

**ALBERTA BEACH
REGULAR COUNCIL MEETING
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND BEING HELD ELECTRONICALLY VIA ZOOM
OCTOBER 17, 2023 AT 7:00 P.M.**

AGENDA

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. AGENDA ADDITIONS
4. ADOPTION OF AGENDA
5. CONFIDENTIAL – CLOSED MEETING SESSION
6. ADOPTION OF PREVIOUS MINUTES
 - a. Regular Council Meeting of September 19, 2023
7. DELEGATIONS
8. PUBLIC HEARINGS
9. MUNICIPAL PLANNING COMMISSION
10. OLD BUSINESS & CAO REPORT ACTION LIST
11. FINANCIAL REPORTS
 - a. Financial Report of September 30, 2023
 - b. Campground Financial Report of October 3, 2023
12. BYLAWS & POLICIES
13. COUNCIL, COMMITTEES & STAFF REPORTS
14. CORRESPONDENCE – INFORMATION ITEMS
 - a. Alberta Municipal Affairs – Addendum to the MSI Capital Program Guidelines
 - b. Alberta Municipalities – Adequate Level of Provincial Funding for Community Infrastructure
 - c. Alberta Municipalities – Provincial Downloading Impacts on Municipalities
 - d. Alberta Municipalities – 2023 Alberta Municipalities Board Election
 - e. Fire Rescue International – Safety Message, Fire Captain Positions & Assistant Fire Chief Position
 - f. Fortis Alberta – Rate 62, Electric Vehicle Fast Charging Service
 - g. Summer Village of Nakamun Park – Response to Intent to Enter New Fire Services Agreement
 - h. Summer Village of Yellowstone – Response to Intent to Enter New Fire Services Agreement
 - i. Summer Village of Sunset Point – Response to Fire Rescue International Amending Agreement
 - j. Yellowhead Regional Library – Draft 2024 Budget, 2025-2026 Projections & Board Overview
15. CORRESPONDENCE – ACTION ITEMS
 - a. Alberta Municipalities – Group Accident Renewal 2024
 - b. Fortis Alberta – Confirmation of Electric Distribution Franchise Fee for 2024
 - c. Town of Onoway – Fire Services Agreement – Amending Agreement with Fire Rescue International
16. NEW BUSINESS
 - a. Christmas Light Up Contest
 - b. Grasmere School Christmas Donation
 - c. Christmas Office Hours
 - d. Council & Staff Christmas Lunch
17. QUESTION PERIOD
18. ADJOURNMENT

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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 SEPTEMBER 19, 2023 AT 7:00 P.M.

PRESENT:

- Mayor.....Tara Elwood
- Deputy MayorDebbie Durocher
- CouncillorBill Love
- CouncillorKelly Muir
- CouncillorDaryl Weber
- CAOKathy Skwarchuk
- Asst. CAOCathy McCartney (Zoom Administrator)

CALL TO ORDER:

Mayor Elwood called the meeting to order at 7:00 P.M.

OFFICIAL BY-ELECTION RESULTS:

The Returning Officer submitted a report on the official by- election results as follows; Nomination Day was held Monday, August 28, 2023. One nomination for the position of Councillor was received by the Returning Officer. As no further nominations were received, Mr. Bill Love was elected by acclamation to the position of Councillor for Alberta Beach.

NEW COUNCILLOR OFFICIAL OATH OF OFFICE:

Bill Love took the Councillor’s Official Oath of Office.

LAND ACKNOWLEDGEMENT:

Mayor Elwood read a Land Acknowledgement Statement as follows: Alberta Beach respectfully acknowledges that it is located on the First People’s traditional lands. We recognize this traditional Treaty Six Territory to show respect and understanding to the First Nations, Metis and Inuit peoples who walked this land for centuries. We express gratitude and respect for the land we use and reaffirm our relationship with one another.

NATIONAL TRUTH & RECONCILIATION DAY:

Mayor Elwood read a special acknowledgement for National Truth & Reconciliation Day as follows: Alberta Beach would like to acknowledge that September 30 marks the National Day for Truth and Reconciliation. We are encouraged to wear orange on this day as a public commemoration of the tragic history and ongoing impacts of residential schools and as a vital component of the reconciliation process. This day honours the children who never returned home and the survivors of residential schools, as well as their families and communities. We are at a crossroads in time when each of us needs to decide how we meet the challenge of reconciliation. We seize the opportunity and commit ourselves to contributing to a better future, one that recognizes the harmful past and uplifts the resilience, wisdom, and gifts of Indigenous Peoples. Each day brings the revelation of more remains of Indigenous children who were forcibly removed from their communities to attend residential schools, only to never return home. Learning and talking about the truth of residential schools isn’t about comparing whose trauma is worse. It’s about understanding how we build resilience. It’s about speaking a truth that must be told so it never happens again. We see reconciliation as the weaving together of all these resiliencies, the sharing and recognizing of going through difficult times, and choosing a new way of being as we move forward together.

AGENDA ADDITIONS:

- 15.n Alberta Municipalities – EAI’s Recent Misinformation Campaign
- 15.o Alberta Municipalities – AB Municipalities Convention: What You Need to Know
- 15.p Alberta Recreation and Parks Association – National Day for Truth & Reconciliation 2023
- 15.q Lac Ste Anne County – Highway 43 East Waste Commission Main Landfill Closure for September 30
- 15.r Beachwave Park – Halloween Trunk & Treat

MOTION #159-23 – ADOPTION OF AGENDA:

MOVED BY Councillor Weber that the agenda be adopted as amended. CARRIED UNANIMOUSLY

CONFIDENTIAL – CLOSED MEETING SESSION: None.

ADOPTION OF PREVIOUS MINUTES:

MOTION #160-23 – ADOPTION OF REGULAR COUNCIL MEETING OF AUGUST 22, 2023: MOVED BY Councillor Muir that the minutes of the Regular Council meeting held on August 22, 2023 be adopted as presented. CARRIED UNANIMOUSLY

DELEGATIONS: None.

PUBLIC HEARINGS: None.

MUNICIPAL PLANNING COMMISSION MEETING: None.

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SEPTEMBER 19, 2023 AT 7:00 P.M.**

OLD BUSINESS & CAO REPORT ACTION LIST:

The CAO reviewed the CAO report.

MOTION #161-23 – ACCEPTANCE OF CAO REPORT ACTION LIST:

MOVED BY Councillor Weber that the CAO Report Action List be accepted for information.

CARRIED UNANIMOUSLY

WATER DISTRIBUTION FEASIBILITY STUDY – CONSULTING SERVICES:

MOTION #162-23

MOVED BY Deputy Mayor Durocher that Council recommends to the Water Feasibility Study Steering Committee to proceed with the MPE Engineering Proposal.

CARRIED

FINANCIAL REPORTS: None.

BYLAWS & POLICIES: None.

COUNCIL, COMMITTEES & STAFF REPORTS:

COUNCILLOR MUIR

Councillor Muir reviewed and submitted reports on the following meetings:

Trivillage Regional Sewer Services Commission meeting held on September 13, 2023.

COUNCILLOR WEBER:

Councillor Weber reviewed and submitted reports on the following meetings:

Trivillage Regional Sewer Services Commission meeting held on September 13, 2023.

Highway 43 East Waste Commission meeting held on September 18, 2023.

DEPUTY MAYOR DUROCHER:

Councillor Durocher reviewed and submitted reports on the following meetings:

Alberta Beach & District Museum & Archives meetings held on September 13 & 17, 2023.

Lake Isle & Lac Ste. Anne Water Quality Mgmt Society meeting held on September 18, 2023.

MAYOR ELWOOD:

Deputy Mayor Elwood reviewed and submitted reports on the following meetings:

ABADASA Charity Golf Tournament held on September 8, 2023.

Council Open House held on September 9, 2023.

Yellowhead Regional Library Executive Board meeting held on September 11, 2023.

Alberta Beach Library Board meeting held on September 11, 2023.

DEVELOPMENT PERMIT REPORT:

Administration submitted a report for information on the 2023 development permits issued to date.

MOTION #163-23 – ACCEPTANCE OF COUNCIL, COMMITTEE AND STAFF REPORTS:

MOVED BY Councillor Weber that the Council, committee and staff reports be accepted for information.

CARRIED UNANIMOUSLY

CORRESPONDENCE – INFORMATION ITEMS:

ALBERTA MUNICIPAL AFFAIRS – PRELIMINARY 2024 EQUALIZED ASSESSMENT:

The preliminary 2024 equalized assessment was received from Alberta Municipal Affairs.

ALBERTA MUNICIPAL AFFAIRS – 2022 ANNUAL RETURN REVISION DECLARATION & REVISED EQUALIZED ASSESSMENT:

A revised 2024 equalized assessment was received from Alberta Municipal Affairs due to the assessor's submission of a revision to the 2022 annual return.

ALBERTA TECHNOLOGY AND INNOVATION – ALBERTA BROADBAND FUND:

Correspondence was received from Alberta Technology and Innovation advising that the application to the Alberta Broadband Fund was unsuccessful as the application did not meet the speed test eligibility requirements for download and upload speeds.

DEL COMMUNICATIONS – GREATER PARKLAND REGIONAL CHAMBER OF COMMERCE (GPRC) CONNECT:

Correspondence was received from Del Communications regarding advertising opportunities in the Greater Parkland Regional Chamber of Commerce (GPRC) Connect annual magazine and directory.

LAC STE. ANNE COUNTY – REGIONAL MUNICIPALITIES MEETING:

Notice was received from Lac Ste. Anne County advising that the Regional Municipalities meeting has been scheduled for October 17, 2023 and agenda items are to be submitted one week prior to the meeting.

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NORTH SASKATCHEWAN WATERSHED ALLIANCE – SUPPORTING WATERSHED MANAGEMENT:

Correspondence was received from the North Saskatchewan Watershed Alliance regarding supporting watershed management, to thank Council for their past support and request continued partnership in 2024.

SERVICE ALBERTA & RED TAPE REDUCTION – TRADE AGREEMENT REPORTING:

Correspondence was received from Service Alberta & Red Tape Reduction outlining the trade agreement reporting requirements in accordance with the Canadian Free Trade Agreement.

SUMMER VILLAGE OF BIRCH COVE – COUNCIL RESIGNATION & BY-ELECTION RESULTS:

A letter was received from the Summer Village of Birch Cove advising on their Councillor resignation & the results of their by-election.

SUMMER VILLAGE OF SILVER SANDS – INTENT TO ENTER NEW FIRE SERVICES AGREEMENT RESPONSE:

A letter was received from the Summer Village of Silver Sands to advise on their support in principle, to enter new fire services agreement with Onoway Regional Fire Services/Fire Rescue International in 2026, however, is requesting a review of the parcel fees charged back to Silver Sands from the membership.

SUMMER VILLAGE OF SOUTH VIEW – INTENT TO ENTER NEW FIRE SERVICES AGREEMENT RESPONSE:

A letter was received from the Summer Village of South View confirming their intent, in principle, to enter new fire services agreement with Onoway Regional Fire Services/Fire Rescue International upon the expiry of the current agreement.

SUMMER VILLAGE OF SUNRISE BEACH – COUNCIL RESIGNATION & BY-ELECTION RESULTS:

A letter was received from the Summer Village of Sunrise Beach advising on their Councillor resignation & the results of their by-election.

TOWN OF ONOWAY – ONOWAY REGIONAL FIRE SERVICES ALL MUNICIPALITIES MEETING:

Correspondence was received from the Town of Onoway to advise that Onoway Regional Fire Services All Member Municipalities meeting is being tentatively scheduled for October 24, 2023.

YELLOWHEAD REGIONAL LIBRARY – DEMOGRAPHICAL DATA FOR ALBERTA BEACH:

Correspondence was received from Yellowhead Regional Library advising they recently obtained access to Environics Analytics and have prepared a report on demographical data for Alberta Beach benchmarked to the YRL region, the report includes various summaries and breakdowns of population overviews and details as well as various household data.

ALBERTA MUNICIPALITIES – EAI'S RECENT MISINFORMATION CAMPAIGN:

Correspondence was received from Alberta Municipalities regarding EAI's (Energy Associates International) recent misinformation campaign against Alberta Municipalities Power+ program, the correspondence outlined the misinformation and provided the facts and further reported that AB Munis will be pursuing a demand letter to EAI to cease-and-desist.

ALBERTA MUNICIPALITIES – ALBERTA MUNICIPALITIES CONVENTION: WHAT YOU NEED TO KNOW:

Correspondence was received from Alberta Municipalities regarding the Alberta Municipalities convention and what you need to know such as voting, resolutions, registration, and transportation.

ALBERTA RECREATION AND PARKS ASSOCIATION – NATIONAL DAY FOR TRUTH & RECONCILIATION 2023:

Correspondence was received from Alberta Recreation and Parks Association highlighting their activities to honour and celebrate National Day for Truth & Reconciliation 2023.

LAC STE ANNE COUNTY – HIGHWAY 43 EAST WASTE COMMISSION MAIN LANDFILL CLOSURE FOR SEPTEMBER 30:

Notification was received from Lac Ste Anne County advising that the Highway 43 East Waste Commission main landfill site will be closed on September 30 in recognition of National Day for Truth and Reconciliation.

BEACHWAVE PARK – HALLOWEEN TRUNK & TREAT:

Notice was received from Beachwave Park advising on their Halloween Trunk & Treat being held at Beachwave Park on Saturday, October 28, 2023 from 4:00 p.m. to 7:00 P.M.

MOTION #164-23 – ACCEPTANCE OF CORRESPONDENCE INFORMATION ITEMS:

MOVED BY Councillor Love that the correspondence information items be accepted for information.
CARRIED UNANIMOUSLY

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OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA
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SEPTEMBER 19, 2023 AT 7:00 P.M.**

CORRESPONDENCE – ACTION ITEMS:

ALBERTA BEACH & DISTRICT MUSEUM & ARCHIVES SOCIETY – REQUEST FOR LETTERS OF SUPPORT:

MOTION #165-23

MOVED BY Deputy Mayor Durocher that Council approves letters of support for the Alberta Beach & District Museum & Archives Society in their applications for funding under the Cultural Heritage Initiatives program and the New Horizons for Seniors program.

CARRIED UNANIMOUSLY

ATCO GAS & PIPELINES – 2024 FRANCHISE FEE FORECAST & 2024 FRANCHISE FEE PERCENTAGE:

MOTION #166-23

MOVED BY Councillor Weber that there be no increase in the 2024 ATCO Gas & Pipelines franchise fees and they remain at 8.00%.

CARRIED UNANIMOUSLY

DAVE IVES, FIRE RESCUE INTERNATIONAL – LETTER REGARDING TRAINING SCHOOL:

MOTION #167-23

MOVED BY Councillor Weber that Council has no objection to the fire hall facilities within the existing lease be used to train firefighters.

CARRIED UNANIMOUSLY

JUNGLES BAR & GRILL – NEW YEARS EVE DINNER & DANCE AT THE AGLIPLIX:

MOTION #168-23

MOVED BY Councillor Muir that Council has no objection to Jungles Bar & Grill applying for a class B liquor license to hold a New Years Eve dinner and dance at the Agliplex.

CARRIED UNANIMOUSLY

SUMMER VILLAGE OF SUNSET POINT – REQUEST TO USE BOUNDARY ROAD ACCESS TO DUMP LAKE WEEDS:

MOTION #169-23

MOVED BY Councillor Muir that the Summer Village of Sunset Point request to allow their lake front property owners to dump lake weeds at the weed pick up point located at the Boundary Road lake access be approved on a trial basis subject to the dumping of lake weeds only.

CARRIED UNANIMOUSLY

SUMMER VILLAGE OF YELLOWSTONE – MUNI 101 AND ROLES & RESPONSIBILITIES COURSE FOR NEW COUNCILLORS:

MOTION #170-23

MOVED BY Councillor Love that Council approves to participate in a Roles & Responsibilities Course for New Councillors taught by Alberta Municipal Affairs.

CARRIED UNANIMOUSLY

NEW BUSINESS: None.

QUESTION PERIOD:

A brief discussion was held on the following topics: suggestion for a dog park, reduction to speed limits in residential areas, the 52/52A Street alley drainage project and unsightly property.

ADJOURNMENT:

The meeting adjourned at 8:40 P.M.

Mayor – Tara Elwood

C.A.O. – Kathy Skwarchuk

CAO REPORT – ACTION LIST

SEPTEMBER 2023

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.

YRL 2023 STRONGER TOGETHER ANNUAL CONFERENCE:

Aug.22/23 **MOVED BY** Councillor Weber that Mayor Elwood be approved to attend YRL 2023 Stronger Together Annual Conference being held at the River Cree on November 9-10, 2023 and further approve accommodation for one night.

Sept.19/23 YRL is completing the registration.

LAC STE. ANNE COUNTY – REGIONAL MUNICIPALITIES MEETING:

Sept.19/23 Lac Ste. Anne County Regional Municipalities meeting has been scheduled for October 17, 2023 and agenda items are to be submitted one week prior to the meeting.

TOWN OF ONOWAY – ONOWAY REGIONAL FIRE SERVICES ALL MUNICIPALITIES MEETING:

Sept.19/23 Onoway Regional Fire Services All Member Municipalities meeting is being tentatively scheduled for October 24, 2023.

S.V. OF YELLOWSTONE – MUNI 101 AND ROLES & RESPONSIBILITIES COURSE FOR NEW COUNCILLORS:

Sept.19/23 **MOVED BY** Councillor Love that Council approves to participate in a Roles & Responsibilities Course for New Councillors taught by Alberta Municipal Affairs.

ADMINISTRATION:

NORTHERN GATEWAY PUBLIC SCHOOLS – JOINT USE AND PLANNING AGREEMENT:

Dec.20/22 **MOVED BY** Councillor Muir that Council approve to send a letter to Northern Gateway Public School to express our interest in commencing discussions and begin negotiations on a joint use and planning agreement.

Jan.17/23 Letter was sent to NGPS.

Feb.21/23 Superintendent Kevin Bird has advised he will be sending a draft starting document for the JUPA this month.

Mar.21/23 Draft JUPA was rec’d and reviewed by Council, CAO will discuss changes with Superintendent Kevin Bird.

Apr.18/23 A letter was received Alberta Municipal Affairs advising that the deadline to complete the Joint Use & Planning Agreements (JUPAs) between municipalities and school boards has been extended to June 2025.

AB MUNICIPAL AFFAIRS 2023 MINISTER’S AWARDS FOR MUNICIPAL & PUBLIC LIBRARY EXCELLENCE:

May 16/23 **MOVED BY** Deputy Mayor Elwood Council approves to submit a nomination to the 2023 Minister’s awards for public library excellence for the Alberta Beach Library Board.

June20/23 Nomination deadline has been extended to July 15, 2023.

July 18/23 Nomination was submitted.

LETTER TO THE SUMMER VILLAGE REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP TO CONFIRM ALBERTA BEACH WISHES TO JOIN THE PARTNERSHIP:

June20/23 **MOVED BY** Deputy Mayor Elwood that Council approves a letter be sent to the Summer Village Regional Emergency Management Partnership to confirm that Alberta Beach wishes to join their emergency management partnership.

July18/23 Letter was sent to the S.V. Emergency Mgmt Partnership.

Aug.22/23 **MOVED BY** Deputy Mayor Durocher that the letter of July 3, 2023 from the Ste. Anne Summer Villages Regional Emergency Partnership approving in principle Alberta Beach’s request to join their partnership be accepted and further that Council approves the conditions outlined in the letter.

Sept.19/23 DEM Janice Christiansen & the partnership was notified of Council’s motion. DEM Janice Christiansen will be scheduling an advisory meeting with Council.

LETTER TO MINISTER OF PUBLIC SAFETY & EMERGENCY SERVICES TO REQUEST AUTHORIZATION FOR ALBERTA BEACH TO JOIN THE S.V. REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP:

CAO REPORT – ACTION LIST

SEPTEMBER 2023

June20/23 MOVED BY Councillor Durocher to forward a letter to the Minister of Public Safety and Emergency Services to request authorization for Alberta Beach to join the Summer Village Regional Emergency Management Partnership and further the partnership be copied on the letter.

July18/23 Letter was sent to the Minister.

WATER DISTRIBUTION FEASIBILITY STUDY – CONSULTING SERVICES:

Sept.19/23 MOVED BY Deputy Mayor Durocher that Council recommends to the Water Feasibility Study Steering Committee to proceed with the MPE Engineering Proposal.

BEACHWAVE PARK – HALLOWEEN TRUNK & TREAT:

Sept.19/23 Notice was received from Beachwave Park advising on their Halloween Trunk & Treat being held at Beachwave Park on Saturday, October 28, 2023 from 4:00 p.m. to 7:00 P.M.

ALBERTA BEACH & DISTRICT MUSEUM & ARCHIVES SOCIETY – REQUEST FOR LETTERS OF SUPPORT:

Sept.19/23 MOVED BY Deputy Mayor Durocher that Council approves letters of support for the Alberta Beach & District Museum & Archives Society in their applications for funding under the Cultural Heritage Initiatives program and the New Horizons for Seniors program.

ATCO GAS & PIPELINES – 2024 FRANCHISE FEE FORECAST & 2024 FRANCHISE FEE PERCENTAGE:

Sept.19/23 MOVED BY Councillor Weber that there be no increase in the 2024 ATCO Gas & Pipelines franchise fees and they remain at 8.00%.

DAVE IVES, FIRE RESCUE INTERNATIONAL – LETTER REGARDING TRAINING SCHOOL:

Sept.19/23 MOVED BY Councillor Weber that Council has no objection to the fire hall facilities within the existing lease be used to train firefighters.

JUNGLES BAR & GRILL – NEW YEARS EVE DINNER & DANCE AT THE AGLIPLIX:

Sept.19/23 MOVED BY Councillor Muir that Council has no objection to Jungles Bar & Grill applying for a class B liquor license to hold a New Years Eve dinner and dance at the Agliplex.

S.V. OF SUNSET POINT – REQUEST TO USE BOUNDARY ROAD ACCESS TO DUMP LAKE WEEDS:

Sept.19/23 MOVED BY Councillor Muir that the Summer Village of Sunset Point request to allow their lake front property owners to dump lake weeds at the weed pick up point located at the Boundary Road lake access be approved on a trial basis subject to the dumping of lake weeds only.

PUBLIC WORKS:

DRAINAGE PLAN UPDATE & DESIGN:

July 19/22 MOVED BY Deputy Mayor Durocher that Council approve that Bolson Engineering provide a drainage plan update & design to include an update of all inventory, engineering design drawing for areas where required as well as a maintenance plan to a maximum of \$40,000.00 to be funded by reserves and/or MSI funding.

Aug.16/22 Bolson Engineering is working on the drainage plan. LSA County has confirmed they are responsible for the cost for engineering of drainage from county lands.

Nov.15/22 CAO updated Council on the drainage project; further reported that the 57 Street alley work was completed; the 47A Ave alley is in progress; & the engineer is completing the design for 46B Street area, as well as the areas of 49 Ave; 58A Street and the drainage from LSAC lands. & the 47A Ave alley was completed.

June20/23 Engineer has submitted drawings for drainage plan on 46B Street & 49 Avenue area which he will be reviewing with PW Manager & further he will also provide estimated costs. The CAO reported that a resident on the 47A Ave alley has reported he is still having drainage issues, he was requested to forward the details in an email so they can be forwarded to the Engineer.

July18/23 No response has been rec'd from the resident, however CAO reached out to Mr. Weller who identified some concerns which the Engineer is looking into.

Aug.22/23 PW will be proceeding with the drainage implementation on 46B Street, 52/52A Street Alley and the 51 St/50 Ave catch basin.

Aug.22/23 Drainage implementation will be proceeding for 46B St, 52/52A Street Alley and the 51 St/50 Ave catch basin.

Sept.19/23 Projects will be proceeding with Rock Hill Contracting. The 52/52A street alley project is scheduled to begin towards last week of September, then the 51 street lake access road catch basin will be completed and then the 46B street drainage work will be completed.

2023 ROADWORK PROJECTS:

MOVED BY Councillor Muir that Council approve the 2023 Roadwork Projects for a cost in the amount of \$218,049.28 as recommended by the Alberta Beach Public Works Advisory Committee and further approves the Border Paving quote for the following:

60 Street (from 50 th Avenue to Village boundary)	\$ 62,921.05 (\$25,000.00 cost share from SVVQ)
47 Street (from 46 th Avenue to Rail Grade Road)	\$ 25,555.38
Rail Grade Road (from fire hall to 53 Street)	\$141,092.85
2 Areas on 50 th Avenue	\$ 3,444.00
47 Street near Ecko Marine	\$ 1,496.00
Mobilization cost	\$ 8,540.00

and further the projects be funded by the MSI and CCBF funding and operating reserves if required.

July 18/23 Border Paving has been notified of Council's approval. SVVQ has requested a cost to widen the intersection on 60 St. at Ste. Anne Trail, Border Paving has submitted the additional cost of \$4,494.00, the cost estimate was sent to SVVQ.

Aug. 22/23 SVVQ has agreed to cover the cost to widen the intersection of 50 Ave & 60 St.

Sept. 19/23 Border Paving is currently working on the road projects.

PATROL:**PARKING OF OVERWEIGHT VEHICLES IN RESIDENTIAL – AMEND TRAFFIC BYLAW:**

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 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. May 17/22 Council comments have been forwarded to the Development Officer.

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

Aug. 16/22 New CPO will be submitting comments on the bylaw which admin will forward to D.O.

Oct. 18/22 D.O. will be meeting with CPOs at end of month to review.

Nov. 15/22 D.O. met with CPO to review bylaw.

Feb. 21/23 D.O. sent draft Traffic Bylaw to CPO's for review.

Mar. 21/23 D.O. met with CPO's to review Traffic Bylaw, further changes were required.

June 20/23 D.O. has submitted a revised Traffic Bylaw to Patrol for their review and comments.

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.

Aug. 16/22 Developer has been working on landscaping.

Aug. 22/23 CAO requested update from D.O.

Financial Report

September 30, 2023

BALANCE SHEET	Reg:000000000	End:30Sep2023	Type: A	C U	Name
ASSETS					
CASH ON HAND:					
CASH REGISTER FLOAT	100.00		1		A111
CASH ON HAND - PETTY CASH	100.00		1		A112
BANK	1,496,237.55		1		A121
INVESTED CASH - TERM DEPOSIT	0.00		1		A122
BANK - MUSH SAVINGS #25	932,801.19		1		A125
BANK CUSTOM PLAN #26 (1.3M)	0.00		1		A126
TOTAL CASH		2,429,238.74	2		TOTC
ACCOUNTS RECEIVABLE:					
TAXES & GRANTS-IN-LIEU REC	495,450.08		1		A210
RECEIVABLE FROM OTHER GOVTS:					
GST COLLECTED\PAID OUT-A230	3,221.57		1		A230
ITC	2,301.10		1		A231
GST SHARED SERVICES - A232	3.78		1		A232
CONDITIONAL PROV GRANTS	0.00		1		A248
RECEIVABLE OTHER LOCAL GOVT:	0.00		1		A250
ADMIN ACCOUNTS RECEIVABLE	140,881.79		1		A270
ADMIN RECEIVABLE - AFDA	6,309.88		1		A275
TRADE ACCOUNTS RECEIVABLE	0.00		1		A271
ALL OTHER RECEIVABLES	282,029.00		1		A290
TOTAL ACCOUNTS RECEIVABLE		917,577.44	2		TAR
PREPAID EXPENSES	58,388.20		1		A412
REQUISITION UNDER\OVER LEVY	0.00		1		A413
SUPPLIES INVENTORY	11,942.53		1		A164
TAX SALE SURPLUS (BANK ACCT.)	0.00		1		A474
LAND HELD FOR RESALE	0.00		1		A570
FIXED ASSETS:					
ENGINEERING STRUCTURES	6,867,040.81		1		A610
ACCUM.AMORTIZATION-ENG.STRUC	3,654,790.03		1		A615
BUILDINGS	3,047,218.64		1		A620
ACCUM.AMORTIZATION-BUILDINGS	983,024.12		1		A625
MACHINERY & EQUIPMENT	939,719.96		1		A630
ACCUM.AMORTIZATION-MACH&EQ	719,589.10		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	300,352.79		1		A655
LAND IMPROVEMENTS	684,574.81		1		A660
ACCUM.AMORTIZATION-LAND IMPR	531,951.80		1		A665
TOTAL FIXED ASSETS		7,033,782.24	2		TFA
TOTAL ASSETS					
		10,450,929.15	3		TA
SHORT TERM LOANS	0.00		1		L121
ACCOUNTS PAYABLE					
FEDERAL - G.S.T.	0.00		1		L230
Description	Reg:000000000	End:30Sep2023	Type: A	C U	Name

BALANCE SHEET	Beg:00000000	End:30Sep2023	Type: A	C U	Name
FEDERAL - REC GEN	7,587.00		1		L231
PAYROLL - ACCRUED HOLIDAY PA	3,282.23		1		L235
PAYROLL - AMEBSWITH	0.00		1		AMEBSWITH
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	38,224.00		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	18,541.50		1		L291
TOTAL ACCOUNTS PAYABLE		75,034.73	2		TAP
TAX SALE SURPLUS TRUST	0.00		1		L410
DEFERRED REVENUE	178,612.00		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:00000000	End:30Sep2023	Type: A	C U	Name

BALANCE SHEET		Beg:000000000	End:30Sep2023	Type: A	{C U}	Name
AGLIPLEX RESERVES		25,000.00		2		L771
EAST END BUS		0.00		2		L772
TOTAL CAPITAL RESERVES			990,772.58	3		L760
TOTAL EQUITY IN FIXED ASSETS		7,033,782.24		2		L800
ACCUMULATED SURPLUS - 31\12\94	3,042,018.45			1		L900
ADJUSTED SURPLUS (PRIOR PERIOD	551,829.92			1		L902
SURPLUS FROM 1\1\95	4,065,499.91			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		1,932,987.49		2		ACCUMSURP
TOTAL LIABILITIES			10,450,929.15	3		TL
PROOF			0.00	3		PROOF
DATED <u>Sept. 30</u> , 2023						
Description		Beg:000000000	End:30Sep2023	Type: A	{C U}	Name

Analysis: INCOME STATEMENT

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INCOME STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2023	01Jan2023	01Jan2023
Period 1: --- End		31Dec2023	30Sep2023	30Sep2023
Period 1: --- Type		B	A	A
(less) Period 2: --- Begin		000000000	000000000	01Jan2023
(less) Period 2: --- End		000000000	000000000	31Dec2023
(less) Period 2: --- Type				B
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
REVENUE			
RESIDENTIAL TAXES (MUNICIPAL)	868,103.00	867,961.80	141.20-
RESIDENTIAL TAXES (SCHOOL)	436,473.30	436,402.31	70.99-
COMMERCIAL TAXES (MUNICIPAL)	101,247.12	101,247.11	0.01-
COMMERCIAL TAXES (SCHOOL)	34,166.61	34,166.60	0.01-
FARM TAXES (MUNICIPAL)	77.79	77.79	0.00
FARM TAXES (SCHOOL)	39.11	39.12	0.01
POWER & PIPELINE (MUNICIPAL)	18,897.26	18,897.26	0.00
POWER & PIPELINE (SCHOOL)	6,377.02	6,377.01	0.01-
DIP \ MACH & EQUIP (MUNICIPAL)	1,766.60	1,766.60	0.00
DIP \ MACH & EQUIP (SCHOOL)	68.92	68.92	0.00
DESIGNATED INDUSTRIAL (DI)	154.36	154.36	0.00
MUNICIPAL SERVICES TAX	789,470.00	788,520.00	950.00-
LIBRARY LEVY	0.00	0.00	0.00
MISC. OTHER LEVY	0.00	0.00	0.00
TOTAL TAXES	2,256,841.09	2,255,678.88	1,162.21-
PENALTIES & COSTS ON TAXES	71,900.00	85,109.60	13,209.60
FRANCHISE - ATCO GAS	36,000.00	22,242.49	13,757.51-
FRANCHISE - FORTIS	58,000.00	43,349.41	14,650.59-
INVESTMENT INCOME	35,000.00	62,445.72	27,445.72
PROVINCIAL GRANTS			
RESTRUCTURING GRANT	0.00	0.00	0.00
CONDITIONAL FGTF	0.00	0.00	0.00
CONDITIONAL MUNICIPAL GRANTS	0.00	65,846.00	65,846.00
CONDITIONAL MSI GRANT	42,420.00	197,598.00	155,178.00
FROM RESERVE\DEF.REV.	0.00	0.00	0.00
OTHER	0.00	0.00	0.00
ADMIN			
ADMINISTRATIVE SERVICE	5,400.00	5,400.00	0.00
SALES OF GOODS & SERVICES	2,000.00	1,806.99	193.01-
TAX CERTIFICATES	3,000.00	3,580.00	580.00
PHOTOCOPIES\FAXES\POSTAGE	200.00	53.57	146.43-
PENALTIES\COSTS - N.S.F. FEES	300.00	280.00	20.00-
HAWKER PEDDLER LICENSES	500.00	35.00	465.00-
RENTAL AND LEASE	25,000.00	19,205.00	5,795.00-
PROV\FED CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
PATROL			
SALES TO OTHER LOCAL GOV'T	45,000.00	35,828.50	9,171.50-
SALES OF GOODS & SERVICES	1,225.00	1,225.00	0.00
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: INCOME STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
FINES	10,000.00	9,218.00	782.00-
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	20,000.00	4,000.00-
UTILITIES REIMBURSEMENT	4,500.00	0.00	4,500.00-
PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	14,170.00	0.00	14,170.00-
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	8,500.00	1,700.00-
ANIMAL LICENSES	1,000.00	570.00	430.00-
BY-LAW FINES	1,000.00	312.00	688.00-
COMMON SERVICES			
PUBLIC WORKS SERVICES	5,000.00	3,190.00	1,810.00-
SALES OF GOODS & SERVICES	1,000.00	552.00	448.00-
RENTAL AND LEASE	67,000.00	57,468.94	9,531.06-
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF FIXED ASSETS	0.00	80,405.00	80,405.00
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	244,800.00	244,800.00	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	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: INCOME STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
MUNICIPAL PLANNING	0.00	0.00	0.00
DEVELOPMENT PERMITS	2,500.00	2,300.00	200.00-
COMPLIANCE CERTIFICATES	500.00	100.00	400.00-
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	0.00	0.00	0.00
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	18,449.48	5,608.52-
GRANT FROM LOCAL AGENCIES	1,000.00	1,000.00	0.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
CAMPGROUND			
USER FEES (SEASONAL)	246,000.00	255,200.00	9,200.00
WEEKEND SITES	25,000.00	21,074.45	3,925.55-
CAMPGRD CABIN RENTAL	0.00	0.00	0.00
SALES OF GOODS & SERVICES	2,000.00	2,640.71	640.71
WINTER STORAGE	24,600.00	23,700.00	900.00-
DEBIT MACHINE ADJUSTMENTS	0.00	0.00	0.00
RENTAL & LEASE	9,600.00	6,400.00	3,200.00-
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	3,320,714.09	3,555,564.74	234,850.65
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	20,000.00	0.00	20,000.00-
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

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Analysis: INCOME STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	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	20,000.00	0.00	20,000.00-
CAPITAL PROJECTS:			
CAPITAL PROJECT-ROADS	200,000.00	0.00	200,000.00-
CAPITAL PROJECT-SHOP	0.00	0.00	0.00
CAPITAL PROJECT-DRAINAGE	100,000.00	5,500.00	94,500.00-
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	0.00	0.00	0.00
TOTAL	300,000.00	5,500.00	294,500.00-
TOTAL CAPITAL REVENUE	320,000.00	5,500.00	314,500.00-
REQUISITIONS:			
SCHOOL FOUNDATION	0.00	0.00	0.00
ASFF	477,125.11	361,446.25	115,678.86-
OVER\UNDER LEVY UTILIZED	0.00	0.00	0.00
DESIGNATED INDUSTRIAL	154.36	0.00	154.36-
TOTAL REQUISITIONS	477,279.47	361,446.25	115,833.22-
BUSINESS INCOME PROFIT	0.00	0.00	0.00
TOTAL	3,163,434.62	3,199,618.49	36,183.87
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

EXPENSE STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2023	01Jan2023	01Jan2023
End		31Dec2023	30Sep2023	30Sep2023
--- Type		B	A	A
(less) --- Begin		00000000	00000000	01Jan2023
Period 2: --- End		00000000	00000000	31Dec2023
--- Type				B
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
COUNCIL			
COUNCIL HONORARIUMS - MAYOR	10,554.00	7,915.14	2,638.86-
COUNCIL HONORARIUMS	37,418.70	26,517.00	10,901.70-
MEETING FEES	18,000.00	13,651.04	4,348.96-
HONOURARIUM DEDUCTIONS	2,000.00	0.00	2,000.00-
COUNCIL TRAVEL	2,200.00	1,847.06	352.94-
CONFERENCES\PROFESSIONAL DE	12,500.00	5,053.00	7,447.00-
INTERNET & PHONE EXPENSE	6,000.00	5,800.00	200.00-
COUNCIL PROMOTIONAL	8,500.00	4,794.58	3,705.42-
MISC. SUPPLIES	2,500.00	1,167.05	1,332.95-
TOTAL	99,672.70	66,744.87	32,927.83-
ADMINISTRATION			
ADMINISTRATOR	123,884.00	92,406.31	31,477.69-
SALARIES	188,198.00	140,922.66	47,275.34-
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	63,000.00	50,981.98	12,018.02-
SCP PAYROLL	0.00	0.00	0.00
FRON\TO RESERVE	0.00	0.00	0.00
TRAINING	1,000.00	150.00	850.00-
TRAVEL	200.00	303.92	103.92
FREIGHT, POSTAGE, DELIVERY	3,500.00	2,730.76	769.24-
TELEPHONE\INTERNET\SATELLIT	4,000.00	2,404.10	1,595.90-
ADVERTISING	1,500.00	778.84	721.16-
SUBSCRIPTIONS\MEMBERSHIPS	4,050.00	3,843.99	206.01-
PRINTING	1,500.00	413.92	1,086.08-
LEGAL	5,000.00	6,507.02	1,507.02
AUDITOR	12,000.00	12,000.00	0.00
SERVICE CONTR-PHOTO,FAX,POS	5,200.00	3,858.77	1,341.23-
SERVICE CONTR - ALARM	500.00	747.50	247.50
PURCHASED EQUIPMENT REPAIR	9,000.00	7,728.60	1,271.40-
CONTRACT - JANITOR	7,200.00	5,400.00	1,800.00-
INSURANCE	56,000.00	490.00	55,510.00-
W.C.B.	19,000.00	15,397.89	3,602.11-
STATIONERY & SUPPLIES	5,000.00	3,309.08	1,690.92-
JANITORIAL SUPPLIES	1,000.00	295.27	704.73-
MISCELLANEOUS SUPPLIES	2,000.00	1,355.66	644.34-
VILLAGE PROMOTION	4,000.00	501.80	3,498.20-
100 YEAR ANNIVERSARY	0.00	0.00	0.00
UTILITIES	5,500.00	4,064.64	1,435.36-
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
BANK CHARGES	1,000.00	911.53	88.47-
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	10,000.00	3,979.46	6,020.54-
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	533,232.00	361,483.70	171,748.30-
ELECTION \ CENSUS			
SALARIES & WAGES	0.00	0.00	0.00
ADVERTISING	0.00	191.10	191.10
GOODS & SUPPLIES	0.00	0.00	0.00
TOTAL	0.00	191.10	191.10
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	26,000.00	18,546.60	7,453.40-
TOTAL	26,000.00	18,546.60	7,453.40-
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	86,000.00	68,219.90	17,780.10-
PROVINCIAL POLICE FUNDING	45,215.00	0.00	45,215.00-
RCMP ENHANCED POLICING	13,080.00	0.00	13,080.00-
PAYROLL DEDUCTIONS	16,000.00	11,776.74	4,223.26-
TRAINING & DEVELOPMENT	5,000.00	4,087.40	912.60-
MILEAGE & SUBSISTENCE	500.00	1,214.47	714.47
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	6,000.00	5,069.95	930.05-
ADVERTISING & PROMOTION	500.00	437.25	62.75-
AUX PROG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	5,000.00	169.26	4,830.74-
VEHICLE REPAIR	6,000.00	5,920.04	79.96-
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	1,000.00	875.19	124.81-
MISC. SUPPLIES	2,500.00	3,540.68	1,040.68
UNIFORMS & ACCOTREMENTS	1,000.00	2,329.24	1,329.24
FUEL & OIL	6,000.00	5,138.10	861.90-
UTILITIES	4,000.00	2,709.40	1,290.60-
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	7,500.00	0.00	7,500.00-
TOTAL	205,295.00	111,487.62	93,807.38-
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	2,000.00	1,408.41	591.59-
GENERAL GOODS AND SERVICES	1,000.00	4,602.41	3,602.41
SIGNS	0.00	0.00	0.00
TOTAL	3,000.00	6,010.82	3,010.82
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
FIREFIGHTING			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	0.00	0.00	0.00
FIRE CONTRACT	98,055.00	74,170.29	23,884.71-
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	500.00	0.00	500.00-
MISCELLANEOUS	2,200.00	0.00	2,200.00-
BUILDING REPAIR	30,000.00	19,128.76	10,871.24-
UTILITIES	9,000.00	3,583.97	5,416.03-
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	139,755.00	96,883.02	42,871.98-
DISASTER SERVICES			
GENERAL GOODS AND SERVICES	7,500.00	2,380.00	5,120.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
AMBULANCE SERVICES			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	2,500.00	278.00	2,222.00-
UTILITIES	6,000.00	4,086.15	1,913.85-
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	8,500.00	4,364.15	4,135.85-
COMMON SERVICES			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	224,600.00	177,679.73	46,920.27-
EXTRA PERSON	0.00	0.00	0.00
SUMMER PAYROLL	15,000.00	12,748.32	2,251.68-
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	49,500.00	38,840.35	10,659.65-
PAYROLL DEDUCTIONS - SUMMER	1,200.00	962.67	237.33-
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	300.00	170.08	129.92-
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	2,000.00	1,831.57	168.43-
PURCHASE SERVICES	10,000.00	8,185.64	1,814.36-
EQUIPMENT REPAIR	25,000.00	6,502.37	18,497.63-
VEHICLE REPAIR	20,000.00	12,362.41	7,637.59-
EQUIPMENT RENTAL	2,000.00	665.53	1,334.47-
GENERAL GOODS	15,000.00	5,148.11	9,851.89-
SIGNS	1,000.00	0.00	1,000.00-
BUILDING REPAIRS	5,000.00	0.00	5,000.00-
SAFETY SUPPLIES	2,500.00	3,252.15	752.15
FUEL & OIL	28,000.00	15,092.93	12,907.07-
UTILITES - SHOP	20,000.00	12,073.74	7,926.26-
BOAT LAUNCH MTCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	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	424,100.00	295,515.60	128,584.40-
ROADS AND STREETS			
GRAVEL\SAND\ETC.	20,000.00	22,060.99	2,060.99
CRACK FILLING\LINE PAINTING	30,000.00	11,424.00	18,576.00-
UTILITIES - STREET LIGHTS	103,000.00	72,280.58	30,719.42-
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	153,000.00	105,765.57	47,234.43-
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	15,000.00	2,600.00	12,400.00-
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	15,000.00	2,600.00	12,400.00-
WATER SYSTEM			
WATER COMM. OPERATING	13,086.93	13,086.93	0.00
WATER COMM. DEBENTURES	72,683.03	72,683.04	0.01
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	85,769.96	85,769.97	0.01
SANITARY SEWER			
TVRSSC MAINTENANCE AGREE	246,604.00	184,953.00	61,651.00-
TVRSSC SEWER REVITALIZATION	244,800.00	122,400.00	122,400.00-
TVRSSC DEB. - LAGOON	85,826.00	85,826.00	0.00
TVRSSC UPGRADE	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	577,230.00	393,179.00	184,051.00-
GARBAGE COLLECTION			
GARBAGE WAGES	18,700.00	0.00	18,700.00-
GARBAGE CONTRACT	67,000.00	34,855.50	32,144.50-
REGIONAL LAND FILL	23,000.00	11,281.80	11,718.20-
RECYCLING	6,000.00	4,497.30	1,502.70-
ANNUAL WASTE ROUND-UP	0.00	0.00	0.00
FUEL & OIL	5,400.00	0.00	5,400.00-
TRUCK REPAIRS & MAINTENANCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	120,100.00	50,634.60	69,465.40-
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	3,000.00	7,072.00	4,072.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	3,000.00	7,072.00	4,072.00
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
MUNICIPAL PLANNING			
CONTRACT - DEVELOPMENT OFF	22,350.00	16,763.58	5,586.42-
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
TOTAL	25,300.00	16,763.58	8,536.42-
ECONOMIC DEVELOPMENT			
ADVERTISING AND PROMOTION	3,600.00	775.00	2,825.00-
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	0.00	0.00	0.00
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	4,100.00	775.00	3,325.00-
LAC STE. ANNE FOUNDATION	39,279.08	39,279.08	0.00
PIER\BOAT LAUNCH	20,000.00	1,057.36	18,942.64-
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
RECREATION & FACILITIES			
REGIONAL RECREATION	30,073.00	30,073.00	0.00
GENERAL GOODS & SUPPLIES	20,000.00	22,598.35	2,598.35
EAST END BUS	11,210.00	9,000.00	2,210.00-
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
UTILITIES	5,700.00	3,490.18	2,209.82-
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-
TOTAL	91,983.00	65,161.53	26,821.47-
PARKS			
CONTRACT SERVICES	18,000.00	13,600.00	4,400.00-
GENERAL GOODS & SUPPLIES	8,000.00	3,701.82	4,298.18-
UTILITIES	5,300.00	3,801.87	1,498.13-
PARKING LOT EXPENSES	3,053.00	3,053.03	0.03
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
TOTAL	34,353.00	24,156.72	10,196.28-
CAMPGROUND:			
ADVERTISING & SIGNS	2,000.00	1,234.08	765.92-
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
PHONE\INTERNET\SATELLITE	2,200.00	1,420.65	779.35-
PRINTING	300.00	263.50	36.50-
CAMPGROUND MANAGER CONTRACT	56,000.00	57,624.89	1,624.89
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	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Analysis: EXPENSE STATEMENT

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Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE
GENERAL GOODS & SUPPLIES	4,000.00	1,342.64	2,657.36-
JANITORIAL SUPPLIES	600.00	768.89	168.89
WASTE DISPOSAL	3,700.00	2,948.09	751.91-
FUEL & OIL	1,000.00	705.00	295.00-
REPAIR MATERIALS	8,000.00	5,446.56	2,553.44-
CONSTRUCTION MATERIALS	1,600.00	0.00	1,600.00-
UTILITIES	39,000.00	28,444.00	10,556.00-
IMPROVEMENTS	4,000.00	0.00	4,000.00-
DEBIT\VISA BANK FEES	600.00	391.06	208.94-
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	124,000.00	100,589.36	23,410.64-
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	13,452.48	13,452.48	0.00
YELLOWHEAD REGIONAL LIBRARY	4,812.40	4,812.40	0.00
TOTAL	18,264.88	18,264.88	0.00
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	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	40,000.00	11,600.00	28,400.00-
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	40,000.00	11,600.00	28,400.00-
CAPITAL PROJECTS:			
CAPITAL PROJECTS-ROADS	200,000.00	0.00	200,000.00-
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	100,000.00	32,600.00	67,400.00-
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	0.00	0.00	0.00
TOTAL	300,000.00	32,600.00	267,400.00-
TOTAL CAPITAL EXPENSES	340,000.00	44,200.00	295,800.00-
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	3,163,434.62	1,918,876.13	1,244,558.49-
Description	2023 BUDGET	JAN-SEP ACTUAL	DIFFERENCE

Campground Financial Report

October 3, 2023

2023 CAMPGROUND BUDGET & ACTUAL		
REVENUE:	2023 BUDGET	2023 ACTUAL to OCT. 3, 2023
Seasonal Sites	246,000.00	255,200.00
Weekend Sites	25,000.00	21,074.45
Cabin Rental	-	-
Sale of Goods (appliance fees/showers /sewer dump/boats)	2,000.00	2,640.71
Winter Storage	24,600.00	23,700.00
Total Revenue	297,600.00	302,615.16
EXPENSES:	2023 BUDGET	2023 ACTUAL to OCT. 3, 2023
Advertising & Signs	2,000.00	1,234.08
Postage	-	-
Phone/Internet/Satellite	2,200.00	1,420.65
Printing	300.00	263.50
Manager Contract	56,000.00	57,624.89
Equipment Repair	1,000.00	-
General Goods/Supplies	4,000.00	1,342.64
Janitor Supplies	600.00	768.89
Waste Disposal	3,700.00	2,948.09
Fuel & Oil	1,000.00	705.00
Repair Materials	8,000.00	5,446.56
Construction Materials-gravel/dirt/sod	1,600.00	-
Utilities	39,000.00	28,444.00
Improvements	4,000.00	-
Debit/Visa Bank Fees	600.00	391.06
	124,000.00	100,589.36
Capital Projects	-	-
	124,000.00	100,589.36

2023 CAMPGROUND WIND UP MEETING (OCT 3/23)

REVENUE:	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Seasonal Sites	200,000.00	195,000.00	234,000.00	246,095.24	246,000.00	255,200.00
Weekend Sites	10,000.00	36,816.48	45,000.00	21,960.23	25,000.00	21,074.45
Cabin Rental	-	-	-	-	-	-
Sale of Goods (appliance fees/showers /sewer dump/boats)	1,500.00	1,880.88	2,000.00	2,092.00	2,000.00	2,640.71
Winter Storage	24,000.00	23,400.00	23,400.00	25,200.00	24,600.00	23,700.00
Total Revenue	235,500.00	257,097.36	304,400.00	295,347.47	297,600.00	302,615.16

EXPENSES:	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Advertising & Signs	100.00	-	400.00	-	2,000.00	1,234.08
Postage	-	-	-	-	-	-
Phone/Internet/Satellite	2,200.00	2,172.67	2,200.00	1,879.52	2,200.00	1,420.65
Printing	500.00	225.25	300.00	268.00	300.00	263.50
Manager Contract	44,400.00	48,703.30	58,000.00	56,131.10	56,000.00	57,624.89
Equipment Repair	1,000.00	299.37	1,000.00	208.03	1,000.00	-
General Goods/Supplies	3,000.00	1,856.79	3,000.00	3,183.02	4,000.00	1,342.64
Janitor Supplies	500.00	23.96	2,000.00	117.54	600.00	768.89
Waste Disposal	2,500.00	2,392.64	2,500.00	3,757.37	3,700.00	2,948.09
Fuel & Oil	1,000.00	913.58	1,000.00	2,172.19	1,000.00	705.00
Repair Materials	5,000.00	9,448.52	8,000.00	22,695.61	8,000.00	5,446.56
Construction Materials-gravel/dirt/sod	10,000.00	5,699.65	2,000.00	1,450.00	1,600.00	-
Utilities	27,000.00	36,174.59	37,000.00	38,925.54	39,000.00	28,444.00
Improvements	20,000.00	14,420.42	-	-	4,000.00	-
Debit/Visa Bank Fees	500.00	553.86	600.00	525.74	600.00	391.06
	117,700.00	122,884.60	118,000.00	131,313.66	124,000.00	100,589.36
Capital Purchases	-	-	100,000.00	100,807.83	-	-
	117,700.00	122,884.60	218,000.00	232,121.49	124,000.00	100,589.36

2023 Development Permits Issued							***High Lighted are NEW***	
Permit #	Date	Municipal	Lot	Block	Plan	Proposal	Approved	
23DP01-01	31-Jan-23	4643 - 47A Avenue	6	17	3321BQ	Demolition of Cabin	Yes	
23DP02-01	13-Feb-23	5311 - 51 Avenue	7	14	201BT	Major Variance to height of SDD	Yes	
23DP03-01	02-Mar-23	4724 - 51 Street	2	12	3321BQ	Detached Garage	Yes	
23DP04-01	30-Mar-23	4703 - 47 Street	4	17	3321BQ	Detached Garage - Major Variance	MPC - March 21, 2023 (Approved)	
23DP05-02	27-Mar-23	4911 - 56 Street	14	3	201BT	Home Occupation	Yes	
23DP06-02	11-Apr-23	4811 - 46A Avenue	NE Pt 3	26	8506ET	Vendor Stalls	Yes	
23DP07-01	27-Apr-23	4704 - 52 Street	7	13	3321BQ	Replace and Enlarge Deck	Yes	
23DP08-01	29-May-23	5607 - 51 Avenue	6A	11	8621419	Hot Tub & Base	Yes	
23DP09-01	06-Jun-23	4807 - 60 Street	27	5	722MC	Detached Garage	Yes	
23DP10-01	05-Jun-23	4627 - 47 Avenue	6	18	4593MC	Deck	Yes	
23DP11-01	12-Jun-23	4823 - 50 Avenue	2	10	3321BQ	Commercial Retail Store	Yes	
23DP12-01	12-Jul-23	4735 - 48 Street	3	3	68HW	Filling/Grading	Yes	
23DP13-01	26-Jul-23	4731 - 46 Street	6	2	6604AO	Demolition of Existing Cabin	Yes	
23DP14-01	07-Aug-23	4524 - 46B Street	6	3	898MC	Addion to Existing Dwelling	Yes	
22DP04-02 (R)	16-Aug-23	4516 - 46 Street	13	4	4696MC	Detached Garage	Yes	
23DP16-01	17-Aug-23	4815 - 51 Street	13A	23	8421224	Demolition of Shed		
23DP17-01	27-Aug-23	4704 - 48 Street	11	2	3529BZ	Detached Garage	Yes	
23DP18-01	27-Aug-23	5019 - 58 Street	14	10	201BT	Accessory Structure	Yes	
23DP19-01	14-Sep-23	5607 - 51 Avenue	6A	11	8621419	Construction of 2nd Story Addition to Existing Detached Garage	Yes	
23DP20-01	03-Oct-23	4723 - 47 Street	6	16	3321BQ	Daycare & Minor Bldg Alterations	Yes	

aboffice@albertabeach.com

From: MA.MSICapitalGrants@gov.ab.ca
Sent: September 20, 2023 2:49 PM
To: Kathy Skwarchuk
Subject: Addendum to the MSI Capital Program Guidelines
Attachments: Municipal Sustainability Initiative Capital Program Guidelines Addendum.pdf

I am advising that the Municipal Sustainability Initiative (MSI) Capital Program Guidelines have been updated effective immediately. An addendum is attached for your convenience, but is also available at [Municipal sustainability initiative: capital program guidelines - Open Government \(alberta.ca\)](https://open.alberta.ca/municipal-sustainability-initiative-capital-program-guidelines).

The content of the MSI program guidelines is the same as last year, with two exceptions. Updates have been made to reflect the continued administration of MSI in the current MSIO (MSIO) system into 2024, when the Local Government Fiscal Framework (LGFF) begins.

These administrative program changes will further support an effective MSI program wrap-up and simplify the administration and roll-out of the LGFF. Specifically,

- Municipalities will continue to access their unspent MSI funding including credit items, from 2019 to 2023, through the existing MSIO system rather than be transitioned over to LGFF. Any unspent MSI funding from prior to 2019 will be returned to the province.
- Municipalities will continue to submit projects, amendments, and reporting via the MSIO system until they have utilized all available MSI funding and met all MSI program reporting requirements.

It is important to note that the time limits to spend MSI capital funding (five years, plus the current program year) will continue to be strictly enforced and municipalities are strongly encouraged to utilize their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the wind-down of MSI and the transition to LGFF.

Should you have any questions regarding the addendum, please contact an MSI grant advisor toll-free by first dialing 310-0000, then 780-422-7125.

Sincerely,

Janice Romanyshyn
Executive Director
Grants and Education Property Tax



Municipal Sustainability Initiative Capital Program Guidelines Addendum - September 2023

The Local Government Fiscal Framework (LGFF) will replace the existing Municipal Sustainability Initiative (MSI) program in 2024/25. The comprehensive LGFF design, including administrative details and the funding allocation, is expected to be announced later this year.

To simplify the administration of the LGFF and the wind-down of MSI, municipalities will continue to access their unspent MSI capital funds through the existing online portal (MSIO) rather than be transitioned into the LGFF. Municipalities are strongly encouraged not to delay utilizing their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

The following sections of the MSI capital program guidelines are updated by this addendum.

Section 6.2 Carrying Forward Funds

Unspent MSI funding including credit items, from 2019 to 2023, will not be transferred to LGFF. Municipalities will continue to access their 2019 to 2023 allocations through the existing MSI Online portal (MSIO). Municipalities will continue to be governed by the MSI funding agreements and program guidelines until all available MSI funding has been expended and municipalities have met all MSI program reporting requirements. The time limits to spend MSI capital funding will continue to be strictly enforced.

Section 8 Application and Amendment Process

Municipalities will continue to submit MSI projects, amendments, and financial reporting through the existing MSIO system until all MSI funds have been expended and all MSI program reporting requirements have been met.

The MSI capital funding is subject to all other program requirements that are outlined in the MSI Program Guidelines, and all conditions of the long-term MSI Memorandum of Agreement.

If you require additional information, please contact an MSI grant advisor in the Grants and Education Property Tax Branch at ma.msicapitalgrants@gov.ab.ca, or by dialing toll-free at 310-0000, then 780-422-7125.

From: Cathy Heron <president@abmunis.ca>
Sent: September 20, 2023 8:43 AM
To: Kathy Skwarchuk
Subject: Emergent resolution on LGFF Capital
Attachments: ABmunis Emergent Resolution - E2 - Adequate Level of Provincial Funding for Community Infrastructure.pdf

Dear Mayors and CAOs:

Attached is an emergent resolution that will be presented at Alberta Municipalities' Convention next week for member approval. The resolution is sponsored by ABmunis Board of Directors based on our concerns about the future of Alberta's communities if the Government of Alberta does not increase the starting amount of the Local Government Fiscal Framework (LGFF) Capital funding program before it begins in 2024.

The resolution details the rationale for our advocacy for the province to increase its investment in municipalities so we can be partners in ensuring Alberta continues to be a choice place to live and do business, but here are some highlights:

- In 2011, the Government of Alberta provided a total of \$420 per capita in provincial funding for municipal infrastructure. Since then, that amount has consistently dropped to only \$151 per capita in 2023.
- In 2011, funding for municipal infrastructure represented 3.7% of the province's spending. Today, it only accounts for 1% of provincial spending.
- If the 2011 level of provincial funding had kept pace with inflation, then municipalities would have received \$2.1 billion this year. Instead, municipalities will only receive \$712 million in community infrastructure funding in 2023.
- Since LGFF will represent the bulk of provincial funding and it will be linked to the growth of provincial revenue, and the fact that the province has set the starting amount of LGFF Capital at 36 per cent lower than the historical average of MSI, it could take about 20 years for LGFF Capital to return to the same funding level that was in place under MSI from 2010 to 2019.

Members passed a resolution at our 2022 Convention that called for an increase in LGFF Capital, but it did not quantify the amount. Building on that resolution, ABmunis' Board is now seeking member support to advocate for the starting amount of LGFF Capital to be set at \$1.75 billion. We recognize this is not a small ask but we are pleased that the Rural Municipalities of Alberta is also aligned in calling for a similar level of funding. The ask is also well below the \$2.5 billion that municipalities collect from local ratepayers on behalf of the province in the form of education property taxes.

While we have been working with the Minister of Municipal Affairs on the development of an LGFF allocation formula, the size of the funding pot will be the primary determinant of how much funding your community receives in 2024 or any year thereafter. Therefore, we encourage you to support this resolution when it comes up for a vote at Convention on September 28.

The attached resolution is also available in an updated version of our 2023 resolutions book available on our [resolutions webpage](#) along with detailed instructions on how to participate in the resolutions debate and voting process.

If you have any questions about the resolution, please reach out to your board member or advocacy@abmunis.ca.

Thank you,

Cathy Heron | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



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

E2: Adequate Level of Provincial Funding for Community Infrastructure

Moved by: Alberta Municipalities Board of Directors

Seconded by: N/A

WHEREAS Albertans rely on public infrastructure for a broad spectrum of daily uses including transportation, access to safe water, removal of wastewater, fire and emergency services, recreation facilities, public buildings, and other day-to-day public services provided by municipal governments across Alberta;

WHEREAS the Government of Alberta plans to replace the Municipal Sustainability Initiative (MSI) Capital with a new municipal infrastructure funding program in 2024 called the Local Government Fiscal Framework (LGFF) Capital program and LGFF Capital will represent the bulk of infrastructure funding that the Government of Alberta provides to municipalities;

WHEREAS the LGFF Capital program will meet ABmunis' principles for increased predictability and responsiveness; however, the program does not meet the principle of revenue adequacy because the starting amount of funding in 2024 is set to be \$722 million, which is 36 per cent lower than the historical funding average under the MSI program and does not compensate for changes in Alberta's population and inflationary changes in the cost of construction and materials;¹

WHEREAS municipal governments have limited fiscal capacity to generate the revenue needed to maintain existing infrastructure as well as build new infrastructure to support community growth;

WHEREAS the Government of Alberta currently collects \$2.5 billion in property taxes, an amount that Budget 2023 signals will increase by a rate determined by combination of inflation and population, which further limits municipalities own revenue generation potential without unduly burdening Alberta homeowners and renters;²

WHEREAS Alberta's population has grown at an average of 1.8 per cent annually since 2011³, but provincial investment in community infrastructure has declined over that same period;

WHEREAS Alberta's population continues to grow with the province's "Alberta is Calling" campaign helping to contribute to a 3.5 per cent increase in Alberta's population between July 2022 and July 2023 and the Government of Alberta estimates that population growth will be up to 4.4 per cent in 2023;⁴

¹ The historical average of the Municipal Sustainability Initiative (including the Basic Municipal Transportation Grant) was \$1.13 billion per year between 2011 to 2020 before the Government of Alberta front-loaded the 2022 and 2023 funding years in 2021.

² Government of Alberta's 2023-2026 Fiscal Plan, page 66.

³ ABmunis calculations using Statistics Canada Table 17-10-0005-01 (2011-2022) and Table 17-10-0009-01 (2023)

⁴ Statistics Canada. Table 17-10-0009-01 Population Estimates and the Government of Alberta's 2023-24 First Quarter Fiscal Update and Economic Statement.

WHEREAS in 2011, the Government of Alberta delivered \$420 per capita across all municipal capital funding programs, but that level of investment has trended downward since that time to only \$151 per capita in 2023-24 and will only rise to a projected amount of \$180 per capita in 2024-25;⁵

WHEREAS over the last decade, the province has placed a lower priority on funding community infrastructure with total municipal capital funding dropping from 3.7 per cent of provincial spending in 2011-12 to only 1.0 per cent of budgeted spending in 2023-24;⁶

WHEREAS the quality of community infrastructure is a critical factor in the quality of life offered in Alberta's communities and is a key element to create a competitive advantage to attract and retain people, families, workers, and business investment in Alberta;

WHEREAS the Government of Alberta is making great efforts to encourage people to move to Alberta but there needs to be a corresponding increase in investment in community infrastructure to support new and existing residents;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to restore municipal infrastructure funding to an adequate level by setting the new Local Government Fiscal Framework Capital funding program at a starting amount of \$1.75 billion when the program begins in 2024.

BACKGROUND:

Since ABmunis' initial work to design an infrastructure funding program to replace MSI, ABmunis has been consistent in our principles that LGFF:

1. deliver an adequate level of funding,
2. be responsive to changes in Alberta's economy and community needs,
3. provide increased predictability for municipalities to plan for their financial future, and
4. be embedded in legislation for improved stability of the program.

The Government of Alberta has delivered all of the principles, with the exception of funding adequacy.

ABmunis appreciates that the Government of Alberta acted on the calls from municipalities to remove the 50 per cent cap on the revenue growth index factor calculation. However, the starting

⁵ Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1st. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

⁶ ABmunis calculations using total provincial expenditures reported in the Government of Alberta's 2023-2026 Fiscal Plan, page 164. Infrastructure spending is based on total municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta (same funding programs listed in footnote 5).

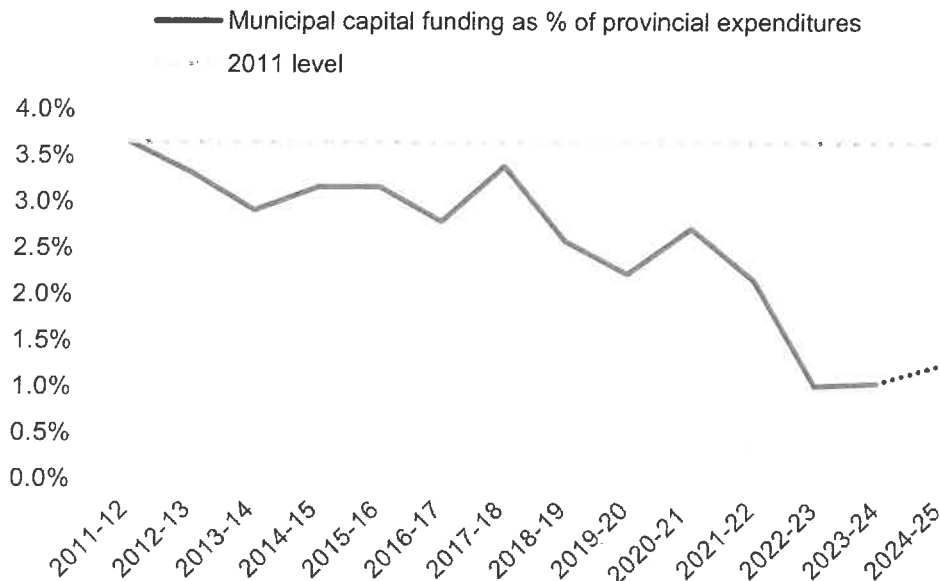
amount of the LGFF funding pot is the primary determinant of what level of funding municipalities will receive into the future.

For example, if the Government of Alberta’s revenue grows at the rate seen between 2008 and 2020, then it will take about 20 years for LGFF Capital to return to the same funding level that was already in place under MSI from 2010 to 2019.⁷ This doesn’t consider the significant shortfall municipalities will face to address inflationary increases in the cost of infrastructure and new growth needs associated with a rising population over the upcoming decades.

ABmunis’ members have called for an increase in LGFF since the *Local Government Fiscal Framework Act* was passed in fall 2022. The purpose of this resolution is to define what funding increase is necessary for LGFF Capital to address community needs and that will be considered acceptable by municipalities. The request for the LGFF Capital funding pot to be increased from \$722 million to \$1.75 billion is based on three metrics:

1. Capital Funding as a Percentage of Provincial Expenditures

In 2011-12, provincial capital funding for municipalities represented 3.7 per cent of provincial expenditures. In 2023-24, that figure has dropped to about 1 per cent and is forecasted to be 1.2 per cent in 2024 when LGFF is implemented. If the province committed to reinstate municipal capital funding to 3.7 per cent of provincial expenditures, then LGFF should be \$2.4 billion.⁸

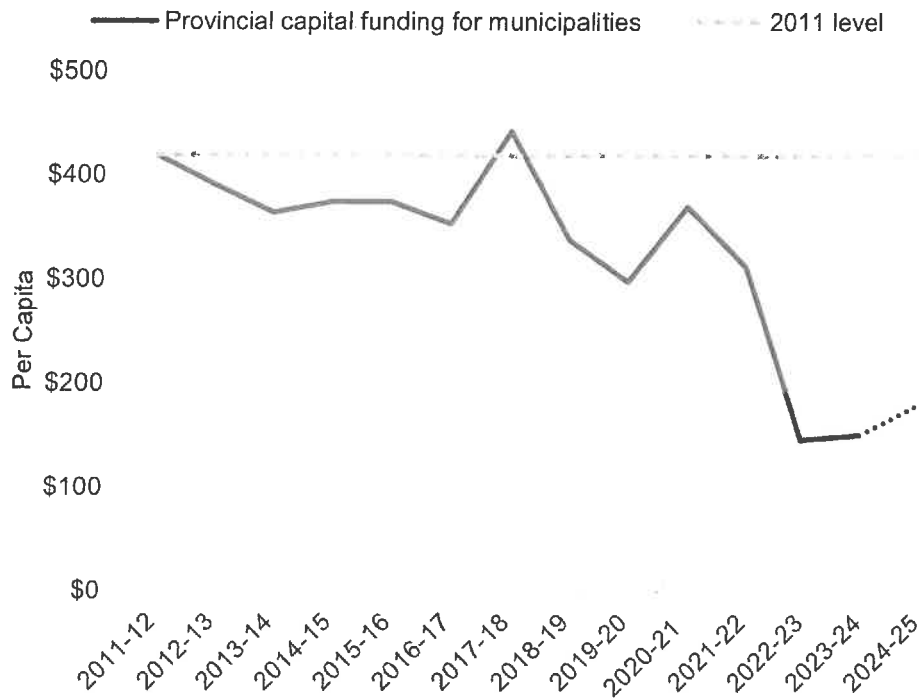


⁷ Between 2008 and 2020, the Government of Alberta’s revenue grew at an average annual rate of 1.1%. If the same growth rate is projected against an LGFF funding pot of \$722 million, it would take until the year 2043 until LGFF reaches a funding amount of \$1.1 billion, which was the average of MSI between 2010-2019. The 2021 and 2022 years were excluded from the calculation of annual average changes in provincial revenue due to the unique increase in resource revenues in those years.

⁸ Refer to footnotes 5 and 6.

2. Capital Funding per Capita

In 2011, provincial capital funding for municipalities amounted to \$420 per capita. In 2024, the total provincial capital funding for municipalities is forecasted to be only \$180 per capita. If the province committed to reinstate funding per capita to the 2011 level, then LGFF should be \$1.9 billion.⁹

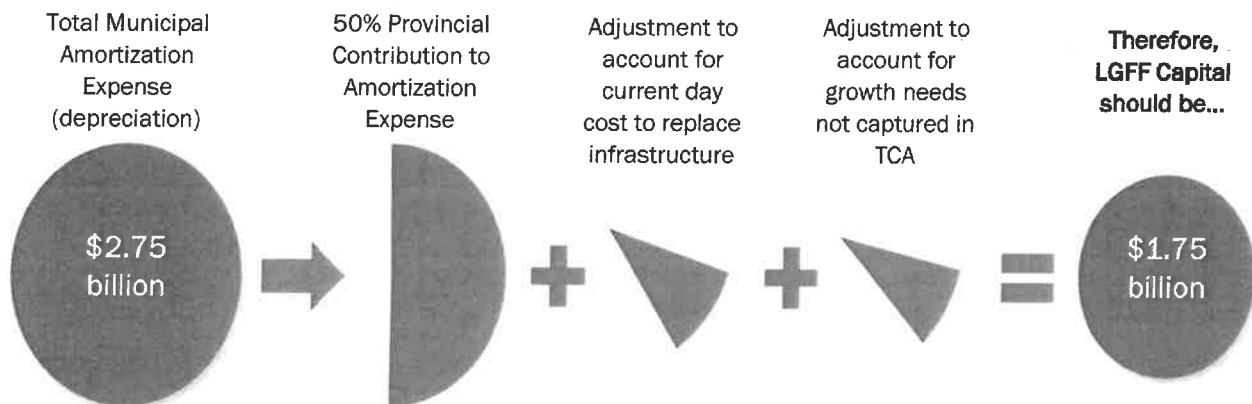


⁹ Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding federal funding that flows through the Government of Alberta. Funding figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population from 2011-2023 is sourced from Statistics Canada Table 17-10-0005-01 and Table 17-10-0009-01 and 2024 is estimated based on the average annual change from 2011 to 2023.

3. Funding Depreciation Cost of Community Infrastructure Plus Growth Needs

Municipal governments manage 53 per cent of Alberta’s public infrastructure but collect significantly less taxes from Albertans compared to the Government of Alberta and the Government of Canada.¹⁰ With the inadequacies of the municipal property tax system and the revenue generating capacity of the provincial government, there is a strong argument that the province should be responsible for at least 50 per cent of community infrastructure costs.¹¹

In 2021, amortization expense from all municipalities totaled \$2.75 billion. This is a fair indicator of how much needs to be spent annually to maintain community infrastructure. But those figures must be adjusted upwards to reflect the current day cost to replace that existing infrastructure plus add the cost to build new infrastructure to support the growth in Alberta’s population. When rolled together, the figures support ABmunis’ request for LGFF to be \$1.75 billion.



Alberta Municipalities acknowledges that asking the Government of Alberta to increase investment in community infrastructure by \$1 billion is a significant request. However, the figures demonstrate how provincial support for community infrastructure has declined over time, Alberta continues to be a place of growth, and there will be significant long-term consequences in terms of future costs to Albertans and challenges to retain people if the construction of infrastructure continues to be deferred.

Replacement of Provincial Property Taxes

In addition to these three metrics, municipalities are increasingly concerned with the amount of provincial property taxes that are extracted from municipalities with lower levels of grant funding being returned. When MSI was created in 2007, the program was intended to return all provincial property taxes to municipalities in the form of funding for local infrastructure. At the time, the Government of Alberta was collecting \$1.4 billion in provincial education property taxes and

¹⁰ Ownership of public infrastructure is measured by the reported the historical cost of tangible capital assets excluding land. Figures are based on ABmunis’ calculations using Alberta Municipal Affairs’ 2021 Financial Information Returns – Schedule G(4) with the total of all municipalities and the Government of Alberta’s 2021-22 Annual Financial Report, Schedule E14.

¹¹ The Government of Alberta’s 2023 Fiscal Plan (page 121) states that Alberta has a tax advantage of \$19.7 billion compared to other provinces.

planned to deliver \$1.4 billion in MSI to municipalities starting in 2010. On top of that, the province was delivering hundreds of millions of dollars of other capital funding programs to municipalities.

Since then, provincial education property taxes have grown to \$2.5 billion and the total of all provincial capital funding to municipalities in 2023 was significantly less at only \$712 million. This is concerning because increases in provincial property taxes constrain a municipality's flexibility to increase property tax to fund municipal services and at the same time, there is less infrastructure funding coming back from the Government of Alberta.

The Government of Alberta recognizes that changes are needed. Premier Smith's August 2023 mandate letter to the Honourable Ric McIver, Minister of Municipal Affairs directs the Minister to review "the feasibility of amending the education property tax to assist municipalities with retaining more funding for local priorities". The scope and outcome of that review is unknown and is likely many years away and therefore, an increase in the LGFF Capital program is the best solution to fund community infrastructure in Alberta until there are any meaningful changes in provincial education property taxes.

ALBERTA MUNICIPALITIES COMMENTS:

ABmunis members approved a 2022 resolution on Provincial-Municipal Revenue Sharing that calls for the Government of Alberta to increase LGFF funding but it does not quantify the amount that would be acceptable to support current and future community needs.

From: Cathy Heron <president@abmunis.ca>
Sent: September 22, 2023 10:30 AM
To: Kathy Skwarchuk
Subject: Tell us how provincial downloading has impacted your municipal government
Attachments: ABmunis Backgrounder on Provincial Downloading 202309.pdf; Ltr fr Canmore to Provincial Leaders re Costs of Provincial Downloading_May2023.pdf

Dear Mayors, Councillors, and CAOs:

Over the last decade, member municipalities have raised concerns about the extent that the Government of Alberta has reduced funding and downloaded costs onto municipal governments. ABmunis has continually raised these concerns with provincial leaders but until this year, the Government of Alberta has shown limited interest in reversing any of those decisions.

With a newly elected government now in place, there is an opportunity to educate provincial ministers and new MLAs to reinforce how provincial decisions impact municipal governments and residents at the local level. To help us demonstrate the impact of provincial downloading on your municipality, we ask that you share your story through this [short survey](#). The information you share will be used in our advocacy to support you and all member municipalities.

To help inform your response, please see the attached backgrounder document or [watch this short video](#). You can also read the attached May 2023 letter from the Town of Canmore to the leaders of Alberta’s major political parties that details the costs of provincial downloading on their community. You may use ABmunis backgrounder document to inform your conversations with your local MLA and provincial ministers.

More than one representative of your municipality may complete the survey. **The survey will close on October 20, 2023.** If you have questions or would like to provide us with supporting materials, please email advocacy@abmunis.ca.

Thank you,

Cathy Heron | President

E: president@abmunis.ca
 300-8616 51 Ave Edmonton, AB T6E 6E6
 Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

Provincial Downloading on Municipalities: Share Your Story

September 2023



 **Alberta
Municipalities**
Strength
In Members

Background

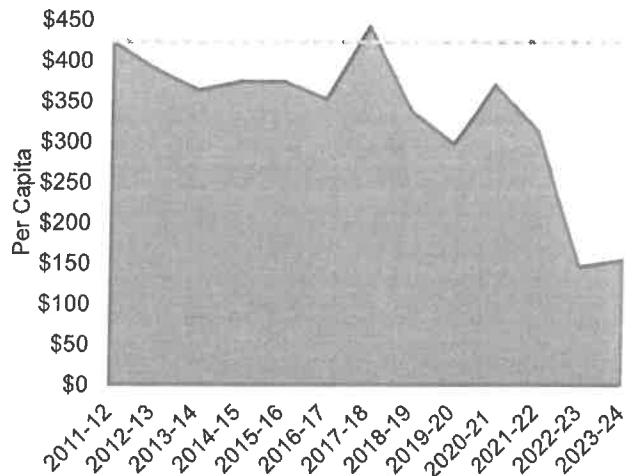
- In recent years, municipalities have raised concerns about the extent of reductions in provincial funding and costs passed onto municipalities that has forced municipal councils to make difficult decisions on whether to increase property taxes or reduce local services.
- Since 2011, provincial infrastructure funding per capita has declined by 64%.
- Since 2017, municipal leaders have seen an estimated \$384 million in costs and loss of operating funding downloaded onto municipal operational budgets.
- ABmunis' members have also raised concerns that the Government of Alberta has not always been forthright with Albertans when the tax burden has been transferred to municipal governments.
 - **Example:** in 2020, the province promoted that \$88 million in policing grants for municipalities had been maintained but reduced traffic fine revenue for municipalities by \$37 million that same year.

Provincial Downloading of Responsibility for Community Infrastructure

Total provincial capital funding for community infrastructure has declined by 64 per cent from:

- \$420 per capita in 2011 to only
- \$151 per capita in 2023.

Total Provincial Funding for Municipal Infrastructure: Per Capita



Notes: Provincial infrastructure funding represents the Municipal Sustainability Initiative, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Federal funding programs that flow through the Government of Alberta are excluded. The funding spike in 2017-18 represented a one-time increase in GreenTRIP funding and the spike in 2020-21 represented the one-time Municipal Stimulus Program to help spur the economy during the first year of the COVID-19 pandemic.

Source: ABmunis' calculations using budgeted amounts reported in the Government of Alberta's annual fiscal plans with the exception of the Municipal Stimulus Program, which was an unbudgeted response during the first year of the COVID-19 pandemic. Population data is sourced from Statistics Canada table 17-10-0005-01 with the 2023 population based on Statistics Canada quarterly estimates table 17-10-0009-01.



Provincial Downloading of Operational Costs

	Year of Change	Average Estimated Cost Downloaded Per Year	Note
Municipal portion of traffic fine revenue is cut from 73.3% to 60%.	2020	\$37,000,000	1
Grants in Place of Property Taxes funding is cut by 50% over two years.	2019	\$24,500,000	2
Started billing municipalities for RCMP/police biology case work.	2020	\$5,000,000	3
Fire Services Training Grant eliminated in 2020 (reinstated in fall 2022).	2020	\$500,000	
Started charging an estimated 0.5% premium on capital infrastructure loans to municipalities instead of lending capital at the province's borrowing rate as it had previously done for decades.	2022	\$2,500,000	4
Funding for policing and FCSS was unchanged from 2017 to 2022. This forced municipal governments to pick up the bill for all inflationary increases in wages and costs.	2017-2022	\$12,500,000	5

Estimated cumulative total of operational costs downloaded onto municipalities between 2017-2022 = \$384 million



Notes: (1) Estimate per the Government of Alberta's 2019 Fiscal Plan. (2) Average annual reduction from the 2018-19 funding year when GIPOT was \$58.7 million. (3) Estimate per the Government of Alberta's 2019 Fiscal Plan. (4) ABmunis' calculations based on the assumption that annual new loans by municipal authorities through the Government of Alberta continue to be approximately \$970 million each year and involve a 20-year term. (5) ABmunis' calculations on the estimated shortfall in the former Municipal Police Assistance Grant and Police Officer Grant and Family and Community Support Services program for not being indexed to Alberta's consumer price index from 2017 to 2022.

Fortunately, the province made some changes in Budget 2023 that help offset previous years of downloading. With your help we will continue to advocate for further steps in 2024.

Municipal Sustainability Initiative (MSI) Operating funding increased from \$30 million to \$60 million.	\$30,000,000	↑
Family and Community Support Services funding increased from \$100 million to \$115 million.	\$15,000,000	↑
Policing Support Grant increased from \$89.2 million to \$98.8 million. (represents the consolidation of the former MPAG and POG grants)	\$9,600,000	↑
Low-income transit pass grants increased from \$9 million to \$16 million.	\$7,000,000	↑
Total Increase in municipal operating funding in 2023	\$61,600,000	



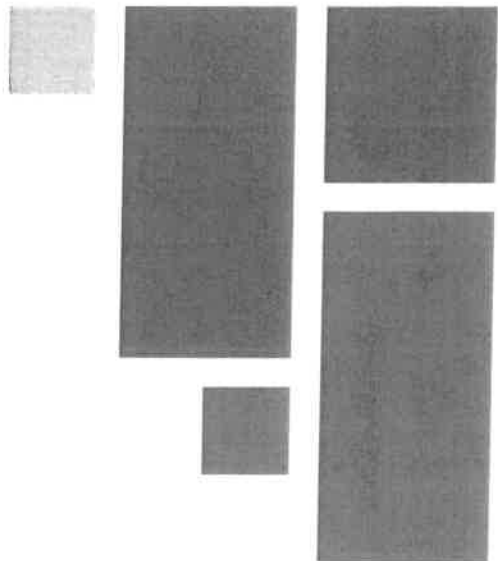
Notes: Estimates per the Government of Alberta's 2023 Fiscal Plan. The Policing Support Grant represents the consolidation of the former Municipal Police Assistance Grant and the Police Officer Grant.

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Share Your Story

As we work to build relationships with the newly-elected provincial leaders, we want to share the stories of how provincial downloading has impacted your municipal government in recent years.

Please complete our [survey](#).



Questions can be sent to
advocacy@abmunis.ca

Thank you

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 **Alberta
Municipalities**
Strength
In Members

Town of Canmore
902 7 Avenue
Canmore, Alberta T1W 3K1
Phone: 403.678.1500 | Fax: 403.678.1534
www.canmore.ca



May 18, 2023

The Honourable Danielle Smith,
MLA – Brooks-Medicine Hat
Premier of Alberta

sent via email: premier@gov.ab.ca

The Honourable Rachel Notley,
MLA – Edmonton-Strathcona
Leader of the Official Opposition

sent via email: rachelnotley@albertandp.ca

Dear Premier Smith and Ms. Notley,

Re: Provincial Downloading on Municipalities

On behalf of the Town of Canmore Council, I am writing to you on a matter of great importance for our community, and I suspect of great importance for all Alberta municipalities. Canmore taxpayers, like taxpayers from other municipalities, are being significantly burdened with downloading of funding obligations that should rest with the province.

According to our calculations, provincial downloading totalled over \$4,000,000 for the Town of Canmore in 2022. This represents 14.4% of the \$28,130,186 municipal tax dollars collected in 2022 or, put another way, \$1 out of every \$7 collected from Canmore property taxes went to fund amounts that we believe should have been paid by the provincial government. Attached to this letter is a table breaking down this total amount into its individual components.

What do we mean when we say provincial downloading? First, it includes those municipal expenditures that are a provincial responsibility, but there has been a change to the funding formula or no increase for inflation or program changes which result in the municipality picking up the tab for the void left by the province. This includes changes to the municipal funding formula, increased retention of traffic fines by the province, cost of fire rescue responding to medical calls in absence of an ambulance, non-indexing of FCSS programs, and much more. Second, provincial downloading includes costs of additional requirements by the province in order to be compliant. While only a small amount, this includes items like traffic reporting system updates and additional certified peace officer training. Third, it includes items paid for by the municipality due to lack of resources provided by the province. Here we are talking about management of feral animals, responding to wildlife issues, homelessness, and administering affordable housing programs amongst other things.

In addition to the above, it should be noted that there are additional items identified in the attached table that we know will impact Canmore in 2023 or 2024 and beyond. Also, while not included as part of the provincial downloading amount, it is worth noting that Canmore property owners pay a disproportionate amount of education taxes, which increased from \$18.7 million in 2019 to \$24 million in 2022, and which represents far more dollars leaving the community than are provided for funding to our schools.

We respectfully request that whoever forms the provincial government after May 29th that the issue of provincial downloading be addressed. This would include indexing program funding to inflation, increasing the municipal funding envelope, and treating municipalities as partners whenever there are discussions that could impact them financially, i.e., inviting us to the table to discuss proposed changes. It is my hope that during this election that your respective parties would both be able to speak to municipal funding to address these issues as they really should be non-partisan given that they very directly affect the well-being of our common constituents, especially with respect to affordability.

Yours sincerely,



Sean Krausert
Mayor of Canmore

Attached: 2022 Provincial downloading estimates (as of 2023-05-05) table

*cc via email: MLA Rebecca Schulz
 MLA Joe Ceci
 MLA Miranda Rosin, Banff-Kananaskis
 Candidate Sarah Elmeligi, Banff-Kananaskis
 Mayor Cathy Heron, President – Alberta Municipalities
 Mr. Dan Rude, CEO - Alberta Municipalities
 Mayor Jeff Genung, Chair – Alberta Mid-Sized Cities Mayors' Caucus
 Council, Town of Canmore
 CAO Sally Caudill, Town of Canmore*

Impacts on Local Governments from Provincial Downloading and/or Changes

Funding Formula and/or Program Changes (Includes things that are Provincial responsibility and are no longer fully covered or have not increased with inflation)						
Div/Dept	Type	Impacts	Timing of Change	Estimated Financial Impact 2021	Estimated Financial Impact 2022	Other Comments
MS/Fire	Fire Services Level Impacts	Ambulance delays	2020	\$ 85,067	\$ 100,744	More Fire Services time on site due to Ambulance delays. Cost calculated using the Master Fee Schedule rates multiplied by time required for medical calls.
MS/Fire	Advanced Life Support (ALS) capable program	Kept some staff ALS capable after divesting from EMS	2009	\$ 20,000	\$ 20,000	Estimated ongoing cost captures training time, licensing and certification fees, and maintaining a supply of equipment/consumables used only by ALS providers
MS/PS	Traffic Fine Revenue	Increase provincial portion	2020	\$ 250,000	\$ 250,000	No consultation, fine retention went to 50%
MS/PS	RCMP / Policing Biology Casework	Annual costs for municipalities	2020	\$ 5,000	\$ 3,500	No control over amounts - Tracking and reporting
MS/PS	RCMP Payback 2017 onwards	Unionization labor costs passed back	2021	N/A	\$ 521,000	Federal Budget 2023 billed these costs to Municipalities in 2023. Canmore's bill was for \$521k. To date the Province has offered no funding support to date
MS/PS	Policing	Provincial Police Force	TBD	none	none	Potential move from RCMP to Provincial Force
MS/CSD	Changes to victim services	Local service will change to regional zone (4 for the whole province) or municipalities can apply to take on the program locally	2023 or 2024	none	none	Potentially lose funding for victims of trauma and non-violent crimes. Bow Valley municipalities may be asked to provide additional grant funding to Bow Valley Victim services society or add the community service to CSD. Financial impact will not begin until April 1, 2024.
MS/FRN	Cancellation of Parent Link	Replaced with FRN which gets less funding but has more delivery requirements	2020	\$ 56,500	\$ 110,000	Some programs cancelled completely. FRN grant is \$125,000 less than Parent Link grant (the result is a reduction in services). In 2022, Town reclassified the Supervisor position and Family Support Worker position to better reflect role and responsibilities.
MS/FCSS & FRN	No Indexing of FCSS or FRN programs	Staff salary top-ups (no Indexing of funding) and corporate supports (IT, HR, MCO, Finance, etc)	FCSS no funding increase since 2015 and FRN three years of static funding 2020-2023	\$ 150,000	\$ 175,000	Funding does not increase with cost of living or Town's salary grid. To keep service delivery levels and staff on salary grid, municipality must top up wages.
MS/CSD & Rec	Childcare	Child care subsidy ended in 2020 which in turn increased its cost. This had a significant impact on community affordability. Subsidy was reinstated in 2022; the new provincial subsidy only supports full-time childcare, parents who require part-time childcare are accessing full-time spaces, which reduces the already limited childcare spaces available. FCC has piloted interim childcare during the summer to support parents who cannot access childcare. In addition, Recreation supports summer camp programs and after school programs to provide additional childcare options. In 2022, the province also announced funding for additional childcare spaces, to access this funding the province requires a community assessment, which CSD is currently completing.	2020	\$ 15,000	\$ 25,000	Province of Alberta released new funding for childcare but childcare centre's struggle with space and staffing. FCC is supporting parents with navigating childcare (approximate time spent is 1 day per week). In addition in 2022, a childcare assessment was completed to understand childcare needs and support centres with funding requests.

MS/FCSS	Social Services Regionalization (FCSS)	Province moving to a centralized provincial service model that has resulted in less local service, longer local wait time, and more complicated access. Consequently, FCSS is supporting increased system navigation and providing interim services. Service changes include: Alberta Works (2020) for emergency income/Intervention supports; AHS (2021) for mild/moderate mental health; Hospital Social Worker (2022) for coordination of medical services.	2020	\$ 15,000	\$ 15,000	Less local control over service delivery; increased time supporting community with navigating the systems (1 day per week)
CS/HR	Summer Temporary Employment Program (STEP)	The STEP program was eliminated in October 2019. In 2019 we received \$14,000. In 2018, we received \$9,500	2019	\$ 14,000	\$ 14,000	
CS/Finance	Grants in place of taxes (GIPO)	Less local tax revenues for the same services	2019	\$ 44,000	\$ 44,000	Although Crown-owned properties are exempt from assessment and therefore exempt from taxation, the Province of Alberta pays a grant equivalent to the property taxes that would otherwise be levied on many of these properties. The Province began reducing the amount of Grants in place of taxes in 2019 by 24% and another 32% in 2021 and beyond.
CS/Finance	Grant Reductions	Reduction of MSI funding	2022		\$ 2,200,000	MSI funding for the Town has reduced from a \$4.8 million allocation each year to \$2.6 million starting in 2022 and 2023. This is a reduction of 40.6% of 2021 MSI allocation.
CS/Finance	LGFF Migration from MSI	New funding formula still being developed. Current draft will mean a reduction in funding for Canmore as tourism impact and affordability are not factors at this time	2023-2024			No certainty of funding yet. Based on current proposed LGFF funding models, a further reduction of 12-15% is been estimated for 2024 and beyond
CS/Finance	Education Tax	To ensure that communities are affordable and viable, municipal tax collections should be cognisant of economic conditions facing many Alberta residents. Municipalities are facing increased operation costs due to climbing utilities charges, limited tax base, and overall increased operations. Just over half of every residential tax bill in Canmore is the Education requisition. Canmore's high assessment values result in our taxpayers paying amongst the highest education taxes in the province. The Province has essentially taken tax "room" from the municipality especially since the cap on the amount of education tax to come from a community was removed.	2016		Canmore's education tax requisition has grown from \$18.7 million in 2019 to \$24 million in 2022	The amount of Education Tax that leaves Canmore does not come back to the local school system, leaving Canmore taxpayers funding education throughout the Province and contributing to our affordability issues.
CS/Finance	Preferential debt servicing rates	The Province removed the ability for municipalities to secure debt at lower rates leading to an increase in our interest rates	2020			

SECTION TOTAL: \$ 654,567 \$ 3,478,244

Provincial Requirements of Municipalities						
Div/Dept	Type	Impacts	Timing of Change	Estimated Financial Impact 2021	Estimated Financial Impact 2022	Other Comments
MS/PS	Traffic Reporting System Updates	Online traffic reporting requirements	2022	N/A	\$ 5,000	Software and Hardware updates to be compliant, staffing time captured
MS/PS	Certified Peace Officer (CPO) Training	Fewer required courses available, run through other municipalities	2022	N/A	\$ 25,000	Estimated \$5k in staff time, \$20k in uncollected fine revenue. Limited information/engagement regarding training availability despite standardization of CPO classification
MU/PW	Weed Control	enforcement of provincial legislation	ongoing	unknown	unknown	Future impact may increase from provincially approved projects (Gondola and TSMV)

SECTION TOTAL: \$ - \$ 30,000

Impacts from Lack of Needed Provincial Resources						
Div/Dept	Type	Impacts	Timing of Change	Estimated Financial Impact 2021	Estimated Financial Impact 2022	Other Comments
MS/PS	Feral Rabbit Management	Municipality to manage wildlife issues	2011	\$ 50,000	\$ 54,000	Province does not deem feral rabbits as wildlife and will not remove
MS&M/ PS&PW	Conservation Officer (CO) and/or Fish & Wildlife (FW) Resources	Limited CO/F&W resources mean more calls for service to Town	2021	\$ 10,000	\$ 15,000	Relying on RCMP and Municipal Enforcement (ME) to respond to wildlife issues - Province no longer responding to "elk calls" in summer. Province directs callers to ToC for removal of deceased animals (elk) within Town limits.
MS/CSD	Homelessness	No provincial operational rural homelessness funding. Increased need with no provincial funding mechanism.	2020	\$ 15,000	\$ 25,000	Province recently announced homelessness funding (it is unclear if some is allocated to rural communities). CSD/ FCS staff supports an increasing number of individuals impacted with homelessness, as well as community development to address homelessness.
MS&CS/ CSD & Finance	Fiscal Agent Arrangements	Increased requests for municipalities to be intermediary between federal/provincial grant programs as fiscal agents, and community groups applying (additional administrative work required)	Recent years	TBD	TBD	Financial impacts of this work have not been quantified but with increasing requests come increasing workload demands for both CSD and Finance. The Town has begun to say no to some of these requests due to lack of resources to accommodate and manage the number of requests.
MS/Fire	River Rescue Program	Kananaskis Public Safety (KPS) unable to respond to many river calls as quickly as Canmore Fire-Rescue (CFR).	long standing	\$ 11,925	\$ 11,500	Town got in to river rescue business years ago - ongoing cost impacts still exist
Council	Affordable Housing	Local investment required to provide	2000	\$ 450,000	\$ 450,000	The Town of Canmore established CCH in 2000 to provide housing solutions for a healthy and balanced community

SECTION TOTAL: \$ 586,925 \$ 555,500

GRAND TOTAL: \$ 1,191,492 \$ 4,063,744

From: Returning Officer <ReturningOfficer@abmunis.ca>
Sent: September 22, 2023 2:14 PM
To: Undisclosed recipients:
Subject: 2023 Alberta Municipalities Board Election - List of Candidates

Good afternoon:

For 2023, the nomination deadline was 11:59 p.m., Thursday, September 21. The following report provides information on the nominations received by the deadline and declares election by acclamation where the number of nominees is equal to the positions available for election.

PRESIDENT

The following persons filed correctly completed Nomination Papers:

- **CHABOT**, Councillor Andre, City of Calgary
- **GANDAM**, Mayor Tyler, City of Wetaskiwin
- **JONES**, Mayor Trina, Town of Legal

DIRECTORS

Director, Cities up to 500,000

The following persons filed correctly completed Nomination Papers:

- **BRESSEY**, Councillor Dylan, City of Grande Prairie
- **CROWSON**, Councillor Belinda, City of Lethbridge
- **LEE**, Councillor Lawrence, City of Red Deer
- **PETROW**, Councillor Tina, City of Airdrie
- **STEVENSON**, Councillor Erin, City of Spruce Grove

Director, Towns East

The following persons filed correctly completed Nomination Papers:

- **HAUCH**, Mayor Karl, Town of Bruderheim
- **JONES**, Mayor Trina, Town of Legal

Director, Villages West

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Director, Villages West:

- **ELWOOD**, Mayor Tara, Village of Alberta Beach

Director, Villages South

The following persons filed correctly completed Nomination Papers:

- **MCLEOD**, Mayor Bruce, Village of Acme
- **REID-MICKLER**, Deputy Mayor Deborah, Village of Duchess

Director, Summer Villages

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Director, Villages West:

- **GIESBRECHT**, Mayor Ren, Summer, Village of West Cove

VICE PRESIDENTS

Vice-President, Cities up to 500,000

The following person filed correctly completed Nomination Papers. *** subject to the results of the Director, Cities up to 500,000 elections:*

- **BRESSEY**, Councillor Dylan, City of Grande Prairie

Vice-President, Towns

The following persons filed correctly completed Nomination Papers. *** subject to the results of the President and Director, Towns East election:*

- **GARDENER**, Councillor Krista, Town of Calmar
- **JONES**, Mayor Trina, Town of Legal

Vice-President, Villages and Summer Villages

The following persons filed correctly completed Nomination Papers. *** subject to the results of the Director, Villages South election:*

- **MCLEOD**, Mayor Bruce, Village of Acme
- **REID-MICKLER**, Deputy Mayor Deborah, Village of Duchess

The elections for all Board positions will be held during the Annual General Meeting on Friday, September 29.

Carman McNary
Returning Officer

aboffice@albertabeach.com

From: david.ives@firerescueinternational.net
Sent: October 10, 2023 5:02 PM
To: debbie@onoway.ca; aboffice@albertabeach.com; svcastle@telus.net; cao@onoway.ca; cao@svnakamun.com; office@sunsetpoint.ca; office@svyellowstone.ca; cao@rosshaven.ca; 'South View'; administration@wildwillowenterprises.com; marlenehwalsh@gmail.com; wendy@wildwillowenterprises.com
Subject: Safety Message
Attachments: Fire Captain Positions Ad.png; Assistant Fire Chief Position.png

Good Afternoon,

Please see this month's safety message (Below). Please include this in your next community newsletter. ALSO, I have attached our current help wanted ads. If you have room to add them to your publication, please do so.

Finally, please follow us of FaceBook for current status reports and information.

FC Ives

Safety Message from Fire Rescue International (A Not-For-Profit Organization) O/A Onoway Regional Fire Services

Hello Everyone,

As we move into the cooler months, I have a few fire safety reminders:

- Ensure you have your chimneys cleaned*
- When using space heaters- give them at least 3 feet clearance on all sides and keep them away from curtains and any other material that may come in contact with the heater*
- Have an escape plan in your home- make sure you have at least 2 ways out and practice this with everyone who lives with you*

Take care and be safe!

- AC Shari Ives



FIRE CAPTAIN POSITIONS AVAILABLE

FIRE RESCUE INTERNATIONAL IS SEEKING TO HIRE ONE TO TWO FIRE CAPTAINS INTO OUR RANKS. AS A CAPTAIN OF OUR TEAM, YOU WILL BE CONSIDERED A SALARIED MEMBER OF MANAGEMENT. YOUR SHIFT WILL BE 4 DAYS ON/4 DAYS OFF OR SOMETHING SIMILAR. CAPTAINS MUST RESIDE WITHIN FIFTEEN MINUTES OF OUR ONOWAY OR ALBERTA BEACH FIRE STATIONS OR BE WILLING TO STAY ON STATION DURING THEIR SHIFT.

THE STARTING WAGE FOR THIS POSITION IS:

\$66,000.00 PER YEAR
DAYS OFF IN LIEU OF OT
FOUR-WEEKS PAID HOLIDAYS
FAMILY HEALTH BENEFITS
\$180.00 PER DAY DEPLOYMENT BONUS

MINIMUM REQUIREMENTS INCLUDE:

NFPA 1001-L2
NFPA 1072-O
NFPA 1041-L2
NFPA 1021-L2
ALBERTA REGISTERED EMR
UNRESTRICTED CLASS 3Q DRIVER'S LICENCE
H2S ALIVE

BE LEGALLY ENTITLED TO WORK IN CANADA
BE WILLING TO COMMENCE WORK WITHIN 30 DAYS OF ACCEPTANCE

JOB TYPE: FULL-TIME HYBRID POSITION.

CONDITIONAL HIRING AT A REDUCED RATE (\$54,000.00 PER YEAR) MAY BE CONSIDERED FOR CANDIDATES WHO POSSESS MOST OF THESE CREDENTIALS, BUT HAVE OTHER PROVEN SKILLS/EXPERIENCE AND AGREE TO COMPLETE THE REQUIRED CERTIFICATIONS WITHIN SIX MONTHS OF HIRE.

SUBMIT YOUR RESUME TODAY.

DAVID.IVES@FIRERESCUEINTERNATIONAL.NET



**JOIN OUR TEAM AND
MAKE A DIFFERENCE
TODAY**



Assistant Fire Chief Position Available



Assistant Fire Chief Position.

Fire Rescue International is seeking to add one assistant fire chief to our cadre. As an AC, you will be considered a salaried member of management. Your shift will generally be based on a Monday to Friday work week. However, some evenings and weekends will be expected as & when required. Chiefs must reside within twenty minutes of our Onoway or Alberta Beach fire stations or be willing to stay on station during their shift.

The starting wage for this position is:
\$78,000.00 per year
Days off in lieu of OT
Eight-Weeks Paid Holidays
Family Health Benefits

Minimum Requirements Include:
NPPA 1001-L2
NPPA 1072-O
NPPA 1041-L2
NPPA 1021-L4
NPPA 1521-HSO
NPPA 1521-HSO
Alberta Registered EMR
Unrestricted Class 30 Driver's Licence
H2S Alive
Be Legally Entitled to work in Canada
Be willing to Commence work within 30 days of
Acceptance

Submit your Resume today.

david.lves@firerescueinternational.net

aboffice@albertabeach.com

From: Kelsey Nixon <kelsey.nixon@fortisalberta.com> on behalf of Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>
Sent: September 20, 2023 2:50 PM
Cc: Chris Burt; Dora LHeureux; Kayla Law; Sunny Parmar; Nicole Smith; Cody Webster
Subject: Rate 62, the Electric Vehicle Fast Charging Service rate is now available
Attachments: Rate 62 - Electric Vehicle (EV) Fast Charging Service.pdf

Good afternoon,

Earlier this year FortisAlberta held a virtual information session focusing on Electric Vehicle Chargers, Rate 62, and Funding Opportunities.

As follow up to that session, we are happy to announce that Rate 62, the Electric Vehicle Fast Charging Service rate is now available for new customer applications.

Attached please find an information sheet with an overview of Rate 62.

If you have any questions or require any additional information, please contact your Stakeholder Relations Manager.

Thank you,

**FORTIS
ALBERTA**

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

BACKGROUND

Electric vehicle (EV) adoption is fast-growing in Alberta. To quantify, in 2017 there were 441 registered EVs compared to 5644 in 2022. While you may see many EV charging stations along the highway corridors, as an electricity distribution provider, we see considerable gaps, known as charging deserts, within our service area. With support from our customers, FortisAlberta applied for a rate to support early charger adopters in low EV utilization areas.

We are happy to announce that Rate 62, the Electric Vehicle Fast Charging Service rate approved by the Alberta Utilities Commission (AUC), is now available for new customer applications and existing customers!

OVERVIEW

Rate 62 is a pilot rate, approved by the AUC on an interim basis. Customers may request FortisAlberta's approval for Rate 62 if they meet the eligibility criteria. So long as the point of service remains on Rate 62, the terms and conditions applicable to Rate 62 under FortisAlberta's Rates, Options, and Riders Schedule will apply.

- » **Eligibility:** To qualify for Rate 62, the point of service must:
 - i. Have an expected peak demand below 500 kW
 - ii. Be a standalone* EV Direct Current Fast Charging (DCFC) station

*Standalone means an independent service for the EV charging station. Additional loads cannot be connected to the same meter that do not directly relate to the charging station. For example, an office building, a convenience store, or a gas station.

If you're not sure your existing charger is a direct current fast charger, please refer to the charger's specification sheet or your charger vendor for more information.

- » **Rate Changes:** Rate 62 maintains a billing crossover with FortisAlberta's Rate 41 – Small General Service or Rate 61 – General Service. Once the load factor (i.e., utilization) of individual EV charging sites enrolled in Rate 62 exceeds approximately four per cent load factor consistently, it is recommended that the rate class be changed to a demand-based rate.
 - FortisAlberta has provided a load factor calculator on Electric Vehicles and Electric Vehicle Chargers | FortisAlberta to support rate evaluations.
 - While the point of service is subject to Rate 62, you may request a change to the rate in accordance with FortisAlberta's Terms and Conditions, Determination of Applicable Rates once in any 12-month period. It is the customer's responsibility to monitor usage at the service (assuming the service remains eligible for Rate 62) to determine which rate makes financial sense for you.

- » **Electric Service Agreements (ESAs):**
 - Rate 62 customers with 75 kW and above must sign an ESA. The Rate 62 ESA will be a *blended* ESA to cover conditions for both Rate 62 and Rate 61.
 - Existing Rate 61 customers with an ESA will have to sign a new agreement to transfer to Rate 62.
- » **Investment:** Rate 62 includes investment as outlined in FortisAlberta's Customer Contribution Schedules. The investment is the same as a Rate 41 or Rate 61 service.

Q&A

- i. Do the chargers have to be public chargers?
 - Yes
- ii. Do Level 2 chargers qualify for the rate?
 - Typically, Level 2 chargers are alternating current (AC). Only DCFC charging stations qualify.
 - Typically, Level 2 charges are found connected to existing services such as in homes, movie theatres, restaurants, or malls. Only standalone stations qualify for Rate 62.
 - *If you believe your public standalone Level 2 charger is a DCFC, a specification sheet must be provided for the charging unit before eligibility can be determined.
 - *Standalone charging station services (one-meter, same voltage) with a combined load requirement under 500 kW of both Level 2 and Level 3 charging types can be eligible to transfer to Rate 62 when there is at least one DCFC at the location.
- iii. Looking for more information on EVs or chargers?
 - Adhering to FortisAlberta's Compliance Plan Code of Conduct Regulation means employees must not endorse any specific vendor. Though we do not sell EV equipment, we have partnered with CleaResult (ChooseEV) to provide resources for customers regarding available EVs in Canada, anticipated charge times, available home chargers, charging locations and greenhouse gas reduction calculations. These tools can be found on FortisAlberta.com - Electric Vehicles and Electric Vehicle Chargers
 - Alternatively, we recommend the EV Knowledge Guide on the Municipal Climate Change Action Centre (MCCAC) website. The guide has information on a wide range of topics.



P.O. BOX 1250
ONOWAY ALBERTA
T0E 1V0
cao@svnakamun.com
780-967-0271

September 20th, 2023

Fire Rescue International
Attn: David Ives, Fire Chief
Box 1550 Onoway, AB. T0E 1V0
Email: david.ives@firerescueinternational.net

(Delivered by E-Mail)

Dear Fire Chief Ives,

Re: Intent to Enter a New Agreement for Fire Services

In reference to the above matter, please be advised that Council for the Summer Village of Nakamun Park received your August 5th, 2023 letter during their September 20th, 2023 regular council meeting. Further be advised that it is Council's intent to enter into a new agreement for fire services with Onoway Regional Fire Services, as provided by Fire Rescue International:

Motion 110 – 23 **MOVED** by Mayor Hanssen that Council provide a letter indicating their intent to continue with the Onoway Regional Fire Services/Fire Rescue International partnership beyond the existing contract term subject to same or similar terms for cost and service delivery, should same be agreeable to all principal parties.

CARRIED.

Council wishes to thank your team for their proven commitment to this partnership, as well as the enhanced response delivery that your service has offered our community and our regional framework. Your efforts continue to make a positive difference for us all.

If you have any questions, please let me know.

Sincerely,

Dwight Darren Moskalyk
Chief Administrative Officer
Summer Village of Nakamun Park

cc: Council, Summer Village of Nakamun Park
Town of Onoway, Managing Partner, CAO Thompson
Onoway Regional Fire Services Member Municipalities

aboffice@albertabeach.com

From: CAO Kim Hanlan <office@svyellowstone.ca>
Sent: September 21, 2023 12:04 PM
To: david.ives@firerescueinternational.net; ddm@kronprinzconsulting.ca
Cc: cao@onoway.ca; debbie@onoway.ca; aboffice@albertabeach.com; svcastle@telus.net; office@sunsetpoint.ca; cao@rosshaven.ca; cao@valquentin.ca; administration@wildwillowenterprises.com; Don Bauer; Brian Brady; Tom Clark
Subject: Re: Request for Feed Back on Intent to Enter New Fire Services Agreement

Chief Ives/Dave,

Before Yellowstone can consider further fire contract services, Yellowstone continues to wait for the current fire services contract to be updated to reflect the correct name of your company. Can you provide the status of updating the current agreement to reflect/correct the name change of your company, i.e., removing North West Fire Rescue and updating it to Fire Rescue International? This request has been made in numerous ways, including to yourself, ORFS (to you), and the Deputy Fire Chief. It is my understanding this continues to await your action to rectify this through legal in Onoway.

Yellowstone and I appreciate your attention to this matter.

Sincerely,

Kim Hanlan

Chief Administrative Officer - Summer Village of Yellowstone

aboffice@albertabeach.com

From: Jennifer Thompson <cao@onoway.ca>
Sent: September 21, 2023 1:16 PM
To: 'David Ives'; 'CAO Kim Hanlan'
Cc: ddm@kronprinzconsulting.ca; 'Debbie Giroux'; 'Alberta Beach Village Office'; 'Summer Village of Castle Island'; 'Matt Ferris'; 'Tony Sonnleitner (Ross Haven)'; cao@valquentin.ca; 'Summer Village Office'; 'Don Bauer'; 'Brian Brady'; 'Tom Clark'
Subject: RE: Request for Feed Back on Intent to Enter New Fire Services Agreement

Hello All,

Administration for the Town of Onoway has received final approval from legal Counsel and Chief Ives to provide the amended agreements to the member municipalities. Each municipality will receive the agreement to sign within the next few days along with a letter with the details of the change.

Jennifer

From: David Ives <david.ives@firerescueinternational.net>
Sent: September 21, 2023 12:24 PM
To: CAO Kim Hanlan <office@svyellowstone.ca>
Cc: ddm@kronprinzconsulting.ca; Jennifer Thompson <cao@onoway.ca>; Debbie Giroux <debbie@onoway.ca>; Alberta Beach Village Office <aboffice@albertabeach.com>; Summer Village of Castle Island <svcastle@telus.net>; Matt Ferris <office@sunsetpoint.ca>; Tony Sonnleitner (Ross Haven) <cao@rosshaven.ca>; cao@valquentin.ca; Summer Village Office <administration@wildwillowenterprises.com>; Don Bauer <mayor@svyellowstone.ca>; Brian Brady <deputy.mayor@svyellowstone.ca>; Tom Clark <councillor@svyellowstone.ca>
Subject: Re: Request for Feed Back on Intent to Enter New Fire Services Agreement

Good Afternoon CAO Hanlan,

I can confirm that some time ago everything was executed on our end. As agreed in the general membership Fire Rescue International has been ADDED to the current agreement without releasing North West Fire.

Other than a couple weeks of review, at no time has NWFR / FRI been in charge of the schedule or process of the change. My understanding is the length of time to conclude this matter comprised mostly in the time it takes each individual municipality to formally agree to the change plus the time needed for the lawyers to make said change. In the meantime, your contract with the Town of Onoway has always been in place and your fire service has continued to operate "Business as usual." I am sure you will see copies of the new agreement from the Town of Onoway in due course.

Sincerely,
FC Ives

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aboffice@albertabeach.com

From: office@sunsetpoint.ca
Sent: October 4, 2023 7:40 PM
To: debbie@onoway.ca; 'Alberta Beach Village Office'; 'Castle Island'; 'Jennifer Thompson'; 'Nakamun Park'; office@svyellowstone.ca; 'Rosshaven CAO'; 'South View'; 'Summer Village Office'; 'Val Quentin'; 'wendy wildwillowenterprises.com'
Cc: 'Dave Ives'
Subject: RE: FRI - Amending Agreement

Please be advised that during our recent Council meeting, we thoroughly discussed the revised draft agreement that was presented. After careful consideration and internal deliberation, it has been decided that we are currently unwilling to sign the proposed agreement in its current form.

Our primary concern revolves around specific terms and conditions within the document that do not align with our organization's objectives and preferences.

At this stage, our willingness to proceed is contingent on a revision focused on the change of the service providers name only.

Please consider this as an official notice of our position regarding the revised draft agreement. We value our relationship with your organization and are optimistic that through constructive dialogue, we can reach a resolution that satisfies both parties.

Thank you for your understanding and cooperation. We look forward to the opportunity to resolve these matters amicably.

Regards,
Matt

From: debbie@onoway.ca <debbie@onoway.ca>
Sent: September 21, 2023 4:23 PM
To: Alberta Beach Village Office <aboffice@albertabeach.com>; Castle Island <svcastle@telus.net>; Jennifer Thompson <cao@onoway.ca>; Nakamun Park <cao@svnakamun.com>; office@sunsetpoint.ca; office@svyellowstone.ca; Rosshaven CAO <cao@rosshaven.ca>; South View <svsouthview@outlook.com>; Summer Village Office <administration@wildwillowenterprises.com>; Val Quentin <marlenehwalsh@gmail.com>; 'wendy wildwillowenterprises.com' <wendy@wildwillowenterprises.com>
Cc: Dave Ives <david.ives@firerescueinternational.net>
Subject: FRI - Amending Agreement

Good Afternoon Member Municipalities:

Attached is an amending agreement (one for Summer Villages; other for Alberta Beach) and a letter from CAO Thompson regarding the name change to Fire Rescue International.

Regards,

61



www.onoway.ca



Debbie Giroux
Administrative Assistant

- 780-967-5338
- debbie@onoway.ca
- Town Office: 4812-51 Street
- Mail: Box 540 Onoway, AB T0E-1V0

Alberta Beach Village Office

From: Jennifer Thompson <cao@onoway.ca>
Sent: October 6, 2023 8:57 AM
To: office@sunsetpoint.ca; debbie@onoway.ca; 'Alberta Beach Village Office'; 'Castle Island'; 'Nakamun Park'; office@svyellowstone.ca; 'Rosshaven CAO'; 'South View'; 'Summer Village Office'; 'Val Quentin'; 'wendy wildwillowenterprises.com'
Cc: 'Dave Ives'
Subject: RE: FRI - Amending Agreement

Good Day Everyone,

A further discussion will occur at the ORFS meeting on October 24, however I wanted to provide the response from our legal counsel.

I have spoken with Michelle Gallagher to respond to the SV of Sunset Point's concerns. Michelle's response is below:

The intent was really just to do 3 things:

- Transition to the new organization (the substantive change);
- Confirm an updated fee schedule (intended to not be a real change, just reflect the actual amounts based on the inflation adjustment) (housekeeping); and
- Add Ross Haven in the schedule (since it was added after the original agreement was signed) (housekeeping).

Jennifer

Alberta Beach Village Office

From: Laurie Haak <LHaak@yrl.ab.ca>
Sent: September 29, 2023 3:53 PM
Cc: Karla Palichuk; Wendy Sears; Jocie Wilson; Laina Kelly
Subject: YRL 2024 Draft Budget
Attachments: YRL 2024 Budget Overview.pdf; YRL Draft 2024 Budget with Projections for 2025 and 2026.pdf; YRL Board Overview and Appointments - September 2023.pdf; YRL Board Appointments.pdf; YRL Board Appointments.docx

Sending on behalf of Karla Palichuk, YRL Director.

Dear Municipal Administrators and School Division Superintendents,

On behalf of the Yellowhead Regional Library (YRL) Board of Trustees, I am pleased to share the YRL budget with you:

- 2024 Budget Overview
- 2024 Draft Budget with Projections for 2025 and 2026

The Executive Committee reviewed the draft budget in August and passed a motion recommending the Board approve the budget. The Board will meet to review the draft budget on October 16 and will vote on the budget at the annual organizational meeting on December 4.

To assist you in appointing a representative to the YRL Board of Trustees (and an alternate, if you choose), please refer to these documents:

- Board of Trustees Overview, Appointments and Meetings
- YRL Board Appointments Form (PDF and Word)
 - **Action:** Please return the form following your organizational meeting; if you choose not to appoint a trustee, please let me know.

We look forward to working with the Trustees to support YRL’s continued provision of valued programs and services to member public and school libraries.

This email and the attachments will be forwarded to YRL trustees and member public library managers for their information.

Thank you and we look forward to hearing your feedback!

Karla Palichuk MLIS

SHE/HER
Director

P: 780-962-2003 EXT 226
yrl.ab.ca | Box 4270, Spruce Grove, AB T7X 3B4



2024 Budget Overview



Introduction

Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over past four years.
- Managers confirmed organizational commitments (license agreements, professional consultation), projected staffing requirements and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale, adjusted budget amounts, and evaluated plans with consideration of the ad-hoc Finance Committee recommendations.
- Budget line items are reviewed as either 'routine' (operational or organizational commitments) and 'strategic' (directly related to the Plan of Service – initiatives, new directions, innovation or strategic direction to move the organization forward).

As an outcome of funding these initiatives, we expect results in quality, improvement, growth and gains towards the strategic plan.

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Strategic Initiatives 2024, Funded from Revenues

1. Membership support

Goal 1. Hub for learning and connection – manage and protect systems and IT.

Direction for 2024

An area of assessed risk to the YRL network is now the public computers. Increased budget allocation permits inclusion of one additional Technology Services (TS) staff. Responsibilities for this position include but are not limited to; ensuring regular updates; and installing software to protect the integrity of public computers and reduce risk related to phishing and malware threats. At particular risk are those libraries without in-house or contracted IT services. Additional staff position would provide needed backup for existing staff.

2. Employee benefits/salaries

Goal 4. Excellent place to work – attract and retain quality staff.

Direction for 2024

Salary line item reflects the compensation philosophy of the Board and includes additional staff for two departments: Collections and Resource Sharing (part time) and Technology Services (see 1. Membership Support). The application for the additional staff from these managers will support activities under:

Goal 1. Hub for learning – actively engage member library staff; member library staff will build skills; manage and protect systems and IT.

Goal 2. Quality information and resources – implement collection development policy; enable patrons to access digital collections; YRL services easy to access.

Additional staff will either support direct library service or free up staff time so they can focus on more complex work.

3. Professional services

Goal 1. Hub for learning – develop skills to advance strategic priorities.

Goal 3. Share knowledge and skills – have advocacy strategy in place.

Goal 4. Excellent place to work – involve board in advocacy; develop a DEI strategy.

Direction for 2024

In addition to organizational requirements for services and support. Includes continuing to work with Focus Communications on advocacy, marketing, and communication strategies to support YRL and libraries in building relevant advocacy and communications resources along with expertise in crafting advocacy messages. Development of a DEI strategy was unfunded in 2023 and the informational process on this initiative has started with the executive and staff. Administration feels that outsourcing some work to those familiar with councils, library trustees and governance would be the next step.

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Strategic Initiatives 2024, Funded from Revenues (continued)

4. Trustee expenses

Goal 4. Excellent place to work – board demonstrates excellence in governance.

Direction for 2024

Increasing participation in face-to-face meetings results in increased travel and meeting costs. Face-to-face meetings assist in building relationships and camaraderie amongst board and staff. Increasing the number of opportunities for board members to participate in either YRL ad hoc committees or provincial activities (advocacy). Resumption of in-person conferences geared to, and appropriate for, regional library system trustees. Possibility of additional trustee educational opportunities, as per the Alberta Libraries Act and Regulations.

5. Staff professional development

Goal 1. Hub for learning – actively engage member library staff.

Goal 2. Quality information and resources – YRL services will be easy for member library staff to access.

Goal 3. Share knowledge and skills – be innovative.

Goal 4. Excellent place to work.

Direction for 2024

Increased outreach to member library staff and an increased physical presence for YRL and library staff. YRL has a policy with regards to professional development and continuing education. Budget line item is reasonable to support staff development and corresponds to pre-pandemic levels.

Strategic Initiatives 2024, Funded from Reserves

1. Cybersecurity risk

Goal 1. Hub for learning – manage and protect systems and IT.

Goal 3. Share knowledge and skills – be innovative.

Direction for 2024

Significant work has been done in 2023 to address network vulnerabilities. The current risk area is public access computers. YRL has not been involved in upgrading, monitoring or maintaining public access computers for some years. Funding from reserves (special projects) for the acquisition of system restore software that would protect the integrity of computer workstations, reducing or eliminating issues related to malware attacks. MAC address authenticator would identify resources added or attached to the YRL network and control access rights.

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Strategic Initiatives 2024, Funded from Reserves (continued)

2. Replacement of IT infrastructure and resources for collaboration

Goal 1. Hub for learning – stabilize and strengthen its existing services.

Goal 3. Share knowledge and skills – be innovative.

Direction for 2024

With increased use of technology for meetings (executive, board; library managers, remote delivery of training), meeting infrastructure is starting to fail. Replacement of the meeting screen in board room and the inclusion of resources into the YRL Learning Lab will provide stability and offer increased options for innovation and learning. Replacement of wireless access points is a known expenditure (capital) and was identified in the technology plan.

Unfunded Strategic Initiatives 2024

1. Leadership development

Goal 3. Share knowledge and skills – be innovative.

Goal 4: Excellent place to work – fearless learning organization, psychological safety

Resources

Staff time.

Direction for 2024

Managers work together to learn and practice skills needed in knowledge-driven environments. Includes, but not limited to, learnings on emotional intelligence, innovation adoption, leadership styles and how these impact on organizational culture.

2. Problem solving techniques

Goal 3. Shares knowledge and skills - innovation.

Resources

Staff time

YRL Master Membership Agreement (MMA)

The MMA outlines the services YRL provides. The cost of the services is offset by the levy. For 2023, the services cost YRL 117% of the levy income – the difference comes from the operating grant from the Public Library Services Branch and reserve funds.

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**Yellowhead Regional Library
DRAFT 2024 Budget - General Fund**

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REVENUE		2023		2024		VARIANCE		NOTES
R1	Additional Allotment	\$	95,000	\$	150,000	\$	55,000	Additional allotment purchased by member libraries; offset in Line E16: Purchases - Allotment.
R2	Contract Services	\$	78,000	\$	78,000	\$	-	TRAC Central Site Agreement.
R3	Interest	\$	50,000	\$	145,000	\$	95,000	Estimate based on projected cashflow; current high interest rates expected to remain.
R4	Local Appropriations	\$	1,379,406	\$	1,433,185	\$	53,779	Based on YRL Board recommendation to increase levy to \$4.65 per capita on the latest Alberta Treasury Board and Finance population estimates and known changes.
R5	Non-allotment Sales	\$	200,000	\$	200,000	\$	-	Prediction for the volume of non-allotment purchases; offset in Line E18: Purchases - Non-allotment; reflects trend experienced over last three years.
R6	Operating Grant	\$	1,390,506	\$	1,462,572	\$	72,066	Public Library Services Branch (PLSB) operational funding; based on 2019 population figures; assumption grant remains at \$4.75 per capita; includes Library Services Grant paid out to member libraries and offset in Line E9: Library Grant Disbursements.
R7	Other Grants	\$	26,432	\$	27,726	\$	1,294	On-Reserve/On-Settlement (OROS) Grant provided by PLSB; offset in Line E13: OROS Grant.
R8	School System Levy	\$	147,278	\$	147,761	\$	483	Based on YRL Board recommendation to increase levy to \$15.10 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend in lower school populations.
R9	Workshop Revenue	\$	-	\$	12,000	\$	12,000	Received from our conference attendees to help with costs for the annual in-person conference; offset in E24: Workshops.
TOTAL REVENUE		\$	3,367,122	\$	3,656,244	\$	289,122	

EXPENSES Part 1		2023		2024		VARIANCE		NOTES
E1	Bank Charges & Miscellaneous	\$	2,200	\$	2,310	\$	-	Credit card fees, provision for uncollectable debt and other miscellaneous charges.
E2	Building Maintenance	\$	46,000	\$	48,300	\$	2,300	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to possible increase on services such as cleaning, snow removal and janitorial.
E3	Membership Support	\$	2,500	\$	2,500	\$	-	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E4	Delivery	\$	44,625	\$	46,856	\$	2,231	Direct non-salary costs of delivery; increase due to high fuel prices.
E5	Employee Benefits	\$	294,973	\$	369,170	\$	74,197	Reflects anticipated increase; known Canada Pension Plan increase; 2% cost of living adjustment.
E6	Employee Salaries	\$	1,627,211	\$	1,922,834	\$	295,623	Reflects known staff changes; estimate of seniority increases; 2% cost of living adjustment; two new staff positions - \$109,591.
E7	Insurance	\$	20,000	\$	20,000	\$	-	Alberta Municipal Services Corporation provides all coverages (auto, building, liability and cyber liability insurance).
E8	Leases & Licensing	\$	120,000	\$	135,000	\$	15,000	Licensing costs for software and equipment leasing and maintenance (often reactive); ACSL Fortinet contract renewal.

**Yellowhead Regional Library
DRAFT 2024 Budget - General Fund**

EXPENSES Part 2		2023	2024	VARIANCE	NOTES
E9	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 4,470	Funds distributed to designated libraries as directed by municipality per capital increased by province in 2023; income reflected in Line R6: <i>Operating Grant</i> .
E10	Library Supplies & Shipping	\$ 22,000	\$ 25,000	\$ 3,000	Processing supplies (mylar, labels, barcodes) and Incoming shipment charges; up due to inflation and vendor price increases.
E11	Memberships	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA); Library Association of Alberta (LAA); The Alberta Library (TAL); Canadian Urban Libraries Council (CULC).
E12	Office Supplies & Equipment	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software purchases.
E13	OROS Grant	\$ 26,426	\$ 27,726	\$ 1,300	Offset in Line R7: <i>Other-Grants</i> .
E14	Printing & Promotion	\$ 4,750	\$ 5,500	\$ 750	Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows if needed and promotional materials (product and quantity reviewed yearly to address costs).
E15	Professional Services	\$ 137,500	\$ 140,500	\$ 3,000	Annual audit fee increase; technical support and incidental legal expenses; majority due to ASCI (IT) and Mugo (web services) contracts; Focus Communications fee, Happiness Programme machines license. Increase based on average actual cash flow over last three years.
E16	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 5,666	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E17	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 24,250	To cover inflation and USD conversions; new resources; online content; majority are negotiated by TAL on behalf of members.
E18	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E19	Staff Travel/Recruitment	\$ 10,000	\$ 10,000	\$ -	Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment related costs for securing qualified staff.
E20	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 9,800	Includes general/technical training and in-person conference.
E21	Telephone & Utilities	\$ 96,200	\$ 100,000	\$ 3,800	Off-site data service fees.
E22	TRAC Expenses	\$ 206,000	\$ 200,000	\$ (6,000)	YRL's share of TRAC budget; reflects TRAC purchases of software licenses and online content. Decrease based on average actual cash flow over last three years.
E23	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 10,000	Board/Executive Committee meeting costs, advocacy and YRL conference; increase as more in person visits expected.
E24	Workshops	\$ 22,000	\$ 22,000	\$ -	YRL conference and in-house workshops, inflation, hosting cost.
TOTAL EXPENSES		\$ 3,565,335	\$ 4,016,856	\$ 449,387	

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Yellowhead Regional Library
DRAFT 2024 Budget - General Fund

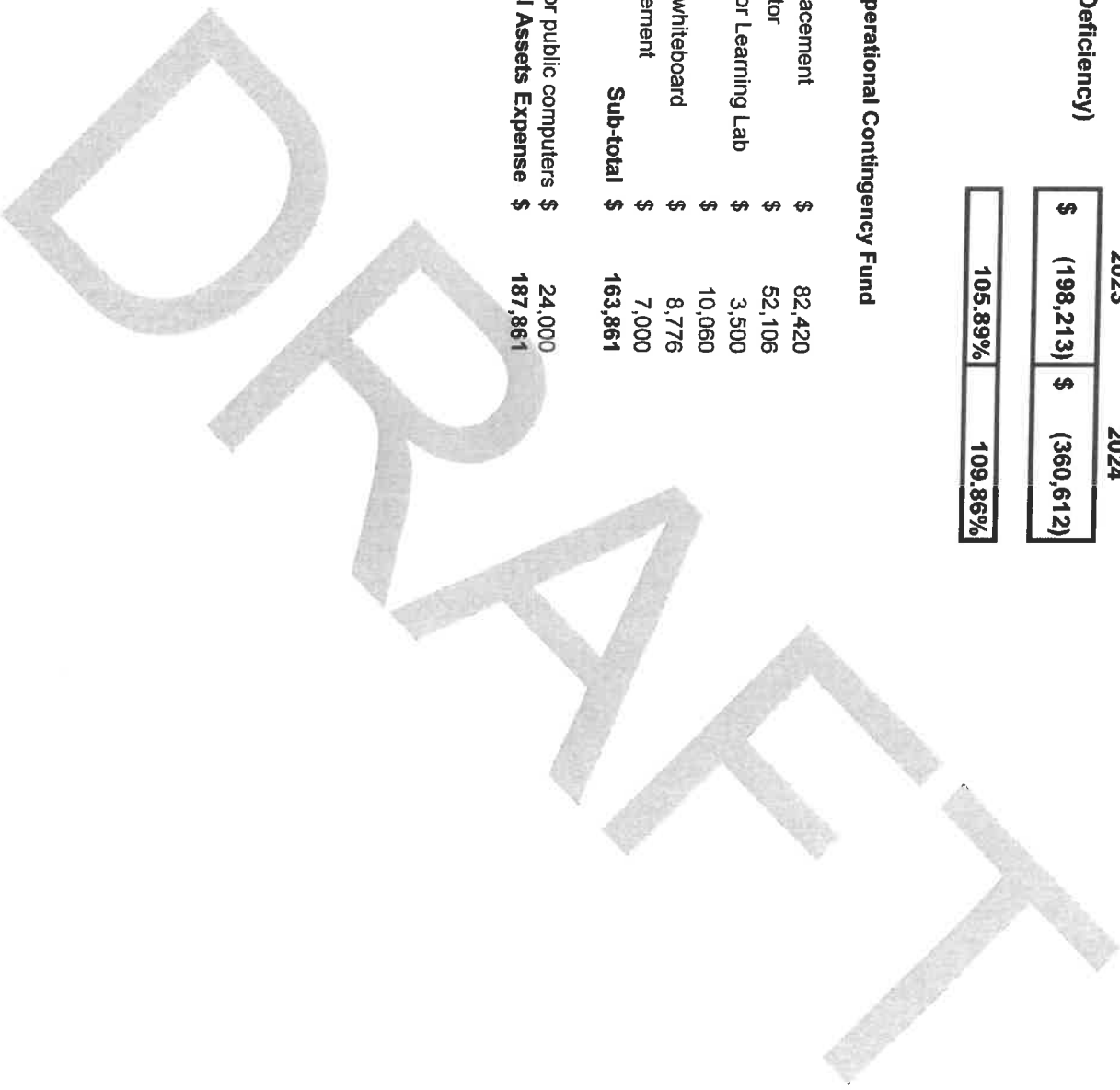
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	2023	2024
General Fund: Surplus (Deficiency)		
Revenue Over Expenses	\$ (198,213)	\$ (360,612)

Cost-benefit ratio	105.89%	109.86%
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Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets	
Aruba access points replacement	\$ 82,420
MAC address authenticator	\$ 52,106
OWL or similar product for Learning Lab	\$ 3,500
Boardroom TV screen	\$ 10,060
Learning Lab interactive whiteboard	\$ 8,776
Laptop mobile lab replacement	\$ 7,000
Sub-total	\$ 163,861
Special Projects	
Licenses for IT support for public computers	\$ 24,000
Total Assets Expense	\$ 187,861



**Yellowhead Regional Library
DRAFT 2024 Budget - All Funds**

	2021		2022		2023		2024		Notes
	Received	Budget	Received	Budget	Received	Budget	Projected		
REVENUE									
R1 Additional Allotment	\$ 41,102	\$ 95,000	\$ 17,005	\$ 95,000	\$ 110,500	\$ 93,750	\$ 150,000	Member libraries provide their own funds to buy library materials through YRL.	
R2 Contract Services	\$ 78,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 78,000	TRAC central site contract fee.	
Deferred Gov't Contributions	\$ 160,307						\$ 160,306	Original funds from Province for payment of building; deferred over years.	
R3 Interest	\$ 15,483	\$ 17,000	\$ 9,143	\$ 50,000	\$ 85,239	\$ 35,625	\$ 28,200	Expectation for rates to remain steady or rise slightly over 2024.	
R4 Local Appropriations	\$ 1,316,485	\$ 1,354,480	\$ 515,444	\$ 1,379,406	\$ 706,717	\$ 1,306,363	\$ 1,433,185	2.5% increase in per capita fee; latest municipal population census estimate.	
R5 Non-allotment Sales	\$ 202,529	\$ 175,000	\$ 103,529	\$ 200,000	\$ 94,582	\$ 171,250	\$ 180,765	Member libraries are billed directly for library materials purchased through YRL.	
R6 Operating Grant	\$ 1,390,506	\$ 1,390,506	\$ -	\$ 1,390,506	\$ 1,462,572	\$ 1,403,148	\$ 1,462,572	Per capita increase on 2019 populations.	
R7 Other Grants		\$ 26,432	\$ -	\$ 26,432			\$ 27,726	On-Reserve/On-Settlement (OROS) Grant increased in 2023.	
R8 School System Levy	\$ 142,422	\$ 156,392	\$ 67,151	\$ 147,278	\$ 73,058	\$ 153,833	\$ 128,699	\$ 147,761	2.5% increase in per student fee; student populations have declined.
R9 Workshops		\$ 32,450	\$ 3,000	\$ -		\$ 15,488	\$ 12,405	\$ 12,000	Status quo; based on known actuals.
TOTAL REVENUE	\$ 3,346,834	\$ 3,325,260	\$ 754,272	\$ 3,366,622	\$ 2,571,668	\$ 3,257,456	\$ 2,618,819	\$ 3,816,550	

	2021		2022		2023		2024		Notes
	Spent	Budget	Spent	Budget	Received	Average Budget	Average Spent	Projected	
EXPENSES Part 1									
Amortization of Capital Assets	\$ 271,740	\$ -	\$ -	\$ -				\$ 233,732	
E1 Bank Charges & Miscellaneous	\$ 1,696	\$ 2,200	\$ 2,083	\$ 2,200	\$ 866	\$ 1,867	\$ 1,396	\$ 2,310	5% increase.
E2 Building Maintenance	\$ 38,730	\$ 44,000	\$ 42,108	\$ 46,000	\$ 32,309	\$ 42,625	\$ 41,888	\$ 48,300	5% increase.
E3 Membership Support	\$ 1,247	\$ 2,500	\$ 1,296	\$ 2,500	\$ 477	\$ 1,813	\$ 1,031	\$ 2,500	Remains the same.
E4 Delivery	\$ 39,729	\$ 42,500	\$ 45,305	\$ 44,625	\$ 21,681	\$ 48,875	\$ 37,754	\$ 46,856	5% increase.
E5 Employee Benefits	\$ 1,630,369	\$ 278,235	\$ 258,305	\$ 294,973	\$ 146,548			\$ 369,170	2% COLA increase plus 10% increase in benefits.
E6 Employee Salaries		\$ 1,472,050	\$ 1,449,901	\$ 1,627,211	\$ 733,612			\$ 1,922,834	2% COLA increase.
E7 Insurance	\$ 10,495	\$ 10,700	\$ 11,407	\$ 20,000	\$ 14,159	\$ 10,588	\$ 10,249	\$ 20,000	Remains the same.
E9 Inter-library Loan Expenses	\$ -	\$ -	\$ -	\$ 120,000	\$ 75,229	\$ 112,950	\$ 88,390	\$ 135,000	Increase based on anticipated changes in subscription renewals and licenses for IT support for public computers.
E8 Leases & Licensing	\$ 90,315	\$ 121,200	\$ 91,388	\$ 120,000					

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**Yellowhead Regional Library
DRAFT 2024 Budget - All Funds**

EXPENSES Part 2

	2021 Spent	2022 Budget	2022 Spent	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Spent	2024 Projected	Notes
E9 Library Grant Disbursements	\$ 56,016	\$ 56,016	\$ 56,016	\$ 56,016	\$	\$ 56,016	\$ 56,016	\$ 60,486	^ Increase based on new population figures.
E10 Library Supplies & Shipping	\$ 21,527	\$ 29,000	\$ 15,907	\$ 22,000	\$ 9,994	\$ 28,181	\$ 18,436	\$ 25,000	^ 5% increase.
E11 Memberships	\$ 16,725	\$ 20,600	\$ 12,789	\$ 20,600	\$ 13,003	\$ 18,325	\$ 14,224	\$ 20,600	^ Remains the same.
E12 Office Supplies & Equipment	\$ 18,130	\$ 27,400	\$ 22,714	\$ 23,000	\$ 7,267	\$ 34,238	\$ 24,346	\$ 23,000	^ Remains the same.
E13 OROS Grant		\$ 26,426	\$ 26,426	\$ 26,426	\$ 22,717	\$ 26,426		\$ 27,726	^ OROS Grant increased in 2023.
E14 Printing & Promotion	\$ 4,732	\$ 4,750	\$ 4,203	\$ 4,750	\$ 2,285	\$ 4,833	\$ 3,381	\$ 5,500	^ 5% increase.
E15 Professional Services	\$ 115,327	\$ 143,000	\$ 125,213	\$ 137,500	\$ 86,344	\$ 117,125	\$ 106,742	\$ 140,500	^ Includes fees for auditor, Focus Communications and legal.
E16 Purchases - Allotment	\$ 349,700	\$ 333,602	\$ 342,210	\$ 324,334	\$ 168,956	\$ 324,295	\$ 327,781	\$ 330,000	^ Increase based on new population figures.
E17 Purchases - HQ Collections	\$ 216,217	\$ 222,500	\$ 216,174	\$ 215,000	\$ 98,851	\$ 225,625	\$ 222,088	\$ 239,250	^ Increase based on CRS budget request.
E18 Purchases - Non-allotment	\$ 203,637	\$ 175,000	\$ 191,218	\$ 200,000	\$ 125,356	\$ 171,250		\$ 200,000	^ Remains the same.
E19 Special Projects Fund*	\$ 95,184								
E20 Staff Travel/Recruitment	\$ 4,461	\$ 6,000	\$ 5,681	\$ 10,000	\$ 3,626	\$ 9,833	\$ 13,872	\$ 10,000	^ Remains the same.
E21 Staff Professional Development	\$ 7,121	\$ 24,137	\$ 19,867	\$ 24,000	\$ 16,035	\$ 22,629	\$ 7,883	\$ 33,800	^ Includes director's continuing education contract amount; more in person events.
E22 Telephone & Utilities	\$ 81,892	\$ 96,200	\$ 84,375	\$ 96,200	\$ 47,812	\$ 100,788	\$ 78,658	\$ 100,000	^ Utilities cost increase.
E23 TRAC Expenses	\$ 195,537	\$ 197,000	\$ 201,814	\$ 206,000	\$ 195,410		\$ 184,298	\$ 200,000	^ Decrease based on actual costs.
E24 Trustee Expenses	\$ 14,716	\$ 22,500	\$ 22,584	\$ 20,000	\$ 17,748	\$ 41,375	\$ 29,658	\$ 30,000	^ Increase based on post covid actual cost.
E24 Workshops	\$ 9,186	\$ 20,500	\$ 20,076	\$ 22,000	\$ 13,985	\$ 22,125	\$ 14,745	\$ 22,000	^ Remains the same; includes in person conference, inflation and hosting cost.
TOTAL EXPENSES	\$ 3,494,418	\$ 3,378,016	\$ 3,269,060	\$ 3,685,335	\$ 1,854,270	\$ 1,421,555	\$ 1,282,836	\$ 4,248,564	
All Funds: Surplus (Deficiency)	\$ (147,584)							\$ (432,014)	
Revenue Over Expenses	\$ 59,033							\$ (358,589)	
General Fund: Surplus (Deficiency)									

Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets

Aruba access points replacement	\$ 82,420
MAC address authenticator	\$ 52,106
OWL or similar product for Learning L	\$ 3,500
Boardroom TV screen	\$ 10,060
Learning Lab interactive whiteboard	\$ 8,776
Laptop mobile lab replacement	\$ 7,000
Sub-total	\$ 163,861

Special Projects

Licenses for IT support for public com	\$ 24,000
Total Assets Expense	\$ 187,861

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Yellowhead Regional Library
2024 Budget with Projections for 2025 and 2026

REVENUE		2023	2024	2025	2026
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 157,500	\$ 165,375
R2	Additional Services	500	-	-	-
R3	Contract Services	78,000	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	160,300	160,306	160,306	160,306
R5	Interest	25,000	145,000	145,000	145,000
R6	Interest GIC	25,000	-	-	-
R7	Local Appropriations	1,379,406	1,433,185	1,476,180	1,520,466
R8	Non-allotment Sales	200,000	200,000	210,000	220,500
R9	Operating Grant	1,390,506	1,462,572	1,462,572	1,462,572
R10	Other Grants	26,432	27,726	27,726	27,726
R11	School Division Levy	147,278	147,761	152,194	156,760
R12	Workshop Revenue	0	12,000	12,000	12,000
TOTAL REVENUE		\$ 3,527,422	\$ 3,816,550	\$ 3,881,478	\$ 3,948,705

EXPENSES

E1	<i>Amortization of Capital Assets</i>	\$ 222,100	\$ 233,732	\$ 245,406	\$ 245,406
E2	Bank Charges and Miscellaneous	2,200	2,310	2,368	2,427
E3	Building Maintenance	46,000	48,300	49,508	50,745
E4	Delivery	44,600	46,856	48,028	49,228
E5	Employee Benefits	295,000	369,170	387,628	407,009
E6	Employee Salaries	1,627,200	1,922,834	1,961,290	2,000,516
E7	Insurance	20,000	20,000	20,000	20,000
E8	Leases and Licenses	120,000	135,000	135,000	135,000
E9	Library Grant Disbursement	56,016	60,486	60,486	60,486
E10	Library Supplies	22,000	25,000	25,000	25,000
E11	Membership Support	2,500	2,500	2,500	2,500
E12	Memberships	20,600	20,600	20,600	20,600
E13	Office Supplies and Equipment	23,000	23,000	23,000	23,000
E14	On-Reserve/On-Settlement Grant	26,426	27,726	27,726	27,726
E15	Printing and Promotion	4,750	5,500	5,500	5,500
E16	Professional Services	137,500	140,500	144,013	147,613
E17	Purchases - Allotment	324,392	330,000	330,000	330,000
E18	Purchases - HQ Collections	215,000	239,250	245,231	251,362
E19	Purchases - Non-allotment	200,000	200,000	200,000	200,000
E20	<i>Special Project Fund</i>	90,000	-	-	-
E21	Staff Professional Development	24,000	33,800	33,800	33,800
E22	Staff Travel Expenses/Recruitment	10,000	10,000	10,000	10,000
E23	Telephone and Utilities	96,200	100,000	100,000	100,000
E24	TRAC Expenses	206,000	200,000	200,000	200,000
E25	Trustee Expenses	20,000	30,000	30,750	31,519
E26	Workshops	22,000	22,000	22,000	22,000
TOTAL EXPENSES		\$ 3,877,484	\$ 4,248,564	\$ 4,329,834	\$ 4,401,437

All Funds: Surplus (Deficiency) Revenue Over Expenses	\$ (350,062)	\$ (432,014)	\$ (448,356)	\$ (452,732)
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Purchases - Capital Assets	\$ 175,000	\$ 163,861	\$ 34,000	\$ 34,000

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**Yellowhead Regional Library
Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at 2022 Year End	\$ 81,154	\$ 225,926	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,416,428
Excess to June 30, 2023 Revenue Over Expenses	\$ 592,024					
Amortization to June 30, 2023		(118,629)				
Capital Asset Purchases		-	-			
Capital Asset Disposals		-				
Special Projects						
Deferred Contribution		80,153				
Balance at June 30, 2023	\$ 673,178	\$ 187,450	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,969,976

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2024 Municipal Operating Grant / Library Services Grant / Appropriations

Municipality	2019 Population	Population 2022 as of January 11, 2023	2023 Appropriation at \$4.65/capita (2022 Pop Est)	Library Services Grant at \$5.60/capita (2019 Pop Est)	Allotment at \$0.75/capita (2022 Pop Est)	Operating Grant at \$4.75/capita (2019 Pop)
ALBERTA BEACH	1,018	1,097	\$5,104.89		\$822.75	\$4,835.50
BARRHEAD	4,579	4,591	\$21,364.22		\$3,443.25	\$21,750.25
BARRHEAD NO. 11, COUNTY OF	6,288	6,357	\$29,582.30		\$4,767.75	\$29,868.00
BEAUMONT ¹⁵	19,236	21,918	\$101,995.41		\$16,438.50	\$91,371.00
BIRCH COVE	45	45	\$209.41	252	\$33.75	\$213.75
BRAZEAU COUNTY	7,771	7,962	\$37,051.17	43,518	\$5,971.50	\$36,912.25
BRETON	574	506	\$2,354.67		\$379.50	\$2,726.50
CALMAR	2,228	2,484	\$11,559.29		\$1,863.00	\$10,583.00
CASTLE ISLAND	10	9	\$41.88	56	\$6.75	\$47.50
CLYDE	430	434	\$2,019.62	2,408	\$325.50	\$2,042.50
CRYSTAL SPRINGS	51	53	\$246.64	286	\$39.75	\$242.25
DEVON	6,578	6,689	\$31,127.26		\$5,016.75	\$31,245.50
DRAYTON VALLEY	7,235	6,802	\$31,653.11		\$5,101.50	\$34,366.25
EDSON	8,414	7,903	\$36,776.61		\$5,927.25	\$39,966.50
GRANDVIEW ¹⁷	114	131	\$609.61	638	\$98.25	\$541.50
HINTON	9,882	10,087	\$46,939.85		\$7,565.25	\$46,939.50
JASPER, Municipality of	4,590	4,113	\$19,139.85		\$3,084.75	\$21,802.50
KAPASIWIN	10	13	\$60.50	56	\$9.75	\$47.50
LAC STE. ANNE COUNTY	10,899	11,325	\$52,700.89		\$8,493.75	\$51,770.25
LAKEVIEW	30	35	\$162.87	168	\$26.25	\$142.50
LEDUC	33,032	35,398	\$164,724.59		\$26,548.50	\$156,902.00
LEDUC COUNTY ¹³⁵	13,780	14,547	\$67,694.46		\$10,910.25	\$65,455.00
MA-ME-O BEACH	110	73	\$339.71	616	\$54.75	\$522.50
MAYERTHORPE	1,320	1,100	\$5,118.85		\$825.00	\$6,270.00
MILLET ²⁵	1,945	1,843	\$8,576.40		\$1,382.25	\$9,238.75
NAKAMUN PARK	96	95	\$442.08	538	\$71.25	\$456.00
NORRIS BEACH	38	47	\$218.71	213	\$35.25	\$180.50
ONOWAY	1,029	927	\$4,313.79		\$695.25	\$4,887.75
Parkland County ⁵⁷	32,097	34,487	\$160,485.25		\$25,865.25	\$152,460.75
POPLAR BAY	103	110	\$511.89	577	\$82.50	\$489.25
ROSS HAVEN	160	144	\$670.10	896	\$108.00	\$760.00
Sandy Beach		270	\$1,256.45	-	\$202.50	\$0.00
SEBA BEACH	169	147	\$684.06		\$110.25	\$802.75
SILVER BEACH	65	71	\$330.40	364	\$53.25	\$308.75
SILVER SANDS	160	161	\$749.21	896	\$120.75	\$760.00
SOUTH VIEW	67	59	\$274.56	375	\$44.25	\$318.25
SPRING LAKE	699	772	\$3,592.50	3,914	\$579.00	\$3,320.25
Spruce Grove ⁵⁷	35,766	40,842	\$190,058.25		\$30,631.50	\$169,888.50
STONY PLAIN	17,842	18,567	\$86,401.53		\$13,925.25	\$84,749.50
SUNRISE BEACH	135	131	\$609.61	756	\$98.25	\$641.25
SUNSET POINT	169	159	\$739.91	946	\$119.25	\$802.75
SWAN HILLS	1,301	1,265	\$5,886.68		\$948.75	\$6,179.75
THORSBY	1,015	972	\$4,523.20		\$729.00	\$4,821.25
VAL QUENTIN	252	266	\$1,237.83	1,411	\$199.50	\$1,197.00
WABAMUN	682	-	\$0.00		\$0.00	\$3,239.50
WARBURG	766	768	\$3,573.89		\$576.00	\$3,638.50
WEST COVE	149	194	\$902.78	834	\$145.50	\$707.75
WESTLOCK	5,101	4,802	\$22,346.11		\$3,601.50	\$24,229.75
WESTLOCK COUNTY	7,220	7,229	\$33,640.15		\$5,421.75	\$34,295.00
WETASKIWIN	12,655	12,317	\$57,317.16		\$9,237.75	\$60,111.25
Wetaskiwin County No. 10 ¹²⁷	11,181	11,684	\$54,371.49		\$8,763.00	\$53,109.75
WHITECOURT ⁴⁵	10,204	9,586	\$44,608.45		\$7,189.50	\$48,469.00
WOODLANDS COUNTY ⁴⁵	4,754	4,830	\$22,476.41		\$3,622.50	\$22,581.50
YELLOWHEAD COUNTY	10,995	11,438	\$53,226.73		\$8,578.50	\$52,226.25
YELLOWSTONE	137	125	\$581.69	767	\$93.75	\$650.75
Totals	295,176	307,980	\$1,433,184.93	\$60,485.60	\$230,986.00	\$1,402,086.00

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Government Oversight

- The Alberta Libraries Act requires library systems, like YRL, to be governed by a board comprised of appointed trustees from each member municipality and school division.
 - The board meets four times per year to approve the annual budget, auditor, audited financial statements, and YRL Master Membership Agreement modification recommendations.
- The Alberta Libraries Regulations require library systems to establish an executive committee of not more than 10 persons when the board has more than 20 members.
 - As per YRL policy, the 10-person executive committee comprises five seats from municipalities with 15,000+ in population, one school division seat, three seats apportioned by municipality type, and one seat open to all YRL trustees.
 - The executive committee meets six times per year to frame policy, set priorities, develop goals and objectives, and employ qualified staff to administer the library.

Trustee Appointments and Terms

- Each member municipality and school division may appoint a trustee and an alternate.
- These individuals should:
 - Be an elected official, a library board trustee, or a community member.
 - Strongly believe in, and be committed to, the importance of libraries.
 - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy and/or services.
 - Be prepared to stand for and/or to elect the executive committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- YRL meetings are scheduled on Mondays from 10:00 a.m. to 12:00 p.m.
 - **Oct. 16 – Board of Trustees Meeting**
 - **Dec. 4 – Board Organizational Meeting and Executive Committee Meeting**

Mission Statement

Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.

For additional trustee and/or board information, please refer to the YRL website or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, extension 221.

YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
<i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca

* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.

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aboffice@albertabeach.com

From: VFIS <vfis@abmunis.ca>
Sent: October 2, 2023 10:22 AM
To: Kathy Skwarchuk
Subject: Summer Village of Alberta Beach Group Accident Renewal 2024
Attachments: Alberta Beach VFIS 2024.pdf

Hello,

As 2024 quickly approaches, we are preparing for our Group Accident renewal process.

Please note there are **no changes to the rates** for 2024. However, there are some important steps you need to take to ensure your coverage is correct and complete:

- **Beneficiary Designation forms must be filled out for all members.** It is important to keep these current to ensure wishes are carried out in the event of a loss. Please keep the originals as they will be needed in the event of a claim. We do not require a copy of these forms.
- **If you have chosen 24 Hour Coverage and/or Critical Illness Coverage, please have the appropriate Census completed and updated.** Please retain the Census for your records. In the event of a claim, the provider may ask to see the roster to ensure the member was listed, but we do not require a copy.
- **You need to inform us if you wish to make changes to your coverage or if you would like to keep your coverage the same as 2023.** To make changes, simply cross out the coverage information on page 1 and write in the new information. If you wish to not make any changes, please check the "No Changes" box on page 2. The form must be signed and dated to validate the renewal information.
- **Notify us of any contact changes within your division.** Please reply to this email if you need to update the contact information that we have on file for your division so we can ensure communications are sent to the correct contact.

As always, we are pleased to continue offering our VFIS members the Volunteer Firefighter Member and Family Assistance Program (MFAP) through Homewood Health. If you do not already have MFAP, as a Group Accident member, you are eligible for discounted rates of \$2.00 per member/month for volunteer firefighters and \$4.50 per member/month for council members. Interested members can download and complete the MFAP Brochure with Application and submit it with your 2024 Renewal Letter. If your division is already enrolled in MFAP, you will receive your renewal information directly from Homewood Health.

For more information about Group Accident Insurance, visit the Group Accident Insurance section of our Group Plan Offerings webpage.

To ensure timely administration of your benefits package, **please reply to this email with your completed renewal letter or fax it to 780-409-9472 by November 1, 2023.** If we do not receive a response by this date, your current coverage will terminate on December 31, 2023.

We look forward to providing you with comprehensive member health and wellness support in 2024!

Have a wonderful, safe day.

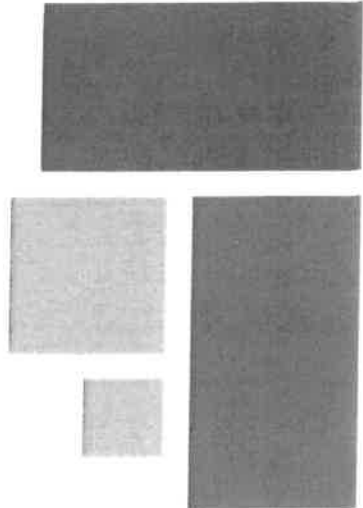
Benefit Services Group Accident Coverage
ALBERTA MUNICIPALITIES

E: VFIS@abmunis.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6
Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

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



September 13, 2023

Dear Alberta Beach, Summer Village of:

RE: 2024 GROUP ACCIDENT INSURANCE RENEWAL

The 2024 Group Accident Insurance Renewal is fast approaching.

To facilitate the renewal process this year, you will find supporting information in your renewal email, which will enable you to make an informed decision on the coverage that best suits your members.

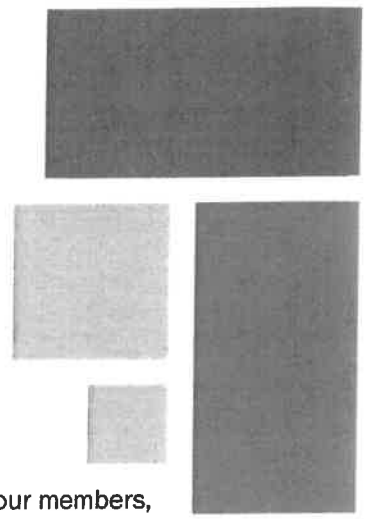
Please find included your 2024 renewal package.

If you wish to renew with the same coverage as 2023 or are not renewing for 2024, simply complete the section on the next page by checking the appropriate box and **email to vfis@abmunis.ca or fax to 780-409-9472.**

The coverage you elected for 2023 is as follows:

<p>Councilor Coverage Number of Members: 5 Plan: B Option (1= on duty, 2= 24 hrs): 2 Critical Illness: N</p> <p>Seasonal Coverage Number of Members: Plan: Option (1=on duty, 2=24 hrs):</p> <p>Municipal Volunteers (Y/N): Y</p>	<p>Volunteer Firefighter Coverage Number of Members: Plan: Option (1=basic, 2=enhanced): 24hr Coverage Number of Members: Plan: Critical illness:</p> <p>Fulltime Firefighter Coverage Number of Members: Plan: Option (1=basic, 2=enhanced): 24hr Coverage Number of Members: Plan: Critical illness:</p>
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We are happy to continue to offer our Group Accident members the Volunteer Firefighter Member and Family Assistance Program (MFAP) through Homewood Health. As a Group Accident member, you are eligible for discounted rates of \$2.00 per member/month for Volunteer Firefighters and \$4.50 per member/month for Council members.



Participation is completely optional however if you would like to offer this benefit to your members, please complete the MFAP application form and return it with your 2024 renewal. We will arrange for the benefit set up on your behalf.

You will be invoiced directly by Homewood Health and payment is to be sent to them, not Alberta Municipalities. In addition, all inquiries related to the MFAP are to be handled by Homewood Health directly.

No changes to be made to our group accident coverage for 2024.

Group Accident Insurance coverage is not required for the 2024 policy year.

Completed by: (Must be completed by a proper Municipal Authority)

Municipality Name:

Contact Name:

E-mail:

Title: _____

Phone: _____

Date: _____

Signature: _____

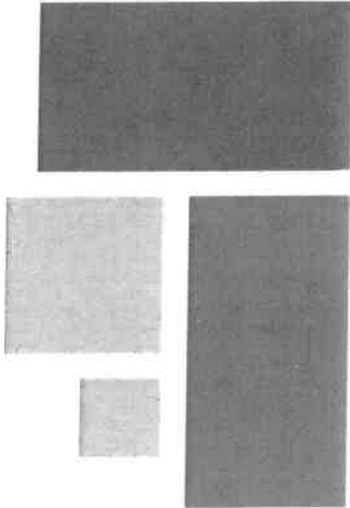
If you wish to make changes to your current coverage for 2024, please update the 2023 coverage information on the first page. We ask that the completed, **signed** application be returned no later than **November 1, 2023**. If you do not respond by this date, your current coverage will terminate on December 31, 2023.

Please email or fax all completed forms to Group Accident Program – Benefit Services Dept. The original forms should be kept for your records.

Email: VFIS@abmunis.ca Fax: 780-409-9472

Your assistance in providing the requested information in a timely manner is appreciated.

If you require additional information or have questions regarding the enclosed renewal package, please contact the Group Accident Program at vfis@abmunis.ca or Alberta Municipalities toll free at 310-2862



Sincerely,

Theresa Nobis
Director, Benefits Services



AMSC Council Coverage

This brochure provides an abbreviated description of the benefits available under the AUMA coverage provided by AMSC. For a complete description of the coverage, please refer to your municipalities specific copy of your policy.

Eligible Participants- Any individual of the municipality, including members of council, whom premium has been paid. All other members of the municipality, excluding full-time firefighters and police officers, may be covered if premium has been paid.

Scope of Coverage- On Duty Only- travel to, during and from all business activities of the municipality.
24 Hour (Off Duty) Coverage-if selected, protects the member 24 hours a day.

The AUMA provides its members with 6 plan choices. Please refer to the plan specific to your municipality.

	Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
AD&D	\$25,000	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000
Paralysis	\$50,000	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000
Seat Belt	\$2,500	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
Disability	\$150/wk	\$200/wk	\$250/wk	\$250/wk	\$300/wk	\$350/wk
Premium-On Duty	\$8/member/yr	\$13/member/yr	\$22/member/yr	\$28/member/yr	\$38/member/yr	\$46/member/yr
Premium-Off Duty	\$32/member/yr	\$48/member/yr	\$75/member/yr	100/member/yr	\$135/member/yr	\$165/member/yr

DEATH BENEFITS

Loss of Life- Accidental Death benefits are paid when a member dies as a result of an accident.

Spousal Loss of Life- Accidental Death benefit of \$25,000 is paid when a member's spouse dies as a result of an accident.

Seat Belt Benefit- If a member dies while wearing a properly fastened seatbelt at the time of a motor vehicle accident, which caused death, 10% of the Principal Sum will be paid to the beneficiary.

Dependent Child Education Benefit- If a member dies of an accident, the company will pay a dependent per child/ren enrolled as a full-time student in an institute of higher learning for reasonable expenses actually incurred, subject to 5% of the Insured Persons principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

Spousal Education Benefit- will pay to the Insured Person's Spouse the actual cost incurred for a professional or trades training program in which such Spouse enrolls for the purpose of obtaining an independent source of support and maintenance provided such cost is incurred within 30 days of the loss subject to the maximum of \$15,000.

Day Care Benefit- If a member dies of an accident, the company will pay for each dependent child/ren necessary expenses actually incurred to be enrolled in a legally licensed Day Care centre on the date of death. These expenses are subject to 5% of the Insured Person's principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

Funeral Expense Benefit- If a member dies, the company will pay up to \$15,000 for actual expenses incurred for preparing the deceased for burial and funeral expenses subject to a maximum of \$15,000.

Repatriation Benefit- When loss of life occurs outside 50 kilometers, expenses will be paid for shipment of the body to the city of residence. Expenses not to exceed \$15,000.

Identification Benefit- If accidental loss of life occurs where the Insured Person's body needs identified by an immediate family member, we will pay for accommodations and transportation up to \$15,000.

MEDICAL BENEFITS

Accident Reimbursement Benefit- Will pay up to \$15,000 for reasonable expenses listed in the policy.

Dental Expense Benefit- Will pay for whole and sound teeth, if within 30 days of the accident requires dental surgery and is incurred within one year from the date of the accident up to \$5,000.

LUMP SUM LIVING BENEFITS (all lump sum benefits are paid in addition to medical and disability income benefits)

Accidental Dismemberment - A lump sum benefit will be provided to the member when a loss incurs which is indicated in the accidental dismemberment table. Hearing loss is also part of this table. See policy for breakdown of percentages. *Para, Quadra and Hemi Plegias pay 2 times the principal sum.*

Permanent Total Disability If an Insured Person suffers Injury causing Permanent and Total Disability, and after 12 months of total and permanent disability cannot perform at least two Activities of Daily Living without assistance from another person, for the remainder of his or her life, the Company shall pay the amount which is 100% of the Principal Sum for the Insured Person less any amounts under the Table of Losses which have been paid or which are payable by the Company for Losses of the Insured Person. The disability must be determined to be total, permanent, and irreversible and certified to be such by a licensed Physician acceptable to the Company. The Insured Person's inability to actually obtain employment is not a criteria to qualify for the Permanent and Total Disability benefit.

Fracture and Dislocation Benefit - Payable in addition to accident weekly disability. A minimum lump sum paid for fracture or dislocations as a result of an accident. Maximum payable is \$4,200.

WEEKLY INCOME

Total Disability- The company will pay a weekly disability if an Insured Person becomes totally disabled as a result of an accident provided that: 1) such period of disability commences within 30 days of the accident causing such injury; 2) such disability shall be after a 15 day waiting period commencing on day 16; 3) the maximum period for which, such indemnity shall not exceed 52 weeks.

Home Alteration & Vehicle Modification- If an insured sustains injuries under the accidental dismemberment and is now required to be wheel chair ambulatory, this benefit will pay for the one time cost of alterations, up to \$15,000 to the members home or vehicle to make them wheel chair accessible.

Eyeglasses, Contact Lenses and Hearing Aids Benefit- As a result of an accident the Insured Person receives treatment by a physician which results in the purchase of eyeglasses, contact lenses or hearing aids within 365 days of the accident, when none of which were previously required or worn, the company will pay up to \$2,000 for reasonable expenses.

Family Transportation Benefit- In the event the Insured Person suffers loss under the table of losses, which occurs outside 100 kms from residence, the company will reimburse up to \$15,000 for the actual cost of transporting one immediate member of the family to be with the Insured Person. Member of Immediate Family means a Spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, parent (includes stepparent), brother or sister (includes stepbrother or stepsister), or child (including legally adopted or stepchild).

Rehabilitation Benefit- If an insured sustains injuries under the accidental dismemberment section of the policy, the company will pay the reasonable expenses up to \$15,000 for special training provided; 1) such training is required because of injuries sustained prevent him/her to engage in their occupation; 2) expenses be incurred within 2 yrs of accident; 3) no payment shall be made for ordinary living, traveling or clothing expenses.

Psychological Therapy- If accidental loss occurs under the Table of Losses, other than a Loss of Life, and as a result needs Psychological Therapy within 2 years of such loss, we will pay Reasonable and Customary Expenses up to \$5,000.

AUMA Volunteer Coverage

Some municipalities have basic coverage for all volunteers acting on behalf of and in conjunction with the Municipal Office and are under the age of 80. The following benefits are for those municipalities selecting this coverage.

Accidental Death and Dismemberment- Benefits of \$50,000 including paralysis.

Total Disability- Will pay \$200/wk Accident Weekly Disability (See above)

Accident Reimbursement Benefit- Will pay up to \$1,000 for reasonable expenses listed in the policy.

Also included in this coverage are benefits such as **Repatriation, Rehabilitation, Family Transportation and Home Alteration & Vehicle Modification**. Note: please see the above for amounts and benefit description.

Alberta Beach Village Office

From: Kelsey Nixon <kelsey.nixon@fortisalberta.com> on behalf of Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>
Sent: September 27, 2023 8:30 AM
To: Alberta Beach
Cc: Nicole Smith
Subject: FortisAlberta Franchise Fee Documents/Changes - Alberta Beach
Attachments: FortisAlberta Municipal Franchise Letter.pdf; 2023-2024 Franchise Calculator - Alberta Beach.xlsx; Franchise Fee Advisement Template.docx; Municipal Franchise Fees (July 2023).pdf; Franchise Fee Advisement Notification - Please Return via Email by November 1.doc

Good morning:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2024

Please see the important information letter attached regarding the 2024 Franchise Agreement Fee Calculators and Confirmation of Information (Critical Information).

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2024.

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** (Please use the sample advertisement that is attached).
3. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**
4. **By November 1st, 2023**, please **email** clear copies of the following documentation to **stakeholderrelations@fortisalberta.com.**

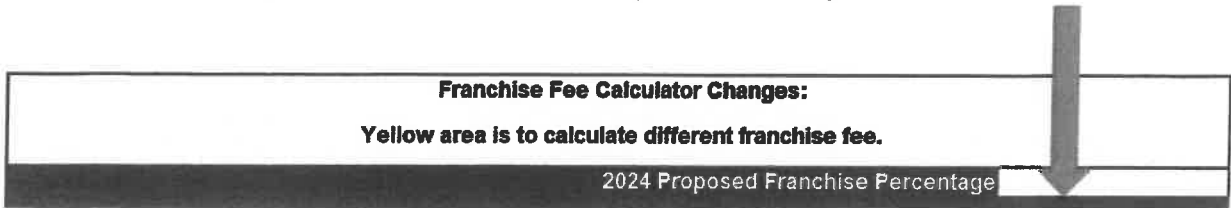
INCLUDE:

- ✓ Copies of **both** advertisements.
 - ✓ **Publication dates** for both advertisements.
 - ✓ Name & location of newspaper.
5. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2024.**
 6. If Council decides to keep the current franchise fee you do not have to advertise, however, please notify us via email of this decision at **stakeholderrelations@fortisalberta.com.**

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the **estimated** revenue forecast from your Franchise Fee.

- On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**). By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2024.



- On the second tab: Residential Bill Impacts, you can **view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39.** (You will need this information for your advertisement if you are changing your current fee)
- **On the third tab:** January 2021 to June 2023 you can see how much revenue your municipality has collected over the last two and a half years.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,



We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage. Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2024***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be increased/decreased from \$__ (__%) to \$__ (__%) ** of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name), _____ (Position) at (____) _____ (Phone Number).

Thank you.

***Your advertisement must include the full date**

****Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); **the second tab** (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Franchise Calculator: Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan 1, 2020) Distribution Tariff Estimated Rate Based on Current 2% Franchise Fee

Delivery Service Charge			
All kWh Delivered	\$0.062758	640 kWh	\$40.17
Basic Daily Charge	\$0.07987	30 Days	\$24.50
			<u>\$64.67</u>
Current Franchise Fee	0.00%		\$0.00
	GST 5.0%		<u>\$2.23</u>
			<u>\$67.90</u>

Current Annual Franchise Fee Costs: \$0 * 12 = \$0

Franchise Calculator: Typical Residential Customer Monthly Costs

Rate 11 (Proposed January 2024) Estimated Distribution Tariff Based on 20% Franchise Fee

Delivery Service Charge			
All kWh Delivered	\$ 0.062758	640 kWh	\$40.17
Basic Daily Charge	\$ 0.07987	30 Days	\$24.50
			<u>\$64.67</u>
Estimated Proposed Franchise Fee	2.00%		\$1.39
	GST 5.0%		<u>\$3.52</u>
			<u>\$73.58</u>

Proposed Annual Franchise Fee Costs: \$1.38 * 12 = \$16.56

* Includes estimated rate changes



Please email your 2023-2024 franchise decision by November 1, 2023, to stakeholderrelations@fortisalberta.com

From:
Municipality:
Phone:
Email:

- No Change
- Increase, From _____% to New Percentage: _____%
- Decrease, From _____% to New Percentage: _____%

If any changes are being made to the Franchise Fee, please provide the following:

- Clear copies of both advertisements (ran consecutively for two weeks).
- Publication dates for both advertisements.
- Name & location of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

Municipality Code	Municipality	Risk Category	2023 Transmission January to June Actuals	2023 Distribution January to June Actuals	2023 Franchise Fee Revenue - January to June Actuals	12 Month Transmission (ESTIMATED)	12 Month Distribution (ESTIMATED)	17 Month Franchise Fee (ESTIMATED)	2024 Estimated Transmission Revenue Change	2024 Estimated Distribution Revenue Change	2024 Transmission including Distribution (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)
020004	Alberts Beach	11 - Residential Service	\$ 917,604	\$ 178,800	\$ 21,448.05	\$ 188,834	\$ 367,792	\$ 43,396	\$ 2,174	\$ 1,114	\$ 190,239	\$ 271,116	\$ 190,239	\$ 190,239
020004	Alberts Beach	31 - Street Lights	\$ 900,91	\$ 47,118.33	\$ 3,814.40	\$ 1,922	\$ 63,427	\$ 7,259	\$ 2,174	\$ 1,114	\$ 1,601	\$ 66,525.16	\$ 66,525.16	\$ 66,525.16
020004	Alberts Beach	38 - Yard Lighting Service	\$ 186,113	\$ 1,462.79	\$ 100.16	\$ 318	\$ 3,865	\$ 300	\$ 2,174	\$ 1,114	\$ 300	\$ 3,222.31	\$ 3,222.31	\$ 3,222.31
020004	Alberts Beach	41 - Street General Service	\$ 30,918.19	\$ 48,511.68	\$ 6,703.28	\$ 71,896	\$ 86,458	\$ 13,461	\$ 2,174	\$ 1,114	\$ 74,561	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
020004	Alberts Beach	41D - Street Gen. Service Flat Rate Only	\$ 279,86	\$ 729.42	\$ 60.21	\$ 590	\$ 1,445	\$ 190	\$ 2,174	\$ 1,114	\$ 590	\$ 1,498.44	\$ 1,498.44	\$ 1,498.44
020004	Alberts Beach	14 - D1 and D2 (Customer) Service	\$ 188,18	\$ 54,432	\$ 80,338	\$ 300	\$ 1,175	\$ 117	\$ 2,174	\$ 1,114	\$ 411	\$ 1,265.17	\$ 1,265.17	\$ 1,265.17
			\$ 1,782,65	\$ 211,881	\$ 32,859	\$ 214,428	\$ 54,121	\$ 64,821	\$ 2,174	\$ 1,114	\$ 217,881	\$ 584,143.81	\$ 584,143.81	\$ 584,143.81

2023 Current Franchise Fee		2024 Estimated Franchise Fee
Estimated Fee Gap	\$ 40%	\$ 40%
2024 Estimated Revenue	\$ 64,581	\$ 64,581
2024 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 66,589	\$ 66,589

Franchise Fee Calculator Changes:

Yellow area is to calculate different Franchise fee.

2024 Estimated Franchise Fee Revenue if your Percentage is changed: \$ 144,911

Difference in Franchise Fees Collected from 2023 to 2024 with Estimated D&T Rate Changes: \$ 144,911

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

15.c

aboffice@albertabeach.com

From: debbie@onoway.ca
Sent: September 21, 2023 4:23 PM
To: Alberta Beach Village Office; Castle Island; Jennifer Thompson; Nakamun Park; office@sunsetpoint.ca; office@svyellowstone.ca; Rosshaven CAO; South View; Summer Village Office; Val Quentin; 'wendy wildwillowenterprises.com'
Cc: Dave Ives
Subject: FRI - Amending Agreement
Attachments: FRI-AMENDING-AGREEMENT-THOMPSON-LTR.pdf; DRAFT Fire Services Agreement Amending for Additional Municipalities (transition to FRI - MG revisions 18 Sep 23)) - Town of Onoway.docx; DRAFT Fire Services Agreement Amending for Additional Municipalities AB Beach (transition to FRI - MG revisions 18 Sep 23)) - Town of Onoway.docx

Good Afternoon Member Municipalities:

Attached is an amending agreement (one for Summer Villages; other for Alberta Beach) and a letter from CAO Thompson regarding the name change to Fire Rescue International.

Regards,



96



Town of Onoway

Mail: Box 540
Onoway, Alberta
T0E-1V0

Town Office: 4812-51 Street
Phone: 780-967-5338
Email: cao@onoway.ca

September 20, 2023

Onoway Regional Fire Service Member Municipalities

Dear Mayor and Council:

The member municipalities of Onoway Regional Fire Services provided resolutions to approve a name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd (FRI), a non-profit entity.

An amending agreement has been prepared by Patriot Law to execute the name change. North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd is responsible for the costs incurred to amend the agreement. The 2023 rates have been updated as well, as per legal counsel. The agreement may be dated to January 30, 2023, which FRI is agreeable to. There were changes implemented that did not affect the service nor the liability of municipalities in regard to the name change at this date.

You will find the amending agreement attached for each member municipality to authorize and return to the Town of Onoway. Once all amending agreements are received the Town of Onoway will execute a separate agreement as the service administrator as well as an updated bylaw in regard to fire services.

Each member municipality is responsible for updating their bylaw. For example, in the Town of Onoway, it was specific that North West Fire Rescue was the service provider, it has now been updated to reference the Fire Chief as well as an update of legislative references.

We would appreciate if you would return the executed amending agreement at your earliest convenience. Should you have questions, please contact myself.

Sincerely,

Jennifer Thompson
Chief Administrative Officer
Town of Onoway

Attachment

**FIRE SERVICES AGREEMENT
AMENDING AGREEMENT**

THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

THE TOWN OF ONOWAY
of Box 540, Onoway, AB T0E 1V0
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Town**")

-AND-

THE SUMMER VILLAGE OF _____
of _____
a municipality incorporated under the
laws of the Province of Alberta
(hereinafter the "**Summer Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

BACKGROUND

WHEREAS:

- A. the **Town** and the **Summer Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Summer Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Summer Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd.** ("**FRI**") was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The **Town** is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

- G. The **Summer Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and
- H. It is convenient in conjunction with this Agreement, to confirm the current Fee Schedule for Fire Services;

THE AGREEMENT

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Summer Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

Definitions

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

Amendment to the Fire Services Agreement

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:
- 3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16
- 1.16 "**FRI**" means Fire Rescue International Ltd.
- 3.2. Subparagraph 1.12 is amended to read as follows:
- 1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and FRI.
- 3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.
- 3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.
- 3.5. The Fee Schedule for Fire Services is as outlined in the attached **Schedule "A"**.
4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

General

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.
6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.

7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

THIS AGREEMENT IS SIGNED BY THE TOWN:

THE TOWN OF ONOWAY

PER:

Name: _____

Position: _____

("I have authority to bind the Municipality")

(signature) Witness as to signature

(or municipal / corporate seal)

THIS AGREEMENT IS SIGNED BY THE SUMMER VILLAGE:

THE SUMMER VILLAGE OF

PER:

Name: _____

Position: _____

"I have authority to bind the Municipality"

(signature) Witness as to signature

(or municipal / corporate seal)

SCHEDULE "A"
Fee Schedule for Fire Services

Basic (Annual) Fee (GST Exempt)

The basic (annual) (standby) fee shall be comprised of the following:

- \$75.00 per titled lot within the municipal boundaries of each of the following municipalities: Town of Onoway, Village of Alberta Beach, Summer Village of Val Quentin, and Summer Village of Castle Island;
- For the Summer Village of Sunset Point:
 1. \$75.00 per titled lot within its municipal boundaries (not including the 2 lots associated with the Sunset Point Bible Camp); and
 2. An additional fee in respect of the Sunset Point Bible Camp of 10% of the amount payable with respect to item 1 above.
- \$65.00 per titled lot within the municipal boundaries of each of the following municipalities: Summer Village of Silver Sands, Summer Village of South View, Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the Summer Village of Ross Haven.

The basic fee is to be paid on a quarterly basis at the commencement of the quarter, and is earned whether there is a requirement to respond to an incident or not in the year in question. This fee shall be in place for the Term, subject to the following adjustments:

1. An annual adjustment for inflation commencing after the completion of the first year of the Term; and
2. Annual confirmation of the title count.

The Basic (Annual) Fee includes all response to Medical Aid / Medical Assist calls.

(It is recognized and acknowledged that the Town of Onoway will be levying an annual fee greater than the amounts identified above to the other municipalities in respect of Fire Services. However, the Town shall be retaining this amount (initially to be \$10.00 per titled lot) to address, among other things, annual operating and capital costs, and reserve funds.

Additional Fees (GST Exempt)

The following additional fees apply:

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Municipal Fire, Rescue and Decontamination Services		
Fire Engine Unit complete with two (2) NFPA certified firefighters (Pumper Truck)	\$319.85 per hour \$2.85 per kilometer for the fire engine unit (round trip)	\$615.00 per hour.
Tender Unit complete with one (1) NFPA certified firefighter (Tender)	\$159.91 per hour \$2.85 per kilometer for the tender unit (round trip)	\$615.00 per hour

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Rapid Attack Unit complete with Two (2) NFPA certified firefighters (Rap Attack)	\$217.14 per hour \$2.28 per kilometer for truck (round trip)	\$615.00 per hour.
Command / Transport Vehicle (Charlie Units)	\$154.21.00 per hour \$1.59 per kilometer for the Command/Transport Vehicle (round trip)	\$180.00 per hour
Class 7 Engine (off road) with one NFPA Certified Operator (Gator)	\$80.00 per hour (including travel time) . \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$190.00 per hour
Wild Fire Land Suppression System and Standby Services		
Class 2 Engine (on road) with one (1) NFCA Certified Operator (Unit numbers: N4, N5, 23, & 27)	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$615.00 per hour
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator (Unit number: N2)	\$140.00 per hour (including travel time) \$2.85 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$510.00 per hour
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$470.00 per hour
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$270.00 per hour

Additional Fees		
Additional firefighters	\$67.50 per hour (each)	
Consumables	Cost of the consumable plus 25%	
Third party contractors	Cost of the contractor plus 10%	
Consulting, Training or Specialty Services to the Town	To be individually quoted	

*Member Fee – Fees applicable to services provided to the Town and the Additional Municipalities including Mutual Aid Partners.

**Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)

**FIRE SERVICES AGREEMENT
AMENDING AGREEMENT**

THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

THE TOWN OF ONOWAY
of Box 540, Onoway, AB T0E 1V0
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Town**")

-AND-

THE VILLAGE OF ALBERTA BEACH

Of Box 278, Alberta Beach, AB T0E 0A0
a municipality incorporated under the
laws of the Province of Alberta,
(hereinafter the "**Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

BACKGROUND

WHEREAS:

- A. the **Town** and the **Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd.** ("**FRI**") was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The **Town** is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

- G. The **Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and
- H. It is convenient in conjunction with this Agreement, to confirm the current Fee Schedule for Fire Services;

THE AGREEMENT

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

Definitions

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

Amendment to the Fire Services Agreement

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:
- 3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16
- 1.16 "**FRI**" means Fire Rescue International Ltd.
- 3.2. Subparagraph 1.12 is amended to read as follows:
- 1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and FRI.
- 3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.
- 3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.
- 3.5. The Fee Schedule for Fire Services is as outlined in the attached **Schedule "A"**.
4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

General

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.
6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.
7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

THIS AGREEMENT IS SIGNED BY THE TOWN:

THE TOWN OF ONOWAY

PER:

Name: _____

Position: _____
("I have authority to bind the Municipality")

(signature) Witness as to signature
(or municipal / corporate seal)

THIS AGREEMENT IS SIGNED BY THE VILLAGE:

THE VILLAGE OF ALBERTA BEACH

PER:

Name: _____

Position: _____
"I have authority to bind the Municipality"

(signature) Witness as to signature
(or municipal / corporate seal)

SCHEDULE "A"
Fee Schedule for Fire Services

Basic (Annual) Fee (GST Exempt)

The basic (annual) (standby) fee shall be comprised of the following:

- \$75.00 per titled lot within the municipal boundaries of each of the following municipalities: Town of Onoway, Village of Alberta Beach, Summer Village of Val Quentin, and Summer Village of Castle Island;
- For the Summer Village of Sunset Point:
 1. \$75.00 per titled lot within its municipal boundaries (not including the 2 lots associated with the Sunset Point Bible Camp); and
 2. An additional fee in respect of the Sunset Point Bible Camp of 10% of the amount payable with respect to item 1 above.
- \$65.00 per titled lot within the municipal boundaries of each of the following municipalities: Summer Village of Silver Sands, Summer Village of South View, Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the Summer Village of Ross Haven.

The basic fee is to be paid on a quarterly basis at the commencement of the quarter, and is earned whether there is a requirement to respond to an incident or not in the year in question. This fee shall be in place for the Term, subject to the following adjustments:

1. An annual adjustment for inflation commencing after the completion of the first year of the Term; and
2. Annual confirmation of the title count.

The Basic (Annual) Fee includes all response to Medical Aid / Medical Assist calls.

(It is recognized and acknowledged that the Town of Onoway will be levying an annual fee greater than the amounts identified above to the other municipalities in respect of Fire Services. However, the Town shall be retaining this amount (initially to be \$10.00 per titled lot) to address, among other things, annual operating and capital costs, and reserve funds.

Additional Fees (GST Exempt)

The following additional fees apply:

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Municipal Fire, Rescue and Decontamination Services		
Fire Engine Unit complete with two (2) NFPA certified firefighters (Pumper Truck)	\$319.85 per hour \$2.85 per kilometer for the fire engine unit (round trip)	\$615.00 per hour.
Tender Unit complete with one (1) NFPA certified firefighter (Tender)	\$159.91 per hour \$2.85 per kilometer for the tender unit (round trip)	\$615.00 per hour

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Rapid Attack Unit complete with Two (2) NFPA certified firefighters (Rap Attack)	\$217.14 per hour \$2.28 per kilometer for truck (round trip)	\$615.00 per hour.
Command / Transport Vehicle (Charlie Units)	\$154.21.00 per hour \$1.59 per kilometer for the Command/Transport Vehicle (round trip)	\$180.00 per hour
Class 7 Engine (off road) with one NFPA Certified Operator (Gator)	\$80.00 per hour (including travel time) \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$190.00 per hour
Wild Fire Land Suppression System and Standby Services		
Class 2 Engine (on road) with one (1) NFCA Certified Operator (Unit numbers: N4, N5, 23, & 27)	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$615.00 per hour
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator (Unit number: N2)	\$140.00 per hour (including travel time) \$2.85 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$510.00 per hour
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$470.00 per hour
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$270.00 per hour

Additional Fees		
Additional firefighters	\$67.50 per hour (each)	
Consumables	Cost of the consumable plus 25%	
Third party contractors	Cost of the contractor plus 10%	
Consulting, Training or Specialty Services to the Town	To be individually quoted	

*Member Fee – Fees applicable to services provided to the Town and the Additional Municipalities including Mutual Aid Partners.

**Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)

NEW BUSINESS:

16.a CHRISTMAS LIGHT UP CONTEST:

MOTION THAT the Village sponsor a Christmas Light Up Contest and that the prizes be as follows:

\$200.00 for first place;

\$150.00 for second place; and

\$100.00 for third place;

AND FURTHER THAT the judging take place on December 16th, 2023 by Councillor _____ and two members of the public.

(Last year judges were Councillor Weber, Ken Anderson and Donovan Boggs)

16.b GRASMERE SCHOOL CHRISTMAS DONATION:

MOTION THAT Alberta Beach approves a Christmas donation to Grasmere School in the amount of \$500.00 to be used towards the student's Christmas Lunch as well to supply candy canes and Christmas oranges for each student.

16.c CHRISTMAS OFFICE HOURS:

MOTION THAT the Village office be closed for Christmas on December 22nd, 2023 and re-open on January 2nd, 2024.

15.d COUNCIL & STAFF CHRISTMAS LUNCH:

Administration would like to request authorization to purchase gift cards in lieu of a Council & staff Christmas lunch as done the past 3 years.

MOTION that Council approves the purchase of \$100.00 gift cards for Council and staff in lieu of a Council & staff Christmas lunch.