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**From:** Susan Futter <susan.futter@gov.ab.ca> on behalf of MSL ARTS Group  
<mslartsgroup@gov.ab.ca>  
**Sent:** Wednesday, April 29, 2020 7:34 AM  
**To:** 'aboffice@albertabeach.com'  
**Cc:** Jeff Nixon  
**Subject:** Village of Alberta Beach 2020 MAP Report  
**Attachments:** 100778 Letter.pdf; MAP Report.pdf

Good Morning

Please see attached letter and report. No hard copy to follow.

Thank you.

On behalf of the Office of the Deputy Minister  
Municipal Affairs

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Municipal Affairs

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AR100778

April 28, 2020

Ms. Kathy Skwarchuk  
Chief Administrative Officer  
Village of Alberta Beach  
PO Box 278  
Alberta Beach AB T0E 0A0

Dear Ms. Skwarchuk:

Your participation and cooperation during the municipal accountability review conducted in March 2020 for the Village of Alberta Beach is greatly appreciated. On behalf of the Minister, I have accepted the Village of Alberta Beach Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office by July 31, 2020. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to [MAP@gov.ab.ca](mailto:MAP@gov.ab.ca), or send it by mail to:

Municipal Affairs – Municipal Services and Legislation  
Attention: Jeff Nixon  
17th floor, Commerce Place  
10155 – 102 Street  
Edmonton AB T5J 4L4

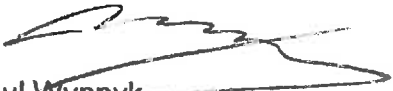
As ministry staff discussed with you during their visit, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities.

Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with village citizens.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Jeff Nixon, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-8125.

Sincerely,



*per* Paul Wynnyk  
Deputy Minister

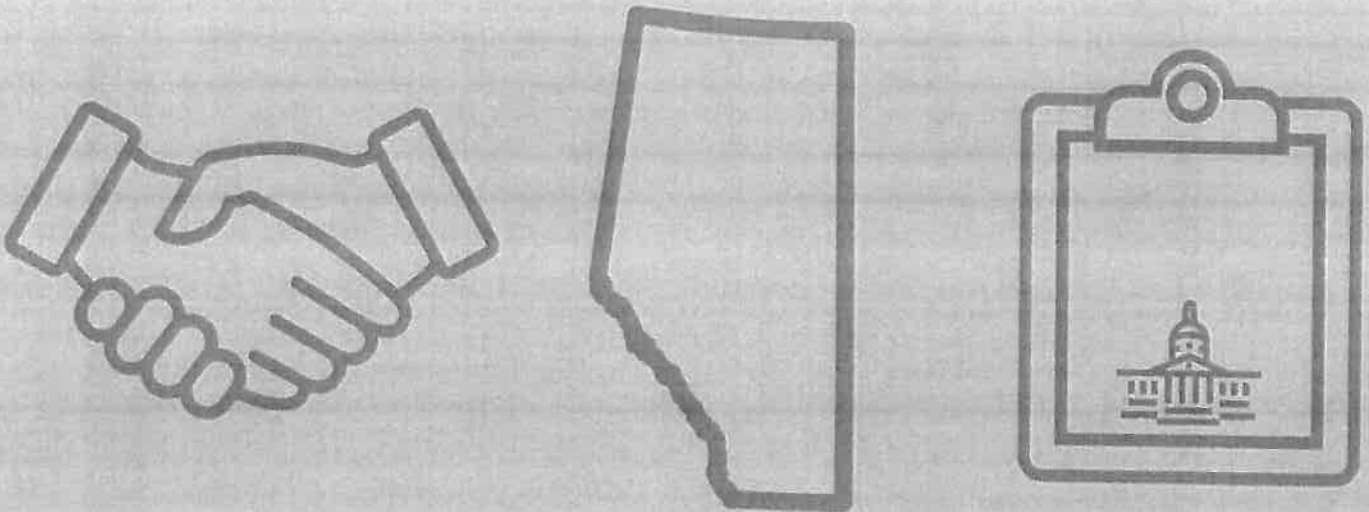
Attachment: Village of Alberta Beach Municipal Accountability Review Report

cc: Honourable Kaycee Madu  
Minister of Municipal Affairs

Jeff Nixon  
Municipal Accountability Advisor, Municipal Affairs

# 2020

## Municipal Accountability Program Report



Alberta Beach

Municipal Affairs, Government of Alberta

March 10, 2020

Village of Alberta Beach 2020 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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# Section 1: Introduction

## 1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

## 1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Village of Alberta Beach was randomly selected for a municipal accountability review in 2020.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance,

identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Village of Alberta Beach review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

# Section 2: Executive Summary

## 2.1 Site Visit

On March 10, 2020, Municipal Affairs staff met with village administration to complete the on-site portion of the Municipal Accountability Program review to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Village of Alberta Beach is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by village administration.

## 2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- orientation training;
- chief administrator officer evaluation;
- provision of information;
- signing of municipal documents;
- repair of roads, public places, and public works;
- public presence at meetings;
- organizational meeting;
- special meetings;
- regular meeting change notice;
- authority to act;
- quorum;
- voting;
- pecuniary interest;
- code of conduct bylaw;
- establishment of the chief administrative officer position;
- property tax bylaw;
- discretionary bylaws: garage sale;
- passing bylaws;
- public participation policy;

- operating budget;
- capital budget;
- financial records and receipts;
- municipal accounts;
- fidelity bond;
- auditor, audited financial statements, auditor report;
- salary and benefits;
- management letter;
- tax roll;
- prepare tax notices;
- content of assessment notices;
- certify date of mailing;
- tax arrears list;
- tax sale;
- municipal development plan;
- land use bylaw;
- subdivision authority;
- development authority;
- election officials oath/statement;
- substitute returning officer;
- nomination forms;
- ballot account;
- disposition of election material;
- campaign disclosure statements;
- municipal emergency management future changes; and
- systems library board.

## 2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to designate a place for the municipal office ([page 12](#));
- requirement to close meetings in accordance with the *MGA* and *FOIPP* ([page 19](#));
- requirement for council meeting minutes to be documented in accordance with the *MGA* ([page 27](#));
- requirement to establish a local and a composite assessment review board by bylaw ([page 31](#));
- requirement to establish a bylaw enforcement officer bylaw ([page 33](#));
- requirement for the procedural bylaw to comply with the *MGA* ([page 34](#));
- requirement for mobile vendor bylaw to comply with the *MGA* ([page 35](#));
- requirement to revise and amend bylaws in accordance with the *MGA* ([page 38](#));
- requirement for a municipality to implement a three-year operating plan and a five-year capital plan ([page 48](#));
- requirement to prepare an assessment roll ([page 50](#));
- requirement for the content of tax notices to be in accordance with the *MGA* ([page 53](#));
- requirement to establish a subdivision and development appeal board ([page 62](#));
- listing and publishing policies related to planning decisions ([page 64](#)); and
- requirement to ensure the municipal library board does not have alternate appointments ([page 72](#)).

## 2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report, or July 31, 2020, whichever is the later date. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your

municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

# Section 3: Municipal Accountability Review Findings

## 3.1 General

### 1. Municipal Office

**Legislative requirements: MGA 204**

1. Has council named a place as its municipal office?

**Comments/Observations:** The municipal office for the Village of Alberta Beach is located at 4935-50<sup>th</sup> Ave, Alberta Beach, Alberta. A resolution naming the location of the municipal office could not be located.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The village must name the location of the municipal office by resolution of council as required by section 204 of the *MGA*.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Orientation Training

**Legislative requirements:** *MGA 201.1*

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent byelections?

**Comments/Observations:** Members of council were offered Munis 101 training following the 2017 general election as documented in emails.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



### **3. Chief Administrative Officer Evaluation**

**Legislative requirements:** MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

**Comments/Observations:** Formal written CAO evaluations are being completed annually by council.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### **4. Provision of Information**

**Legislative requirements: MGA 153.1**

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

**Comments/Observations:** The CAO is aware of the *MGA* requirements, and typically provides information to all members of council by email.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Signing of Municipal Documents

### **Legislative requirements: MGA 213**

1. Are the minutes of council meetings signed by:
  - the person presiding at the meeting; and
  - a designated officer?
2. Are the bylaws of a municipality signed by:
  - the chief elected official; and
  - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
  - the chief elected official or another person authorized by council, and by a designated officer; or
  - by a designated officer acting alone if so authorized by council?

**Comments/Observations:** Municipal documents reviewed were signed by both the Mayor and CAO in accordance with the requirements of section 213 of the *MGA*. Signing authority is established at the annual organizational meeting (resolution 220-19) and agreements, cheques and other instruments that are signed by the CAO are supported through a formal council resolution.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 6. Repair of Roads, Public Places, and Public Works (for discussion only)

### **Legislative requirements: MGA 532**

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

**Comments/Observations:** The CAO is aware of the responsibilities under section 532 of the MGA and shared that the municipality has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 3.2 Meetings

### 1. Public Presence at Meetings

**Legislative requirements:** MGA 197(1)

1. Are council and council committee meetings held in public?

**Comments/Observations:** All village meetings are advertised to the public and open for members of the public to attend. Section 2 a) of the village's procedural bylaw (186-03) states council "shall hold its meeting openly and no person shall be excluded therefrom except for improper conduct."

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Closed Meetings

### Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
  - Is a resolution passed to indicate what part of the meeting is to be closed?
  - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
  - Are members of the public notified once the closed portion of the meeting is concluded?

**Comments/Observations:** The village's current practice is to have closed sessions at the beginning of council meetings so the public does not have to leave chambers or wait for council to come out of closed session. Minutes reviewed record when meetings are closed and prior to moving into a closed session, exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* are cited appropriately (e.g., resolution 137-19 – from the July 16, 2019 council meeting). Although the village has recorded closed sessions in accordance with legislation, notification and agendas reviewed indicate that regular council meetings start at 7:00 p.m. Minutes of the July 16, 2019 meeting record the meeting was called to order at 6:35 p.m.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Moving forward, council meetings must consistently adhere to the date, time and place of regularly scheduled meetings; therefore, if the village chooses to continue the practice of having closed sessions prior to meetings, notice of the meeting starting at 6:30 p.m. must be given in accordance with section 193(3). Alternatively, the entire meeting, including the closed session portion, should begin at 7:00 p.m. as advertised to the public.

**Resources:** Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### **3. Organizational Meeting**

**Legislative requirements:** *MGA 152, 159(1), 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

**Comments/Observations:** Council held their last organizational meeting on October 15, 2019, within two weeks of the third Monday in October which is in accordance with section 192 of the *MGA*. Council appoints the chief elected official and the deputy chief elected official from among councillors.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 4. Special Meetings

### **Legislative requirements: MGA 194**

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

**Comments/Observations:** Minutes of the June 3, 2019 special meeting that was held to adopt the 2019 municipal budget and 2019 property tax bylaw (bylaw 266-19) were reviewed. The meeting was held with more than 24 hours notice, and proper notification was provided to the public. The agenda for the special meeting was not changed.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



## 5. Regular Meeting Change Notice

**Legislative requirements: MGA 193**

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

**Comments/Observations:** No changes to a regularly scheduled meeting of council have recently occurred, but the village is aware of the notification requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.3 Meeting Procedures

#### 1. Authority to Act

**Legislative requirements:** MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

**Comments/Observations:** A review of a selection of past meeting minutes indicate that direction is only given to administration through a council resolution or bylaw.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Quorum

**Legislative requirements:** MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

**Comments/Observations:** Village council consists of five elected officials. The minutes that were reviewed met the quorum requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### **3. Voting (for discussion only)**

**Legislative requirements: MGA 182-185**

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

**Comments/Observations:** The CAO indicated that each member of council votes on all matters put to a vote of council and the voting documented in the council meeting minutes met the legislative requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 4. Pecuniary Interest

### **Legislative requirements: MGA 172**

#### 1. When a pecuniary interest is declared:

- is the general nature of the pecuniary interest disclosed?
- has the councillor abstained from voting on any question relating to the matter?
- has the councillor abstained from any discussion on the matter if applicable? and
- has the councillor left the room if applicable?

**Comments/Observations:** The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

## 5. Council Meeting Minutes

**Legislative requirements:** *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

**Comments/Observations:** Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Resolutions are recorded in the minutes as carried unanimously. In accordance with section 187 of the *MGA*, unanimous approval on a council resolution is only required when council is considering three readings of bylaws in a single meeting. While not mandatory, other than a resolution providing unanimous approval to proceed to third reading of a bylaw, minutes should record resolutions as either carried or defeated. A public hearing was held on February 19, 2019 for bylaw 263-18; however, the minutes record the public hearing separately from the regular meeting of council that was also held on February 19, 2019.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Moving forward, public hearings are to be conducted during a regular or special meeting of council and in accordance with section 230 of the *MGA*.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 3.4 Mandatory Bylaws

### 1. Code of Conduct

**Legislative requirements: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017**

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
  - representing the municipality;
  - communicating on behalf of the municipality;
  - respecting the decision-making process;
  - adherence to policies, procedures and bylaws;
  - respectful interactions with councillors, staff, the public and others;
  - confidential information;
  - conflicts of interest;
  - improper use of influence;
  - use of municipal assets and services; and
  - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
  - who may make a complaint alleging a breach of the code of conduct;
  - the method by which a complaint may be made;
  - the process to be used to determine the validity of a complaint; and
  - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

**Comments/Observations:** The village passed a code of conduct bylaw (bylaw 260-18) on June 19, 2018 and the legislative requirements are met.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## **2. Establishment of the Chief Administrative Officer Position**

**Legislative requirements: MGA 205**

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

**Comments/Observations:** The village passed CAO bylaw (bylaw 191-04) at the January 13, 2004 council meeting and the CAO was also appointed at the same council meeting (resolution 020-04).

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



### 3. Property Tax Bylaw

**Legislative requirements: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017**

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
  - assessment class (section 297);
  - Matters Relating to Assessment Sub-classes Regulation; and
  - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

**Comments/Observations:** The village passes a tax bylaw annually and the 2019 property tax bylaw (bylaw 266-19) was passed on June 3, 2019. Section 3 of the bylaw also includes a sewer revitalization levy as a special tax. For clarity in differentiating the annual property tax bylaw and special taxes, it is the position of Municipal Affairs that all special taxes should be stand-alone bylaws containing information on who the tax applies to, how the taxes are calculated, penalties and fees as well as information on notices and appeal fees.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 4. Assessment Review Boards

### **Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017**

1. Has a local assessment review board been established?
  - Are at least three members appointed to this board?
  - Is the term of the office of each member appointed established?
  - Has council prescribed the remuneration and expenses, if any, payable to each member?
  - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
  - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
  - Are at least two members appointed to this board?
  - Is the term of the appointment established?
  - Has council prescribed the remuneration and expenses, if any, payable to each member?
  - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
  - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
  - Have the member councils jointly designated one of the board members as chair?
  - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
  - Have the member councils jointly appointed the clerk of the assessment review boards?

**Comments/Observations:** The village currently has an ARB Agreement with Lac Ste. Anne County. A bylaw establishing a local and composite review board was not available and members have not been appointed by village council, but rather a resolution passed stating "members as appointed by Lac Ste. Anne County". The village is aware of the legislative requirements and is currently working with the Capital Region Assessment Services Commission (CRASC) to become compliant.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The village must continue to work with CRASC to establish both a local assessment review board and a composite assessment review board. In addition, all members of the boards, including the clerk(s) must be appointed and complete the mandatory

training. Council must also appoint chairs, as well as prescribe the remuneration and expenses of the chairs and members.

**Resources:** Municipal Affairs has developed a website to assist municipalities with respect to Assessment Review Boards. In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 5. Bylaw Enforcement Officers

### **Legislative requirements: MGA 555-556**

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
  - disciplinary procedures;
  - penalties; and
  - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

**Comments/Observations:** Bylaw enforcement within the village is performed through community peace officers. The Village of Alberta Beach does not have a bylaw establishing the powers and duties of bylaw enforcement officers, nor establishing a disciplinary procedure, including penalties and an appeal process for bylaw enforcement officers accused of misuse of power as required by section 556 of the MGA.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The village is required to establish a bylaw in accordance with section 556 of the MGA to establish the powers and duties of bylaw enforcement officers, and establish disciplinary procedures, penalties, and an appeal process for misuse of power. All officers performing bylaw enforcement within the village must take the official oath in accordance with section 555(2) of the MGA.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 3.5 Discretionary Bylaws

### 1. Procedural Bylaw

**Legislative requirements: MGA 145**

1. Does the municipality have a procedural bylaw?

**Comments/Observations:** Bylaw 186-03 was passed on December 9, 2003 and regulates the proceedings of council. Section 12 of the bylaw addresses the passing of bylaws and subsection 12 states that "when a bylaw has been given three readings by council it: a) becomes a municipal enactment of the village and b) is effective immediately unless the bylaw or an applicable Provincial statute provides otherwise". This is in contravention of section 189 of the *MGA* that states that a bylaw is passed when it is signed in accordance with section 213. Section 16 of the village's procedural bylaw also states that if the council unanimously agrees, any section of this bylaw may be waived. This provision is in contravention of section 191(2) of the *MGA* which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the *MGA* or any other enactment provides otherwise. Section 2 b) of the bylaw states the "Mayor or Presiding Officer at any meeting may cause to be expelled and excluded any person who creates any disturbances or acts improperly during a meeting." Bylaw 186-03 also refers to closed sessions as "in camera". While not a contravention of the *MGA*, terminology should be updated to the "closed session" terminology currently used in the *MGA*. The bylaw also references community cable channel that is no longer available.

**Meets Legislative Requirements: No**

**Recommendations/Action Items:** Sections 12 and 16 of bylaw 186-03 must be amended to align with sections 189 and 191(2) of the *MGA*. Council may also wish to remove section 2 b) as it is already in the *MGA* or clarify that "person" does not include a member of council which would contravene section 153 (c) of the *MGA* by interfering with the prescribed duty of a councillor to participate in council meetings.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Mobile Vendor Bylaw

### Legislative requirements: MGA 7

1. Does the municipality have a mobile vendor bylaw?

**Comments/Observations:** Bylaw 261-18 was passed on February 19, 2019 and provides for the permitting of all mobile vendors operating in the village. Section 8 of the bylaw states that "village council may by resolution separately amend Schedules "A" and "B" from time to time as required. Further; Administration may amend Schedule "C" from time to time as required." This contravenes section 191(2) of the *MGA* which requires the amendment or repeal of a bylaw to be made in the same way as the original bylaw, and is subject to the same contents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise. Bylaws, including appendixes to bylaws, cannot be changed by a council resolution.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Bylaw 261-18 must be amended to comply with section 191(2) of the *MGA*, and any changes to the bylaw schedules must also comply with section 191(2) of the *MGA*.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### **3. Garage Sale Bylaw**

**Legislative requirements:** *MGA 7*

2. Does the municipality have a garage sale bylaw?

**Comments/Observations:** Bylaw 262-18 was passed on February 19, 2019 and provides for the control of the frequency and length of garage sales operating in the village. The bylaw met the general requirements of the *MGA*.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 3.6 Bylaw Procedures

### 1. Passing Bylaws

**Legislative requirements: MGA 187-189**

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

**Comments/Observations:** A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 115-19, 116-19, 117-19, and 118-19 passed on June 3, 2019). As noted in section 3.3.5 of this report, all resolutions are recorded in the minutes as carried unanimously. In accordance with section 187 of the *MGA*, unanimous approval on a council resolution is only required when council is considering three readings of bylaws in a single meeting.

**Meets Legislative Requirements: Yes**

**Recommendations/Action Items: No action required.**

**Resources: Not applicable.**



## 2. Bylaw Revisions and Amendments

### **Legislative requirements: MGA 63-69, 191, and 692**

1. Are revision bylaws limited to:
  - consolidation of two or more bylaws;
  - altering citation; and
  - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

**Comments/Observations:** The village has not recently revised any bylaws. The village's procedural bylaw (bylaw 186-03) was amended by a motion of council on October 26, 2004. A bylaw may not be modified by a council resolution per section 191(2) of the *MGA*.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Moving forward, council must amend bylaws according to Section 191(2) of the *MGA* which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the *MGA* or any other enactment provides otherwise.

**Resources:** Municipal Affairs has created a handbook that includes the procedures to pass, amend and revise bylaws: Basic Principles of Bylaws.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 3.7 Mandatory Policies

### 1. Public Participation Policy

**Legislative requirements:** MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
  - types or categories of approaches the municipality will use to engage the public; and
  - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

**Comments/Observations:** The village passed their public participation policy (policy G.2.8) on July 17, 2018. The policy establishes the circumstances when the municipality will engage the public and methods the village will use to engage the public.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 3.8 Finance

### 1. Operating Budget

**Legislative requirements: MGA 242, 243, 244, 248, 248.1**

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
  - the amount needed to provide for the council's policies and programs;
  - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
  - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
  - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
  - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
  - the amount to be transferred to reserves;
  - the amount to be transferred to the capital budget; and
  - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

**Comments/Observations:** On December 17, 2019 council adopted an interim operating budget for 2020 by resolution 245-19. The final 2019 operating budget was adopted on June 3, 2019 (resolution 112-19). The operating budget contains the estimated amounts for revenues, expenses, and transfers. The estimated revenues are sufficient to pay the estimated expenses, and the budget aligns with the property tax bylaw.

**Meets Legislative Requirements: Yes**

**Recommendations/Action Items: No action required.**

**Resources: Not applicable.**

## 2. Capital Budget

**Legislative requirements:** MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
  - the amount needed to acquire, construct, remove or improve capital property;
  - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
  - the amount to be transferred from the operating budget?

**Comments/Observations:** The final 2019 capital budget was adopted on June 3, 2019 (resolution 112-19). The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### **3. Financial Records and Receipts**

**Legislative requirements: MGA 268.1**

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

**Comments/Observations:** The village uses NewViews to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1. Council is provided with cheque listings at each meeting and quarterly financial reports.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### **4. Municipal Accounts**

**Legislative requirements:** *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

**Comments/Observations:** Resolution 220-19 passed at the October 2019 organizational meeting designates ATB Financial as the financial institution for the Village of Alberta Beach. Banking records reviewed confirm that ATB Financial holds the municipality's financial assets.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Fidelity Bond

**Legislative requirements: MGA 212.1**

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
  - the CAO of the municipality;
  - the designated officers of the municipality; and
  - other employees of the municipality?

**Comments/Observations:** The Village of Alberta Beach has insurance through RMA Insurance and based on information provided, required insurance policies were in place.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## **6. Auditor, Audited Financial Statements, Auditor Report**

### **Legislative requirements: MGA 276, 280, 281**

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
  - the municipality's debt limit; and
  - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

**Comments/Observations:** The 2020 auditor was appointed by resolution 220-19 at the October 15, 2019 organizational meeting. The 2019 auditor presented the audited financial statements at the April 23, 2019 council meeting and the 2018 financial statements were approved by resolution 085-19. The financial statements are available to the public on the municipal website.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



## 7. Salary and Benefits

**Legislative requirements:** *MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000*

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

**Comments/Observations:** The 2018 audited financial statements include a disclosure of the salaries and benefits of members of council and the chief administrative officer. Per section 3.9.1 of this report, once the assessor position is established as a designated officer in accordance with section 284.2 of the *MGA*, the village's annual financial statements must disclose the total salary and benefits for all designated officers in accordance with section 1(2)(c) of the Supplementary Accounting Principles and Standards Regulation 313/2000.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 8. Management Letter

**Legislative requirements: MGA 281(3)**

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

**Comments/Observations:** The village received confidential recommendations from the auditor.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 9. Three-Year Operating and Five-Year Capital Plans

**Legislative requirements:** MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
  - a. major categories of expenditures and revenues;
  - b. annual surplus/deficit;
  - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
  - a. anticipated expenditures; and
  - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

**Comments/Observations:** At the time of the review, the municipality was in the process of preparing three-year operating and five-year capital plans.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Per section 283.1 of the MGA, the municipality is required to prepare a written three-year operating plan and a five-year capital plan.

**Resources:** Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans.](#)

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 3.9 Assessment and Taxation

### 1. Assessment Roll

**Legislative requirements:** MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

**Comments/Observations:** Bylaw 160-00 was passed on February 22, 2000 and appoints an individual as a designated officer to carry out the duties of assessor, but does not establish the position as a designated officer in accordance with section 210 of the MGA. Council appointed the same individual at the October 15, 2019 organizational meeting (resolution 220-19). The appointment of assessor does not need to be made by bylaw and only requires a resolution of council. Given that the assessor appointment is included within the bylaw, a new or amendment bylaw would need to be passed if there were any change of assessor. The assessment roll is made available upon request and there is no fee established.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The municipal assessor must be established by bylaw as a designated officer of the municipality in accordance with section 284.2 of the MGA.

**Resources:** Municipal Affairs Assessment Advisors are available to provide assessment support by calling toll-free 310-0000 and then 780-422-1377.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Tax Roll

**Legislative requirements: MGA 327, 329**

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
  - a description sufficient to identify the location of the property or business;
  - name and mailing address of the taxpayer;
  - the assessment;
  - the name, tax rate, and amount of each tax imposed in respect of the property or business;
  - the total amount of all taxes imposed in respect of the property or business;
  - the amount of tax arrears; and
  - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

**Comments/Observations:** An annual tax roll has been completed, and contains the required legislated content.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### **3. Assessment and Tax Notice**

**Legislative requirements: MGA 308, 333**

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

**Comments/Observations:** Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### **4. Content of Assessment Notices**

**Legislative requirements: MGA 303, 308.1, 309**

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
  - the same information that is required to be shown on the assessment roll;
  - the notice of assessment date;
  - a statement that the assessed person may file a complaint not later than the complaint deadline; and
  - information respecting filing a complaint in accordance with the regulations?

**Comments/Observations:** The assessor set a notice of assessment date of June 18, 2019 and the combined assessment and tax notice contains the required information.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Content of Tax Notices

### **Legislative requirements: MGA 334**

1. Does the municipal property tax notice show the following:
  - the same information that is required to be shown on the tax roll;
  - the date the tax notice is sent to the taxpayer;
  - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
  - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
  - the name and address of the designated officer with whom a complaint must be filed;
  - the dates on which penalties may be imposed if the taxes are not paid; and
  - information on how to request a receipt for taxes paid?

**Comments/Observations:** The combined assessment and tax notice contains most of the information required by legislation; however, the notice does not contain information on how to request a receipt for taxes paid.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Moving forward, the village must update the notice to include information on how to request a receipt for taxes paid.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



## 6. Notice and Certification

**Legislative requirements:** MGA 311, 335, 336

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

**Comments/Observations:** Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2019 were published in the local paper.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 7. Tax Arrears List

**Legislative requirements: MGA 412, 436.03**

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

**Comments/Observations:** The Village of Alberta Beach prepared the tax arrears list, and submitted the list to the Registrar on March 29, 2019, before the required March 31 deadline. The list has been publicly posted in the front foyer of the municipal office, and the proper notifications to persons liable to pay were made. Due to the COVID-19 pandemic, Ministerial Order MAG:14/20 extends the deadline to submit 2020 tax arrears lists to the Registrar to June 30, 2020.

**Meets Legislative Requirements: Yes**

**Recommendations/Action Items: No action required.**

**Resources: Not applicable.**

## 8. Tax Sale

**Legislative requirements:** MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

**Comments/Observations:** Tax arrears balances have been brought up to date; therefore, the village has not been required to conduct a tax sale recently. In the event that the village encounters a tax sale, a resource is provided below.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

## 3.10 Planning

### 1. Municipal Development Plan (MDP)

**Legislative requirements:** MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
  - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
  - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
  - future land use;
  - future development;
  - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
  - transportation systems within the municipality and in relation to adjacent municipalities; and
  - provision of municipal services and facilities?

**Comments/Observations:** Council passed bylaw 257-17 on September 19, 2017 adopting the municipal development plan (MDP) for the Village of Alberta Beach. The content of the MDP includes all topics listed above. There have been no amendments to the MDP.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Land Use Bylaw (LUB)

**Legislative requirements:** *MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002*

1. Is there a land use bylaw?
2. Does the land use bylaw:
  - divide the municipality into districts (zones);
  - establish a method of making decisions on development permit applications, including provisions for:
    - the types of development permits that may be issued;
    - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
    - the conditions (contained in the land use bylaw) that development permits may be subject to;
    - how long development permits remain in effect (if applicable);
    - the discretion the development authority may exercise with respect to development permits;
  - provide for how and to whom notice of the issuance of development permits is to be given;
  - establish the number of dwelling units permitted on a parcel of land; and
  - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
  - the municipal address/legal address of the parcel of land;
  - a map showing the location of the parcel of land;
  - written notice to the assessed owner of that parcel of land; and
  - written notice to the assessed owner of the adjacent parcel of land;
  - the purpose of the bylaw amendment or change and public hearing;
  - the address where the proposed bylaw, and any documents can be inspected; and
  - the date, time and place of the public hearing?

**Comments/Observations:** The current land use bylaw (bylaw 252-17) was passed on September 19, 2017. The bylaw was most recently amended by bylaw 263-19. The public hearing and notice were conducted in accordance with the *MGA*. The land use bylaw includes the required legislated content.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### **3. Subdivision Authority**

**Legislative requirements: MGA 623, 625-626**

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
  - any or all members of council;
  - a designated officer;
  - a municipal planning commission;
  - any other person or organization?

**Comments/Observations:** Bylaw 265-19 passed on March 19, 2019 provides for a subdivision authority and includes individuals and council. Appointments were made at the October 15, 2019 organizational meeting (resolution 220-19).

**Meets Legislative Requirements: Yes**

**Recommendations/Action Items: No action required.**

**Resources: Not applicable.**

## 4. Development Authority

### **Legislative requirements: MGA 624, 625 - 626**

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the MGA which specifies that it may include one or more of the following:
  - a designated officer;
  - a municipal planning commission;
  - any other person or organization?

**Comments/Observations:** The development authority is established within the village's land use bylaw (bylaw 252-17) as person(s) appointed by resolution of council as development officer, the Municipal Planning Commission (MPC) and council for matters relating to direct control districts. Bylaw 264-19 passed on March 19, 2019 names individuals to act as the development authority. Council also appointed these individuals and the MPC at the October 15, 2019 organizational meeting (resolution 220-19).

**Meets Legislative Requirements: Yes**

**Recommendations/Action Items: No action required.**

**Resources: Not applicable.**



## 5. Subdivision and Development Appeal Board (SDAB)

**Legislative requirements:** MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
  - municipal employees;
  - members of the municipal planning commission; and
  - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed as a member to the appeal board?
  - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
5. Is there a clerk appointed to the SDAB?
6. Has the clerk successfully completed the required SDAB training?
7. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
8. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

**Comments/Observations:** Members of the SDAB were appointed at the October 15, 2019 organizational meeting (resolution 220-19). At the time of the review, a subdivision development appeal board bylaw was not available.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** In order to determine legislative compliance, a copy of the a subdivision development appeal board bylaw must be provided for review.

**Resources:** Municipal Affairs has developed the SDAB training guidebook that reflects the curriculum approved by the Ministerial Order MSL019/18 and is available online at [SDAB training guidebook](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 6. Listing and Publishing Policies Used to Make Planning Decisions

### Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
  - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
  - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
  - documents incorporated by reference in any bylaws passed under Part 17?

**Comments/Observations:** The municipal website for the village contains council approved policies and bylaws relating to planning decisions; however, the website does not have a summary of the policies and their relationship to each other as required by section 638.2 of the MGA.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The website for the village must be updated to include a summary of the bylaws and policies relating to planning decisions and their relationship to each other in accordance with legislative requirements.

**Resources:** Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 3.11 Elections

### 1. Oath/Statement

**Legislative requirements:** LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the returning officer, substitute returning officer, and all deputy returning officers take the oath/statement per the Local Authorities Election Forms Regulation for the most recent election?

**Comments/Observations:** The returning officer took the official oath and the two deputy returning officers signed the prescribed statement prior to the 2017 general election.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## **2. Substitute Returning Officer**

**Legislative requirements: LAEA 13(2.1)**

1. If a by-election was held after January 1, 2019, was a substitute returning officer appointed in the resolution or bylaw that fixed the date for the by-election?

**Comments/Observations:** The CAO is aware of the new legislative requirements. The village has not yet needed to conduct a by-election under the new legislation.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Nomination Forms

**Legislative requirements:** LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

**Comments/Observations:** Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### **4. Ballot Account**

**Legislative requirements:** LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

**Comments/Observations:** A copy of the ballot account from the 2017 general election has been retained by the village.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Disposition of Election Material

**Legislative requirements: LAEA 101**

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

**Comments/Observations:** The village disposed of the 2017 general election materials on November 27, 2017 in accordance with Section 101 of the *LAEA*. A copy of the affidavit of destruction was provided.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



## 6. Campaign Disclosure Statements

### Legislative requirements: LAEA 147.4

1. Did all campaign disclosure statements include:
  - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (prior to 2019) or \$50 (after) in the aggregate from any single contributor;
  - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 (prior to 2019) or \$50 (after) in the aggregate;
  - the total amount of money paid by the candidate out of the candidate's own funds;
  - the total amount of any campaign surplus, including any surplus from previous campaigns;
  - a financial statement setting out the total amount of revenue and expenses; and
  - an itemized expense report setting out the campaign expenses incurred by the candidate?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

**Comments/Observations:** No campaign contributions were collected by village candidates.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 3.12 Emergency Management

### 1. Municipal Emergency Organization/Agency/Advisory Committee

**Legislative requirements: Emergency Management Act (EMA) 11, 11.1, 11.2**

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training?
6. Have municipal elected officials received the required training?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training?
8. Are there prepared and approved emergency plans and programs?

**Comments/Observations:** Bylaw 271-20 was passed on February 18, 2020 and establishes an emergency management committee and an emergency management agency for the village. The Mayor and one councillor were appointed to the emergency advisory committee at the October 15, 2019 organizational meeting (resolution 221-19 ). A director of emergency management has been appointed. All members, including the director of emergency management have received the required training and the village has prepared and approved emergency plans and programs in place.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.13 Libraries

#### 1. Municipal Library Board

**Legislative requirements: Libraries Act 3-5**

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

**Comments/Observations:** The Alberta Beach Library Board is established through bylaw 185-03. Board appointments are made at the annual organization meeting for the municipality including the appointment of an alternate member (resolution 221-19).

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The municipality must ensure the library board appointments align with section 4 of the *Libraries Act*, which does not provide for the appointment of an alternate member.

**Resources:** Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at [librairies@gov.ab.ca](mailto:librairies@gov.ab.ca). Information is also available on the PLSB website at [Public Library Services](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. System Library Board

**Legislative requirements:** *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

**Comments/Observations:** The village is a member of the Yellowhead Regional Library System and two councillors (one alternate) were appointed at the October 15, 2019 organizational meeting (resolution 221-19).

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Village of Alberta Beach reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

11.9

**aboffice@albertabeach.com**

cc: Council.

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** Friday, April 24, 2020 10:51 AM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance COVID-19 - April 24 Issue  
**Attachments:** Attachment\_FactSheet\_QA\_April 24.pdf

AR100761

April 24, 2020

Dear Municipal Chief Administrative Officers:

As a follow-up to my message of April 17, 2020, our efforts are ongoing to ensure you have the tools necessary to continue with your important governance and management work during this challenging time for all Albertans.

I want to assure you that our efforts to respond to your concerns have not slowed down:

- Since my last update, if not already received, shortly you will receive follow-up information on the education property tax deferral for non-residential properties based on questions posed during the webinar sessions held on April 15.
- We have also enacted Ministerial Orders that repeal and replace the various time extensions issued earlier this spring so we could respond to your concerns.
- We also continue to explore options for addressing municipal cash flow issues.
- Lastly, amendments to the *Emergency Management Act*, such as the ability for a 90-day State of Local Emergency declaration for a pandemic emergency, are before the Legislature for consideration.

Attached is an updated Frequently Asked Questions document covering some of the more common inquiries recently received in our ministry. I also encourage you to continue to visit [alberta.ca](http://alberta.ca) for the latest COVID-19 information and [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx) for past issues of the frequently asked questions.

Thank you for the great things you continue to do as you work tirelessly at supporting your elected officials and also ensuring the ongoing safe operations of your municipality.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment – Frequently Asked Questions

# Municipal Governance

## During the COVID-19 Outbreak

### Frequently Asked Questions – April 24, 2020

The state of the COVID-19 pandemic and its impact on municipalities continues to change daily. As we navigate these challenging times together, Municipal Affairs will continue to support and provide regular updates addressing frequently asked questions and providing information on new tools as they become available.

This update focuses on Ministerial Orders No. [MAG:014/20](#) and [MSD:036/20](#), the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#), municipal enforcement and questions arising from the Premier and Minister's telephone town hall meetings.

#### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

### Time Extensions

Municipal Affairs has worked with partner associations and legal professionals to address the concerns and unintended consequences arising from the original blanket Ministerial Order No. [MSD:22/20](#).

On April 17, 2020, Ministerial Order No. [MSD:022/20](#) was replaced with two new ones. Ministerial Order No. [MAG:014/20](#) deals specifically with various assessment and tax recovery related timelines. It makes important changes to clarify and shorten the

timeline extensions. Ministerial Order No. [MSD:036/20](#) addresses planning and development as well as the other items from Ministerial Order No. [MSD:022/20](#). It includes transitional provisions to return to some normal timelines to ensure development is not impeded.

### Planning & Development

**Does the Ministerial Order No. [MSD:036/20](#) remove the October 1, 2020 extension of planning and development appeal timelines?**

YES. For the most part, the timelines and deadlines revert to the existing timelines and deadlines in the *Municipal Government Act*. For matters that either started or ended between March 25 and April 17, 2020, the period for appeal will start on April 17, 2020. This will provide certainty for applicants and the public for numerous planning, subdivision, and development activities prior to the beginning of the construction season.

**Can appeals still occur while also making sure public health orders are adhered to?**

YES. It is the responsibility of each municipality to ensure that public health orders regarding physical distancing are followed. The [Public Meeting Procedures \(COVID 19 Suppression\) Regulation](#) provides the necessary flexibility to ensure compliance, while allowing municipalities the ability to continue to do necessary business.



**My municipality issued a decision or scheduled a public hearing between March 25 and April 17, 2020. What effect does MO No. MSD:036/20 have on this?**

If your municipality issued a decision or scheduled a public hearing, you must re-notify all parties using your notifications procedures under your land use bylaw or your procedures bylaw and the process under the Public Meeting Procedures (COVID-19 Suppression) Regulation. After April 17, 2020, any applications, decisions, meetings and hearings proceed on the timelines set out in the *MGA*.

**Does the Public Meeting Procedures (COVID-19) Regulation apply to all meetings and hearings for planning and development matters?**

YES. The regulation provides municipalities with the flexibility to hold meetings or hearings while also following public health orders, including physical distancing. Under the regulation, meetings or hearings must be conducted using appropriate physical distancing. The maximum number in attendance includes the development or subdivision authorities, administration and the public. For example, the regulation allows for electronic hearings and/or meetings as long as members of the public can hear the meeting as it occurs and make electronic submissions before and during the meeting and/or hearing.

**What happens if a municipality or development authority needs more time beyond the timelines described in the *MGA*? Can they use the October 1, 2020 date established in MO No. MSD:022/20?**

NO. MO No. MSD:022/20 was rescinded and replaced by MO No. MSD:036/20. If additional time is needed by the public to file an application or by a decision making body to make a decision due to impacts from COVID-19, they may request an extension to a date or timeline from the Minister under Section 605 of the *MGA*. Please contact Municipal Affairs to determine how to make a request.

In addition, the *MGA* already provides that a subdivision or development authority may extend the timelines for making a decision on a subdivision or development permit application through written mutual agreement with the applicant.

## Assessment & Tax Recovery

On April 17, 2020, the Minister of Municipal Affairs issued a new Ministerial Order MO No. MAG:014/20, which deals specifically with various assessment-related timelines, and makes important changes to clarify and shorten some of the original timeline extensions.

**Is the complaint deadline for assessment notices with notice of assessment dates that fall on or after January 31, 2020, still October 1, 2020?**

NO. MO No. MAG:014/20 sets the deadline for complaints to July 1, 2020, or 60 days from the notice of assessment date, whichever time is later.

**Have there been changes to the date our municipality is required to prepare and send our tax arrears list?**

YES. Municipalities must submit the arrears list for properties related to land to the Registrar (Land Titles), the unclaimed personal property and vested property program, and post the arrears list by June 30, 2020. Municipalities must also prepare the arrears list of properties related to designated manufactured homes and post the arrears list by June 30, 2020.

**Ministerial Order No. MSD:022/20 extended the March 31, 2020 deadline to hold tax sales (per sec. 418(2)) to October 1, 2020. Has this changed?**

NO. This deadline to hold tax sales by as stated in section 418(2) of the *Municipal Government Act* remains extended to October 1, 2020.



**Does the Ministerial Order change the October 1, 2020 deadline to perform actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act*?**

NO. The October 1, 2020 deadline remains in effect for these requirements, which include notification provided by the Registrar in the cases of tax recovery related to land and the municipality in cases of tax recovery related to designated manufactured homes, the warning of a tax sale to owners of land and owners of a designated manufactured home, and the designated manufactured home park owner and all those that have an interest in the affected property.

**Does the extension to submit the tax arrears list mean the list of properties for tax sale between April 1, 2020 and March 2021 is extended to October 1, 2021?**

NO. For tax arrears file notifications issued in 2019, March 31, 2021, remains the deadline for the tax sale.

**Are there any other extensions provided for in MO No. MAG:014/20?**

YES. Any other thing that was required to be done under Parts 9 – 12 of the *MGA* and its associated regulations that was required to be done between March 25 and April 17 has been extended to May 31, 2020.

**Our municipality already provided notice of an October 1, 2020 deadline that has now been changed. Should we provide additional notice that the deadline has changed to an earlier date?**

YES. Although not legislated, Municipal Affairs recommends that municipalities re-notify all parties previously notified to ensure they are all aware of these changes.

## Municipal Enforcement

**Is the province working on standardizing what is subject to penalties to ensure there is clarity and consistency between enforcement bodies for enforcement under the *Public Health Act*?**

YES. Alberta Justice and Solicitor General, in collaboration with Alberta Health and Alberta Health Services, have been in constant contact with Alberta's police services (through the Alberta Association of Chiefs of Police) and directly with authorized employers of community peace officers (municipalities) regarding enforcement of Alberta's Chief Medical Officer of Health's orders to ensure a clear and constant message around the enforcement of these orders is being provided.

**Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

YES. Bill 10 amended Section 13 the *Public Health Act* by adding the following after subsection (1):  
(1.1) Where a state of emergency has been declared under section 18(1) of the *Emergency Management Act* or a state of public health emergency has been declared under section 52.1(1) of the *Public Health Act*, the Minister is not required to obtain the consent of peace officers and the peace officers' employers before making an order under subsection (1) declaring the peace officers to have jurisdiction in any part of Alberta to which the declaration of a state of emergency or a state of public health emergency relates.

**Can municipal bylaw enforcement officers who are not designated as community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

NO. Municipal bylaw officers can only enforce municipal bylaws.

**Are community peace officers required to issue fines related to not following provincial directives to self-isolate or practice physical/social distancing?**

NO. Although law enforcement agencies have the authority to enforce the orders issued by the Chief Medical Officer of Health under the *Public Health Act*, the discretion to educate, seek voluntary compliance, or issue a violation ticket remains with the law enforcement officer and is based on the situation and information available at the time.

While it is important to ensure the orders are adhered to by all Albertans, discretion is an essential feature of the justice system. A system that attempts to eliminate discretion would be unworkably complex and rigid. Therefore, law enforcement agencies retain the authority to make operational decisions independently of government.

**Do municipalities have authority to take additional measures over and above those taken by the province to control the spread of COVID-19 locally?**

YES. If a municipality wishes to take additional measures, the *Municipal Government Act (MGA)* and the *Emergency Management Act (EMA)* work in conjunction to provide the legislative framework for elected officials to determine how the municipality will organize for emergencies and disasters, as well as provide extraordinary powers to deal with emergency events. Councils may establish and enforce bylaws for municipal purposes respecting matters that include the safety, health, and welfare of people and the protection of people and property. Local authorities may also take other measures they reasonably believe will assist in the maintenance of public order or in the general safety of their communities.

**Are there risks to consider when taking additional measures over and above those taken by the province to control the spread of COVID-19 locally?**

YES. Bill 9 amended the *Emergency Management Act* to allow a municipal State of Local Emergency (SOLE) to vary from a provincially declared State of Emergency (SOE). Prior to the *EMA* amendment, a declaration of a State of Local Emergency ceased to be of any force or effect on the making of a provincial order for a State of Emergency. Bill 9 also amended sections 22(3) and 22(3.1) of the *EMA* by stating that in the event of any conflict, provincial directives prevail and a State of Local Emergency can be cancelled.

While municipalities under a State of Local Emergency can exercise their authorities (defined under Section 19(1) of the *EMA*), Municipal Affairs suggests that municipalities remain consistent with provincial public health guidance to reduce public confusion and increase compliance.

Municipal Affairs also suggests that all jurisdictions need to balance fundamental rights and public safety. Any decision that exceeds the Chief Medical Officer of Health conditions may not meet that balance.

### Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

## Education Property Tax Deferral

**Is there going to be additional information sent to municipalities arising out the April 15, 2020 education property tax deferral webinars?**

YES. Material is being prepared and will be distributed shortly. In the meantime, general information as well as property tax deferral guidelines are available at: [www.alberta.ca/education-property-tax.aspx](http://www.alberta.ca/education-property-tax.aspx) and [open.alberta.ca/publications/non-residential-property-tax-deferral-guidelines](http://open.alberta.ca/publications/non-residential-property-tax-deferral-guidelines).

For further information, please contact a Municipal Affairs program advisor toll-free by dialing 310-0000, then 780-422-7125, or by email at [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca).

## General Questions

**Can a municipality change the designated industrial property requisition (DIP) rate, like done with the Alberta School Foundation Fund (ASFF) rate, to account for a previous year's over or under collection?**

NO. Unlike ASFF, where municipalities receive a specific dollar amount to collect on behalf of the province and apply it to assessment values to get a rate, the DIP rate is a specific rate municipalities must apply to all DIP properties. Therefore, municipalities should never require any over/under levies for the designated industrial property requisition. In addition, any municipality who has a total DIP requisition of \$1,000 or less is not required to submit anything to the province; any cheques for less than \$1,000 will be returned.

**Have there been any modifications to the legislative requirements for petitions during the COVID-19?**

NO. At this time, there are no modifications to the legislative requirements for petitions.

**Are municipalities and citizens still able to meet the legislative requirements to petition bylaws during the COVID-19 pandemic when provincial regulations prohibit such activities as door to door canvassing?**

YES. Section 226.1(1)(c) of the *Municipal Government Act* permits council to pass a bylaw to allow for petitions to council be signed electronically and modify the requirements of sections 224(2) and (3) and 225(3). In the absence of a bylaw, the completion of a petition still involves the collection of original signatures. It is the responsibility of the individuals who organize a petition to collect signatures in a manner that adheres to the physical distancing recommendations of the Chief Medical Officer of Health. Some suggestions to facilitate a petition process could be usage of social media to inform the public of a petition and/or establishing a location where a witness can observe, from an appropriate distance, eligible individuals signing the petition.

**Does the submission of a petition to the CAO have to be in person?**

NO. A petition can be submitted by courier, mail, or a municipal drop off box, ensuring the CAO receives it within the required timeline. If an individual plans on initiating a petition while public distancing is in effect, they are encouraged to contact ministry staff to discuss any of the petition provisions.

### Further Updates

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

cc: Council

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** Friday, May 1, 2020 9:53 AM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance COVID-19 - May 1 Issue  
**Attachments:** FactSheet\_QA\_May 1.pdf

AR100842

May 1, 2020

Dear Municipal Chief Administrative Officers:

As a follow-up to my message of April 24, 2020, our efforts are ongoing to ensure you have the tools necessary to continue with your important governance and management work during this challenging time for all Albertans.

We continue to take steps to respond to your concerns. Since my last update:

- Additional information on the education property tax deferral for non-residential properties was sent to you on April 27.
- Bill 13 is before the Legislature for consideration, which proposes further amendments to the *Emergency Management Act*, such as the ability for a 90-day State of Local Emergency declaration for a pandemic emergency.

Attached is an updated Frequently Asked Questions document covering some of the more common inquiries recently received in our ministry. I also encourage you to continue to visit [alberta.ca](http://alberta.ca) for the latest COVID-19 information and [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx) for past issues of the Frequently Asked Questions.

These challenges will continue as we all do our best to anticipate the ongoing impacts from the global pandemic. Thank you for ensuring we are aware of where you need assistance as you continue to support your elected officials and ensure the ongoing safe operations of your municipality.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment – Frequently Asked Questions

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – May 1, 2020

The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. As we navigate these challenging times together, Municipal Affairs will continue to support and provide regular updates addressing frequently asked questions and providing information on new tools as they become available.

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Education Property Tax Deferral

**Is additional information now available to supplement the April 15, 2020 education property tax deferral webinars?**

YES. A frequently asked question document has been prepared and it will be updated as required. The document is available on the following link.

<https://open.alberta.ca/publications/frequently-asked-questions-non-residential-property-tax-deferral>.

For any questions about the tax deferral program you can contact a program advisor toll-free by dialing 310-0000, then 780-422-7125, or by emailing [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca).

## Procurement

**Is there additional information available arising out of the Premier's April 9, 2019 town hall meeting in regards to ways to expedite contracts for shovel-ready projects?**

YES. During the town hall meeting, Premier Kenney stated that the Government of Alberta is discussing with other Premiers the potential of suspending tendering provisions in the New West Partnership Trade Agreement in order to speed the ordinary procurement process for municipalities. Currently, Alberta Economic Development, Trade and Tourism is undertaking this initiative.

The Government of Alberta is working on comprehensive plans to address the COVID-19 pandemic. There is a wide range of complex issues that must be addressed in a coordinated fashion, including those related to municipalities. We expect to have more information to share on this shortly.

### Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

or email [ma\\_lgsmail@gov.ab.ca](mailto:ma_lgsmail@gov.ab.ca)

## Recreational Camping

### Will recreational camping be permitted soon?

YES. On April 30, 2020 Premier Jason Kenney announced a staged relaunch strategy of the Alberta economy. This announcement effects campground operations.

The province has a goal to have some provincial campsites open by June 1. No washrooms or garbage pickup will be immediately available within provincial parks. Campground facility access restrictions to areas such as showers, picnic and cooking shelters will be posted on [albertaparks.ca](http://albertaparks.ca)

Alberta Parks' online reservation system will be available May 14, while private and municipal campgrounds can reopen under their own authority.

Appropriate physical distancing must still be in place.

### Are Albertans permitted to use provincial campgrounds for day use?



YES. Day use is permitted. Vehicle access to parking lots and staging areas in parks and on public lands will begin on Monday, May 4, 2020. Group and comfort camping will not be offered.

### Can Albertans visit their summer homes, cottages and cabins?

YES. Although there is no legislation currently in place to restrict Albertans from using their property, the Chief Medical Officer of Health encourages Albertans to refrain from visiting their summer homes, cottages and cabins. This will help to reduce the risk of spreading COVID-19 and limit the strain on health care, emergency response and essential services in smaller communities.

## General Questions

### Both the provincial and federal governments are announcing a variety of supports to assist municipalities in addressing challenges and financial strains resulting from the COVID-19 pandemic. Where can we find more information on these programs?

All previous municipal governance updates from Municipal Affairs are available at <https://www.alberta.ca/municipal-government-resources.aspx#toc-0>.

The Federation of Canadian Municipalities has also compiled a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.

In addition, Alberta municipal associations have provided comprehensive resources to assist members during the pandemic. The Alberta Urban Municipalities Association has developed a webpage to act as a quick first reference with links to credible sources for up-to-date information at <https://auma.ca/business-services/employee-benefits/employers/covid-19>. The Rural Municipalities of Alberta's COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

### Can municipal councils still meet in person and meet the Chief Medical Officer of Health's recommendations for physical/social distancing?

YES. The [Public Meeting Procedures \(COVID 19 Suppression\) Regulation](#) enables municipalities to follow the Chief Medical Officer of Health's recommendations for physical/social distancing by conducting meetings electronically. While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**Can police and community peace officers issue tickets to enforce COVID-19 public health orders?**

YES. Through amendments to the *Public Health Act* and the *Procedures Regulation* under the *Provincial Offences Procedures Act*, both police and community peace officers level 1 are able to issue tickets to enforce COVID-19 public health orders.

The Government of Alberta and Alberta Health Services are working with local enforcement agencies to manage complaints respecting any failures to comply with orders and restrictions. Alberta public health inspectors continue to be the first line of enforcement.

**Can a public health inspector directly issue fines?**

NO. After receiving a complaint, health inspectors will request voluntary compliance. If that does not occur, they can contact law enforcement to enforce the *Public Health Act*. Health inspectors can also engage other regulatory bodies, such as Service Alberta, which could result in other regulatory and enforcement actions.

**Do municipalities receive any portion of the fines issued for a violation of a public health order?**

NO. The fines collected in respect of violations of the *Public Health Act* belong to the province of Alberta. This follows the general rule set out in section 14(1) of the *Provincial Offences Procedures Act*.

Municipalities do not receive any portion of fines collected for violations of the *Public Health Act*. Only certain fines, such as those collected in respect of offences under the *Traffic Safety Act*, the *Gaming, Liquor and Cannabis Act*, and the *Tobacco Tax Act*, are payable to municipalities.



**Is the province developing an economic stimulus plan that will follow the COVID-19 pandemic?**

YES. The province is currently considering further economic stimulus measures, including potential municipal capital projects. Additional information regarding economic stimulus plans will be shared when it becomes available.

**Is the province still accepting submissions for 'shovel-ready' projects?**

YES. Supporting shovel-ready municipal infrastructure can stimulate rapid job creation and boost economic activity. The information collected from municipal submissions will enable us to gauge the magnitude of demand across the province and capacity of municipalities to undertake additional projects.

Information on your shovel-ready projects can be submitted directly to the Minister's office at [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca), and copies sent to [ma.geptbranch@gov.ab.ca](mailto:ma.geptbranch@gov.ab.ca).

**Further Updates**

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

11.1

**aboffice@albertabeach.com**

*cc: Council*

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** Thursday, May 7, 2020 4:05 PM  
**To:** Jim Benedict  
**Subject:** Municipal Governance COVID-19 Summary Update  
**Attachments:** Minister Signed Letter and attachments\_AR100712.pdf

**Please see the attached letter from the Minister of Municipal Affairs regarding COVID 19 efforts to date.**





**ALBERTA**  
**MUNICIPAL AFFAIRS**

*Office of the Minister*  
*MLA, Edmonton - South West*

AR100712

**Dear Mayors and Reeves,**

I am writing to thank you for your efforts during this public health crisis and to provide you with an update on efforts by Municipal Affairs to provide flexibility and support to your municipalities. This has been a challenging time for all of us, and I am encouraged by the collaborative efforts undertaken by you and your communities to combat the COVID-19 pandemic.

Thank you for joining me, along with Premier Kenney and various other Cabinet ministers, for our telephone town hall meetings. These are critical opportunities for us to share information, and we appreciate all of your thoughtful feedback and questions. We are all in this together and I applaud you for your efforts.

In the spirit of maintaining open communication between us, I am pleased to share the two attached documents:

1. A summary of the key issues that have been raised so far during the telephone town halls, and the Province's activities regarding those issues.
2. A summary of the various measures Municipal Affairs has enacted to help municipalities respond to the public health emergency. Most of these measures have been developed in collaboration with the municipal associations and the cities of Edmonton and Calgary. I am very proud of the partnership we have developed.

Municipal Affairs understands the challenges you are facing and appreciates your efforts and dedication in navigating this evolving situation.

We will continue to examine ways to support municipalities, and will provide further updates as new information become available.

Yours very truly,



**Kaycee Madu, QC**  
**Minister**

**Attachments**

1. Weekly Town Hall Q&A Summary
2. COVID-19 Flexibility and Support to Municipalities

## **Questions and answers – tele-townhalls**

The following is a summary of the major topics of questions and answers raised during the March 29, April 7, April 14 and April 20 townhall teleconferences with mayors, reeves and provincial elected officials. If you would like a copy of the full transcripts, please contact [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca).

### *What is Alberta doing to slow the spread of COVID-19?*

- Balancing safe levels of care in seniors' facilities with efforts to limit movement is an important issue, and the Government of Alberta will continue to explore implications and mitigation efforts. The province is working to ensure these facilities, and other ancillary care facilities, have access to personal protective equipment.
- Additional restrictions will be explored, if needed, as the weather warms and more people are spending time in outdoor public spaces. Albertans are discouraged from going to summer properties, potentially spreading the virus to small municipalities with more limited health care resources.
- The province is in continual contact with the federal government about enhancing border screening protocol.
- As the weather improves, the Government of Alberta is considering how best to ensure physical distancing while also allowing Albertans to enjoy the great outdoors.

### *What is Alberta doing in regards to economic stimulus?*

- Municipal Affairs is seeking proposals from municipalities for shovel-ready projects – please send them to the Minister of Municipal Affairs at [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca). The key criteria for these projects are that they will create jobs and stimulate the economy. These projects can include P3 proposals as well.
- The Government of Alberta has doubled its budget for capital maintenance and repair, much of which will go to resurfacing roads and filling potholes.
- ATB and credit unions have been directed to provide support for small businesses.
- The Government of Alberta is looking at job matching programs to match skills with needed jobs.

### *How is the province working with municipalities during the pandemic?*

- Public health teams are following up with those exposed to a confirmed case of COVID-19 – employers, such as municipalities, will be contacted in these instances and Public Health will support them.
- Public Health is working on a process to notify municipalities of outbreaks.
- The COVID-19 dashboard has been updated to provide more local level data.

- The Government of Alberta is working closely with the RCMP and police forces across Alberta on a strategy for dealing with the immediate pandemic as well as what comes next, and are continuing to train municipal police forces.
- The Alberta Police Advisory Board is also being established and should be running this spring. The new police costing model will continue to move forward – invoices went out for the 2021 payment.
- The province is looking at removing legal impediments to sole-source procurement to expedite projects, and working with the other provinces party to the New West Partnership Trade Agreement to loosen restrictions on tendering procedures.

*What kind of support is there for municipalities from the Government of Alberta?*

- The Government of Alberta is working closely with the federal government on federal infrastructure funding.
- All scheduled distributions of Municipal Sustainability Initiative (MSI) funding for 2020 will still be going ahead. Municipal Affairs is prepared to work with municipalities on options for flexible use of MSI funds.
- Municipal Affairs is working with municipal partners to address cash-flow issues and develop solutions. Municipalities are encouraged to reach out to discuss specific concerns.
- Timeline extensions for some requirements under the *Municipal Government Act* (MGA) have been put in place to allow municipalities to focus efforts on responding to the pandemic. Some timelines were flagged by municipal and industry partners as having unintended impacts on development, and these timelines have since been reversed to the original MGA timelines, with a transition period for deadlines that may have occurred before this issue was resolved.
- The Government of Alberta has deferred the education portion of property taxes for businesses for six months. Municipal Affairs worked with municipalities to make sure this is implemented in the most effective way, and will be hosting a webinar for local government administrators to provide further information on implementation.
- The Government of Alberta recognizes the importance of libraries in this time, and public library operating grants have been approved for 2020-2021, with 50 per cent of those grants released for immediate payout.

*Many municipalities are struggling with cash flow and are thinking about laying off staff because they believe they can't run a deficit – is that true?*

- No. It is not true.
- Municipalities cannot budget for a deficit as part of their annual budgeting process. However, when unexpected events occur during a year, and municipalities must increase expenditures or reduce municipal revenues, there

- are options to address the shortfall. Municipalities can draw from reserves, or look to short-term borrowing to assist in the time of need.
- Municipalities will have to have a plan to pay off that deficit in future years, but not necessarily in the next immediate year.

*How is the Government of Alberta supporting Albertans during this pandemic?*

- Renewal of some documents such as driver's licences have been extended, and some registry services can be accessed online through [alberta.ca](http://alberta.ca).
- Alberta Agriculture and Forestry is working on a contingency plan to prepare for wildfire season. Wildfire staff will be increased and increased funding for FireSmart is also being explored.
- The Government of Alberta announced an additional investment of \$53 million in mental health resources.
- The Government of Alberta is working with internet service providers and telecommunication companies to increase capacity to support Albertans.
- The Government of Alberta has announced a suite of measures to protect renters from being evicted for non-payment of rent due to economic hardships resulting from the pandemic, prohibiting late fees, and prohibiting rent increases for the duration of the public health crisis.
- The province is also encouraging landlords and tenants to develop reasonable payment plans.

*What kind of support is available to vulnerable populations right now?*

- The province is working on changes to service delivery and longer-term consistent funding for community-based organizations that provide services to support vulnerable populations. Additional funds have been announced and are rolling out through the Family and Community Support Services program.
- The province has also removed the restriction on Family and Community Support Services program funding so it can be used for food-related activities at a local level.
- Provincial funding was provided to food banks across the province to serve vulnerable populations.
- The Government of Alberta has provided an additional \$30 million to support charities, not-for-profit, and civil society organizations to support their responses to COVID-19, as well as an additional \$35 million to adult homeless shelters and \$5 million to women's emergency shelters.

*How is the Government of Alberta supporting essential workers?*

- Municipalities and child care facilities can both reach out to the province to identify a need for additional childcare spaces for essential services workers – please contact [cs.minister@gov.ab.ca](mailto:cs.minister@gov.ab.ca).

*How is Alberta doing with respect to Personal Protective Equipment?*

- The province is in a good position with regards to personal protective equipment supplies, but the Government of Alberta is exploring various options for procurement and companies in Alberta that can support on the production side.
- The Government of Alberta is exploring options to support Albertans in sewing their own masks, and will provide information in the coming days. If there are businesses or groups able to support the production of masks, they can reach out through [www.alberta.ca/bitsandpieces](http://www.alberta.ca/bitsandpieces).

*What is the Government of Alberta doing to keep Alberta working?*

- The Government of Alberta is in contact with supply chain providers and has declared the food supply chain as an essential service, including input suppliers for farm equipment and supplies.
- Efforts are being made to coordinate food inspections to ensure essential food supplies are not impacted.
- If you have questions about whether your business is deemed essential, please contact [bizconnect@gov.ab.ca](mailto:bizconnect@gov.ab.ca) with any questions.

*What about the issue of temporary foreign workers?*

- Any temporary foreign workers entering the country must follow the two-week self-isolation procedures.
- The Government of Canada has indicated that they are aware of the concerns of provinces regarding unemployment and the impact of temporary foreign workers.

## **Municipal Affairs – COVID-19 Flexibility and Support to Municipalities**

### **Meeting Procedures (COVID-19 Suppression) Regulation**

Provisions in the *Municipal Government Act (MGA)* were modified to allow meetings to be held in a manner that supports social distancing recommendations. Municipalities now have flexibility when conducting meetings and public hearings by electronic means, navigating quorum challenges due to councillors in quarantine, as well as methods for providing information to the public.

### **Emergency Management Amendment Act**

Amendments to the *Emergency Management Amendment Act* came into effect on March 20, 2020, to enable local and provincial states of emergencies to exist concurrently during emergencies and disasters. Changes provide clarity and improve the coordination of local and provincial response efforts in the event of emergencies and disasters, including wildfires, floods and pandemics.

Additional amendments to the Act were made on April 7, 2020, that will help the province and municipalities effectively respond to the COVID-19 pandemic by:

- allowing states of local emergency to last for 90 days;
- providing clear language that it is an offence to be non-compliant with orders made under states of local or provincial emergency;
- clarifying that the Minister has the power to modify a state of emergency without terminating it; and
- clarifying that a provincially declared state of emergency can be for a pandemic in general, and not just for pandemic influenza.

### **Timeline Extensions – Ministerial Orders**

Ministerial Orders have been approved which extend various deadlines and timelines outlined in the *MGA*; these extensions took effect on March 31, 2020. The original blanket Ministerial Order MSD: 022/20 led to some unintended consequences. As such, Municipal Affairs worked with partner associations and legal professionals to resolve these concerns, resulting in Ministerial Order No. MSD: 022/20 being rescinded and replaced with two new Ministerial Orders.

### **Ministerial Order No. MAG: 014/20**

This Ministerial Order addresses assessment related timelines:

- Complaint deadline for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later (s. 24(4));
- Date by which a municipal must perform actions under sections 412 and 436.03(1) are extended to June 30, 2020;
- For properties in which a tax sale was required to be held between March 31, 2019 and March 31, 2020, the time to complete a sale is extended to October 1, 2020 (s. 418(2));
- The date to perform actions under sections 417 and 436.08(1) is extended to October 1, 2020;

- The time to provide information requested pursuant to section 295(1) is extended to July 1, 2020 or within 50 days from the date of request, whichever is later (s. 295(4));
- Time set in sections 34 and 35 of the Matters Relating to Assessment and Taxation Regulation, 2018 for an assessor to provide information pursuant to sections 299, 299.1, 300 and 300.1 is extended to July 1, 2020 or within 15 days of receiving the request, whichever is later;
- The time for actions required under section 364.3(1) of the MGA and section 36(3) of the Matters Relating to Assessment and Taxation Regulation, 2018 is extended to October 1, 2020 or within the same specified in the sections, whichever is later; and
- Anything that, under normal timelines pursuant to Parts 9, 10 11, 12 of the MGA and its associated regulations, would have been required to be done between March 25 and April 17, 2020, which was the result of MO MSD: 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

#### Ministerial Order No. MSD: 036/20

This Ministerial Order addresses non-assessment related timelines, including development appeal timelines. The MO extends the following deadlines to October 1, 2020 (the associated *MGA* sections are denoted in brackets):

- Statistical Information Returns;
- Financial Information Returns (s. 278);
- Making financial statements or summary and the auditor's report (s, 276(3));
- Audited Financial Statements for municipalities and Regional Services Commissions (s. 278 and s. 602.34);
- Holding a summer village organizational meeting (s. 192(2)); and
- Growth management board report submission to the minister (s. 708.09(1));

The MO generally returns development appeal timelines to normal. In addition, the MO contains "transition" provisions whereby the normal timelines associated with certain requirements are deemed to begin on April 17, 2020, if the timeline would have begun or ended between March 25, 2020 and April 17, 2020.

#### Ministerial Order No. MSD: 019/20

This MO was originally implemented in March 2020, and remains in effect. MSD:019/20 extends the time to April 1, 2021, for the creation of an intermunicipal collaboration framework pursuant to section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to section 631(1). Previous exemptions from intermunicipal development plan requirements have been maintained (e.g. municipalities whose borders consist completely of crown land).

Municipal Affairs continues to explore options to address any provisions inhibiting the governance of a municipality. Requests for extensions can still be made to the ministry if deemed necessary. The Regulations, Ministerial Orders, and Orders In Council outlined here can be viewed online at [qp.alberta.ca](http://qp.alberta.ca).

### **Education Tax Deferral**

Municipalities will continue to be invoiced for education property taxes; however, in an effort to assist with the cash flow challenges associated with offering tax deferrals to non-residential property owners, the non-residential portion of the education tax requisition will be deferred to December 2020. As such, only the residential portion of the requisitions will be invoiced in June and September.

### **Tax and Utility Payment Deferrals**

The Government of Alberta has announced customers may defer electric and gas utility payments for 90 days, to minimize financial impacts arising from the pandemic. Although the province does not intend at this time to enact legislation requiring municipalities to defer utility or property tax payments, the Government of Alberta strongly encourages municipalities to enact deferrals voluntarily where reasonable and appropriate to do so. Municipalities are also encouraged to include water utility payment deferrals as part of these considerations.

### **Safety Codes**

Municipal Affairs staff have also been working closely with the Safety Codes Council, the Alberta Boilers Safety Association, and the Alberta Elevating Devices and Amusement Rides Safety Association to find ways to ensure ongoing building safety while also integrating public health guidance into inspection regimes. These measures will help to minimize the spread of COVID-19 while also ensuring public safety.

### **Library Services**

Municipal Affairs is releasing 50% of public library operating grants and waiving the usual application and past-year reporting requirements. This ensures libraries have cash flow and reduces administrative burden on library staff working remotely. The ministry continues to encourage the use of online library resources to ensure all Albertans have access to library materials at this time. Trustee training webinars are temporarily replacing in-person training.

### **Regular Information Updates**

Municipal Affairs has adopted a practice of providing weekly email updates to municipal CAOs on key questions and issues, and is also providing regular updates to public libraries.



**aboffice@albertabeach.com**

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**From:** MA.MSICapitalGrants@gov.ab.ca  
**Sent:** Thursday, April 30, 2020 3:25 PM  
**To:** Kathy Skwarchuk  
**Subject:** 2020 Municipal Sustainability Initiative Program Changes

Dear Chief Elected Officials,

Over the last few weeks, our government has taken strong measures to protect Albertans and to support our communities in these extraordinarily difficult times.

Municipal Affairs has carried out a number of initiatives to support local governments in responding to the impact of the COVID-19 pandemic, and we continue to look at other measures to help address your needs. We thank those of you that have submitted shovel-ready projects in your communities, and we will share more information regarding any stimulus funding as soon as possible. Today we are making some temporary administrative changes to the MSI program to help deal with the unique situation.

### ***MSI Operating***

We understand communities are facing unprecedented financial pressures. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year. We are also expediting payment of 2020 MSI operating allocations to qualifying local governments. This will give you the flexibility to manage operating funding in a way that best addresses your own community's needs. These changes are detailed in the 2020 Addendum to the MSI Operating Program Guidelines, available [here](#). Please note these changes are in place for the 2020 program year only, and local governments will continue to be required to meet their annual SFE reporting obligations as outlined in the Addendum.

### ***MSI Capital***

In light of the significant urgent spending pressures on the provincial government, we want to make sure that our spending is as efficient as possible. At the same time, we want to ensure that capital funding is available as soon as it is needed to advance projects that are ready to proceed, in order to support jobs and economic activity in communities across Alberta. To that end, we will be implementing a new step in the payment process for the MSI capital program.

- Every month, Municipal Affairs will send an email to each municipality that qualifies for an MSI capital payment.
- To access their payment, each municipality must respond to the email indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry-forward amount from previous years.
- If a municipality does not intend to spend their payment this year or does not respond to the email, the payment will be withheld until February 2021.

I want to reiterate to you that these changes have no impact on the amount of funding any local government will receive. They are intended as temporary measures to help communities and the province deal with an extremely difficult situation. Again, we will share more information about any additional funding for shovel-ready projects once decisions are made.

I am proud of the work you and your staff are doing to protect our province and our communities, and I know that your good work on the front lines of the COVID-19 response will continue.

Sincerely,

Kaycee Madu, QC  
Minister of Municipal Affairs

cc: Chief Administrative Officers

# Municipal Affairs

## 2020 Addendum to MSI Operating Program Guidelines

Date: April 2020

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### MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) OPERATING ALLOCATIONS

Municipalities are facing unprecedented financial pressures due to the global COVID-19 pandemic. To help municipalities in addressing these pressures, the following changes are made to the 2020 MSI operating program:

1. MSI Operating funding can be used for any municipal expenditure.
2. In 2020, MSI Operating payments will be released to eligible municipalities even if the 2019 Statement of Funding and Expenditures (SFEs) has not been submitted.

#### 1) Eligibility

For the 2020 program year only, municipalities may apply their operating funding (2020 allocation and any carry-forward amounts from prior years) toward any type of municipal expenditures incurred between January 1, 2020 and December 31, 2020, subject to the provisions of the *Municipal Government Act*.

Municipalities will continue to be required to report on their use of operating funds in program year 2020 through the submission of the Statements of Funding Expenditures (SFEs) next spring, in the format outlined in Section 8.2 of the MSI Operating Program Guidelines.

#### 2) Payment of 2020 MSI Operating Funds

Payment of the 2020 annual allocations will commence in April and is conditional on the municipality meeting the following requirement:

- total reported expenditures must equal or exceed the total of a municipality's combined MSI operating allocations for the 2007 to 2018 period.

Municipalities are still required to submit their 2019 SFE, but payments may be released in advance of receiving the SFE. Municipalities are encouraged to complete their reporting requirements sooner if they are able to do so.

2020 MSI operating funding is subject to all other program requirements outlined in the *MSI Operating Program Guidelines*, and all conditions of the long-term MSI Memorandum of Agreement.

If you require additional information, please contact a grant advisor in the Grants and Education Property Tax Branch at [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca) or [ma.msioperatinggrants@gov.ab.ca](mailto:ma.msioperatinggrants@gov.ab.ca) .

**Municipal Affairs**

**Grants and Education Property Tax Branch**

**Phone: 780-422-7125 Fax: 780-422-9133**

**Email: [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca)**

**Email: [ma.msioperatinggrants@gov.ab.ca](mailto:ma.msioperatinggrants@gov.ab.ca)**

**From:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Sent:** Friday, May 1, 2020 6:36 PM  
**Cc:** Seniors and Housing Information  
**Subject:** Special Minister's Statement on COVID-19 - May 1, 2020



**Special Minister's Statement on COVID-19**

As we head into the month of May, it is hard to believe that less than two months ago, we were announcing the first case of COVID-19 in our province. I know this is not the spring we were looking forward to, and I encourage you not to lose hope.

Get outdoors, enjoy the sunshine, but please remember to do so safely. By continuing to exercise common sense and following public health guidance, we can prevent the spread of COVID-19 and get the economy moving again.

Below is a roundup of the important announcements and updates that may be of interest to you.

**Alberta's plan to relaunch**

A phased relaunch will put Albertans' safety first as we gradually reopen closed businesses and services and get people back to work. It is because Albertans have acted responsibly, respecting public health advice, that we have been able to limit the spread of COVID-19, keep localized outbreaks within the capacity of our health-care system, and now take the first incremental steps to reopen some businesses and services.

Throughout the relaunch we will maintain strong protections for the most vulnerable, including those in long-term care, continuing care and seniors' lodges. Details on the three-stage plan can be found [here](#).

**New and clarification of public health orders**

New public health orders have been put in place to help with the continued protection of residents in long-term care and supportive living, as well as to improve their quality of life. These include changes to visitation and outbreak policies. Details can be found [here](#).

**Rent relief**

Alberta has also joined other provinces, the territories and federal government in a [program to help small businesses pay rent](#). The new Canada Emergency Commercial Rent Assistance (CECRA) program will give certainty to small businesses – including non-profit and charitable organizations – by providing 50 per cent of monthly commercial rental costs. Further details on CECRA will be shared by Canada Mortgage and Housing Corporation in the coming weeks when final terms and conditions are available.

The Government of Alberta has also deferred its planned rental assistance redesign and extended the current rent supplement programs for current recipients until December 2020.

**Support for vulnerable Albertans**

Vulnerable Albertans are getting the support they need during this unprecedented public health crisis. A [variety of efforts](#) are being made to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic. Government is prioritizing support for those who need it most, including people with disabilities, people accessing

income support programs, homeless and women's shelters, and civil society organizations that support Albertans, including food banks.

### **Family violence prevention**

Rates of family violence, including elder abuse, increase during and following natural disasters, public health crises and economic downturns.

The government is committed to supporting our most vulnerable and at-risk people, including those fleeing family violence. The requirement for in-person Emergency Protection Order (EPO) applications has been temporarily suspended during the COVID-19 pandemic.

Provincial courts can now hear applications for EPOs via telecommunication. Some applicants may still be asked to appear in person. This change aligns with physical distancing guidelines set out by public health officials to keep people safe and healthy during this public health crisis. The ministerial order can be viewed [here](#).

It is important to know where to turn if you or someone you know is experiencing family violence during the COVID-19 pandemic.

- A 24-hour Family Violence Information Line is available at 310-1818 to get anonymous help in more than 170 languages.
- Alberta's One Line for Sexual Violence is available at 1-866-403-8000, from 9 a.m. to 9 p.m.
- Information sheets and other resources on family violence prevention are available at [alberta.ca/COVID19](http://alberta.ca/COVID19).

I was pleased to join my colleagues from the ministries of Culture, Multiculturalism and Status of Women, Community and Social Services and Children's Services to issue a [joint statement](#) on continued support for those experiencing domestic and family violence during the COVID-19 pandemic. We also released a video message, which you can watch [here](#).

### **Mental health supports**

Albertans can call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322, 24 hours a day, seven days a week, for confidential support, information and referrals.

It is important to remember during this time of uncertainty to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

### **Up-to-date information**

As the situation continues to evolve rapidly, I encourage you to visit [alberta.ca/COVID19](http://alberta.ca/COVID19) for the most up-to-date information on COVID-19 and details on the measures in place to help prevent the spread and support Albertans.

Thank you.

Josephine Pon  
Minister of Seniors and Housing

May 1, 2020

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11.2

**aboffice@albertabeach.com**

**From:** Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>  
**Sent:** Friday, May 8, 2020 6:00 PM  
**To:** aboffice@albertabeach.com  
**Subject:** Newsletter - Alberta Seniors and Housing

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# Age-Friendly Alberta Newsletter



## Message from Honourable Josephine Pon Minister of Seniors and Housing May 8, 2020

### Special Minister's Statement on COVID-19

Premier Kenney outlined the province's three-phase economic relaunch strategy on April 30, with Stage One set to start as early as May 14. More information about what Stage One entails will be shared with Albertans early next week.

Your sustained efforts to keep seniors and Albertans with low income safe, connected and housed have helped the province get to the point where we can consider this next step. I cannot thank you enough for all that you have done so far during this pandemic.

Whether you are running affordable housing, operating a seniors' lodge, managing a seniors' centre or organizing volunteers, please know that the work you do matters. Our government is grateful to work with such dedicated partners.

Below is a roundup of some important announcements and updates that may be of interest to you.

### Timing Alberta's relaunch

As we move forward with our relaunch strategy, we will be carefully monitoring and respecting all public health guidelines. Each stage will be informed by the chief medical officer of health, focus on keeping Albertans safe, and depend our ability to keep infection numbers low.

We must ensure the sacrifices we have already made are not wasted. To be successful, we

must stay vigilant to slow the spread: follow public health measures, practice physical distancing and good hygiene, and continue acting responsibly.

### **Expanded testing**

Anyone who is newly admitted to any continuing care facility in the province will be tested for COVID-19.

Testing will also be required for those who live in these facilities when they are admitted to hospital or when they are discharged from hospital back to a facility.

We are further reinforcing our ability to detect new cases by expanding the list of COVID symptoms that qualify a person for testing. Click [here](#) for the full list of symptoms that now qualify.

### **Contact tracing technology introduced**

Secure contact tracing is a cornerstone of Alberta's [Relaunch Strategy](#).

The ABTraceTogether app will enhance manual contact tracing and capacity, and lead to early detection, thereby helping reduce the spread of the virus and better protect Albertans. Albertans who download the app to their mobile devices will be contacted more quickly if they are at risk. The app is now available from the [Apple App Store](#) and [Google Play](#). Learn more about [ABTraceTogether](#).

### **Guidance for workplaces**

General [workplace guidance](#) is available to help support business owners reopening or continuing operations to reduce the risk of transmission of COVID-19 among workers, volunteers and patrons.

### **A quick thank-you**

Albertans are working together to overcome COVID-19. Through the Alberta Bits and Pieces program, many companies and organizations are offering services and supports to help during this public health emergency. As of May 7, we have received more than 4,000 offers of support through this program. In addition, individuals are sharing stories of acts of kindness through the #AlbertaCares hashtag. Albertans know that we are stronger united.

The CKUA radio network recently offered to help our government get the word out to seniors to stay home and to stay healthy. CKUA now broadcasts government messages across our province, and I thank them for their help and generosity. In fact, I just released a video to do exactly that! I encourage you to [watch it here](#), and [tune into CKUA](#) to hear our messages for seniors. My thanks to all the individuals and groups who are stepping up to help in this difficult time.

### **Prevention of family violence**

It is important to know where to turn if you or someone you know is experiencing family violence – including elder abuse – during the COVID-19 pandemic.

- A 24-hour Family Violence Information Line is available at 310-1818 to get anonymous help in more than 170 languages.
- Alberta's One Line for Sexual Violence is available at 1-866-403-8000, from 9 a.m. to 9 p.m.
- Information sheets and other resources on family violence prevention are available at [alberta.ca/COVID19](#).

### **Mental health supports – You are not alone**

Mental Health Week, which runs from May 4 to 10 this year, is an opportunity to promote positive mental health for everyone. This year's theme is social connection, which is more important than ever during the pandemic. Please visit the Canadian Mental Health Association website for numerous resources at [mentalhealthweek.ca](#).

Albertans can call the Mental Health Help Line at 1-877-303-2642, or the Addiction Help



Line at 1-866-332-2322 anytime. Both lines are open 24 hours a day, seven days a week, for confidential support, information and referrals.

During this time of uncertainty, it is important to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

**Up-to-date information**

As the situation continues to evolve, I encourage you to visit [alberta.ca/COVID19](http://alberta.ca/COVID19) for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans.

Thank you.

Josephine Pon  
Minister of Seniors and Housing

May 8, 2020



[Website](#)



[Email](#)

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing  
600-10405 Jasper Avenue  
Edmonton Alberta T5J 4R7

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**aboffice@albertabeach.com**

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**From:** President <President@auma.ca>  
**Sent:** Wednesday, April 29, 2020 2:52 PM  
**Subject:** Letter from AUMA RE: Access to Health Care  
**Attachments:** Letter to Members re Access to Health Care.pdf

Good afternoon Elected Officials and CAO's:

Please refer to the attached letter.

Best regards,

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

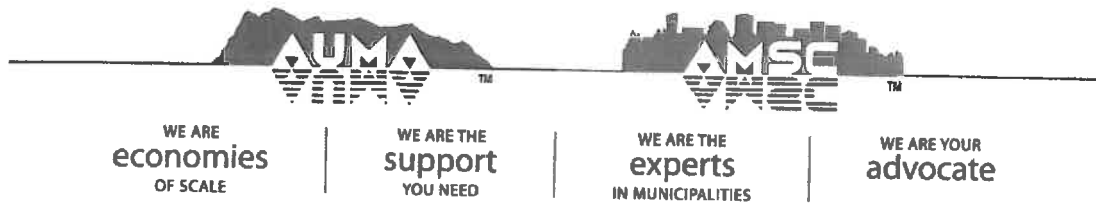
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April 29, 2020

Dear Mayors, Councillors and CAOs:

I am writing to acknowledge that in recent months AUMA has received several concerns from members related to physician funding changes and the resulting impacts on access to health care, particularly in smaller communities. This includes formal requests for action from municipalities such as the Town of Pincher Creek and Lac La Biche County, as well as numerous emails and phone calls from others.

On April 24, 2020, the Minister of Health announced further changes to physician funding that are intended to protect access to health care in rural and remote communities in Alberta. One of the initiatives referred to in the Minister's announcement is the formation of a working group by the Provincial Primary Care Network Committee which will provide recommendations on how to improve primary care in rural communities. In order to ensure that the perspectives of municipalities are shared within this working group, I have requested that a representative from AUMA be included amongst the members of the group.

Access to appropriate medical care in all communities is critical. Recognizing this, AUMA is also connecting directly with both the Alberta Medical Association (AMA) and Alberta Health to gain additional insight into this issue. The insight acquired during discussions with AMA and the province will allow AUMA to build a more impactful advocacy strategy to support equitable access to health care for all Albertans.

Additionally, AUMA is sending a letter to the Minister of Health to request a meeting to discuss member concerns and the funding decisions made by the province to-date, and to ask him to ensure that municipalities have an ongoing voice in the work being done to achieve equitable access to health care for all Albertans in all communities.

If you would like to discuss this matter with me directly, please feel free to contact me by email at [president@auma.ca](mailto:president@auma.ca) or my cell phone at (403) 363-9224.

Sincerely,

Barry Morishita  
AUMA President

11.0

**aboffice@albertabeach.com**

cc: Council

**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** Thursday, April 30, 2020 3:18 PM  
**Subject:** Eligibility of municipal elected officials to access the Canada Emergency Response Benefit (CERB)

Dear members,

In recent weeks, AUMA has received questions from members on whether municipal elected officials are eligible to receive the Canada Emergency Response Benefit (CERB). We have reviewed this issue and are pleased to share the following information.

**What is the CERB?**

CERB is a temporary income support program offered by the Government of Canada that provides a taxable benefit of \$500 per week for up to 16 weeks to Canadians who have stopped working for reasons related to COVID-19.

**Are municipal elected officials eligible to receive CERB?**

Yes, but please note that Municipal elected officials are treated the same as any other individual that applies for CERB. To be eligible, individuals must have:

- Stopped working for reasons related to COVID-19 or illness or lost employment for reasons beyond the individual's control;
- Earned income of \$5,000 in 2019 or in the 12 months prior to application; and

Based on this criteria, elected officials who earn less than \$1,000 per month from their council stipend and any other employment or self-employment income would be eligible. If an elected official's stipend is greater than \$1,000 per month, they will not be eligible for CERB.

**If an elected official resigns from office, will they qualify for CERB?**

No, the guidelines state that individuals who have quit their job voluntarily are not eligible to collect CERB.

**Has AUMA advocated for changes to CERB?**

When CERB was originally launched in March, the program required that claimants have zero income to qualify. This meant that municipal elected officials and many volunteer firefighters were ineligible because they still continued to receive a small stipend. In response, AUMA reached out to FCM on how we could support their advocacy efforts to expand the program. We were pleased to learn that FCM had gotten a commitment from the federal government that the income threshold was going to change and days later, CERB was updated to allow claimants to earn up to \$1,000 per month.

Due to lack of available data, it is not clear how many Alberta municipalities pay more than \$1,000 per month for an elected official stipend and how many elected officials are in need of federal assistance due to a loss in employment income. If your municipality has ideas on how CERB or other federal or provincial assistance programs can be improved to support your community respond to COVID-19, please let us know at [advocacy@auma.ca](mailto:advocacy@auma.ca).

Thank you,

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

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

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



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**aboffice@albertabeach.com**

cc: Council

**From:** President <President@auma.ca>  
**Sent:** May 4, 2020 2:04 PM  
**Subject:** Deadline Extended for AUMA Resolution Submissions

Dear Elected Officials and CAOs:

Due to all of the additional demands on your time resulting from the COVID-19 pandemic, **AUMA is extending the deadline for submission of resolutions that members would like considered at the 2020 Convention, from May 31 to June 30.**

Please note that AUMA’s updated Resolutions Policy requires a resolution that is sponsored by a single member’s council to be seconded by another member’s council. AUMA’s 2020 Resolutions Guide and Template provides guidance on preparing a resolution.

Members are encouraged to submit resolutions as early as possible (even in draft form) to resolutions@auma.ca so that we can ensure each resolution meets the criteria set out in our Resolutions Policy.

The format of the of the 2020 Convention is yet to be determined. AUMA staff are closely monitoring the directions from all levels of government related to the pandemic and will continue to consider and develop a plan for the event over the coming weeks and months.

Best regards,

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)  
 Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6  
 Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)





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**aboffice@albertabeach.com**

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**From:** Angela Duncan <duncan.angela.ad@gmail.com>  
**Sent:** Friday, May 1, 2020 9:26 AM  
**To:** Alberta Beach Office; Jim Benedict; Judy Valiquette; Bud Love; Daryl Weber  
**Subject:** Fwd: Alberta Relaunch Strategy  
**Attachments:** Alberta Relaunch Strategy.pdf

It is time for ...'THE RE-OPENING'. Lol.

In case you are interested, attached is Alberta's relaunch strategy to start Sat. I haven't read all of it, but I think that we are going to have to discuss what this means for our village. I have had a couple of tourist communities reach out to discuss how to do this safely, so I am curious as to what they are going to say.

Have a wonderful day,

Angela

----- Forwarded message -----

**From:** Anita Sookar <ASookar@auma.ca>  
**Date:** Thu, 30 Apr 2020 at 23:08  
**Subject:** Alberta Relaunch Strategy  
**To:** Barry Morishita <bmorishita@brooks.ca>, Peter Demong <peter.demong@calgary.ca>, Ward Sutherland <ward.sutherland@calgary.ca>, Mohinder Banga <mohinder.banga@edmonton.ca>, Andrew Knack <andrew.knack@edmonton.ca>, Bill Given <bgiven@cityofgp.com>, Cathy Heron <mayorheron@stalbert.ca>, Tyler Gandam <tyler.gandam@wetaskiwin.ca>, Fayrell Wheeler <fwheeler@draytonvalley.ca>, Trina Jones <tjones@legal.ca>, Tanya Thorn <tthorn@okotoks.ca>, Angela Duncan <duncan.angela.ad@gmail.com>, Jocelyne Lanovaz <jlanovaz@mannville.ca>, Bruce McLeod <csuABrep@gmail.com>, Mike Pashak <mike.pashak@shaw.ca>  
**Cc:** Dan Rude <drude@auma.ca>

Hello Board members,

Please find attached Alberta's Relaunch Strategy from AUMA's CEO Dan Rude, for your information.

Best Regards,

Anita Sookar BA, MSc, NCSO, CPHR, P.Adm | Governance Coordinator, Corporate Governance  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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**Angela Duncan**

**Deputy Mayor, Alberta Beach**

**780-868-5103**

**[duncan.angela.ad@gmail.com](mailto:duncan.angela.ad@gmail.com)**



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# Opening soon

Alberta's relaunch strategy



Alberta



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## **Message from Premier Jason Kenney**

Albertans have responded to the worst global pandemic in over a century with the cooperation, and resilience that run deep in our provincial character. Your efforts and tremendous sacrifices have so far succeeded in containing the spread of the virus far below the devastating scale of the outbreak in many other places, and well below the capacity of our healthcare system to look after vulnerable Albertans.

Our success has been built on a sound pandemic response plan, implemented by Dr. Hinshaw and our team at Alberta Health, who saw COVID-19 coming before many others did. They acted quickly and prudently to ensure our stockpile of medical supplies and aggressive testing regime would be the best in Canada, and among the very best in the world.

Our Relaunch Strategy, developed with the advice of public health officials, is our path to carefully and gradually lift the restrictions imposed on our economy, and our lives. Our province is facing the most severe economic conditions since the Great Depression, and it will take heroic efforts to get Alberta working again. This will be achieved by carefully moving through the stages of our Relaunch Strategy while ensuring we all continue to follow public health guidelines.

With Alberta's Relaunch Strategy, we can finally begin to shift our focus from the fear and anxiety of the past few weeks and start looking with hope and cautious confidence towards the future. Together, we will move through the stages of the Relaunch Strategy with the same determination and commitment to personal and collective responsibility that Albertans have shown over the past two months.

With the care and common sense Albertans are best known for, we will all stay safe together and begin the process of rebuilding our beautiful province.

Premier Jason Kenney



## **Message from Dr. Deena Hinshaw, Chief Medical Officer of Health**

Over the past several months the COVID-19 pandemic has affected Albertans from across the province. Many have suffered with the virus, many others have suffered from restrictions as a result of public health measures that have required fundamental changes in the way we live, work and play.

I am grateful for the collective efforts and sacrifices of Albertans that have built a barrier between our communities and what could have been an overwhelming surge of cases. I have had your safety and well-being in mind through every recommendation that I have made and I will continue to work to protect your health as we move forward.

I want to stress that the fight against this virus is far from over. Alberta's Relaunch Strategy is the next phase in our collective efforts to protect each other. We must continue to work together to manage risk, use common sense and remain vigilant to contain this virus. Each stage of our relaunch will be advanced after careful consideration.

Please continue to wash your hands, stay home when you are sick, maintain physical distance from others, stay socially connected, and look out for your friends, family and community as we progress through each stage. We will need each other through every stage of this relaunch and into the future.

We are all in this together.

Dr. Deena Hinshaw, Chief Medical Officer of Health

## Overview








While we face a long road to recovery, there are good signs our collective efforts of physical distancing, good hygiene practices, and staying safe together are helping slow the spread of COVID-19.

That has given government confidence to begin implementing Alberta's Relaunch Strategy, a plan that puts safety first while gradually reopening businesses and activities to the public, and getting people back to work.

Unlike other provinces such as Quebec, we were able to safely keep areas like construction, manufacturing and energy operating over the last several weeks by enforcing physical distancing and following the guidance of our chief medical officer of health. Thanks to that, we are starting from a strong place, and we will be able to apply that same guidance to other businesses across the province.



To be successful, we must ensure the sacrifices we have already made to contain the virus are not wasted. Continued care, common sense and resilience will move us forward. Here are some of the highlights of how we plan to get there.

## Conditions for relaunch

To prepare for the first stage of relaunch, we must have the following elements in place.	
	Enhancing our nation-leading COVID-19 testing capacity
	Robust and comprehensive contact tracing, aided by technology, to quickly identify and notify people who are at risk
	Support for those who test positive to enable isolation and containment of spread
	Stronger international border controls and airport screening
	Public use of masks in specified crowded spaces, or mass transit
	Strong protections for the most vulnerable, including those in long-term care
	Rapid response teams to deal with future outbreaks
With these foundational elements in place, we will ensure a safer reopening.	

## Key measures and timing

Getting to each stage of relaunch will depend on our ability to keep infection rates low, and well within the capacity of the healthcare system. Health measures we will be watching include:

	Percentage of tests that are positive
	Hospitalization and intensive care unit (ICU) rates







Confirmed cases will be monitored in real-time to inform proactive responses in localized areas of the province.

We need to learn as we go and evaluate as we take careful, considered steps from one stage to the next. There may be times we need to take a step back, but in time, we will adjust and move forward together.

Continuous evaluation of health triggers could result in restrictions being removed or reapplied in some localized areas of the province.

## Early actions

Because of the sacrifices Albertans have made to prevent the spread, we are ready to take some steps that will allow some activities to begin:

	Alberta Health Services will resume some scheduled, non-urgent surgeries as soon as May 4.
	Dental and other health-care workers such as physiotherapists, speech language pathologists, respiratory therapists, audiologists, social workers, occupational therapists, dietitians and more will be allowed to resume services starting May 4, as long as they are following approved guidelines set by their professional colleges.
	Vehicle access to parking lots and staging areas on public land and parks will open on May 1.
	Alberta Parks' online campground reservation system will open on May 14 for bookings at select campground starting June 1 onward.
	Access to boat launches will open in select provincial parks May 1.
	Golf courses can open on May 4, with restrictions including keeping clubhouses and pro shops closed. These will be able to open consistent with other businesses that will be open in stage one.

For details on these early actions, visit [alberta.ca](http://alberta.ca)



## Relaunch stage highlights

<b>Stage 1</b> (as early as May 14)	<b>Stage 2</b> (Timing to be determined based on health indicators)	<b>Stage 3</b> (Timing to be determined based on health indicators)
<p><b>With increased infection prevention and controls, some businesses and facilities will be allowed to resume operations as early as May 14.</b></p> <p><b>This stage will allow some businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidance in place. This includes:</b></p> <ul style="list-style-type: none"> <li>Post-secondary institutions will continue to deliver courses; however how programs are delivered – whether online, in-person, or a blend – will be dependent on what restrictions remain in place at each relaunch phase.</li> <li>Retail businesses such as clothing, furniture and bookstores.</li> <li>Some personal services, such as hairstyling and barber shops.</li> <li>Museums and art galleries.</li> <li>More scheduled surgeries and dental procedures.</li> <li>Physiotherapy, chiropractic, optometry and similar services.</li> <li>Daycares with limits on occupancy.</li> <li>Summer camps with limits on occupancy. This could include summer school.</li> <li>Dine-in restaurants, cafés, lounges and bars at 50 per cent capacity.</li> <li>Some additional outdoor recreation.</li> </ul>	<p><b>Timing of this stage will be determined by the success of Stage 1, considering the capacity of the healthcare system and continued limiting and/or reduction of the rate of infections, hospitalization, and ICU cases.</b></p> <p><b>This stage will allow additional businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidelines in place. This includes:</b></p> <ul style="list-style-type: none"> <li>Potential Kindergarten to Grade 12 schools with restrictions.</li> <li>More scheduled surgeries, including backlog elimination.</li> <li>Personal services such as artificial tanning, esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatments, massage and reflexology.</li> <li>Restaurants, cafés, lounges and bars continuing to operate at reduced capacity.</li> <li>Permitting of some larger gatherings (number of people to be determined as we learn more about the levels of risk for different activities) in some situations.</li> <li>Movie theatres and theatres opening with restrictions.</li> </ul>	<p><b>Timing of this stage is to be determined and will involve:</b></p> <ul style="list-style-type: none"> <li>Fully reopening all businesses and services, with limited restrictions.</li> <li>Permitting larger gatherings (number of people to be determined).</li> </ul>
<p>Rules and guidance for the use of masks in crowded spaces, especially on mass transit.</p> <p>Visitors to patients at health-care facilities will continue to be limited.</p>	<p>Visitors to patients at health-care facilities will continue to be limited.</p>	
<p>Public attendance at businesses, facilities and events that have close physical contact will not be permitted, including: Arts and culture festivals, major sporting events, and concerts.</p> <p>Movie theatres, pools, recreation centres, arena, spas, gyms and nightclubs will remain closed.</p>	<p>Nightclubs, gyms, pools, recreation centres and arenas will remain closed.</p> <p>Arts and culture festivals, concerts and major sporting events will continue to not be permitted.</p>	<p>Arts and culture festivals, concerts and major sporting events will be permitted with enhanced protection controls in place.</p> <p>Nightclubs, gyms, pools, recreation centres and arenas will reopen with enhanced protection controls in place.</p> <p>Physical distancing restrictions will be maintained.</p> <p>Resuming industry conferences with restrictions.</p>
<p>Non-essential travel is not recommended.</p>	<p>Non-essential travel is not recommended.</p>	<p>Non-essential travel no longer discouraged.</p>
<p>Remote working is advised where possible.</p>		
<p><b>Enhanced infection prevention and control measures will be in place in all phases.</b></p>		

## Key public health measures

Public health measure	Current	Stage 1 (to start as early as May 14)	Stage 2	Stage 3
<b>Physical distancing</b>	Maintain distance of 2M	Maintain distance of 2M	Maintain distance of 2M	Maintain distance of 2M
<b>Gatherings</b>	Gatherings > 15 prohibited	Gatherings > 15 prohibited	Size of permitted gatherings will increase	Size of permitted gatherings will increase
<b>Public masks</b>	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Unnecessary
<b>Vulnerable Albertans (outside facility)</b>	Remain home unless medically necessary	Stay at home as much as possible	Resume normal activities and interactions	Resume normal activities and interactions
<b>Vulnerable Albertans (facility-based)</b>	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Lifted
<b>Non-essential domestic travel</b>	Non-essential travel not recommended	Non-essential travel not recommended	Non-essential travel not recommended	Lifted
<b>Isolation and quarantine</b>	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	Lifted

## How Alberta compares: Public health measures

	AB	BC	SK	ON	QC	NB
Physical distancing	2 meter distancing					
Gatherings	> 15 prohibited	> 50 prohibited	> 10 prohibited	> 5 prohibited	All prohibited	> 10 prohibited
Regions locked down	None	None	Yes (Northern SK)	None	Yes (10 + regions)	None
Restaurants	Dine-in suspended					
Business	Virtual, or curbside only					
Schools	Online learning only					
Isolation	14 days for positive cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories		14 days for positive cases, symptomatic individuals, close contacts, and returning travelers			

## How Alberta compares: Industry restrictions

While some sectors have remained open in each province, other provinces have placed further restrictions on construction, manufacturing and natural resources.

	AB	BC	ON	QC
Construction	Permitted	Permitted	Permitted for certain industries	Permitted for certain industries
Manufacturing	Permitted All deemed essential	Permitted for certain industries	Permitted All deemed essential	Permitted for certain industries
Natural Resources	Permitted	Permitted	Permitted	Permitted, with Mining initially limited then allowed after April 15.

## Protecting seniors and vulnerable populations

We will continue to put a ring of defence around seniors and vulnerable populations. This means we will continue to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic.

Restrictions and measures intended to protect seniors, such as continued limits to visitors (long-term care facilities, licensed supportive living facilities including seniors lodges and group homes) and strict health protocols for staff are expected to remain in place through all stages of relaunch. Any changes would be guided by the advice of Alberta's chief medical officer of health.

## Strengthening the economy

More information on a new blueprint for economic recovery, which will set the course for our province's future prosperity, will be provided in the coming days and weeks.

## Do your part

We're confident Albertans will face relaunch with the same adaptability and resilience they have shown throughout the COVID-19 pandemic.

Our individual actions are the strongest tool we have to protect our health-care system as we pull together to relaunch our economy.

Learn more about steps you can take to stop the spread of COVID-19 at: [alberta.ca/covid-19](http://alberta.ca/covid-19)

Alberta

**aboffice@albertabeach.com**

*cc: Council*

**From:** President <President@auma.ca>  
**Sent:** Wednesday, May 6, 2020 3:19 PM  
**Subject:** Alberta Police Advisory Board Appointments

Dear Mayors and CAOs:

Along with the new police costing model unveiled in December 2019, the Justice and Solicitor General ministry also announced the establishment of an Alberta Police Advisory Board to give municipalities a voice in setting provincial policing priorities.

This Board will be implemented in two phases:

1. In the first year, an Interim Board will develop the structure and scope of the Advisory Board.
2. On completion of the Interim Board's mandate, the work of the Operational Police Advisory Board will begin for a four-year term.

According to the Terms of Reference developed by the Justice and Solicitor General ministry, four of nine Interim Board representatives will include AUMA Board members. The remaining representatives will include the RMA Board and the Alberta Association of Police Governance Executive.

The Interim Board will be primarily focused on developing the appropriate board structure, governance processes and the mandate to support an efficient and effective Operational Police Advisory Board. The Interim Advisory Board will also have the responsibility to keep municipal members (councils and local policing/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

AUMA's Interim Board appointments are as follows:

- Mayor Bill Given, City of Grande Prairie
- Deputy Mayor Angela Duncan, Village of Alberta Beach
- Councillor Tanya Thorn, Town of Okotoks
- Councillor Trina Jones, Town of Legal

Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central Alberta, Eastern Alberta, Southern Alberta and Western Alberta) as closely as possible.

Once the Interim Board has completed its mandate, AUMA will be reaching out to membership, looking for nominations to serve on the Operational Police Advisory Board.

Sincerely,

**Barry Morishita** | President  
Mayor, City of Brooks

C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



**aboffice@albertabeach.com**

cc: Council

**From:** President <President@auma.ca>  
**Sent:** Wednesday, May 6, 2020 3:39 PM  
**Subject:** Update: Municipal Elected Officials - Canada Emergency Business Account

Dear members,

On April 27, 2020 we emailed you about AUMA's efforts to ensure that businesses owned by municipal elected officials would be eligible to access interest-free loans through the Canada Emergency Business Account (CEBA). While the CEBA website still states that entities owned by individuals in political office are ineligible, FCM confirmed yesterday that the Honourable Mary Ng, Minister of Small Business and Export Promotion, has directed federal officials to clarify with the banks that members of parliament and senators are the only political office holders to be excluded from CEBA. As such, entities owned by provincial, territorial, municipal, and Indigenous political office holders are now eligible for the program.

Export Development Canada (EDC) is now working with the 260 banking channel partners to update the agreements to ensure that those businesses can access CEBA. Impacted organizations are encouraged to seek an update from their bank in terms of accessing a CEBA loan.

Thank you to our members for bringing this issue to our attention. Your communication on this topic highlighted the importance for AUMA to engage the federal government and collaborate with FCM to achieve this positive outcome. We expect this will offer some level of comfort for mayors and councillors that operate a business that is currently struggling due to the COVID-19 outbreak.

Sincerely,

**Barry Morishita** | President  
Mayor, City of Brooks

C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**From:** President  
**Sent:** Monday, April 27, 2020 1:54 PM  
**Subject:** Municipal Elected Officials - Canada Emergency Business Account

Dear members:

I am pleased to share an update on AUMA's recent advocacy to ensure that municipal elected officials can access the various financial assistance programs that are being rolled out by the Government of Canada in response to the economic crisis caused by the COVID-19 virus.

**Elected officials as business owners**

The Canada Emergency Business Account (CEBA) is a new program that offers interest-free loans of up to \$40,000 to small businesses and not-for-profits to cover operating costs during the current economic crisis. Last week it came to our attention that CEBA is not available to entities that are "owned by individual(s) holding political office". AUMA took issue with this policy as we know that many elected officials own businesses and require financial assistance just like any other business that is struggling due to COVID-19. We recognize this is particularly important in small and medium-sized communities where council stipends are well below a living wage and elected officials may rely on other forms of income to support their personal livelihood.

We raised this concern with the Federation of Canadian Municipalities (FCM) and also sent a letter to the Honourable Bill Morneau, Minister of Finance. Following a discussion with FCM, we are pleased to share that the Government of Canada will be changing CEBA so that municipal elected official business owners can access the program. The wording on the website is expected to be updated later this week. While details are limited at this time, we understand that businesses owned by municipal elected officials will also be able to access the newly-announced Canada Emergency Commercial Rent Assistance program.

If your municipality has ideas on how federal or provincial assistance programs can be improved to better support your community, please let us know at [advocacy@auma.ca](mailto:advocacy@auma.ca).

Sincerely,

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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11.5

**aboffice@albertabeach.com**

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**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** Monday, May 11, 2020 3:22 PM  
**Subject:** Please fill out our five minute convention survey

Dear CAOs,

Given the current state of COVID-19 across the Province, AUMA wants to ensure that it is taking every measure to keep members safe while remaining engaged in top-of-mind municipal issues. With the 2020 AUMA Convention scheduled to take place in Calgary on September 23 – 25, we would like to get your feedback on how we should proceed with the event. This is the largest member event of the year for AUMA and we want to make sure that no matter what direction the event takes, we are focusing on the issues that matter to municipalities.

At your convenience, please [click here to fill out the survey](#) on behalf of your municipality. There will be no separate survey for elected officials, we have copied Mayors on this email for information.

The survey will be open until **5:00pm (MST) on Monday, May 25, 2020.**

While it will take several weeks before we can finalize our direction, we look forward to sharing more information with you in the near future.

Be safe and well,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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**aboffice@albertabeach.com**

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**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** Tuesday, May 12, 2020 10:04 AM  
**Subject:** Follow-up to AUMA Convention Survey email from May 11, 2020  
**Attachments:** 2020 AUMA Convention Attendee Survey – CAOs.pdf

Good morning CAOs,

Thank you to those who have already taken the time to fill out our convention survey.

I have received a few requests for a pdf version of the survey, so that it can be reviewed with council or included in agenda packages. As such, please find a copy of the survey. Please remember that you will have to return to the original email and click on the link to complete and submit the survey.

Regards,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

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

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

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



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## 2020 AUMA Convention Attendee Survey – CAOs

### Introduction

**Please note, we would like CAOs to complete this survey on behalf of their council. Elected officials will not be responding to a separate survey.**

**The survey will remain open until 5:00pm (mst) on Monday, May 25, 2020.**

**If you have any questions or concerns regarding this survey, please contact Maegan Sheskey at: [MSheskey@auma.ca](mailto:MSheskey@auma.ca)**



2020 AUMA Convention Attendee Survey – CAOs

**Demographics**

**\* 1. For my organization, I am a:**

- CAO
- Other (please specify)

**\* 2. The organization I represent is a:**

- City
- Town
- Village
- Summer Village
- Other (please specify)



2020 AUMA Convention Attendee Survey – CAOs

**3. If the government restrictions are lifted, and large-scale events are allowed to take place, how comfortable would you and your council/administration feel attending a reduced Convention with up to 250 delegates?**

- Yes, we would be comfortable attending a reduced Convention
- No, we would not attend in-person in 2020

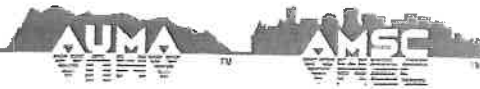


2020 AUMA Convention Attendee Survey – CAOs

4. If municipalities are limited to one in-person attendee, would the rest of your council/administration be interested in attending virtually?

Yes

No



2020 AUMA Convention Attendee Survey – CAOs

5. Would your council/administration feel more comfortable attending Convention if it was hosted virtually and could be attended from your office?

- Yes, we would be comfortable attending a virtual event
- No, we will not be attending in 2020

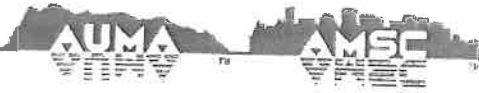


2020 AUMA Convention Attendee Survey – CAOs

6. If AUMA had to move to an online event, would your municipality be willing to pay \$100 per person to help cover a portion of the costs?

Yes

No



2020 AUMA Convention Attendee Survey – CAOs

7. Is there a different amount your municipality would be willing to pay?



8. What elements of Convention are most important to you? Please rank from most important to least important:



Education Sessions



Committee Report Sessions



Resolutions



Opening Ceremonies



Awards



Trade Show



Minister Dialogue Sessions



Networking Events



Elections



Annual General Meeting

9. What might prevent your municipality from attending the 2020 AUMA Convention?

10. Do you have any other feedback you would like to provide?



11.7

### Adjacent Landowner Notification - Notice of Decision

Date: May 7, 2020

Permit Number: 193193-20-D0006

File Number: 5402074001

To: Village of Alberta Beach  
Box 278  
ALBERTA BEACH, AB T0E 0A0

Re: Decision of the Municipal Planning Commission

Dear Sir or Madam (adjacent landowner):

Please be advised that a Development Permit Application for 32.3m Self-Support telecommunication installation, 1.5m X 1.6m (2.4 sq. meters) Equipment Shelter, 6.0m x 5.0m (30 sq. meters) fenced area. under application #193193-20-D0006 was **Approved With Conditions** on May 6, 2020.

As an adjacent landowner you are hereby given notice of the above noted development on the following land:

Property Address	Long Legal	Lot, Block, Plan
54132 RGE RD 25	NE 07-54-02 WSM	

If as an **adjacent landowner** you are unsatisfied with the conditions attached to this decision you have 21 days from the date of issuance to appeal the decision to the Subdivision and Development Appeal Board. In accordance with section 686 of the Municipal Government Act, R.S.A., 2000, an appeal of the decision of the Development Authority on this application may be made to the Secretary of the Subdivision and Development Appeal Board. Such appeal shall be made in writing and delivered to the County Office prior to the above noted appeal date, along with an application fee in the amount of \$250.00. The appeal should be directed to the Lac Ste. Anne County Office, Attention: Development Department, *Secretary of the Subdivision and Development Appeal Board* and must include grounds for the appeal. Appeals may be made by any affected party.

The appeal deadline is May 28, 2020. This application was **Approved With Conditions** as an Agricultural '1'. The 21-day appeal period, from May 7, 2020 (the notice of decision issue date), must lapse before the Development Permit becomes effective.

If you have any questions or concerns regarding the Development Permit please contact the undersigned at (780)785-3411.

Yours truly,

Tanya Vanderwell, Development Officer  
Municipal Planning Commission  
Planning & Development Department  
Lac Ste. Anne County

The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request.

If you have any questions about the collection or use of the personal information provided, please contact Lac Ste. Anne County FOIP Coordinator at Box 219, Sangudo, AB T0E 2A0 or phone 1-866-880-5722 or (780) 785-3411.

RECEIVED MAY 11 2020



**Development Permit**

Permit No.: 193193-20-D0006  
 File Number: 5402074001  
 Application Date: Jan 17, 2020  
 Issued Date: May 28, 2020

<b>Applicant Name:</b>	TELUS Communications Inc (C/O Scott Telecom Services Ltd.)	<b>3<sup>rd</sup> Party Name:</b>		<b>Owner Name:</b>	Kahlon, Satwant & Kahlon, Daljit
------------------------	---	-----------------------------------	--	--------------------	----------------------------------

<b>Property Address</b>	<b>Long Legal</b>	<b>Lot, Block, Plan</b>
54132 RGE RD 25	NE 07-54-02 W5M	

**Proposed Use** **New Construction**  
 32.3m Self-Support telecommunication installation, 1.5m X 1.6m (2.4 sq. meters) Equipment Shelter, 6.0m x 5.0m (30 sq. meters) fenced area.

**Fees**

	2018 - Discretionary Applications \$250.00, 2018 - Certificate of Title \$20.00	
<b>Total Permit Fee:</b>	\$270.00	<b>Permit Fee Balance:</b> \$0.00

**Permit Conditions**

**CONDITIONS**

**Bylaw 22-2017**

**General Conditions for All Development Permits**

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from Lac Ste. Anne County. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. The development that is the subject of the permit to be commenced within twelve months of the issue date of the development permit and be completed within twenty-four months.
5. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, or public drainage system (i.e. a municipal ditch).
6. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.
7. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
8. The Applicant must obtain Public Works approval for all approaches required for the proposed development.
9. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.



10. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as  
**Agricultural 1 (AG1)**  
FRONT 25.0 m (82.02 ft.) from any municipal roadway  
40.0 m (131.23 ft.) from any highway right-of-way (ROW)  
REAR 7.5 m (24.61 ft.)  
SIDE 6.0 m (19.69 ft.)

Notwithstanding the above setback distances, the Tower shall be located no closer than the distance calculated by adding height of the tower plus 10% of the height of the tower from any adjacent parcels, occupied dwellings, or roadways.

**Addressing**


11. Pursuant to Rural Addressing Bylaw 15-2002, the applicant to provide confirmation that a rural address sign that complies with the County's Rural Address Sign Specifications is placed within 3 months of the approval of this development permit. Rural addressing signs can be obtained from Lac Ste. Anne County.

**Communication Tower Conditions**

12. All freestanding telecommunication towers shall be designed to prevent climbing or sliding down, and their base and stabilizing lines shall be separately fenced.
13. The use of any portion of a tower or antenna for signs, other than to provide a warning or equipment information, is prohibited.
14. Communication facilities and towers are to be removed and the site reclaimed within six months of cessation of use or when telecommunication towers, buildings, or antenna equipment become obsolete.
15. A sign shall be placed on the tower, structure or fencing which includes the identity of the owner, warnings of safety issues, and the full rural address.
16. Any security lighting to be installed must follow dark sky lighting principles and standards to the satisfaction of the Development Authority.

**Site Specific Conditions**

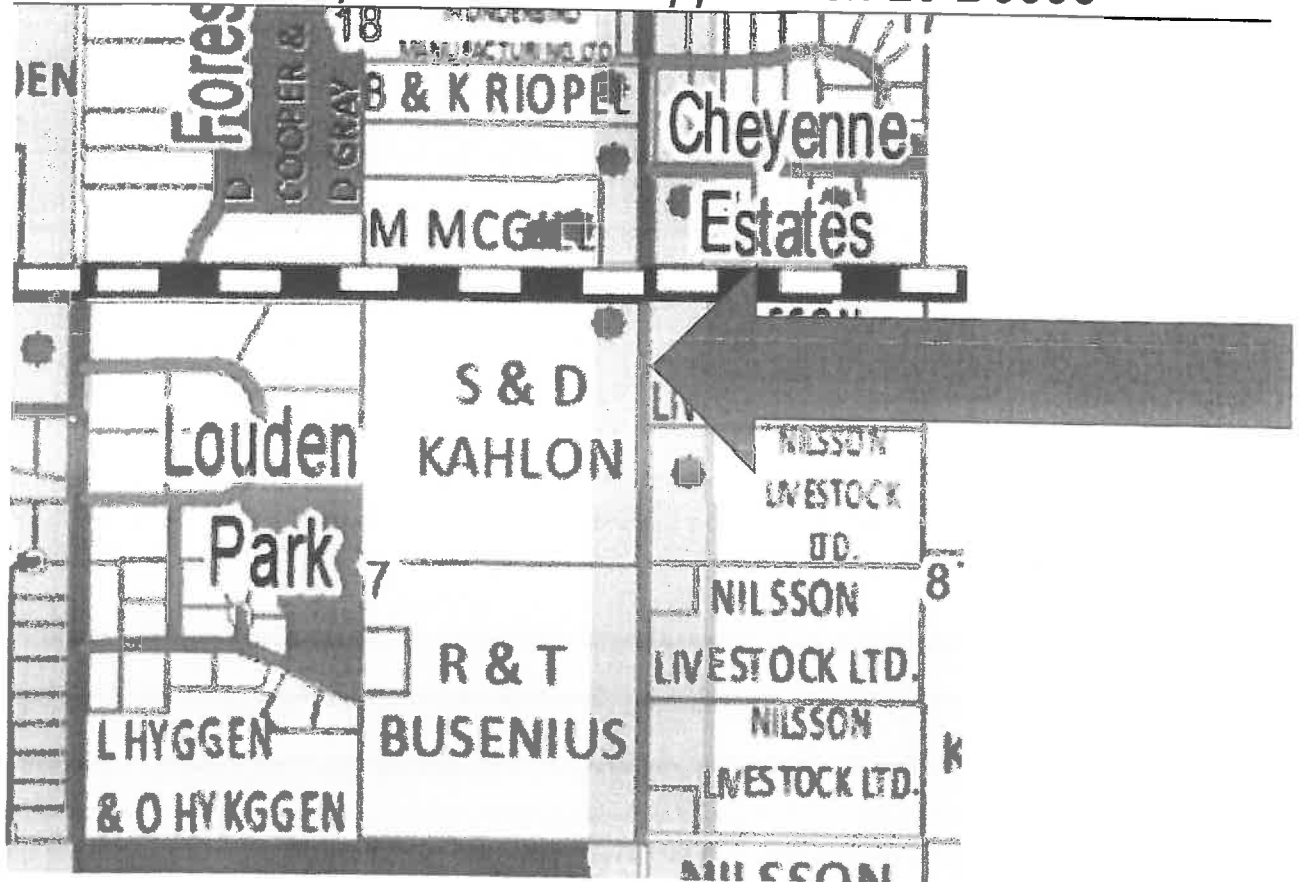
17. Applicant must abide by rules and regulations imposed by Alberta Transportation as per Roadside Development Permit RSDP029597 dated March 18, 2020.

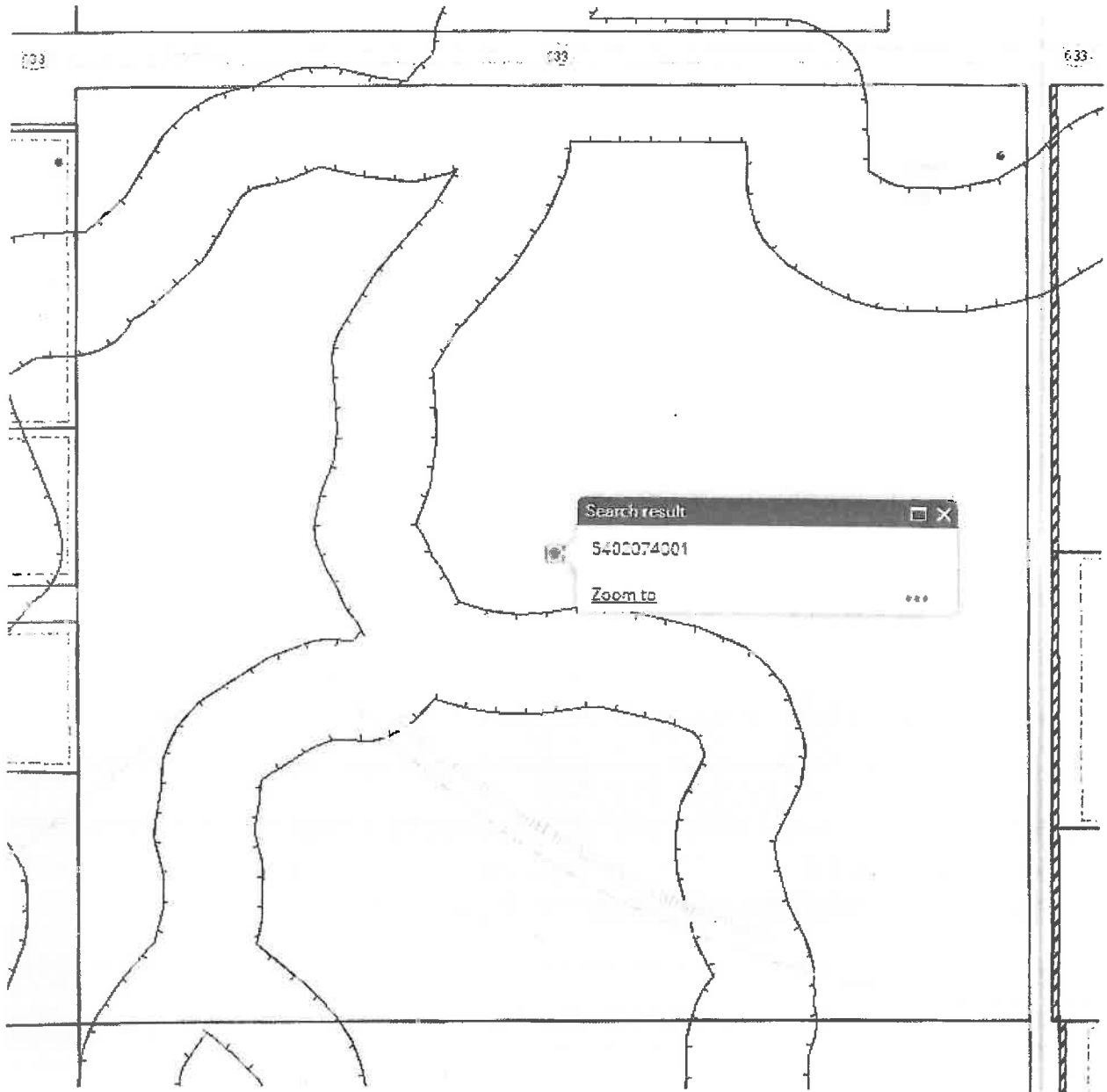
*Issued By:*   
Tanya Vanderwell, Development Officer  
Municipal Planning Commission  
Lac Ste. Anne County

**Municipality**  
LAC STE. ANNE COUNTY  
Box 219  
56521 RGE RD 65  
Sangudo, Alberta  
T0E 2A0  
Phone: (780)785-3411  
Fax: (780)785-2985

Encl: SDAB Brochure

LOCATION SKETCH  
LAC STE. ANNE COUNTY  
Development Permit Application 20-D0006







Search result

5402074001

Zebra

Rider Development to Alberta Transportation



**aboffice@albertabeach.com**

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**From:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Sent:** Tuesday, May 12, 2020 9:01 AM  
**Cc:** Seniors and Housing Information  
**Subject:** Seniors' Week – June 1 to 7, 2020  
**Attachments:** Community Declaration.pdf

*For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. Seniors and Housing encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, June 1 to 7, 2020.*

*The Honourable Josephine Pon, Minister of Seniors and Housing, encourages all municipalities, First Nations communities and Metis Settlements to officially declare Seniors' Week. Attached is a Community Declaration to show your community's support and to generate greater awareness of the importance of seniors in Alberta. Please notify us of your declaration by emailing [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) so this information can be highlighted on the ministry's website. Updates for Seniors' Week will be posted to the ministry website at <https://www.alberta.ca/seniors-week.aspx> over the coming weeks.*

*During these challenging times, Albertans are encourage to consider innovative ways to recognize, celebrate and support seniors in their communities while adhering to current social distancing restrictions. Visit <https://www.alberta.ca/index.aspx> for the most up-to-date information. If you are planning virtual events, please submit them to [Seniors and Housing Events Calendar](#) for consideration.*

*Thank you for your ongoing support of seniors in Alberta.*

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# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 1 – 7, 2020 to be Seniors' Week in

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**Community**

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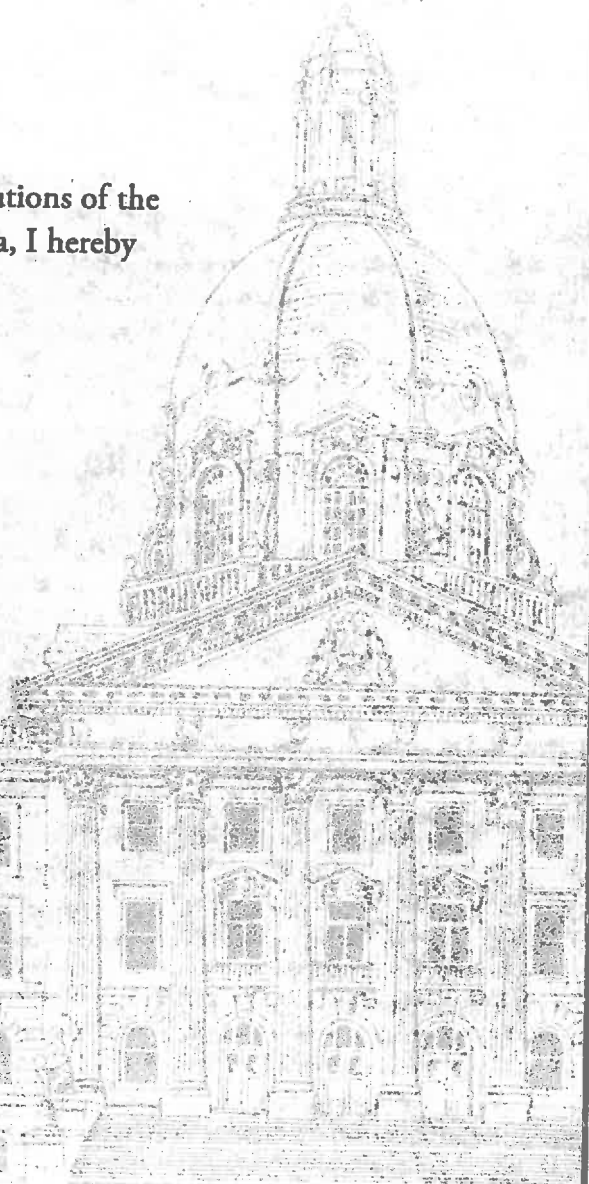
**Official Title**

---

**Official Signature**

A handwritten signature in black ink, appearing to read 'Josephine Poa', written over a horizontal line.

**The Honourable Josephine Poa, Minister of Seniors and Housing**



**aboffice@albertabeach.com**

---

**From:** Minnan Liu <minliu201603@gmail.com>  
**Sent:** Wednesday, May 6, 2020 11:50 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Fwd: Greeting Letter Request for 28th Falun Dafa Day Anniversary

----- Forwarded message -----

**From:** Minnan Liu <minliu201603@gmail.com>  
**Date:** Sun, Apr 19, 2020 at 2:58 PM  
**Subject:** Greeting Letter Request for 28th Falun Dafa Day Anniversary  
**To:** <aboffice@albertabeach.com>

Dear Mayor Jim Benedict:

I am writing to respectfully request a greeting message from you on the occasion of May 13<sup>th</sup>, Falun Dafa Day, when Canadians who practice Falun Dafa (Falun Gong) from coast to coast will join millions around the world to pay tribute to the anniversary of the introduction of Falun Dafa to the public.

This year, we believe such a message has particular significance and timeliness. As we and our families all suffer due to the Chinese communist party's cover-up of the Wuhan Coronavirus, the Falun Dafa community sends our wishes that everyone remains safe and going forward we stand in solidarity with you and believe that Canada will overcome the adversity.

This pandemic also reflects what we have tried to urge for the past 20 years, for more freedom, conscience and transparency in China, and by covering up this virus, like they do with their human rights abuses, the Chinese communist regime has now affected everyone in the world.

Falun Dafa is a spiritual practice that promotes the universal principles of "Truthfulness, Compassion, and Forbearance," and at times like this we are reminded of how important these values and principles can be.

Falun Dafa is recognized and awarded worldwide for helping people improve their spiritual, mental and physical wellbeing through meditative exercises and moral teachings, thus promoting harmony and health in society.

Despite the 21-year illegal persecution launched against Falun Dafa practitioners by the Chinese Communist Party, Falun Dafa's popularity has not diminished. The universal principles of Truthfulness, Compassion, and Forbearance have reached people from all corners of the world.

Here in Canada, unlike in China, we are privileged to be able to fully enjoy the values of openness and diversity and the freedoms of conscience and belief. It is in this spirit that we celebrate May 13<sup>th</sup> as Falun Dafa Day, May as Falun Dafa Month and we would be honoured to receive a greeting message from you on this special occasion.

We would truly appreciate if you could please send the greeting to us by May 20<sup>th</sup>, 2020 or sooner if possible. Should you have questions, please don't hesitate to contact me.

Sincerely,

Minnan Liu, Ph.D., P.Eng  
Falun Dafa Association of Edmonton  
587-920-7550, [minliu201603@gmail.com](mailto:minliu201603@gmail.com)

**Enclosures:**

**1. A short video of 'An Introduction to Falun Gong' (6:35 min)**

<https://www.youtube.com/watch?v=aJ-A6xY47jc>

**2. Examples of greetings, proclamations, and speeches for Falun Dafa Day Celebration (excerpts):**

This special celebration is an opportunity to recognize the enduring teachings of Falun Dafa. By promoting the universal principles of truthfulness, compassion and tolerance, this traditional Chinese practice has gained an international following. I know Canada is a proud home to an active and thriving Falun Dafa community. **—Hon. Andrew Scheer, Leader of the Official Opposition, Greetings for Falun Dafa Celebration 2019**

When I look out and always see the words truth, compassion, and tolerance, I thank each and every one of you for what you are bringing to Canada by promoting the very values that make a country strong **—Hon. Judy Sgro, MP, Co-Chair of Parl Friends for Falun Gong, speech on Parliament Hill on May 8, 2019**

Thank you for your guiding principles of Zhen, Shan, Ren—Truthfulness, Compassion, and Forbearance... **—Hon. Peter Kent, MP, Co-Chair of Parl Friends for Falun Gong, speech on Parliament Hill on May 8, 2019**

Falun Dafa's message of truth, compassion and tolerance has long been an inspiration to us all. Their practise of improving oneself through quiet meditation and gentle movement is also most admirable. I congratulate Falun Dafa on another important anniversary celebration here in Ottawa! **—Cheryl Hardcastle, MP, greetings for 2019**

Guided by the principles of truthfulness, compassion, and tolerance, Falun Dafa is an ancient practice that transcends barriers and embraces people from all walks of life. In promoting peace and harmony, the teachings of Falun Dafa helps people around the world improve their spiritual and physical wellbeing. **—Thanh Hai Ngo, Senator, greetings for Falun Dafa Month 2019**

I am please to recognize the 27<sup>th</sup> Anniversary of Falun Dafa, a long-standing practice based on promoting harmony and health in society. **—Daniel Blaikie, MP, greetings for Falun Dafa Month 2019**

2019 Municipal Proclamation of Falun Dafa Day	2019 Greetings from Mayors
Mayor Jim Watson, City of Ottawa, ON Mayor Bryan Paterson, Kingston, ON Mayor Aldo Dicarlo, Amherstburg, ON Mayor Michael Fougere, Regina, SK Mayor Charlie Clark, Saskatoon, SK Mayor Gord Krantz, Milton, ON Mayor Diane Therrien, Peterborough, ON Mayor Bernadette Clement, Cornwall, ON Mayor Al McDonald, North Bay, ON Mayor Steve Clarke, Orillia, ON Mayor Craig Copeland, Cold lake, AB Mayor Colin Basran, Kelowna, BC Mayor Bob Wells, Courtenay, BC Mayor Chris Pieper, Armstrong, BC Mayor Michelle Staples, Duncan, BC Mayor William Beamish, Gibsons, BC	Mayor Maurizio Bevilacqua, Vaughan, ON Mayor, Dan Carter, Oshawa, ON Mayor Jeff Lehman, Barrie, ON Mayor Walter Sendzik, St. Catharine, ON Mayor Marianne Meed Ward, Burlington, ON Mayor Betty Disero, Niagara On The Lake, ON Mayor Mike Bradley, Samia, ON Mayor Allan Aills, Erin, ON Mayor Christian C. Provenzano, Sault Ste. Marie, ON Mayor Sheryl Spence, Warman, SK Mayor Lisa Helps, Victoria, BC Mayor Mike Hurley, Burnaby, BC Mayor Brad West, Port Coquitlam, BC Mayor Ken Popove, Chilliwack, BC Mayor Darnelda Siegers, District of Sechelt Mayor Russ Arnott, Comox, BC

Wabush, NF  
Quinte West, ON

Mayor Stuart Houston, Spruce Grove, AB  
Mayor Grant Creasey, Lacombe, AB  
Mayor Brian Bowman, Winnipeg, MB

Nobody represents the best qualities of this magnificent ancient (Chinese) culture than do the practitioners of Falun Gong. Turning China's mission in what it ought to be the benefit of all humanity cannot be overstate –  
**Scott Reid, MP, speech for Falun Dafa Day on Parliament Hill on May 9, 2019**

The guiding principles of Falun Dafa – Truthfulness, Compassion, and Tolerance – are complementary to the values of many Canadians. ...As you celebrate Falun Dafa Day, I wish to thank you for your many contributions to our province, and for promoting peace and harmony in our diverse nation. –**Hon. W. Thomas Molloy, Lieutenant Governor, Saskatchewan, Greetings for 2019**

As you celebrate another amazing year of work dedicated to promoting harmony and goodwill in society, you continue to strengthen your commitment to peace around the world. –**Nathaniel Erskine-Smith, MP, greetings for Falun Dafa Month 2019**

the ideas of compassion, truth, and forbearance. These are Canadian values, they are ones based on human rights, they are ones based in our Constitution about looking after each other, and this is extremely important. –**Robert-Falcon Ouellette, MP, speech on Parliament Hill on May 8, 2019**

**We also received greetings from:** MP Hon. Candice Bergen, MP Ted Falk, MP Borys Wrzesnewskyj, MP John Brassard, MP Harold Albrecht, MP David Anderson, MP Deepak Obhrai, MP Pat Kelly, MP Tom Kmiec, MP Stephanie Kusie, MP Len Webber, MP Rachael Harder, MP Garnett Genuis, MP Dane Lloyd, MP Ziad Aboultaif, MP Mike Lake, MP Matt Jeneroux, MP Michael Cooper, MP Randeep S. Sarai, Hon. Gene Makowsky, MLA, SK, Ryan Meili, MLA, SK, MPP Mike Schreiner, MPP Parm Gill, MPP Doug Downey, MPP Bhutika Karpoche, MPP Jill Dunlop, MPP Suze Morrison, MPP Monique Taylor, MPP Chris Glover, MPP Roman Barber, MPP Logan Kanapathi, Toronto Councillor Kristyn Wong-Tam, Toronto Councillor Brad Bradford, Toronto councillor Josh Matlow, Calgary Councillor Jeromy Farkas, Calgary Councillor Gian-Carlo Carra

**Celebration Rally speakers in Ottawa:** Hon. Judy Sgro, Hon. Peter Kent, MP Scott Reid, MP Robert-Falcon Ouellette, MP Borys Wrzesnewskyj, MP Nathaniel Erskine-Smith, MP David Anderson, MP David Anderson, MP James Bezan, Former MP David Kilgour, Alex Neve Amnesty International, Prof. Albert Lin, Aileen Calverley, HK watch



**The Corporation of the Town of Tecumseh  
Office of the Mayor**



**Mayor Gary McNamara**

### **Greetings from the Town of Tecumseh**

On behalf of Members of Council and the residents of the Town of Tecumseh I am pleased to offer my sincere greetings to the Falun Dafa Association of Canada on the celebration of their 28<sup>th</sup> Anniversary of the introduction of Falun Dafa to the public.

Truthfulness, Compassion, and Forbearance are the founding principals of Falun Dafa. During these difficult times of the Covid-19 pandemic, we are reminded how important these values are and we should all try to incorporate them in our daily lives.

I wish all practitioners and supporters of Falun Dafa a safe and joyous anniversary.

Regards,

**Gary McNamara  
Mayor**



**Message from His Worship  
Mayor of Oshawa  
Dan Carter**

On behalf of Members of Council and the citizens of Oshawa, it is my pleasure to recognize the 28th Anniversary of Falun Dafa Day.

In such uncertain times, it is so encouraging to see occasions that continue to join us together from coast to coast. In this case, it's individuals paying tribute to the introduction of the practice of Falun Dafa to the public.

Falun Dafa stands for the principles and values of "truthfulness, compassion and forbearance". Today, as we face a global pandemic, truthfulness is of the utmost importance. We must rely on honest, factual data to make wise decisions and remain educated. Compassion helps us to look out for our neighbour, to give to those who have less than we do. Lastly, forbearance in the face of uncertainty gives us the patience to see through the darkness and to know that it is only temporary and that there will be a light at the end.

The City of Oshawa is proud to show its support for an event that embodies such a strong, fitting message of spiritual, mental and physical wellbeing. We send our good wishes to you on this important occasion.

Yours truly,



Dan Carter  
Mayor



## OFFICE OF THE MAYOR



## 27<sup>TH</sup> ANNIVERSARY OF FALUN DAFA

On behalf of the City of Spruce Grove, it is my pleasure to extend congratulations and best wishes of the 27th anniversary of the introduction of Falun Dafa to the public.

The teachings of Falun Dafa inspire people around the world to commit to the principles of truth, harmony and compassion, while faithfully thinking of others before themselves. The ways of Falun Dafa teach people to improve their spiritual, mental and physical well-being, and serve as guiding principles for a good society.

As you recognize this special anniversary, our community applauds your pledge to exemplify kindness, acceptance and tolerance. Please accept my best wishes for continued success and a memorable anniversary celebration.

A handwritten signature in cursive script that reads "Stuart Houston".

Stuart Houston  
Mayor  
City of Spruce Grove



**aboffice@albertabeach.com**

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**From:** Trinity Hindes <THindes@lsac.ca>  
**Sent:** Wednesday, April 29, 2020 2:35 PM  
**To:** Village of Alberta Beach  
**Cc:** Joe Duplessie  
**Subject:** Letter from Highway 43 East Waste Commission  
**Attachments:** Alberta Beach correspondence 04-28-2020.pdf

Good afternoon,

Please find attached a letter from the Highway 43 East Waste Commission.

**Thank you,**  
**Trinity Hindes**  
Financial Clerk

PLEASE NOTE: All Lac Ste. Anne County administration offices are closed to the public until further notice. County staff will work from home where possible, and have been advised to avoid all in-person meetings. All business-related travel including travel to off-site meetings, courses and conferences has been banned. Essential services will continue to be provided. Phone calls to the County will be fielded by the County's answering service and forwarded to the relevant departments.

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0  
PHONE: 780.785.3411 Ext. 3699 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985

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April 28, 2020

SV of Alberta Beach  
PO Box 278  
Alberta Beach, AB  
T0E 0A0

Attention: Jim Benedict, Mayor

**Re: Hazardous Waste Collection bins**

Dear Mr. Benedict:

The Highway 43 East Waste Commission board is asking you and your council if you would receive hazardous waste from residents outside your municipality. The residents allowed will be residents within the Lac Ste. Anne County boundaries.

If you have any questions, please let me know.

Regards,

A handwritten signature in cursive script that reads "Joe Duplessie".

Joe Duplessie  
Manager

Cc: Highway 43 East Waste Commission

Bought this Run-Down Summer Cottage Oct 15, 2015. Had to hurry to try to get it liveable for the winter months. First change single pane windows to triple glaze and then the doors from hollow core to solid core. I ended up stripping all paneling and insulating and vapour barriering all the outer walls and ceiling. With lots of work and incentive every time I would look back and see an improvement, and it would look a little more like home. Then I realized that what people had said about the brother I had bought from. The two brothers and wives did not get along, and subsequently is the reason, Michael sold out

So now Bonnie and John start making life miserable as they can for me. It starts with high wattage lights shining in my dining room from 6 AM until 10 P.M.

So I had to abandon using the room as a dining room, as it was supposed to be. Then they started calling Bruce regularly for any sort of complaint. He was out about 160 times for stuff he even said was trivial. Then in the summer of 2016 they changed all eaves troughing ~~and~~ downspouts to dump all their rain water run-off into my yard and also backed up with big rain storms into Harvey & Marys yard. I put up with this for four years and was as disgruntled to say the least that selling out was the only alternative I had. All the work I had put into the place to make it a nice place to live retirement time looked hopeless. One day I took pictures and wrote complaint to Village Office. Staff couldn't believe what they saw. They must have informed Garbean that they had to fix things, cause next day they listed their place and sold.

So I decide to stay. Now because I was going to sell, I didn't pay property tax, using the money instead on improvements to up the sale value of the property.

Since all of this, I am now battling cancer. I would like to go to the bank and bring this tax situation to a current up to date situation. Would yourself and Council please take a look into this situation and come back to with a firm dollar figure that would be satisfactory for both parties and get this resolved as soon as possible. I will respect any decision and if you need any further information, I am available.

Thank you  
Jim Patrick

RECEIVED MAY 13 2020

ALBERTA BEACH  
BYLAW NO. 274-20  
PAGE 1 of 2

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN ALBERTA BEACH FOR THE 2020 TAXATION YEAR.**

**Whereas**, Alberta Beach has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Regular Council Meeting held on May 19, 2020; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for Alberta Beach for 2020 total \$3,404,728.60; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,751,926.19 and the balance of \$1,652,802.41 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$432,618.28
Residential/Farmland – 2019 Underlevy	9,110.70
Non-residential	43,309.92
Non-residential – 2019 Underlevy	1,722.60
Designated Industrial Property Tax Requisition	138.51
Senior Foundation	38,134.99; and

**Whereas**, the Council of Alberta Beach is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

**Whereas**, the assessed value of all property in Alberta Beach as shown on the assessment roll is:

<u>Assessment Class</u>	<u>Assessment</u>
Residential (Class 1)	\$164,969,670.00
Non-residential (Commercial) (Class 2)	9,556,030.00
Farmland (Class 3)	15,600.00
Exempt	13,996,450.00
Designated Industrial (DI) – Non Residential (Class 4)	20,010.00
Designated Industrial (DI) – Machinery & Equipment (Class 4)	146,650.00
Power & Pipeline (Linear)	1,655,830.00
	<u>\$190,360,240.00</u>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of Alberta Beach, in the Province of Alberta, enacts as follows:

- That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Alberta Beach:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Mill Rate</u>
<b>General Municipal</b>			
Residential	828,890.11	164,969,670.00	5.02450
Non-Residential	95,794.42	9,556,030.00	10.02450
Farmland	78.38	15,600.00	5.02450
DI – Non Residential	200.59	20,010.00	10.02450
DI – Machinery & Equipment	1,470.09	146,650.00	10.02450
Power & Pipeline	16,598.87	1,655,830.00	10.02450

ALBERTA BEACH  
 BYLAW NO. 274-20  
 PAGE 2 of 2

<b>ASFF</b>	<u>Tax Levy</u>	<u>Assessment</u>	<u>Mill Rate</u>
Residential	441,687.15	164,969,670.00	2.677384
Non-Residential	38,313.49	9,556,030.00	4.009352
Farmland	41.77	15,600.00	2.677384
DI – Non Residential	80.23	20,010.00	4.009352
Power & Pipeline	6,638.81	1,655,830.00	4.009352

<u>Tax Levy</u>	<u>Assessment</u>	<u>Mill Rate</u>
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**Designated Industrial Property Tax Requisition**

DI – Non-Residential	1.52	20,010.00	0.07600
DI – Machinery & Equipment	11.15	146,650.00	0.07600
Power & Pipeline	125.84	1,655,830.00	0.07600

2. That the Chief Administrative Officer is hereby authorized to levy a minimum amount payable as a municipal services tax for general municipal purposes in the amount of \$850.00 per parcel for a total parcel count of 835 and a total estimated revenue of \$709,750.00.
3. That the Chief Administrative Officer is hereby authorized to levy a minimum amount payable as a sewer revitalization levy in the amount of \$300.00 per serviceable lot for a total parcel count of 819 and a total estimated revenue of \$245,700.00.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED by the Mayor and C.A.O. this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
 Mayor, Jim Benedict

\_\_\_\_\_  
 C.A.O., Kathy Skwarchuk