

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS  
AND BEING HELD ELECTRONICALLY VIA ZOOM MEETING  
JULY 19, 2022 AT 7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. AGENDA ADDITIONS
3. ADOPTION OF AGENDA
4. CONFIDENTIAL – CLOSED MEETING SESSION
5. ADOPTION OF PREVIOUS MINUTES
  - a. Regular Council Meeting of June 21, 2022
6. DELEGATIONS
  - a. Michael Weller – Drainage Concerns (Agenda Item #14.b)
7. PUBLIC HEARINGS
8. MUNICIPAL PLANNING COMMISSION
9. OLD BUSINESS & CAO REPORT ACTION LIST
10. FINANCIAL REPORTS
  - a. Financial Report
11. BYLAWS & POLICIES
12. COUNCIL, COMMITTEES & STAFF REPORTS
13. CORRESPONDENCE – INFORMATION ITEMS
  - a. Alberta Beach & District 50 Plus Club – 2022 Alberta Beach Show & Shine
  - b. Alberta Lung – Walk to Breathe 2022 Media Release
  - c. Alberta Municipal Affairs – Release of Municipal Affairs 2021-2022 Annual Report
  - d. Alberta Municipalities – Important Notice from Service Alberta
  - e. Alberta Seniors & Housing – Affordable Housing Needs Assessment
  - f. Alberta Treasury Board & Finance – Borrowing Notice
  - g. Calgary Counselling – Counselling Alberta
  - h. Lac Ste. Anne County – 2022 Recreation Facility Program Grant – Ball Diamond Maintenance
  - i. Lac Ste. Anne County – 2022 Recreation Facility Program Grants – Boat Launch & Main Beach
  - j. Lac Ste. Anne County – MPE Engineering Proposal for Capital Plan for a Water Utility
  - k. National Police Federation – Call to Action to the Government of Alberta
  - l. National Police Federation – Invitation to Join Call to Action to the Government of Alberta
14. CORRESPONDENCE – ACTION ITEMS
  - a. Alberta Municipalities – 2022 AUMA Convention
  - b. Michael Weller – Drainage Concerns (Alley between 46-47 Street & 50-47A Avenue)
  - c. Stephen Liviniuk – Drainage Concerns (46B Street)
15. NEW BUSINESS
  - a. Fortis Alberta – Franchise Agreement Renewal
  - b. Request for Decision – Paid Parking Lots during Pilgrimage
16. QUESTION PERIOD
17. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF COUNCIL OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS AND HELD ELECTRONICALLY VIA ZOOM MEETING JUNE 21, 2022 AT 7:00 P.M.**

**PRESENT:**

- Mayor.....Angela Duncan
- Deputy Mayor .....Debbie Durocher
- Councillor .....Tara Elwood
- Councillor .....Kelly Muir
- Councillor .....Daryl Weber
- CAO .....Kathy Skwarchuk
- Asst. CAO .....Cathy McCartney (Zoom Administrator)

**CALL TO ORDER:**

Mayor Duncan called the meeting to order at 7:06 P.M.

**LAND ACKNOWLEDGEMENT:**

Mayor Duncan recognized that today is National Indigenous Peoples Day, which is a special occasion to learn more about the rich and diverse cultures, voices, experiences and histories of First Nations, Inuit and Metis peoples. Learning about Indigenous Peoples, places and experiences is a step forward each Canadian can take on the path to reconciliation and in recognition and honour of National Indigenous Peoples Day Mayor Duncan welcomed Councillor Elwood to make a Land Acknowledgement Statement.

Councillor Elwood read aloud the following Land Acknowledgement Statement:

My Name is Tara Elwood nee Desjarlais, I am a proud member of the Kehewin Cree Nation, a descendant of the Michel band as well as your local Alberta Beach Councillor.

Today is National Indigenous Peoples Day and it is not only important to recognize my fellow Indigenous brothers, sisters and ancestors for their care for, and teachings about the earth and our relations, but to honor those teachings through our interactions today and everyday hereafter.

It brings me immense pride to read the following;

On behalf of the Village of Alberta Beach, I would like to recognize that we gather here today on traditional Treaty 6 Territory. The lands that the Village of Alberta Beach and Lac Ste Anne County currently exist on are the traditional lands of the Nakota Sioux, the Cree, the Haudenosaunee, and the Metis people. I would also like to welcome you to the shores of Wakamne or God's Lake to the Nakota Sioux, or Manito Sahkahiag or Spirit Lake to the Cree. Long before Lac Ste Anne as it is known today became a pilgrimage for the faithful, it has been a gathering site for the Indigenous people long before first contact and since time immemorial.

Our council hopes that by acknowledging the true history of this land and its first people, that this is the first step in many we take on the path of reconciliation between the Village of Alberta Beach, Canada and the first people of Turtle Island.

*As long as the grass shall grow and the rivers flow.*

*Ish nish, hiy hiy.*

Mayor Duncan presented the Indigenous Treaty Six flag and the flag was raised in Council Chambers.

**AGENDA ADDITIONS:**

- 4.a Closed Meeting Session – Waste Collection Proposals moved to the end of the meeting.
- 10.b Doyle & Company – Alberta Beach Financial Statements of December 31, 2021 added to agenda.

**ADOPTION OF AGENDA:**

#096-22 MOVED BY Deputy Mayor Durocher that the agenda be adopted as amended.  
CARRIED UNANIMOUSLY

**ADOPTION OF PREVIOUS MINUTES:**

#097-22 REGULAR COUNCIL MEETING OF MAY 17, 2022:  
MOVED BY Councillor Weber that the minutes of the Regular Council Meeting of May 17, 2022 be adopted as presented.  
CARRIED UNANIMOUSLY

#098-22 MUNICIPAL PLANNING COMMISSION MEETING OF MAY 17, 2022:  
MOVED BY Councillor Elwood that the minutes of the Municipal Planning Commission Meeting of May 17, 2022 be adopted as presented.  
CARRIED UNANIMOUSLY

**DELEGATIONS:**

SGT. DOUG FOSSEN, PARKLAND RCMP – ANNUAL REPORT & CRIME STATISTICS:  
Sgt Doug Fossen of the Parkland RCMP sent his regrets that he is unable to attend the Council meeting. The presentation will be rescheduled to a later date.

**PUBLIC HEARINGS:** None.

**MUNICIPAL PLANNING COMMISSION MEETING:** None.

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**MINUTES OF THE REGULAR MEETING OF COUNCIL  
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**OLD BUSINESS & CAO REPORT ACTION LIST:**

- #099-22 TOWN OF ONOWAY CHALLENGE – FIRST RESPONDERS APPRECIATION:  
MOVED BY Councillor Weber that a letter be sent to the Town of Onoway in response to their Challenge to show appreciation to our first responders to report that Alberta Beach held a first responders appreciation event on May 27<sup>th</sup>, 2022 to thank our EMS, Police and Fire service providers and further letters be sent to the Summer Villages of Sunset Point and Val Quentin to thank them for their participation.  
CARRIED UNANIMOUSLY
- #100-22 WILD ALBERTA COMMITTEE – REGIONAL TOURIST ASSOCIATION PRESENTATION:  
MOVED BY Councillor Muir that Council deny participation in the Wild Alberta Committee at this time.  
CARRIED UNANIMOUSLY
- #101-22 IMPACT TOURISM – RUMBLE ALBERTA PRESENTATION  
MOVED BY Councillor Muir that Council deny participation in the Impact Tourism Rumble Alberta marketing initiative.  
CARRIED UNANIMOUSLY
- #102-22 LAC STE. ANNE PILGRIMAGE – LETTERS TO REQUEST ASSISTANCE:  
MOVED BY Councillor Weber that letters be forwarded to the Archbishop, the Minister of Municipal Affairs, the Minister of Tourism, the Premier of Alberta and the Prime Minister of Canada to request that the provincial government, the federal government and the Catholic Church provide funding to assist Alberta Beach with the impacts and costs in our community incurred from the Lac Ste. Anne Pilgrimage and further the letters be copied to the MLA, the MP, the Minister of Public Safety and the Minister of Crown-Indigenous Relations.  
CARRIED UNANIMOUSLY
- #103-22 MOVED BY Councillor Elwood that the CAO Report Action List be accepted for information.  
CARRIED UNANIMOUSLY

**FINANCIAL REPORTS:**

- #104-22 2022 CAPITAL PROJECTS – ROAD & SIDEWALK QUOTES:  
MOVED BY Deputy Mayor Durocher that the 2022 Capital projects for roadwork and sidewalks be approved as recommended by the Public Works Advisory Committee as follows; 48 Avenue Asphalt Paving from 51 Street to 53 Street; 47 Street Asphalt Paving patching; Sidewalk & curb in front of Lion's Park; Sidewalk along west side of 50<sup>th</sup> Avenue between 49 Street to Lion's Park; and further that the projects be funded through MSI and CCBF funds.  
CARRIED UNANIMOUSLY
- #105-22 DOYLE & COMPANY – FINANCIAL STATEMENTS OF DECEMBER 31, 2021:  
MOVED BY Councillor Elwood that the Audited Financial Statements of December 31, 2021 prepared by Doyle & Company be accepted as presented.  
CARRIED UNANIMOUSLY

**BYLAWS & POLICIES:** None.

**COUNCIL, COMMITTEES & STAFF REPORTS:**

**COUNCILLOR ELWOOD:**

Councillor Elwood reviewed and submitted reports on the following meetings:  
Alberta Beach Public Works Advisory Committee meeting of June 10, 2022.  
Lac Ste. Anne Regional Municipalities meeting of June 13, 2022.  
Alberta Beach Library Board meeting of June 13, 2022.  
Community Policing Advisory Committee (CPAC) meeting of June 16, 2022.  
Yellowhead Regional Library Board meeting of June 20, 2022.

**DEPUTY MAYOR DUROCHER:**

Deputy Mayor Durocher reviewed and submitted reports on the following meetings:  
Lake Isle & Lac Ste. Anne Water Quality Mgmt Society meeting of May 24, 2022.  
Alberta Beach & District Museum & Archives meeting of June 8, 2022.  
Lac Ste. Anne Regional Municipalities meeting of June 13, 2022.  
Beachwave Park Committee meeting of June 16, 2022.

**COUNCILLOR WEBER:**

Councillor Weber reviewed and submitted reports on the following meetings:  
Lac Ste. Anne Foundation meetings of May 19 & May 20, 2022.  
Alberta Beach in Bloom meetings of May 20 & June 3, 2022.  
Ste. Anne Recreational Lake Use Committee (SARLUC) meeting of May 25, 2022.  
Alberta Beach Public Works Advisory Committee meeting of June 10, 2022.  
Lac Ste. Anne Regional Municipalities meeting of June 13, 2022.

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Lac Ste. Anne East End Bus Committee meeting of June 14, 2022.  
Community Futures Yellowhead East meeting of June 16, 2022.  
Highway 43 East Waste Commission meeting of June 20, 2022.

**COUNCILLOR MUIR**

Councillor Muir gave a brief report on the following meetings:  
Ste. Anne Recreational Lake Use Committee (SARLUC) meeting of May 25, 2022.  
Alberta Beach Agliplex Operations Committee meeting of May 26, 2022.

**MAYOR DUNCAN:**

Mayor Duncan reviewed and submitted reports on the following meetings:  
Mayor's Report of June 21, 2022.  
Lac Ste. Anne Pilgrimage meetings of May 31, June 2, 7, 14 and 21, 2022.  
Alberta Beach Museum Grant meeting of June 2, 2022.  
Lac Ste. Anne Regional Municipalities meeting of June 13, 2022.  
FCSS Trivillage meeting of June 16, 2022.

**PILGRIMAGE COMMITTEE:**

#106-22 MOVED BY Councillor Weber that Council forms an ad-hoc Pilgrimage Committee, consisting of Mayor Duncan, Councillor Elwood and CAO Skwarchuk to develop traffic, emergency management and communication plans for Alberta Beach and the upcoming Pilgrimage and Papal visit. Further that this committee be delegated decision-making authority for issues that are time sensitive.

CARRIED UNANIMOUSLY

**DEVELOPMENT PERMIT REPORT:**

The administration department submitted a report on the 2022 Development Permits issued to date.

**ACCEPTANCE OF COUNCIL, COMMITTEE AND STAFF REPORTS:**

#107-22 MOVED BY Deputy Mayor Durocher that the Council, committee and staff reports be accepted for information.

CARRIED UNANIMOUSLY

**COUNCIL COMMITTEE APPOINTMENT – ALBERTA BEACH AG SOCIETY AGLIPLIX OPERATIONS COMMITTEE:**

#108-22 MOVED BY Mayor Duncan that the Council committee appointments be amended and that Councillor Muir be appointed to the Alberta Beach Ag Society Agliplex Operations Committee.

CARRIED UNANIMOUSLY

**COUNCIL COMMITTEE APPOINTMENT – ALBERTA BEACH AG SOCIETY BEACHWAVE PARK OPERATIONS COMMITTEE:**

#109-22 MOVED BY Councillor Weber that the Council committee appointments be amended to include the Alberta Beach Ag Society Beachwave Park Operations Committee and further that Deputy Mayor Durocher be appointed to the committee.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – INFORMATION ITEMS:**

**ALBERTA BEACH AGRICULTURAL SOCIETY – POLY DAYS PARADE:**

Correspondence was received from the Alberta Beach Agricultural Society regarding the Poly Days Parade, also attached was the parade entry form.

**ALBERTA HEALTH SERVICES – COMMUNITY ENGAGEMENT – HOME CARE CONTRACT:**

Correspondence was received from Alberta Health Services Community Engagement regarding the home care contract extension & request for expression of interest and qualification.

**ALBERTA MUNICIPAL AFFAIRS – INVITATION TO REQUEST MEETING WITH THE MINISTER:**

Correspondence was received from Alberta Municipal Affairs regarding a potential opportunity for municipal councils to meet with the Minister of Municipal Affairs at the 2022 Alberta Municipalities fall convention and further that all requests must be submitted by July 8, 2022.

**ALBERTA MUNICIPALITIES – SUMMER 2022 MUNICIPAL LEADERS CAUCUS:**

Correspondence was received from Alberta Municipalities regarding the summer 2022 Municipal Leaders Caucus.

**ALBERTA SENIORS & HOUSING – AFFORDABLE HOUSING TRANSFORMATION:**

Correspondence was received from Alberta Seniors & Housing regarding the affordable housing transformation and Alberta's 10 year strategy to improve and expand affordable housing.

**COUNTY OF ST. PAUL – LETTER TO AUC REGARDING RISING COST OF UTILITY FEES:**

The County of St. Paul forwarded a copy of their letter to the Alberta Utilities Commission to voice their concerns regarding the rising cost of utility fees.

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**HONOURABLE GERALD SOROKA, MP – NEWS RELEASE – IMPROVING RAILWAY SAFETY:**  
Honourable Gerald Soroka, MP forwarded a news release regarding Transport Canada's Rail Safety Improvement Program which is providing almost \$24 million in funding for 147 projects across Canada.

**HONOURABLE RIC MCIVER, MINISTER OF MUNICIPAL AFFAIRS – MSI & CCBF FUNDING:**  
Honourable Ric McIver, Minister of Municipal Affairs forwarded a letter regarding MSI & CCBF funding as well as the 2022 allocations for Alberta Beach.

**HONOURABLE RIC MCIVER, MINISTER OF MUNICIPAL AFFAIRS – LOCAL ELECTIONS & COUNCILLOR ACCOUNTABILITY:**  
Honourable Ric McIver, Minister of Municipal Affairs forwarded a letter inviting councils to provide input to identify potential legislative changes that might improve the local elections process as well as enhance the public's trust in local councils.

**HONOURABLE RON ORR, MINISTER OF CULTURE – ALBERTA VOLUNTEER AWARDS:**  
Honourable Ron Orr, Minister of Culture forwarded correspondence regarding the 2022 Stars of Alberta Volunteer Awards and further that the deadline for submitting nomination is June 30, 2022.

**HONOURABLE SHANNON STUBBS, MP, SHADOW MINISTER FOR RURAL ECONOMIC DEVELOPMENT & RURAL BROADBAND STRATEGY – FEDERAL FUNDING FOR RURAL COMMUNITIES:**

A letter was received from Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde seeking input regarding a townhall meeting to address federal funding for rural communities.

**LAC STE. ANNE COUNTY – NOTICE TO WITHDRAW FROM SARM:**

A letter was received from Lac Ste. Anne County giving notice to withdraw from participation in the Ste. Anne Regional Municipalities (SARM) Committee as their Council believes there are other opportunities outside of SARM that support the development of inter-municipal and regional cooperation.

**NATIONAL POLICE FEDERATION – PROPOSAL TO JOIN CALL TO ACTION:**

Correspondence was received from the National Police Federation regarding their proposal to join their call to action for the Government of Alberta to halt the idea of a new provincial police service.

**TOWN OF BON ACCORD – LETTER TO AUC REGARDING INCREASING UTILITY FEES:**

The Town of Bon Accord forwarded a copy of their letter to the Alberta Utilities Commission to voice their concerns regarding increasing utility fees.

**TOWN OF FOX CREEK – LETTER TO MINISTER OF JUSTICE & SOLICITOR GENERAL REGARDING SUPPORT FOR THE RCMP:**

The Town of Fox Creek forwarded a copy of their letter to the Minister of Justice & Solicitor General to express their support for the RCMP and their opposition to the proposed Provincial Police force.

**TOWN OF REDCLIFF – LETTER TO PREMIER JASON KENNEY REGARDING INCREASING UTILITY FEES:**

The Town of Redcliff forwarded a copy of their letter to Premier Jason Kenney regarding increasing utility fees.

**TOWN OF TOFIELD – LETTER TO MINISTER OF JUSTICE & SOLICITOR GENERAL – ALBERTA PROVINCIAL POLICE FORCE:**

The Town of Tofield forwarded a copy of their letter to the Minister of Justice & Solicitor General to voice their concerns that in no way supports the initiative to replace the RCMP with Alberta Provincial Police force.

**VILLAGE OF COUTTS – LETTER TO AUC REGARDING INCREASING UTILITIES FEES:**

The Village of Coutts forwarded a copy of their letter to the Alberta Utilities Commission to voice their concerns regarding increasing utility fees.

**WABAMUN WATERSHED MANAGEMENT COUNCIL – AQUATIC INVASIVE SPECIES DEMONSTRATION DAY:**

Correspondence was received from the Wabamun Watershed Management Council giving notice and invitation on an Aquatic Invasive Species Demonstration Day being held on Wabamun Lake on July 23, 2022.

**ACCEPTANCE OF CORRESPONDENCE INFORMATION ITEMS:**

MOVED BY Deputy Mayor Durocher that the correspondence information items be accepted for information.

#110-22

CARRIED UNANIMOUSLY

**CORRESPONDENCE – ACTION ITEMS:**

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**MINUTES OF THE REGULAR MEETING OF COUNCIL  
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#111-22 BRUCE TOMA – DRAINAGE – DAMAGE TO FENCE DUE TO FLOODING:  
MOVED BY Deputy Mayor Durocher that the request from Bruce Toma for compensation for damages to his fence due to flooding be denied and further he be advised that our public works department will address the drainage concerns and install a culvert.

CARRIED UNANIMOUSLY

#112-22 ALBERTA BEACH & DISTRICT LIONS CLUB – REQUEST FOR DONATION FOR CANADA DAYS FIREWORKS:  
MOVED BY Councillor Elwood that a donation of \$1,000.00 be approved for the Alberta Beach & District Lions Club for the Canada Day fireworks.

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

#113-22 MUNICIPAL ASSESSMENT SERVICES GROUP – 2022 ASSESSMENT SERVICES AGREEMENT RENEWAL:  
MOVED BY Deputy Mayor Duncan that Council approve the three year renewal on the assessment services agreement with Municipal Assessment Services Group for the period July 1, 2022 to June 30, 2025.

CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

A brief discussion arose on the following topics; the Polydays parade, the Alberta Beach boat launch, welcome packages for new residents, parking on private property during the pilgrimage and congratulations was extended for the Land Acknowledgement.

**CONFIDENTIAL – CLOSED MEETING SESSION:**

#114-22 CONFIDENTIAL MATTER(S) – FOIP SECTION 16 - WASTE COLLECTION PROPOSALS  
MOVED BY Councillor Weber that as per Section 197(2) of the MGA and Division 2, Part 1, Section 16 of the FOIP Act (Freedom of Information and Protection of Privacy Act) the meeting be closed to the public at 9:06 P.M. to discuss agenda item #4.a Waste Collection Proposals.

CARRIED UNANIMOUSLY

Present for the closed meeting session:

Mayor Angela Duncan, Deputy Mayor Debbie Durocher, Councillor Tara Elwood, Councillor Kelly Muir, Councillor Daryl Weber, C.A.O. Kathy Skwarchuk and Assistant CAO Cathy McCartney were in attendance for the closed meeting session.

#115-22 **MEETING RE-OPENED TO THE PUBLIC:**

MOVED BY Councillor Weber that Council move to come out of closed meeting at 9:32 P.M.

CARRIED UNANIMOUSLY

The public was invited back into the meeting.

#116-22 **WASTE COLLECTION:**  
MOVED BY Mayor Duncan that the Public Works Advisory Committee review the proposals for waste collection and collect further information and options for Council's review.

CARRIED UNANIMOUSLY

#117-22 **RESCHEDULE JULY ROUND TABLE MEETING:**  
MOVED BY Mayor Duncan that the July Round Table meeting be rescheduled to Wednesday, July 13, 2022 at 2:30 P.M.

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

The meeting adjourned at 9:36 P.M.

\_\_\_\_\_  
Mayor -- Angela Duncan

\_\_\_\_\_  
C.A.O. – Kathy Skwarchuk

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6.a  
14.b

**Alberta Beach Village Office**

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**From:** michael weller <m\_weller@telus.net>  
**Sent:** July 12, 2022 2:56 PM  
**To:** aboffice@albertabeach.com; publicworks@albertabeach.com;  
angeladuncan@albertabeach.com; debbiedurocher@albertabeach.com;  
taraelwood@albertabeach.com; kellymuir@albertabeach.com  
**Subject:** drainage concerns for the block of between 47a ave and 50 ave,46-47 st.  
**Attachments:** Drainage Concerns Alley.pdf

--  
michael

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## **Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave**

**To: Alberta Beach Village Administration and Maintenance**

**An adequate water conveyance system should be designed to move runoff from rain or minor storm events. Without proper drainage, water collects in properties creating structural issues to buildings, damage to landscaping, sinking and rutting driveways/alley and an increase in bugs. Signs of poor drainage that are evident on our block are:**

- **Water stagnating around/under houses, garages and out-structures causing deteriorating and rotting foundations, mold and mildew**
- **Erosion**
- **Pooling water in yards**
- **Dead grass, trees and plants suffocating/drowning**
- **Mud and ruts in alleyway/driveways**
- **Mosquitoes breeding in stagnant water**
- **Difficulty for maintenance and garbage crews navigating puddles and deepening ruts**
- **Ice building up on walkways, driveways and alleyways in the winter**

**This continuing problem has resulted in increased tension and frustration, less enjoyment of property, decline of community, lower property values and wet feet.**

**Although culverts and drainage were partially in place, they have been removed over time by residents interfering or removing ditches and drain ways, and also the recent alley renovations. A minimal attempt to fix the problem was made in 2012, since that time all of the ditches have been filled in and culverts removed.**

**Lack of a comprehensive Village plan to rectify the situation has caused residents to seek individual solutions for their properties, (ditches, pumping water out onto the alleyway) that sometimes lead to worsening their neighbors' situation.**

**Recent aligning of the alley, involving raising the alley, has made a longstanding problem even worse but also has made it easier to fix. Houses and mature trees cannot be moved but a ditch can be done relatively simply. There is an approximate 9 foot drop from the problem area to lake level, providing ample slope to facilitate drainage.**

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## Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave

Proper road construction includes ditches to remove surface water. Failure to do this has required unnecessary amounts of expensive gravel brought in to fill sinkholes caused by improper drainage.

This is not a new crisis but one that has persisted for at least 20 years. In that time the town office, several counselors and no less than 5 public works foremen have been spoken with and agreed it needs to be rectified, and we all expected it to be resolved when the alley was realigned last year.

Once rectified, all residents need to be informed that drainage systems cannot be altered or interfered with.

Please take this under serious consideration and execute an effective and timely resolution.

Name	Address	Signature
Michael Weller	4616 - 47A ave	MW
LARRY EGGER	4609 50 AVE	LEgger
Gerry Egger	4609 - 50 Ave	G. Egger
Louis Chalifoux	4603 - 50 Ave	Louis Chalifoux
Odetta Chalifoux	4603, 50 Ave	Odetta Chalifoux
CYNTHIA CHAMBERS	4604 - 47A AVE	Cynthia Chambers
James Byrcock	4608 - 47A Ave	James Byrcock
FLO MOSCHINSKY	4606 - 47 AVE	F. Moschinsky
Kirsten Kiowan	4619 - 47A ave	K. Kiowan
Duane Elias	4619 - 47A ave	D. Elias
ARLEN DARBYSHAW	4727 - 45 ST	A. Darbyshaw
Bruce Fancett	4611 - 50 AVE	B. Fancett
Laurel McKillop	4615 - 50 Ave	L. McKillop
Bandy Shewela	4620 - 47A AVE	B. Shewela
Betty Hays	4620 - 47A AVE	B. Hays
Kevin Sandulak	4605 - 50 AVE	K. Sandulak

July 8, 2022

Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave

Name

Address

Signature

Danise Taylor  
Ryan + Pam Blommaert  
Thompson  
Colleen Thompson  
Dale Homerick  
Amy Coughlin

4630-47-Ave  
4635-47A Ave  
4624-47 Ave  
4631-47<sup>th</sup> Ave  
4619-50<sup>th</sup> Ave

Danise Taylor  
[Signature]  
Thompson  
[Signature]  
Amy Coughlin

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# Ditch Basics

By Marisa DiBiaso, Project Assistant

Water is the most destructive force in roads. Ditches are the best way to carry water away from roads and to the water table. Ditches catch sediment carried off the road surface. This makes it imperative that road managers keep ditches in good condition. This article will cover the basics of good ditches: inspection, shape, slope, lining, vegetation, and maintenance and repair.

## Inspection

The first step to ditch basics is to regularly clean and inspect ditches to keep them working properly. Use the following checklist to help identify needed maintenance.

- Is the ditch free of obstructions?
- Does the ditch have a clear outlet?
- Is the ditch deep enough to drain the subgrade and cut off subsurface water?
- Is the ditch broad enough?
- Is the slope uniform; that is, free of high or low points to minimize ponding?
- Could debris control devices be used?
- Is there any erosion?
- Is a lining needed/does the existing lining need repair?
- Is the slope adequate?

## Shapes

Highway crews can construct and maintain ditches in three cross-section shapes: parabolic (round bottom), trapezoidal (flat bottom), or triangular (v-shaped bottom).

- **Parabolic**--This ditch is best in terms of long-term cost and efficiency. It has about the same capacity as the trapezoidal with less erosion. Sides are easily vegetated, further reducing erosion. It is probably the most difficult and expensive to construct.
- **Trapezoidal**--The flat bottom is easier to construct than the round bottom (parabolic) ditch. Compared to the triangular shape, the flat bottom slows water and reduces erosion. It takes more time and expense to construct, but requires less maintenance and greater capacity.

- **Triangular**--The v-shaped bottom ditch is the most easily constructed and requires the least roadside area. Of the three types, it requires more maintenance, has the lowest water-carrying capacity, and is the most susceptible to erosion.

## Slope

The lengthwise slope affects the velocity of flow. If the slope is too steep, the swift water flow causes erosion and maintenance problems. If the slope is too flat, water stays in the ditch and can infiltrate the road base. Water in the base deteriorates the road from within. To ensure water flow, the minimum desired lengthwise slope is 1.0%. It should never be less than 0.5%. The maximum for an unlined ditch is 5%. If the slope exceeds 5%, the ditch should be lined as described below to prevent erosion.

Ditches with earth sides should have side slopes from 1:4 or 1:2 (drop to run). To calculate slopes, see page 9 for a copy of "Measuring and Calculating Slopes."

## Lining

Erosion creates sediment that is deposited in ditches and water bodies. The greater the erosion, the more maintenance needed. Excessive erosion can weaken the sides of the road itself.

Ditch lining is the most common way to prevent erosion. Linings can be of natural soil, vegetative, or paved. The material used depends on flow velocity. The following table illustrates the types of lining appropriate for various flow velocities.

Engineers use similar tables when designing waterways. Road managers can also use it empirically. If a lined, well-maintained ditch is eroding, then crews should apply a lining for a higher flow. If problems persist, the agency should consult a qualified engineer.

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Type of Lining	Maximum Flow Velocity (ft/sec)
<b>Natural Soil Linings</b>	
Rip-rap sides and bottoms	15-18
Clean gravel	6-7
Silty gravel	2-5
Clean sand	1-2
Silty sand, clay	2-3
Clayey sand, silt	3-4
<b>Vegetative Linings</b>	
Average turf, erosion resistant soil	4-5
Average turf, easily eroded soil	3-4
Dense turf, erosion resistant soil	6-8
Gravel bottom, brushy sides	4-5
Dense weeds	5-6
<b>Paved Linings</b>	
Gravel bottom, concrete sides	8-10
Mortared rip-rap	8-10
Concrete or Asphalt	18-20

## Vegetation

In addition to minimizing erosion in low-flow ditches, vegetation removes roadway pollutants from runoff water. Here are a few guidelines to remember about vegetation in ditches.

- Vegetative linings should be established **BEFORE** erosion begins.
- Seed, mulch, and, where necessary, fiber mats should be applied immediately after any ditch maintenance or storm damage.
- Fertilizer often speeds growth, but excessive fertilization can cause groundwater and surface water quality problems.
- Mowing prevents weeds and woody vegetation. Mowing too close will reduce the erosion resistance of the lining.

## Maintenance and Repair

Ditch repair should be included in all road repair projects. Road rehabilitation and reconstruction are expensive and some municipalities omit ditch repair to save money. Some ignore ditches in minor projects, too. Inadequate ditches will allow water to infiltrate the road base. This creates inadequate drainage resulting in faster road deterioration than if the time and money was spent on proper ditching.

*Road Business, Winter 2000, Vol. 15, No. 4*

Periodically maintain all ditches. Schedule routine maintenance every five years. Poorly shaped, sloped, or lined ditches require maintenance more often. To maintain ditches in a five-year cycle, divide municipal roads into five areas. Plan and schedule work on each section in a given year.

Planning begins with inspection. Inspection in the fall enables a clear view of ditch conditions, and allows planning over the winter. Planned maintenance should produce ditches with adequate shape, slope, and linings. The following guidelines should be considered:

- The most efficient and effective ditches have flat or round bottoms. A backhoe or excavator most easily constructs trapezoidal or parabolic shaped ditches. If using a grader, run the wheel the ditch bottom.
- Compact the ditch bottom.
- The lengthwise and side slopes should be uniform.
- Immediately seed, mulch, and use fiber mats to establish vegetation, or immediately apply other necessary lining.

Ditches should be an appropriate depth. To keep water out of the base material, the ditch bottom should be below the base course. A depth of 18 inches is usually sufficient, but it may have to be deeper if water flows in from hillsides. The distance between cross culverts or ditch outlets influence depth. Inspection will indicate if depth is adequate, or if culverts or outlets should be installed.

Ditches are often constructed too deep. Lining is more difficult, and the added depth increases ditch erosion. Deep ditches can create a safety hazard to motorists, especially on roads with narrow shoulders.

Ditches are necessary to carry water off and away from roads and must be regularly maintained. They must have the proper shape, slope, and lining. Water flow, road surface sediment, and growing vegetation attack these features.

### Sources:

- Basics of a Good Road.* UNH Technology Transfer Center. Durham, NH. June 2000.
- "Ditch/Channel Construction & Maintenance." *A Series of Quick Guides for New Hampshire Towns.* UNH Technology Transfer Center. Durham, NH.
- Drainage, Drainage, Drainage.* UNH Technology Transfer Center. Durham NH. January 1996.

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**CAO REPORT – ACTION LIST**

**JUNE 2022**

**COUNCIL:**

COUNCIL COMMITTEE REPORTS – TO BE SUBMITTED IN WRITING FOR ATTACHMENT TO THE MINUTES.

**ALBERTA BEACH AGRICULTURAL SOCIETY – PURCHASE OF ALBERTA BEACH AGLIPLIX:**

May 18/21 MOVED BY Mayor Benedict that the letter from the Alberta Beach & District Agricultural Society regarding their interest in the purchase of the Alberta Beach Agliplex be accepted for further review and development of a potential purchase agreement on the condition that the land remain the property of Alberta Beach and further that Council authorize a meeting between the Mayor and Ag Society President to review details of the proposal.

June 15/21 Letter was sent to Ag Society to advise on Council’s motion.

**TOWN OF ONOWAY CHALLENGE – FIRST RESPONDERS APPRECIATION:**

June 21/22 MOVED BY Councillor Weber that a letter be sent to the Town of Onoway in response to their Challenge to show appreciation to our first responders to report that Alberta Beach held a first responders appreciation event on May 27<sup>th</sup>, 2022 to thank our EMS, Police and Fire service providers and further letters be sent to the Summer Villages of Sunset Point and Val Quentin to thank them for their participation.

**LAC STE. ANNE PILGRIMAGE – LETTERS TO REQUEST ASSISTANCE:**

June 21/22 MOVED BY Councillor Weber that letters be forwarded to the Archbishop, the Minister of Municipal Affairs, the Minister of Tourism, the Premier of Alberta and the Prime Minister of Canada to request that the provincial government, the federal government and the Catholic Church provide funding to assist Alberta Beach with the impacts and costs in our community incurred from the Lac Ste. Anne Pilgrimage and further the letters be copied to the MLA, the MP, the Minister of Public Safety and the Minister of Crown-Indigenous Relations.

**PILGRIMAGE COMMITTEE:**

June 21/22 MOVED BY Councillor Weber that Council forms an ad-hoc Pilgrimage Committee, consisting of Mayor Duncan, Councillor Elwood and CAO Skwarchuk to develop traffic, emergency management and communication plans for Alberta Beach and the upcoming Pilgrimage and Papal visit. Further that this committee be delegated decision-making authority for issues that are time sensitive.

**COUNCIL COMMITTEE APPOINTMENT – A.B. AG SOCIETY AGLIPLIX OPERATIONS COMMITTEE:**

June 21/22 MOVED BY Mayor Duncan that the Council committee appointments be amended and that Councillor Muir be appointed to the Alberta Beach Ag Society Agliplex Operations Committee.

**COUNCIL COMMITTEE APPOINTMENT – A.B. AG SOCIETY BEACHWAVE PARK OPERATIONS COMMITTEE:**

June 21/22 MOVED BY Councillor Weber that the Council committee appointments be amended to include the Alberta Beach Ag Society Beachwave Park Operations Committee and further that Deputy Mayor Durocher be appointed to the committee.

**RESCHEDULE JULY ROUND TABLE MEETING:**

June 21/22 MOVED BY Mayor Duncan that the July Round Table meeting be rescheduled to Wednesday, July 13, 2022 at 2:30 P.M.

**ADMINISTRATION:**

**TVRSSC – REQUEST ROAD & SIDEWALK REPAIR:**

Aug.17/21 MOVED BY Councillor Love that a letter be forwarded to the TVRSSC to request that they repair the road and sidewalk along 50<sup>th</sup> Avenue between 47 Street and 46 Street, further advising that due to a previous sewer break the water is pooling on the road & the sidewalk is cracking & sinking.

Sept. 21/21 Letter was sent to TVRSSC.

Oct.19/21 Sidewalk repair has been completed.

Nov.16/21 Road has been repaired, however TVRSSC has been made aware of the deficiency that the water is now pooling in the centre of the road which they will have the contractor finish the asphalt compaction in the spring. It was also brought to TVRSSC attention that there is a gap next to the sidewalk which they will work to repair.

June 21/22 TVRSSC Maintenance Manager advised that the 50 Ave road deficiencies will be completed this month.

**PARKING OF OVERWEIGHT VEHICLES IN RESIDENTIAL:**

Nov.16/21 CAO has requested comments from the Development Officer regarding the complaint of parking overweight vehicles (semi tractor trucks) in residential zones, whether to restrict the overweight vehicles through the implementation of

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## CAO REPORT – ACTION LIST

JUNE 2022

a parking bylaw or through the traffic bylaw. Also discussed the issue of camping overnight in the commercial parking lots. (The D.O. is also aware that we are waiting for comments on a parking bylaw from Patriot Law as well)

Dec.21/21 Development Officer is preparing comments and will submit by next meeting.

Mar.15/22 Development Officer has recommended to draft a parking bylaw.

MOVED BY Deputy Mayor Durocher that administration draft a parking bylaw for Council review.

Apr.19/22 MOVED BY Deputy Mayor Durocher that Motion #035-22 directing administration to draft a Parking Bylaw be amended to direct administration to draft an updated traffic bylaw to include restrictions on overweight parking in residential zones as well as restrictions to overnight parking in commercial parking lots and FURTHER that Council submit comments by next round table meeting. May17/22 Council comments have been forwarded to the Development Officer.

June 21/22 D.O. is working on the traffic bylaw.

### PROFESSIONAL DEVELOPMENT POLICY:

Feb.15/22 MOVED BY Councillor Weber that administration draft a Professional Development Policy.

### WILD ALBERTA COMMITTEE – REGIONAL TOURIST ASSOCIATION PRESENTATION:

Apr.19/22 MOVED BY Councillor Weber that Wild Alberta Committee Regional Tourist Association presentation be accepted for information and for further review.

June 21/22 MOVED BY Councillor Muir that Council deny participation in the Wild Alberta Committee at this time.

### MAIN BEACH STORM OUTFALL & PARK RESTORATION PROJECT – GRAND RE-OPENING:

Apr.19/22 MOVED BY Councillor Muir that Alberta Beach hold a grand re-opening of the Main Beach Park to be held in June or July, FURTHER that MLA Getson, MP Soroka, Reeve Blakeman, and any other financial contributor are invited to speak and that Lac Ste. Anne County, Val Quentin and Sunset Point Councils, as well as the previous term Alberta Beach Councillors are sent an invitation to attend, FURTHER that we seek a local community group to organize a BBQ fundraiser to be held in conjunction with the grand re-opening. Grand Re-Opening will be held June 24, 2022.

### IMPACT TOURISM – RUMBLE ALBERTA:

Apr.19/22 MOVED BY Councillor Muir that Impact Tourism Rumble Alberta presentation be accepted for information and FURTHER they be invited to attend the next Council meeting to make their presentation.

May 17/22 MOVED BY Councillor Muir that the Rumble Alberta Presentation by Impact Tourism be accepted for information and further review.

June 21/22 MOVED BY Councillor Muir that Council deny participation in the Impact Tourism Rumble Alberta initiative.

### LETTER TO LAC STE. ANNE COUNTY – WATER DISTRIBUTION:

May 17/22 MOVED BY Mayor Duncan that Alberta Beach send a letter to Lac Ste. Anne County Reeve Blakeman indicating our interest in working together on potential options for water distribution in the Alberta Beach area and FURTHER that we request Alberta Beach and Lac Ste. Anne County administrations discuss the project including what work has been done so far, what expectations and costs may be involved, and any other relevant information, and report back to Council. FURTHER that the Mayors of Sunset Point and Val Quentin, as well as Alberta Beach, Lac Ste. Anne County Council, and Lac Ste. Anne County CAO be copied on the letter.

June 21/22 Letters were sent to Lac Ste. Anne County and the S.V. of Sunset Point & Val Quentin.

### COMMUNITY PEACE OFFICER MUTUAL AID AGREEMENT WITH LAC STE. ANNE COUNTY:

May 17/22 MOVED BY Deputy Mayor Durocher that Council approve in principle the draft Community Peace Officer Mutual Aid Agreement with Lac Ste. Anne County.

### DOYLE & COMPANY – FINANCIAL STATEMENTS OF DECEMBER 31, 2021:

June 21/22 MOVED BY Councillor Elwood that the Audited Financial Statements of December 31, 2021 prepared by Doyle & Company be accepted as presented.

### ALBERTA BEACH & DISTRICT LIONS CLUB – REQUEST FOR DONATION FOR CANADA DAYS FIREWORKS:

June 21/22 MOVED BY Councillor Elwood that a donation of \$1,000.00 be approved for the Alberta Beach & District Lions Club for the Canada Day fireworks.

### MUNICIPAL ASSESSMENT SERVICES GROUP – 2022 ASSESSMENT SERVICES AGREEMENT RENEWAL:

June 21/22 MOVED BY Deputy Mayor Duncan that Council approve the three year renewal on the assessment services agreement with Municipal Assessment Services Group for the period July 1, 2022 to June 30, 2025.

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**PUBLIC WORKS:****2022 CAPITAL PROJECTS – ROAD & SIDEWALK QUOTES:**

June 21/22 MOVED BY Deputy Mayor Durocher that the 2022 Capital projects for roadwork and sidewalks be approved as recommended by the Public Works Advisory Committee as follows; 48 Avenue Asphalt Paving from 51 Street to 53 Street; 47 Street Asphalt Paving patching; Sidewalk & curb in front of Lion's Park; Sidewalk along west side of 50<sup>th</sup> Avenue between 49 Street to Lion's Park; and further that the projects be funded through MSI and CCBF funds.

**BRUCE TOMA – DRAINAGE – DAMAGE TO FENCE DUE TO FLOODING:**

June 21/22 MOVED BY Deputy Mayor Durocher that the request from Bruce Toma for compensation for damages to his fence due to flooding be denied and further he be advised that our public works department will address the drainage concerns and install a culvert.

**WASTE COLLECTION:**

June 21/22 MOVED BY Mayor Duncan that the Public Works Advisory Committee review the proposals for waste collection and collect further information and options for Council's review.

**DEVELOPMENT:****DEVELOPMENT AGREEMENT – LOT 3, BLOCK 9, PLAN 3321BQ:**

Aug. 14/18 Development Agreement Deposit has been received. (D.O. was advised)

Sept. 18/18 Sidewalks/ramp was completed/admin will invoice or deduct from deposit. (Invoice was deducted from deposit)

June 18/19 Development Agreement has been forwarded to D.O. (Development is ongoing)

Dec. 15/20 Development Officer is following up on the development.

Feb. 16/21 Development Officer provided an update on outstanding items scheduled for completion by Aug. 2021.

Sept. 21/21 Development Officer has advised that the property owner has requested more time to complete outstanding items which include: parking stalls & identification of parking stalls; garbage containers; and landscaping.

Apr. 19/22 CAO to follow-up with Development Officer.

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# Financial Report

## June 30, 2022



BALANCE SHEET	Beg: 000000000	End: 30Jun2022	Type: A	C	U	Name
<b>ASSETS</b>						
<b>CASH ON HAND:</b>						
CASH REGISTER FLOAT	100.00		1			A111
CASH ON HAND - PETTY CASH	100.00		1			A112
BANK	397,799.06		1			A121
INVESTED CASH - TERM DEPOSIT	0.00		1			A122
BANK T-BILL SAVINGS #25	930,036.82		1			A125
BANK CUSTOM PLAN #26 (1.3M)	0.00		1			A126
<b>TOTAL CASH</b>		1,328,035.88	2			TOTC
<b>ACCOUNTS RECEIVABLE:</b>						
TAXES & GRANTS-IN-LIEU REC	2,062,387.73		1			A210
RECEIVABLE FROM OTHER GOVTS:						
GST COLLECTED\PAID OUT-A230	5,911.86		1			A230
ITC	10,063.64		1			A231
GST SHARED SERVICES - A232	0.00		1			A232
CONDITIONAL PROV GRANTS	0.00		1			A248
RECEIVABLE OTHER LOCAL GOVT:	0.00		1			A250
ADMIN ACCOUNTS RECEIVABLE	13,623.04		1			A270
ADMIN RECEIVABLE - AFDA	4,162.73		1			A275
TRADE ACCOUNTS RECEIVABLE	0.00		1			A271
ALL OTHER RECEIVABLES	356,287.03		1			A290
<b>TOTAL ACCOUNTS RECEIVABLE</b>		2,423,983.29	2			TAR
<b>PREPAID EXPENSES</b>						
PREPAID EXPENSES	47,684.94		1			A412
REQUISITION UNDER\OVER LEVY	0.00		1			A413
SUPPLIES INVENTORY	9,984.18		1			A164
TAX SALE SURPLUS (BANK ACCT.)	0.00		1			A474
LAND HELD FOR RESALE	0.00		1			A570
<b>FIXED ASSETS:</b>						
ENGINEERING STRUCTURES	6,712,202.68		1			A610
ACCUM.AMORTIZATION-ENG.STRUC	3,418,097.00		1			A615
BUILDINGS	2,946,238.90		1			A620
ACCUM.AMORTIZATION-BUILDINGS	927,325.12		1			A625
MACHINERY & EQUIPMENT	909,455.37		1			A630
ACCUM.AMORTIZATION-MACH&EQ	678,868.17		1			A635
LAND	1,349,990.57		1			A640
ACCUM.AMORTIZATION-LAND	0.00		1			A645
VEHICLES	334,945.29		1			A650
ACCUM.AMORTIZATION-VEHICLES	294,057.79		1			A655
LAND IMPROVEMENTS	684,574.81		1			A660
ACCUM.AMORTIZATION-LAND IMPR	515,205.44		1			A665
<b>TOTAL FIXED ASSETS</b>		7,103,854.10	2			TFA
<b>TOTAL ASSETS</b>		10,913,542.39	3			TA
<b>SHORT TERM LOANS</b>						
SHORT TERM LOANS	0.00		1			L121
<b>ACCOUNTS PAYABLE</b>						
FEDERAL - G.S.T.	0.00		1			L230
Description	Beg: 000000000	End: 30Jun2022	Type: A	C	U	Name

BALANCE SHEET	Beg:000000000	End:30Jun2022	Type: A	C U	Name
FEDERAL - REC GEN	4,622.50		1		L231
PAYROLL - ACCRUED HOLIDAY PA	3,495.11		1		L235
PAYROLL - ANEBSWITH	0.00		1		ANEBSWITH
PAYROLL - R.R.S.P.	0.00		1		RRSPACC
PAYROLL - UNION	0.00		1		UNION
PAYROLL - EMPL RECEIVABLES	0.00		1		EMPLREC
PAYROLL - AHC PREMIUM	0.00		1		AHCWITH
PAYROLL - CANADA SAV BOND	0.00		1		CANSAV
PAYROLL - ADVANCES	0.00		1		ADV
PAYABLE TO OTHER LOC GOVT	36,908.00		1		L270
TRADE ACCOUNTS PAYABLE	0.00		1		L270TP
KIDS IN ACTION	0.00		1		KIDSIA
BIKES FOR KIDS	0.00		1		B4KIDS
VILLAGE MAP\BROCHURE	0.00		1		MAPAP
COMMUNITIES IN BLOOM	0.00		1		CIBLOOM
ALL OTHER PAYABLES	7,400.00		1		L290
DEPOSITS	19,141.50		1		L291
TOTAL ACCOUNTS PAYABLE		71,567.11	2		TAP
TAX SALE SURPLUS TRUST	0.00		1		L410
DEFERRED REVENUE	40,797.20		1		L411
DEFERRED REVENUE	0.00		1		L412
DEFERRED REVENUE	0.00		1		L413
RESERVES FOR OPERATING		0.00	2		L700
TAX RATE STABILIZATION		187,907.39	2		L701
ADMIN & P.W. INCOME-STAFF		0.00	2		L702
ADMIN & P.W. INCOME-VILLAGE		0.00	2		L703
INSURANCE PROCEEDS- HAYLAND		44,536.80	2		L704
DISASTER PREPAREDNESS		0.00	2		L705
STREET IMPROVEMENTS		0.00	2		L706
CAMPGROUND IMPROVEMENTS		0.00	2		L707
ECONOMIC DEVELOPMENT- 100 YR		7,295.92	2		L708
SALE OF PUBLIC LANDS		0.00	2		L709
SCHOOL PROJECTS		0.00	2		L710
DRAINAGE & WATER STUDY		0.00	2		L711
PROVINCIAL POLICE FUND		0.00	2		L712
REDEVELOPMENT PLAN		0.00	2		L713
TOTAL OPERATING RESERVES			3		L790
RESERVES FOR CAPITAL					
GENERAL CAPITAL		803,451.47	2		L750
ADMINISTRATIVE EQUIPMENT		6,803.01	2		L761
LAGOON RECONSTRUCTION		10,205.00	2		L762
PARK RESERVE SALE PROCEEDS		0.00	2		L763
PARKS AND RECREATION DEV		34,494.45	2		L764
PUBLIC WORKS EQUIPMENT		40,959.73	2		L765
CAMPGROUND DEVELOPMENT		0.00	2		L766
FIREHALL		0.00	2		L767
MSI GRANT RESERVES		0.00	2		L799
ADMINISTRATIVE BUILDING		44,694.92	2		L768
PATROL EQUIPMENT		25,164.00	2		L770
Description	Beg:000000000	End:30Jun2022	Type: A	C U	Name

BALANCE SHEET	Beg:000000000	End:30Jun2022	Type: A	C U	Name
AMIP GRANT RESERVES		0.00		2	L771
EAST END BUS		0.00		2	L772
TOTAL CAPITAL RESERVES			965,772.58	3	L760
TOTAL EQUITY IN FIXED ASSETS		7,103,854.10		2	L800
ACCUMULATED SURPLUS - 31\12\94	3,087,090.31			1	L900
ADJUSTED SURPLUS (PRIOR PERIOD	551,829.92			1	L902
SURPLUS FROM 1\1\95	4,669,395.57			1	L901
APPROPRIATED SURPLUS	0.00			1	L905
CURRENT FUNDS USED FOR TCA	0.00			1	L910
CURRENT AMORTIZATON EXPENSE	1,225,399.57			1	L915
NET BOOK VALUE OF TCA DISPOSAL	235,936.38			1	L920
CONTRIBUTED TCA	0.00			1	L925
TOTAL SURPLUS		2,491,811.29		2	ACCUMSURP
TOTAL LIABILITIES			10,913,542.39	3	TL
PROOF			0.00	3	PROOF
DATED <u>June 30</u> , 2022					
Description	Beg:000000000	End:30Jun2022	Type: A	C U	Name

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Analysis: INCOME STATEMENT

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INCOME STATEMENT		(1)	(2)	(3)
Period 1: -	--- Begin	01Jan2022	01Jan2022	01Jan2022
	--- End	31Dec2022	30Jun2022	30Jun2022
(less) Period 2: -	--- Type	B	A	A
	--- Begin	000000000	000000000	01Jan2022
Period 2: -	--- End	000000000	000000000	31Dec2022
	--- Type			B
Ratios:	% of Account			
Graphs:	# of Columns,Scale	0 0	0 0	0 0

Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
<b>REVENUE</b>			
RESIDENTIAL TAXES (MUNICIPAL)	850,749.27	850,586.49	162.78-
RESIDENTIAL TAXES (SCHOOL)	440,594.38	440,510.21	84.17-
COMMERCIAL TAXES (MUNICIPAL)	97,354.55	97,354.56	0.01
COMMERCIAL TAXES (SCHOOL)	34,949.72	34,949.73	0.01
FARM TAXES (MUNICIPAL)	78.70	78.69	0.01-
FARM TAXES (SCHOOL)	40.76	40.76	0.00
POWER & PIPELINE (MUNICIPAL)	17,467.36	17,467.38	0.02
POWER & PIPELINE (SCHOOL)	6,270.68	6,270.68	0.00
DIP \ MACH & EQUIP (MUNICIPAL)	1,697.75	1,697.75	0.00
DIP \ MACH & EQUIP (SCHOOL)	72.70	72.70	0.00
DESIGNATED INDUSTRIAL (DI)	146.15	146.14	0.01-
MUNICIPAL SERVICES TAX	728,895.00	728,020.00	875.00-
LIBRARY LEVY	0.00	0.00	0.00
MISC. OTHER LEVY	0.00	0.00	0.00
TOTAL TAXES	2,178,317.02	2,177,195.09	1,121.93-
PENALTIES & COSTS ON TAXES	60,000.00	36,249.44	23,750.56-
FRANCHISE - ATCO GAS	34,000.00	18,762.46	15,237.54-
FRANCHISE - FORTIS	50,000.00	26,217.62	23,782.38-
INVESTMENT INCOME	8,500.00	7,133.07	1,366.93-
PROVINCIAL GRANTS			
RESTRUCTURING GRANT	0.00	0.00	0.00
CONDITIONAL FGTF	0.00	119,196.00	119,196.00
CONDITIONAL MUNICIPAL GRANTS	0.00	0.00	0.00
CONDITIONAL MSI GRANT	21,210.00	382,665.00	361,455.00
FROM RESERVE\DEF.REV.	0.00	0.00	0.00
OTHER	0.00	0.00	0.00
<b>ADMIN</b>			
ADMINISTRATIVE SERVICE	4,800.00	4,800.00	0.00
SALES OF GOODS & SERVICES	1,000.00	495.14	504.86-
TAX CERTIFICATES	3,000.00	1,620.00	1,380.00-
PHOTOCOPIES\FAXES\POSTAGE	100.00	2.00	98.00-
PENALTIES\COSTS - N.S.F. FEES	200.00	140.00	60.00-
HAWKER PEDDLER LICENSES	600.00	308.33	291.67-
RENTAL AND LEASE	4,000.00	2,400.00	1,600.00-
PROV\FED CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
<b>PATROL</b>			
SALES TO OTHER LOCAL GOV'T	30,000.00	0.00	30,000.00-
SALES OF GOODS & SERVICES	0.00	0.00	0.00
Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE

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Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
FINES	3,000.00	472.00	2,528.00-
SALE OF FIXED ASSETS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00	0.00
RENTAL & LEASE	24,000.00	12,000.00	12,000.00-
UTILITIES REIMBURSEMENT	3,800.00	0.00	3,800.00-
PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	7,370.00	0.00	7,370.00-
TRANSFER FROM RESERVES	0.00	0.00	0.00
DISASTER SERVICES	0.00	0.00	0.00
AMBULANCE GRANT	0.00	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	5,100.00	5,100.00-
ANIMAL LICENSES	600.00	430.00	170.00-
BY-LAW FINES	500.00	0.00	500.00-
COMMON SERVICES			
PUBLIC WORKS SERVICES	0.00	0.00	0.00
SALES OF GOODS & SERVICES	500.00	3,455.00	2,955.00
RENTAL AND LEASE	67,000.00	36,120.00	30,880.00-
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF FIXED ASSETS	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
STORM SEWER & DRAINAGE			
CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
SEWER			
LOCAL IMPROVEMENT CHGS	0.00	0.00	0.00
SEWER REVITALIZATION	245,100.00	245,100.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SOLID WASTE			
CONTRACT WITH OTHER MUNICIPAL	0.00	0.00	0.00
SALE OF GOODS & SERVICES	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00	0.00
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

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## Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
MUNICIPAL PLANNING	0.00	450.00	450.00
DEVELOPMENT PERMITS	5,000.00	1,600.00	3,400.00-
COMPLIANCE CERTIFICATES	1,000.00	300.00	700.00-
SUBDIVISION APPLICATIONS	0.00	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	32,281.00	0.00	32,281.00-
SALE OF PUBLIC LAND	0.00	0.00	0.00
BOAT LAUNCH	10,000.00	0.00	10,000.00-
TRANSFER RESERVE\DEF.REV.	0.00	0.00	0.00
PARKS			
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00	0.00
CONDITIONAL GRANT	0.00	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00	0.00
GRANT FROM LOCAL AGENCIES	10,000.00	0.00	10,000.00-
PARKING LOT REVENUE	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
RECREATION FACILITIES			
SALE OF SERVICE - FEES\CHARGES	0.00	0.00	0.00
REGIONAL RECREATION	24,058.00	6,014.00	18,044.00-
GRANT FROM LOCAL AGENCIES	0.00	1,000.00	1,000.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
CAMPGROUND			
USER FEES (SEASONAL)	234,000.00	246,095.24	12,095.24
WEEKEND SITES	45,000.00	4,535.00	40,465.00-
CAMPGRD CABIN RENTAL	0.00	0.00	0.00
SALES OF GOODS & SERVICES	2,000.00	1,151.00	849.00-
WINTER STORAGE	23,400.00	1,200.00	22,200.00-
DEBIT MACHINE ADJUSTMENTS	0.00	0.00	0.00
RENTAL & LEASE	9,600.00	4,000.00	5,600.00-
M.R.T.A. GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
CULTURE			
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00	0.00
TOTAL OPERATING REVENUE	3,154,136.02	3,346,206.39	192,070.37
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00	0.00
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
CAPITAL PROJECTS:			
CAPITAL PROJECT-ROADS	100,000.00	0.00	100,000.00-
CAPITAL PROJECT-SHOP	0.00	0.00	0.00
CAPITAL PROJECT-DRAINAGE	10,000.00	0.00	10,000.00-
CAPITAL PROJECT-WALK PATHS	0.00	0.00	0.00
CAPITAL PROJECT-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECT-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECT-CAMPGRD W\R	100,000.00	0.00	100,000.00-
TOTAL	210,000.00	0.00	210,000.00-
TOTAL CAPITAL REVENUE	210,000.00	0.00	210,000.00-
REQUISITIONS:			
SCHOOL FOUNDATION	0.00	0.00	0.00
ASFF	481,928.33	235,937.35	245,990.98-
OVER\UNDER LEVY UTILIZED	0.00	0.00	0.00
DESIGNATED INDUSTRIAL	146.15	0.00	146.15-
TOTAL REQUISITIONS	482,074.48	235,937.35	246,137.13-
BUSINESS INCOME PROFIT	0.00	0.00	0.00
TOTAL	2,882,061.54	3,110,269.04	228,207.50
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

EXPENSE STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2022	01Jan2022	01Jan2022
End		31Dec2022	30Jun2022	30Jun2022
--- Type		B	A	A
(less) --- Begin		000000000	000000000	01Jan2022
Period 2: --- End		000000000	000000000	31Dec2022
--- Type				B
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
<b>COUNCIL</b>			
COUNCIL HONORARIUMS - MAYOR	10,147.50	5,842.53	4,304.97-
COUNCIL HONORARIUMS	35,977.50	15,733.83	20,243.67-
MEETING FEES	18,000.00	8,075.00	9,925.00-
HONOURARIUM DEDUCTIONS	2,000.00	0.00	2,000.00-
COUNCIL TRAVEL	2,000.00	793.09	1,206.91-
CONFERENCES\PROFESSIONAL DE	12,500.00	320.00	12,180.00-
INTERNET & PHONE EXPENSE	5,800.00	5,700.00	100.00-
COUNCIL PROMOTIONAL	7,500.00	4,208.64	3,291.36-
MISC. SUPPLIES	5,000.00	1,813.93	3,186.07-
TOTAL	98,925.00	42,487.02	56,437.98-

Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
<b>ADMINISTRATION</b>			
ADMINISTRATOR	116,209.00	57,733.11	58,475.89-
SALARIES	179,756.00	89,316.08	90,439.92-
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	58,000.00	31,997.64	26,002.36-
SCP PAYROLL	0.00	0.00	0.00
FROM\TO RESERVE	0.00	0.00	0.00
TRAINING	600.00	0.00	600.00-
TRAVEL	200.00	62.64	137.36-
FREIGHT, POSTAGE, DELIVERY	3,500.00	0.00	3,500.00-
TELEPHONE\INTERNET\SATELLIT	4,000.00	1,592.62	2,407.38-
ADVERTISING	1,500.00	967.89	532.11-
SUBSCRIPTIONS\MEMBERSHIPS	3,000.00	2,604.85	395.15-
PRINTING	1,500.00	0.00	1,500.00-
LEGAL	3,000.00	0.00	3,000.00-
AUDITOR	11,500.00	12,000.00	500.00
SERVICE CONTR-PHOTO,FAX,POS	4,200.00	1,585.39	2,614.61-
SERVICE CONTR - ALARM	500.00	300.00	200.00-
PURCHASED EQUIPMENT REPAIR	8,000.00	1,643.95	6,356.05-
CONTRACT - JANITOR	6,000.00	3,000.00	3,000.00-
INSURANCE	55,000.00	490.00	54,510.00-
W.C.B.	12,975.00	4,857.34	8,117.66-
STATIONERY & SUPPLIES	5,000.00	2,509.42	2,490.58-
JANITORIAL SUPPLIES	1,500.00	635.97	864.03-
MISCELLANEOUS SUPPLIES	2,000.00	550.61	1,449.39-
VILLAGE PROMOTION	3,500.00	0.00	3,500.00-
100 YEAR ANNIVERSARY	0.00	0.00	0.00
UTILITIES	5,800.00	2,649.41	3,150.59-
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00

Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
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Analysis: EXPENSE STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
BANK CHARGES	1,000.00	505.49	494.51-
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	9,000.00	2,289.18	6,710.82-
BAD DEBT EXPENSE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	497,240.00	217,291.59	279,948.41-
ELECTION \ CENSUS			
SALARIES & WAGES	1,000.00	905.49	94.51-
ADVERTISING	500.00	472.00	28.00-
GOODS & SUPPLIES	100.00	83.62	16.38-
TOTAL	1,600.00	1,461.11	138.89-
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	26,000.00	12,395.30	13,604.70-
TOTAL	26,000.00	12,395.30	13,604.70-
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	66,000.00	11,771.32	54,228.68-
PROVINCIAL POLICE FUNDING	45,215.00	0.00	45,215.00-
CITIZENS ON PATROL	0.00	0.00	0.00
PAYROLL DEDUCTIONS	7,500.00	271.37	7,228.63-
TRAINING & DEVELOPMENT	1,000.00	0.00	1,000.00-
MILEAGE & SUBSISTENCE	0.00	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	5,500.00	3,190.04	2,309.96-
ADVERTISING & PROMOTION	350.00	0.00	350.00-
AUX PRG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	4,000.00	2,364.48	1,635.52-
VEHICLE REPAIR	5,000.00	5,898.77	898.77
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	500.00	0.00	500.00-
MISC. SUPPLIES	2,500.00	100.00	2,400.00-
UNIFORMS & ACCOTREMENTS	2,300.00	113.00	2,187.00-
FUEL & OIL	6,000.00	496.70	5,503.30-
UTILITIES	3,800.00	1,766.30	2,033.70-
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	149,665.00	25,971.98	123,693.02-
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	1,000.00	567.50	432.50-
GENERAL GOODS AND SERVICES	500.00	0.00	500.00-
SIGNS	0.00	0.00	0.00
TOTAL	1,500.00	567.50	932.50-
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

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## Analysis: EXPENSE STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
<b>FIREFIGHTING</b>			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	0.00	0.00	0.00
FIRE CONTRACT	94,916.00	47,457.89	47,458.11-
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	0.00	0.00	0.00
MISCELLANEOUS	2,100.00	0.00	2,100.00-
BUILDING REPAIR	3,000.00	0.00	3,000.00-
UTILITIES	8,000.00	2,026.17	5,973.83-
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>108,016.00</b>	<b>49,484.06</b>	<b>58,531.94-</b>
<b>DISASTER SERVICES</b>			
GENERAL GOODS AND SERVICES	7,500.00	2,435.12	5,064.88-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>AMBULANCE SERVICES</b>			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	2,500.00	0.00	2,500.00-
UTILITIES	5,700.00	3,024.76	2,675.24-
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>8,200.00</b>	<b>3,024.76</b>	<b>5,175.24-</b>
<b>COMMON SERVICES</b>			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	202,873.00	117,958.48	84,914.52-
EXTRA PERSON	0.00	0.00	0.00
SUMMER PAYROLL	20,000.00	6,782.88	13,217.12-
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	45,000.00	24,400.86	20,599.14-
PAYROLL DEDUCTIONS - SUMMER	1,200.00	466.15	733.85-
FROM\TO RESERVE	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00	0.00
TRAINING & DEVELOPMENT	3,000.00	0.00	3,000.00-
MILEAGE & SUBSISTENCE	200.00	55.05	144.95-
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	2,600.00	879.10	1,720.90-
PURCHASED SERVICES	10,000.00	4,442.24	5,557.76-
EQUIPMENT REPAIR	30,000.00	14,459.08	15,540.92-
VEHICLE REPAIR	25,000.00	11,393.01	13,606.99-
EQUIPMENT RENTAL	3,000.00	764.11	2,235.89-
GENERAL GOODS	12,000.00	8,621.83	3,378.17-
SIGNS	1,000.00	0.00	1,000.00-
NON BUDGETED ITEMS	0.00	0.00	0.00
SAFETY SUPPLIES	2,500.00	829.87	1,670.13-
FUEL & OIL	24,000.00	19,310.81	4,689.19-
UTILITES - SHOP	17,000.00	10,109.49	6,890.51-
BOAT LAUNCH MTCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	399,373.00	220,472.96	178,900.04-
ROADS AND STREETS			
GRAVEL\SAND\ETC.	18,000.00	9,776.40	8,223.60-
CRACK FILLING\LINE PAINTING	30,000.00	8,335.50	21,664.50-
UTILITIES - STREET LIGHTS	99,000.00	42,436.67	56,563.33-
ROAD PROJECTS	0.00	0.00	0.00
ROAD PROJECTS	0.00	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	147,000.00	60,548.57	86,451.43-
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	10,000.00	5,010.61	4,989.39-
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	10,000.00	5,010.61	4,989.39-
WATER SYSTEM			
WATER COMM. OPERATING	13,668.34	13,668.34	0.00
WATER COMM. DEBENTURES	53,059.82	20,434.63	32,625.19-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	66,728.16	34,102.97	32,625.19-
SANITARY SEWER			
TVRSSC MAINTENANCE AGREE	248,627.00	124,314.00	124,313.00-
TVRSSC SEWER REVITALIZATION	245,100.00	0.00	245,100.00-
TVRSSC DEB. - LAGOON	85,826.00	42,913.00	42,913.00-
TVRSSC UPGRADE	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	579,553.00	167,227.00	412,326.00-
GARBAGE COLLECTION			
GARBAGE WAGES	52,019.00	0.00	52,019.00-
GARBAGE CONTRACT	0.00	2,001.17	2,001.17
REGIONAL LAND FILL	23,000.00	8,318.91	14,681.09-
RECYCLING	7,000.00	2,623.45	4,376.55-
ANNUAL WASTE ROUND-UP	0.00	0.00	0.00
FUEL & OIL	11,000.00	0.00	11,000.00-
TRUCK REPAIRS & MAINTENANCE	20,000.00	11,160.24	8,839.76-
CAPITAL PURCHASES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	113,019.00	24,103.77	88,915.23-
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	0.00	0.00	0.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE

## Analysis: EXPENSE STATEMENT

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Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE
<b>MUNICIPAL PLANNING</b>			
CONTRACT - DEVELOPMENT OFF	21,980.00	10,986.00	10,994.00-
MUNICIPAL PLANNING	2,450.00	0.00	2,450.00-
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>24,930.00</b>	<b>10,986.00</b>	<b>13,944.00-</b>
<b>ECONOMIC DEVELOPMENT</b>			
ADVERTISING AND PROMOTION	500.00	0.00	500.00-
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	32,281.38	0.00	32,281.38-
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>33,281.38</b>	<b>0.00</b>	<b>33,281.38-</b>
<b>LAC STE. ANNE FOUNDATION</b>			
PIER\BOAT LAUNCH	5,000.00	470.00	4,530.00-
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>RECREATION &amp; FACILITIES</b>			
REGIONAL RECREATION	30,073.00	30,073.00	0.00
GENERAL GOODS & SUPPLIES	16,000.00	8,840.60	7,159.40-
EAST END BUS	11,210.00	0.00	11,210.00-
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
UTILITIES	5,500.00	2,691.67	2,808.33-
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	25,000.00	0.00	25,000.00-
<b>TOTAL</b>	<b>87,783.00</b>	<b>41,605.27</b>	<b>46,177.73-</b>
<b>PARKS</b>			
CONTRACT SERVICES	14,000.00	5,800.00	8,200.00-
GENERAL GOODS & SUPPLIES	10,000.00	10,358.86	358.86
UTILITIES	5,500.00	2,256.52	3,243.48-
PARKING LOT EXPENSES	3,056.24	3,056.24	0.00
PARK PROJECTS	0.00	0.00	0.00
PARK PROJECTS	0.00	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>32,556.24</b>	<b>21,471.62</b>	<b>11,084.62-</b>
<b>CAMPGROUND:</b>			
ADVERTISING & SIGNS	400.00	0.00	400.00-
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
PHONE\INTERNET\SATELITTE	2,200.00	981.74	1,218.26-
PRINTING	300.00	0.00	300.00-
CAMPGROUND MANAGER CONTRACT	58,000.00	6,000.00	52,000.00-
CAMPGROUND SUMMER HELP	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
EQUIPMENT REPAIR	1,000.00	0.00	1,000.00-
Description	2022 BUDGET	JAN-JUNE'22	DIFFERENCE

## Analysis: EXPENSE STATEMENT

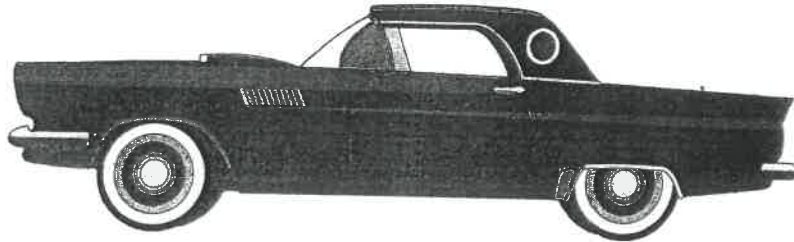
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Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE
GENERAL GOODS & SUPPLIES	3,000.00	2,102.41	897.59-
JANITORIAL SUPPLIES	2,000.00	0.00	2,000.00-
WASTE DISPOSAL	2,500.00	60.08	2,439.92-
FUEL & OIL	1,000.00	770.52	229.48-
REPAIR MATERIALS	8,000.00	4,908.22	3,091.78-
CONSTRUCTION MATERIALS	2,000.00	0.00	2,000.00-
UTILITIES	37,000.00	7,862.85	29,137.15-
IMPROVEMENTS	0.00	0.00	0.00
DEBIT\VISA BANK FEES	600.00	241.61	358.39-
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	118,000.00	22,927.43	95,072.57-
CULTURE			
SALARIES & WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00	0.00
UTILITIES	0.00	0.00	0.00
GRANT TO LIBRARY	12,050.00	12,050.00	0.00
YELLOWHEAD REGIONAL LIBRARY	4,486.76	2,243.38	2,243.38-
TOTAL	16,536.76	14,293.38	2,243.38-
LOSS ON SALE OF FIXED ASSET	0.00	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00	65,000.00-
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	1,200.00	1,192.49	7.51-
CAPITAL PURCHASES-PUBLIC WORKS	34,000.00	29,072.10	4,927.90-
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	35,200.00	30,264.59	4,935.41-
CAPITAL PROJECTS:			
CAPITAL PROJECTS-ROADS	100,000.00	0.00	100,000.00-
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	10,000.00	0.00	10,000.00-
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00	0.00
CAPITAL PROJECTS-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECTS-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECTS-CAMPGRD W\R	100,000.00	74,114.85	25,885.15-
TOTAL	210,000.00	74,114.85	135,885.15-
TOTAL CAPITAL EXPENSES	245,200.00	104,379.44	140,820.56-
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	2,882,061.54	1,112,301.78	1,769,759.76-
Description	2022 BUDGET	JAN-JUNE '22	DIFFERENCE

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2022 Development Permits Issued						***High Lighted are NEW***	
Permit #	Date	Municipal	Lot	Block	Plan	Proposal	Approved
22DP01-01	27-Feb-22	4920 - 50 Avenue	8	8	3321BQ	Ice Shack rentals\Boat & Fishing Tour	YES
22DP02-01	27-Feb-22	4819 - 46 Avenue		R	3321BQ	Free-Standing Sign	YES
22DP03-01	30-Apr-22	5212 - 50 Avenue	3	1	3321BQ	Single Family Home	YES
22DP04-01	02-May-22	4516 - 46 Street	13	4	4696MC	Construction of Detached Garage	YES
22DP05-02	02-May-22	5709 - 49 Avenue	7	6	1109TR	Addition\Attached Garage	YES
22DP06-01		4503 - 44 Street	8	5	3508KS	Construct Single Dettached Dwelling (Major Variance Request of Flanking Yard)	MPC - May 17, 2022
22DP07-01	02-May-22	4416 - 43 Avenue	8	1	O423757	Re-Construct Enlarged Raised Deck	YES
22DP08-01	15-May-22	5323 - 50 Avenue	11	1	201BT	Home Occupation - Potter	YES
22DP09-01	15-May-22	4224 - 50 Avenue	7A	A	3510BZ	Demolition of Shed/Garage	YES
22DP10-01	15-May-22	5323 - 50 Avenue	11	1	201BT	Home Occupation - Potter	YES
22DP11-01	12-Jun-22	4907 - 58A Street	9	7	7821242	Detached Garage	YES
22DP13-01	14-Jun-22	4635 - 47A Avenue	8	17	3321BQ	Deck	YES
22DP14-01	15-Jun-22	5247 - 47 Avenue	2	24	8506ET	Demolition of Cabin	YES
22DP15-01	13-Jul-22	4735 - 48 Street	3	3	68HW	Culvert	YES
22DP16-01	13-Jul-22	4820 - 52 Street	4	14	3321BQ	Home Occupation	YES

Alberta Beach & District 50 Plus Club  
 P.O. Box 263 Alberta Beach, AB T0E  
 0A0



July, 2022

2022 Alberta Beach Show & Shine

Alberta Beach 50 Plus Club are once again hosting the Alberta Beach Show & Shine on August 20, 2022. It will be our 23rd Annual Show & Shine.

The Alberta Beach 50 Plus is a non-profit organization and therefore relies on generous sponsors. It would be greatly appreciated if you would be able to help us in our quest to make this a great show and shine.

We are collecting items to be used as door prizes that will be awarded at the event.

Thank you for all the support you are able to give us. It is greatly appreciated and will make this event a fun one.

*Andre Brassard*

Andre Brassard Phone # 780-625-7214  
 Coordinator of the Show and Shine Car Show for the 50 Plus Club

2XL - TShirt x 2,  
 med - Denim Shirt  
 value \$52.00

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**Alberta Beach Village Office**

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**From:** Chris Sadleir <sads.chris@gmail.com>  
**Sent:** July 14, 2022 2:09 PM  
**To:** Chris Sadleir  
**Subject:** WALK TO BREATHE 2022 - Media Update  
**Attachments:** 2022 MEDIA RELEASE - 'Walk to Breathe'.pdf

Good afternoon Friends!

Thank you for your support over the last 2 years, with my WALK TO BREATHE, in support of [www.ablung.ca](http://www.ablung.ca) . . .

Please see attached for an update, regarding my 2022 WALK TO BREATHE initiative - I look forward to hearing from you soon, and working together again in the near future

Please call with any questions.

Sincerely,

--

Chris Sadleir  
780-233-9941  
[sads.chris@gmail.com](mailto:sads.chris@gmail.com)



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**alberta lung**  
for every breath

**MEDIA RELEASE**

WALK TO BREATHE 2022  
FOR IMMEDIATE RELEASE  
July 14, 2022 [www.ablung.ca](http://www.ablung.ca)

**WALK TO BREATHE HITS TEMPORARY ROADBLOCK**

*With disappointment – but without defeat- the 2022 Walk to Breathe, changes its focus*

In its first two years, the walk across Alberta covered over 840km and raised nearly \$100,000. Edmonton's Chris Sadleir has been the heart – and soles – of the walk since its inception – and this year – his doctors have recommended he sit it out. Sadleir has dealt with arthritis and gout for over 20 years and has recently been struggling with mobility even more. As a result, the 2022 WALK TO BREATHE has to change, we are calling on all Albertans to help keep this vital fund-raising event, alive.

"I'm usually a few days into the walk by now, so it's disappointing," says Sadleir. "I pushed the start as late as I could into summer, awaiting results from X-rays and CT scans. Unfortunately, there is some genuine concern and need for attention".

Unable to participate himself, Sadleir is instead throwing his support and transitioning this event into a Province wide virtual walk starting September 1 running through until September 10, 2022. To get more information about the walk and how you can participate, contact Chris, info below.

"Respiratory ailments and lung diseases come in so many forms – my family has been directly impacted by Pulmonary Fibrosis and my father, Rob - a five-year lung transplant survivor, is the reason I started "Walk to Breathe".

Funds raised will continue to support many crucial and necessary programs, in particular the need to build Canada's first lung health and transplant home called Breathing Space. Alberta Lung receives little to no funding outside of donations from Albertans just like Chris, events like this are very much a requirement to allow them to continue providing the support and service to Albertans like his father Rob – the very personal inspiration behind his own WALK TO BREATHE.

**Lung Disease and respiratory ailments come in so many forms and does NOT target smokers and the elderly – it affects EVERYONE - babies, young children, young adults and otherwise healthy people.**

-30-

For Interviews and further event details, contact:

Chris Sadleir  
780-233-9941  
[Sads.chris@gmail.com](mailto:Sads.chris@gmail.com)

PO Box 4500, Station South, Edmonton, AB T6E 6K2 | 1.888.774.5864 [ablung.ca](http://ablung.ca)  
Charitable #13031 8041 RR0001

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**Alberta Beach Village Office**

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

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

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

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

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

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

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

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

I look forward to our continued partnership.

Brandy Cox  
Deputy Minister

Classification: Protected A

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**Alberta Beach Village Office**

**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** July 7, 2022 2:48 PM  
**To:** Kathy Skwarchuk  
**Subject:** Important Notice from Service Alberta

Please see the important notice below from Service Alberta.

Dear Mayors and CAO's: your Association is sending you the below noted communication, as requested and on behalf of Service Alberta.

As you may be aware, the property tax notices sent to your ratepayers may not have reached current property owners due to current processing times at Service Alberta's Land Titles Office. Should your ratepayers contact your office asking for relief of any late penalty fees that appear to be solely because of lack of notice due to the property being transferred this spring, please refer ratepayers to Property tax late penalty reimbursement | Alberta.ca. If you have any questions about this, please feel free to contact Erin Foster-O'Riordan, Executive Director – Business and Vital Event Registries at erin.foster-oriordan@gov.ab.ca.

**Ronda Goulden**  
ADM Consumer, Registry and Strategic Services  
Service Alberta  
Government of Alberta  
Cell 780-264-0883



Sincerely,

**Dan Rude** | Chief Executive Officer

**ALBERTA MUNICIPALITIES**

D: 780.431.4535 | C: 780.951.3344 | E: [dan@abmunis.ca](mailto:dan@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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**Dan Rude** | Chief Executive Officer

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)

306-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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[Home](#) → [Government](#) → [Taxes](#) → [Tax and levy programs](#) → [Property tax](#)

## Property tax late penalty reimbursement

If you recently purchased property, did not receive a tax notice from your municipality, and paid a late payment penalty, you may be eligible for reimbursement.

### On this page:

- [Overview](#)
- [Eligibility](#)
- [Contact](#)

If you have incurred a late payment penalty and qualify for reimbursement, you are still responsible for ensuring your outstanding property taxes are paid in full. The Government of Alberta will not reimburse additional late penalties incurred for non-payment.

### Overview

Municipalities send out property assessment and municipal tax notices annually to registered property owners. Due to ongoing delays with Land Titles document registration processing times, recent ownership and mailing address changes may not be reflected on municipal property tax notices. Albertans who recently purchased a property may not have received a tax notice from their municipality.

If you recently purchased a property, did not receive a tax notification from your municipality, and paid a late payment penalty due to non-payment, you may be eligible for reimbursement of your late payment penalty from the Government of Alberta.

### Eligibility

You can submit a request for reimbursement of your late payment penalty if you meet all of the following criteria:

- you have purchased a property within 3 months of your municipal tax deadline
- you or your legal advisor have submitted the required land title registration documents to the Land Titles Office, but the land title transfer was not completed between February 23, 2022 and July 30, 2022
- you did not receive a property tax bill from your municipality prior to the date your taxes were due
- you paid a late payment penalty to your municipality

### How to apply

If you think you are eligible for reimbursement of your late payment penalty, email [pt.penalties@gov.ab.ca](mailto:pt.penalties@gov.ab.ca) and provide the following documentation:

- property owner name(s) and municipal address
- owner's mailing address (if different from above)
- legal land location (if known)
  - urban (lot, block, plan number) or
  - rural (quarter, section, range, meridian)
- date of property purchase
- document registration request (DRR) number, if known (provided when you or your legal advisor submitted title transfer document to the Land Titles Office)
- proof of payment of your property taxes and late penalty, through an itemized statement of account from your municipality

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transfer has been delayed and subsequent eligibility for property tax penalty reimbursement. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the Executive Director, Business and Vital Event Registries by email at [pt.penalties@gov.ab.ca](mailto:pt.penalties@gov.ab.ca), by phone at [780-427-2711](tel:780-427-2711), or by mail to Business and Vital Event Registries, 3rd floor John E. Brownlee Building, 10365 97 Street NW, Edmonton, AB T5J 3W7.

## Contact

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Phone: [780-427-2711](tel:780-427-2711)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Mail: [pt.penalties@gov.ab.ca](mailto:pt.penalties@gov.ab.ca)

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[alberta.ca](http://alberta.ca)

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**Alberta Beach Village Office**

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**From:** Alison Reid <alison.reid@gov.ab.ca> on behalf of David E Williams  
<David.E.Williams@gov.ab.ca>  
**Sent:** July 11, 2022 3:53 PM  
**Subject:** Affordable Housing Needs Assessment  
**Attachments:** Letter from Honourable J Pon.pdf; Attachment 1 - Needs Assessment Guide.pdf

Good Afternoon. Please see the attached letter from the Honourable Josephine Pon, Minister of Seniors and Housing, regarding Alberta Seniors and Housing's development of a standardized approach to assessing affordable housing needs in Alberta. Also attached to assist you in completing a needs assessment for your community is the Affordable Housing Needs Assessment Guide and template. As noted in Minister Pon's letter, a secure website will be available later this summer, through which municipalities will be able to submit their completed assessments.

If you have any questions about the needs assessment, please e-mail [SH.HousingNeedsAssessment@gov.ab.ca](mailto:SH.HousingNeedsAssessment@gov.ab.ca).

Thank you,

**David Williams**  
Assistant Deputy Minister, Housing Division  
Alberta Seniors and Housing  
Government of Alberta

[david.e.williams@gov.ab.ca](mailto:david.e.williams@gov.ab.ca)



Classification: Protected A

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ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Calgary-Beddington*

AR53031

July 11, 2022

Good afternoon,

Municipalities are key partners in our efforts to provide more affordable housing to those who need it. In November 2021, I released *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. It maps out the thoughtful changes needed to provide safe, stable, affordable housing for 25,000 more households to serve a total of 82,000.

Alberta's government is committed to working with municipalities and housing providers to determine how best to support local affordable housing needs. With input from municipalities, housing providers and nonprofits, my ministry has developed a standardized approach to needs assessments for affordable housing.

We will use the needs assessments to help target funding to address the unique local needs of a community. I encourage all municipalities to use the housing needs assessment to support long-term community planning, coordination and decision making on new projects. Collaboration between municipalities, local housing management bodies, housing operators, nonprofit organizations and other housing operators is encouraged in order to complete the assessment. Local needs assessments will require endorsement from the municipality (or group of municipalities) prior to submission.

Municipalities will be able to access, complete and submit the needs assessment template through a secure web portal, which will be available by the end of summer 2022. The template will be populated with the most current data available for your municipality from Statistics Canada.

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To assist you in preparing to complete a needs assessment for your community, attached is the Affordable Housing Needs Assessment Guide and Template. If you have any questions about the needs assessment, please send an email to [SH.HousingNeedsAssessment@gov.ab.ca](mailto:SH.HousingNeedsAssessment@gov.ab.ca).

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Josephine Pon', written over a circular stamp or mark.

Josephine Pon  
Minister of Seniors and Housing

Attachment

cc: Honourable Ric McIver  
Minister of Municipal Affairs

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# Affordable housing needs assessment guidebook

*Alberta*

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# Affordable Housing Needs Assessment

## Overview

### Affordable Housing Needs Assessment

The Ministry of Seniors and Housing is providing a standardized affordable housing needs assessment template to better understand local affordable housing needs, support community planning and inform Government of Alberta decision-making. This responds to Action 3.1 and Action 3.2 of *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.

Alberta's government is committed to working with municipalities and housing providers to determine how best to support local affordable housing needs. With input from municipalities, housing management bodies and nonprofit housing providers, Seniors and Housing has developed a standardized approach to needs assessments for affordable housing. Municipalities are asked to lead the completion of the needs assessment in collaboration with housing management bodies, local housing operators, non-profit organizations and any other housing operators to inform the local affordable housing need.

These affordable housing needs assessments will help identify municipal/regional housing needs and support the allocation of provincial funds. Municipalities are encouraged to use the tool to better understand the needs of priority populations in their community as well as to support long-term community planning, coordination and decision making on new projects. Engagement with community members and stakeholders is a very important part of identifying housing needs and is recommended to ensure a holistic view of housing needs is obtained.

### Needs Assessment Tool

The Affordable Housing Needs Assessment tool is intended to identify affordable housing needs within the community. Municipalities will lead the assessment, and work in collaboration with housing management bodies, local housing operators, non-profit organizations and any other housing operators to complete the template. Municipalities can complete the needs assessment individually or partner together with other municipalities as a region. When partnering as a region, it is recommended the assessments take into account community hubs and traffic patterns to identify where residents travel outside their immediate community to access amenities.

When accessing the online template, the province will pre-populate population and economic data, as available from Statistics Canada, Canada Mortgage and Housing Corporation and Treasury Board and Finance in the template. Municipalities have flexibility within the template to include additional relevant data to inform local housing need and priority populations. Municipalities that have recently conducted their own housing needs assessment can choose to upload the results of their assessment and specify their top their priority housing options for their community. However, the province is still encouraging municipalities to use the provincial Affordable Housing Needs Assessment template to support a standardized approach in evaluating housing need across the province.

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The completed affordable housing needs assessment must be approved by Chief Administrative Officer or Municipal General Manager prior to submission to the province.

Information provided within the completed affordable housing needs assessment may be shared publically. It may also be used in general calls for proposals for new Non-Market Affordable Housing units.

### **Purpose of this Guide**

This guide has been developed to assist and provide guidance in the compilation of the data elements and completion of the housing needs assessment template. The guide also provides definitions, and explanations on the data elements, as well as links to data sources.

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## Definitions

TERM	DEFINITION
<b>Accessible Housing</b>	Refers to the manner in which housing is designed, constructed or modified (such as through repair/renovation/renewal or modification of a home), to enable independent living for persons with diverse abilities. Accessibility is achieved through design, but also by adding features that make a home more accessible, such as modified cabinetry, furniture, space, shelves and cupboards, or electronic devices that improve the overall ability to function in a home.
<b>Adequacy (Housing)</b>	Housing adequacy refers to the physical condition of the dwelling, where housing is considered inadequate if major repairs or modernization improvements are required.
<b>Affordability</b>	The household has the financial ability or means to effectively enter or access the housing market, without spending more than 30 per cent of its before tax (gross) household income on shelter costs.
<b>Affordable Housing under Agreement with GoA</b>	A housing unit with rents set at a minimum of 10 per cent below market rates, as defined in the Operating Agreements.
<b>Collaboration</b>	Two or more people/organizations working together toward shared goals.
<b>Community Housing (also refer to as Rent Geared to Income)</b>	Government supported subsidized rental housing administered by housing management bodies for families, seniors and individuals with low income who cannot afford other housing options in the community, due to circumstance. A tenant's rent, which includes heat, water, electricity, and sewer expenses, is based on 30 per cent of the household's total annual income. Regulated under the <i>Alberta Housing Act</i> .
<b>Core Housing Need</b>	A household is considered in "Core Housing Need" if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30 percent or more of its before tax income to access acceptable local housing. Acceptable housing is adequate in condition, suitable in size, and affordable. Adequate housing does not require any major repairs, according to residents. Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements. Affordable housing costs 30 per cent or less of before tax (gross) household income.
<b>Extreme Core Housing Need</b>	Has the same meaning as core housing need, except that the household has shelter costs for housing that are 50 per cent or more of total before-tax income.
<b>Hidden Homelessness</b>	A term that describes those who are live temporarily with others but without guarantee of continued residency or immediate prospects for accessing permanent housing.
<b>Homelessness</b>	A term that describes those who are sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter.

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<b>Household</b>	A social unit composed of those living together in the same dwelling.
<b>Mixed-Income Housing</b>	Any type of housing development (rent or owned) that includes residents with a range of income levels, including low, moderate and/or higher incomes.
<b>Mixed Tenure Housing</b>	Generally refers to a development with a variety of cost and tenure (rent or own) options. For example, developments which include social and affordable housing alongside housing offered at full market price.
<b>Mixed-Use Development</b>	The development of land or a building with two or more different uses, such as residential, office and retail. Mixed-use can occur across units in a building, or spread out across units in a project or portfolio with multiple buildings.
<b>Near Market Housing</b>	Market housing rented at below average market rates, often referred to as low-end market housing.
<b>New Construction</b>	“New” means construction of a residential building starting with a vacant property. The new category also includes purchase of existing non-affordable/market buildings and improving them with major improvements to meet mandatory eligibility requirements.
<b>Non-Market Affordable Housing</b>	Non-market housing is housing rented at lower than market price due to investment by third party entities (e.g., a level of government, private business, or non-profit organization).
<b>Rent Supplement</b>	Help make rental accommodations more affordable by subsidizing rent. Rent supplement can be provided publicly by a level of government or privately through a non-profit organization.
<b>Seniors Housing (Other)</b>	Other rooms/units designated for seniors that are not covered under Seniors’ Lodge or Seniors’ Self-Contained.
<b>Seniors Lodge</b>	Supportive living units designated for senior households in a communal setting with meals, housekeeping, and recreational activities. Regulated under the <i>Alberta Housing Act</i> .
<b>Seniors Self-Contained</b>	Seniors apartments with rent subsidized at 30 per cent of household income. Regulated under the <i>Alberta Housing Act</i> .
<b>Shadow Populations</b>	Populations not reflected in official population counts, such as those that declare their residence elsewhere (e.g., transient/seasonal workforce), or homeless individuals.
<b>Shelter Cost</b>	Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, rent and costs of electricity, heat, water and other municipal services.
<b>Social Housing</b>	Regulated housing under the <i>Alberta Housing Act</i> wherein rents are set at 30 per cent of a household’s income. Utilities (including heat, water and sewer expenses) are included; electricity, phone, television and any additional services (i.e. parking) are not included.

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<b>Specialized Housing</b>	Specialized Housing provides accommodation to targeted populations, including housing for Indigenous peoples, people with disabilities, people experiencing chronic homelessness, and people fleeing family violence.
<b>Suitability (Housing)</b>	Housing suitability refers to how appropriate the size of the dwelling is for the household who resides in it (i.e., number of bedrooms). Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements
<b>Wrap-Around Supports</b>	Wrap-around supports are additional services that contribute to the sustainability of housing arrangements by assisting tenants to remain stable. These supports may include mental health or addiction counselling, access to on-site healthcare, employment services, meal plans, access to furniture banks and other services beyond simple shelter.
<b>Permanent Supportive Housing</b>	Housing accommodations for residents of all ages that are dependent on community based services. Residents may include those experiencing homelessness, persons with disabilities, addictions and/or mental health issues, and others in vulnerable situations. The Permanent Supportive Housing accommodation type includes a wide range of on-site social supports that are designed to build independent living and connect people with community based health care, treatment and employment services.'
<b>Priority Populations</b>	<p>Priority populations identified under the Stronger Foundations strategy are low-to moderate-income:</p> <ul style="list-style-type: none"> <li>• Indigenous peoples</li> <li>• People with disabilities</li> <li>• Women and children fleeing violence</li> <li>• People at risk of homelessness or transitioning out of homelessness supports</li> <li>• People at risk of health and safety in current accommodation</li> <li>• Seniors</li> <li>• People dealing with mental health and addiction</li> <li>• Youth exiting government care</li> <li>• Veterans</li> <li>• Recent immigrants and refugees</li> <li>• Racialized groups</li> <li>• LBGTQ2S+ people</li> </ul> <p>These target populations align with groups of people identified as those in greatest need in the Government of Canada's National Housing Strategy.</p>
<b>Waitlist</b>	List of households who applied and are eligible for housing accommodation and are waiting for a unit to become available. The list is typically maintained by housing management bodies and non-profit housing providers

# Affordable Housing Needs Assessment Template

## PART 1: Demographics & Housing Information

### Submission contact

**Name:** \_\_\_\_\_ **Organization type:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_ **Organization name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

### Municipality

**Municipality:** \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

Select the municipality or municipalities you are conducting the needs assessment for. If this is a joint report (multiple municipalities), ensure that the municipalities are geographically close to each other.

**Note:** The list of municipalities correspond to the Statistic Canada's list of Census Sub-Divisions (CSDs). Based on your selection of municipalities, certain fields in the Needs Assessment will be pre-populated with information available from the Statistics Canada Census.

We have conducted our own Housing Needs Assessment and would like to use it as our submission.

**Upload:** <File Name(s) and Type(s)>

If you upload an existing document, please continue to next steps in the online template, using data and information in your assessment to populate the fields.

### Population

When entering information into fields, enter all the data for the municipalities you are completing the needs assessment on behalf of. All fields are required, unless otherwise noted. Information, where available from Statistics Canada for the municipality(ies) noted above will be included in the grey boxes below.

You may receive this message: Data for the municipality(ies) you have selected is not available due to data suppression from Statistics Canada to protect individual privacy. Please upload any municipal census report/dataset to support your Housing Needs Assessment submission.

**Files added:** <file name>

	2016	2021	Compounded Annual Growth	2027 (Projected)	Compounded Annual Growth
<b>Total population</b>					
<b>Household count</b>					

	2016	2021	2027 (Projected)
<b>Average household size</b>			
<b>Median age</b>			
<b>Percent of population age 65 or greater</b>			



	Own home	Rent home	Rent home (subsidized)
Percentage of households (2021)			

Comments on population and household projections as well as other population considerations:

**Income / Economy**

Information from Statistics Canada, where available for the municipality(ies) for which the assessment is being done, is included below. If you have more recent or relevant data, you may select the checkbox below and enter the relevant/updated information.

**Median household income**

All households:	
Owner households:	
Renter households:	
Reporting year:	

We have our own median household income data to provide

The data displayed below is by economic region. The economic region has been determined based on the municipality(ies) you have selected. If you have selected municipality(ies) in more than one economic region, then the data for multiple economic regions will be displayed. You may select the economic region that best represent your community. If you have your own data, select the checkbox below and provide your own custom data.

**Labour Force Data**

Reporting region:	
Labour participation rate (February 2022):	
Unemployment rate (February 2022):	
Month / year of data provided:	

We have our own labour force data to provide

**Major local industries**

Enter up to 10 major industries for the municipality(ies) you are conducting the needs assessment on behalf of.

Include those that employ a majority of lower income households. Also note any unique industry characteristics that may impact housing demand such as use of temporary seasonal workforce, industry growth, dependency on other industries, or variability due to economic cycles.

**Industry:**

**Top employers in industry (optional)**

**Unique characteristics impacting affordable housing demand (optional)**

**Housing**

*The housing data below is derived from the 2021 Statistics Canada Census. No entry is required. You can use this information to estimate housing need in the Housing Supply section of the Housing Needs Assessment.*

*A household is considered in "Core Housing Need" if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30 percent or more of its before tax income to access acceptable local housing. Acceptable housing is adequate in condition, suitable in size, and affordable. Adequate housing does not require any major repairs, according to residents. Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements.*

<b>Owner Households</b>	<i>Bachelor</i>	<i>1 Bedroom</i>	<i>2 Bedroom</i>	<i>3 Bedroom</i>	<i>4 Bedroom</i>
Households in Core Housing Need	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 30% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 50% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
<b>Renter Households</b>	<i>Bachelor</i>	<i>1 Bedroom</i>	<i>2 Bedroom</i>	<i>3 Bedroom</i>	<i>4 Bedroom</i>
Households in Core Housing Need	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 30% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 50% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households

<b>All Households</b>	<i>Bachelor</i>	<i>1 Bedroom</i>	<i>2 Bedroom</i>	<i>3 Bedroom</i>	<i>4 Bedroom</i>
Households in Core Housing Need	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 30% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households
Households spending more than 50% of income on shelter cost	# households	# households	# households	# households	# households
	% households	% households	% households	% households	% households

**Additional information**

	<i>Bachelor</i>	<i>1 Bedroom</i>	<i>2 Bedroom</i>	<i>3+ Bedroom</i>
<b>Median Market Rent</b> \$	\$	\$	\$	\$
<b>Vacancy Rate</b>	%	%	%	%

*Provide some context on the median market rent or vacancy rates if the information above do not accurately capture the current market housing situation (e.g. variable housing demand due to seasonal/temporary fluctuations in population, vacancy mostly in high-end market units, and data inaccuracies due to survey methodology): (optional) .*

**Policies and Key Initiatives**

*Please provide current municipal / regional housing policies and key initiatives that enable affordable housing (e.g. tax exemptions, inclusionary zoning), as well as any current local community plans and regional growth strategies established within the last five years. List the documents uploaded as well as a short summary of each (one to three sentences).*

*If you have any supporting documentation for housing policies and key initiatives, attach them to the submission.*

**Upload:** <File Name(s) and Type(s)>

**Community Consultations**

*Please provide findings from community consultations undertaken on housing needs with persons, organizations, authorities, or community groups (including Indigenous groups) serving the priority low- to moderate-income populations\* selected for the municipality(ies).*

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*Examples of groups to consult with include, but not limited to:*

- *Housing Management Bodies (HMBs)*
- *Social Service Organizations*
- *Local Family and Community Support Services (FCSS)*
- *Private Housing Sector*

**Who did you consult with?**

**What was the consultation process?**

**Where were the results of these consultations?**

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**PART 2: Municipal Key Findings and Priorities**

**Non-Market Affordable Housing Supply**

Please provide the number of non-market affordable housing units currently in the municipality(ies), as well as the number of units currently needed. .

**2022 Current State**

	A. Existing Units	B. Current Unit Deficit (need)	B.1 Current Accessible Unit Deficit (need)	B2. Number of Households on Waitlist
Community Housing				
Seniors' Self Contained				
Seniors' Lodge				
Seniors' Housing (Other)				
Near Market Housing				
Permanent Supportive Housing				
Specialized Needs Housing				
Indigenous Housing				
Rent Supplement				
Other				

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**2027 Projections**

	B. Current Unit Deficit (need)	C. Anticipated New Units	C.1 Committed or Under- development	D. Projected New Demand	E. Unit loss expected due to expiry of agreements, condition or age	F. Total Projected Unit Deficit
Community Housing						
Seniors' Self Contained						
Seniors' Lodge						
Seniors' Housing (Other)						
Near Market Housing						
Permanent Supportive Housing						
Specialized Needs Housing						
Indigenous Housing						
Rent Supplement						
Other						

If applicable, provide information on the number of Emergency Shelter spaces available, usage and trends associated with these spaces:

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## Municipal Priorities

Please list the top three (3) priority housing types for the municipality and the number of units needed. Provide rationale / key findings to support the top housing priorities.

### Priority 1

Housing Type:

Not available

Current units available:

Not available

Current unit deficit:

Not available

Projected unit deficit in 5 years:

Not available

Current vacancy rate:

Not available

Current waitlist count

Not available

Key findings/comments

Please upload any documentation you may have to support this priority (optional).

Files added: <file name>

### Priority 2

Housing Type:

Not available

Current units available:

Not available

Current unit deficit:

Not available

Projected unit deficit in 5 years:

Not available

Current vacancy rate:

Not available

Current waitlist count

Not available

Key findings/comments

Please upload any documentation you may have to support this priority (optional).

Files added: <file name>

### Priority 3

Housing Type:

Not available

Current units available:

Not available

Current unit deficit:

Not available

Projected unit deficit in 5 years:

Current vacancy rate:

Current waitlist count

Not available

Not available

Not available

Key findings/comments

Please upload any documentation you may have to support this priority.

**Files added:** <file name>

### Municipal Endorsement

**Have you received a municipal endorsement for each municipal government applicable to this submission?**

Please upload copies of supporting documentation of your municipality's endorsement(s) for this Housing Needs Assessment.

The municipal endorsement must be provided by the chief administrative officer or municipal general manager. For questions about municipal endorsements, please contact [SH.HousingNeedsAssistance@gov.ab.ca](mailto:SH.HousingNeedsAssistance@gov.ab.ca).

Please upload any documentation you may have to support this priority.

**Files added:** <file name>

# Affordable Housing Needs Assessment Guide

Municipalities that have recently conducted their own housing needs assessment can choose to upload the results of their assessment and will be asked to enter their assessment information into the relevant online template section. All municipalities are encouraged to complete the Affordable Housing Needs Assessment to support a provincial standardized approach in evaluating housing need across the province.

## PART 1: Demographics & Housing Information

### Population

#### Total population and Household count – 2016, 2021

The total population and the household count is based on the municipality(ies) selected. This data is automatically populated when available through Statistics Canada. If Statistics Canada census data is unavailable or you would like to submit municipal census data instead, please select the checkbox and enter in municipal census data.

#### Total population and Household count (Average annual growth)

The total population and the household count average annual growth rates are based on the municipality(ies) selected. This data is automatically populated when the data is available through Statistics Canada. This rate is calculated by the system based on the formula:

$$\text{Compound Annual Growth Rate (CAGR)} = \left( \frac{\text{End population}}{\text{Beginning population}} \right)^{\frac{1}{\# \text{ of years}}} - 1$$

Municipalities can employ their preferred method to calculate the average annual growth rate to project the total population in 2027. However, a simple method is to use the straight line growth rate to project 2027 data.

#### Straight-Line Growth Rate

To use the Straight-Line Growth Rate method, first calculate the Average Annual Growth Rate from 2016 to 2021. Find the difference between the two values by subtracting the 2021 value by the 2016 value. Then, divide this number by the 2016 value multiplied by 5 (years) to get the Average Annual Growth Rate from 2016 to 2021. Finally, multiply the 2021 value by the Average Annual Growth Rate and by 6 (years) to get the projected amount of growth over the next 6 years. Add this to the 2021 value to derive the projected value for 2027.

Example – Projecting # of Households in 2027

$$\text{Avg Annual Growth Rate} = \frac{(\# \text{ Households in 2021}) - (\# \text{ Households in 2016})}{(\# \text{ Households in 2016}) \times 5 \text{ years}}$$

$$2027 \text{ Household Projection} = (\# \text{ Households in 2021}) [1 + (\text{Avg Annual Growth Rate}) \times 6 \text{ years}]$$

#### Total population and Household count – 2027 (projected)

Enter the projected population in 2027. Municipalities may use their preferred method the straight-line growth rate method described above to project population and household counts in 2027.

#### Average household size – 2016, 2021, 2027 (projected)

This data is automatically populated when available through Statistics Canada. The municipality can apply their preferred method or the Straight-Line Growth Rate to project the average household size in 2027.

#### Median age – 2016, 2021, 2027 (projected)

This data is automatically populated when available through Statistics Canada. To calculate the projected median age in 2027, the municipality can apply their preferred method or the Straight-Line Growth Rate.

#### Percent of population age 65 or greater – 2016, 2021, 2027 (Projected)

This percentage is automatically calculated when the data is available through Statistics Canada. To calculate the projected percentage of seniors population in 2027, the municipality can apply their preferred method or use the Straight-Line Growth Rate.

#### Percent of households – Owner, Renter, Renter (subsidized) for 2021

The percentage of households that own, rent (total and subsidized) their current residence. This percentage is automatically calculated when the data is available through Statistics Canada.

**Comments on population and household projections as well as other population considerations:**

Please provide any information on demographic groups that may not be accurately or fully captured in the Statistics Canada Census data. Some examples of these demographic groups may include homeless and transient/seasonal workforce, and Indigenous households. If any of your projections deviate significantly from historic trends, please explain your rationale/methodology in this section.

## Income / Economy

**Median Household Income (All households)**

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for all households in the municipality/region if they have more detailed or up-to-date information on household income in their community.

**Median Household Income (Renter households)**

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for renter households in the municipality/region if they have more detailed or up-to-date information on renter household income in their community.

**Median Household Income (Owner households)**

This number is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter the median household income for owner households in the municipality/region if they have more detailed or up-to-date information on owner household income in their community.

**Reporting Month/Year**

Specify the month and year that the data was collected.

**Reporting Region**

Economic data is only available for the following Economic Regions. The economic Region has been determined based on the municipality(ies) you have selected. If you have selected municipality(ies) in more than one economic region, then the data for multiple economic regions will be displayed. You may select the economic region that best represent your community. If you have your own data, select the checkbox below and provide your own custom data.

- Banff-Jasper-Rocky Mountain House
- Calgary
- Camrose-Drumheller
- Edmonton
- Lethbridge-Medicine Hat
- Athabasca-Grande Prairie-Peace River
- Red Deer
- Wood Buffalo-Cold Lake

**Participation Rate**

The participation rate measures the total number of individuals who are currently employed or in search of a job. This rate is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter labour force participation rate in the municipality/region if they have more detailed or up-to-date information on labour force participation rates in their community.

**Unemployment Rate**

Unemployment rate measures the number of unemployed persons expressed as a percentage of the labour force. The labour force refers to the total adult population (15 years of age or older) available to the labour market at a specific time. This rate is automatically calculated when the data is available through Statistics Canada. Municipalities can choose to manually enter labour force unemployment rate in the municipality/region if they have more detailed or up-to-date information on unemployment rates in their community.

**Major local industries**

Select from the National Occupation Classification (NOC) industries. Enter up to 10 major industries for the municipality(ies) you are conducting the needs assessment on behalf of. Include those that employ a majority of lower income households. Also note any unique industry characteristics that may impact housing demand such as use of temporary seasonal workforce, industry growth, dependency on other industries, or variability due to economic cycles.

## Housing

### Households in Core Housing Need

The number and percentage of households in Core Housing Need for each unit type, broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

### Households spending more than 30% of income on shelter cost

The number and percentage of households spending more than 30 per cent of its before-tax income to pay all shelter expenses by unit type , broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

### Households spending more than 50% of income on shelter cost

The number and percentage of households spending more than 50 per cent of its before-tax income to pay all shelter expenses by unit type , broken out by tenure (i.e. owner households, renter households, all households). This data is automatically populated when available through Statistics Canada.

Example of how to calculate the percentage of Renter Households in Core Housing Need for 1 Bedroom units:

$$\frac{\text{Number of 1 bdrm Renter households in Core Housing Need}}{\text{Total number of 1 bdrm Renter households}}$$

### Median Market Rent

The median market rent in the municipality for each unit type. This data is automatically calculated when the data is available through CMHC's Rental Market Survey and Government of Alberta's Apartment Vacancy and Rental Cost Survey.

CMHC Housing Market Information Portal: <https://www.cmhc-schl.gc.ca/hmiportal>

Alberta Apartment Vacancy and Rental Cost Survey: <https://open.alberta.ca/publications/2369-8780>

### Vacancy Rate

The market vacancy rate in the municipality for each unit type. This data is automatically populated when available through CMHC's Rental Market Survey and Government of Alberta's Apartment Vacancy and Rental Cost Survey.

### Policies and Key Initiatives

Please provide current municipal / regional housing policies and key initiatives that enable affordable housing (e.g. tax exemptions, inclusionary zoning), as well as any current local community plans and regional growth strategies established within the last five years. List the documents uploaded as well as a short summary of each (one to three sentences).

### Community Consultations

Comprehensive and extensive public consultation is not required to complete this needs assessment. It is recommended the following community groups be considered for consultation:

- Housing Management Bodies (HMBs)
- Social Service Organizations
- Local Family and Community Support Services (FCSS)
- Private Housing Sector

In addition to the above, consideration may be given to consult with persons, organizations, authorities, or community groups (including Indigenous groups) serving the priority low- to moderate-income populations\* selected for the municipality(ies).

## PART 2: Municipal Key Findings & Priorities

### Non-Market Affordable Housing Supply

#### A. Existing Units

The number of active units for each non-market affordable housing type in the community. Please include all available units including municipally operated units and units operated by Housing Management Bodies (HMBs), Non-Profit Providers, and Community Organizations or others. Please contact your local HMB or the Ministry of Seniors and Housing ([SH.HousingNeedsAssistance@gov.ab.ca](mailto:SH.HousingNeedsAssistance@gov.ab.ca)) if you need a list of provincially supported housing units in your community.

#### B. Current Unit Deficit (need)

The number of units required to satisfy the current demand for each type of housing. The calculation of the number of units needed should take into account current demand for affordable units such as the number of households in the community waiting for an affordable housing

unit (such as management bodies', non-profit housing providers', municipal housing programs, Community Based Organizations' waitlists), or the number of households in the community in core housing need, offset by the amount of units currently available. If known, please also include the demand for accessible units for each housing type.

**B1. Current Accessible Unit Deficit (need)**

Enter the number of units required to satisfy the current demand for accessible units. This is a subset of "B. Current Unit Deficit". The calculation of the number of accessible units needed should take into account the number of households on management bodies', non-profit housing providers', municipal housing programs' and/or Community Based Organization's waitlists, waiting for an accessible unit.

**B2. Number of Households on Waitlist**

Enter number of households who have applied and are eligible for affordable housing through the local housing management bodies and non-profit housing providers, as well as municipal housing programs or Community Based Organizations and are waiting for placement. This is a subset "B. Current Unit Deficit". Please include the waitlist for this housing type from municipal housing programs as well as programs delivered by Housing Management Bodies (HMBs), Non-Profit providers and Community Based Organizations.

**C Anticipated New Units**

This is the total anticipated new supply that will be available by 2027. The municipality may apply any method to calculate anticipated new units. The units do not need to be newly built, but new additions to each housing type. Do not include any unit loss in the calculation.

**C.1 Committed or Under-development**

Enter the number of anticipated new supply which has funding commitments and/or are currently under development. This is a sub-set of "C. Anticipated New Units.

**D. Projected New Demand**

Enter the number of new households that will require housing support by 2027. The municipality may apply any method to calculate projected future demand. When projecting new demand, consider the number of household growth entered in the Population section of the Housing Needs Assessment and/or the information on percentage of households in Core Housing Need.

One method of calculating Projected New Demand for 2027 is to use the compounded annual growth rate. To do this, first find the Current Total Demand by adding the Existing Units to the Current Unit Deficit in 2022 for each housing type. Then, use the Compounded Annual Growth Rate (CAGR) value from the Population section of this report and apply it to the following formula:

$$Projected\ New\ Demand = [(Current\ Total\ Demand) \times 5\ years]^{(Compounded\ Annual\ Growth\ Rate)}$$

**E. Unit loss due to expiry, condition or age**

Enter the number of units that will become unavailable by 2027 due to expiring agreements, building condition or at the end of its life cycle, due to building age. The municipality should consult with Housing Management Bodies, Non-Profit providers, and Community Based Organizations or other providers to determine the projected loss of units administered by these entities.

**F. Total Projected Unit Deficit**

Total Projected Unit Deficit = B + D + E – C

**Municipal Endorsement**

Please upload copies of supporting documentation of your municipality's endorsement(s) for this Housing Needs Assessment.

The municipal endorsement must be provided by the chief administrative officer or municipal general manager. It is recommended the needs assessment submission be reviewed by council and/or council committee.

For questions about municipal endorsements, please contact [SH.HousingNeedsAssistance@gov.ab.ca](mailto:SH.HousingNeedsAssistance@gov.ab.ca).



13.f

**aboffice@albertabeach.com**

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**From:** TBF Local Authority Loans <LocalAuthorityLoans@gov.ab.ca>  
**Sent:** June 30, 2022 2:20 PM  
**Subject:** September Borrowing Date  
**Attachments:** Borrowing Notice Sept 2022.pdf

Please see the attached borrowing notice for information and links regarding the upcoming borrowing date. Please do not hesitate to contact us if you have any questions.

Sherri Bullock  
Senior Loans Officer  
Loans to Local Authorities  
Treasury Board and Finance  
2090, Sun Life Place, 10123 – 99 Street NW, Edmonton, Alberta, T5J 3H1  
(780) 415-9232 | sherri.bullock@gov.ab.ca |

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



*This Communication is confidential. It may contain privileged and confidential information. If you are not the intended recipient, you should not copy, distribute or take any action in reliance on it. If you have received this communication in error, please notify us at once by reply e-mail then permanently delete the original, your reply and destroy any copy or print-out. Thank you.*

Classification: Protected A

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**Current Loan Application Dates and Application Requirements**

**Application Deadline:** July 29, 2022

**Loan Issue Date:** September 15, 2022

Please submit all required documentation by the application deadline of **July 29, 2022**. Applications for education and health borrowers should be submitted well in advance of the application deadline due to additional legal work required. Please refer to the [Loans to Local Authorities website](#) for information on how to apply, application forms, and general information.

**All applicants must submit the following documents:**

- 1) Loan application;
- 2) Authorized borrowing bylaw or resolution (certified true copy) ;
- 3) Most recent audited financial statement;
- 4) Loan calculator; AND

The following additional documents, as applicable to your borrower category:

	<u>Debt Limit Worksheet and supporting documents</u> <sup>1</sup>	Financial Information Return	<u>Master Loan Agreement</u> (New agreement with Treasury Board & Finance)	Business Case	Ministerial Approval, (As applicable)	Credit Review Documents (As applicable)
Municipalities	√	√	√		√	√
Regional Service Commissions	√	√	√	√	√	√
Post-Secondary Institutions	√			√	√	
School Board				√	√	
Health Authorities				√	√	
Airport Authorities	See respective Credit Agreements					

Debt Limit Worksheets must be completed as at Dec 31, 2021 for municipal and regional service commission borrowers.

Please see the [Loans to Local Authorities website](#) for more detailed descriptions of the requirements.

Electronic submissions are accepted and no hard copies are required. Please submit your applications to [localauthorityloans@gov.ab.ca](mailto:localauthorityloans@gov.ab.ca).

The next quarterly loan date is December 15, 2022 and the application deadline is October 31, 2022.



**The attached checklist may help to ensure your documentation is complete.**

Following is a list of commonly seen omissions and/or issues with loan application submissions.

**Loan Application**

- ✓ Is it dated?
- ✓ Is it signed? (Digital signatures not accepted)
- ✓ Is the loan amount, term and loan type entered?
- ✓ Is the loan issuance date correct?

**Bylaw**

- ✓ Is it marked as 'certified true copy'?
- ✓ Is the interest rate maximum well within the current rate for the requested term?
- ✓ Is there an amending bylaw, and if so has it been attached?
- ✓ Has the bylaw been advertised, if applicable?
- ✓ Have the 30 days passed as per Section 273 of the *MGA* to become valid bylaw?

**Debt Limit Worksheet (as applicable for Municipal and Post-Secondary)**

- ✓ Has it been completed using the most recent year-end figures, even if the audited financial statements are not complete? Supporting schedules for revenue and debt should be submitted if year-end statement not yet available.
- ✓ Has supporting documentation been submitted for bank loans, capital leases, i.e. current year payment schedules of principal and interest including payment dates?
- ✓ Have year-to-date principal payments been deducted at Part 1(d)?
- ✓ Has the new loan been entered in Part 1(h) (loan amount) and 3(i) loan payment? (For multiple new loans, the total new loans and loan payments should be consolidated onto one debt limit worksheet).
- ✓ Is the municipality within 25% of either its debt limit or debt service limit and if so, have the additional documents been submitted?
- ✓ Has the revenue figure been appropriately adjusted as per the Debt Limit Regulation (Municipal and Regional Service Commissions)?

**Loan Calculator**

- ✓ Has a loan calculator been submitted to support Part 3(i) of the debt limit worksheet?

**Financial Statements and FIR**

- ✓ Have copies of both the financial statements and municipal financial information return been submitted.
- ✓ If you are borrowing and do not have your year-end financials, you still use the most recent year-end figures (with support) and then send in the final audited financial statements and financial information return once complete.

**Master Loan Agreement or Amended and Restated Master Loan Agreement (municipal borrowers)**

- ✓ A Master Loan Agreement or Amended and Restated Master Loan Agreement is required. If you have a Master Loan Agreement already with ACFA and this is your first time borrowing since the transition to the Province, you will need to complete an Amended and Restated Master Loan Agreement with the Province. (Use your existing ACFA MLA date in the 'effective' date fields (2 spots) and use the current date in the 'restated on' field. (1 spot). If you do not have an existing MLA with ACFA, then you would use the Master Loan Agreement form. If you have already signed an Amended and Restated Master Loan Agreement, you do not need to send another. If in doubt, please do not hesitate to contact us as to which one to use.

It is preferred that you can scan or combine documents together in the above order into one or two PDFs rather than submit a separate PDF for each document type.

13.g

**Alberta Beach Village Office**

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**From:** angeladuncan@albertabeach.com  
**Sent:** July 4, 2022 9:54 AM  
**To:** aboffice@albertabeach.com  
**Subject:** FW: Counselling Alberta  
**Attachments:** CCC\_CounsellingAlbertaLetter\_Jul22\_ABBeach.pdf

FYI...

Thanks,

**Angela Duncan**

Mayor, Alberta Beach  
Vice President, Villages & Summer Villages, Alberta Municipalities  
[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)

**From:** Jennifer Strickland <jennifer.strickland@calgarycounselling.com>  
**Sent:** July 3, 2022 4:31 PM  
**To:** angeladuncan@albertabeach.com  
**Subject:** Counselling Alberta

Dear Mayor Duncan,

On behalf of our CEO, Dr. Robbie Babins-Wagner, I am pleased to attach an introductory letter to Counselling Alberta. We would be happy to discuss this expansion of mental health services in your community further and answer any questions that you may have.

Sincerely



Jennifer Strickland  
BA (Hons)  
Executive Assistant  
D: 403-691-5907

Effective March 1, 2022, counselling sessions continue to be provided online and over the phone. **Learn more.** Please note, we have a new counselling registration phone number: 833.827.4229

The content of this email is the confidential property of Calgary Counselling Centre and should not be copied, modified, retransmitted, or used for any purpose except with written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

bb



June 4, 2022

Her Worship Mayor Angela Duncan  
Alberta Beach

Dear Mayor Duncan,

My name is Robbie Babins-Wagner, and I am the CEO of the Calgary Counselling Centre (CCC), a non-profit organization that has been serving the mental health needs of Calgarians for 60 years. Earlier this month, CCC announced the launch of Counselling Alberta, which marks the expansion of our services across the entire province.

Counselling Alberta has come to life through a partnership with the Government of Alberta. Counselling Alberta will provide virtual services across the province with no wait list.

Since 1962, CCC has helped Calgarians of all ages, from all walks of life, develop the skills they need to thrive. We operate with a sliding pay scale model, meaning our services are available to everyone, regardless of income or access to insurance. From children struggling with their parents' divorce, to teens dealing with depression, students grappling with change, and adults working through issues ranging from anxiety to addiction to grief, our counsellors have a proven track record of helping people overcome mental and emotional challenges. We are proud to provide the most effective counselling services with the highest client results in the industry, and I am thrilled that all Albertans can now access our care.

Over the course of the pandemic, mental health needs across Alberta's communities have changed. From 2019 to 2021, CCC nearly doubled the number of counselling sessions provided annually in Calgary. We know the need for help outside of Calgary is vast. As a community leader, perhaps you have also noticed a shift in your own community, especially as many Albertans continue to deal with uncertainty, depression, and anxiety.

Throughout the coming weeks, Counselling Alberta will work hard to provide all Albertans with access to our services. Although Counselling Alberta will continue to dedicate resources to community outreach, we recognize the important role you play as a community leader in allowing us to help Albertans improve their mental health. My ask today is that you help us to spread the word. By tapping into your local network, it is my hope that we can work alongside one another to bring much needed mental health care to all Albertans.

For more information, please visit [www.CounsellingAlberta.com](http://www.CounsellingAlberta.com) or feel free to reach out directly to me at [robbie.wagner@calgarycounselling.com](mailto:robbie.wagner@calgarycounselling.com). I am looking forward to working together as Counselling Alberta expands mental health services into your local community.

Sincerely,

A handwritten signature in black ink that reads "Robbie Babins-Wagner". The signature is fluid and cursive.

Robbie Babins-Wagner, CEO Calgary Counselling Centre

13. h



June 16, 2022

Attention: Kathy Skwarchuk, CAO  
Alberta Beach  
Box 278  
Alberta Beach, AB T0E 0A0

Dear Ms. Skwarchuk:

Re: 2022 Recreation Facility & Program Assistance Grant – Ball Diamond Maint. \$1,000.00

I am pleased to advise you that your organization will receive \$1,000.00 through the 2022 Recreation Facility & Program Assistance Grant, specifically for ball diamond maintenance. This fund was established to assist with the continued provision for recreational facilities and recreational program opportunities in our communities. Eligible expenses must have been incurred directly by your organization between January 1, 2022, and December 31, 2022. It is imperative to note that these **allocations are reviewed annually**, and there is no guarantee that future funding levels will remain the same as this current allocation. As you have a Direct Deposit Enrollment Form on file, funds will be released through direct deposit (EFT) within two weeks.

**Evaluation Required**

Enclosed, you will also find a brief final evaluation form to complete once you have expended the grant funding in full. As per policy, please include copies of all supporting documentation (invoices/receipts) pertaining to those expenses covered through this grant. Although the deadline for submitting this document is no later than January 15, 2023, earlier submissions are appreciated. Please note that failure to complete and submit final accounting documentation may affect future grant funding.

**Recognition Required**

All external agencies receiving Lac Ste. Anne County grant funding are required to recognize this funding by way of public service announcements, social media postings and/or any promotional material such as newspaper advertising or posters (i.e. this program/facility is partially funded by Lac Ste. Anne County's Recreation Facility & Program Assistance Grant). A quick post to your organization's Facebook page, if you have one, would be greatly appreciated! Please provide a copy of that recognition along with your completed evaluation documentation.

Any questions or concerns can be directed to the undersigned at (780) 785-3411 / 1-866-880-5722, or via email to [dkerr@LSAC.ca](mailto:dkerr@LSAC.ca).

Sincerely,

Donna Kerr  
Community Services Manager

June 22, 2022

Attention: Kathy Skwarchuk, CAO  
Alberta Beach  
Box 278  
Alberta Beach, AB T0E 0A0

Re: 2022 Recreation Facility & Program Assistance Grant – \$10,000.00 Boat Launch  
2022 Recreation Facility & Program Assistance Grant - \$10,000.00 Main Beach

Lac Ste. Anne County Council has finalized the 2022 Recreation Facility & Program Assistance Grant allocations. I am pleased to advise you that your organization is eligible to receive two allocations through this grant program:

- \$10,000.00 Boat Launch
- \$10,000.00 Main Beach

This fund was established to assist with the continued provision for recreational facilities and recreational program opportunities in our communities. Eligible expenses must have been incurred directly by your organization between January 1, 2022, and December 31, 2022, and pertain specifically to the facility mentioned above. It is imperative to note that these **allocations are reviewed annually**, and there is no guarantee that future funding levels will remain the same as this current allocation.

As per Lac Ste. Anne County Policy #02-020-004, Recreational Facility & Program Assistance Grant recipients, where Direct Grant Allocation funding level exceeds \$5,000.00, must submit a three (3) year budget prior to funding release. **Please submit a three (3) year budget (for 2022, 2023, 2024) for each of the facilities listed above, at your earliest convenience.** Upon receipt and a satisfactory review of that documentation, payment will be released by direct deposit (EFT) within two weeks.

All major facilities are required to display signage (supplied by Lac Ste. Anne County) recognizing support for that facility. As I don't believe this has been provided previously, please connect with the undersigned to make arrangements for same.

Any questions or concerns regarding the grant policy requirements or release of funding can be directed to the undersigned at (780) 785-3411 / 1-866-880-5722, or via email to [dkerr@LSAC.ca](mailto:dkerr@LSAC.ca).

Sincerely,



Donna Kerr  
Community Services Manager



13.j

**Alberta Beach Village Office**

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**From:** Matthew Ferris <mferris@lsac.ca>  
**Sent:** July 4, 2022 1:44 PM  
**To:** Village of Alberta Beach; d.evans@valquentin.ca; 'office@sunsetpoint.ca'  
**Subject:** FW: Capital Plan  
**Attachments:** P13\_Ferris\_SVUtilityServicing\_20220615.pdf

This was requested by Alberta Beach.

**Matthew Ferris**  
Manager of Planning and Development  
**Lac Ste. Anne County**  
Tel (780) 785-3411 | Toll Free 1 (866) 880-5722

**From:** Mike Andrews <mandrews@mpe.ca>  
**Sent:** June 15, 2022 9:11 AM  
**To:** Matthew Ferris <mferris@lsac.ca>  
**Cc:** Mirek Grzeszczuk <mgrzeszczuk@mpe.ca>  
**Subject:** RE: Capital Plan

Hello Matthew,

As requested, please see the attached proposal to complete the capital plan for a water utility within the Tri-Village area.

Please let us know if there are any questions or concerns.

Cheers,

**Mike Andrews, P.Eng.**  
Project Manager  
Tel. (780) 509-4310  
Cel. (780) 886-2550  
Email. [mandrews@mpe.ca](mailto:mandrews@mpe.ca)  
[www.mpe.ca](http://www.mpe.ca)



**From:** Mirek Grzeszczuk <[mgrzeszczuk@mpe.ca](mailto:mgrzeszczuk@mpe.ca)>  
**Sent:** May 17, 2022 9:29 AM  
**To:** Matthew Ferris <mferris@lsac.ca>  
**Cc:** Mike Andrews <[mandrews@mpe.ca](mailto:mandrews@mpe.ca)>  
**Subject:** RE: Capital Plan

Matthew,

We will review it and send you a cost proposal for this work.  
Thank you.

**Mirek Grzeszczuk, P.Tech. (Eng.)**  
Edmonton Region Manager  
Tel. (780) 509-4304  
Cel. (780) 690-0175

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Email, [mgrzeszczuk@mpe.ca](mailto:mgrzeszczuk@mpe.ca)  
[www.mpe.ca](http://www.mpe.ca)



**From:** Matthew Ferris <[mferris@lsac.ca](mailto:mferris@lsac.ca)>  
**Sent:** May 17, 2022 8:40 AM  
**To:** Mirek Grzeszczuk <[mgrzeszczuk@mpe.ca](mailto:mgrzeszczuk@mpe.ca)>  
**Subject:** Capital Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mirek how much do you think it would cost to come up with the servicing and capital plan portion of the water utility for Sunset Point, Alberta Beach and Val Quentin. Council is looking at letting them join onto this project but if they do we want them to pay their share.

Thanks

**Matthew Ferris**  
Manager of Planning & Development

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0  
PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | WEBSITE: [lsac.ca](http://lsac.ca)

The Lac Ste. Anne County Administration Office has resumed its regular business hours of Monday to Friday, from 8:30am to 4:30pm (including lunch hour). Reception staff are managing all telephone inquiries at this time and representatives from each County department will be on hand to address a variety of ratepayer requests. Thank you for your patience as we implement our re-entry strategy.

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 Think about our Environment. Print only if necessary.

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June 15, 2022

Lac Ste. Anne County  
P.O. Box 219  
56521 RGE RD 65  
Sangudo, AB T0E 2A0

**Attention: Matthew Ferris**  
**Manager of Planning & Development**

Dear Mr. Ferris:

**Re: Capital Infrastructure Plan – Lac Ste. Anne Municipalities**  
**Engineering Consulting Services**

As per previous discussions, MPE Engineering Ltd. (MPE) is pleased to submit this engineering consulting services budget to complete the Capital Infrastructure Plan work for the Village of Alberta Beach Summer, and the Summer Villages of Val Quentin, and Sunset Point (the "Tri-Village Area").

## 1.0 PROJECT UNDERSTANDING

Currently, the West Inter-Lake District Regional Services Commission (WILD) owns and operates a potable water transmission system through parts of the County. The County, as well as other municipalities in the area have an allocation that they are allowed to draw from the transmission system and distribute through their municipality. MPE is currently completing the Utility Feasibility Study with Lac Ste. Anne County (County). This project involves reviewing ownership models, servicing standards, and a capital infrastructure plan for the water utility in the County.

MPE understands that the Village of Alberta Beach Summer, and the Summer Villages of Val Quentin, and Sunset Point would like to complete a capital infrastructure plan at the same time.

MPE has a clear understanding of the project requirements. We have selected a project team and developed a project schedule that will ensure the completion of this project in an efficient and thorough manner.

## 2.0 SCOPE OF WORK

MPE will provide the following scope of services for each of the three municipalities:

### 1. Preliminary Engineering

- a. Complete Project Kickoff Meeting
- b. Review background documentation including allocation, zoning, and population
- c. Identify important local requirements
- d. Review existing infrastructure reviews and studies
- e. Review available mapping and infrastructure master plans



## **2. Detailed Design**

- a. Generate options for potable water distribution
- b. Provide **50% Package** for review.
- c. cursory review of environmental and historical constraints
- d. Investigate rights-of-way
- e. Identify land acquisitions, existing utilities, and regulatory approvals
- f. Summarize and compare the options for potable water distribution
- g. Review capital expenditure, O&M costs, and other related costs
- h. Provide **90% Package** for review
- i. Provide lifecycle analysis for the preferred option
- j. Investigate funding options
- k. Provide **Final Package**

MPE has made the following assumptions for this project:

- ✦ No council, committee, or public presentations will be required. MPE can complete these should they be required. This would be subject to additional fees.
- ✦ No regulatory approvals will be applied for at this stage. MPE can complete these should they be required. This would be subject to additional fees.
- ✦ No public consultation will be required. MPE can complete this should it be required. This would be subject to additional fees.
- ✦ MPE has not included a geotechnical investigation in the scope or fees. MPE can complete this investigation in-house should it be required. This would be subject to additional fees.
- ✦ MPE has not included an environmental sub-consultant in the scope or fees. Should an environmental sub-consultant be required, MPE has worked with many reputable consultants and can provide a recommendation for one. This would be subject to additional fees.
- ✦ MPE has not included GPS survey in the scope or fees. MPE can complete this should it be required. This would be subject to additional fees.
- ✦ The review meetings will be held at the Alberta Beach Office or the MPE Edmonton Office.
- ✦ Review of the 50% and 90% packages will take no longer than ten (10) business days.
- ✦ Meetings will include Project Kickoff Meeting, 50% Package Review Meeting, and 90% Package Review Meeting.

### **Deliverables**

MPE will provide a full report outlining the background information, the design decisions and rationale for watermain location and sizing. Identified constraints, land issues, utilities, regulatory approvals, and environmental and historical constraints will be outlined. Capital costs, O&M costs and other related costs will be broken into a capital expenditure plan, including lifecycle analysis. Maps of the watermain system will be provided in digital format along with typical details for construction of the system.

**3.0 PROJECT TEAM**

MPE has selected the following Project Team. This team is currently working on the Lac Ste. Anne County – Utility Feasibility Study.

**MPE CORPORATE REPRESENTATIVE—MIREK GRZESZCZUK, P.TECH.(ENG.)**

Mirek is the Edmonton Region Manager with **20 years of experience**, and as Corporate Representative will have overall responsibility for the successful completion of the project to the satisfaction of the County by ensuring good communication, high quality work, and that the project stays on schedule and on budget. Mirek will also complete quality assurance and corporate review on all aspects of the project. Mirek’s senior standing in MPE will ensure the necessary project resources are provided.

**PROJECT MANAGER—MIKE ANDREWS, P.ENG.**

Mike’s responsibilities will include the day-to-day liaison with the County and MPE team to ensure the successful completion of the project. Mike will lead all team members to ensure swift and successful execution of the project. He will direct the team through all phases of the project, managing the project to its’ conclusion. Mike is a Project Manager with **9 years of engineering experience** in the fields of municipal infrastructure, water and wastewater, and project management.

**PROJECT ENGINEER—MARC DUBEAU, E.I.T.**

As Project Engineer, Marc will be responsible for completing basic engineering design under the Project Manager. Marc will also assist with all reporting and documentation. Marc is a project engineer with **4 years of experience**.

**DESIGN/DRAFTING—PATRICK O’CALLAGHAN, T.T.**

Patrick will perform the design/drafting components of the project including GIS and AutoCAD. Patrick is a Design/Drafting Technologist with **5 years of experience**.

**4.0 PROJECT SCHEDULE**

MPE proposes the following schedule for the design of this project:

Kick-off Meeting	July 4, 2022
Review Background Information	July 11 to July 29, 2022
50% Package Submission	October 14, 2022
90% Package Submission	November 4, 2022
Final Package	November 18, 2022

All dates are in 2022. If the project extends beyond the proposed schedule, the fees may have to be re-evaluated.

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**5.0 PROJECT FEES**

It is estimated that the engineering fees, net of GST, will be as follows:

	Village of Alberta Beach	Summer Village of Sunset Point	Summer Village of Val Quentin
Preliminary Engineering	\$7,844	\$6,667	\$5,491
Detailed Design	\$16,337	\$13,886	\$11,436
<b>Total:</b>	<b>\$24,181</b>	<b>\$20,553</b>	<b>\$16,927</b>

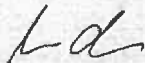
The costs for the above items are presented as an upset fee for each municipality. If work proceeds concurrently, this cost will be reduced. Work will be invoiced hourly, up to the upset limit. There are no disbursements expected for this project.

**6.0 CLOSING**

Thank you for your consideration of our submission. Should you have any questions or require clarification regarding this submission, please contact the undersigned at 780-509-4304 or mgrzeszczuk@mpe.ca.

Yours truly,

**MPE ENGINEERING LTD.**



Mirek Grzeszczuk, P.Tech.(Eng.)  
Edmonton Region Manager  
MG:ma

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**Alberta Beach Village Office**

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** June 27, 2022 8:50 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Call to Action to the Government of Alberta  
**Attachments:** Call to Action to the Government of Alberta.pdf

Good morning Alberta Beach,

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

You may see the Call to Action attached.

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

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

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

**Maryanne King**  
Policy Advisor | Conseiller Politique  
**National Police Federation | Fédération de la Police Nationale**  
(587) 672-0695  
<https://npf-fpn.com>

**The NPF has moved! La FPN a déménagé!**  
**Our new head office address is: / L'adresse de notre nouveau siège social est :**  
220 Laurier Avenue West/Ouest  
8th Étage – Suite 800  
Ottawa, Ontario  
K1P 5Z9



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

@NPFFPN  
 NPF\_FPN

nationalpolicefederation  
 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.  
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June 27, 2022

# CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

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

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

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

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

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

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

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FÉDÉRATION DE LA POLICE NATIONALE

**AUPE**



VILLAGE OF **Berwyn**



Town of **Bon Accord**  
building for tomorrow

**BOWDEN**



**BLACKFALDS**  
ALBERTA



**CANMORE**



Village of **Clive**



VILLAGE OF **Champion**  
ALBERTA

**CROSSFIELD**  
EST. 1951



**Edson**



**Fairview**  
Heart of the Peace



TOWN OF **HIGH LEVEL**

**High Prairie**  
Heart of the Lakes

**High River**



**INNISFAIL**



**JARVIS BAY**



**Magrath**  
The Land of Life



**Mayerthorpe**

**Millet**

NORTHERN SUNRISE COUNTY

**Peace**

**Penhold**

**Ponoka**

**PSAC - Prairies**  
Public Service Alliance of Canada



**Smoky Lake**  
COUNTY

**SPIRIT RIVER**



**Sylvan Lake**



**Tofield**



**Two Hills**

**USJE FEST**



TOWN OF **Vauxhall**

TOWN OF **VERMILION**  
ALBERTA

**victim**  
services alberta

**Viking**  
ALBERTA



VILLAGE OF **ALLIANCE**



VILLAGE OF **MYRNAM**  
HOME OF THE DOVE



TOWN OF **Westlock**



**Wetaskiwin**  
THE CITY WE SHARE

Town of **Wainwright**

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**Organizations:**

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

**Cities:**

City of Wetaskiwin

**Towns:**

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

**Villages:**

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

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

**Summer Villages:**

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

**Counties:**

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

**Municipalities:**

Municipal District of Peace  
Municipality of Crowsnest Pass



## Alberta Beach Village Office

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**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** July 7, 2022 3:28 PM  
**To:** aboffice@albertabeach.com  
**Cc:** aboffice@albertabeach.com  
**Subject:** Following Up: Call to Action to the Government of Alberta  
**Attachments:** Call to Action to the Government of Alberta.pdf

Good afternoon His Worship Mr. Bud Love,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the Call to Action's release on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Alberta Beach would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the recent media coverage, or our Keep Alberta RCMP website for your information. One of our Alberta Directors, Kevin Halwa, recently underscored the importance keeping the RCMP as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. **Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.**

**If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.**

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

### Maryanne King

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

<https://npf-fpn.com>

**The NPF has moved! La FPN a déménagé!**

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

220 Laurier Avenue West/Ouest

8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9

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**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

 @NPFFPN

 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.  
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June 27, 2022

# CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

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

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

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

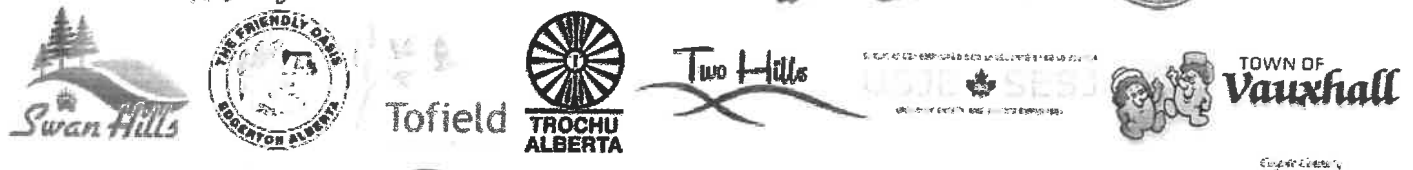
Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

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

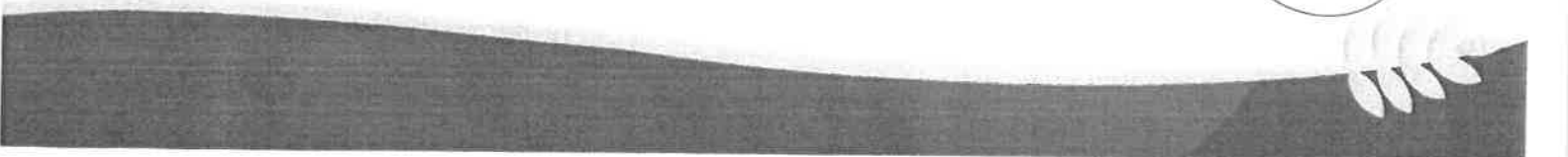
- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams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

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**Organizations:**

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

**Cities:**

City of Wetaskiwin

**Towns:**

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

**Villages:**

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

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

**Summer Villages:**

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

**Counties:**

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

**Municipalities:**

Municipal District of Peace  
Municipality of Crowsnest Pass

## Alberta Beach Village Office

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**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** June 23, 2022 2:30 PM  
**To:** Kathy Skwarchuk  
**Subject:** Registration open for 2022 Alberta Municipalities Convention

Good afternoon,

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

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

### Virtual is returning for 2022

While we think the best experience for Convention is in-person, we will be offering a virtual component again this year. The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier's address - and will allow eligible elected officials the opportunity to vote remotely on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of Convention ending.

### In Memoriam at Convention

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If there is a person you would like to remember, please send their name to [events@abmunis.ca](mailto:events@abmunis.ca) to have them included in the 2022 In Memoriam.

And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [events@abmunis.ca](mailto:events@abmunis.ca).

For all Convention information and updates, including the pricing for this years' event, visit our [ABmunis Convention event page](#). If you can't find the answer to your question, please email [registration@abmunis.ca](mailto:registration@abmunis.ca) and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Calgary!

**Dan Rude** | Chief Executive Officer

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



# 2022 CONVENTION & TRADE SHOW

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← [Events](#)

**Sep 21  
- 23**

In-person  
Convention

## Event Summary

### Convention

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

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

Location: Calgary TELUS Convention Centre

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

### **REGISTER NOW**

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

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

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

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

Municipal Interns: Complimentary

Virtual: \$600

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

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

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

[registration@abmunis.ca](mailto:registration@abmunis.ca).

#### **Regular Member Virtual Pricing**

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

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

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

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

#### **Pre-Convention Sessions**

\*All Pre-Convention sessions are \$395

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#### *Council's Role in Public Engagement (EOEP)*

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

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

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

Full Day legal seminar (facilitated by RMRP)

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

#### **Host City Reception**

The City of Calgary will be hosting their city reception on Wednesday, September 21 at approximately 6:00 pm. Grab your ticket for this evening, you won't want to miss it!

Tickets are \$25 and must be purchased in advance.

#### **Hotel Room Blocks**

*\*Please note - we will do our best to remove hotels as they are sold out. However, the list below does not confirm availability at the hotel is still available.*

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

#### **Book at the Delta Calgary**

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

#### **Book at the Fairmont Palliser**

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

#### **Book at the Hyatt Regency**

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

#### **Book at the Le Germain Hotel**

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

#### **Book at the Marriott Downtown Calgary**

#### **Trade Show**

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email [tradeshows@abmunis.ca](mailto:tradeshows@abmunis.ca).

#### **Trade Show Brochure**

#### **Register for a Trade Show booth**

#### **Convention Code of Conduct**

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

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

Behaviours that are not acceptable at the Convention include:

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

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

Shouting down or threatening Convention Participants.

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

**Event Category**

Convention

**Location**

120 Ninth Avenue SE  
Calgary AB T2G 0P3

**How to register and submit questions**

**REGISTER NOW**

**Cancellation/Refund Policy**

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

# REGISTER OR

# FIND MORE

More Upcoming  
Events

SEP 27, 8:00 AM - IN-PERSON

2023 Convention & Trade Show

**STAY UP TO DATE!**

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14.6

**Alberta Beach Village Office**

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**From:** michael weller <  
**Sent:** July 12, 2022 2:56 PM  
**To:** aboffice@albertabeach.com; publicworks@albertabeach.com;  
angeladuncan@albertabeach.com; debbiedurocher@albertabeach.com;  
taraelwood@albertabeach.com; kellymuir@albertabeach.com  
**Subject:** drainage concerns for the block of between 47a ave and 50 ave,46-47 st.  
**Attachments:** Drainage Concerns Alley.pdf

--  
michael

89

## **Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave**

**To: Alberta Beach Village Administration and Maintenance**

**An adequate water conveyance system should be designed to move runoff from rain or minor storm events. Without proper drainage, water collects in properties creating structural issues to buildings, damage to landscaping, sinking and rutting driveways/alley and an increase in bugs. Signs of poor drainage that are evident on our block are:**

- **Water stagnating around/under houses, garages and out-structures causing deteriorating and rotting foundations, mold and mildew**
- **Erosion**
- **Pooling water in yards**
- **Dead grass, trees and plants suffocating/drowning**
- **Mud and ruts in alleyway/driveways**
- **Mosquitoes breeding in stagnant water**
- **Difficulty for maintenance and garbage crews navigating puddles and deepening ruts**
- **Ice building up on walkways, driveways and alleyways in the winter**

**This continuing problem has resulted in increased tension and frustration, less enjoyment of property, decline of community, lower property values and wet feet.**

**Although culverts and drainage were partially in place, they have been removed over time by residents interfering or removing ditches and drain ways, and also the recent alley renovations. A minimal attempt to fix the problem was made in 2012, since that time all of the ditches have been filled in and culverts removed.**

**Lack of a comprehensive Village plan to rectify the situation has caused residents to seek individual solutions for their properties, (ditches, pumping water out onto the alleyway) that sometimes lead to worsening their neighbors' situation.**

**Recent aligning of the alley, involving raising the alley, has made a longstanding problem even worse but also has made it easier to fix. Houses and mature trees cannot be moved but a ditch can be done relatively simply. There is an approximate 9 foot drop from the problem area to lake level, providing ample slope to facilitate drainage.**

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## Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave

Proper road construction includes ditches to remove surface water. Failure to do this has required unnecessary amounts of expensive gravel brought in to fill sinkholes caused by improper drainage.

This is not a new crisis but one that has persisted for at least 20 years. In that time the town office, several counselors and no less than 5 public works foremen have been spoken with and agreed it needs to be rectified, and we all expected it to be resolved when the alley was realigned last year.

Once rectified, all residents need to be informed that drainage systems cannot be altered or interfered with.

Please take this under serious consideration and execute an effective and timely resolution.

Name	Address	Signature
Michael Weller	4616 - 47A ave	MW
LARRY EGGER	4609 50 AVE	L Egger
Gerry Egger	4609 - 50 Ave	G Egger
Louis Chalifoux	4603 - 50 Ave	Louis Chalifoux
Odette Chalifoux	4603, 50 Ave	Odette Chalifoux
CYNTHIA CHAMBERS	4604 - 47A AVE	Cynthia Chambers
James Byrbeck	4608 - 47A Ave	James Byrbeck
FLO MOSCHINO	4606 - 47 Ave	F Moschino
Kirsten Kiwan	4619 - 47A ave	K Kiwan
Duane Elias	4619 - 47A ave	D Elias
DARREN DARBYSON	4727 - 45 ST	Darbyson
Bruce Fancett	4611 - 50 AVE	Bruce Fancett
Laurel McKillop	4615 - 50 Ave	L McKillop
Bandy Shewela	4620 - 47A AVE	B Shewela
Betty Haysa	4620 - 47A Ave	B Haysa
Kevin Sandulak	4605 - 50 Ave	K Sandulak

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# Drainage Concerns in Alley between 46 St-47 St and 50 Ave-47A Ave

Name

Address

Signature

~~Donise Taylor~~  
Ryan + Pam Blommeert  
~~C Thompson~~  
Colleen Thompson  
Dale Homenick  
Amy Coughlin

~~4630-47-Ave~~  
4635-47A Ave  
4624-47 Ave  
—  
4631-47th ave  
4619-50th AVE

~~Donise Taylor~~  
~~[Signature]~~  
C Thompson  
—  
DK  
Amy Coughlin

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# Ditch Basics

By Marisa DiBioso, Project Assistant

Water is the most destructive force in roads. Ditches are the best way to carry water away from roads and to the water table. Ditches catch sediment carried off the road surface. This makes it imperative that road managers keep ditches in good condition. This article will cover the basics of good ditches: inspection, shape, slope, lining, vegetation, and maintenance and repair.

## Inspection

The first step to ditch basics is to regularly clean and inspect ditches to keep them working properly. Use the following checklist to help identify needed maintenance.

- Is the ditch free of obstructions?
- Does the ditch have a clear outlet?
- Is the ditch deep enough to drain the subgrade and cut off subsurface water?
- Is the ditch broad enough?
- Is the slope uniform; that is, free of high or low points to minimize ponding?
- Could debris control devices be used?
- Is there any erosion?
- Is a lining needed/does the existing lining need repair?
- Is the slope adequate?

## Shapes

Highway crews can construct and maintain ditches in three cross-section shapes: parabolic (round bottom), trapezoidal (flat bottom), or triangular (v-shaped bottom).

- **Parabolic**--This ditch is best in terms of long-term cost and efficiency. It has about the same capacity as the trapezoidal with less erosion. Sides are easily vegetated, further reducing erosion. It is probably the most difficult and expensive to construct.
- **Trapezoidal**--The flat bottom is easier to construct than the round bottom (parabolic) ditch. Compared to the triangular shape, the flat bottom slows water and reduces erosion. It takes more time and expense to construct, but requires less maintenance and greater capacity.

- **Triangular**--The v-shaped bottom ditch is the most easily constructed and requires the least roadside area. Of the three types, it requires more maintenance, has the lowest water-carrying capacity, and is the most susceptible to erosion.

## Slope

The lengthwise slope affects the velocity of flow. If the slope is too steep, the swift water flow causes erosion and maintenance problems. If the slope is too flat, water stays in the ditch and can infiltrate the road base. Water in the base deteriorates the road from within. To ensure water flow, the minimum desired lengthwise slope is 1.0%. It should never be less than 0.5%. The maximum for an unlined ditch is 5%. If the slope exceeds 5%, the ditch should be lined as described below to prevent erosion.

Ditches with earth sides should have side slopes from 1:4 or 1:2 (drop to run). To calculate slopes, see page 9 for a copy of "Measuring and Calculating Slopes."

## Lining

Erosion creates sediment that is deposited in ditches and water bodies. The greater the erosion, the more maintenance needed. Excessive erosion can weaken the sides of the road itself.

Ditch lining is the most common way to prevent erosion. Linings can be of natural soil, vegetative, or paved. The material used depends on flow velocity. The following table illustrates the types of lining appropriate for various flow velocities.

Engineers use similar tables when designing waterways. Road managers can also use it empirically. If a lined, well-maintained ditch is eroding, then crews should apply a lining for a higher flow. If problems persist, the agency should consult a qualified engineer.

Type of Lining	Maximum Flow Velocity (ft/sec)
<b>Natural Soil Linings</b>	
Rip-rap sides and bottoms	15-18
Clean gravel	6-7
Silty gravel	2-5
Clean sand	1-2
Silty sand, clay	2-3
Clayey sand, silt	3-4
<b>Vegetative Linings</b>	
Average turf, erosion resistant soil	4-5
Average turf, easily eroded soil	3-4
Dense turf, erosion resistant soil	6-8
Gravel bottom, brushy sides	4-5
Dense weeds	5-6
<b>Paved Linings</b>	
Gravel bottom, concrete sides	8-10
Mortared rip-rap	8-10
Concrete or Asphalt	18-20

## Vegetation

In addition to minimizing erosion in low-flow ditches, vegetation removes roadway pollutants from runoff water. Here are a few guidelines to remember about vegetation in ditches.

- Vegetative linings should be established **BEFORE** erosion begins.
- Seed, mulch, and, where necessary, fiber mats should be applied immediately after any ditch maintenance or storm damage.
- Fertilizer often speeds growth, but excessive fertilization can cause groundwater and surface water quality problems.
- Mowing prevents weeds and woody vegetation. Mowing too close will reduce the erosion resistance of the lining.

## Maintenance and Repair

Ditch repair should be included in all road repair projects. Road rehabilitation and reconstruction are expensive and some municipalities omit ditch repair to save money. Some ignore ditches in minor projects, too. Inadequate ditches will allow water to infiltrate the road base. This creates inadequate drainage resulting in faster road deterioration than if the time and money was spent on proper ditching.

*Road Business, Winter 2000, Vol. 15, No. 4*

Periodically maintain all ditches. Schedule routine maintenance every five years. Poorly shaped, sloped, or lined ditches require maintenance more often. To maintain ditches in a five-year cycle, divide municipal roads into five areas. Plan and schedule work on each section in a given year.

Planning begins with inspection. Inspection in the fall enables a clear view of ditch conditions, and allows planning over the winter. Planned maintenance should produce ditches with adequate shape, slope, and linings. The following guidelines should be considered:

- The most efficient and effective ditches have flat or round bottoms. A backhoe or excavator most easily constructs trapezoidal or parabolic shaped ditches. If using a grader, run the wheel the ditch bottom.
- Compact the ditch bottom.
- The lengthwise and side slopes should be uniform.
- Immediately seed, mulch, and use fiber mats to establish vegetation, or immediately apply other necessary lining.

Ditches should be an appropriate depth. To keep water out of the base material, the ditch bottom should be below the base course. A depth of 18 inches is usually sufficient, but it may have to be deeper if water flows in from hillsides. The distance between cross culverts or ditch outlets influence depth. Inspection will indicate if depth is adequate, or if culverts or outlets should be installed.

Ditches are often constructed too deep. Lining is more difficult, and the added depth increases ditch erosion. Deep ditches can create a safety hazard to motorists, especially on roads with narrow shoulders.

Ditches are necessary to carry water off and away from roads and must be regularly maintained. They must have the proper shape, slope, and lining. Water flow, road surface sediment, and growing vegetation attack these features.

### Sources:

*Basics of a Good Road.* UNH Technology Transfer Center. Durham, NH. June 2000.

"Ditch/Channel Construction & Maintenance." *A Series of Quick Guides for New Hampshire Towns.* UNH Technology Transfer Center. Durham, NH. *Drainage, Drainage, Drainage.* UNH Technology Transfer Center. Durham, NH. January 1996.

**Alberta Beach Village Office**

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**From:** angeladuncan@albertabeach.com  
**Sent:** June 24, 2022 8:57 AM  
**To:** aboffice@albertabeach.com; darylweb@telus.net; taraelwood@albertabeach.com; debbieurocher@albertabeach.com; Kelly Muir  
**Subject:** FW: 46b street

Hello, there were a few more emails since I forwarded this to you all yesterday. As you can see by the email below, I have contacted the RCMP about this individual. I felt this was the proper course of action considering that the tone of these emails is threatening, this is not the first issue I have had with the man and his treatment of our staff has been unacceptable.

Thanks,

**Angela Duncan**  
Mayor, Alberta Beach  
Vice President, Villages & Summer Villages, Alberta Municipalities  
[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)

**From:** Stephen Liviniuk <  
**Sent:** June 23, 2022 9:39 PM  
**To:** angeladuncan@albertabeach.com  
**Subject:** Re: 46b street

And than call the rcmp on me for a wellness check?!!! Lol oh we will see you soon! You and your council are a joke.

On Thu., Jun. 23, 2022, 6:26 p.m. Stephen Liviniuk, < > wrote:

Oh by the way. 2 of us on the street are putting our own culverts in. Don't worry hunny :) I'll make sure its on my land. This is what it's come to. It's a god damn joke.

On Thu., Jun. 23, 2022, 6:03 p.m. Stephen Liviniuk, < > wrote:

Don't worry hunny. I will get the last laugh out of this. You can take my 2800 in taxes and shove it straight up your ass

On Thu., Jun. 23, 2022, 5:53 p.m. Stephen Liviniuk, < > wrote:

I warned you over and over. Well guess what. It's gonna happen.

On Thu., Jun. 23, 2022, 5:51 p.m. Stephen Liviniuk, < > wrote:

And what the fuck will you do about it. Nothing.

On Thu., Jun. 23, 2022, 5:50 p.m. Stephen Liviniuk, < > wrote:

Your dealing with a righand who's been in the business for over 20 years and your council is a good damn joke and a joke to us residents. Tax dollars gone to your joke of a beach. Welp. Get ready for Monday when I have a hoe and skid steer coming in to rip up the ditch to build me a drainage system. You and your council can go pound sand

On Thu., Jun. 23, 2022, 5:42 p.m. Stephen Liviniuk, < > wrote:

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So I'm assuming by your joke of a response the village could care less about property damage. Fair enough. You had your chance. I will conduct my own business to protect my property the wild west way. Go fuck yourself

On Thu., Jun. 23, 2022, 5:37 p.m. , <[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)> wrote:

Mr. Liviniuk,

Your approach to dealing with me and village staff is unacceptable. I am not ghosting you, nor am I ignoring you. It is unreasonable to expect a response to an email in under 24 hours. I am a public servant, but I am not your servant. Further, if you want a well-informed and thoughtful response, I need time to look into issues.

I have spoken with my staff and I have been informed that you have called and left voicemails at the office, but not regarding this particular topic. The concerns you have raised with staff have been about overweight vehicles. I am also of the understanding that you have been aggressive and inappropriate when dealing with village staff. I believe this, based on the tone of your correspondence with me. This must end. It is also my understanding that you have not answered or returned the phone calls of staff when they have tried to get a hold of you to address your concerns.

We are tasked with taking care of the village as a whole and must prioritize issues and concerns based on the needs of the village as a whole. Your is not the only area in the village that has these concerns and we must work within our fiscal ability. It is unfortunate that you feel ignored, however, it is my understanding that you have not called the office or public works department to have a conversation about flooding in your area. I highly recommend that you call public works and have a RESPECTFUL conversation with them about your concerns so that they can work with you to address them. To that end, below my signature on this email is the text of an email I sent you back in September of 2021 which outlines various options available to you to address your concerns.

If you do as you say and cause damage to village property, you will be held accountable.

Sincerely,

***Angela Duncan***

Mayor, Alberta Beach

Vice President, Villages & Summer Villages, Alberta Municipalities

[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)

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Hello Stephen,

Thank you for reaching out to me to express some of the concerns you have regarding the village. There is quite a bit to unpack in your messages so I will do my best to respond to all of your comments.

Over the last several years, the village has prioritized paving and drainage in our capital plans. We have consistently paved as many roads as our capital budget will allow, while also respecting our residents ability to pay. I can assure you that yours' is not the only road in the village that is not paved, although I appreciate that it may feel that way. Each year our public works committee recommends roads to be paved based on need and funds available; the roads that were in the worst condition have been paved first. In order to be as efficient as possible, we have been working to fix drainage issues at the same time as we pave. We considered paving 46B this year, however, as I am sure you are aware, there are serious drainage concerns on your street. Because your street sits so low in comparison to the surrounding area, the village is having an engineered drainage plan put together for your street, once that is complete, we will fix the road and drainage simultaneously. After speaking with many residents that have had their roads paved, I can confidently say that it is a double edged sword, if you are also concerned about speeding. Anecdotally, while paved roads are fun for the kids and reduce dust and potholes, speeding has become more prevalent.

Regarding signage, the village does not typically put up speed signs on each street. This is for a few reasons; 1. The speed limit is posted at each entrance to the village; 2. There are concerns it could make the village look cluttered with signage; 3. Putting speed signs at each street entrance would be costly to our taxpayers. With that being said, I am open to your respectful feedback as I am willing to change my position when it makes sense. Regarding children at play signs, the village typically will put these up in areas where there are playgrounds, or lots of children (Eg. by the school). During my time on council, this has been done through an official request to council, backed up by letters of support from other residents on the street and a demonstrated need. Alternatively, you can purchase a "children at play" sign from many different stores and display it on your property.

You make an excellent point that speeding can be reduced with a greater peace/police officer presence. Currently, the village employs 1 full time peace officer and we receive our policing from the RCMP detachment in Stony Plain. Unfortunately, we had to cancel our seasonal RCMP officer contract due to provincial cost downloading. If there is a problem speeder or a specific time when this is occurring, please document the vehicle and incident and report it to our peace officer, the RCMP, or both. Contact info can be found on our website [albertabeach.com](http://albertabeach.com). The village could look into investing more into policing, but this comes with a cost and, likely, a corresponding tax increase to cover it.

Derelict properties are a concern throughout the village and we are working diligently, within the legal framework, to deal with such properties. Generally speaking, the village can only intervene with a derelict property if there is a legitimate safety concern. If you feel that this is the case, please put your concerns in writing and submit them to the village administration who can do the appropriate follow up. I definitely get your

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concerns with the skunks and cats that can be associated with these types of properties. I am open to any solutions that you have regarding this ongoing issue. In the meantime, you are welcome to borrow a skunk trap from the village office, if you are interested.

Regarding administration and follow up. I spoke with the office about your concerns. I understand that you have called to inquire about paving and had expressed a concern regarding speeding. The office speaks to numerous residents throughout the day and it would be impractical and costly for them to inform council of every interaction. If you would like to file a concern or complaint, I recommend you submit a written letter or email administration, as this is the best way to ensure follow-up correspondence. If you want to ensure that council is aware of your concerns, the best thing to do is to address a letter/email to the Mayor and Council or, like you have done here, get in touch with a councillor directly.

Finally, on to the last point. I am sorry that you feel that "village council is a joke". I cannot imagine what interaction you have had with us that led to that opinion. As a councillor, I do not recall having any interaction with you other than a friendly 'hello' on the street. I, personally, put a great amount of effort and thought into my role as Deputy Mayor and I always do my best to make informed, strategic decisions that are in the best interests of the village as a whole. If you have some thoughts and solutions as to what can be done better, I would truly like to hear them. I will point out that this is an election year; if you feel that you can do a better job and you have a vision for the future of the community, I encourage you to consider running for council.

If I have missed anything or if you would like to have a further discussion, on these or any other village related topics, please feel free to reach out to me (contact information is below), or to any other councillor.

Sincerely,

**Angela Duncan**

Deputy Mayor, Alberta Beach

Interim President, AUMA

**From:** Stephen Liviniuk <  
**Sent:** June 23, 2022 4:58 PM  
**To:** [angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)  
**Subject:** Re: 46b street

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Well I guess that's a big fuck you to me! I will start digging here in the next day or so. You and your council can go fuck yourselves

On Thu., Jun. 23, 2022, 4:42 p.m. Stephen Liviniuk, <...> wrote:

Avoiding me and ghosting my emails are not going to help your clause. Wait until I bring in a hoe and skid steer to build a culvert . Go fuck yourselves

On Thu., Jun. 23, 2022, 1:02 p.m. Stephen Liviniuk, <...> wrote:

Since no response I'm assuming the village could care less about permanent residents and the water and drainage problems. I guess I will start excavation and build my own drainage since I don't want my property to continue to be damaged from village neglect

On Wed., Jun. 22, 2022, 7:14 p.m. Stephen Liviniuk, <...> wrote:

Just like to say I'm pleased my tax money has been squandered away again...I guess 46b street is not important to the village in any way. Again...another year of no proper drainage, the road again not fixed, zero slow down children at play signs and not even a single speed limit sign and the lack of any police enforcement. I'm tired of paying the increasing amount of property taxes and see absolutely nothing from it. I guess proper drainage and a street that isn't 2 feet above my property isn't important. I'd like to know what the village's problem is with our street? Why do we continue to be completely neglected. Back yards flooded out...having to pump water out which just screws the neighbour's over because it just runs into their yards. This problem is NOT a home owners problem..it is the VILLAGES problem now get your act together and fix it!! You want this village turning into the wild west and redneck well your gonna see it if I have to continue doing what I have to do to protect my house from village neglect

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# FRANCHISE RENEWAL



June 27, 2022

Village of Alberta Beach  
Village Administration Office  
4935-50th Ave  
P.O. Box 278  
Alberta Beach, Alberta  
T0E-0A0

Attention: Kathy Skwarchuk, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated [October 1st, 2013], between FortisAlberta Inc. ("FortisAlberta") and the Village of Alberta Beach (the "Municipality") (the "Agreement")

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FortisAlberta appreciates our partnership on the Municipal Franchise Agreement as well as providing electric distribution services to your community. We look forward to continuing to build a strong relationship and it is a privilege to work with you.

FortisAlberta is writing to inform the Village of Alberta Beach of the upcoming Electric Distribution System Franchise Agreement expiry and our intention to renew the agreement for its First Subsequent Term, which provides a further period of five years.

In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on [June 30, 2023] and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter into the First Subsequent Term, the Municipality has executed this letter below.

**FRANCHISE RENEWAL**



Acknowledged and agreed to:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions or concerns about any of the foregoing and would like to schedule a meeting to further discuss or would like to request a franchise presentation to Council and Administration, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Nicole Smith" with a stylized flourish at the end.

Nicole Smith  
Stakeholder Relations Manager

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**Village of Alberta Beach – Franchise Agreement Renewal Brief**

**Franchise Details:**

- Village of Alberta Beach gave third reading and passed Bylaw 2013-01, on Aug 20, 2013, to enter into the Electric Distribution System Franchise Agreement.
- In 2013 the Alberta Utilities Commission approved the Franchise Agreement between Village of Alberta Beach and FortisAlberta.
- The approved Franchise Agreement was effective October 1, 2013, with a term of 20 years:

Initial Term	10 years	October 1, 2013 to September 30, 2023
First Subsequent Term	5 years	October 1, 2023 to September 30, 2028
Second Subsequent Term	5 years	October 1, 2028 to September 30, 2033

**Renewal and Next Steps:**

Article 3, from the Franchise Agreement regarding expiry and renewal states:

**3) EXPIRY AND RENEWAL OF AGREEMENT**

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

These steps include:

- FortisAlberta to give written notice to Village of Alberta Beach prior to September 30, 2022, of its intention to renew the Franchise Agreement.
- Village of Alberta Beach to provide intention and/or sign the renewal letter.

Given that the Franchise Agreement and its associated terms was previously approved by Council and the AUC, depending on the circumstances in Mayerthorpe, Council approval may or may not be needed.

If it would be of assistance, I have a franchise renewal presentation to support administration and provide information to Council regarding the Franchise Agreement and the associated renewal. I would be happy to address Council at an upcoming meeting if required.

# Alberta Beach

## RFD - Request for Decision

**DATE:** July 15, 2022  
**TO:** Alberta Beach Council  
**FROM:** CAO Kathy Skwarchuk

**TOPIC:** Paid Parking Lots during Pilgrimage

**PROPOSAL/ACTION:**  
To approve the temporary use by the Alberta Beach Community Groups being the Alberta Beach Ag Society, Alberta Beach Lion's Club, Alberta Beach Seniors & Alberta Beach Museum to set up paid public parking lots on Village controlled properties.

**BACKGROUND:**  
Due to this years' Pilgrimage and Papal visit it is anticipated that Alberta Beach will be overwhelmed with traffic and visitors, therefore to assist with traffic accommodation it is suggested that organized parking lots be set up to gain the maximum parking space.  
The Alberta Beach Traffic Bylaw states that "The Council may set the hours during which off-street parking lots owned or controlled by the Village shall be subject to a charge for parking in the following manner:  
(a) by providing an attendant to control entry to the lot; or  
(b) by posting the time during which parking is subject to a charge, either on the parking meter, ticket machine or by signage in the lot, or both.

**COSTS/SOURCE OF FUNDING (if applicable):**  
N/A

**ENCLOSURES:**  
N/A

**RECOMMENDED ACTION:**  
Request Council make a motion to approve the following: that further to the Alberta Beach Traffic Bylaw #208-07 Council authorize the temporary use by the Alberta Beach Community Groups to set up paid public parking lots specific to this years' Pilgrimage event between July 25 to 29, 2022, in the Village controlled parking lots and properties and further that they be permitted to fund raise and to charge a parking fee of \$20.00 per day.

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