Parties will thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of the Agreement, and the compensation payable to the Municipality for all costs including administrative and legal costs relating to providing its written consent to the Assignment ("Municipal Compensation").

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of the Agreement to the third party purchaser. The Company agrees the Municipality may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser if the Municipal Compensation is inadequate or if the third party purchaser fails to covenant, in favour of the Municipality, to perform and observe all of the covenants and obligations of the Company to be performed and observed under this Agreement and otherwise solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of the Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern.

Should the Municipality not reply within the thirty (30) day period, it is agreed the Municipality will be deemed to have consented to the assignment. The Company further agrees when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality will have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company will be entitled to assign this Agreement to an arm's length third party purchaser of the Natural Gas Distribution System without the consent of the Municipality, subject to paying the Municipal Compensation for the assignment, and

having obtained the Commission's approval for the sale of the Natural Gas Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Natural Gas Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement and the payment of the Municipal Compensation for its consent to the Assignment subject to Commission approval, the Company will be released from all its liabilities and obligations thereunder.

The Company will be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's written consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, will provide written notice to the Municipality indicating it will assume all liabilities and obligations of the Company under this Agreement.

Any disputes arising under the operation of this paragraph will be submitted to the Commission for determination.

21) Notices

- a) All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement will be in writing and will be deemed to have been properly given if personally served, sent by registered mail or sent in Electronic Format to the Municipality or to the Company as the case may be, at the addresses set forth below:

To the Company:

ATCO Gas and Pipelines Ltd.
Attention: Vice President, South Operations
5302 Forand Street
Calgary, Alberta
T3E 8B4
Phone: (403) 292-7500

To the Municipality:

Village of Rockyford
Attention: XXXXX
XXXXXXXXXXXXX
XXXX, Alberta, XXX XXX

Phone: (XXX) XXX-XXXX

- b) The date of receipt of any such notice as given above, will be deemed to be as follows:
- i. In the case of personal service, the date of service;
 - ii. In the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, in the event of an interruption of normal mail service, receipt will be deemed to be the seventh (7th) day following the date on which normal service is restored; or
 - iii. In the case of delivery in Electronic Format, the date the notice was actually received by the recipient or, if not a business day, then the next business day.

22) Interruptions or Discontinuance of Delivery Service

Subject to its Delivery Tariff, the Company will use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Natural Gas Distribution Service to any Consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Natural Gas Distribution System;
- b) On account of or to prevent fraud or abuse of the Natural Gas Distribution System;
- c) On account of defective aspects of the Natural Gas Distribution Systems which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where required, under the Terms and Conditions, due to a Consumer's non-payment of Natural Gas bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Natural Gas Distribution Service, it will notify the Municipality in writing as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Natural Gas Distribution Service, the Company will provide notice (in a format acceptable to the Municipality) as soon as is practicable in the circumstances.

23) Dispute Settlement

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree such

dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in paragraphs 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Natural Gas Distribution System as contemplated in paragraphs 10 and 12 hereof, or any other matter within the exclusive jurisdiction of a governmental authority having jurisdiction, will be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties will attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute will be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure.

Each Party will appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators will, together, appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute will be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel will render a decision within twenty (20) business days of the last day of the hearing.

Except, as otherwise expressly provided in this Agreement, the provisions of the *Arbitration Act* (Alberta) (as amended from time to time) will apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company will continue to perform their respective obligations hereunder.

- b) The Company will advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and will advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

24) Application of Water, Gas and Electric Companies Act

This Agreement will be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and*

Electric Companies Act (Alberta), as amended.

25) Force Majeure

If either Party fails to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of “force majeure”, such failure will be deemed not to be a breach of the obligations of such Party hereunder, but such Party will use its best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term “force majeure” will mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the King’s enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority (excluding the Municipality) having jurisdiction, civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances will be deemed not to be an event of “force majeure”.

26) Terms and Conditions

The Terms and Conditions applicable to the Company and approved by the Commission, as revised or amended from time to time by the Commission, will apply to the Municipality. Nothing in this Agreement is intended to supersede the Terms and Conditions.

27) Not Exclusive Against His Majesty

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed the rights, powers and privileges conferred and granted by this Agreement will not be deemed to be exclusive against His Majesty in right of the Province of Alberta.

28) Severability

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any

portion which may, for any reason or to any extent, be declared or held invalid, unenforceable or illegal.

29) Amendments

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to any regulatory approvals required by law.

30) Waiver

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party.

The waiver by a Party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

31) Confidentiality

The Company acknowledges the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

IN WITNESS WHEREOF the Parties hereto have executed these presents as of the day and year first above written.

Municipality

Company

PER: _____
Name
Title

PER: _____
Name
Title

PER: _____
Name
Title

PER: _____
Name
Title

SCHEDULE "A" Core Services

The Company will provide to the Municipality the following basic services as Core Services:

- 1) The Company will deliver Natural Gas to the Consumers in accordance with the Company's Terms and Conditions, the Company's Distribution Tariff, the GUA, any regulations thereto, and any Commission orders and decisions.
- 2) The Company will install all Natural Gas facilities required to provide service to the Consumers in accordance with all applicable regulations, codes, applicable standards and common industry practices.
- 3) As required by legislation, the Company will provide and install all necessary regulators and meters necessary for measuring the Natural Gas supplied to each Consumer.
- 4) The Company agrees to collaborate with the Municipality's emergency response services in an effort to mutually develop emergency response procedures relating to Natural Gas emergencies.
- 5) The Company will provide personnel twenty-four (24) hours a day to investigate and make safe any suspected gas leak inside or outside the Consumer's premises.
- 6) The Company will utilize the services of qualified personnel for designing all Natural Gas facilities to satisfy all applicable regulatory codes and standards, preparing necessary work order plans and monitoring the distribution network pressures to ensure the Company's facilities will satisfy the Consumer's current and future Natural Gas delivery requirements.
- 7) The Company will provide to the Municipality, on request, copies of any and all Natural Gas Distribution Service related written or electronic, where available information or reports required to be filed with the Commission by the Company.
- 8) The Company will provide to the Municipality, upon request and to the extent the information is available, an annual report on the following standards:
 - a) **System Reliability** - will be measured by:
 - i. The number of major outages resulting in a loss of service to Consumers;
 - ii. The number of Consumers affected by each major outage; and
 - iii. The duration of each major outage.
 - b) **Consumer Satisfaction** - will be measured by:
 - i. Company-wide call centre targets and statistics (wait times, abandoned calls, call

volumes, etc.); and

ii. any Consumer complaints received by the Commission.

c) **Public Safety** - will be measured by:

- i. the number of customer injuries and/or damages due to Natural Gas Distribution System failure;
- ii. the number of line hits per total locates completed;
- iii. the number of line hits as a result of inaccurate locates;
- iv. the percentage of the area of the Municipality surveyed for leaks and yearly cathodic protection measures;
- v. the number and nature of calls received from the Municipality and any of its Municipal agencies (including fire department, police department etc.) regarding the Natural Gas Distribution System.

9) Once per year, upon request and subject to any applicable privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting or restricting such disclosure, the Company will provide to the Municipality:

- a) The total number of sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
- b) The total gigajoules (GJ) of Natural Gas consumed by Consumers billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
- c) The franchise fee revenue billed to Consumers within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two(2) years;
- d) Where the Municipality is the customer of record and the Municipality provides a list of those sites to the Company on the form provided by the Company:
 - i. The total number of those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
 - ii. The total gigajoules (GJ) of Natural Gas at those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
 - iii. The franchise fee revenue billed to those sites within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years; and

c) Such other information as may be agreed upon by the Parties from time to time.

Where privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting such disclosure prevent the Company from providing the information above, the Company will make reasonable attempts to aggregate the information so as to comply with the applicable rules. The Company will not be obligated to provide such aggregated information if it believes such aggregation will not allow the Company to comply with the applicable rules.

- 10) Upon request by either Party, the Company will meet with the Municipality. Through a mutual exchange of information the Company will keep the Municipality apprised of the Company's construction and upgrading programs planned for the Municipal Service Area and the Municipality will advise the Company of any issues or plans relating to, or potentially impacting, the Natural Gas Distribution System.

SCHEDULE "B" Extra Services

Nothing in this Agreement precludes the Parties from contracting for Extra Services outside the provisions of this Agreement. In the event the Parties do elect to contract for the provision of Extra Services within the provisions of this Agreement and unless otherwise agreed upon by the Parties, nothing in this Agreement will preclude the Company from sub-contracting with third parties for the provision of Extra Services.

Subject to Commission approval, as may be required, any payments from the Municipality to the Company for Extra Services, if agreed to by the Municipality, may be deducted from the Franchise Fee collected from Consumers and otherwise remitted to the Municipality pursuant to paragraph 5 of this Agreement. The timing and quantum of such payments will be as agreed upon by the Parties and set forth in (insert paragraph number from Schedule B) of this Schedule.

ATCO GAS AND PIPELINES LTD.
Historic and Forecast Franchise Fee and Property Tax Information for the Village of Rockyford

Historic Information

	2020	2021	2022	2023	2024	Five Year Average
Franchise Fees - Current Method 30% Method A/A&P	\$30,821	\$30,892	\$38,788	\$34,635	\$36,339	\$34,295
Annual Franchise Fees - Average Residential Customer Using 105 GJ's per Year	\$144,51	\$162,83	\$179,45	\$157,14	\$169,82	\$160,75
Franchise Fee Percentage	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
Company Delivery Revenue	\$102,729	\$102,865	\$128,942	\$113,581	\$120,431	\$120,431

Forecast Information

Franchise Fee Method "A" %	Forecast 2025 Annual Franchise Fee Total (\$)		Municipal Income Estimated 2025 Property Tax Total (\$)		Impact on Average Residential Customer				Forecast 2025 Company Average Residential Delivery Revenue (105 GJ's/yr) (\$)
	Forecast 2025 Annual Franchise Fee Total (\$)	Estimated 2025 Annual Fee+Tax Total (\$)	Forecast 2025 Annual Franchise Fee Average Residential (\$)	Estimated 2025 Annual Property Tax Average Residential (\$)	Forecast 2025 Annual Franchise Fee Average Residential (\$)	Estimated 2025 Annual Fee+Tax Average Residential (\$)	Estimated 2025 Annual Property Tax Average Residential (\$)	Estimated 2025 Annual Fee+Tax Average Residential (\$)	Forecast 2025 Company Average Residential Delivery Revenue (105 GJ's/yr) (\$)
5.00%	\$6,142	\$9,331	\$3,189	\$3,189	\$28.20	\$42.84	\$14.64	\$42.84	\$122,836
10.00%	\$12,284	\$15,473	\$3,189	\$3,189	\$56.40	\$71.04	\$14.64	\$71.04	\$122,836
15.00%	\$18,425	\$21,615	\$3,189	\$3,189	\$84.60	\$99.24	\$14.64	\$99.24	\$122,836
20.00%	\$24,567	\$27,756	\$3,189	\$3,189	\$112.80	\$127.44	\$14.64	\$127.44	\$122,836
25.00%	\$30,709	\$33,898	\$3,189	\$3,189	\$141.00	\$155.64	\$14.64	\$155.64	\$122,836
35.00%	\$42,993	\$46,182	\$3,189	\$3,189	\$197.39	\$212.03	\$14.64	\$212.03	\$122,836

Estimated Property Tax Percent 2.60%

Method "A" franchise fee percent is applied to Company Delivery Revenue.

REQUEST FOR DECISION



Subject: Human Resources Policy Manual Review, PM041-PM045

Prepared By: Lori Miller

Council Meeting Date: March 12, 2025

Agenda Item: 8D.

Background: The Human Resources Policy Manual was last reviewed February 10, 2021. The manual includes policy numbers 041-045. As it is now four years since the policy manual was last reviewed it is prudent to review it to make sure that everything is up to date and relevant.

Options: 1. Council can review the policy manual and approve it with a review date of 2027.

2. Council can review the policy manual and direct Administration to verify any items that they feel may need to be changed or updated.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council reviews the Human Resources Policy Manual and approves it with a review date of 2027.



VILLAGE OF ROCKYFORD

Human Resources
Policy Manual

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Village of Rockyford
Human Resources Policies

Approved by Council	Date Feb. 10/21	Policy No. PM 041 -Overtime Reference: RES 027-2021
Policy Type: Admin	Title: Overtime	
Review date:	2022	

Policy Statement

The Village of Rockyford recognizes that circumstances sometimes arise where overtime is required.

Any overtime hours are to be approved by the CAO prior to being incurred. Overtime will only be approved in circumstances that are out of the ordinary and where the work is of an emergent nature.

Overtime will be paid at the rate of 1.5 times the regular wage.

Approved by Council	Date Feb 10/21	Policy No. PM 042-Vacation/Sick Leave Reference: RES 027-2021
Policy Type: Admin	Title: Vacation/Sick Leave	
Review date:	2022	

Policy Statement

The Village of Rockyford recognizes that the health and well-being of employees is crucial to the performance of the employees and the operations of the Village.

Sickness and Accident

- a) Full-time employees gain one sick day per month up to a maximum of 12 accumulated sick days per calendar year. Part-time employees (three days per week) gain a portion of a day each month, equal to 4.2 hours.
- b) Employees must use a sick day or a partial sick day for medical and dental appointments.
- c) No sick days will be earned while employees are off work due to sickness, or as a result of an injury (on sick leave or in receipt of workers' compensation benefits)
- d) An employee may use up to two (2) days per month of their own accumulated sick days if their child or children are sick and the employee must stay home with them. The employee is required to differentiate between days used as a result of his or her own illness and those used as a result of a child's illness.
- e) If after two (2) days the child is still sick and the parent must continue to stay home with the child, the employee will be required to use accumulated vacation time, not sick days for the remaining days taken.
- f) Sick days over one (1) work week (5 consecutive days) must be accompanied by a doctor's certificate.
- g) Any permanent full-time employee will receive regular pay for four (4) days bereavement leave for a member of their immediate family and one (1) day of regular pay for a relative. Immediate family shall be defined as : father, mother, (in-law); brother, sister (in-law); grandparents; spouse/significant other; children, stepchildren, and grandchildren.
- h) Requests for leave, with or without pay, for any other reason will be referred to the CAO. For random leave, a forty-eight (48) hour notice for time off must be approved by the CAO.
- i) Employees who are volunteer firefighters are deemed to be performing a community service and therefore are permitted to leave work to fulfill emergency/firefighting duties without any loss of wages.
- j) Military leave will be granted/followed as per the guidelines set out by the Federal Government.

Approved by Council	Date Feb 10/21	Policy No. PM 042-Vacation/Sick Leave cont'd Reference: RES 027-2021
Policy Type: Admin	Title: Vacation/Sick Leave	
Review date:	2022	

Vacation Time

- a) All permanent full-time employees shall be entitled to an annual paid vacation.
- b) All part-time or temporary employees shall be paid vacation pay on each pay cheque in accordance with Employment Standards of Alberta.
- c) All employees that have vacation time shall take their vacation during the applicable vacation year unless otherwise authorized by a resolution or motion of Council.
- d) If an employee does not voluntarily use up their vacation entitlement and does not indicate that the remaining entitlement will be used by the end of the current year, then subject to paragraph (c), Council or Administration may designate the timing and duration of the vacation period or provide the appropriate compensation.
- e) For purposes of determining the length of the annual vacation, the anniversary date of any permanent full-time employee is their date of hire. The accumulation of vacation time shall be in accordance with Employment Standards of Alberta regulations or as outlined in the employee's contract or as agreed to by Council.

General Holidays

The following General Holidays will be recognized:

- a) New Year's Day
- b) Family Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Heritage Day
- h) Labour Day
- i) Thanksgiving Day
- j) Remembrance Day
- k) Christmas Day
- l) Boxing Day

Pay for these holidays will be in accordance with Employment Standards of Alberta.

Approved by Council	Date Feb 10/21	Policy No. PM 043- Confidential Information Reference: RES 027-2021
Policy Type: Admin	Title: Confidential Information	
Review date:	2022	

Policy Statement

The Village of Rockyford's confidential business is a vital asset in the operation of its business. Therefore, it is important to safeguard this information.

Policy

Information about the Village of Rockyford's operations, processes, assets, plans, human resources, and general business affairs is considered to be owned by the Village of Rockyford and is to be treated as the Village's property.

Employees must not disclose confidential information or conduct themselves in a way that would jeopardize the safety or security of information, whether the information is proprietary or confidential to the Village or its customers.

Confidential information may not be given or released without proper authority to anyone who is either not employed by the Village of Rockyford or to an employee of the Village who has no need for such information. Confidential information gained in the course of employment with the Village may not be used for the personal benefit of any Village of Rockyford employee.

An employee will hold and keep in confidence all confidential information and no communicate to unauthorized third parties or make unauthorized copies of or use of any confidential information of the Village of Rockyford or its employees and/or its customers.

An employee will not directly or indirectly access, use or disclose confidential information for any purpose whatsoever other than in the performance of the authorized employee's duties. This also includes the employee not disclosing to anyone else, during or following the conclusion of his/her employment, any confidential or proprietary information or material relating to the operations or business of the Village of Rockyford.

Employees will be required to subscribe to an oath of confidentiality and will be expected to maintain the conditions of the oath. Disclosure of personal or confidential information will be considered a breach of confidentiality and may result in discipline up to and including termination.

Approved by Council	Date Feb 10/21	Policy No. PM 043- Confidential Information cont'd Reference: RES 027-2021
Policy Type: Admin	Title: Confidential Information	
Review date:	2022	

Definitions

Confidential information includes but is not limited to the following types of information or material:

- a) corporate information, including business plans, tactics, systems, processes, procedures, sales policies and any litigation or negotiations.
- b) information concerning clients or customers, potential or prospective clients or customers, suppliers, investors, or lenders, including but not limited to contact information and account information.
- c) information concerning ratepayers, including indebtedness, financial arrangements, property account information.
- d) information received as a result of being an employee of the Village of Rockyford.
- e) financial information, including cost and performance data, debt arrangements, equity structure, investments and holdings, and operational information.
- f) human resources/personnel information, including personnel lists, resumes, personnel data, and performance evaluations.

Approved by Council	Date Feb 10/21	Policy No. PM 044- Drugs & Alcohol in the Workplace Reference: RES 027-2021
Policy Type: Admin	Title: Drugs & Alcohol in the Workplace	
Review date:	2022	

Policy Statement

The Village of Rockyford is committed to ensuring the health and safety of its employees, contractors and the public at large. The Village recognizes and accepts that responsibility to provide its employees with a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors, and the public at large.

Treatment and Accommodation

Any employee suffering from a drug or alcohol dependence is **required** to disclose the dependence to the employee’s immediate supervisor. The Village recognizes its responsibility to assist and accommodate employees suffering from a drug or alcohol dependence to the extent reasonably possible without suffering undue hardship. The Village will take the utmost precautions to protect the employee’s confidentiality given the sensitive nature of the issue.

Further, employees who are concerned that a fellow employee may be suffering from drug or alcohol dependence are strongly encouraged to report their concerns to the employee’s immediate supervisor. While the Village will make its best efforts to protect employees’ confidentiality when a concern is reported, it may be necessary for the Village to disclose certain information, including but not limited to the identity of the reporting employee, to the employee in question in order to properly investigate concerns.

Prohibitions

During an employee’s working hours, whether on Village premises or while conducting employment-related activities off Village premises, including during meal periods, scheduled breaks, and on-call shifts, no employee shall:

- 1) use, consume, possess, distribute, sell or be under the influence of illicit drugs;
- 2) use, consume, possess, distribute, sell of be under the influence of restricted drugs;

- 3) consume, ingest, or otherwise be under the influence of alcohol, unless authorized by the Village for a specific limited purpose; or

Approved by Council	Date Feb 10/21	Policy No. PM 044- Drugs & Alcohol in the Workplace cont'd Reference: RES 027-2021
Policy Type: Admin	Title: Drugs & Alcohol in the Workplace	
Review date:	2022	

- 4) consume, ingest, use or inhale any other intoxicants, controlled or uncontrolled substances.

An employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale illicit drugs, restricted drugs, or other intoxicants while in care and control of or responsible for any Village vehicle or equipment, or while using the employee's vehicle for work-related purposes.

If an employee is called back after regular hours to perform work-related duties and has been consuming alcohol or using drugs or other intoxicants, it is the employee's responsibility to:

- 1) ensure that he or she does not operate a motor vehicle while under the influence of alcohol, illicit drugs, restricted drugs, or medication, if impairment has resulted;
- 2) notify the employee's supervisor of the circumstances immediately; and
- 3) obtain assistance from a responsible employee who is not under the influence of alcohol, drugs, or intoxicants to perform the required task(s).

The legal use of medication in compliance with physician directions is permitted at work only if it does not impair the employee's ability to perform his or her work effectively and in a safe manner. Employees are required to disclose to their immediate supervisor the use of medication which may affect their work performance or the safe execution of their duties.

The Village may require medical authorization from a qualified medical practitioner for the use of medication at work which carries the potential for impairment. Such authorization should include dosage level, frequency and any expected level of impairment. The Village is committed to accommodating an employee's necessary use of medication to the extent reasonably possible without suffering undue hardship.

Reasonable Suspicion of Impairment

For the purposes of this policy, an employee may be subject to disciplinary action as set out in this policy where at least 2 people from the organization form a reasonable suspicion of impairment which may result in the employee being unfit for work. A

reasonable suspicion of impairment may be based on, but not limited to, personal observations of the following:

Approved by Council	Date Feb 10/21	Policy No. PM 044- Drugs & Alcohol in the Workplace cont' d Reference: RES 027-2021
Policy Type: Admin	Title: Drugs & Alcohol in the Workplace	
Review date:	2022	

- 1) observed use or evidence of use of drugs or alcohol (e.g. smell of alcohol);
- 2) erratic or atypical behaviour of the employee;
- 3) changes in physical appearance of the employee;
- 4) changes in the behaviour of the employee;
- 5) changes in speech patterns of the employee
- 6) discovery of drugs, inclusive of medication capable of causing impairment, alcohol, intoxicants, or related paraphernalia found in locations in which an employee has sole or primary access, including employees' lockers or assigned vehicles; or
- 7) following a serious incident or accident where the possibility of drug or alcohol impairment cannot be easily ruled out from review of the circumstances, including a "significant incident" as defined by Occupational Health and Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (a near miss)

Supervisors/managers are responsible for documenting such observations. Further, where they believe an employee is unfit to be at the workplace, supervisors/managers are authorized to take immediate action to ensure the safety of the employee and other employees present in the workplace, including but not limited to providing a responsible person to escort the employee home.

Discipline and Post Violation Return to Duty

The Village views the rules contained in this Policy to be of the utmost importance. This is a zero-tolerance policy, and any deviation from the above terms will result in disciplinary action that may include immediate termination. All employees will be provided a copy of this Policy as notification that any resulting dismissal will be considered a "dismissal for just cause" and not subject to notice or pay in lieu of notice.

As indicated above, any employee suffering from a Drug or Alcohol dependence is required to disclose the addiction, and the Village recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an employee neglects or refuses to disclose a Drug or Alcohol dependence to the Village in violation of this Policy, the Village will be forced to deal with breaches of this Policy based on the understanding that the employee is not suffering from a Drug or Alcohol dependence, but has simply disregarded the Policy, in which case immediate and strict disciplinary action

will be taken. Further, failure to disclose a Drug or Alcohol dependence is a violation of this Policy.

Approved by Council	Date Feb 10/21	Policy No. PM 044- Drugs & Alcohol in the Workplace cont'd Reference: RES 027-2021
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Any employee violating this Policy who is subsequently authorized and accepted by the employer to return to the workplace shall receive a Return-to-Work Letter outlining the conditions of the return to the workplace which will normally include (without limiting the generality of the foregoing) the following:

- 1) Requirement to continue treatment, counselling and assistance programs or procedures recommended by the employee's advising physician or addiction counsellor;
- 2) Express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during working hours following a return to the workplace;
- 3) Requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or to others;
- 4) Requirement to provide reasonable regular updates from the employee's physician or addiction counsellor that the employee continues to follow recommended treatment programs and continues to be fit for duty without danger to themselves or others;
- 5) An express warning to the employee that future violations of the Policy will lead to further discipline and serious consideration of immediate termination for just cause.
- 6) A request to complete a return-to-work test. Further random, unannounced return-to-work testing may be required for up to one year after the employee returns to work.

Approved by Council	Date Feb 10/21	Policy No. PM 045- Respectful Workplace and Harassment Protection Reference: RES 027-2021
Policy Type: Admin	Title: Respectful Workplace and Harassment Protection	
Review date:	2022	

Policy Statement

The Village of Rockyford is committed to working in collaboration with its employees, contractors, customers and the community to create a respectful workplace without harassment.

The Village of Rockyford will promote and maintain a common understanding of the expectations and behaviours considered appropriate and inappropriate in the work environment, and in the delivery of Village services.

All employees, contractors, suppliers, and customers are to be treated with respect, honesty and dignity, and protected from harassment. Behaviour and/or situations that run contrary to such treatment will not be tolerated.

Definitions

“Harassment” occurs when someone is subjected to unwelcome verbal or physical conduct. It is a form of discrimination that is prohibited in Alberta under the *Alberta Human Rights Act* if it is based on one or more of the following protected grounds: race, religious beliefs, colour, gender, physical or mental ability, age, ancestry, place of origin, marital status and sexual orientation.

Examples of harassment that will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee’s race, religions beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

The Village of Rockyford will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

“Sexual Harassment” is a prohibited form of discrimination in Alberta on the grounds of gender. It is a special kind of workplace harassment involving conduct of a sexual nature that is likely to cause offence or humiliation to an employee, or that might be perceived as placing a condition of a sexual nature on employment.

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Sexual harassment can be expressed in many ways, from very subtle to very obvious, through any of the following: suggestive remarks, sexual jokes or compromising invitations; verbal abuse; visual display of suggestive images; leering or whistling; patting, rubbing or other unwanted physical contact; outright demands for sexual favours; physical/sexual assault.

“Harassment” is defined in the OH&S legislation and specifically Bill 30 as any single incident or repeated incidents of objectionable or unwelcome conduct. Comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:

- 1) Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- 2) Sexual solicitation or advance,
- 3) But excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Workplace harassment is behaviour intended to intimidate, offend, degrade or humiliate a particular person or group.

Harassing behaviour can include:

- 1) Unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls spreading rumours);
- 2) Deliberate misgendering (e.g. referring to a person using terms or pronouns that do not align with the person’s affirmed gender);
- 3) Physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling);
- 4) Exclusion or isolation of individuals;
- 5) Intimidation (e.g. standing too close or making inappropriate gestures/comments);
- 6) Cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or e-mail);
- 7) Deliberately setting the individual up to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with work);
- 8) Intentionally withholding information or giving the wrong information;

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- 9) Taking away work or responsibility without cause; and
- 10) Displaying or circulating offensive pictures or materials in print or electronic form.

“Abuse of Authority” is where an individual improperly uses the power and authority inherent in a position to endanger an employee’s job or in any way interfere with or influence an employee’s career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate.

The delivery of constructive feedback to an employee on his or her performance does not constitute an abuse of authority.

Responsibilities

Supervisors will take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

Supervisors also have a responsibility to promptly investigate an allegation of discrimination. If an allegation is substantiated, appropriate action, including disciplinary action, must be taken to stop the discrimination.

Procedure for Employees

- 1) If it is possible, tell the harasser that their behaviour is unwelcome and ask them to stop.
- 2) Keep a record of incidents (e.g. dates, times, locations, possible witnesses, what happened and your response). You do not have to have a record of events in order to make a complaint, however a record can strengthen your case and help you remember details over time.
- 3) Make a complaint (assuming that you have asked the harasser to stop the behaviour, and the harassment continues) by reporting the problem to your supervisor.

Approved by Council	Date Feb 10/21	Policy No. PM 045- Respectful Workplace and Harassment Protection cont'd Reference: RES 027-2021
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Dealing with the Complaint (Supervisor)

- 1) Once a complaint is received, it must be kept strictly confidential. An investigation must be undertaken immediately, and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.
- 2) Both the complainant and the alleged harasser will be interviewed along with other individuals who may be able to provide relevant information. All information will be kept in confidence.
- 3) If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.
- 4) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
- 5) Regardless of the outcome of a harassment complaint made in good faith, there will be protection from any form of retaliation for the employee lodging the complaint, as well as anyone providing information (e.g. co-workers or supervisors). This includes dismissal or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

REQUEST FOR DECISION



Subject: Collaboration Meeting Review/Discussion

Prepared By: Lori Miller

Council Meeting Date: March 12, 2025

Agenda Item: 8E.

Background: Members of Council recently attended a collaboration meeting with the Town of Strathmore, Village of Hussar and Village of Standard. Council needs to discuss ways they would like to collaborate with the others and make a resolution in order to move forward at the next meeting which is scheduled to take place near the end of the month.

Options: 1. Council can discuss items that they would like to collaborate on and make one or more motions regarding the items discussed.

Financial Implications: N/A

Communication: N/A

Recommendation: That Council discusses collaboration ideas and makes one or more motions regarding the items.

REQUEST FOR DECISION



Subject: Operating Budget 2025

Prepared By: Lori Miller

Council Meeting Date: March 13, 2025

Agenda Item: 8F.

Background: A yearly operating budget must be passed by Council per MGA , RSA2000, C-M26, Sec. 242. This is the second draft of the budget that I am presenting for review and discussion.

If the budget is not passed tonight, we will need to increase the interim budget as there is only \$30,000 available to continue paying invoices and staff.

Options: 1. Council can discuss the operating budget presented and direct Administration to make any changes they see fit.

2. Council can discuss the operating budget presented and make a motion to approve the budget as presented.

Financial Implications:

Communication: N/A

Recommendation: That Council discuss the operating budget and approve as presented.

ACCT #	DESCRIPTION	NOTES	2022			2026			2025			ACTUALS	2024	
			BUDGET			BUDGET			BUDGET				12/31/2024	BUDGET - 3% tax increase
2-11-00-104	Council C/P		(500.00)			(500.00)			(500.00)		(242.09)	(500.00)		
2-11-00-151	Council Meeting Fees		(15000.00)			(15000.00)			(14500.00)		(14275.00)	(20500.00)		
2-11-00-200	Cards/Gifts		(1500.00)			(1500.00)			(1500.00)		(1728.18)	(750.00)		
2-11-00-211	Mileage & Subsistence		(8500.00)			(8000.00)			(7500.00)		(7211.08)	(7000.00)		
2-11-00-510	Council Lunches		(1250.00)			(1000.00)			(750.00)		(260.00)	(1500.00)		
	SURPLUS/DEFICIT		(26750.00)			(26,000.00)			(24,750.00)		(23,716.35)	(30,250.00)		
ADMINISTRATION														
1-12-00-410	Sale of Services/Goods		1200.00			1200.00			1200.00		1110.35	1750.00		
1-12-00-590	Admin Fee-H.O.Refund/Other	ending Semester/Reserv - Refr fee	5000.00			5000.00			5000.00		5257.54	5000.00		
1-12-00-990	Admin - Misc Grants		6200.00			6,200.00			6,200.00		6,367.89	6,750.00		
2-12-00-100	Admin Payroll	includes 1.5% colla	(102,485.00)			(99,500.00)			(96,000.00)		(81,576.19)	(95,500.00)		
2-12-00-101	Admin C/P, EI		(4400.00)			(4200.00)			(4000.00)		(3706.50)	(4000.00)		
2-12-00-102	Admin Benefits	5% increase	(16000.00)			(15000.00)			(14000.00)		(13,965.12)	(13,000.00)		
2-12-00-200	Admin. Contract Services	Website cost increase	(3000.00)			(2500.00)			(2000.00)		(1,218.30)	(2,400.00)		
2-12-00-211	AdminMileage & Subsistence	includes Courses	(6000.00)			(5000.00)			(5000.00)		(3,868.15)	(5,500.00)		
2-12-00-215	Phone, Fax and Internet		(3750.00)			(3500.00)			(3250.00)		(3,042.60)	(3,500.00)		
2-12-00-218	-Postage		(800.00)			(800.00)			(800.00)		(874.00)	(1,100.00)		
2-12-00-220	-Memberships		(2500.00)			(2,250.00)			(2,000.00)		(1,940.97)	(1,700.00)		
2-12-00-223	-Land Titles		(100.00)			(100.00)			(100.00)		(30.60)	(100.00)		
2-12-00-225	-Advertising		(500.00)			(500.00)			(500.00)		(130.00)	(500.00)		
2-12-00-230	-Auditor		(34000.00)			(31000.00)			(28000.00)		(26,765.53)	(35,000.00)		
	-Assessor		(6500.00)			(6000.00)			(5500.00)		(5,034.47)	(5,300.00)		
	-Legal/Appraisal	Khoor/WPF	(3000.00)			(2500.00)			(2000.00)		(1,110.00)	(4,000.00)		
	-Albeta 1st Call		(120.00)			(110.00)			(110.00)		(105.00)	(105.00)		
2-12-00-240	-Election		(2000.00)			(2000.00)			(2000.00)		(588.32)	(4,700.00)		
2-12-00-250	Equipment R&M - Contracts	Munsoft/Microsoft License/Royal Control	(7000.00)			(6000.00)			(5500.00)		(1,242.61)	(1,750.00)		
	-Copier Contract	Tobias	(1850.00)			(1,750.00)			(1500.00)		(378.63)	(4,500.00)		
2-12-00-251	Building R & M		(5000.00)			(4,500.00)			(4,000.00)		(9650.00)	(9,650.00)		
2-12-00-274	-Liability Insurance	actual	(11000.00)			(10,500.00)			(10,074.00)		(4,070.26)	(3,500.00)		
2-12-00-275	-WCB Insurance	actual	(5100.00)			(4,900.00)			(4,742.50)		(1,168.85)	(2,200.00)		
2-12-00-510	Supplies		(2000.00)			(1,800.00)			(1,300.00)		(2,900.09)	(3,200.00)		
2-12-00-540	Utilities - Power & Gas		(3400.00)			(3,200.00)			(3,000.00)		(2,015.23)	(1,550.00)		
2-12-00-541	Water/ Sewer		(2300.00)			(2,200.00)			(2,100.00)		(2,08.26)	(300.00)		
2-12-00-542	Carbon Levy		(300.00)			(275.00)			(250.00)		(1136.53)	(1,250.00)		
2-12-00-810	Bank Service Charges		(1600.00)			(1,400.00)			(1,250.00)		(166.21)	(1,250.00)		
2-12-00-990	Misc. [gifts, etc.]		(222,905.00)			(209,685.00)			(199,176.50)		(169,017.42)	(204,305.00)		
	SURPLUS/DEFICIT		(216,705.00)			(203,485.00)			(192,976.50)		(162,649.53)	(197,555.00)		
FIRE														
1-23-00-590	RRRA Cost Sharing	50% of expenses to be paid by RRRA-015									35608.33	51175.50		
1-23-00-590	RRRA for added expenses		75429.50			69304.50			63176.50		24000.00	24000.00		
1-23-00-550	Transfer from Fire Dept	Rockford Fire Rescue									1000.00			

ACCT #	DESCRIPTION	NOTES	2027 BUDGET	2026 BUDGET	2025 BUDGET	12/31/2024 ACTUAL	2024 BUDGET
2-32-00-832	-Principal	ACTUAL	0.00	(15603.53)	(29,429.79)	(28079.59)	(26791.35)
			(49950.00)	\$(64,419.40)	\$(79,080.06)	\$(81,634.21)	\$(71,052.06)
	SURPLUS(DEFICIT)		\$(49950.00)	\$(64,419.40)	\$(79,080.06)	\$(81,634.21)	\$(71,052.06)
DRAINAGE							
2-37-00-200	Drainage Contracted Services						
2-37-00-250	Drainage Equip-R & M						
2-37-00-510	Drainage Supplies						
2-37-00-540	Utilities -Power		0.00	0.00	(200.00)	(947.99)	(1050.00)
	SURPLUS(DEFICIT)		0.00	-	(200.00)	(947.99)	(1,050.00)
WATER SUPPLY & DISTRIBUTION							
2-41-00-400	Sale of Water	4% + flat rate increase to cover sewer line	178394.97	173199.65	195361.45	163257.53	180000.00
2-41-00-401	Bulk Water	2% increase	54105.90	52530.00	51000.00	49432.72	43483.59
1-41-00-990	Levy (Debtenture)		232500.87	225729.65	246361.45	212,690.25	223,483.59
2-41-00-218	Freight/Courier						
2-41-00-220	Municipal Contribution		(286549.16)	(295145.63)	(304000.00)	(324549.80)	(322739.26)
2-41-00-230	Bulk Water Costs		(13000.00)	(12000.00)	(11000.00)	(11947.39)	(10000.00)
2-41-00-250	R&M -Waterlines		(19000.00)	(18500.00)	(18000.00)	(26559.77)	(18500.00)
2-41-00-274	Insurance	ACTUAL	(16000.00)	(15500.00)	(14996.00)	(11591.00)	(11591.00)
2-41-00-520	Equipment Repair & Maint.		(2500.00)	(2250.00)	(1500.00)	(1288.72)	(10000.00)
2-41-00-540	Utilities - Power & Gas		(15500.00)	(15000.00)	(14000.00)	(13413.06)	(13000.00)
2-41-00-542	Carbon Levy		(2000.00)	(1850.00)	(1650.00)	(1571.83)	(1700.00)
			(354549.16)	\$(360,245.63)	\$(365,146.00)	\$(390,921.57)	\$(387,530.26)
	SURPLUS(DEFICIT)		\$(122,048.29)	\$(134,515.98)	\$(118,784.55)	\$(178,231.32)	\$(164,046.67)
SEWER							
1-42-00-410	Debtenture Collected		23057.50	23057.50	23057.50	23652.61	23626.20
	Sale of Sewer Service		33978.53	32988.86	32028.02	54710.70	54650.77
			57036.03	56,046.36	55,085.52	78,363.31	78,276.97
2-42-00-215	Telephone - Lift Station		(1000.00)	(950.00)	(950.00)	(907.68)	(950.00)
2-42-00-250	R&M -Sewer Line		(3500.00)	(3000.00)	(2500.00)	(900.13)	(4000.00)
	- Flushing Lines		(4500.00)	(4000.00)	(4000.00)	(3392.55)	(4000.00)
2-42-00-274	Insurance	ACTUAL	(700.00)	(650.00)	(634.00)	(614.00)	(614.00)
2-42-00-520	Equipment R & M		(1000.00)	(1000.00)	(1000.00)	(1659.64)	(1200.00)
2-42-00-540	Utilities - Power & Gas		(1900.00)	(1800.00)	(1700.00)	(10323.85)	(10720.77)
2-42-00-831	Debtenture -Interest		(9914.14)	(9914.14)	(9914.14)	(12733.65)	(12336.73)
2-42-00-832	Debtenture -Principal Dec 2042		(13143.36)	(13143.36)	(13143.36)		
			(35657.50)	\$(34,457.50)	\$(33,841.50)	\$(30,531.50)	\$(34,821.50)
	SURPLUS(DEFICIT)		21378.53	21,588.86	21,244.02	47,831.81	43,455.47
GARBAGE COLLECTION & DISPOSAL							
1-43-00-410	Garbage Site Main. Fee	2% increase	44516.60	43220.86	41962.77	40740.55	40750.10
1-43-00-411	Fees - Lig Item & Burn Pit						
1-43-00-990	Misc.						

ACCT #	DESCRIPTION	NOTES	2022 BUDGET	2026 BUDGET	2025 BUDGET	12/31/2024 ACTUAL		
	SURPLUS(DEFICIT)		(1,700.00)	(1,700.00)	(1,400.00)	\$	(1,250.00)	\$ (2,700.00)
PRAIRIE RIDGE PARK								
1-63-00-560	PRP Lease Revenue	Library rent Amos - \$3000 reimbursed cost/purchase					46000.00	7000.00
		Pickle Ball/Gym Revenue					1650.00	1350.00
		Playground @50 X 10 mos					500.00	500.00
		Xplornet Tower Lease	6000.00	6000.00	6000.00		6000.00	6000.00
			6000.00	6,000.00	6,150.00	\$	54,150.00	\$ 14,850.00
2-63-00-251	PRP Building Repairs & Maint.				(500.00)		(2233.56)	(2500.00)
2-63-00-274	PRP Insurance	<i>actual</i>			(721.00)		(700.00)	(700.00)
2-63-00-540	PRP Utilities - Power & Gas				(11000.00)		(19404.11)	(15000.00)
2-63-00-541	PRP Water/Sewer				(450.00)		(1631.52)	(850.00)
2-63-00-542	Carbon Levy				(3000.00)		(4992.09)	(5000.00)
					(15,671.00)	\$	(28,961.28)	(24,050.00)
	SURPLUS(DEFICIT)		6000.00	6,000.00	(9,521.00)	\$	25,188.72	(9,200.00)
RECREATION BOARD								
1-71-00-990	Other Revenue-Recreation							
2-71-00-990	Fireworks		(4000.00)	(3500.00)	(3500.00)		(3000.00)	(3000.00)
	Donations							
	SURPLUS(DEFICIT)		(4000.00)	(3,500.00)	(3,500.00)	\$	(3,000.00)	(3,000.00)
RECREATION, PARKS, FACILITIES & PROGRAMS								
1-72-00-590	Own Sources:							
1-72-00-590	Camping revenue		88700.00	85100.00	81500.00		77971.80	75000.00
1-72-00-840	Canada Summer Job Grant		4200.00	4200.00	4200.00		2100.00	2625.00
	Donations - Centennial		92900.00	89,300.00	85,700.00	\$	80,071.80	77,625.00
2-72-00-100	Summer Student Wages	<i>includes payroll deductions</i>	(14000.00)	(14000.00)	(14000.00)		(6998.83)	(8200.00)
2-72-00-225	Campground Advertising	<i>AB Hotel & lodging/cubovane gifts</i>	(1200.00)	(1200.00)	(950.00)		(1225.70)	(500.00)
2-72-00-510	Campground Supplies		(1200.00)	(1100.00)	(1000.00)		(937.19)	(1800.00)
2-72-00-540	Campground Utilities +Power/Gas/Water		(29500.00)	(28500.00)	(27000.00)		(26862.75)	(23000.00)
2-72-00-590	Campground Repairs		(2500.00)	(2300.00)	(2100.00)		(5935.36)	(2000.00)
2-72-00-810	Camp Reservation Fees		(650.00)	(600.00)	(500.00)		(507.29)	
			(49050.00)	(47,100.00)	(45,550.00)	\$	(41,954.83)	(35,500.00)
	SURPLUS(DEFICIT)		43850.00	42,200.00	40,150.00	\$	38,116.97	42,125.00
CULTURE: COMMUNITY CENTER & LIBRARY								
2-74-00-756	-Marigold Library	<i>actual</i>	(2800.00)	(2700.00)	(2603.05)		(2041.36)	(2100.00)
2-74-00-765	-RFD Library		(6600.00)	(6600.00)	(6600.00)		(5100.00)	(5100.00)
			(9400.00)	(9,300.00)	(9,203.05)	\$	(7,141.36)	(7,200.00)
	SURPLUS(DEFICIT)		(9400.00)	(9,300.00)	(9,203.05)	\$	(7,141.36)	(7,200.00)
2-97-00-763	Contingency to Operating							
	SURPLUS/DEFICIT		0.00	-	-	\$	-	-
	Surplus(Deficit of All Depts.)		(61,284.53)	(61,332.03)	(60,129.01)	\$	(518,760.84)	(570,304.27)

ACCT #	DESCRIPTION	NOTES	2027		2026		2025		12/31/2024 ACTUAL	BUDGET 3% Increase
			BUDGET 2% Increase		BUDGET 2% Increase		BUDGET 5% Increase			
GENERAL & REQUISITIONS										
1-00-00-111	Residential Taxes		40204.80		402005.39		394122.93	375355.17	379440.27	
1-00-00-112	Commercial Taxes		94343.85		94334.60		92484.90	88080.86	86805.81	
1-00-00-114	Farmhand Taxes		342.54		342.51		335.79	319.80	329.91	
1-00-00-115	Mobile Lic/M&E		2783.25		2782.98		2728.41	2598.49	2107.27	
1-00-00-120	Frontage INCREASE in TAXES							0	0	
1-00-00-190	Electric Power Line Taxes		8738.75		8737.89		8566.56	8158.63	7835.39	
1-00-00-240	Prov. Grants-in-Lieu		413.00		412.96		404.86	385.58	37.58	
	Taxes to be Collected		508666.19		508,616.33		498,643.45	474,898.53	476,556.23	
	Tax %									
2-81-00-743	School Supp. -Req.		(94000.00)		(92000.00)		(90000.00)	(87899.99)	(87899.98)	
2-81-00-754	Wheatland Sr. Found. -Req		(2500.00)		(2500.00)		(2500.00)	(2074.00)	(11000.00)	
	School Taxes Collected		(96500.00)		(94,500.00)		(92,500.00)	(89,973.99)	(98,899.98)	
	GROSS TAXES		412,166.19		414,116.33		406,143.45	384,924.54	377,656.25	
1-00-00-510	Penalties & Costs		46000.00		45000.00		42800.00	38815.59	39500.00	
1-00-00-540	Franchise Revenue		62000.00		62000.00		60000.00	58473.27	53000.00	
1-00-00-550	Return on Investment		30000.00		30000.00		30000.00	29324.22	38000.00	
1-00-00-590	Other Rev Own Sources							67.00		
1-00-00-740	Prov. Uncond. Grant		62238.00		62238.00		62238.00	62238.00	62237.00	
			200238.00		199,238.00		195,038.00	188,918.08	192,737.00	
	Total Taxes/Penalties/Franchise Fees		612404.19		613,354.33		601,181.45	573,842.62	570,393.25	
	NET TAXES		19,66		22.30		52.44	55,081.78	88.98	
EXPENSES			(1233967.53)		(1213133.40)		(1207515.25)		(1202665.41)	
REVENUE OTHER THAN TAX			724321.00		704539.37		708924.24		726198.16	
TAX REVENUE REQUIRED			(508664.53)		(508594.03)		(498591.01)		(476467.25)	

REQUEST FOR DECISION



Subject: Capital Budget 2025 - 2029

Prepared By: Lori Miller

Council Meeting Date: March 13, 2025

Agenda Item: 8G.

Background: A 5 year capital budget must be passed by Council per MGA , RSA2000, C-M26, Sec. 242. This is the second draft of the budget that I am presenting for review and discussion.

Options: 1. Council can discuss the capital budget presented and direct Administration to make any changes they see fit.
2. Council can discuss the capital budget presented and make a motion to approve the budget as presented.

Financial Implications:

Communication: N/A

Recommendation: That Council discuss the capital budget and approve as presented.

Village of Rockford Capital Budget											
Project Name	Notes	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1st Ave. E. Paving	MSI		\$ 228,430.84								
Water/Sewer Upgrades	MSI		\$ 349,833.05								
Engineering Fees	MSI	\$ 40,000.00	\$ 60,901.11								
Waterline & Sewer Upgrades	MSI/MSI (2022)		\$ 50,000.00	\$ 56,537.00							
Main Street Sidewalk & Lighting	CRISP			not completed	\$ 163,396.77	\$ 52,000.00	\$ 50,000.00				
Sidewalks & Paving	CCBF			not completed							
Lagoon Repair	CCBF			not completed	\$ 42,311.00						
Plow Blade for Truck	2		\$ 14,089.00								
1st St E & 3 Ave Intersection	CCBF			\$ 6,468.00							
Water Meter (campground & residence)	CCBF			\$ 14,750.00	\$ 7,317.00	\$ 10,961.00	\$ 31,039.00				
Services to Subdivided Lots	LOAN			not completed	\$ 8,100.00	\$ 300,000.00					
Server Router, Owl, Laptop	MSI			not completed	\$ 8,100.00	\$ 2,500.00					
Oil for Dust Control	MSI			not completed	\$ 3,909.71						
2023 John Deere 2950M	MSI	no funding/reserves	trade in difference			\$ 62,276.00					
2024 John Deere 1350	MSI					\$ 9,000.00					
Fire Dept Bunker Gear	CCBF					\$ 167,072.00					
Rosenbauer Commercial Rescue Truck	MSI					\$ 9,000.00					
Activated Valve for Truck Fill	MSI					\$ 9,000.00					
Wastewater Main 2 Ave W	MSI					\$ 27,709.00					
Bulk Water Dispensing System	CRISP					\$ 14,000.00					
Bulk Water Installation	LGFF								\$ 750,000.00		
Railway Ave Paving	MSI			\$ 12,991.00							
Pressure Relief Valve	CRISP					\$ 5,000.00					
Utility Trailer	CRISP					\$ 10,000.00					
Holsty	CRISP					\$ 8,000.00					
Christmas Decorations	CRISP									\$ 8,000.00	
Computers	CRISP					\$ 6,000.00					
Total Projects		\$ 40,000.00	\$ 689,164.00	\$ 104,235.00	\$ 225,034.48	\$ 466,437.00	\$ 298,820.00	\$ -	\$ 750,000.00	\$ -	\$ -
Funding Sources Capital Budget											
Funding Available		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Funding Carried Over Previous Year		\$ 616,621.00	\$ 919,279.00	\$ 559,368.00	\$ 703,874.54	\$ 671,108.06	\$ 822,373.06	\$ 830,156.06	\$ 1,080,156.06	\$ 1,080,156.06	\$ 1,080,156.06
MSI Capital Allocation Current Year		\$ 163,584.00	\$ 178,753.00	\$ 72,488.00	\$ 72,488.00	\$ -	\$ 233,729.00	\$ 236,564.00	\$ 200,000.00	\$ 185,000.00	\$ 185,000.00
LGFF Capital Allocation Current Year											
CCBF Allocation Current Year	received extra \$50,000 in 2021	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 73,012.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Municipal Stimulus	received in 2021		\$ 50,000.00								
CRISP Allocation Current Year		\$ 93,419.75		\$ 112,164.54	\$ 57,770.29						
Available for Projects		\$ 923,624.75	\$ 1,248,032.00	\$ 794,020.54	\$ 884,132.83	\$ 977,849.06	\$ 1,108,937.06	\$ 1,080,156.06	\$ 1,315,156.06	\$ 1,315,156.06	\$ 1,315,156.06
Capital Purchases				\$ (33,209.00)	\$ (12,009.71)	\$ (114,776.00)	\$ (187,072.00)	\$ (18,000.00)		\$ (8,000.00)	\$ (8,000.00)
Less Projects				\$ (40,000.00)	\$ (675,581.50)	\$ (155,178.00)	\$ (163,396.77)	\$ (351,661.00)	\$ (122,748.00)	\$ -	\$ (750,000.00)
Interest Earned FGTF			\$ 500.00								
Loans to Local Authorities						\$ 300,000.00					
		\$ 883,624.75	\$ 572,950.50	\$ 605,633.54	\$ 708,726.35	\$ 811,412.06	\$ 799,117.06	\$ 1,062,156.06	\$ 565,156.06	\$ (8,000.00)	\$ -
Funding Available By Grant											
MSI		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
LGFF		\$ 531,048.00	\$ 70,637.00	\$ 74,197.00	\$ 146,685.00	\$ 43,209.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
FGTF/CCBF		\$ 202,675.00	\$ 303,175.00	\$ 331,957.00	\$ 332,329.00	\$ 405,341.00	\$ 288,269.00	\$ 338,269.00	\$ 338,269.00	\$ 338,269.00	\$ 338,269.00
Municipal Stimulus		\$ 185,556.00	\$ 185,556.00	\$ 297,720.54	\$ 192,094.06	\$ 140,094.06	\$ 65,094.06	\$ 65,094.06	\$ 65,094.06	\$ 65,094.06	\$ 65,094.06
CRISP											
Total Funding Year End		\$ 919,279.00	\$ 559,368.00	\$ 703,874.54	\$ 671,108.06	\$ 822,373.06	\$ 830,156.06	\$ 1,080,156.06	\$ 1,080,156.06	\$ 1,080,156.06	\$ 1,080,156.06

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

loan

approved

no funding/reserves

verified



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

February 13, 2025

AR117690

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaidis, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaidis, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.



Ric McIver
Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- ***Building Economic Strength (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - building the economic capacity and/or resiliency of the community; and/or
 - improving the attractiveness of the community to businesses, investors, and visitors.
- ***Enhancing Community Engagement or Livability (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - increasing accessibility of community services;
 - fostering inclusive and welcoming communities;
 - improving engagement opportunities for community members; and/or
 - strengthening wellness and safety responsiveness.
- ***Partnership (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - enabling a local or regional partnership* that achieves results that could not have been accomplished by the municipality alone;
 - generating lasting relationships between partners; and/or
 - leveraging unique skill sets or resources of each partner.
 - *Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

- **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**
Awarded for an initiative that exemplifies:
 - improving upon or presenting a new approach to how a municipality can deliver a program or service;
 - streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
 - saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
 - reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
 - promoting transparency and accountability in municipal operations, fostering trust within the community.

- **Public Library Services (open to all library boards, serving a population of under 10,000)**
Awarded for an initiative that exemplifies:
 - demonstrating responsiveness to community need(s); and
 - providing direct benefit to the public.

- **Public Library Services (open to all library boards, serving a population of over 10,000)**
Awarded for an initiative that exemplifies:
 - demonstrating responsiveness to community need(s); and
 - providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



Date: February 21, 2025

Attention: All Municipal Partners

I am writing to inform all municipalities that the annual audit for Wheatland Housing Management Body (WHMB) has been completed for the fiscal year 2024. After the auditor's report is presented to the WHMB Board of Directors and no later than 90 after the end of the fiscal year, WHMB will forward the report to all municipalities that the management body requisitioned for that fiscal year. As well the report will be made public on WHMB's website. www.wheatlandhousing.ca

The audit report will be sent directly to each municipality in accordance with the Act, ensuring transparency and compliance with all relevant regulations.

If you have any questions or require further information, please do not hesitate to contact me at

Thank you for your continued support and cooperation.

Sincerely,



Vickey Cook

CAO

Wheatland Housing Management Body

PH# 934-3474 ext 229

Email cao@whmb.ca

STRATHMORE RURAL POLICING REPORT

QUARTER 3

October 1, 2024 – December 31, 2024



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: 5,783
- 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

2024-2025 ANNUAL PERFORMANCE PLAN INITIATIVES - QUARTERLY RESULTS

1. Reduce Property Crimes – Reduction in theft of vehicles, theft from vehicles, and break and enter by 5% from the six year historical average.

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

Habitual Offender Management

A habitual offender management program (HOM) 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 17 habitual offenders.

Offender/Property 1: Property identified as frequented by HOM offenders and property crime. (Rocky View County) Results of checks conducted:

- 2 stolen trucks recovered.
- 2 stolen cars recovered.
- 1 stolen motorcycle recovered.
- 3 persons apprehended on warrant status.
- 1 person found not in compliance with release conditions. Arrested and held for bail hearing.





Offender 2: Offender identified on release bound by a CSO in relation to drug trafficking. The offender was found in compliance with conditions during checks this period. Conditions expired in December, moved to persons of interest. (Strathmore)

Offender 3: Offender identified on release for multiple break and enters along with prescription fraud. Found in compliance during checks this quarter. Offender monitoring conditions expired in October, moved to persons of interest. (Strathmore)

Offender 4: Offender identified on release by CSO on fraud related offences. Found in compliance during checks this quarter. (Strathmore)

Offender 5: Offender identified on release for several weapons, drug, and property offences. Offender found out of compliance this quarter. Found in compliance during checks this quarter. (Wheatland County)

Offender 6: Offender identified on release bound by a CSO for Arson offences. Found in compliance with release conditions during checks this quarter. (Langdon)

Offender 7: Offender identified on release for several firearms related offences. Found in compliance during checks this quarter. (Langdon)

Offender 8: Offender identified on release bound by a CSO in relation to a mischief charge stemming from a larger arson investigation. Found in compliance with conditions during checks. (Strathmore)

Offender 9: Offender identified released on parole in relation to sexual offences. Parole violation occurred, offender arrested and returned to correctional facility. No longer monitored at this time. (Strathmore)

Offender 10: Offender identified on release for several property offences. Remained in custody for duration of this quarter. File closed pending future release into community. (Strathmore)

Offender 11: Offender identified on release on several violence related charges. Was charged once for failure to comply with conditions, arrested once on an outstanding warrant. (Strathmore)

Offender 12: Offender bound by a CSO related to a significant arson within Strathmore in 2022. Found in compliance with conditions during checks this quarter. (Strathmore)

Offender 13: Offender identified on probation for property related offences with a significant history of violence and property related offences. Determined offender fled to BC this quarter, associates at residence have since moved out. File to be concluded. (Strathmore).

Offender 14: Offender identified on a Conditional Sentence Order with Probation to





follow for sex related offences. Found in compliance during checks. Conditions expired this quarter, moved to persons of interest. (Wheatland County)

Offender 15: Offender identified on release for several theft, violation of conditions, impaired driving, driving offences, and drug charges. Offender was arrested and charged on a separate violence related charge and sentenced to a prison term. File concluded temporarily pending release from prison.

Offender 16: Offender identified on release for several theft and fraud related offences. Found in compliance during checks this quarter. (Strathmore)

Offender 17: Offender identified on release order for several theft and property offences with a significant criminal history. Found in compliance during checks this quarter. (Rocky View County)

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.

Crime Prevention Through Environmental Design (CPTED) and Business Outreach Program

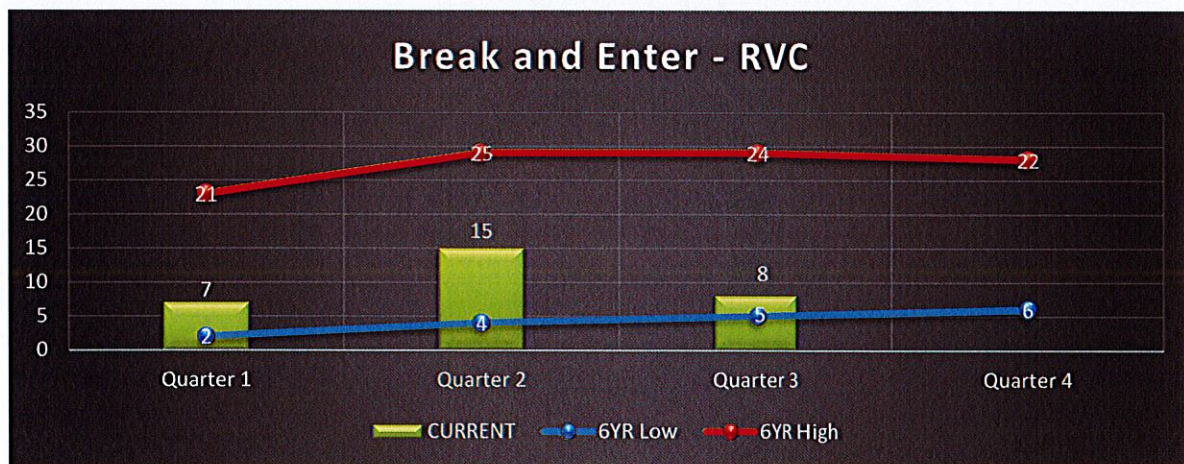
At present, this program is available upon request or referral by front line members to assess properties to help prevent and deter victimization.

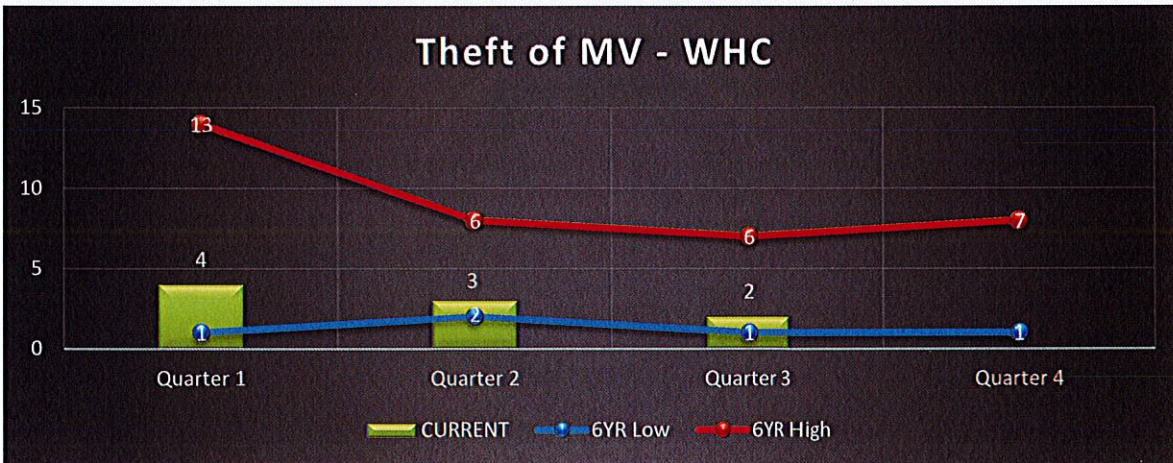
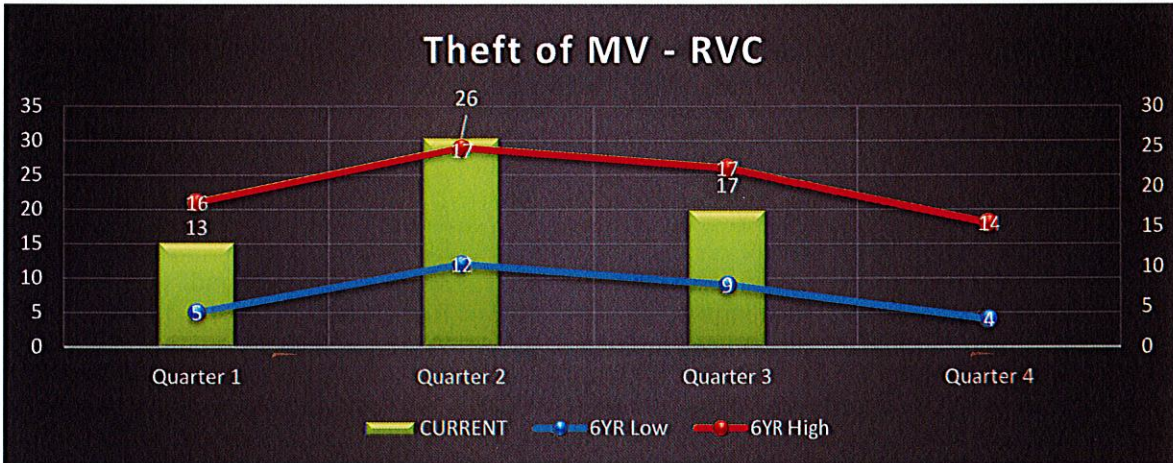
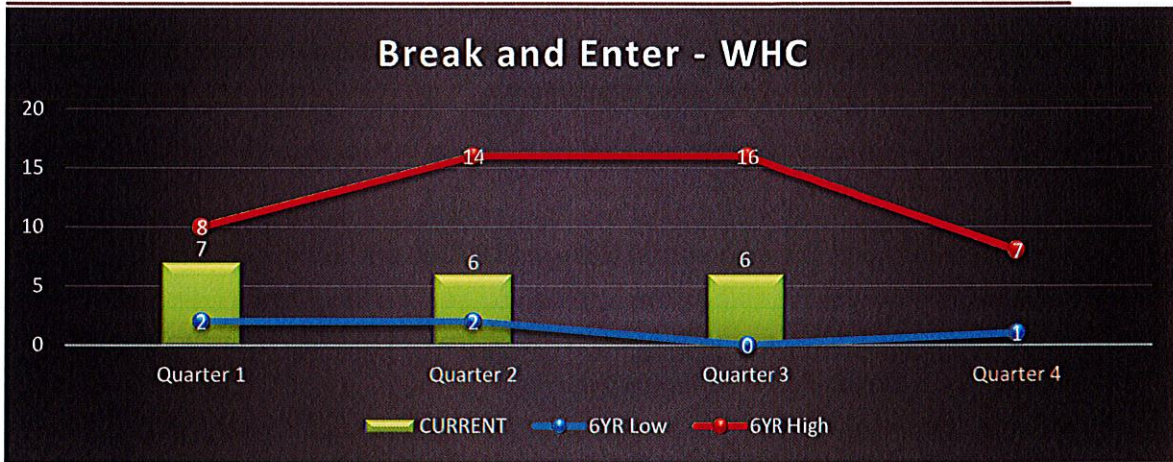
Hot Spot Patrols

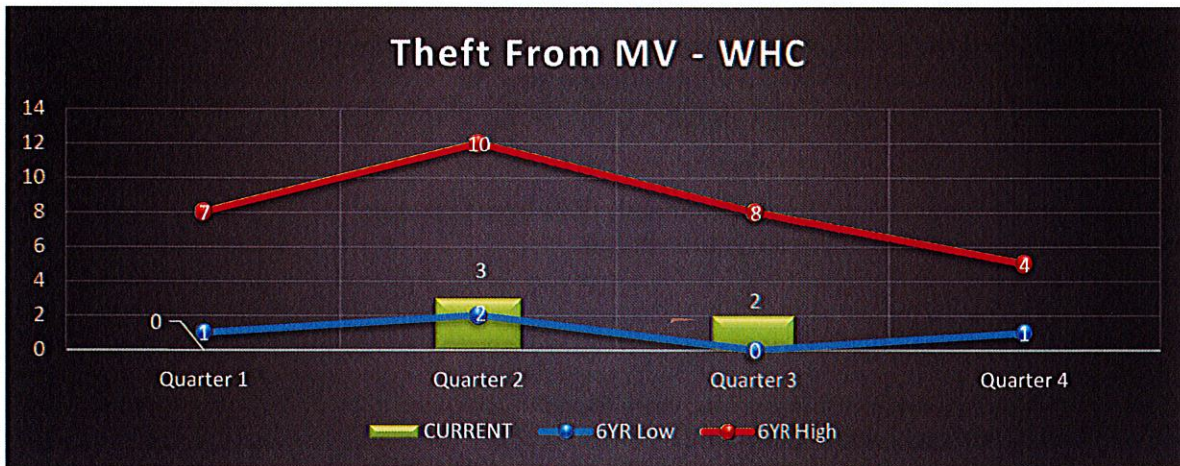
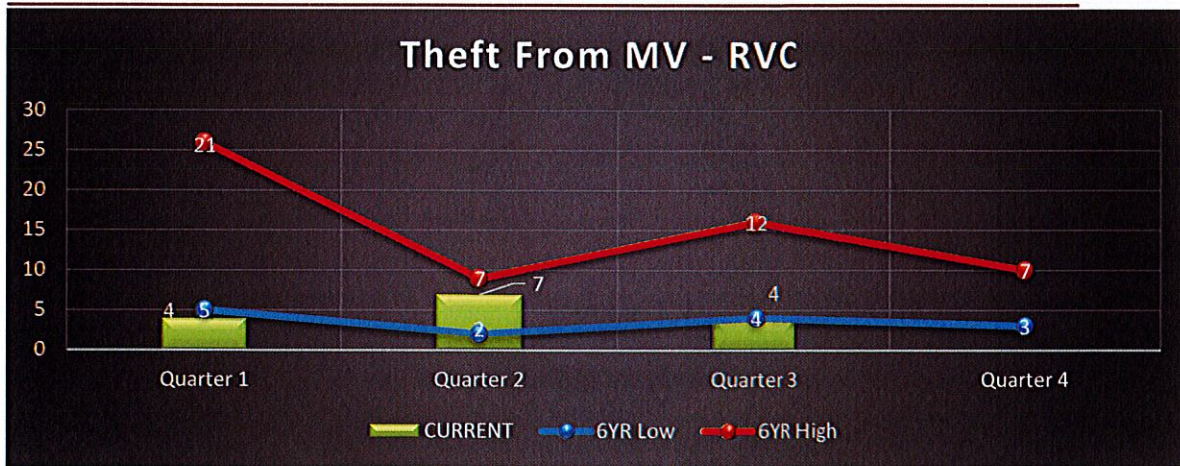
Strathmore Detachment undertakes dedicated patrols of areas in the rural areas to increase visibility in an effort to detect and deter crime. Hot spot checks this quarter are broken down as noted:

Carseland:	18	Cheadle:	10	Conrich:	15
Dalemead:	9	Dalroy:	3	Eagle Lake:	0
Indus:	12	Janet:	4	Langdon:	23
Lyalta:	2	McKinnon Flats:	4	M-View Campground:	1
Namaka:	5	Nightingale:	12	Rockyford:	13
Standard:	10	Strathmore Industrial:	9	Wrangler Park:	13
Wyndham Carseland:	0				

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







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

		FY23/24 to FY24/25	6 Year Average
Break and Enter			
Q3	RVC	Up from 5 to 8 (+60%)	Down from 11 to 5 (-55%)
	WHC	Up from 5 to 6 (+20%)	Down from 8 to 6 (-25%)
Theft of Motor Vehicle			
Q3	RVC	Up from 11 to 17 (+55%)	Up from 12 to 17 (+42%)
	WHC	Down from 4 to 2 (-50%)	Down from 4 to 2 (-50%)





Theft from Motor Vehicle

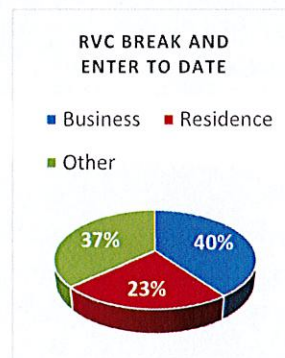
Q3	RVC	Down from 6 to 4 (-33%)	Down from 6 to 4 (-33%)
	WHC	Down from 4 to 2 (-50%)	Down from 4 to 2 (-50%)

Crime Trends:

Rocky View County

Break and Enter – of the 8 occurrences this quarter:

- Business (4): In three occurrences, yard fences were cut to gain entry. Of these, tools were stolen in one file, nothing was taken in the others. One entry was made into a garage bay but nothing was taken. All of the break-ins were in Wrangler Park.
- Other (1): The single occurrence was at a special needs school where tools were taken.
- Residence (3): In one occurrence, a garage was accessed with the door opener taken from a vehicle. In the second occurrence, cash was taken from the home, in the third entry was not gained.



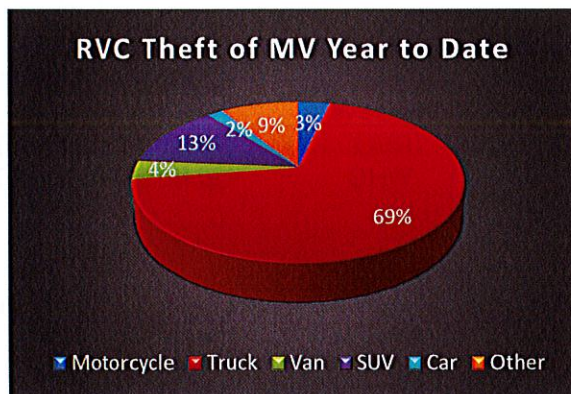
Numbers in this area were up by approximately 60% from last year, but remains 55% lower than the six year average.

Theft of MV – Of the 17 reported thefts:

- 14 were recovered. Of these four were found in Calgary;
- 4 were crimes of opportunity; and
- In four occurrences, offenders were identified and charged.

Auto theft was elevated this period mainly around the Wrangler Park area (71%) at the hands of Calgary Area habitual offenders.

Theft from MV – Of the five occurrences three were license plates, the remainder were crimes of opportunity. Crimes in this area remained consistent with historical averages.

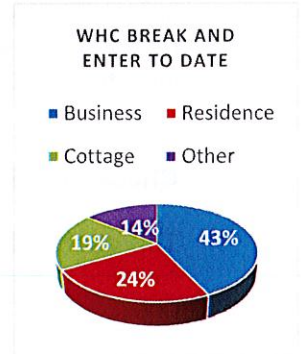




Wheatland County

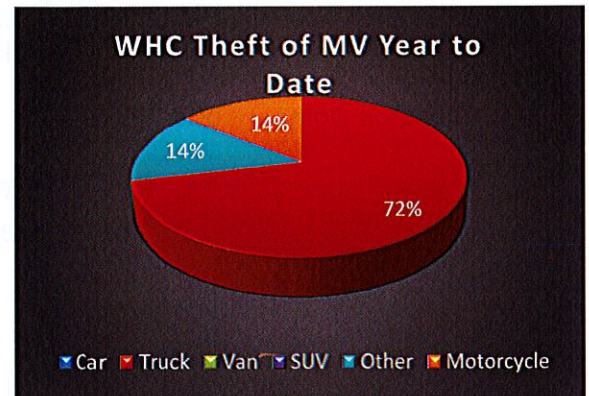
Break and Enter – Of the six occurrences this quarter:

- Residential (1): Suspicious subjects entered onto a property but left without entering the residence.
- Business (4): In three occurrences involved attempted break-ins, one occurrence involved theft from sheds on a property.
- Other (1): One incident involved an entry a home under construction.



Instances of break and enters were elevated from the same time frame last year but reduced from historical averages.

Theft of MV: There were two reported theft of motor vehicles this quarter. One involved a motorbike which was left roadside. The other was a theft of a truck from a municipal yard. The vehicle was recovered in Calgary with use of GPS coordinates.



Theft from MV: There were two reported theft from vehicles, one instance involved a license plate, the other was a theft from travel trailer.

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

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

Traffic Safety/Enforcement

ENFORCEMENT RESULTS Q3

Violations:

RVC: 129 // Det. Mem 81 // Langdon 7 (Highway 1 / 791 / 797, Glenmore Trail)
WHC: 147 // Det. Mem 86 // Langdon 4 (Highway 817, 24)

Suspensions in both municipal and rural areas:

- IRS: 16
- 72hr: 8
- 24hr: 0
- GDL AZAT: 0
- Drive while Disqualified: 9
- Impaired: 4





This quarter, Cst.'s PLANETS and SKAHIKH were both awarded with the Cpl. CUMMINGS Watch Gold award signifying more than 25 impaired driving investigations in the past year. Cst. O'CONNELL was also awarded the award at the silver level for more than 15 impaired driving investigations in the past year.

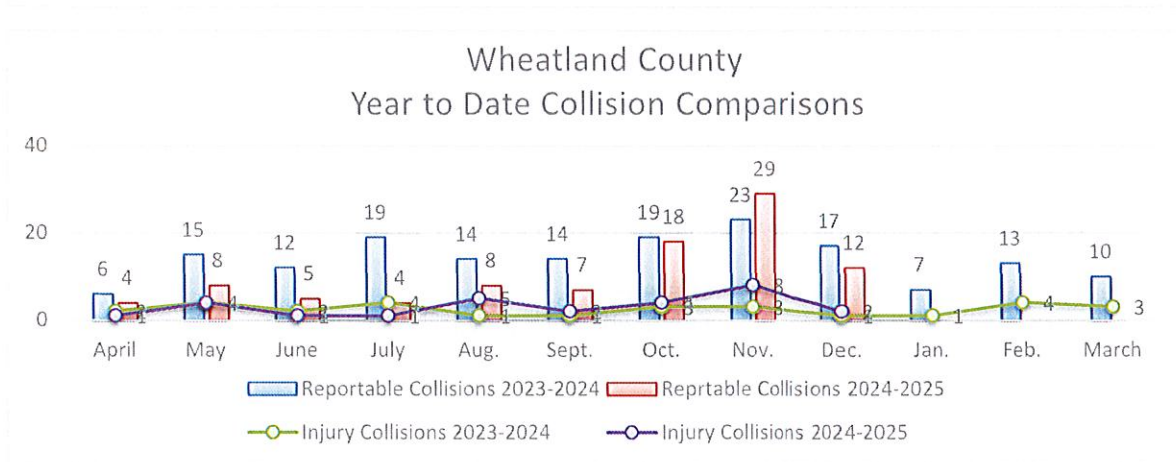
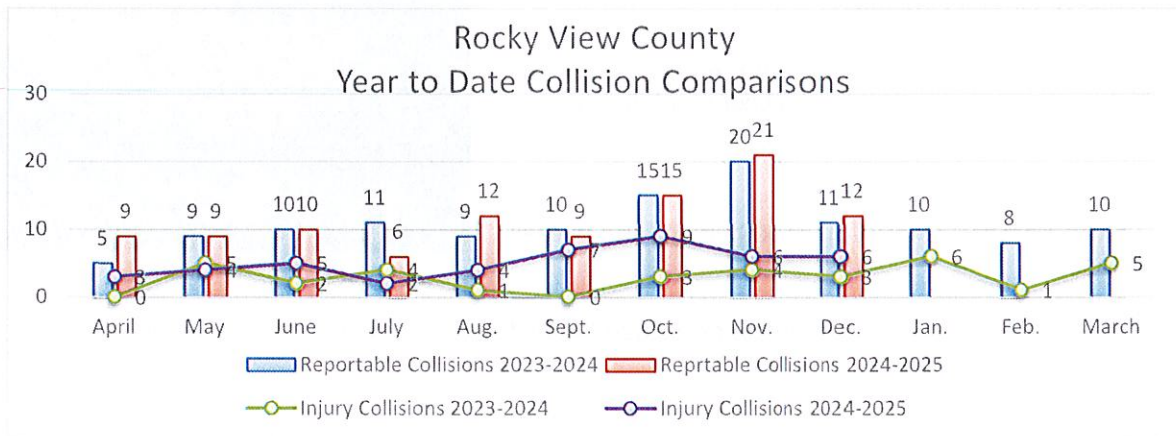
Check Stop Program *(in and around Strathmore)*

This quarter three check stops were conducted in Strathmore and the Surrounding area which resulted in one 24hr IRS contravention, seven violations, and approximately 464 vehicles were checked.

Bar Walk Program:

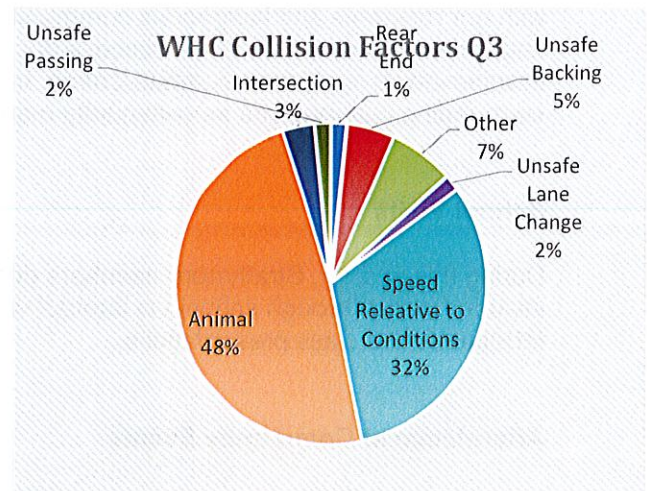
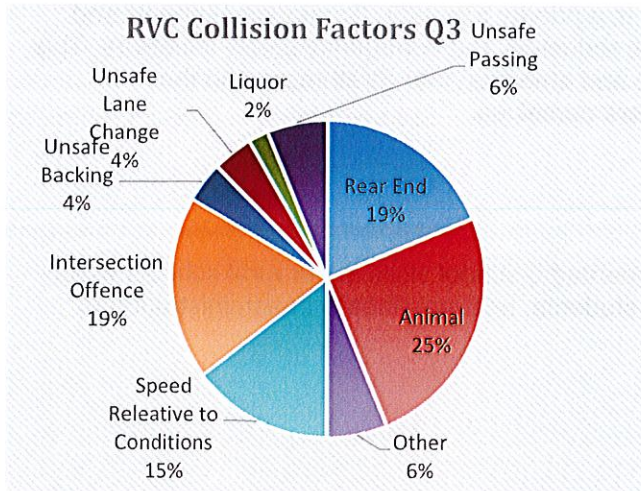
Strathmore members conduct foot patrols through licensed establishments to maximize visibility in an effort to prevent, detect, and deter criminal activities. Criminal activity may include Gaming Liquor and Cannabis Act infractions, Illicit drug offences, or impaired driving.

Collision Comparisons





Collision Factors



Results during this period in the selected areas in comparison to the same time frame last year including comparisons to the preceding six fiscal year average:

	FY23/24 to FY24/25	6yr Fiscal Avg.
Reportable Collisions:		
Q3	RVC : Unchanged at 46 (=%)	Up from 41 to 46 (+12%)
	WHC: Down from 59 to 57 (-3%)	Up from 44 to 57 (+30%)
Injury Collisions:		
Q3	RVC: Up from 10 to 19 (+90%)	Up from 10 to 19 (+90%)
	WHC: Up from 7 to 12 (+43%)	Up from 6 to 12 (+100%)

RVC: Overall reportable collisions were unchanged this quarter from last year with a slight elevation from historical averages. The portion of these collisions which resulted in injuries were significantly increased. Causes were mainly attributed to animal strikes, intersection offences, rear end, and speeding relative to conditions. Increased traffic flows due to industrial development and increased Calgary area community populations.

WHC: Reportable collisions were slightly reduced from last year with an elevation from historical averages. The portion of collisions which resulted in injuries were elevated from last year and historical averages. The majority of collisions were animal strikes and speed relative to road conditions. Speed is a significant factor which resulted in elevated injuries suffered.

(** A contributing factor in the reduction of reportable collisions may be slightly attributable to the increase in the minimum value to report. In December of 2023, the reportable value increased from \$2,000 to \$5,000.)





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.

Attendance at Community Events

November 11: Cst. LECOURS attended Remembrance Day ceremonies for Carseland in red serge.

November 11: Cst. SHAIKH attended Remembrance Day ceremonies for Rockyford in red serge.

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.

Rural Alberta CAPTURE Program

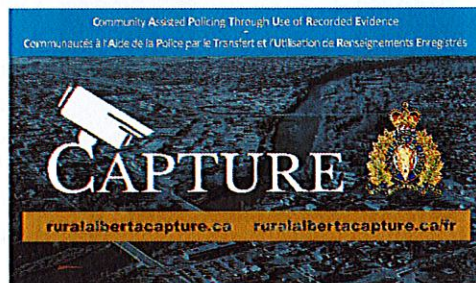
On June 12, 2023 The Alberta RCMP announced the voluntary surveillance camera registry program, called CAPTURE (Community Assisted Policing Through the Use of Recorded Evidence) was available Province wide.

Residents and businesses who have video surveillance, and are willing to share video camera footage when requested, can sign up. This initiative won't replace officers from knocking on doors, but it will help officers track down video evidence in ongoing criminal investigations in RCMP jurisdictions.

The program aims to reduce the time an officer needs to search for and gather video evidence when conducting an investigation. The CAPTURE program allows a person or business to upload a portion of the video requested. This allows the officer to evaluate the video footage before deciding to ask for a copy.

Strathmore Detachment is now active with the CAPTURE program. To get started, visit

www.ruralalbertacapture.ca and create an account. From there you can enter your contact information and video cameras on the secure site. Your information is not available to the public. If an officer needs to contact you, they will do so by the information provided.



Register
your
security
camera

Help police investigate
crimes and keep your
community safe.

The registry is voluntary and
secure. Sign up and help protect
your property, your family and
your community.



www.ruralalbertacapture.ca

Enregistrez
votre
caméra
de sécurité

Aidez la police à enquêter
sur des crimes et à
assurer la sécurité de
votre collectivité.

L'inscription au registre est volontaire
et sécurisée. Inscrivez-vous pour aider
à protéger votre propriété, votre
famille et votre collectivité.



www.ruralalbertacapture.ca/fr





Things to know about the program:

- This is completely voluntary and consent can be withdrawn at any time;
- Registering a camera and contact information allows the RCMP to see a list of security cameras so they can contact the owners during an investigation;
- The video footage on your camera remains your property;
- The RCMP will not have live access to your camera feed. We will only ask for videos already recorded;
- You can share your video footage through the website for an officer to view before they

decide if the video will help in their investigation; and

- An officer can provide you with a USB thumb drive to copy your video. An officer can not download the video; they can only view it.

Online Crime Reporting

Online crime reporting is also available to report minor property crimes or non-emergent matters without the need to call the police or Visit the Detachment. These reports are routed through the Alberta RCMP Call Back Unit who will follow up with complainants. Depending on the complexity of the incident, the report can be forwarded to the appropriate Detachment to continue with the investigation.

The online reporting tool can be accessed at <https://ocre-sielc.rcmp-grc.gc.ca/alberta> or through the Alberta RCMP App

Alberta RCMP App

The Alberta RCMP App is available through the most app stores. It is free and provides users access to a variety of community safety programs such as the Online Crime Reporting tool, Crime Mapping, Crime Statistics, and media releases to name a few.

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. Watch clerks are support staff employees

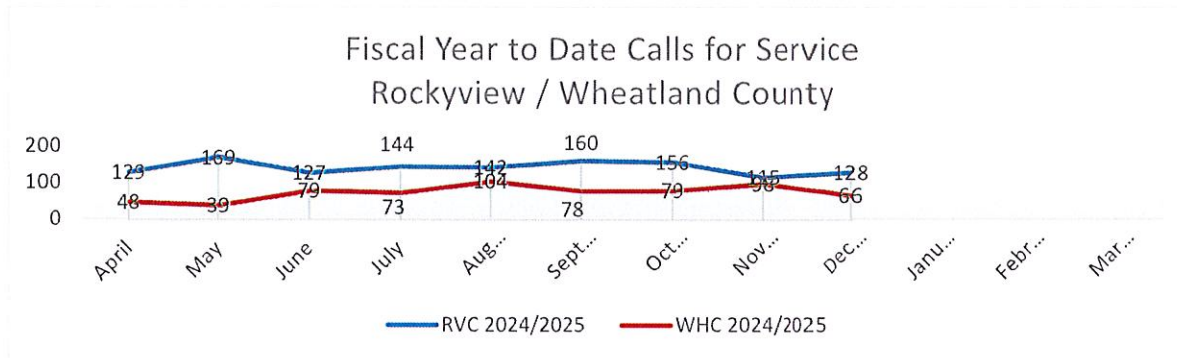




dedicated to supporting front line policing activities within Strathmore and in the Rural areas by completing administrative tasks on behalf of front line members thereby maximizing their ability to actively patrol our area. This program is a valuable investment in community safety.

Each funding partner contributes to the program to fund three clerks with a fourth provincial position reallocated by the Detachment Commander into the pool. At the close of this quarter, there was one watch clerk vacancy. A job advertisement was held and a candidate was selected to fill the position pending completion of a security clearance check.

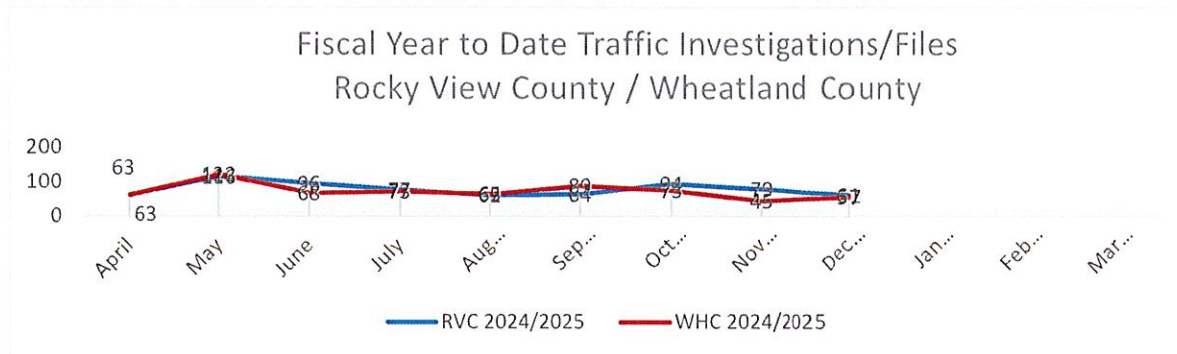
Fiscal Year to Date Calls for Service



*** 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.

This quarter Strathmore Detachment responded to 399 calls for service in RVC (up from 326 (+22%) from last year) and 243 calls in WHC (down from 231 (+5%) from last year).

Fiscal Year to Date Traffic Offences and Reports



RVC this quarter traffic occurrences were 234, up from 150 (+56%) from the year prior. WHC occurrences were 177, down from 203 the year prior (-13%).





RURAL POLICING REPORT
ROCKY VIEW AND WHEATLAND COUNTY

Staff Sergeant Mark Wielgosz 2026-02-19
Detachment Commander
Strathmore-Langdon Detachment



Wheatland County - Strathmore Detachment
Crime Statistics (Actual)
January: 2022 - 2025

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

February 5, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	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	0	0	0	N/A	N/A	0.0
Other Sexual Offences	=====	0	0	0	0	N/A	N/A	0.0
Assault	^	1	1	4	1	0%	-75%	0.3
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	1	0%	-50%	0.2
Uttering Threats	^	0	1	0	5	N/A	N/A	1.4
TOTAL PERSONS	^	2	2	6	7	250%	17%	1.9
Break & Enter	^	0	1	1	1	N/A	0%	0.3
Theft of Motor Vehicle	^	2	6	2	0	-100%	-100%	-1.0
Theft Over \$5,000	=====	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000	^	5	3	3	0	-100%	-100%	-1.5
Possn Stn Goods	^	0	2	0	0	N/A	N/A	-0.2
Fraud	^	4	2	2	2	-50%	0%	-0.6
Arson	^	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property	^	0	3	1	0	N/A	-100%	-0.2
Mischief - Other	^	0	0	2	1	N/A	-50%	0.5
TOTAL PROPERTY	^	11	17	12	4	-64%	-67%	-2.6
Offensive Weapons	^	0	0	1	1	N/A	0%	0.4
Disturbing the peace	=====	0	0	0	0	N/A	N/A	0.0
Fail to Comply & Breaches	^	3	0	0	0	-100%	N/A	-0.9
OTHER CRIMINAL CODE	^	0	1	1	2	N/A	100%	0.6
TOTAL OTHER CRIMINAL CODE	^	3	1	2	3	0%	50%	0.1
TOTAL CRIMINAL CODE	^	16	20	20	14	-13%	-30%	-0.6

Wheatland County - Strathmore Detachment
Crime Statistics (Actual)
January: 2022 - 2025

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

February 5, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	2	0	0	N/A	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		0	2	0	0	N/A	N/A	-0.2
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	2	0	0	N/A	N/A	-0.2
Liquor Act		N/A	N/A	0	0	N/A	N/A	-0.4
Cannabis Act		N/A	N/A	0	0	N/A	N/A	-0.1
Mental Health Act		N/A	N/A	3	2	N/A	-33%	-1.4
Other Provincial Stats		N/A	N/A	7	2	N/A	-71%	0.3
Total Provincial Stats		N/A	N/A	10	4	N/A	-60%	-1.6
Municipal By-laws Traffic		N/A	N/A	0	0	N/A	N/A	0.0
Municipal By-laws		N/A	N/A	0	0	N/A	N/A	-0.1
Total Municipal		N/A	N/A	0	0	N/A	N/A	-0.1
Fatals		0	0	0	1	N/A	N/A	0.3
Injury MVC		5	6	1	3	-40%	200%	-1.1
Property Damage MVC (Reportable)		N/A	N/A	7	5	N/A	-29%	0.5
Property Damage MVC (Non Reportable)		N/A	N/A	4	3	N/A	-25%	-0.1
TOTAL MVC		N/A	N/A	12	12	N/A	0%	-0.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	0	1	N/A	N/A	-2.4
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Total Provincial Traffic		N/A	N/A	41	68	N/A	66%	-8.3
Other Traffic		0	2	0	0	N/A	N/A	-0.2
Criminal Code Traffic		5	7	1	1	-80%	0%	-1.8
Common Police Activities								
False Alarms		N/A	N/A	1	1	N/A	0%	0.3
False/Abandoned 911 Call and 911 Act		N/A	N/A	2	3	N/A	50%	0.5
Suspicious Person/Vehicle/Property		N/A	N/A	4	11	N/A	175%	3.1
Persons Reported Missing		N/A	N/A	0	0	N/A	N/A	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	6	1	N/A	-83%	-5.0
Form 10 (MHA) (Reported)		N/A	N/A	0	1	N/A	N/A	1.0



File No. PL2025-001
Bylaw No. 2025-05

February 24, 2025

Wheatland County is proposing amendments to the Land Use Bylaw and is requesting your comments, recommendations, or requirements in accordance with the *Municipal Government Act*. To ensure that your comments are considered, please provide your response to the undersigned by the date indicated below.

File Number: PL2025-001
Bylaw Number: 2025-05
Proposal: To amend the Land Use Bylaw to update Definitions, General Regulations, Specific Use Regulations, and Land Use Districts.
Reply By: March 24, 2025

A summary of the amendments has been included with this notice. More information, including a copy of Bylaw 2025-05 is available on Wheatland County's website at the web address below:

wheatlandcounty.ca/projects-under-review

Thank you for your attention to this application. In your reply, please make reference to our file number, applicant's name, and legal description. All submissions will become part of the public record.

Sincerely,

Jessica Russell, Planner, Planning and Development Services
jessica.russell@wheatlandcounty.ca



Bylaw No. 2025-05

Proposed Amendments to the Land Use Bylaw

What is the County proposing?

The County is proposing multiple textual amendments to the Land Use Bylaw. The proposed amendments aim to improve clarity and of the Land Use Bylaw, increasing ease-of-use. The proposed amendments in each Appendix are summarized below. The draft bylaw and appendices may be viewed in-person at the Wheatland County Office or on the Wheatland County website at wheatlandcounty.ca/projects-under-review.

The proposed amendments are separated into four appendices:

Appendix 'A' regarding Typos and Corrections

- Add 'Historic Setbacks' under Part 7.20 *Special Setback Requirements* to allow for historical setbacks of buildings and structures constructed prior to June 3, 2003;
- Amend Subpart 9.13 HMU District to address various typos;
- Remove "Recreational Vehicle for Quarantine or Self-Isolation" from definitions, regulations, and allowed uses;
- Add a definition for "Rail Spurs" and add as a discretionary use in agricultural, industrial, and natural resource districts;
- Amend the definition regarding 'Barrier-Free Parking' to replace outdated language;
- Remove unused definitions to promote ease of use; and
- Update the definitions and setbacks in Subpart 9.23 Direct Control District (DC-3) that were established during previous Land Use Bylaw.

Appendix 'B' regarding Utilities

- Amend the definition and regulations for "Telecommunication Towers" to improve consistency;
- Amend the definition of "Utility Building" to "Utility Services, Minor Infrastructure", add Minor Infrastructure Utility Services under Part 4.2 Development Permits Not Required, and delete "Utility Building" as an allowed use in various Land Use Districts.

Appendix 'C' regarding Kennels

- Replace the definition of "Kennel" with "Animal Services", broadening terms related to domestic animal care; and
- Amend Subpart 8.16 regarding regulations and application requirements for Kennels, replace "Kennels" with "Animal Services" in relevant Land Use Districts, and add "Animal Services" as a discretionary use in the IG District.

Appendix 'D' regarding Signs

- Restructure the signs section to classify signs as three types: "Type 1 Signs" being signs that are small providing general information and direction; "Type 2 Signs" being temporary or permanent advertisement signs requiring a Development Permit; and "Type 3 Signs" being large temporary or permanent signs for advertisement with or without digital features; and
- Replace "Signage" with "Sign, Type 1" in Part 4.2 Development Permit Not Required.

Why is the County proposing these changes?

These amendments aim to correct inconsistencies within the Land Use Bylaw, providing Wheatland residents and business owners flexibility as they conduct their operations. The County frequently makes amendments like these to ensure the document is as clear and concise as possible. Small textual amendments help the Land Use Bylaw stay as up-to-date and relevant.

BYLAW 2025-05

(PL2025-001)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 TO MAKE TEXTUAL AMENDMENTS TO MULTIPLE PARTS.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the Public Hearing date.

WHEREAS a Public Hearing was held on _____, 2025 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended to make textual changes to multiple parts as shown on the attached Schedule 'A' forming part of this Bylaw.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

MOVED First Reading of Bylaw 2025-05 on _____ this being a bylaw for the purpose of amending multiple parts of Land Use Bylaw No. 2016-01 as shown on the attached Schedule 'A'.

Lost/Carried.

MOVED Second Reading of Bylaw 2025-05 on _____ and it was

Lost/Carried.

MOVED Third and Final Reading of Bylaw 2025-05 on _____ and it was

Lost/Carried.

Reeve, Amber Link

Chief Administrative Officer,
Brian Henderson

SCHEDULE 'A'

Bylaw: 2025-05

Appendix 'A' Typos and Corrections

Appendix 'B' Utilities

Appendix 'C' Kennels

Appendix 'D' Signs

Appendix A Typos and Corrections

Delete or Amend Outdated Language and Unused Terms

1. Delete unused definitions in Section 2.0 Definitions:
 - Delete Garden Centre, and
 - Delete Seniors Home
2. Amend Section 7.14.5 to update language
 - 7.14.5 Barrier-Free Parking ~~Stalls For the Disabled~~
 - a) Shall be provided in accordance with the Alberta Building Code;
 - b) Shall be designated as barrier-free ~~parking stalls for the disabled~~ using appropriate signage in accordance with Provincial standards;
 - c) Shall be included in the calculation of the applicable minimum parking requirement; and
 - d) Barrier-free ~~Disabled~~ parking shall be located as close to a main building entrance as possible.

Add in regulations for buildings constructed before a certain date

1. Add subsection regarding historic setbacks to Section 7.20 Special Setback Requirements
 - 7.20 Special Setback Requirements
 - 7.20.9 Historic Setbacks

The setbacks for building and structures constructed prior to June 3, 2003 or in accordance with any Land Use Bylaw prior to June 3, 2003 are deemed to comply with this Bylaw.

Amend Section 9.13 Hamlet Mixed-Use (HMU) District to Address Typos

1. Amend subsections in Section 9.13 Hamlet Mixed-Use (HMU) District to address references to incorrect sections:
 - Signage
 - d) All advertising signage must have due regard to the residents of the building or community and must follow all requirements set out in ~~Section 7.17~~ Part 7.18 Signage of this Bylaw;
 - Parking and Loading
 - e) On-site parking for Mixed Use Buildings shall be provided in accordance with the parking requirements set out for commercial, retail, civic, or institutional uses in ~~Section 7.11~~ Part 7.14 Parking and Loading Requirements of this Bylaw.

Amend multiple sections to address references of unused RVs for Isolation and Quarantine

1. Amend Section 2.0 Definitions to change the definition for Recreational Vehicle

Recreational Vehicle means a portable fabrication to be carried on a vehicle or to be transported on its own wheels and which is intended to provide temporary living accommodations for travel and recreational purposes. It includes vehicles such as a motor home, a camper, a travel trailer, or a tent trailer, but does not include a mobile home, a ~~sea-can shipping container~~, or any vehicle or trailer over eight (8) feet (not including slide-outs) in width. ~~A recreational vehicle is not considered a dwelling unless it is being used for quarantine or self isolation measures.~~

2. Delete Recreational Vehicle for Quarantine or Self-Isolation definition
3. Delete from Development Not Requiring Development Permit

~~4.2.19 Recreational Vehicle for Quarantine or Self Isolation~~

4. Amend Part 8: Specific Use Regulations 8.8.1(c)

c) Recreational vehicles shall not be used as a dwelling on a parcel, ~~unless there is an existing dwelling unit on a parcel and the Recreational Vehicle is being used for quarantine or self isolation measures.~~

5. Remove Recreational Vehicle for Quarantine or Self-Isolation from Land Use Districts

- Amend Section 9.1(a) to remove as a permitted use
- Amend Section 9.2(a) to remove as a permitted use
- Amend Section 9.3(a) to remove as a permitted use
- Amend Section 9.11(a) to remove as a permitted use
- Amend Section 9.13(a) to remove as a permitted use
- Amend Section 9.17(a) to remove as a permitted use
- Amend Section 9.18(a) to remove as a permitted use
- Amend Section 9.19(a) to remove as a permitted use
- Amend Section 9.20(a) to remove as a permitted use

Rail Spurs

1. Add Rail Spurs to Section 2.0 Definitions as a development that requires a Development Permit

Rail Spur means a secondary track that branches off from a main rail line and leads directly into a facility or industrial site, allowing for the loading and unloading of goods and materials directly to and from railcars.

2. Characterize Rail Spur as a discretionary use under relevant districts

- Amend Section 9.1 Agricultural General (AG) District to add as a discretionary use
- Amend Section 9.5 Industrial General (IG) District to add as discretionary use
- Amend Section 9.6 Intensive Industrial (II) District to add as discretionary use
- Amend Section 9.7 Natural Resource Extraction/Processing (NRE) District to add as discretionary use
- Amend Section 9.16 Hamlet Industrial (HI) District to add as discretionary use

Updating Terminology and Setbacks Established During Previous Land Use Bylaw

1. Change definitions and setback regulations in Section 9.23 Direct Control District (DC-3) to meet existing standards in other agricultural districts:

a)

Permitted	Discretionary
Dwelling, Multi-Unit Dwelling, Townhouse	

b)

Minimum Yard Setbacks	38.10 m (125.0 ft) from the nearest limit (property line) of the public road right-of-way
	22.86 m (75.0 ft) from the right-of-way of a public road
	7.62 m (25.0 ft) from the property line in all other cases
	15.24 m (10.0 ft) from the property line in all other cases

Appendix B Utilities

Telecommunication Towers

1. Amend definitions

~~Communication Tower See Telecommunication Tower~~

Telecommunication Tower means a structure that is used to convey communication, radio, or television signals and may include other structures necessary for the carrying out of this function.

Tower means a tall, narrow standalone structure that may be temporary or permanent in nature used to facilitate a specific use such as a meteorological tower, a transmission tower, a cooling tower, etc.

2. Amend 4.2 Development Permit Not Required

4.2 Development Permit Not Required

4.2.26 Telecommunications towers, structures, and antenna systems

- a) Telecommunication towers, structures, and antenna systems are ~~regulated by Industry Canada~~ subject to federal authority and regulations. The County may be consulted and provide input on telecommunication tower applications.

3. Amend Part 7: General Regulations

Proposed amendment:

Part 7: General Regulations

7.22 Telecommunication Tower

- 7.22.1 ~~Industry Canada has full authority and regulations over telecommunication towers. The County may be consulted and provided the opportunity to provide input on telecommunication tower applications as per Industry Canada protocol.~~

Telecommunication towers, structures, and antenna systems are subject to federal authority and regulations. The County may be consulted and provided the opportunity to provide input on telecommunication tower applications. See Section 4.2 Development Not Requiring a Development Permit.

Public Utilities

1. Amend Utility Building definition

Utility Services, Minor Infrastructure Utility Building means the development, operation, or maintenance of public infrastructure, including any building or accessory building used in conjunction with a particular utility or utility service.

2. Add Utility Services, Minor Infrastructure to Section 4.2 Development Permit Not Requiring
4.2 Development Permit Not Required

4.2.28 Utility Services, Minor Infrastructure

3. Delete Utility Building from Land Use Districts
 - Delete Utility Building from II District as a discretionary use
 - Delete Utility Building from CS District as a permitted use
 - Delete Utility Building from PU District as a permitted use
 - Delete Utility Building from HMU District as a permitted use
 - Delete Utility Building from S-LDR District as a permitted use
 - Delete Utility Building from DC-21 District as a discretionary use
 - Delete Utility Building from DC-22 Cell 1 District as a permitted use
 - Delete Utility Building from DC-24 District as a permitted use

Appendix C Kennels

1. Amend Kennel definition

Kennel Animal Services means a development where domestic animals ~~dogs~~ over the age of 90 days are cared for, maintained, groomed, boarded, bred, or trained and the landowner receives compensation for such activities. This definition ~~includes~~ excludes all livestock. ~~Dog shows for entertainment purposes are also included in this use.~~ Uses may include agility training facilities, animal daycare facilities, animal grooming and care, animal shelters, animal shows for entertainment purposes, boarding facilities, breeding facilities, and private dog parks.

2. Amend Part 8: Specific Use Regulations

8.16 **Kennels Animal Services**

8.16.1 General Regulations

- a) **Kennels Animal Services** are not allowed in residential hamlet districts, except as a Home-Based Business for non-overnight grooming.
- b) Animal Services as a Home-Based Business Type 2 or Home-Based Business Type 3 may be permitted, subject to Section 8.15.
- c) A maximum of one (1) Animal Services operation, including as a Home-Based Business, is allowed per parcel.
- d) Applications for an Animal Services operation may require a Landscaping Plan, Manure Management Plan, Noise Management Plan, and a Parking Plan.
- e) All Animal Services are to operate in a manner acceptable to Alberta Health Services.

8.16.2 ~~Dog facilities~~ Animal Services Facility Requirements

- a) Buildings or exterior exercise area(s) may not be located in the front yard.
- b) Any building or exterior exercise area(s) used for the animals must be a minimum of 76.20 metres (250.00 feet) from any dwelling units on adjacent lands, excluding Animal Services operating as a Home-Based Business.
- c) Outdoor areas including exterior exercise areas or parks must be enclosed by a fence.
- d) Screening and landscaping may be required.

~~8.16.3 Manure Management~~

- a) ~~Applications for an Animal Services operation may require a Manure Management Plan.~~
Moved to 8.16.2
- b) ~~All Animal Services are to operate in a manner acceptable to Alberta Health Services.~~
Moved to 8.16.2

3. Amend Land Use District to replace Kennel with Animal Services

- Delete Kennel from the Agriculture General (AG) District and replace with Animal Services
- Delete Kennel from the Rural Business (RB) District and replace with Animal Services
- Delete Kennel from the Country Residential (CR) District and replace with Animal Services
- Delete Kennel from the Commercial Highway (CH) District and replace with Animal Services
- Delete Kennel from the Hamlet Commercial (HC) District and replace with Animal Services
- Delete Kennel from the Hamlet Industrial (HI) District and replace with Animal Services
- Delete Kennel from the Direct Control (DC-12) District – Cell 2 and replace with Animal Services
- Delete Kennel from the Direct Control (DC-13) District – Cell 1 and replace with Animal Services
- Delete Kennel from the Direct Control (DC-25) District and replace with Animal Services

4. Amend Industrial General District to add Animal Services

- Add Animal Services to the Industrial General (IG) District as a discretionary use.

Appendix D Signs

1. Amend Section 4.2 to change Signage to Sign, Type 1

4.2 Development Permit Not Required

4.2.23 Sign, Type 1 (see 7.18 Signs)

2. Delete Section 7.18 Signage and replace with the following:

7.18 Signs

7.18.1 Definitions

For the purpose of this Bylaw, the following definitions shall apply:

A-Board means a temporary sign which is set on the ground, built on two (2) similar pieces of material and attached at the top by a hinge(s) so as to be self-supporting when the bottom edges are separated from each other and designed and built to be easily carried by one (1) person.

Animation means a projection style where action or motion is used to project sign content, including lighting changes, special effects, or pictures, but does not include changeable content.

Banner Sign means a temporary sign that is made of lightweight material intended to be secured to the flat surface of a building or structure, at the top and the bottom on all corners, excluding official flags and emblems.

Billboard means a sign, greater than 28.00 squared metres (300.00 squared feet), primarily self-supporting and permanently affixed to the ground that may or may not contain advertising related to the development within the parcel upon which the billboard sign is located.

Canopy Sign means a permanent fixture fitted over windows and doors on the exterior wall of a building and used for either shelter, advertising, or decoration.

Construction Sign means a temporary sign which is placed on a site to advertise items such as the provision of labour, services, materials, or financing on a construction project.

Changeable Content means sign content which changes automatically through electronic and/or mechanical means and may include typical features such as an electronic message centre or time and temperature unit.

Directional and Information Sign means a sign which is limited to providing direction guidance, distance, or similar information and which may contain a name or logo.

Election Sign means a temporary sign used to promote a candidate, political party, plebiscite or referendum during a County, school board, provincial, federal election or special referendum or plebiscite ballot held pursuant to the Local Authorities Election Act.

Fascia Sign a sign placed flat and parallel to the face of a building so that no part projects more than 0.30 metres (1.00 feet) horizontally from the exterior wall of the building.

Field Crop Agricultural Services Sign means a sign, small in scale, advertising agricultural services such as crop varieties and/or weed and insect control products. They are typically attached to fences or on posts on agricultural land in the County and note the proposed service and contact information of the individual advertising the services. The sign may include a company name or logo.

Freestanding Sign means a sign 28.00 square metres (300.00 square feet) or less, which stands independently of a building. The sign advertises goods and services which are at the location on which the sign is located.

Home-Based Business Sign means a commercially produced identification sign containing the name of the home-based business, contact information and, the business logo, associated with a permitted Type 2 or Type 3 Home-Based Business, but not including Type 1.

Identification Sign means a sign which contains no advertising, but is limited to the name, address, and/or number of a building, institution or person, or the activity carried out by that person, or at that location.

Portable Sign means a sign on a standard, column or A-frame boards fixed to its own self-contained base and capable of being moved manually, which is not attached to a building or to the ground, or mounted on a vehicle, trailer or wagon and is easily and readily moved.

Projecting Sign means a sign other than a canopy sign or fascia sign which is attached to and projects, more than 0.30 metres (1.00 feet) horizontally from a structure or building face.

Real Estate Sign means a sign advertising real estate (i.e. property) that is for sale, for lease, or for rent.

Temporary Sign means a sign other than a portable sign which is not permanently attached to a supporting structure or building and is in place for less than 30 days.

Vehicle Sign means a sign mounted, painted, placed on, attached, or affixed to a trailer, freight trailer, watercraft, truck, automobile, or other form of motor vehicle, that are not normally used in the daily activity of the business and that is visible from a road as a means of advertising.

Window Sign means a sign painted on, attached to, or installed on a window intended to be viewed from outside the premises.

7.18.2 Administration

- a) A Development Permit issued by the Development Authority is required for all signs, except for Type 1 Signs and routine maintenance of a permitted sign, not including renovation, alteration, or relocation.
- b) A separate Development Permit for signage is not required if the proposed signs are detailed in a Development Permit application for a separate proposed use on a parcel.
- c) In cases where multiple signs are proposed on a parcel at once, one (1) Development Permit is required that encompasses all of the proposed signage.
- d) The Development Officer may refer any Development Permit application for a sign to the Development Authority for a decision;

7.18.3 General Provisions

- a) Any signage to be erected, enlarged, or structurally altered and which is proposed to be located on privately owned lands shall comply with the provisions of this part whether or not a Development Permit is required.
- b) Temporary signs relating to a specific sale, event or work shall be removed by the advertiser within 14 days after the completion of the sale, event, or work to which the sign relates.
- c) All signs shall comply with applicable provincial legislation and approvals.
- d) Maintenance
 - i. All signs shall be of a quality construction and of a design suitable for public display;
 - ii. All signs shall be kept in a safe, clean and tidy condition and may be required to be renovated or removed if not properly maintained;
 - iii. Sign removal may be required by the Development Authority if the sign is not maintained or is not deemed safe to the public.
- e) Safety and Nuisance
 - i. Signs shall not be flood-lighted in such a manner as to cause visual distraction to motorists;
 - ii. All signage should be located or mounted such that there are no safety or visibility concerns to both road and pedestrian traffic;
 - iii. No sign shall employ any words (e.g., 'STOP', 'DANGER', 'YIELD'), revolving lights, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices, or other similar appearance or lighting.
 - iv. No sign shall contain moving parts or emit amplified sounds or music;
 - v. No sign shall employ changeable content, animation, or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance;
- f) A maximum of two (2) signs are allowed per parcel, except if the parcel is in an industrial or commercial district, unless otherwise stated.
- g) Location
 - i. No sign shall be located within a public right-of-way or vehicle signs parked in a public right-of-way, unless permitted by the County, Provincial Government, or Federal Government.
 - ii. No signs shall be erected on, affixed to or otherwise located on private property without the consent of the owner;
 - iii. No sign shall be placed in a public road or laneway or sited in such a manner that the sign causes confusion with or obstructs the vision of any information sign or a traffic control sign, signal, light, or other traffic device;
 - iv. No sign shall use a motor vehicle or equipment (e.g., freight container, trailer, machinery, shipping container, etc.), stationary or parked, as a structure for display.

- v. No sign shall be located or placed in a manner that it will create a potential hazard or conflict with rights-of-way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage;
- vi. No sign shall be located within 300.00 metres (984.00 feet) of a provincial highway and within 800 metres (2625.00 feet) of a public road intersection that does not have the written approval of Alberta Transportation.

h) Illumination

- i. Lighting shall be positioned downward, have capacity to be dimmed, use shielded and screened external light sources, positioned directly light onto sign and minimizing glare, be suitably shielded from direct view if internal illumination provided, comply with Dark Sky Guidelines
- ii. No sign shall shine or reflect onto adjacent properties or roadway, have flickering or strobe lights, or create hazards or nuisance.
- iii. The Development Authority may regulate any component of a static or non-static illuminated or digital sign, including the interval of operation, message duration, luminosity, or other component as required.

7.18.4 Prohibited Signs

- a) Any sign promoting discrimination, intolerance, or hate is prohibited.
- b) No sign shall be attached to equipment, including signage placed on, painted, or adhered directly onto equipment including but not limited to motor vehicles, freight containers, trailers, machinery, and shipping containers.

7.18.5 Regulations

For the purpose of this Bylaw, the following classifications apply:

a) **Sign, Type 1**

Type 1 Signs are small signs for informational or directional uses and temporary advertisement purposes, that do not require a Development Permit. Any signs not meeting the regulations for Type 1 Signs require a Development Permit.

The following are classified as Type 1 Signs, subject to the listed standards:

Sign	Standards	
A-Board	Size	Maximum Area: 0.8 m ² Maximum Height: 1.0 m
	Signs per site	Maximum of two (2) per business
	Location	Signs must be located in proximity to the business advertised a minimum of 5.00 m from any other A-board sign
	Illumination	Signs may not include Illumination or electronic display
	Other	Used during permitted business hours

Animated	Size	Maximum Area: 0.8 m ² (9.00 ft ²) Signs greater than 0.8 m ² are Type 3
Banner, Temporary	Size	No maximum size if temporary and affixed to the flat surface of the building it is advertising.
	Location	Must be located on the façade of the building where the establishment is located.
	Removal	Signs not removed after 30 days are Type 2
Construction	Size	Maximum Area: 0.80 m ² (9.00 ft ²)
	Removal	Sign must be removed once related construction is complete
Directional	Size	Maximum Area: 0.80 m ² (9.00 ft ²)
	Location	Sign may not be located on a public road right-of-way and landowner permission must be obtained
Election	General	Signs must comply with provincial guidelines for election signs
Field Crop Agricultural Services	Size	Maximum Area: 3.00 m ² (32.00 ft ²)
	Location	Signs must be located adjacent to the crop they advertise and landowner permission must be obtained.
Identification	Size	Maximum Area 0.80 m ² (9.00 ft ²)
	Other	Signs must not create impediments to site lines for motorists.
Real Estate	Size	Maximum Area: 0.80 m ² (9.00 ft ²) Maximum Height: 1.00 m (3.00 ft)
	Removal	Signs shall be removed within seven (7) days of the final property sale.
	Other	Signs may advertise a property for sale but may not advertise the services of a realtor.
Window	Size	No maximum size for signs painted or pasted on window glass.
	Animation	Signs less than 0.5 m ² (1.50 ft ²) may be animated.

b) Sign, Type 2

Type 2 Signs are signs for temporary or permanent advertisement purposes that require a Development Permit.

The following are classified as Type 2 Signs, subject to the listed standards:

Sign	Standards	
Canopy	Size	May not be wider than the width of the establishment the Canopy Sign is advertising.
	Projection	Maximum 3.00 metres (10.00 feet)

		Minimum 0.60 metres (2.00 feet) from building or structure
	Clearance	Minimum 3.00 metres (10.00 feet) above grade
	Location	Signs are only allowed in commercial, industrial, and institutional districts.
	Illumination	Signs may not include illumination or electronic display.
	Other	Signs must be attached to a building or structure.
Banner	Size	Signs may not be wider than the width of the façade of the establishment the canopy sign is advertising.
	Location	Must be located on the façade of the building where the establishment is located.
Fascia	Size	Signs may not be wider than the width of the façade of the establishment the canopy sign is advertising.
	Projection	Maximum 0.30 m (1.00 ft) horizontally from the exterior wall of the building.
	Location	Signs must be located on the façade of the building where the establishment is located.
Freestanding	Size	Maximum Area: 1.50 m ² (16.00 ft ²) Maximum Height 1.50 m (5.00 feet)
	Safety:	Signs must not create impediments to site lines for motorists.
Home-Based Business	Size	Maximum Length: 1.00 m (3.50 ft) Maximum Height: 0.60 m (2.00 ft)
	Signs per site	Maximum one (1) per Home-Based Business
	Other	No off-site advertisement signage associated with a Home-Based Business is permitted.
Portable	Size	Maximum vehicle area 5.10 m ² (55.00 ft ²) Maximum Height: 3.00 m (10.00 ft)
	Safety	Signs must be securely attached to a structure.
Projecting	Size	Maximum Area: 2.00 m ² (22.00 ft ²) Maximum Height: 2.00 m (6.60 ft)
	Projection	Maximum 2.00 m (6.60 ft) horizontally from building face Minimum 0.30 m (1.00 ft) horizontally from building face
	Clearance	Minimum 3.60 m (12.00 ft) above grade

c) Sign, Type 3

Type 3 Signs are large temporary or permanent signs for advertisement purposes with or without digital features including Animation and Changeable Content.

The following are classified as Type 3 Signs, subject to the listed standards:

Sign	Standards	
Animated	Size	Minimum Area: 0.8 m ² (9.00 ft ²)
Billboard	Size	Maximum Area: 62.00 m ² (672.00 ft ²) Maximum Height: 12.00 m (40.00 ft)
		Minimum Area: >28.00 m ² (>300.00 ft ²) Minimum Height: >3.00 m (10.00 ft)
	Clearance	Maximum 4.60 m (15.00 feet) above grade
	Location	No Billboard shall be erected within 300.00 m (984.00 ft) of an existing Billboard.
	Illumination	Signs may be illuminated with Changeable Content.
Freestanding	Size	Maximum Area: 28.00 m ² (300.00 ft ²) Maximum Height: 3.00 m (10.00 ft)
		Minimum Area: >1.50 m ² (>16.00 ft ²) Minimum Height: >1.50 m (>5.00 ft)
	Clearance	Minimum 1.80 m (6.00 feet) above grade, unobstructed except for posts and supports
	Illumination	Signs may be illuminated with Changeable Content

Districts

District	Permitted	Discretionary
AG	Sign, Type 2	Sign, Type 3
RB	Sign, Type 2	Sign, Type 3
CR	Sign, Type 2	Sign, Type 3
CH	Sign, Type 2	Sign, Type 3
IG	Sign, Type 2	Sign, Type 3
II	Sign, Type 2	Sign, Type 3
NRE	Sign, Type 2	Sign, Type 3
PR	Sign, Type 2	Sign, Type 3
CS	Sign, Type 2	Sign, Type 3
PU	Sign, Type 2	Sign, Type 3
HRG		Sign, Type 2
HMR	Sign, Type 2	Sign, Type 3
HMU	Sign, Type 2	Sign, Type 3
HMH		Sign, Type 2
HC	Sign, Type 2	Sign, Type 3
HI	Sign, Type 2	Sign, Type 3
EL-RR		Sign, Type 2
S-LDR		Sign, Type 2
S-SMDR		Sign, Type 2
S-MDR		Sign, Type 2
DC-1		

DC-2		Sign, Type 2	Sign, Type 2
DC-3			Sign, Type 3
DC-4			
DC-5			
DC-6		Sign, Type 2	Sign, Type 3
	Cell 1		
	Cell 2		
	Cell 3		
	Cell 4		
DC-7		Sign, Type 2	
	Cell 5		
	Cell 6		
	Cell 7	Sign, Type 2	Sign, Type 3
	Cell 8	Sign, Type 2	
	Cell 9		
DC-8	Cell 1		
	Cell 2		
DC-9	Cell 1		
	Cell 2		
DC-10	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2	Sign, Type 2	Sign, Type 3
DC-11	Cell 1		
	Cell 2		
DC-12	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2	Sign, Type 2	Sign, Type 3
DC-13	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2		
DC-14	Cell 1		
	Cell 2		
DC-15		Sign, Type 2	
DC-16		Sign, Type 2	
DC-17		Sign, Type 2	
DC-18		Sign, Type 2	
DC-19	Cell 1		
	Cell 2	Sign, Type 2	Sign, Type 3
DC-20		Sign, Type 2	--
DC-21		Sign, Type 2	Sign, Type 3
DC-22	Cell 1		
	Cell 2		
	Cell 1		
DC-23	Cell 2		
	Cell 3	Sign, Type 2	Sign, Type 3
DC-24		Sign, Type 2	
		Sign, Type 3	
DC-25		Sign, Type 2	Sign, Type 3

RECEIVED

FEB 24 2025

Wheatland Regional Corporation
PO Box 196
Rockyford, AB T0J 2R0
Tel 1-403-325-9972
admin@wrc-ab.ca



FEBRUARY 21, 2025

Village of Rockyford

PO Box 294
Rockyford, AB T0J 2R0

Dear Rockyford Council and CAO,

The Wheatland Regional Corporation board held their regular board meeting on Wednesday December 18, 2024. At this meeting a 2025 budget proposal was reviewed as well as water and service rate break down proposals.

After some discussion, the WRC Board passed a motion approving the 2025 operating budget setting the water rate at \$6.04/cubic meter and the service rate at \$56.00/hour, based on the continual service being provided to Rockyford, and Standard, with rates to take effect February 1st, 2025 for water and services used in January 2025. Like last year, each partner will be responsible to pay their own WID conveyance fees, and should WRC need to hire a contractor to do repair work, or sewer maintenance, WRC will invoice the Village at cost plus 5%.

We appreciate the Village's continued support and we look forward to building a stronger working relationship with you and providing water and services to the residents of Rockyford. If you have any questions regarding the above, please feel free to contact either the WRC office or the Board Chairman Martin Gauthier for clarification.

Sincerely,

Leah Jensen

GENERAL MANAGER



VILLAGE OF STANDARD

P.O. Box 249 Standard, Alberta T0J 3G0
Tel: (403) 644-3968
email: cao@villageofstandard.ca

February 12, 2025

Hon. Adriana LaGrange
Minister of Health
423 Legislature Building
10800 - 97 Avenue
Edmonton, Ab. TSK 2B6

Sent Via Email: health.minister@gov.ab.ca

Re: Proposal Between Frontier Diagnostics and Strathmore

Dear Minister LaGrange,

The Village of Standard is submitting this letter in support of Frontier Diagnostics and their proposal to establish a Diagnostic Imaging Center at Strathmore Hospital which will include the installation of a CT scanner. The Village of Standard is committed to improving health outcomes for our citizens and an advanced diagnostic imaging services will be a tremendous achievement in that goal.

Strathmore Hospital has long been a valuable healthcare service provider for our intermunicipal area. Residents from the Village of Standard rely on the hospital for its timely quality care. In addition, over the years, other diagnostic services have established in Strathmore including an ultrasound. Strathmore is becoming a true alternative healthcare hub outside of Calgary.

Access to vital health care assessment tools nearby means our residents can remain in their homes and near their families regardless of healthcare complications. Decreased driving distances will positively impact individual well-being, personal budgets, the environment, and local economies. The CT scan will decrease wait times positively impacting healthcare from decreased wait times for patients to alleviating pressure on bigger city centres to increased job opportunities for healthcare workers in a wonderful community.

Frontier Diagnostics' proposal to use Strathmore Hospital as the location of medical technology like a CT Scanner just makes sense. The Village of Standard is always committed to supporting efforts that improve the quality of life for our area residents, and therefore, fully supports Frontier Diagnostics' proposal.

Sincerely,

Martin Gauthier
Mayor

CC: Nicole Williams, Chief of Staff to Minister LaGrange
Nicole.williams@gov.ab.ca

Andre Tremblay, Deputy Minister of Health
Andre.tremblay@gov.ab.ca

Darren Hedley, Associate Deputy Minister of Health
Darren.hedley@gov.ab.ca

Martin Long, Parliamentary Secretary for Rural Health Martin.long@assembly.ab.ca

Chantelle de Jonge, Parliamentary Secretary for Affordability and Utilities and MLA Chestermere-Strathmore
Chantelle.dejonge@assembly.ab.ca

Nathan Cooper, Speaker of Legislative Assembly of Alberta and MLA Olds-Didsbury-Three Hills
Nathan.cooper@assembly.ab.ca

Village of Hussar
office@villageofhussar.ca

Village of Rockyford
cao@rockyford.ca

Town of Strathmore
Kevin.scoble@strathmore.ca

Wheatland County
Brian.henderson@wheatlandcounty.ca



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

February 26, 2025

AR118277

Dear Chief Elected Officials/Associations/Library Boards/Regional Services
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The *Provincial Priorities Regulation* (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A



Province of Alberta
Order in Council

O.C. 041/2025

FEB 26 2025

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities Regulation set out in the attached Appendix.

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

REGISTRAR OF REGULATIONS

CHAIR

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act
(section 4)

APPENDIX
Provincial Priorities Act
PROVINCIAL PRIORITIES REGULATION

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Mortgage and Housing Corporation
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Alberta Social Housing Corporation assets
17 Agreements to provide information

Coming into Force

- 18 Coming into force

Designation of provincial entities

1 The following entities are designated as provincial entities for the purposes of the Act:

- (a) an intermunicipal library board as defined in the *Libraries Act*;
- (b) a municipal library board as defined in the *Libraries Act*;
- (c) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board;

- (d) a growth management board as defined in the *Municipal Government Act*;
- (e) a regional services commission as defined in the *Municipal Government Act*;
- (f) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board;
- (g) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation;
- (h) Calgary Homeless Foundation;
- (i) Homeward Trust Edmonton.

Approvals

Approval by responsible Minister

2(1) Subject to the exceptions set out in this Regulation, a provincial entity may only enter into, amend, extend or renew an intergovernmental agreement after obtaining the prior approval of the Minister responsible for the provincial entity.

(2) For the purposes of this Regulation,

- (a) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-secondary Learning Act* is responsible for a public post-secondary institution as defined in the *Post-secondary Learning Act*,
- (b) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Education Act* is responsible for a board as defined in the *Education Act*,
- (c) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Provincial Health Agencies Act* is responsible for

- (i) a regional health authority, and any subsidiary health corporation of the regional health authority, under the *Provincial Health Agencies Act*, and
 - (ii) Covenant Health and any subsidiary of Covenant Health,
- (d) the sector Minister responsible for a health services sector under the *Provincial Health Agencies Act* is responsible for a provincial health agency established for that health services sector, and any subsidiary health corporation of that provincial health agency, under the *Provincial Health Agencies Act*,
- (e) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Libraries Act* is responsible for
- (i) an intermunicipal library board as defined in the *Libraries Act*, and
 - (ii) a municipal library board as defined in the *Libraries Act*,
- (f) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* is responsible for
- (i) a municipal authority as defined in the *Municipal Government Act*,
 - (ii) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board,
 - (iii) a growth management board as defined in the *Municipal Government Act*,
 - (iv) a regional services commission as defined in the *Municipal Government Act*, and
 - (v) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board,

and

- (g) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* is responsible for
 - (i) a management body as defined in the *Alberta Housing Act*,
 - (ii) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation,
 - (iii) Calgary Homeless Foundation, and
 - (iv) Homeward Trust Edmonton.

(3) The President of the Executive Council may approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if no other Minister is responsible for the provincial entity.

Authority to approve municipal agreements

3(1) Despite anything to the contrary in section 2(2)(f), the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* may designate another Minister as the Minister responsible for a provincial entity referred to in section 2(2)(f) in relation to an agreement or a class of agreements if the Ministers agree that the subject-matter of the agreement or class of agreements relates to a matter under that other Minister's administration.

(2) Despite anything to the contrary in section 4(1), a provincial entity referred to in section 2(2)(f) shall submit a proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* despite that Minister designating another Minister as the Minister responsible for the provincial entity under subsection (1).

Approval of agreements

4(1) To obtain approval to enter into, amend, extend or renew an intergovernmental agreement, a provincial entity must submit the proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister responsible for the provincial entity.

(2) The Minister responsible for the provincial entity must assess the proposed agreement, amendment, extension or renewal by considering the following factors prior to approving a provincial entity to enter into, amend, extend or renew the agreement:

- (a) whether the agreement aligns with the priorities of the Government of Alberta;
- (b) whether the agreement
 - (i) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
 - (ii) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
 - (iii) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction;
- (c) whether the agreement aligns with the Government of Alberta's long-term fiscal plan.

(3) Subject to subsections (4) to (6), after assessing the proposed agreement, amendment, extension or renewal by considering the factors described in subsection (2), the Minister may

- (a) approve a provincial entity to enter into the agreement, amendment, extension or renewal, subject to any terms or conditions the Minister considers appropriate, or
- (b) decline to approve the provincial entity to enter into the agreement, amendment, extension or renewal.

(4) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to

- (a) enter into an intergovernmental agreement in which a federal entity is agreeing to provide a provincial entity with \$5 million or more in funding, excluding any in-kind contributions, or
- (b) amend, extend or renew an intergovernmental agreement if the amendment, extension or renewal would result in \$5 million or more in additional funding, excluding any in-kind contributions, being provided by a federal entity to a provincial entity under the agreement.

(5) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if, in the Minister's opinion, the agreement

- (a) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
- (b) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
- (c) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction.

(6) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to amend an intergovernmental agreement in a material way if subsection (4) or (5) applies or applied to the agreement.

(7) If a Minister approves a provincial entity to enter into, amend, extend or renew an intergovernmental agreement, the Minister must provide written notice to the provincial entity, including written notice of any terms or conditions that apply to the Minister's approval.

(8) If a Minister declines to approve a provincial entity to enter into, amend, extend or renew an agreement, the Minister must provide written notice to the provincial entity.

Funding applications by management bodies and similar entities

5(1) Subject to subsection (2), a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of any intent of the management body or entity to apply for funding from a federal entity when the body or entity submits its annual business plan to the Minister in accordance with the *Management Body Operation and Administration Regulation* (AR 243/94) or the terms of an operating agreement.

(2) Where it is not possible to comply with subsection (1) without foregoing the opportunity to apply for funding from a federal entity, a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of the management body or entity to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(3) Calgary Homeless Foundation and Homeward Trust Edmonton must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of Calgary Homeless Foundation or Homeward Trust Edmonton to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(4) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act*, within 30 days of being notified of an intent to apply for funding, must conduct a preliminary assessment of the proposed application and must advise the provincial entity whether the Minister

- (a) has concerns with the proposed application, including the nature of those concerns, and
- (b) is likely, based on the preliminary assessment, to approve the provincial entity to enter into an agreement, or the amendment, extension or renewal of an agreement, that would result from the provincial entity's application for

funding from a federal entity being approved by a federal entity.

(5) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* must consider whether notice required by this section has been provided when deciding whether to approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement.

Exceptions

Exceptions re funding amounts

- 6(1) If, under an intergovernmental agreement, a federal entity
- (a) would not provide any funding to a provincial entity or would only provide in-kind contributions, or
 - (b) would provide less than \$100 000 in funding, excluding any in-kind contributions, to a provincial entity,

and the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister, the provincial entity is not required to obtain the Minister's approval before entering into, amending, extending or renewing that agreement unless an amendment, extension or renewal of the agreement would result in the provincial entity receiving a total of \$100 000 or more in funding, excluding any in-kind contributions, from the federal entity under the agreement as amended, extended or renewed.

(2) If an intergovernmental agreement relates to the construction, maintenance or development of housing accommodations, then a provincial entity is not required to obtain approval before entering into, amending, extending or renewing that agreement if the federal entity is providing the provincial entity \$250 000 or less in funding, excluding any in-kind contributions, under the agreement initially entered into, or as amended, extended or renewed.

(3) This section does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions re amendments, extensions and renewals

7(1) If a provincial entity has been approved to enter into an agreement under this Regulation, the provincial entity is not required to obtain prior approval to amend, extend or renew that agreement if the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister and any of the following circumstances apply:

- (a) the agreement includes a provision requiring a project to start or end by a certain date and the amendment, extension or renewal is for the purpose of allowing the project to start or end by a date that is no more than one year different from the start or end date that is in the agreement;
- (b) the agreement includes a provision establishing the length of a project and the amendment, extension or renewal is for the purpose of allowing the project to be extended by one year or less;
- (c) the amendment, extension or renewal provides additional federal funding, excluding any in-kind contributions, to a provincial entity that is
 - (i) less than \$100 000, and
 - (ii) less than 10% of the federal funding being provided under the agreement that the Minister approved;
- (d) the proposed amendment, extension or renewal of an agreement would make or result in minor administrative changes.

(2) Subsection (1) does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions for public post-secondary institutions

8(1) For the purposes of this section,

- (a) “fec-for-service agreement” means an agreement in which a particular set of services is provided in exchange for a set fee, and

- (b) “research” means an undertaking directed to the discovery, extension or application of knowledge through a disciplined inquiry or systematic investigation.

(2) If a public post-secondary institution as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the public post-secondary institution is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if

- (a) the agreement pertains to research, unless greater than 50% of the total funding being provided under the agreement, excluding any in-kind contributions, is capital funding for the development of research facilities,
- (b) greater than 50% of the total funding being provided under the agreement pertains to the following matters:
 - (i) the delivery of an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act*;
 - (ii) the delivery of a program of study as defined in the *Post-secondary Learning Act*;
 - (iii) the delivery of a foundational learning program as defined in the *Programs of Study Regulation* (AR 91/2009);
 - (iv) the delivery of work placement experiences, including mentorship programs, cooperative placements, practicums and internships, for students as defined in the *Post-secondary Learning Act*, including the provision of wage subsidies;
 - (v) the delivery of language instruction that enables individuals to develop basic language proficiency in one of the official languages of Canada;
 - (vi) the delivery of a continuing education program;
 - (vii) a conference, symposium or other non-instructional event,

or

- (c) the public post-secondary institution is entering into, amending, extending or renewing an agreement in which the public post-secondary institution is
 - (i) a party to a fee-for-service agreement, or
 - (ii) providing space to a federal entity through a lease or short-term rental, the term of which does not exceed 2 months.

Exception for Banff Centre

9 If Banff Centre as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, Banff Centre is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exceptions for school boards

10 If a board as defined in the *Education Act* has provided or agreed to provide the Minister responsible for the *Education Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the board is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity in either of the following circumstances:

- (a) the agreement provides for federal funding under Jordan's Principle;
- (b) the agreement provides for federal funding as part of an education services agreement under section 63 of the *Education Act*.

Exceptions for Banff, Jasper and Lloydminster

11 If the Municipality of Jasper, the Town of Banff or the City of Lloydminster have provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any

information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the Municipality, Town or City, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for controlled corporations

12 If a controlled corporation as defined in section 75.1 of the *Municipal Government Act* or the controlled corporation's board has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the controlled corporation or the controlled corporation's board, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for municipal agreements with Canadian Armed Forces

13 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with the Canadian Armed Forces, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with the Canadian Armed Forces.

Exceptions during emergencies and disasters

14 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if the agreement is for the purpose of responding to a disaster or emergency as those terms are defined in the *Emergency Management Act*.

Exception for mortgage agreements with Canada Mortgage and Housing Corporation

15 If a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of a mortgage agreement with the Canada Mortgage and Housing Corporation, including a copy of the agreement, in the time and manner specified by the Minister, the management body or entity is not required to obtain prior approval to enter into, amend, extend or renew that mortgage agreement with the Canada Mortgage and Housing Corporation.

Exception for entities that operate and administer Alberta Social Housing Corporation assets

16 If an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the entity is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if that agreement does not relate to the operation or administration of real property assets of the Alberta Social Housing Corporation.

Agreements to provide information

17 For the purposes of this Regulation, an agreement to provide a Minister with information may relate to a particular intergovernmental agreement or to a class of intergovernmental agreements.

Coming into Force

Coming into force

18 This Regulation comes into force on the coming into force of the *Provincial Priorities Act*.

	Water Overages in m3			US gal		US gal			US gal	
	2025 Billed	2025 Clear Well	Difference	bulk sheets	m3	2024 Billed	2024 Clear Well	Difference	bulk sheets	m3
January	1956	2395	-439	4899	18,54	1819	2950.9	-1131.9	5716	21,64
February	1751	2477	-726	7116	26,94	1735	3000.7	-1265.7	2425	9,18
March			0			1581	3536.7	-1955.7	2118	8,02
April			0			1944	4017.4	-2073.4	9254.1	350,31
May			0			3523	5713	-2190	320378	1212,76
June			0			2710	5729	-3019	463306	1753,8
July			0			4912	5159	-247	317946	1203,56
August			0			2846	3638	-792	103767	392,8
September			0			2309	2941	-632	130650	494,56
October			0			2077	2595	-518	68205	258,18
November			0			1361	2170	-809	8869	33,57
December			0			1899	2559	-660	10145	38,4
Totals	3,707.00	4,872.00	-1165		45,48	28,716.00	44,009.70	-15293.7		5776,78

2025 total losses in m3 (1119.52)

2024 total losses in m3 (9,516.92)

	Water Overages in m3			US gal	
	2023 Billed	2023 Clear Well	Difference	bulk sheets	m3
January	1583	2632.4	-1049.4	1969	7
February	1467	2152.7	-685.7	3794	14
March	1603	2589.7	-986.7	818	3
April	1691	2652.9	-961.9	74383	282
May	4037	5271	-1234	344422	1304
June	3714	5362.4	-1648.4	308517	1168
July	4080	4305.7	-225.7	98291	372
August	2930	4157.5	-1227.5	90931	344
September	2083	3030	-947	96804	366
October	2191	2867.1	-676.1	22601	86
November	1803	2549.8	-746.8	8446	32
December	2458	3078.6	-620.6	3059	11.5
Totals	29,640.00	40,649.80	-11009.8		3989.5

2023 total losses in m3 (7020.30)

February Report Leah Smith

- 6 - CFWR - Women's luncheon in Crossfield Ab
- On track for lending
- Lots of nominations for 1st quarter Heart of the Community campaign
- 12 - Village Regular
- 18 - Village Special
- 20 - WHMB Special invite to meet candidate in Standard
- 20 - WHMB Regular - Added a new member at large will come to March meeting
- Strategic Plan quotes -company picked
- 26 - Village Special meeting with the town of Strathmore

Feb 4 ag society meeting:

Curling club plant replacement with need to be ordered. Ag Society has agreed to help out purchasing and also ask if the village will use line of credit to help carry some of the debt load until it can be repaid in full.

HSL has stated that they plan to return to our arena next season.

Furnace replacement costs have been included in the Wheatland County grant request.

Feb 19 WRC Board meeting.

Attended as primary was unable to make it. Bills were paid. Unanimous Shareholder Agreement still in review. No new business to address

COUNCIL REPORT OR MARCH 2025

By Bill Goodfellow

DDSWMA Feb20

A large agenda

Administration dealing with several issues such as GFL non compliance

With several attempts to clarify - long weekend . #1 truck to shop on @ RTW Tuesday.

#2 truck in for maintenance. Most municipalities are dealing with transfer site cleanup and who pays for the cleanup

Failure in Landfill inspection Rectification and appeal - 16 small violations

Big failure was failure to notify at site & to ministry- ,fire , ammunitions ,chemical bottle leaks

sloping to steep

Evac pond liner at end of life

County opts out of SAWEA for too many meetings

Presentation on garbage to power or fertilizer or

Self contained trailer reduces 2 ton a day to 50 kw of energy

Several environmental positives, reducing gas emissions, landfill reduction, less ground water contamination

Report from communication solutions on growing pains in HR

Suggests line of progression for reporting incidents from top to bottom

Job eval program should be contracted out

Need a Well trained & experienced evaluation team

Time of manager is better spent

Role of managing is of the landfill management

Audit & legal & record keeping are primary

EPR process is time consuming

Prov is changing its policy on Reporting and testing

Policy committee - 1st meeting feb 26 I have let my name stand to join them

CAO Report February 2025

- interviews
- front end tasks for ½ of the month
- campspot courses
- permanent electors register webinar
- tax incentive bylaw
- work on budgets
- WCB annual return
- reach out to other communities using Yolo Nomads
- remove “heat tape” from our billing
- register for Municipal Administration Leadership Workshop
- begin training with Bonnie
- 2x campspot online meetings