

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD ELECTRONICALLY  
VIA ZOOM MEETING  
APRIL 21, 2020 AT 7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. CLOSED MEETING SESSION
3. AGENDA ADDITIONS / DELETIONS
4. AGENDA ADOPTION
5. DELEGATIONS
6. CONFIRMATION OF MINUTES
  - a. Regular Council Meeting of March 17, 2020
7. MUNICIPAL PLANNING COMMISSION MEETING
8. OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES
  - a. Things to Do List
9. FINANCIAL REPORTS
  - a. List of Accounts
  - b. Financial Report
  - c. 2020 Draft Budget
10. COMMITTEES & REPORTS
11. CORRESPONDENCE – NO ACTION REQUIRED
  - a. Alberta Education – 2020 Education Property Tax Requisitions and Tax Deferrals
  - b. Alberta Justice & Solicitor General – Response Letter – Police Funding Model
  - c. Alberta Municipal Affairs – Response Letter – Request for ICF Extensions
  - d. Alberta Municipal Affairs – Municipal Governance during Covid-19 March 27<sup>th</sup> Issue
  - e. Alberta Municipal Affairs – Municipal Governance during Covid-19 April 3<sup>rd</sup> Issue
  - f. Alberta Municipal Affairs – Municipal Governance during Covid-19 April 9<sup>th</sup> Issue
  - g. Alberta Municipal Affairs – Summer Village of Silver Sands Approval of ACP Funding
  - h. Alberta Urban Municipalities Association – Letter to Minister - State of Public Health Emergency
  - i. Alberta Urban Municipalities Association – AUMA Media Statement - Education Tax Relief
  - j. Alberta Urban Municipalities Association – AUMA Guide - Economic Response to Covid-19
  - k. Alberta Urban Municipalities Association – AUMA Economic Meeting Support
  - l. Alberta Urban Municipalities Association – Letter of Gratitude from Lieutenant Governor
  - m. Community Futures Yellowhead East – Business Resource Documents
  - n. Community Futures Yellowhead East – Zoom Information Sharing Meetings
  - o. Gerald Soroka, MP – Email to Mayors in Yellowhead Riding – Zoom/Skype Meeting
  - p. MPE Engineering Ltd. – Alberta Beach Boat Launch
  - q. Rural Municipalities of Alberta – RMA Employee Cellular Program
  - r. Town of Mayerthorpe – AFRRCS Third Party Agreement
12. CORRESPONDENCE – REQUIRES ACTION
  - a. Alberta Public Works Association – National Public Works Week
  - b. Alberta Urban Municipalities Association – AUMA’s Electricity Aggregation for 2021-2023
  - c. Kim Kozak – Innovative Planning & Development
  - d. Wicked Automotive - Lease
13. NEW BUSINESS
  - a. Bylaw 272-20 A Bylaw to Establish a Development Authority
  - b. Bylaw 273-20 A Bylaw to Establish a Subdivision Authority
14. QUESTION PERIOD
15. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA  
HELD IN COUNCIL CHAMBERS  
TEMPORARILY LOCATED AT UNIT 5A, 4000 MUSEUM ROAD  
MARCH 17, 2020 AT 7:00 P.M.**

**PRESENT:**

- Mayor .....Jim Benedict
- Deputy Mayor .....Angela Duncan
- Councillor .....Bud Love (Via Skype)
- Councillor .....Judy Valiquette
- Councillor .....Daryl Weber
- CAO .....Kathy Skwarchuk

**CALL TO ORDER:**

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

**CLOSED MEETING SESSION:**

No closed meeting session was held.

**AGENDA ADDITIONS/DELETIONS:**

The CAO advised that the delegations have been cancelled.

**AGENDA ADOPTION:**

#034-20  
 MOVED BY Councillor Valiquette that the agenda be adopted as presented.  
CARRIED UNANIMOUSLY

**DELEGATION: None.**

**CONFIRMATION OF MINUTES:**

#035-20  
 MOVED BY Deputy Mayor Duncan that the minutes of the Regular Council Meeting of February 18, 2020 be adopted as presented.  
CARRIED UNANIMOUSLY

#036-20  
 MOVED BY Councillor Valiquette that the minutes of the Municipal Planning Commission Meeting of February 18, 2020 be adopted as presented.  
CARRIED UNANIMOUSLY

**MEETING ADJOURN FOR MUNICIPAL PLANNING COMMISSION MEETING:**

No Municipal Planning Commission meeting was held.

**OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES:**

#037-20  
**GRASMERE GRIZZLIES ENHANCEMENT SOCIETY – PLAYGROUND PROJECT REQUEST FOR FINANCIAL SUPPORT:**  
 MOVED BY Councillor Valiquette that Council approve to support the Grasmere Grizzlies Enhancement Society in their request for financial support for their Playground Project with a donation of \$5,000.00 with potential for further funding upon completion of the audit and review of the budget.  
CARRIED UNANIMOUSLY

The CAO reported that the administration office is closed to the public until further notice due to the Covid-19 virus, further that the administration, patrol and public works departments will continue to provide essential services.

#038-20  
**CANCELLATION OF MEETINGS & CLOSURE OF COMMUNITY FACILITIES:**  
 MOVED BY Mayor Benedict that due to Covid-19 all non-essential meetings be cancelled and further all community facilities be closed until further notice as per Provincial and Federal directives.  
CARRIED UNANIMOUSLY

**FINANCIAL:**

#039-20  
**LIST OF ACCOUNTS:**  
 MOVED BY Councillor Weber that the list of accounts in the amount of \$243,586.58 be accepted for information.  
CARRIED UNANIMOUSLY

**COMMITTEE REPORTS:**

**DEPUTY MAYOR DUNCAN:**

- ALBERTA BEACH AG SOCIETY AGLIPLIX OPERATIONS COMMITTEE – Deputy Mayor Duncan reviewed and submitted report on the February 26<sup>th</sup> meeting (attached).
- AUMA PROVINCIAL BUDGET WEBINAR – Deputy Mayor Duncan reviewed and submitted report on the February 28<sup>th</sup> webinar (attached).
- LAND USE BYLAW REVIEW – Deputy Mayor Duncan reviewed and submitted report on the March 2<sup>nd</sup> meeting (attached).

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MUNICIPAL AFFAIRS MEETING – Deputy Mayor Duncan reviewed and submitted report on the March 12<sup>th</sup> meeting (attached).  
COVID-19 CONFERENCE CALL WITH AHS – Deputy Mayor Duncan reviewed and submitted report on the March 16<sup>th</sup> conference call (attached).

#040-20

LETTER TO ALBERTA MUNICIPAL AFFAIRS TO REQUEST EXTENSION ON COMPLETION OF ICF'S:

MOVED BY Deputy Mayor Duncan that a letter be sent to Alberta Municipal Affairs to request an extension for the completion of ICF's between Alberta Beach and Lac Ste. Anne County, the Summer Village of Sunset Point and the Summer Village of Val Quentin, due to the extenuating circumstances of the Covid-19 virus the ongoing discussion meetings have been cancelled.

CARRIED UNANIMOUSLY

COUNCILLOR VALIQUETTE:

ALBERTA BEACH LIBRARY BOARD – Councillor Valiquette reviewed and submitted report on the March 10<sup>th</sup> meeting (attached).

YELLOWHEAD REGIONAL LIBRARY – Councillor Valiquette reviewed and submitted report on the March 16<sup>th</sup> meeting (attached).

COUNCILLOR WEBER:

COMMUNITY FUTURES YELLOWHEAD EAST – Councillor Weber reviewed and submitted report on the February 20<sup>th</sup> meeting (attached).

LAC STE. ANNE EAST END BUS – Councillor Weber reviewed and submitted report on the March 17<sup>th</sup> meeting (attached).

LAC STE. ANNE FOUNDATION – Councillor Weber reviewed and submitted report on the March 4<sup>th</sup> meeting (attached).

COUNCILLOR LOVE:

ALBERTA BEACH 100 YEAR ANNIVERSARY PLANNING COMMITTEE – Councillor Love reported that a donation in the amount of \$500.00 was received from the Highway 43 East Waste Commission for the 100 Year Anniversary.

MAYOR BENEDICT:

REGIONAL FIRE SERVICES STEERING COMMITTEE – Mayor Benedict reviewed and submitted report on the March 13<sup>th</sup> meeting (attached).

PUBLIC WORKS ADVISORY COMMITTEE – Mayor Benedict reviewed a request from the public works department for the purchase of a CAT skid steer as well as a request to advertise the sale of the 1999 Sterling gravel truck and the 2005 Thomas skid steer.

#041-20

PUBLIC WORKS PURCHASE OF CAT TRACK SKIDSTEER:

MOVED BY Mayor Benedict that Council approve the public works purchase of a CAT track skid steer to a maximum of \$30,000.00.

CARRIED UNANIMOUSLY

#042-20

ADVERTISE SALE OF STERLING GRAVEL TRUCK AND THOMAS SKID STEER:

MOVED BY Mayor Benedict that Council approve that public works advertise the sale of the 1999 Sterling gravel truck as well as the 2005 Thomas skid steer.

CARRIED UNANIMOUSLY

#043-20

DEVELOPMENT PERMIT REPORT:

The Administration Department submitted a report for Council's information on the 2020 Development Permits issued to date.

MOVED BY Councillor Valiquette that the committee reports be accepted for information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – FOR INFORMATION:**

ALBERTA HEALTH SERVICES – AHS REVIEW RECOMMENDATIONS & NEXT STEPS:

An update was received from Alberta Health Services regarding the AHS review recommendations & next steps towards implementation.

ALBERTA MUNICIPAL AFFAIRS MINISTER MADU – BUDGET 2020:

A letter was received from Alberta Municipal Affairs Minister Madu regarding the details on the key items for Municipal Affairs that impact municipalities in Budget 2020.

ALBERTA URBAN MUNICIPALITIES ASSOCIATION – INVITATION TO STRATEGIC BRANDING REVIEW SESSION:

An invitation was received from Alberta Urban Municipalities Association to participate in their Strategic Branding review session.

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**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – VILLAGES WEST UPDATE:**  
An AUMA Villages West update was received from Alberta Urban Municipalities Association.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – 2020 AUMA PUBLIC RISK CONFERENCE:**  
Alberta Urban Municipalities Association forwarded information on the 2020 AUMA Public Risk Conference.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA'S ENERGY AGGREGATION 2020:**  
Correspondence was received from Alberta Urban Municipalities Association regarding the AUMA's Energy Aggregation 2020 program.

**BARRHEAD & AREA REGIONAL CRIME COALITION – CRIME PREVENTION TRADE SHOW & CONFERENCE:**  
Correspondence was received from the Barrhead & Area Regional Crime Coalition regarding the Crime Prevention Trade Show & Conference.

**CITY OF TORONTO – CAR SPEED GOVERNORS:**  
A letter was received from the City of Toronto requesting support in asking the Federal Government to consider amending the Motor Vehicle Safety Act to control the top speed on new vehicles through the installation of car speed governors.

**DENIS MEIER, CONSTITUENCY ASSISTANT, LAC STE. ANNE-PARKLAND – COMMUNITY EVENTS:**  
Correspondence was received from Denis Meier, Constituency Assistant for Lac Ste. Anne-Parkland requesting information on community events planned for this year.

**DOYLE & COMPANY – AUDIT OF THE FINANCIAL STATEMENTS FOR DECEMBER 31, 2019:**  
A report letter was received from Doyle & Company outlining the audit process and responsibilities in the audit of the Financial Statements for December 31, 2019.

**DOYLE & COMPANY – AUDITOR INDEPENDENCE:**  
A letter was received from Doyle & Company outlining the Auditor independence with respect to Alberta Beach.

**GUNN & AREA RECREATION SOCIETY – THANK YOU:**  
A thank you note was received from the Gunn & Area Recreation Society for the support of promotional products for their family Christmas party.

**LAC STE. ANNE COUNTY – SDAB HEARING ON PROPOSED TELUS TELECOMMUNICATION INSTALLATION:**  
A letter was received from Lac Ste. Anne County regarding a SDAB Hearing on the Proposed Telus Telecommunication installation.

**MINISTER OF ALBERTA JUSTICE & SOLICITOR GENERAL – NEW POLICE ACT FUNDING MODEL RESPONSE:**  
A letter was received from Minister Schweitzer of Alberta Justice & Solicitor General in response to our letter regarding the new Police Act Funding Model confirming that short term enhanced policing contracts do not qualify for a deduction from the funding model.

**NORTH SASKATCHEWAN WATERSHED ALLIANCE – NSWA 20<sup>TH</sup> ANNIVERSARY INVITATION:**  
The North Saskatchewan Watershed Alliance sent an invitation to their 20<sup>th</sup> Anniversary.

**SUMMER VILLAGE OF SUNSET POINT – SUMMER VILLAGE OF SUNSET POINT ICF:**  
A letter was received from the Summer Village of Sunset Point regarding the ICF negotiations.

**THE NEWS FROM THE ALBERTA COUNSEL:**  
The February 2020 issue of the News from the Alberta Counsel was distributed for information.

**WILD WATER COMMISSION – INTER-BASIN TRANSFER OPEN HOUSES:**  
Correspondence was received from Wild Water Commission regarding the expansion of the regional water system and of the Open Houses being held to review the proposed Inter-basin Transfer and route of the water transmission lines.

#044-20

MOVED BY Councillor Weber that the correspondence be accepted for information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – REQUIRING ACTION:**

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#045-20

**ALBERTA BEACH AG SOCIETY – WHAT WOMEN WANT FUNDRAISER:**  
MOVED BY Mayor Benedict that Council approve to support the Alberta Beach Agricultural Society's What Women Want annual fundraising event with the purchase of a gold sponsorship in the amount of \$200.00 as well as a donation of promotional products.

CARRIED UNANIMOUSLY

#046-20

**CECILE BULVA – APPEAL FOR EASEMENT LAND ENCROACHMENT & VARIANCE:**  
MOVED BY Deputy Mayor Duncan that the letter of request from Cecile Bulva for a 2 to 3 foot encroachment on the public lands adjacent to 5015 – 46 Street for a fence be denied.

CARRIED UNANIMOUSLY

#047-20

**LAC STE. ANNE COUNTY – TERMINATION OF ASSESSMENT REVIEW BOARD AGREEMENT:**  
MOVED BY Mayor Benedict that the letter from Lac Ste. Anne County to terminate the Assessment Review Board Agreement be accepted.

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

#048-20

**ATCO GAS & PIPELINES – FRANCHISE AGREEMENT RENEWAL:**  
MOVED BY Deputy Mayor Duncan that the Atco Gas & Pipelines Franchise Agreement Renewal be approved as presented.

CARRIED UNANIMOUSLY

#049-20

**PARKLAND COUNTY – MEMORANDUM OF AGREEMENT FOR ANIMAL SHELTER SERVICES:**  
MOVED BY Councillor Weber that the Parkland County Memorandum of Agreement for Animal Shelter Services be approved as presented.

CARRIED UNANIMOUSLY

#050-20

**STURGEON RIVER WATERSHED ALLIANCE – STURGEON RIVER WATERSHED MANAGEMENT PLAN:**  
MOVED BY Deputy Mayor Duncan that the Sturgeon River Watershed Management Plan (2020) be accepted for information and Council resolves to continue to work collaboratively with other municipalities and the Sturgeon River Watershed Alliance to implement the plan; and to consider plan recommendations in the decision-making of the municipality including the development of new or updated statutory and other documents.

CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

No one from the public was in attendance at the meeting.

**ADJOURNMENT:**

The meeting adjourned at 8:36 P.M.

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Mayor – Jim Benedict

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C.A.O. – Kathy Skwarchuk

# **Financial Report**

## **March 31, 2020**

BALANCE SHEET	Beg:00000000	End:31Mar2020	Type: A	C U	Name
<b>ASSETS</b>					
<b>CASH ON HAND:</b>					
CASH REGISTER FLOAT	100.00		1		A111
CASH ON HAND - PETTY CASH	100.00		1		A112
BANK	333,656.21		1		A121
INVESTED CASH - TERM DEPOSIT	0.00		1		A122
BANK T-BILL SAVINGS #25	1,062,146.97		1		A125
BANK CUSTOM PLAN #26 (1.3M)	0.00		1		A126
<b>TOTAL CASH</b>		<b>1,396,003.18</b>	<b>2</b>		<b>TOTC</b>
<b>ACCOUNTS RECEIVABLE:</b>					
TAXES & GRANTS-IN-LIEU REC	12,065.82		1		A210
RECEIVABLE FROM OTHER GOVTS:					
GST COLLECTED\PAID OUT-A230	8,533.20		1		A230
ITC	121.00		1		A231
GST SHARED SERVICES - A232	0.00		1		A232
CONDITIONAL PROV GRANTS	0.00		1		A248
RECEIVABLE OTHER LOCAL GOVT:					
ADMIN ACCOUNTS RECEIVABLE	25,261.67		1		A270
ADMIN RECEIVABLE - AFDA	4,162.73		1		A275
TRADE ACCOUNTS RECEIVABLE	0.00		1		A271
ALL OTHER RECEIVABLES	0.00		1		A290
<b>TOTAL ACCOUNTS RECEIVABLE</b>		<b>17,687.32</b>	<b>2</b>		<b>TAR</b>
PREPAID EXPENSES	42,470.50		1		A412
REQUISITION UNDER\OVER LEVY	10,833.30		1		A413
SUPPLIES INVENTORY	8,969.99		1		A164
TAX SALE SURPLUS (BANK ACCT.)	0.00		1		A474
LAND HELD FOR RESALE	0.00		1		A570
<b>FIXED ASSETS:</b>					
ENGINEERING STRUCTURES	4,707,905.37		1		A610
ACCUM.AMORTIZATION-ENG.STRUC	2,780,596.93		1		A615
BUILDINGS	2,759,249.63		1		A620
ACCUM.AMORTIZATION-BUILDINGS	762,545.12		1		A625
MACHINERY & EQUIPMENT	842,988.61		1		A630
ACCUM.AMORTIZATION-MACH&EQ	586,164.26		1		A635
LAND	1,349,990.57		1		A640
ACCUM.AMORTIZATION-LAND	0.00		1		A645
VEHICLES	321,795.29		1		A650
ACCUM.AMORTIZATION-VEHICLES	272,066.89		1		A655
LAND IMPROVEMENTS	630,437.98		1		A660
ACCUM.AMORTIZATION-LAND IMPR	447,882.29		1		A665
<b>TOTAL FIXED ASSETS</b>		<b>5,763,111.96</b>	<b>2</b>		<b>TFA</b>
<b>TOTAL ASSETS</b>					
				<b>3</b>	<b>TA</b>
SHORT TERM LOANS	0.00		1		L121
ACCOUNTS PAYABLE					
FEDERAL - G.S.T.	0.00		1		L230
Description	Beg:00000000	End:31Mar2020	Type: A	C U	Name

BALANCE SHEET	Beg:00000000	End:31Mar2020	Type: A	C	U	Name
FEDERAL - REC GEN	2,725.00		1			L231
PAYROLL - ACCRUED HOLIDAY PA	1,458.56		1			L235
PAYROLL - AMESBWITH	0.00		1			AMESBWITH
PAYROLL - R.R.S.P.	676.00		1			RRSPACC
PAYROLL - UNION	0.00		1			UNION
PAYROLL - EMPL RECEIVABLES	0.00		1			EMPLREC
PAYROLL - AHC PREMIUM	0.00		1			AHCWITH
PAYROLL - CANADA SAV BOND	0.00		1			CANSAV
PAYROLL - ADVANCES	0.00		1			ADV
PAYABLE TO OTHER LOC GOVT	0.00		1			L270
TRADE ACCOUNTS PAYABLE	0.00		1			L270TP
KIDS IN ACTION	0.00		1			KIDSIA
BIKES FOR KIDS	0.00		1			B4KIDS
VILLAGE MAP\BROCHURE	0.00		1			MAPAP
COMMUNITIES IN BLOOM	0.00		1			CIBLOOM
ALL OTHER PAYABLES	7,400.00		1			L290
DEPOSITS	22,891.50		1			L291
TOTAL ACCOUNTS PAYABLE		35,151.06	2			TAP
TAX SALE SURPLUS TRUST	0.00		1			L410
DEFERRED REVENUE	137,027.84		1			L411
DEFERRED REVENUE	0.00		1			L412
DEFERRED REVENUE	51,085.21		1			L413
RESERVES FOR OPERATING		0.00	2			L700
TAX RATE STABILIZATION		187,907.39	2			L701
ADMIN & P.W. INCOME-STAFF		0.00	2			L702
ADMIN & P.W. INCOME-VILLAGE		0.00	2			L703
INSURANCE PROCEEDS- HAYLAND		44,536.80	2			L704
DISASTER PREPAREDNESS		0.00	2			L705
STREET IMPROVEMENTS		0.00	2			L706
CAMPGROUND IMPROVEMENTS		0.00	2			L707
ECONOMIC DEVELOPMENT- 100 YR		2,625.00	2			L708
SALE OF PUBLIC LANDS		0.00	2			L709
SCHOOL PROJECTS		0.00	2			L710
DRAINAGE & WATER STUDY		0.00	2			L711
FCSS PAYOUT COUNTY		0.00	2			L712
REDEVELOPMENT PLAN		0.00	2			L713
TOTAL OPERATING RESERVES			3			L790
RESERVES FOR CAPITAL						
GENERAL CAPITAL		733,083.22	2			L750
ADMINISTRATIVE EQUIPMENT		6,803.01	2			L761
LAGOON RECONSTRUCTION		10,205.00	2			L762
PARK RESERVE SALE PROCEEDS		0.00	2			L763
PARKS AND RECREATION DEV		34,494.45	2			L764
PUBLIC WORKS EQUIPMENT		40,959.73	2			L765
CAMPGROUND DEVELOPMENT		0.00	2			L766
FIREHALL		0.00	2			L767
MSI GRANT RESERVES		0.00	2			L799
ADMINISTRATIVE BUILDING		28,622.92	2			L768
PATROL EQUIPMENT		25,164.00	2			L770
Description	Beg:00000000	End:31Mar2020	Type: A	C	U	Name



BALANCE SHEET	Beg:000000000	End:31Mar2020	Type: A	C U	Name
AMIP GRANT RESERVES		0.00		2	L771
EAST END BUS		0.00		2	L772
TOTAL CAPITAL RESERVES			879,332.33	3	L760
TOTAL EQUITY IN FIXED ASSETS		5,763,111.96		2	L800
ACCUMULATED SURPLUS - 31\12\94	1,163,247.90			1	L900
ADJUSTED SURPLUS (PRIOR PERIOD)	551,829.92			1	L902
SURPLUS FROM 1\1\95	780,850.61			1	L901
APPROPRIATED SURPLUS	0.00			1	L905
CURRENT FUNDS USED FOR TCA	0.00			1	L910
CURRENT AMORTIZATON EXPENSE	868,508.13			1	L915
NET BOOK VALUE OF TCA DISPOSAL	204,017.74			1	L920
CONTRIBUTED TCA	0.00			1	L925
TOTAL SURPLUS		138,298.66		2	ACCUMSURP
TOTAL LIABILITIES			7,239,076.25	3	TL
PROOF			0.00	3	PROOF

DAY OF Mar, 31, 2020

Description	Beg:000000000	End:31Mar2020	Type: A	C U	Name
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Analysis: INCOME STATEMENT

INCOME STATEMENT		(1)	(2)
Period 1: --- Begin		01Jan2019	01Jan2020
Period 1: --- End		31Dec2019	31Mar2020
Period 1: --- Type		B	A
(less) --- Begin		000000000	000000000
Period 2: --- End		000000000	000000000
Period 2: --- Type			
Ratios: % of Account			
Graphs: # of Columns,Scale		0 0	0 0

Description	'20 INT.BUDGET	2020 ACTUAL
REVENUE		
RESIDENTIAL TAXES (MUNICIPAL)	823,093.33	0.00
RESIDENTIAL TAXES (SCHOOL)	423,668.09	0.00
COMMERCIAL TAXES (MUNICIPAL)	93,322.64	0.00
COMMERCIAL TAXES (SCHOOL)	34,576.19	0.00
FARM TAXES (MUNICIPAL)	78.42	0.00
FARM TAXES (SCHOOL)	40.37	0.00
POWER & PIPELINE (MUNICIPAL)	18,721.44	0.00
POWER & PIPELINE (SCHOOL)	6,936.33	0.00
MACHINERY & EQUIP (MUNICIPAL)	1,675.22	0.00
MACHINERY & EQUIP (SCHOOL)	0.00	0.00
DESIGNATED INDUSTRIAL (DI)	159.88	0.00
MUNICIPAL SERVICES TAX	709,770.00	0.00
LIBRARY LEVY	0.00	0.00
MISC. OTHER LEVY	0.00	0.00
TOTAL TAXES	2,112,041.91	0.00
PENALTIES & COSTS ON TAXES	35,000.00	25,946.05
FRANCHISE - ATCO GAS	25,000.00	7,875.73
FRANCHISE - FORTIS	33,000.00	3,262.97
INVESTMENT INCOME	10,000.00	8,257.15
PROVINCIAL GRANTS		
RESTRUCTURING GRANT	0.00	0.00
CONDITIONAL FGTF	0.00	0.00
CONDITIONAL AMIP GRANT	0.00	0.00
CONDITIONAL MSI GRANT	25,169.00	125,066.00
FROM RESERVE\DEF.REV.	0.00	0.00
OTHER	1,000.92	2,207.40
ADMIN		
ADMINISTRATIVE SERVICE	4,800.00	4,800.00
SALES OF GOODS & SERVICES	4,000.00	124.22
TAX CERTIFICATES	1,000.00	30.00
PHOTOCOPIES\FAXES\POSTAGE	200.00	279.17
PENALTIES\COSTS - N.S.F. FEES	350.00	245.00
HAWKER PEDDLER LICENSES	0.00	0.00
RENTAL AND LEASE	14,600.00	8,148.39
PROV\FED CONDITIONAL GRANT	5,000.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
PATROL		
SALES TO OTHER LOCAL GOV'T	40,220.00	0.00
SALES OF GOODS & SERVICES	0.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
FINES	6,000.00	202.15
SALE OF FIXED ASSETS	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00
RENTAL & LEASE	24,000.00	8,000.00
UTILITIES REIMBURSEMENT	4,400.00	0.00
PROVINCIAL CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	6,800.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
DISASTER SERVICES	0.00	0.00
AMBULANCE GRANT	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	3,400.00
ANIMAL LICENSES	1,000.00	320.00
BY-LAW FINES	1,000.00	0.00
COMMON SERVICES		
PUBLIC WORKS SERVICES	0.00	0.00
SALES OF GOODS & SERVICES	2,000.00	0.00
RENTAL AND LEASE	60,880.00	16,100.00
CONDITIONAL GRANT	0.00	0.00
SALE OF FIXED ASSETS	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
ROADS		
CONDITIONAL GRANT	0.00	0.00
SALE OF TCA	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
STORM SEWER & DRAINAGE		
CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
SEWER		
LOCAL IMPROVEMENT CHGS	0.00	0.00
SEWER REVITALIZATION	245,700.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
SOLID WASTE		
CONTRACT WITH OTHER MUNICIPAL	2,500.00	0.00
SALE OF GOODS & SERVICES	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
MUNICIPAL PLANNING	0.00	0.00
DEVELOPMENT PERMITS	5,000.00	0.00
COMPLIANCE CERTIFICATES	1,000.00	0.00
SUBDIVISION APPLICATIONS	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	152,000.00	0.00
SALE OF PUBLIC LAND	0.00	0.00
PIER & MARINA	0.00	0.00
TRANSFER RESERVE\DEF.REV.	51,600.00	0.00
PARKS		
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00
CONDITIONAL GRANT	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00
GRANT FROM LOCAL AGENCIES	0.00	0.00
PARKING LOT REVENUE	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
RECREATION FACILITIES		
SALE OF SERVICE - FEES\CHARGES	0.00	0.00
REGIONAL RECREATION	24,058.00	6,016.00
GRANT FROM LOCAL AGENCIES	3,800.00	0.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	1,000.00	0.00
CAMPGROUND		
USER FEES (SEASONAL)	175,000.00	0.00
WEEKEND SITES	48,000.00	0.00
CAMPGRD CABIN RENTAL	5,000.00	0.00
SALES OF GOODS & SERVICES	3,000.00	0.00
WINTER STORAGE -	21,000.00	0.00
DEBIT MACHINE ADJUSTMENTS	0.00	0.00
RENTAL & LEASE	2,400.00	1,600.00
M.R.T.A. GRANT	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
CULTURE		
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00
TOTAL OPERATING REVENUE	3,168,719.83	221,880.23
CAPITAL:		
CAPITAL PURCHASES-ADMIN	5,000.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
CAPITAL PURCHASES-RECREATION	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	5,000.00	0.00
CAPITAL PROJECTS:		
CAPITAL PROJECT-ROADS	525,715.00	0.00
CAPITAL PROJECT-SHOP	0.00	0.00
CAPITAL PROJECT-DRAINAGE	14,380.00	0.00
CAPITAL PROJECT-WALK PATHS	0.00	0.00
CAPITAL PROJECT-47 ST UPGRADE	0.00	0.00
CAPITAL PROJECT-	0.00	0.00
TOTAL	540,095.00	0.00
TOTAL CAPITAL REVENUE	545,095.00	0.00
REQUISITIONS:		
SCHOOL FOUNDATION	0.00	0.00
ASFF	465,221.06	118,982.05
OVER\UNDER LEVY UTILIZED	0.00	0.00
DESIGNATED INDUSTRIAL	159.89	0.00
TOTAL REQUISITIONS	465,380.95	118,982.05
BUSINESS INCOME PROFIT	0.00	0.00
TOTAL	3,248,433.88	102,898.18
Description	'20 INT.BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

EXPENSE STATEMENT		(1)	(2)
Period 1: --- Begin		01Jan2019	01Jan2020
End		31Dec2019	31Mar2020
--- Type		B	A
(less) --- Begin		000000000	000000000
Period 2: --- End		000000000	000000000
--- Type			
Ratios: % of Account			
Graphs: # of Columns,Scale		0 0	0 0

Description	'20 INT.BUDGET	2020 ACTUAL
<b>COUNCIL</b>		
COUNCIL HONORARIUMS - MAYOR	9,549.00	2,387.55
COUNCIL HONORARIUMS	33,572.00	8,394.75
MEETING FEES	17,500.00	2,400.00
HONOURARIUM DEDUCTIONS	1,800.00	0.00
COUNCIL TRAVEL	3,000.00	257.82
CONFERENCES\CONVENTIONS	9,000.00	165.00
INTERNET & PHONE EXPENSE	6,000.00	0.00
COUNCIL PROMOTIONAL	8,500.00	500.00
MISC. SUPPLIES	1,000.00	10.98
<b>TOTAL</b>	<b>89,921.00</b>	<b>14,116.10</b>
<b>ADMINISTRATION</b>		
ADMINISTRATOR	111,703.00	28,442.70
SALARIES	172,781.00	42,374.29
PAYROLL TO\FROM BUS INC	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL DEDUCTIONS	52,125.00	13,917.36
SCP PAYROLL	0.00	0.00
FROM\TO RESERVE	0.00	0.00
TRAINING	1,000.00	0.00
TRAVEL	300.00	0.00
FREIGHT, POSTAGE, DELIVERY	3,700.00	0.00
TELEPHONE\INTERNET\SATELLIT	4,900.00	846.17
ADVERTISING	1,800.00	63.17
SUBSCRIPTIONS\MEMBERSHIPS	4,400.00	2,019.61
PRINTING	1,200.00	475.00
LEGAL	3,000.00	0.00
AUDITOR	11,200.00	0.00
SERVICE CONTR-PHOTO,FAX,POS	6,000.00	1,146.08
SERVICE CONTR - ALARM	500.00	300.00
PURCHASED EQUIPMENT REPAIR	5,000.00	4,503.02
CONTRACT - JANITOR	6,000.00	1,500.00
INSURANCE	48,000.00	490.00
W.C.B.	10,300.00	1,639.00
STATIONERY & SUPPLIES	4,000.00	1,297.55
JANITORIAL SUPPLIES	750.00	207.30
MISCELLANEOUS SUPPLIES	7,000.00	518.36
VILLAGE PROMOTION	4,500.00	1,140.00
100 YEAR ANNIVERSARY	5,000.00	3,974.33
UTILITIES	5,300.00	1,458.25
DEBT REPAYMENT	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00

Description	'20 INT.BUDGET	2020 ACTUAL
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Analysis: EXPENSE STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
BANK CHARGES	1,000.00	161.49
TAX REBATES & CANCELLATIONS	0.00	0.00
OTHER & BLDG REPAIRS	13,000.00	1,432.61
BAD DEBT EXPENSE	0.00	0.00
CAPITAL PURCHASES	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	484,459.00	107,906.29
ELECTION \ CENSUS		
SALARIES & WAGES	0.00	0.00
ADVERTISING	0.00	0.00
GOODS & SUPPLIES	0.00	0.00
TOTAL	0.00	0.00
ASSESSMENT SERVICES		
ASSESSMENT SERVICES	24,500.00	5,450.00
TOTAL	24,500.00	5,450.00
PATROL		
ADMINISTRATION	0.00	0.00
SALARIES & WAGES	86,288.00	20,316.28
ENHANCED POLICING (RCMP)	22,272.00	0.00
CITIZENS ON PATROL	0.00	0.00
PAYROLL DEDUCTIONS	14,925.00	5,460.96
TRAINING & DEVELOPMENT	500.00	0.00
MILEAGE & SUBSISTENCE	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00
TELEPHONE	6,500.00	2,293.61
ADVERTISING & PROMOTION	350.00	0.00
AUX PROG\CRIME PREVENTION	0.00	0.00
EQUIPMENT REPAIR	2,650.00	0.00
VEHICLE REPAIR	4,000.00	0.00
JANITOR EXPENSES	0.00	0.00
LICENSES & PERMITS	0.00	0.00
STATIONERY & OFFICE SUPPLIES	600.00	0.00
MISC. SUPPLIES	2,500.00	0.00
UNIFORMS & ACCOTREMENTS	900.00	0.00
FUEL & OIL	4,200.00	56.24
UTILITIES	3,500.00	972.22
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	149,185.00	29,099.31
BY-LAW ENFORCEMENT		
BYLAW\ANIMAL CONTROL	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00
POUND FEES	500.00	0.00
GENERAL GOODS AND SERVICES	500.00	0.00
SIGNS	500.00	0.00
TOTAL	1,500.00	0.00

Description	'20 INT.BUDGET	2020 ACTUAL
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## Analysis: EXPENSE STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
<b>FIREFIGHTING</b>		
FIRE DEPARTMENT HONORAIUMS	0.00	0.00
TELEPHONE	1,000.00	75.50
FIRE CONTRACT	84,800.00	21,605.25
FIRE SUPPRESSION COSTS	0.00	0.00
JANITOR EXPENSES	0.00	0.00
GOODS AND SUPPLIES	1,000.00	633.64
MISCELLANEOUS	2,000.00	0.00
BUILDING REPAIR	4,500.00	625.98
UTILITIES	7,800.00	1,155.03
CAPITAL	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
<b>TOTAL</b>	<b>101,100.00</b>	<b>24,095.40</b>
<b>DISASTER SERVICES</b>		
GENERAL GOODS AND SERVICES	7,500.00	1,108.32
TO RESERVE\DEF.REV.	0.00	0.00
<b>AMBULANCE SERVICES</b>		
AMBULANCE CONTRACT	0.00	0.00
BUILDING REPAIRS	3,000.00	2,651.03
UTILITIES	4,200.00	1,064.75
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
<b>TOTAL</b>	<b>7,200.00</b>	<b>3,715.78</b>
<b>COMMON SERVICES</b>		
PUBLIC WORKS MANAGER	0.00	0.00
PUBLIC WORKS WAGES	237,250.00	41,144.02
EXTRA PERSON	0.00	0.00
STEP & SCP PAYROLL	13,100.00	0.00
PAYROLL DEDUCTIONS - MGR	0.00	0.00
PAYROLL DEDUCTIONS	59,350.00	4,716.52
PAYROLL DEDUCTIONS - STEP	1,000.00	0.00
FROM\TO RESERVE	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00
TRAINING & DEVELOPMENT	1,000.00	0.00
MILEAGE & SUBSISTENCE	300.00	48.02
POSTAGE, FREIGHT & DELIVERY	0.00	0.00
TELEPHONE	3,200.00	634.98
PURCHASED SERVICES	8,500.00	1,274.40
EQUIPMENT REPAIR	30,000.00	7,255.21
VEHICLE REPAIR	7,000.00	12,102.56
EQUIPMENT RENTAL	2,000.00	0.00
GENERAL GOODS	8,500.00	3,091.75
SIGNS	3,500.00	0.00
NON BUDGETED ITEMS	0.00	0.00
SAFETY SUPPLIES	2,500.00	0.00
FUEL & OIL	20,000.00	7,369.99
UTILITES - SHOP	13,000.00	4,210.01
BOAT LAUNCH MTCE	0.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL



Analysis: EXPENSE STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
CAPITAL PURCHASES	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	410,200.00	81,847.46
ROADS AND STREETS		
GRAVEL\SAND\ETC.	18,000.00	4,739.32
CRACK FILLING\LINE PAINTING	18,000.00	0.00
UTILITIES - STREET LIGHTS	88,000.00	15,711.19
ROAD PROJECTS	0.00	0.00
ROAD PROJECTS	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	124,000.00	20,450.51
STORM SEWER AND DRAINAGE		
GENERAL SUPPLY-CULVERTS	2,000.00	0.00
DRAINAGE PROJECTS	0.00	0.00
DRAINAGE STUDY	0.00	0.00
TOTAL	2,000.00	0.00
WATER SYSTEM		
WATER COMM. OPERATING	18,260.90	0.00
WATER COMM. DEBENTURE	40,923.08	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	59,183.98	0.00
SANITARY SEWER		
TVRSSC MAINTENANCE AGREE	231,171.00	60,745.00
TVRSSC DEB. - SEWER SYSTEM	245,700.00	0.00
TVRSSC DEB. - LAGOON	85,826.00	42,913.00
TVRSSC UPGRADE -ENGINEERING	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	562,697.00	103,658.00
GARBAGE COLLECTION		
GARBAGE WAGES	66,600.00	0.00
GARBAGE CONTRACT	0.00	0.00
REGIONAL LAND FILL	20,000.00	2,003.33
RECYCLING	7,000.00	1,806.58
ANNUAL WASTE ROUND-UP	4,000.00	0.00
FUEL & OIL	6,500.00	0.00
TRUCK REPAIRS & MAINTENANCE	5,000.00	36.00
CAPITAL PURCHASES	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	109,100.00	3,845.91
COMPOST FACILITY		
PURCHASED SERVICE - CLEANUP	3,000.00	0.00
GENERAL SUPPLIES	0.00	0.00
TOTAL	3,000.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL

## Analysis: EXPENSE STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
MUNICIPAL PLANNING		
CONTRACT - DEVELOPMENT OFF	21,600.00	5,400.00
MUNICIPAL PLANNING	500.00	0.00
GENERAL GOODS & SUPPLIES	500.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	22,600.00	5,400.00
ECONOMIC DEVELOPMENT		
ADVERTISING AND PROMOTION	500.00	0.00
TELEPHONE AND UTILITIES	0.00	0.00
REVENUE & COST SHARE STUDY	152,000.00	50,265.70
GENERAL GOODS & SUPPLIES	500.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	153,000.00	50,265.70
LAC STE. ANNE FOUNDATION	38,585.37	19,785.96
PIER & MARINA	51,600.00	0.00
PIER TO RESERVE\DEF.REV.	0.00	0.00
RECREATION & FACILITIES		
REGIONAL RECREATION	30,073.00	30,073.00
GENERAL GOODS & SUPPLIES	17,000.00	4,350.78
EAST END BUS	11,210.71	0.00
LSA PHYSICIAN RECRUITMENT	0.00	0.00
UTILITIES	5,400.00	1,150.82
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	63,683.71	35,574.60
PARKS		
CONTRACT SERVICES	10,500.00	0.00
GENERAL GOODS & SUPPLIES	9,000.00	1,273.91
UTILITIES	4,300.00	829.22
PARKING LOT EXPENSES	3,346.42	3,388.37
PARK PROJECTS	0.00	0.00
PARK PROJECTS	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	27,146.42	5,491.50
CAMPGROUND:		
ADVERTISING & SIGNS	1,000.00	0.00
POSTAGE, FREIGHT, DELIVERY	0.00	0.00
TELEPHONE & SATELLITE	1,800.00	448.50
PRINTING	500.00	0.00
CAMPGROUND MANAGER CONTRACT	59,600.00	0.00
CAMPGROUND SUMMER HELP	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
Description	'20 INT.BUDGET	2020 ACTUAL

## Analysis: EXPENSE STATEMENT

Description	'20 INT.BUDGET	2020 ACTUAL
EQUIPMENT REPAIR	300.00	0.00
GENERAL GOODS & SUPPLIES	4,000.00	0.00
JANITORIAL SUPPLIES	1,000.00	0.00
WASTE DISPOSAL	2,100.00	10.00
FUEL & OIL	1,000.00	0.00
REPAIR MATERIALS	4,000.00	0.00
CONSTRUCTION MATERIALS	2,000.00	0.00
UTILITIES	26,000.00	2,153.93
IMPROVEMENTS	3,000.00	0.00
DEBIT\VISA BANK FEES	600.00	120.00
CAMPGROUND PROJECTS	0.00	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	106,900.00	2,732.43
CULTURE		
SALARIES & WAGES	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00
UTILITIES	0.00	0.00
GRANT TO LIBRARY	10,500.00	0.00
YELLOWHEAD REGIONAL LIBRARY	4,377.40	2,234.51
TOTAL	14,877.40	2,234.51
LOSS ON SALE OF FIXED ASSET	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00
CAPITAL:		
CAPITAL PURCHASES-ADMIN	9,400.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	20,000.00	35,361.43
CAPITAL PURCHASES-RECREATION	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	29,400.00	35,361.43
CAPITAL PROJECTS:		
CAPITAL PROJECTS-ROADS	525,715.00	0.00
CAPITAL PROJECTS-SHOP	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	14,380.00	0.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00
CAPITAL PROJECTS-47 ST UPGRADE	0.00	0.00
CAPITAL PROJECTS-FIREHALL RENO	0.00	0.00
TOTAL	540,095.00	0.00
TOTAL CAPITAL EXPENSES	569,495.00	35,361.43
BUSINESS INCOME EXPENSES	0.00	0.00
TOTAL	3,248,433.88	552,139.21
Description	'20 INT.BUDGET	2020 ACTUAL

# **2020 Draft Budget Presentation (1<sup>st</sup> Draft)**

## Analysis: INCOME STATEMENT

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INCOME STATEMENT		(1)	(2)	(3)
Period 1: -	--- Begin	01Jan2019	01Jan2019	01Jan2020
	--- End	31Dec2019	31Dec2019	31Dec2020
	--- Type	B	A	B
(less)	--- Begin	000000000	000000000	000000000
Period 2: -	--- End	000000000	000000000	000000000
	--- Type			
Ratios:	% of Account			
Graphs:	# of Columns,Scale	0 0	0 0	0 0

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
<b>REVENUE</b>			
RESIDENTIAL TAXES (MUNICIPAL)	823,093.33	822,703.27	766,259.37
RESIDENTIAL TAXES (SCHOOL)	423,668.09	423,467.22	0.00
COMMERCIAL TAXES (MUNICIPAL)	93,322.64	93,322.64	92,166.48
COMMERCIAL TAXES (SCHOOL)	34,576.19	34,576.21	0.00
FARM TAXES (MUNICIPAL)	78.42	78.42	72.46
FARM TAXES (SCHOOL)	40.37	40.36	0.00
POWER & PIPELINE (MUNICIPAL)	18,721.44	18,721.44	15,970.23
POWER & PIPELINE (SCHOOL)	6,936.33	6,936.33	0.00
MACHINERY & EQUIP (MUNICIPAL)	1,675.22	1,675.22	1,607.41
MACHINERY & EQUIP (SCHOOL)	0.00	74.78	0.00
DESIGNATED INDUSTRIAL (DI)	159.88	159.88	138.51
MUNICIPAL SERVICES TAX	709,770.00	708,920.00	709,770.00
LIBRARY LEVY	0.00	0.00	0.00
MISC. OTHER LEVY	0.00	0.00	0.00
TOTAL TAXES	2,112,041.91	2,110,675.77	1,585,984.46
PENALTIES & COSTS ON TAXES	35,000.00	41,740.47	26,000.00
FRANCHISE - ATCO GAS	25,000.00	32,480.28	25,000.00
FRANCHISE - FORTIS	33,000.00	34,879.52	28,000.00
INVESTMENT INCOME	10,000.00	26,320.75	20,000.00
PROVINCIAL GRANTS			
RESTRUCTURING GRANT	0.00	0.00	0.00
CONDITIONAL FGTF	0.00	0.00	0.00
CONDITIONAL AMIP GRANT	0.00	0.00	0.00
CONDITIONAL MSI GRANT	25,169.00	25,774.00	22,446.00
FROM RESERVE\DEF.REV.	0.00	0.00	0.00
OTHER	1,000.92	187.95	0.00
ADMIN			
ADMINISTRATIVE SERVICE	4,800.00	4,800.00	4,800.00
SALES OF GOODS & SERVICES	4,000.00	5,131.38	480.65
TAX CERTIFICATES	1,000.00	1,230.00	100.00
PHOTOCOPIES\FAXES\POSTAGE	200.00	46.73	500.00
PENALTIES\COSTS - N.S.F. FEES	350.00	525.00	300.00
HAWKER PEDDLER LICENSES	0.00	1,080.00	0.00
RENTAL AND LEASE	14,600.00	23,279.45	21,800.00
PROV\FED CONDITIONAL GRANT	5,000.00	5,000.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
PATROL			
SALES TO OTHER LOCAL GOV'T	40,220.00	37,292.76	12,600.00
SALES OF GOODS & SERVICES	0.00	260.00	0.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
FINES	6,000.00	8,385.90	4,000.00
SALE OF FIXED ASSETS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00	0.00
RENTAL & LEASE	24,000.00	24,000.00	24,000.00
UTILITIES REIMBURSEMENT	4,400.00	4,404.46	3,800.00
PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	6,800.00	6,800.00	6,800.00
TRANSFER FROM RESERVES	0.00	0.00	0.00
DISASTER SERVICES	0.00	0.00	0.00
AMBULANCE GRANT	0.00	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	10,200.00	10,200.00
ANIMAL LICENSES	1,000.00	1,030.00	500.00
BY-LAW FINES	1,000.00	2,395.00	500.00
COMMON SERVICES			
PUBLIC WORKS SERVICES	0.00	0.00	0.00
SALES OF GOODS & SERVICES	2,000.00	3,058.50	1,000.00
RENTAL AND LEASE	60,880.00	55,573.45	40,000.00
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF FIXED ASSETS	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
STORM SEWER & DRAINAGE			
CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
SEWER			
LOCAL IMPROVEMENT CHGS	0.00	0.00	0.00
SEWER REVITALIZATION	245,700.00	245,700.00	245,700.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SOLID WASTE			
CONTRACT WITH OTHER MUNICIPAL	2,500.00	1,672.35	0.00
SALE OF GOODS & SERVICES	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00	0.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
MUNICIPAL PLANNING	0.00	0.00	0.00
DEVELOPMENT PERMITS	5,000.00	5,645.24	2,000.00
COMPLIANCE CERTIFICATES	1,000.00	1,210.00	500.00
SUBDIVISION APPLICATIONS	0.00	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	400.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	152,000.00	55,638.33	137,028.00
SALE OF PUBLIC LAND	0.00	0.00	0.00
PIER & MARINA	0.00	0.00	0.00
TRANSFER RESERVE\DEF.REV.	51,600.00	1,300.00	51,085.00
PARKS			
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00	0.00
CONDITIONAL GRANT	0.00	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00	0.00
GRANT FROM LOCAL AGENCIES	0.00	0.00	0.00
PARKING LOT REVENUE	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
RECREATION FACILITIES			
SALE OF SERVICE - FEES\CHARGES	0.00	250.00	0.00
REGIONAL RECREATION	24,058.00	24,058.00	24,058.00
GRANT FROM LOCAL AGENCIES	3,800.00	2,668.26	0.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	1,000.00	0.00	2,000.00
CAMPGROUND			
USER FEES (SEASONAL)	175,000.00	175,000.00	175,000.00
WEEKEND SITES	48,000.00	32,062.86	0.00
CAMPGRD CABIN RENTAL	5,000.00	3,184.00	0.00
SALES OF GOODS & SERVICES	3,000.00	3,136.72	800.00
WINTER STORAGE	21,000.00	21,000.00	21,000.00
DEBIT MACHINE ADJUSTMENTS	0.00	0.00	0.00
RENTAL & LEASE	2,400.00	2,400.00	3,200.00
M.R.T.A. GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
CULTURE			
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00	0.00
TOTAL OPERATING REVENUE	3,168,719.83	3,041,877.13	2,501,182.11
CAPITAL:			
CAPITAL PURCHASES-ADMIN	5,000.00	7,000.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00	0.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

## Analysis: INCOME STATEMENT

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Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	5,000.00	7,000.00	0.00
CAPITAL PROJECTS:			
CAPITAL PROJECT-ROADS	525,715.00	738,636.54	644,000.00
CAPITAL PROJECT-SHOP	0.00	0.00	0.00
CAPITAL PROJECT-DRAINAGE	14,380.00	0.00	14,600.00
CAPITAL PROJECT-WALK PATHS	0.00	0.00	0.00
CAPITAL PROJECT-47 ST UPGRADE	0.00	0.00	0.00
CAPITAL PROJECT-ADMIN BLDG	0.00	0.00	150,000.00
TOTAL	540,095.00	738,636.54	808,600.00
TOTAL CAPITAL REVENUE	545,095.00	745,636.54	808,600.00
REQUISITIONS:			
SCHOOL FOUNDATION	0.00	0.00	0.00
ASFF	465,221.06	475,928.20	0.00
OVER\UNDER LEVY UTILIZED	0.00	10,833.30	0.00
DESIGNATED INDUSTRIAL	159.89	159.89	138.51
TOTAL REQUISITIONS	465,380.95	465,254.79	138.51
BUSINESS INCOME PROFIT	0.00	0.00	0.00
TOTAL	3,248,433.88	3,322,258.88	3,309,643.60
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET



EXPENSE STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2019	01Jan2019	01Jan2020
End		31Dec2019	31Dec2019	31Dec2020
--- Type		B	A	B
(less) --- Begin		000000000	000000000	000000000
Period 2: --- End		000000000	000000000	000000000
--- Type				
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
<b>COUNCIL</b>			
COUNCIL HONORARIUMS - MAYOR	9,549.00	9,550.20	9,550.00
COUNCIL HONORARIUMS	33,572.00	33,579.00	33,579.00
MEETING FEES	17,500.00	18,175.00	14,000.00
HONOURARIUM DEDUCTIONS	1,800.00	1,869.77	1,700.00
COUNCIL TRAVEL	3,000.00	2,922.06	2,000.00
CONFERENCES\CONVENTIONS	9,000.00	7,039.77	0.00
INTERNET & PHONE EXPENSE	6,000.00	6,000.00	6,000.00
COUNCIL PROMOTIONAL	8,500.00	8,735.78	8,500.00
MISC. SUPPLIES	1,000.00	453.63	1,000.00
<b>TOTAL</b>	<b>89,921.00</b>	<b>88,325.21</b>	<b>76,329.00</b>
<b>ADMINISTRATION</b>			
ADMINISTRATOR	111,703.00	111,042.37	111,700.00
SALARIES	172,781.00	171,937.99	172,780.00
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	52,125.00	52,010.68	49,800.00
SCP PAYROLL	0.00	0.00	0.00
FROM\TO RESERVE	0.00	0.00	0.00
TRAINING	1,000.00	0.00	1,000.00
TRAVEL	300.00	140.16	200.00
FREIGHT, POSTAGE, DELIVERY	3,700.00	2,761.40	3,200.00
TELEPHONE\INTERNET\SATELLIT	4,900.00	4,976.39	4,000.00
ADVERTISING	1,800.00	1,736.00	1,500.00
SUBSCRIPTIONS\MEMBERSHIPS	4,400.00	4,528.55	2,700.00
PRINTING	1,200.00	358.00	1,500.00
LEGAL	3,000.00	351.78	3,000.00
AUDITOR	11,200.00	11,264.60	11,200.00
SERVICE CONTR-PHOTO,FAX,POS	6,000.00	5,595.69	6,000.00
SERVICE CONTR - ALARM	500.00	584.70	500.00
PURCHASED EQUIPMENT REPAIR	5,000.00	8,239.93	7,000.00
CONTRACT - JANITOR	6,000.00	6,000.00	6,000.00
INSURANCE	48,000.00	44,677.68	50,000.00
W.C.B.	10,300.00	10,275.91	9,700.00
STATIONERY & SUPPLIES	4,000.00	3,827.16	3,500.00
JANITORIAL SUPPLIES	750.00	836.01	750.00
MISCELLANEOUS SUPPLIES	7,000.00	5,671.96	3,000.00
VILLAGE PROMOTION	4,500.00	3,831.36	3,000.00
100 YEAR ANNIVERSARY	5,000.00	2,375.00	0.00
UTILITIES	5,300.00	5,487.61	5,300.00
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
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## Analysis: EXPENSE STATEMENT

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Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
BANK CHARGES	1,000.00	938.40	850.00
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	13,000.00	16,218.13	8,500.00
BAD DEBT EXPENSE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS TO RESERVE\DEF.REV.	0.00	2,625.00	0.00
TOTAL	484,459.00	478,292.46	466,680.00
ELECTION \ CENSUS			
SALARIES & WAGES	0.00	0.00	0.00
ADVERTISING	0.00	0.00	0.00
GOODS & SUPPLIES	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	24,500.00	21,660.00	24,870.00
TOTAL	24,500.00	21,660.00	24,870.00
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	86,288.00	73,065.20	13,500.00
ENHANCED POLICING (RCMP)	22,272.00	19,936.00	45,215.00
CITIZENS ON PATROL	0.00	0.00	0.00
PAYROLL DEDUCTIONS	14,925.00	14,869.83	3,900.00
TRAINING & DEVELOPMENT	500.00	408.06	500.00
MILEAGE & SUBSISTENCE	0.00	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	6,500.00	5,815.71	5,500.00
ADVERTISING & PROMOTION	350.00	525.00	350.00
AUX PROG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	2,650.00	2,270.13	2,000.00
VEHICLE REPAIR	4,000.00	7,048.67	5,000.00
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	600.00	132.92	300.00
MISC. SUPPLIES	2,500.00	2,098.36	2,300.00
UNIFORMS & ACCOTREMENTS	900.00	972.46	500.00
FUEL & OIL	4,200.00	3,271.07	3,500.00
UTILITIES	3,500.00	3,658.41	3,500.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	149,185.00	134,071.82	86,065.00
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	500.00	0.00	0.00
GENERAL GOODS AND SERVICES	500.00	751.35	500.00
SIGNS	500.00	0.00	500.00
TOTAL	1,500.00	751.35	1,000.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
<b>FIREFIGHTING</b>			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	1,000.00	906.36	150.00
FIRE CONTRACT	84,800.00	86,213.77	86,421.00
FIRE SUPPRESSION COSTS	0.00	0.00	0.00
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	1,000.00	959.76	700.00
MISCELLANEOUS	2,000.00	2,701.26	2,000.00
BUILDING REPAIR	4,500.00	3,130.36	2,000.00
UTILITIES	7,800.00	7,902.16	7,500.00
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>101,100.00</b>	<b>101,813.67</b>	<b>98,771.00</b>
<b>DISASTER SERVICES</b>			
GENERAL GOODS AND SERVICES	7,500.00	6,184.76	7,500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>AMBULANCE SERVICES</b>			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	3,000.00	3,307.35	4,300.00
UTILITIES	4,200.00	4,274.25	4,200.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>7,200.00</b>	<b>7,581.60</b>	<b>8,500.00</b>
<b>COMMON SERVICES</b>			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	237,250.00	206,701.24	190,000.00
EXTRA PERSON	0.00	0.00	0.00
STEP & SCP PAYROLL	13,100.00	15,808.00	24,500.00
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	59,350.00	45,039.61	38,700.00
PAYROLL DEDUCTIONS - STEP	1,000.00	463.39	1,300.00
FROM\TO RESERVE	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00	0.00
TRAINING & DEVELOPMENT	1,000.00	0.00	1,000.00
MILEAGE & SUBSISTENCE	300.00	256.95	200.00
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	3,200.00	2,847.61	2,100.00
PURCHASED SERVICES	8,500.00	7,387.07	4,300.00
EQUIPMENT REPAIR	30,000.00	26,195.02	25,000.00
VEHICLE REPAIR	7,000.00	6,548.88	15,000.00
EQUIPMENT RENTAL	2,000.00	210.00	1,000.00
GENERAL GOODS	8,500.00	9,435.93	8,500.00
SIGNS	3,500.00	664.70	2,000.00
NON BUDGETED ITEMS	0.00	0.00	0.00
SAFETY SUPPLIES	2,500.00	1,475.44	2,500.00
FUEL & OIL	20,000.00	18,805.45	18,000.00
UTILITES - SHOP	13,000.00	14,312.67	14,000.00
BOAT LAUNCH MTCE	0.00	0.00	0.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

## Analysis: EXPENSE STATEMENT

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Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	410,200.00	356,151.96	348,100.00
ROADS AND STREETS			
GRAVEL\SAND\ETC.	18,000.00	23,482.10	18,000.00
CRACK FILLING\LINE PAINTING	18,000.00	6,738.52	15,000.00
UTILITIES - STREET LIGHTS	88,000.00	94,444.18	92,000.00
ROAD PROJECTS	0.00	0.00	0.00
ROAD PROJECTS	0.00	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	124,000.00	124,664.80	125,000.00
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	2,000.00	5,115.70	2,000.00
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	2,000.00	5,115.70	2,000.00
WATER SYSTEM			
WATER COMM. OPERATING	18,260.90	18,260.90	18,260.90
WATER COMM. DEBENTURE	40,923.08	40,923.08	40,923.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	59,183.98	59,183.98	59,183.90
SANITARY SEWER			
TYRSSC MAINTENANCE AGREE	231,171.00	231,172.00	242,980.00
TYRSSC DEB. - SEWER SYSTEM	245,700.00	245,700.00	245,700.00
TYRSSC DEB. - LAGOON	85,826.00	85,826.00	85,826.00
TYRSSC UPGRADE -ENGINEERING	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	562,697.00	562,698.00	574,506.00
GARBAGE COLLECTION			
GARBAGE WAGES	66,600.00	54,903.81	50,000.00
GARBAGE CONTRACT	0.00	0.00	0.00
REGIONAL LAND FILL	20,000.00	20,130.81	20,000.00
RECYCLING	7,000.00	6,803.54	7,000.00
ANNUAL WASTE ROUND-UP	4,000.00	3,331.47	0.00
FUEL & OIL	6,500.00	6,102.43	6,000.00
TRUCK REPAIRS & MAINTENANCE	5,000.00	17,871.27	5,000.00
CAPITAL PURCHASES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	109,100.00	109,143.33	88,000.00
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	3,000.00	0.00	3,000.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	3,000.00	0.00	3,000.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
MUNICIPAL PLANNING			
CONTRACT - DEVELOPMENT OFF	21,600.00	21,600.00	21,600.00
MUNICIPAL PLANNING	500.00	0.00	500.00
GENERAL GOODS & SUPPLIES	500.00	763.89	500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	22,600.00	22,363.89	22,600.00
ECONOMIC DEVELOPMENT			
ADVERTISING AND PROMOTION	500.00	229.73	500.00
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	152,000.00	55,638.33	137,028.00
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	153,000.00	55,868.06	138,028.00
LAC STE. ANNE FOUNDATION	38,585.37	38,585.37	38,134.99
PIER & MARINA	51,600.00	1,300.00	51,085.00
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
RECREATION & FACILITIES			
REGIONAL RECREATION	30,073.00	30,073.00	30,073.00
GENERAL GOODS & SUPPLIES	17,000.00	18,393.18	9,500.00
EAST END BUS	11,210.71	11,210.71	11,210.71
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
UTILITIES	5,400.00	5,225.18	5,000.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	63,683.71	64,902.07	55,783.71
PARKS			
CONTRACT SERVICES	10,500.00	7,875.00	6,000.00
GENERAL GOODS & SUPPLIES	9,000.00	6,457.06	3,500.00
UTILITIES	4,300.00	4,763.94	4,700.00
PARKING LOT EXPENSES	3,346.42	3,346.42	3,388.00
PARK PROJECTS	0.00	0.00	0.00
PARK PROJECTS	0.00	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	27,146.42	22,442.42	17,588.00
CAMPGROUND:			
ADVERTISING & SIGNS	1,000.00	395.00	0.00
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
TELEPHONE & SATELLITE	1,800.00	1,934.11	1,800.00
PRINTING	500.00	199.75	200.00
CAMPGROUND MANAGER CONTRACT	59,600.00	54,640.92	45,850.00
CAMPGROUND SUMMER HELP	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET

## Analysis: EXPENSE STATEMENT

00000000

Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET
EQUIPMENT REPAIR	300.00	1,782.86	300.00
GENERAL GOODS & SUPPLIES	4,000.00	2,294.30	2,500.00
JANITORIAL SUPPLIES	1,000.00	356.57	300.00
WASTE DISPOSAL	2,100.00	2,337.41	2,300.00
FUEL & OIL	1,000.00	656.77	700.00
REPAIR MATERIALS	4,000.00	4,695.94	4,000.00
CONSTRUCTION MATERIALS	2,000.00	1,678.50	2,000.00
UTILITIES	26,000.00	24,660.34	24,000.00
IMPROVEMENTS	3,000.00	2,085.71	2,000.00
DEBIT\VISA BANK FEES	600.00	547.32	400.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	106,900.00	98,265.50	86,350.00
CULTURE			
SALARIES & WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00	0.00
UTILITIES	0.00	0.00	0.00
GRANT TO LIBRARY	10,500.00	10,500.00	10,500.00
YELLOWHEAD REGIONAL LIBRARY	4,377.40	4,377.40	4,469.00
TOTAL	14,877.40	14,877.40	14,969.00
LOSS ON SALE OF FIXED ASSET	0.00	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00	65,000.00
CAPITAL:			
CAPITAL PURCHASES-ADMIN	9,400.00	9,400.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	20,000.00	21,375.50	42,000.00
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	29,400.00	30,775.50	42,000.00
CAPITAL PROJECTS:			
CAPITAL PROJECTS-ROADS	525,715.00	738,636.54	644,000.00
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	14,380.00	0.00	14,600.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00	0.00
CAPITAL PROJECTS-47 ST UPGRADE	0.00	0.00	0.00
CAPITAL PROJECTS-ADMIN BLDG	0.00	0.00	150,000.00
TOTAL	540,095.00	738,636.54	808,600.00
TOTAL CAPITAL EXPENSES	569,495.00	769,412.04	850,600.00
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	3,248,433.88	3,143,655.39	3,309,643.60
Description	2019 BUDGET	2019 ACTUAL	2020 BUDGET



**aboffice@albertabeach.com**

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**From:** taxprogramdelivery@gov.ab.ca  
**Sent:** Monday, March 23, 2020 4:40 PM  
**To:** Kathy Skwarchuk  
**Subject:** 2020 Education Property Tax Requisitions and Education Property Tax Deferrals

Dear Chief Elected Official:

The Government of Alberta is providing immediate relief to Albertans and businesses to help weather the economic pressures and the COVID-19 crisis.

This support will save money for Alberta households and businesses by maintaining education property taxes at last year's level. In addition, to help maintain liquidity, we are deferring education property tax for businesses for six months. This will help keep more businesses viable, able to meet payroll obligations and to employ as many Albertans as possible.

Alberta employers will face challenges in the coming weeks. To free cash flow and help businesses retain and pay workers, government will defer six months' worth of the education portion of non-residential property tax. Only 50 per cent of the non-residential education taxes will be due in 2020. We will work with municipalities to develop flexible repayment plans.

I encourage your municipality to consider similar deferment plans for the municipal portion of the non-residential property tax. Property owners are encouraged to pass on these savings to business tenants.

We are working on the implementation details and will strive to provide you with flexibility to adapt the process to your local needs and minimize any associated administrative burden. We will look to you to help us understand how we can best manage this together. My ministry will host a technical information webinar for administrators and finance officers on Friday, March 27, 2020 to provide more details about how this deferral will work and to answer questions. An invitation will be sent to your chief administrative officer.

I appreciate the many challenges municipalities and Albertans are facing at this time. I appreciate your cooperation as we work together to support our local businesses, industry and all Albertans. This is an unprecedented situation for all of us and I truly appreciate all you are working through at the local level.

Yours truly,



**Kaycee Madu**

**Minister of Municipal Affairs**

**cc: Chief Administrative Officers**



ALBERTA

JUSTICE AND SOLICITOR GENERAL

*Office of the Minister  
MLA, Calgary - Elbow*

AR 36958

MAR 25 2020

His Worship Jim Benedict  
Mayor  
Village of Alberta Beach  
Box 278  
Alberta Beach AB T0E 0A0

Dear Mayor Benedict:

Thank you for your letter of January 29, 2020 regarding the recently introduced police funding model (PFM) and your question regarding the application of the enhanced policing modifier to your community's allocated PFM amount. As the Minister of Justice and Solicitor General, I appreciate the opportunity to respond.

The Government of Alberta's new PFM will constitute a total increase in rural police funding of more than \$286 million over five years, with every dollar of the additional funds invested in front-line policing. Under the cost-sharing terms in the Provincial Police Service Agreement (PPSA), Alberta pays 70 per cent of policing costs and the federal government covers the remaining 30 per cent. With the additional investment from municipalities, the federal share of the PPSA will increase as well.

Revenue collected through the new model will be put into policing, leading to a substantial increase in the number of Royal Canadian Mounted Police (RCMP) officers and civilian positions throughout the province. This investment places priority on adding 300 RCMP officers, as uniformed patrol officers in rural RCMP detachments and specialized RCMP units that dismantle organized crime and drug trafficking, and investigate auto and scrap metal theft. Additionally, 200 new civilian positions will assist with administrative tasks and investigative support to improve police response times and help ensure officers have the support they need to protect Albertans by spending more time on roads and in communities.

Alberta Beach will benefit from the additional provincially based specialized RCMP units that will be broadened through the PFM. These include Alberta Law Enforcement Response Teams and other specialized units, such as Auto Theft Unit, Major Crimes Unit, and Crime Reduction Units, all of which augment local RCMP detachments and contribute to the investigation of rural crimes. Ultimately, it is the responsibility of the RCMP to determine where to deploy the new officers, based on factors such as caseload and crime trends. The RCMP, like all police services in Alberta, make these operational decisions independently from the government.

.../2

Rural communities with a population under 5,000 will begin contributing a portion of their front-line policing costs in April 2020. This new cost-sharing partnership will bring small and rural municipalities into line with larger communities and cities, who currently pay for municipal policing costs. Most other provinces recover some portion of policing costs from small communities.

To give communities time to adjust, the new funding model is being phased in: communities will contribute 10 per cent of front-line policing costs in 2020, followed by 15 per cent in 2021, 20 per cent in 2022, and 30 per cent in 2023 and 2024. The municipality of Alberta Beach's PFM annual costs are projected at \$21,250, \$32,303, \$43,040, \$64,606, and \$64,606, respectively, over the inaugural five-year period of the PFM.

The new funding model will be implemented on April 1, 2020. Municipalities can expect to receive an annual invoice for their front-line policing costs beginning in January 2021. The new funding model is sustainable and equitable while supporting public safety measures that will help protect all Albertans, no matter where they live. Policing is a "people-based" service, and I am committed to working in partnership with Albertans to create solutions that work for them.

Regarding your concern about the PFM enhanced policing exemption, I can advise this exemption has been applied to municipalities that have funded full-time additional police officers through Option 1 of the Enhanced Policing Program (EPP). The Option 2 enhanced policing agreements, although providing for valuable, additional police presence in your community, were not included as an enhanced policing exemption in the inaugural term of the PFM, since Option 2 EPP services are provided through overtime rates using existing police resourcing, as opposed to adding new officers. We intend to conduct a review of the first five-year term of the PFM in due course, at which time concerns such as yours will be further assessed.

The establishment of a new Alberta Police Advisory Board will give small and rural communities policed by the RCMP a forum to discuss policing priorities with the RCMP. It will be made up of representatives from the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, and the Alberta Association of Police Governance. As a municipality under the provincial police service, the RCMP consult annually with the province respecting the multi-year financial plan, strategic plans, and provincial policing priorities, and directly with your municipality on the setting of local priorities in the RCMP annual performance plans (APP).

When members of the community work together as partners in policing, they can powerfully influence and support initiatives to prevent crime, enforce the law, support victims, and establish effective policing and trust within the community. Safe and resilient communities are supported by police and communities working as partners to deliver effective service and oversight of that service. As such, every community has a role in setting priorities, goals, and objectives for policing and ensuring that policing is fair, appropriate, and effective in their community. Police advisory committees may be established through municipal resolution or bylaw by any community, regardless of size, to support this community role. Regional advisory groups are also possible, which may structurally assist communities in managing the practical challenges that smaller communities face in establishing oversight bodies, such as breadth of experience, time, and resources.

Another related provincial government initiative that will provide benefit to the community of Alberta Beach and surrounding area is the integration of the peace officers employed by the Alberta government to respond to a wider range of calls in order to assist the RCMP and other police services in response to rural crime. The roles and authorities of 400 provincial peace officers in the Fish and Wildlife Enforcement Branch (FWEB) and the Alberta Sheriffs Branch (i.e. Sheriffs Traffic Operations and the Commercial Vehicle Enforcement Operations) will be expanded, with the creation of a Rural Alberta Provincial Integrated Defense Force (RAPID Force). Expanding the roles and authorities of these officers in the rural areas will also help deter crime by increasing the visible presence that law enforcement agencies have in rural areas and by freeing up the RCMP to handle higher-priority calls.

The FWEB officers will be connected to the 911 system, which will enable them to answer RCMP requests for assistance. With additional training, FWEB officers would be able to act as a first response to urgent police calls or act as back up. They would also be able to help apprehend suspects and hold scenes for evidence preservation until police can take over. The FWEB officers already have some *Criminal Code* authorities and many have experience assisting police with criminal matters.

Traffic sheriffs and Commercial Vehicle Enforcement Branch officers, with additional training, will be given authority to respond to a wider range of calls, such as complaints about erratic drivers, collisions, and impaired driving incidents. Giving these peace officers the ability to respond to a wider range of traffic-related incidents would free up RCMP officers to deal with higher priority calls.

You may be interested in some other initiatives our government is undertaking to help address rural crime and ensure Albertans feel their justice system protects them, their loved ones, and their property. These initiatives include commitments such as:

- Increasing the budget for the Alberta Law Enforcement Response Teams (ALERT) by up to \$50 million over the next four years to address organized and serious crime, including gang violence, drug trafficking, child pornography, stalking, and domestic violence;
- Hiring 50 new Crown prosecutors and support staff to enhance the functionality of our criminal justice system. The investment in additional Crown prosecutors will help prioritize the safety of every Albertan with a more fair, more responsive, and faster justice system;
- Proclaiming the *Scrap Metal Dealers and Recyclers Identification Act* to deter metal theft by making it more difficult for criminals to monetize stolen material by selling it for scrap;
- Funding 4,000 addiction treatment spaces over the next four years as a step toward addressing addiction. Given many property crimes are found to be fuelled by addiction, this step is part of government's \$140 million commitment to improving addiction and mental health and opioid response strategies;
- Investing up to \$20 million over four years to expand drug treatment courts. Further expanding these courts to locations outside of Calgary and Edmonton will help keep more Albertans safe by breaking the cycle of addiction-related crime;

- Strengthening property rights of law-abiding property owners in Alberta by introducing Bill 27: *Trespass Statutes (Protecting Law-abiding Property Owners) Amendment Act, 2019* (which became law on December 5, 2019), including a five-fold increase to the maximum fines for trespassing offences;
- Implementing a new Restitution Recoveries Program to help victims collect outstanding payments on restitution orders by giving government the authority to use enforcement measures against offenders, such as garnishing wages or seizing and selling property, as needed; and
- Developing a policy that deals specifically with repeat offenders in order to ensure they are dealt with consistently and effectively across the entire system, encouraging the increased use of electronic monitoring of high-risk and repeat offenders, and establishing a high-risk repeat offenders unit in each judicial district to dedicate resources to dealing specifically with these cases.

Thank you once again for sharing your views on policing in Alberta. I trust this information is helpful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Schweitzer', written in a cursive style.

Doug Schweitzer  
Minister of Justice and Solicitor General

cc: Shane Getson, MLA, Lac Ste. Anne-Parkland

**aboffice@albertabeach.com**

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**From:** Karyn McAlpine-Tran <Karyn.Mcalpine-Tran@gov.ab.ca>  
**Sent:** Monday, April 6, 2020 10:05 AM  
**To:** 'aboffice@albertabeach.com'  
**Cc:** MA ICF; 'mprimeau@lsac.ca'; ! OFFICE; ! D.EVANS;  
'LacSteAnne.Parkland@assembly.ab.ca'  
**Subject:** ICF Extensions  
**Attachments:** MSD019-20.pdf

Kathy Skwarchuk,

Thank you for your correspondence dated March 19, 2020 regarding timeline extensions for Intermunicipal Collaboration Frameworks (ICF) between Alberta Beach and Lac Ste Ann County, the Summer Village of Sunset Point and the Summer Village of Val Quentin.

With the COVID-19 pandemic, the Government of Alberta recognizes the strain placed on municipalities on completing their ICFs. As you may be aware, a Ministerial Order MSD: 019/20 (attached) was recently signed extending the deadline for ICFs and Intermunicipal Development Plans (IDP) to April 1, 2021.

I trust that this extension will provide enough time for your municipalities to complete your ICF.

Thanks,

Karyn

**Karyn McAlpine-Tran**  
Planning Advisor, Cross-Ministry Initiatives  
Municipal Policy and Planning  
Alberta Municipal Affairs

T: 825-468-4276  
E: karyn.mcalpine-tran@gov.ab.ca

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**ALBERTA**  
**MUNICIPAL AFFAIRS**

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

**MINISTERIAL ORDER NO. MSD: 019/20**

I, Kelechi Madu, Minister of Municipal Affairs, pursuant to Sections 605, 631(3) and 708.28(5) of the *Municipal Government Act (MGA)*, make the following order:

1. Subject to Section 631(2), two or more councils of municipal authorities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the MGA on the condition that all parties agree that they do not require an intermunicipal development plan.
2. That the requirements for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the MGA and an intermunicipal development plan to be adopted pursuant to Section 631(1) of the MGA do not apply where the framework or plan would be between the following municipal authorities:
  - Improvement District No. 13 and Lamont County
  - Improvement District No. 13 and Beaver County
  - Improvement District No. 13 and Strathcona County
  - Improvement District No. 24 and Regional Municipality of Wood Buffalo
  - Improvement District No. 24 and Mackenzie County
  - Improvement District No. 25 and Yellowhead County
  - Improvement District No. 25 and Municipal District of Greenview No. 16
  - Improvement District No. 25 and Improvement District No. 12
3. That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the MGA or an intermunicipal development plan to be adopted pursuant to Section 631(1) of the MGA is extended to April 1, 2021 for all municipal authorities.

.../2

4. That the time for an arbitrator to make an award pursuant to Section 708.36(1)(a) of the MGA is April 1, 2022.
5. Ministerial Order No. MSL: 047/18 is hereby rescinded.

Dated at Edmonton, Alberta, this 25<sup>th</sup> day of March, 2020.



**Kelechi Madu**  
**Minister of Municipal Affairs**



cc: Council ✓

**aboffice@albertabeach.com**

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** March 27, 2020 2:08 PM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance-COVID-19 March 26 2020 Issue  
**Attachments:** Attachment\_FAQ\_AR 100502.pdf

Dear CAOs:

Following from my March 20, 2020 message, I am pleased to inform you that new measures are in place to help address your challenges with managing and governing during this unprecedented time. These measures are intended to support your efforts in following the recommendations of the Chief Medical Officer of Health, and provide some relief in response to the economic strain on your citizens and your municipality.

On Monday, the education property tax deferral for business was announced, and through upcoming webinar sessions we will be providing information on the implementation.

The Meeting Procedures (COVID-19 Suppression) Regulation was enacted this week to provide flexibility to ensure meetings and public hearings are conducted in a manner that protects the health of all participants and observers. A copy can be viewed at <http://www.qp.alberta.ca/507.cfm>.

Lastly, in response to the many inquiries received about upcoming mandatory deadlines or timelines, many of those have been extended to October 1, 2020, and the deadlines for ICFs and IDPs have been extended to April 1, 2021.

Attached you will find an updated frequently asked questions document providing an overview of actions taken this week to aid municipalities and their residents.

I would like to reiterate that Municipal Affairs fully understands the challenges you are facing and we will continue to explore ways to ease the pressures you are experiencing. I encourage you to contact our advisory support services if you have municipal governance questions. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – March 27, 2020

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak has presented unique operational challenges for local government operations.

In response, Alberta Municipal Affairs continues to explore and implement various measures to support municipalities.

### COVID-19 – Municipal Legislative Modifications

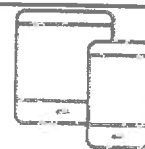
View the new Regulation, Ministerial Orders and Orders In Council at [qp.alberta.ca](http://qp.alberta.ca)

To assist municipalities in complying with legislative meeting requirements, the ***Meeting Procedures (COVID-19 Suppression) Regulation*** has been enacted. The regulation allows meetings to be held in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. 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.

In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Orders MSD:019/20 and MSD:022/20.

### Council Meetings

Can meetings be held entirely by electronic means?



YES. During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- anybody entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate; and
- the following people attend by electronic means:
  - CAO or designated officer;
  - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair
  - For a composite or a local assessment review board, the presiding officer.

### Public Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>

**Is the CAO or designated officer required to be at a physical location for an electronic meeting?**

NO. During the COVID-19 health emergency, section 199 of the *MGA* has been modified so the public and the CAO do not need to be physically in attendance provided there is an electronic means that permits the meeting to be heard as it occurs.

**Is there more flexibility for conducting public hearings?**

YES. Section 230 of the *MGA* requires council to hear any person who claims to be affected by the proposed bylaw or resolution or wishes to make a presentation and has complied with the procedures outlined by the council.

During the COVID-19 health emergency, any person entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate.

**Do advertisements for public notice have to contain a physical address?**

NO. During the COVID-19 health emergency, section 606(6)(b) is modified so that the meaning of "place where it will be held" may include a website address, phone number or other information identifying where the meeting can be electronically accessed.

**Are there additional options for making information available to the public?**

YES. Where the *MGA* requires information to be available to the public for public inspection, this can be done by making it electronically available on the website or if requested, by sending the information to the person by email or mail or fax.

**Are there options to achieve quorum if we have councilors or board members in quarantine?**

YES. If quorum is unable to be achieved because of quarantine (this does not apply to self-isolation), quorum is constituted by the number of remaining members who are not in quarantine, provided the number remaining is two (2) or more.

## Time Extensions

**Have there been any extensions to upcoming deadlines?**



YES. Through Ministerial Order No. MSD:022/20 the following deadlines have been extended to October 1, 2020:

- Statistical Information Returns (SIRS)
- Financial Information returns (FIRS) (s. 278)
- Audited Financial Statements for municipalities and Regional Services Commissions (s. 278 and s. 602.34)
- Notice of assessment date as required on an assessment notice (s. 308.1)
- The date by which assessment notices must be sent out by (s. 310(1))
- Arrears list to the Registrar (Land Titles), the unclaimed personal property and vested property program, and the requirement to post the arrears list (s. 412)
- Notification provided by the Registrar (Land Titles), warning of a tax sale to owners of a parcel of land and all those that have an interest in a parcel of land that are shown on the arrears list (s. 417)
- Tax sales that were required to be held by March 31 of 2020 (sec. 418(2))
- Notification provided by the municipality, warning of a tax sale to owners of a designated manufactured home, the designated manufactured home park owner, and all those that have an interest in the designated manufactured home that are shown on the arrears list (s. 436.08)
- Annual reports respecting clean energy improvement programs (s. 12 of the Clean Energy Improvements Regulation (AR 212/2018))

**Are summer villages expected to hold organizational meetings by August 31?**

NO. All summer villages have until October 1, 2020 to hold annual organizational meetings.

**Are there extensions to actions that must be undertaken within specified timeframes?**

YES. In sections of the *MGA* where there is a specified amount of time to do something which is triggered by an action occurring, Ministerial Order No. MSD: 022/20 extended the date for the specified time to October 1, 2020. That means that the time period triggered by the event is deemed to end on October 1 or to end as specified under the *MGA* or associated regulation, whichever time is later.

For example, under normal circumstances a CAO must report to council within 45 days of receiving a petition, on whether the petition is sufficient (section 226(1) of the *MGA*). During the COVID-19 health emergency, Ministerial Order MSD:022/20 states that if a petition from electors is received now, the CAO is not required to report to council regarding the petition's sufficiency until October 1, 2020.

Please refer to the listed items in Appendix 2 of MO MSD:022/20 ([qp.alberta.ca](http://qp.alberta.ca)) and apply this logic to your municipal issue. If you have any questions or concerns, please do not hesitate to contact a municipal advisor to discuss further.

**Do I still need to request time extensions from the Minister?**

YES. It is important you review Ministerial Order MSD:022/20 as the extension does not apply to everything. Extension requests are required for items not included in the Ministerial Order. An example is the need to request an extension for by-election timelines if there is a council vacancy.

**Emergency Management Act**

For questions regarding changes to the Act please contact the Alberta Emergency Management Agency at 780-422-9000 or toll-free by first dialing 310-0000.

**ICFs and IDPs**

**Is there an extension for ICFs and IDPs?**

YES. Ministerial Order No. MSD:019/20 has extended the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(1) to April 1, 2021.

Previous exemptions from IDP requirements have been maintained (e.g. municipalities whose borders consist completely of crown land).

**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)

**Further Updates**

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

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



Province of Alberta  
Order in Council

O.C. 099 /2020

MAR 26 2020

# ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Meeting Procedures (COVID-19 Suppression) Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 50/2020

ON MARCH 27 2020

REGISTRAR OF REGULATIONS

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act  
(section 603)

**APPENDIX**  
**Municipal Government Act**  
**MEETING PROCEDURES**  
**(COVID-19 SUPPRESSION) REGULATION**

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- 1 Definitions
- 2 Purpose
- 3 Public meetings may be held electronically
- 4 Information to be made public
- 5 Arbitration hearing
- 6 Reduced quorum

**Definitions**

- 1 In this Regulation,
  - (a) “arbitrator” means a person who is chosen as an arbitrator under section 708.35 of the Act;
  - (b) “board” means an assessment review board, the Municipal Government Board, a subdivision and development appeal board or a growth management board and includes any panel of the board;
  - (c) “Chief Medical Officer” means the Chief Medical Officer of Health as may be appointed under the *Public Health Act*;
  - (d) “commission” means a regional services commission or a municipal planning commission;
  - (e) “council” means a council of a municipal authority or a committee of the council;
  - (f) “COVID-19” means COVID-19 as described or determined by the World Health Organization;
  - (g) “information” includes a report, financial statement, bylaw, order, decision, record or other document;
  - (h) “meeting” includes a hearing;
  - (i) “quarantine” includes any self isolation and self quarantine as a result of COVID-19 or recommendations of the Chief Medical Officer or the World Health Organization relating to COVID-19.

**Purpose**

**2** The purpose of this Regulation is to provide for meetings under the Act to be held in a manner that avoids exposing persons to COVID-19.

**Public meetings may be held electronically**

**3(1)** Where the Act requires a council, board or commission to hold a meeting in public, that requirement is deemed to have been complied with by holding the meeting by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast, if

- (a) members of the public are able to hear the meeting as it occurs,
- (b) any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the council, board or commission considers appropriate, and
- (c) the following persons attend the meeting by electronic means:
  - (i) in the case of a meeting of a council, the chief administrative officer or a designated officer;
  - (ii) in the case of a meeting of a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
  - (iii) in the case of a meeting of an assessment review board or the Municipal Government Board, the presiding officer.

**(2)** Where a meeting is intended to be held by electronic means under this section and the Act requires that notice of the meeting be given to the public, the notice must state the electronic means by which the meeting is to be held and give the information necessary for the public to access the meeting.

**(3)** Where a meeting of a council is held by electronic means in compliance with subsections (1) and (2),

- (a) electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public under section 197 of the Act, and, for the purposes of section 197(5) of the Act, any members of the public whose access to the meeting is restricted or suspended are considered to be present outside the meeting room during the restriction or suspension,
  - (b) the meeting is deemed to be conducted in public for the purposes of section 198 of the Act,
  - (c) section 199(1)(b) and (c) of the Act do not apply in respect of the meeting,
  - (d) the council is deemed to have met its obligations under section 230(4) of the Act,
  - (e) the reference in section 230(5) of the Act to representations made at the public hearing is to be interpreted as a reference to the submissions received by the council in accordance with subsection (1)(b), and
  - (f) the term "address" in section 606(6)(b) of the Act and the expression "place where it will be held" in section 606(6)(d) of the Act are to be interpreted as meaning a website address, telephone number or other information identifying where the meeting can be accessed electronically.
- (4) Where a meeting of a regional services commission or a growth management board is held by electronic means in compliance with subsections (1) and (2), electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public
- (a) under section 602.08 of the Act, in the case of a meeting of a regional services commission, or
  - (b) under section 708.041 of the Act, in the case of a meeting of a growth management board.
- (5) For the purposes of
- (a) section 602.08(5) of the Act, in the case of a meeting of a regional services commission, or



- (b) section 708.041(6) of the Act, in the case of a meeting of a growth management board,

any members of the public whose access to the meeting is restricted or suspended as described in subsection (4)(a) or (b), whichever is applicable, are considered to be present outside the meeting room during the restriction or suspension.

**Information to be made public**

**4** Where a provision of the Act requires a council, board or commission to make information available to the public or for public inspection, the provision is deemed to have been complied with

- (a) by making the information available electronically on the website of the council, board or commission or on any other website where the council, board or commission considers the information is likely to be easily found by the public, or
- (b) if requested to do so by a person, by sending the information to the person by email, mail or facsimile.

**Arbitration hearing**

**5(1)** An arbitration hearing under Division 2 of Part 17.2 of the Act may be held by electronic means, including, without limitation, a live, publicly streamed broadcast, if members of the public are able to hear the meeting as it occurs.

**(2)** An arbitration hearing held in compliance with subsection (1) is deemed to be open to the public for the purposes of section 708.36(5) of the Act.

**Reduced quorum**

**6** Where under the Act a certain number of members of a council, board or commission is required to constitute quorum and the council, board or commission is unable to achieve quorum because one or more of its members are in quarantine, quorum is constituted by the number of members not in quarantine, if that number is 2 or more.

**aboffice@albertabeach.com**

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**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** Friday, April 3, 2020 12:23 PM  
**To:** Kathy Skwarchuk  
**Subject:** COVID-19 April 3, 2020 Issue  
**Attachments:** 100571\_Factsheet.pdf

Attention: All CAOs

Dear Chief Administrative Officer:

Following from my message of March 27, 2020, we continue to review options to help address your challenges with managing and governing during this unprecedented time. These measures are intended to support your efforts in following the recommendations of the Chief Medical Officer of Health, and provide some relief in response to the economic strain on your citizens and your municipality.

Over this past week, your needs have shifted from adapting to ways to govern and manage that adhere with the social distancing recommendations, to concerns about municipal financial capacity and cash flow flexibility to respond to the financial strains your citizens are facing. We are exploring options to remove the legislative barriers so you can plan and manage the revenue stream impact we are all facing as a result of the COVID-19 global pandemic.

Attached you will find an updated frequently asked questions document that focuses on municipal finance.

Municipal Affairs fully understands the challenges you are facing and we will continue to explore ways to ease the pressures you are experiencing. I encourage you to contact our advisory support services if you have questions. You can speak directly to a municipal advisor toll-free at 310-0000, then 780-427-2225.

Sincerely,

Paul Wynnyk

Deputy Minister

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – April 3, 2020

The **Public Meeting Procedures (COVID-19 Suppression) Regulation** provides flexibility during the COVID-19 crisis by allowing municipalities to meet in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Order MSD:019/20 and MSD:022/20.

### 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)

The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. This document focuses on municipal finance and also addresses a common concern about development appeals. This is intended to serve as an additional guide for municipalities while we continue to navigate these challenging times together.

## Municipal Cash Flow Assistance

**Will there be any modifications to help with the municipal cash flow?**

**YES.** The financial challenges municipalities are facing as a result of the COVID-19 pandemic are unprecedented. In recognition of this, the Province is exploring an option to increase the allowable level of

operating borrowing and general borrowing limits for the purpose of COVID response. This would allow municipalities to access additional short-term borrowing facilities to be used to assist with cash flow and other operational concerns. More information will be provided once all options have been explored.

## Tax Deferral Initiatives

**Will the Province be enacting legislation requiring municipalities to defer utilities or property taxes?**

**NO.** Many municipalities are proactively implementing programs to ease the financial burden on their citizens. In recognition of the proactive steps municipalities are taking, the Province of Alberta is not considering legislative provisions at this time but encourages municipalities to enact voluntary deferrals where reasonable and appropriate for their community.

### 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)

## School Requisition

**Are municipalities required to pay the education tax requisitions on the quarterly schedule?**



YES. Municipalities will continue to be invoiced for education property taxes. 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. Therefore, only the residential portion of the requisitions will be invoiced in June and September.

### COVID-19 – Municipal Legislative Modifications

View the new Regulation, Ministerial Orders and Orders In Council at [op.alberta.ca](http://op.alberta.ca)

## Deficits and Debt Limits

**Can a municipality have an operating deficit?**

YES. Municipalities are only prohibited from budgeting for a deficit. If budgets are adopted, but due to the impact of the global pandemic, a municipality is unable to collect sufficient revenues to cover all expenditures, there are no provisions in the *MGA* that prevent or disallow a municipality from reporting a deficit at year end.

The only deficits required to be addressed are outlined in section 244 of the *MGA*. A section 244 deficit is an accumulated deficit, net of the value of tangible capital assets. A deficit of this nature means that the municipality is in a negative surplus position with respect to its total financial surplus. If a 244 deficit is reported in the annual financial statements, municipalities are required to budget to recover that deficit in the subsequent year. Additional time for the recovery may be granted upon request to the Minister of Municipal Affairs.

## Time Extensions

**Ministerial Order No. MSD:022/20 extends a number of *MGA* deadlines to October 1, 2020. Are municipalities required to extend deadlines to October 1, 2020?**



NO. This is dependent upon the wording in the section of the *MGA* subject to an extension. For sections listed in Appendix 1, the date currently in the *MGA* would be replaced with October 1. For example, section 278 of the *MGA* would read that "each municipality must submit its financial information return and auditor's report...to the Minister by October 1." This provides municipalities with the flexibility to complete this on or before October 1.

**Can deadlines exceed October 1, 2020, if they are triggered by an event?**

YES. Ministerial Order No. MSD:022/20 extends all deadlines triggered by an event under the *MGA* and its associated regulations until October 1, 2020, such that the time period triggered by the event is deemed to end on October 1, 2020 or to end as specified within the *MGA* and its associated regulations, whichever time is later.

This means that municipalities should not have less time as a result of the deadline extension. For example, when a petition for a borrowing bylaw is received, the CAO has 45 days to validate and report to council. As a result of the extension, the CAO may take up to October 1, 2020 to determine the petition sufficiency and report to council. If the petition is received after August 18, 2020 (within 45 days of October 1, 2020) the CAO has 45 days to validate which may extend past October 1, 2020. The timeline is whichever time is later to ensure at a minimum, the CAO has the legislated 45 days.

**Several sections of the *Municipal Government Act* are not included in Ministerial Order No. MSD:022/20. Are these deadlines still in effect?**

Yes. Sections not included in the Ministerial Order remain in effect. 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.

**Has the deadline to have audited financial statements, financial information returns and statistical information returns submitted been extended?**

Yes. Ministerial Order No. MSD:022/20 changed the deadline such that the financial information return, auditor's report on the financial information return and financial statements must be submitted to the Minister by October 1, 2020. The order also states that the statistical information return must be completed and submitted to Municipal Affairs by October 1, 2020.

## Assessment Notices

**Has the date for sending assessment notices been modified?**

YES. Ministerial Order No. MSD:022/20 extended the date in section 310(1) of the *MGA*. For 2020, the assessment notices must be sent no later than October 1.

**Our office is closed and will be closed when our assessment complaint deadline ends and we are not set up to accept online complaints. Can a municipal assessor extend the complaint deadline?**

NO. The Ministerial Order extends the deadline to file an assessment complaint to October 1, 2020, or 60 days after the notice of assessment date, whichever time is later.

## Designated Industrial (DI) Property Tax Requisitions

2020 notices were sent on March 31. If you have further questions, please contact the Assessment Services Branch toll-free at 310-0000 then, 780-422-1377, or email: [ma.asbcia.asmt@gov.ab.ca](mailto:ma.asbcia.asmt@gov.ab.ca)

**Can assessment review boards postpone hearings that are already scheduled prior to October 1, 2020?**

YES. In the event there are appeal hearings already scheduled, the board does have authority under section 18 in the *Matters Relating to Assessment and Complaints Regulation (MRAC)* to postpone hearings.

## Tax Recovery

**What does the October 1, 2020 extension mean for property tax arrears?**

The deadline of March 31, 2020 for municipalities to submit arrears list to Land Titles is extended so that the arrears list must be sent to the Registrar no later than October 1, 2020. As it has always been, it is still within the discretion of administration to determine when the arrears list will be submitted.

**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 notifications issued in 2019, March 31, 2021 is still the deadline for the tax sale.



**If a property owner pays the 2018 taxes owing before October 1, 2020, are they removed from the property tax arrears list?**

YES. Until such time as Land Titles has been sent the tax arrears list; only 2019 property taxes would be outstanding.

Once the tax recovery file notification has been registered on title, all tax arrears owing must be paid before the municipality can request the file notification to be removed.

**What does the Ministerial Order extension mean for property tax sales?**

If a tax arrears notification was filed in 2018, the sale would have been held prior to March 31, 2020, but Ministerial Order MSD:0202/20 extended this to October 1, 2020.

For a tax arrears notification filed in 2019, the deadline remains March 31, 2021 for those tax sales.

**Due to the COVID-19 crisis, can municipalities defer payments from individuals with which they have entered into tax agreements?**

YES. If the terms and conditions of the tax agreement allows the municipality the right to amend an existing agreement due to significant and unforeseen circumstances, the municipality may use its discretion to reschedule payments as long as the term doesn't exceed the maximum of three years currently allowed by Section 418(4). If a municipality wanted an agreement to exceed three years, an extension request must be submitted to the Minister.

### **Municipal Advisory Services**

If you have further questions, contact us at:  
780-427-2225  
or toll-free by first dialing 310-0000  
or email [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca)

## Development Appeals

**Some of the extensions regarding development appeals, such as appeals of subdivision approvals and development permits, are causing concern about unnecessarily delaying development. Is there a way to resolve this?**

YES. These extensions were put in place to protect the right of individual residents and developers to appeal decisions, in a situation where it was not entirely clear what appeal processes might look like during a pandemic. However, with the adoption of the Meeting Procedures (COVID-19 Suppression) Regulation, council meetings, public meetings and appeal hearings can now occur on a purely electronic basis, while maintaining transparency and public access. Municipal Affairs is working with partner associations and legal professionals to identify the right solution to the challenges arising from these timeline extensions, and amendments are expected to be brought forward in the near future.

The next update will focus on planning and development issues.



### **Further Updates**

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

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

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**aboffice@albertabeach.com**

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**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** Thursday, April 9, 2020 10:21 AM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance COVID-19 April 9, 2020 Issue  
**Attachments:** FactSheet\_QA\_April 9.pdf

AR100640

April 9, 2020

Dear Chief Administrative Officer:

As a follow-up to my message of April 3, 2020, we continue to review options to support your efforts in following the recommendations of the Chief Medical Officer of Health, and ensure you have the tools necessary to continue with your important governance and management work.

Over the past week we have heard concerns with some of the deadline and timeline extensions. I want to assure you we understand your concerns. In response, we are working with partner associations and legal professionals to identify the right solution to the challenges arising from timeline extensions, and amendments are expected to be brought forward in the near future.

Attached is an updated frequently asked questions document covering some of the more common inquiries recently received in our ministry.

I know you have all been working under unprecedented circumstances, implementing challenging and stressful decisions. As we enter into this holiday weekend, I hope you will take some time to reflect on the great work you have done in being responsive to your citizens and businesses.

Municipal Affairs will continue to explore ways to ease the pressures you are experiencing. I encourage you to contact our advisory support services if you have questions on municipal governance matters. You may speak directly to a municipal advisor toll-free at 310-0000, then 780-427-2225.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment – FAQ

# Municipal Governance

## During the COVID-19 Outbreak

### Frequently Asked Questions – April 9, 2020

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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.

This update focuses on municipal planning as well as captures some of the common questions advisory and support staff have received with respect to the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) and Ministerial Orders [MSD:019/20](#) and [MSD:022/20](#).

#### 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)

## Planning & Development

**Is the ministry reviewing the unintended consequences on planning and development processes as a result of Ministerial Order No. [MSD:022/20](#) which extended deadlines and timelines to October 1, 2020?**

YES. Municipal Affairs is working with partner associations and legal professionals to identify the right solution to the challenges arising from these timeline extensions. Amendments are expected to be brought forward in the near future.

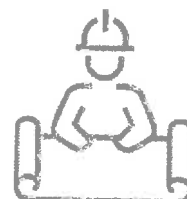
**Can council hold a public hearing without the public being in attendance and still meet the legislative requirement for public submissions?**

YES. Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) modifies the *MGA* requirements and provides for meetings and public hearings to be held by an electronic means so that those entitled to make submissions at the meeting can make electronic submissions before or during the meeting.

**Can council cancel or reschedule a public hearing?**

YES. Council may cancel or reschedule a public hearing by council resolution. However, council must still hold a public hearing prior to either second reading of a bylaw, or before council votes on a resolution where a public hearing is required as stated in section 230(1) of the *MGA*. In the event a public hearing is rescheduled, the notification and advertisement requirements of section 606 of the *MGA* apply.





**We have already advertised our public hearings for amending our land use bylaw. Ministerial Order No. MSD:022/20 gave extensions to October 1 for several provisions in the *MGA*. Can we proceed with the public hearings as advertised and with the land use bylaw amendments?**

YES. The requirement for public hearings are provided for in sections 230 and 692 of the *MGA*. These sections are not listed in Appendix 2 of the Ministerial Order that extended dates or timelines for various sections in the *MGA*. Public hearings that were advertised prior to the approval of Ministerial Order MSD:022/20 (March 31, 2020) can still proceed, as can the land use bylaw amendment bylaws. Public hearings should be conducted in a manner consistent with provisions in the Meeting Procedures (COVID-19 Suppression) Regulation.

## Emergency Management

**Is an emergency council meeting to declare a State of Local Emergency considered to be a public meeting?**

YES. If the meeting is held in council chambers and it is not made a closed meeting of council, then it is considered to be public.

**Can an emergency council meeting to declare a State of Local Emergency (SOLE) be conducted by electronic means without providing notice to the public?**

While section 23.1 of the *Emergency Management Act (EMA)* provides that the notice requirements in sections 194 to 196 of the *MGA* do not apply when meeting for the purpose of declaring or terminating a state of local emergency, the exemption does not include electronic meetings (section 199 of the *MGA*). Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 23.1 of the *EMA* to add section 199 as one of the provisions of the *MGA* that does not apply when meeting for the purpose of declaring or terminating a SOLE. If approved, notice would not be required.

**Can an emergency advisory committee consisting of only one member declare a SOLE by resolution?**

YES. If the bylaw establishing the committee, and/or another municipal enactment establishing quorum requirements for SOLE declarations, provides that one member achieves quorum, then one member may declare a SOLE.

**Can municipal bylaws be changed by council resolution during a SOLE?**

NO. Section 191 of the *MGA* requires bylaws to be amended or repealed by another bylaw.

**Does the *Emergency Management Act* provide a blanket power to change bylaws?**

NO. While it is always best for a municipality to get their own independent legal advice, a council may amend a bylaw to remove a certain provisions, or include a clause in the amendment that certain provisions of a bylaw do not apply during a SOLE. Once the SOLE has terminated, the amending bylaw could be repealed to restore the original bylaw or it can expire once the SOLE is over if it was worded in such a way, depending on the legal advice a municipality receives

**Does a council still have to have a meeting to renew the SOLE at the end of 7 days?**

As of today, a SOLE can be renewed at the end of 7 days. Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 22(4) of the *Emergency Management Act* to state that a declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic.



## General Questions

**What date did Ministerial Orders MSD:019/20 and MSD:022/20 take effect and what does that mean?**

Ministerial Orders MSD:019/20 and MSD:022/20 are available on Alberta Queen's Printer and took effect on March 31, 2020, the date they were signed. This means that as of March 31, 2020 the extensions to October 1, 2020 apply to the sections listed in the MOs. Municipal Affairs recognizes there are concerns with some of the provisions and steps are being taken to address those issues. More information will be provided in the near future.

**Can municipalities hold hearings for assessment complaints filed prior October 1, 2020?**

YES. Ministerial Order No. MSD:022/20 extended the assessment complaint deadline to October 1, 2020, and extends the 60-day deadline to hold an assessment review board hearing to either October 1, 2020 or 60-days following the receipt of an assessment complaint, whichever is the later date. If complaints are received prior to October 1, 2020, assessment review boards may choose to hear these appeals prior to the prescribed deadline.

### Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing  
310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

**Does the closing of a municipal office or facility require a council resolution?**

NO. If a SOLE has been declared, the decision to close a municipal office can be made by the Director of Emergency Management. When a SOLE has not been declared, council remains responsible for deciding what programs and services to deliver and the CAO remains responsible for ensuring that those services are implemented.

**Will the Public Meeting Procedures (COVID-19 Suppression) Regulation remain in effect when the crisis is over?**

NO. The purpose of the regulation is to limit COVID exposure so this is only a temporary relaxation of the MGA during the COVID-19 pandemic.

**We do not have the capabilities to stream or let public listen to meetings. Is posting the recording of the meeting sufficient?**

NO. The Public Meeting Procedures (COVID-19 Suppression) Regulation permits electronic meetings if members of the public are able to hear the meeting as it occurs. For those municipalities looking for streaming or conferencing services, AUMA is offering its service. For further information please email [audioconference@auma.ca](mailto:audioconference@auma.ca).

**The majority of council is currently in 14-day mandatory quarantine or self-isolation. Are we able to have a council meeting?**

YES. The Public Meeting Procedures (COVID-19 Suppression) Regulation has provided flexibility for council to achieve quorum. The regulation have also increased the flexibility for councillors in quarantine to meet electronically (e.g., teleconference).

**Should municipalities be amending procedural bylaws to comply with the new Public Meeting Procedures (COVID-19 Suppression) Regulation?**

NO. The regulation supersedes municipal procedure bylaws and only applies during the COVID-19 pandemic.

### Further Updates

Ways to support municipalities continue to be explored as we all navigate through this situation. Further updates will be released as information becomes available.

**aboffice@albertabeach.com**

CC - Council.

**From:** MA Alberta Community Partnership <acp.grants@gov.ab.ca>  
**Sent:** Wednesday, April 1, 2020 11:51 AM  
**To:** 'Morinville.StAlbert@assembly.ab.ca'; 'Athabasca.Barrhead.Westlock@assembly.ab.ca';  
'LacSteAnne.Parkland@assembly.ab.ca'; 'DraytonValley.Devon@assembly.ab.ca';  
'SpruceGrove.StonyPlain@assembly.ab.ca'; 'shouston@sprucegrove.org';  
'mayorheron@stalbert.ca'; 'ddeck@gibbons.ca'; 'jtracy@onoway.ca';  
'w.choy@stonyplain.com'; 'aboffice@albertabeach.com'; ! ADMINISTRATION;  
'glen@LFSERVICES.CA'; 'lwstamand@gmail.com'; 'brenda.yellowstone@gmail.com';  
'jblakeman@lsac.ca'; 'Rod.Shaigec@parklandcounty.com'; 'ahnatiw@sturgeoncounty.ca';  
'sfarbrother@sprucegrove.org'; 'kscoble@stalbert.ca'; 'fomalley@gibbons.ca';  
'stephane.labonne@morinville.ca'; 'cao@onoway.ca';  
'svsunrisebeach@wildwillowenterprises.com'; ! SVWESTCOVE;  
't.goulden@stonyplain.com'; 'aboffice@albertabeach.com';  
'Mike.Heck@parklandcounty.com'; 'rmccullough@sturgeoncounty.ca';  
'mprimeau@lsac.ca'  
**Subject:** FW: 2019/20 Alberta Community Partnership – IC Approval Letter  
**Attachments:** IC Approval Letter SV of Silver Sands.pdf

Please see attached. No hard copy to follow.

**From:** MA Alberta Community Partnership  
**Sent:** Tuesday, March 31, 2020 5:42 PM  
**To:** 'bpoulin@xplornet.com' <bpoulin@xplornet.com>  
**Cc:** 'administration@wildwillowenterprises.com' <administration@wildwillowenterprises.com>  
**Subject:** 2019/20 Alberta Community Partnership – IC Approval Letter

Please see attached. No hard copy to follow.

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



ALBERTA

MUNICIPAL AFFAIRS

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

AR100003

March 31, 2020

His Worship Bernie Poulin  
Mayor  
Summer Village of Silver Sands  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Poulin,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Summer Village of Silver Sands has been approved for a grant of \$200,000 under the 2019/20 ACP Intermunicipal Collaboration component in support of your Sturgeon River Watershed Alliance Intermunicipal Watershed Planning project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

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I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Kaycee Madu  
Minister of Municipal Affairs

cc: Honourable Dale Nally, MLA, Morinville-St. Albert  
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock  
Shane Getson, MLA, Lac Ste. Anne-Parkland  
Mark Smith, MLA, Drayton Valley-Devon  
Searle Turton, MLA, Spruce Grove-Stony Plain  
Stuart Houston, Mayor, City of Spruce Grove  
Cathy Heron, Mayor, City of St. Albert  
Dan Deck, Mayor, Town of Gibbons  
Barry Turner, Mayor, Town of Morinville  
Judith Tracy, Mayor, Town of Onoway  
William Choy, Mayor, Town of Stony Plain  
Jim Benedict, Mayor, Alberta Beach  
Sandra Benford, Mayor, Summer Village of South View  
Glen Usselman, Mayor, Summer Village of Sunrise Beach  
Larry St.Amand, Mayor, Summer Village of West Cove  
Brenda Shewaga, Mayor, Summer Village of Yellowstone  
Joe Blakeman, Reeve, Lac St. Anne County  
Rodney Shaigec, Mayor, Parkand County  
Alanna Hnatiw, Mayor, Sturgeon County  
Simon Farbrother, City Manager, City of Spruce Grove  
Kevin Scoble, Chief Administrative Officer, City of St. Albert  
Farrell O'Malley, Chief Administrative Officer, Town of Gibbons  
Stephane Labonne, Chief Administrative Officer, Town of Morinville  
Wendy Wildman, Chief Administrative Officer, Summer Villages of Silver Sands,  
South View, Sunrise Beach, West Cove, Yellowstone, Town of Onoway  
Tom Goulden, Town Manager, Town of Stony Plain  
Kathy Skwarchuk, Chief Administrative Officer, Alberta Beach  
Mike Heck, Chief Administrative Officer, Parkand County  
Reegan McCullough, Chief Administrative Officer, Sturgeon County  
Mike Primeau, County Manager, Lac St. Anne County

11.6

**aboffice@albertabeach.com**

cc: Council

**From:** President <President@auma.ca>  
**Sent:** Thursday, March 19, 2020 4:30 PM  
**Subject:** FW: AUMA Letter - State of Public Health Emergency  
**Attachments:** Ltr to Minister MA re state of public health emergency.pdf

Hello Mayors and CAOs:

I am forwarding the attached letter that was sent to Minister Madu this morning, for your information.

Best regards,

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

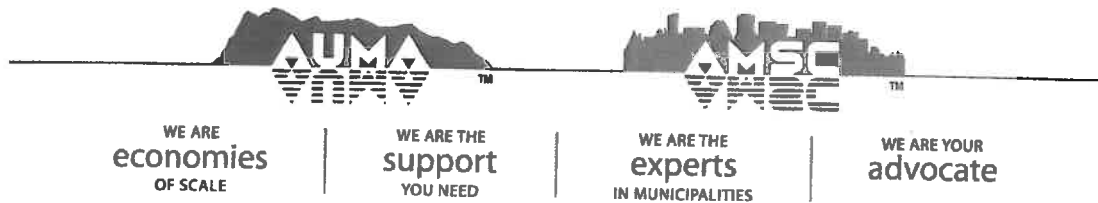
C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

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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March 19, 2020

Honourable Kaycee Madu  
Minister of Municipal Affairs  
132 Legislature Building  
10800-97 Street  
Edmonton, Alberta T5K 2B5

Dear Minister Madu:

AUMA is ready to collaborate with the Government of Alberta to support our communities during the current public health emergency. We applaud the \$60 million investment by the province in community services to support our most vulnerable citizens.

This balance of this letter will communicate to the Minister, AUMA's position for:

- A. The identification of opportunities for collaboration now and in the long-term.
- B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.

**A. The identification of opportunities for collaboration now and in the long-term.**

- **Pandemic Response**
  - Emergency Management – AUMA appreciates the willingness of the province and the Alberta Emergency Management Agency to share information with municipal associations as trusted stakeholders so we can better serve our members.
  - Residential and Business Support – together we can seek solutions to ensure Alberta's residents and businesses receive the essential services they rely on and to reduce their financial hardships.
- **Infrastructure Investments**
  - AUMA can help the province get infrastructure investments flowing quickly for shovel-ready projects. This includes leveraging the Investing in Canada Infrastructure Program and the Housing Partnership Framework to kick start our economy, while at the same time, addressing aging infrastructure in this province and ensuring all Albertans have access to safe and affordable housing.
  - AUMA also recommends that brownfield remediation and redevelopment should be considered as part of the province's infrastructure investment plan. More than 1,700 brownfields sit abandoned on Alberta main streets. Cleaning up these properties generate local economic activities and encourage long-term economic development.
- **Relationship Development and Cultivation**
  - The current public health crisis highlights the necessity of on-going government-to-government collaboration. AUMA is ready to collaborate with provincial ministries to

develop solutions and program changes that benefit both municipal and provincial governments.

- Long-term collaboration is essential and collaborating to address this crisis can facilitate a long-term relationship between AUMA and the Ministry. Solutions should be developed together, and other provincial ministries should be required to present and discuss programs or changes that could affect municipalities with both AUMA and the Ministry of Municipal Affairs.
- Red Tape Reduction
  - As part of this partnership, we should work together to identify and eliminate any red tape that interferes with a seamless approach to emergency management.

**B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.**

1. Further review and amendment to the *Local Authorities Elect Act* should be conducted following the 2021 local elections.
2. Further review of aspects of the *Municipal Government Act*, such as planning and development originally anticipated to take place this spring, should be delayed until the fourth quarter of 2020.
3. The deadline for Intermunicipal Collaboration Frameworks (ICFs) should be extended to April 1, 2021.
4. The Regulated Assessment Model Review should be put on hold. Instead, the municipal and industry associations should develop a temporary solution to assist the oil and gas sector while prices are low.
5. The invoicing of funds from municipalities under the new police funding model should be delayed until the province's 2021-22 fiscal year. This will properly align the flow of police funding from municipalities, to the actual implementation of additional police resources, which for all practical purposes will also occur in 2021.

AUMA looks forward to discussing how we can best support Albertans during this difficult time. If you would like to discuss this matter further, please feel free to contact me by email at [president@auma.ca](mailto:president@auma.ca) or on my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita  
AUMA President

Cc:

Honourable Jason Kenney, Premier of Alberta  
Honourable Doug Schweitzer, Minister of Justice and Solicitor General  
Honourable Travis Toews, Minister of Treasury Board and Finance  
Mayor Don Iveson, City of Edmonton  
Mayor Naheed Nenshi, City of Calgary



11.1

**aboffice@albertabeach.com**

cc: Council

**From:** President <President@auma.ca>  
**Sent:** Tuesday, March 24, 2020 2:34 PM  
**Subject:** AUMA Media Statement - AUMA supports provincial government's education tax relief  
**Attachments:** Media release - property tax deferral due to COVID-19.pdf

Hello Mayors, Councillors and CAOs:

Please find the attached AUMA Media Release, for your information.

Thank you,

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

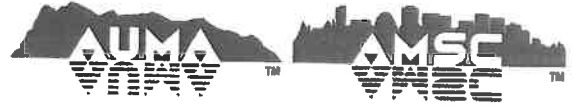
C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

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MEDIA STATEMENT - APPROVED  
March 24, 2020 - afternoon

## **A statement from AUMA President Barry Morishita: AUMA supports provincial government's education tax relief**

Alberta's municipalities and AUMA support the provincial government's recent announcement of fiscal relief for residents and businesses of Alberta. The changes to the 2020 education tax requisition, which municipalities collect on behalf of the province, will relieve pressure on Albertans during this uncertain time.

### **Education property tax freeze**

AUMA is pleased that the province has decided to cancel the increase to its education property tax requisition, which was announced in the 2020 Budget. This increased tax burden would have fallen on Alberta's residential property taxpayers and our already-suffering businesses. AUMA strongly advocated for the reversal of this increase, and we are grateful that the provincial government responded in this way.

### **Education property tax deferral**

We also applaud the province for deferring its education property tax for businesses.

In addition, AUMA wishes to collaborate with the provincial government to enable municipalities to provide deferrals for the municipal portion of the property tax. Municipalities need flexibility so they can implement and set property tax payment deferrals in a manner that reflects their local circumstances.

We must emphasize that municipalities will have limited ability to defer property tax, as their cashflows are already strained. In order to be able to offer significant property tax deferrals for businesses, municipalities will require financial assistance from:

- **senior orders of government**, who can provide no-interest operating loans; and
- **the provincial government**, who can amend the *Municipal Government Act* to provide municipalities higher limits on operational borrowing.

We have reached out to the Government of Alberta to work out the details of how municipalities can be full partners in supporting economic recovery and growth.

Businesses, entrepreneurs, and workers in our communities are under a tremendous amount of stress, and Albertans rely on municipalities' critical services, now more than ever. As Premier Kenney has mentioned, we are facing a period of profound adversity. Municipalities share the same ambition as the provincial government for a strong and prosperous Alberta, and we look forward to sharing in brighter times ahead once we have weathered this time of uncertainty.

Media contact:

Carla Putnam Kerr

Communications Manager, AUMA

780-668-2436

**aboffice@albertabeach.com**

cc: Council

**From:** President <President@auma.ca>  
**Sent:** Friday, March 27, 2020 8:26 AM  
**Subject:** AUMA Guide for Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19  
**Attachments:** Guide on Canada's and Alberta's economic plan for COVID-19 20200325.pdf

Dear Elected Officials and CAO's:

In recent weeks, the Government of Canada and Government of Alberta have made numerous announcements about programs and investments to help stabilize the economy due to the impact of the COVID-19 coronavirus. These programs are comprehensive so to assist members, AUMA has developed a summary in the attached *Guide for Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19*. The Guide can serve as a helpful resource to inform your municipal operations staff, local not-for-profit organizations, and local businesses about the supports that are available to alleviate financial pressures on households, employers and municipal governments.

We expect the federal and provincial government to release new details on a frequent basis. AUMA will update this Guide weekly and communicate those updates in our Digest e-newsletter, social media, and through our online hub for COVID-19.

During this challenging time, AUMA is committed to sharing as much information as possible so you have the tools to communicate and take action in your community. We hope that this Guide supports your work at the local level and if you have any questions or suggestions, please contact our Advocacy team.

#### Webinar Reminder:

A reminder that AUMA is hosting a webinar at noon today to assist you with understanding your roles in emergency management and business continuity planning. The webinar will also cover frequently asked questions regarding the role of elected officials and declaring a State of Local Emergency (SOLE)

**If you haven't done so yet, please register now as registration closes at 11 am.** The webinar will be recorded and made available on our COVID-19 webpage.

Sincerely,

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

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

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Guide for Municipal Leaders on  
Canada's and Alberta's Economic  
Response to COVID-19

March 25, 2020



AUMA

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## Executive Summary

In March 2020, the Government of Canada and Government of Alberta began announcing comprehensive plans involving various financial supports to help stabilize the economy due to the impact of the COVID-19 coronavirus. AUMA has developed this guide for municipalities to determine which programs may be applicable to their municipal operations or to communicate with their residents and employers about available programs intended to help alleviate financial pressures on households and businesses.

This Executive Summary simply identifies the various support programs for employers and individuals, with the next section describing each support program in detail, with links to the application information and forms.

### Support for employers

Supporting financial stability

#### Government of Canada

- Deferral of 2020 income taxes
- New Insured Mortgage Purchase Program
- Various actions to improve market liquidity

#### Government of Alberta

- Deferral of 2020 income taxes
- Deferral of WCB premiums
- Freeze and deferral of education property tax
- Deferral of utility payments

Avoiding layoffs

- Extending the Work-Sharing program
- Providing small businesses with wage subsidies

Access to credit

- New Business Credit Availability Program
- Increasing credit to farmers

- Loan relief for ATB and credit union customers

### Support for individuals

General support for individuals and families

- One-time increase in the Canada Child Benefit
- Special GST credit payment
- Mortgage and loan support
- Extra time to file income tax

- Freeze of provincial education property tax
- Loan relief for ATB and credit union customers
- Deferral of utility payments

Support for people facing unemployment or in self-isolation

- New Canada Emergency Response Benefit
- Employment Insurance regular and sickness benefits

- New Emergency Isolation Support
- Expansion of job-protected leave provisions

Support for seniors

- Reduced minimum withdrawals for Registered Retirement Income Funds

Support for students and graduates

- Moratorium on repayment of Canada Student Loans

- Moratorium on repayment of Alberta Student Loans

Support for targeted populations

- New investments for Indigenous communities, housing, women's shelters, and sexual assault centres

## Introduction

The purpose of this document is to help AUMA members understand the variety of programs available and actions taken by the Government of Canada and Government of Alberta to stabilize the economy as a result of the COVID-19 outbreak.

### **How to use this guide**

Municipal leaders may use this document as a reference when communicating with residents, not-for-profit organizations, and local businesses about the supports that are available to help alleviate financial pressures on households and employers. In addition, as an employer, municipalities should be aware of programs that are available to mitigate financial impacts on municipal staff as well as the municipal organization.

The guide is segregated into two sections:

- Government of Canada's Economic Response Plan
- Government of Alberta's Economic Response Plan

### **Future updates**

AUMA will update this document weekly as new details emerge. Readers can be notified of updates by subscribing to AUMA's free weekly [Digest e-newsletter](#) or visit AUMA's [online hub for COVID-19](#).

Since the federal and provincial governments may release information more frequently, readers can access the most up-to-date information directly from the [Government of Canada](#) and [Government of Alberta](#) websites.

## Government of Canada's Economic Response Plan

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Wage subsidy for small employers	<p>Small employers will be able to access a temporary wage subsidy for up to three months. The subsidy will be equal to 10 per cent of remuneration paid during that period, up to a maximum subsidy of \$1,375 per employee and \$25,000 per employer. Employers benefiting from this measure will include corporations eligible for the small business deduction, as well as non-profit organizations and charities. Details still to be released.</p> <p>The subsidy is applied by allowing the employer to reduce their payroll remittance of federal and provincial income tax. This does not apply to CPP or EI remittances.</p> <p><u>Eligibility requirements</u>   <u>No application required</u></p>	n/a	✓	✓	n/a	n/a
Work Sharing Program	<p>This program helps employers and employees avoid layoffs when there is a temporary reduction in the normal level of business activity that is beyond the control of the employer. It provides employment insurance (EI) benefits to workers who agree to reduce their normal working hours in agreement with the employer.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> <li>The maximum duration of Work-Sharing agreements is extended from 38 weeks to 76 weeks for businesses affected by the economic downturn of COVID-19.</li> <li>Easing of eligibility requirements.</li> </ul> <p><u>Eligibility requirements</u>   <u>Application</u></p>	n/a	✓	✓	✓	n/a

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Flexibility on loans and access to credit	Canada's six largest banks have committed to work with customers to provide flexible solutions, on a case-by-case basis, for managing through current economic hardships. This support will include up to a six-month payment deferral for mortgages, and the opportunity for relief on other credit products. While payments may be deferred, interest on any outstanding balance may still be charged. Contact your bank directly for eligibility and application details.	✓	✓	✓	✓	✓
	A new Business Credit Availability Program (BCAP) will allow the Business Development Bank of Canada (BDC) and Export Development Canada (EDC) to provide more than \$10 billion of additional financing support, largely targeted to small and medium-sized businesses. <u>Eligibility requirements</u>   To apply, contact any of the financial institutions listed on the <u>BCAP website</u> .	n/a	✓	n/a	n/a	n/a
	Farm Credit Canada is offering loan payment deferral plans as well as increasing near term credit to farmers and agri-food sector. <u>Eligibility requirements and application</u>	n/a	✓	n/a	n/a	n/a
	The federal government will automatically place a six (6) month interest-free moratorium on the repayment of the federal portion of all Canada Student Loans. Borrowers have the option to continue making their payments. The Government of Alberta is matching this offer for all Alberta Student Loans. No application required – Loan holders can access details in the <u>online portal</u> .	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Supplementary unemployment benefit plan	<p>Canada's supplementary unemployment benefit plan (SUBP) is an existing program available to employers to top up employees' employment insurance (EI) benefits during a period of unemployment due to a temporary or indefinite layoff. No changes are being proposed for SUBP, but AUMA is sharing the program for awareness as a potential tool for employers.</p> <p>Eligibility and application details are available at <a href="#">Service Canada</a>.</p>	✓	✓	✓	n/a	n/a
Employment Insurance (EI) sickness benefits	<p>Provides up to 15 weeks of partial income replacement for individuals who cannot work for medical reasons. Individuals can apply for this benefit or the below described Canada Emergency Response Benefit, but not both.</p> <p><b>Changes for COVID-19:</b></p> <ul style="list-style-type: none"> <li>The one-week waiting period for benefits is waived for new claimants who are quarantined.</li> <li>Applicants do not require a medical certificate if they are quarantined.</li> </ul> <p><a href="#">Eligibility requirements</a>   <a href="#">Application</a></p>	n/a	n/a	n/a	✓	Restrictions
Employment Insurance (EI) regular benefits	<p>No changes are announced to the EI regular benefits program but workers who lose their jobs through no fault of their own should consider applying for this EI benefits program or the below described Canada Emergency Response Benefit, but individuals cannot receive both benefits.</p> <p><a href="#">Eligibility requirements</a>   <a href="#">Application</a></p>	n/a	n/a	n/a	✓	Restrictions
Canada Emergency Response Benefit (CERB)	<p>A new program that provides a taxable benefit of \$2,000 per month for up to 4 months to support.</p> <p>This benefit will apply to any Canadian out of work due to reasons related to COVID-19, including for sickness, quarantine, caregiving, staying home to take care of children or loss of jobs.</p>	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
	<p>In addition to those that are unemployed, furloughed workers, those who are still technically employed but not receiving income, would also qualify for the benefit. The benefit will cover:</p> <ul style="list-style-type: none"> <li>• Wage-earners</li> <li>• Contract workers</li> <li>• Self-employed</li> <li>• Gig industry individuals</li> </ul> <p>All Canadians who have ceased working and earning income, whether they are eligible for employment insurance or not, would be able to receive the benefit. Canadians who have yet to apply for federal income support will be able to decide whether to apply for CERB or EI based on which may offer more financial support. One analyst has determined that anyone making less than \$23 per hour and working full time should apply to the CERB as it will pay more than EI.</p> <p>Canadians currently receiving EI regular and sickness benefits would continue to receive their EI benefits and should not apply for CERB. Also, individuals who have already applied for EI and whose application has not yet been processed would not need to apply for CERB.</p> <p>Eligibility requirements and application will be available in early April 2020 via an online portal and phone.</p>				✓	✓
Special top-up payment of the GST credit	<p>The Goods and Services Tax (GST) credit is a tax-free quarterly payment that helps low and modest income individuals and families to offset GST/HST that they pay.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> <li>• Over 12 million individuals and families will receive a one-time top-up of the credit.</li> </ul>	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
	<ul style="list-style-type: none"> <li>The average increase will be a \$400 payment for individuals and \$600 for couples with payment proposed for May 2020.</li> </ul> <p>Eligibility is limited to persons that received the GST credit in the 2019-20 year. No application is needed.</p>					
One-time increase to the Canada Child Benefit	<p>The <u>Canada Child Benefit (CCB)</u> is a tax-free monthly payment to eligible families to help with the cost of raising children under 18 years of age.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> <li>Families that received the Canada Child Benefit (CCB) in 2019-20 will receive an extra \$300 per child as part of their May 2020 CCB payment.</li> </ul> <p>No application required unless you are eligible for CCB and <u>have not previously applied.</u></p>	n/a	n/a	n/a	✓	✓
Reduced RRIF withdrawal	<p>Seniors with investments in Registered Retirement Income Funds (RRIFs) will have the option to withdraw less from their RRIF in 2020 to avoid liquidating their retirement investments during the current market downturn. The mandatory minimum withdrawals from RRIFs will be reduced by 25 per cent.</p> <p>Eligibility and application details (if applicable) are yet to be released.</p>	n/a	n/a	n/a	✓	n/a
Extension for filing and payment of income tax	<p>The deadline for individuals to file their 2019 income tax return has been extended from April 30, 2020 to June 1, 2020.</p> <p>The deadline to pay any balance due for the 2019 income tax return for individuals and self-employed individuals has been extended from April 30, 2020 to September 1, 2020.</p> <p>No penalties or interest will be assessed if balances are paid by September 1, 2020.</p> <p><u>No application required.</u></p>	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Flexible access to tax advice	<p>For trusts having a taxation year ending on December 31, 2019, the return filing due date will be deferred until May 1, 2020.</p> <p>All trusts that have an upcoming income tax balance or instalment due before September 1, 2020, will have their due date extended to September 1, 2020.</p> <p><u>No application required.</u></p>	n/a	n/a	n/a	Trustees	n/a
	<p>For businesses, the deadline to pay any income tax amounts or instalments that become owing or due after March 18, 2020 and before September 1, 2020 has been extended to September 1, 2020.</p> <p>No penalties or interest will be assessed if balances are paid by September 1, 2020.</p> <p><u>No application required.</u></p>	n/a	✓	n/a	n/a	n/a
Flexible access to tax advice	<p>Individuals will now be able to access CRA's Outreach Program via phone or webinar instead of just in-person. The free service helps individuals to understand their tax obligations.</p>	n/a	n/a	n/a	✓	n/a
	<p>Businesses will now be able to access CRA's Liaison Officer service over the phone. Traditionally offered as an in-person service, the program provides free advice to owners of small businesses to understand their tax obligations.</p>	n/a	✓	n/a	n/a	✓

### Other notable announcements by the Government of Canada

#### Support for individuals and organizations

- A new Indigenous Community Support Fund will provide \$305 million to address immediate needs in First Nations, Inuit, and Métis Nation communities. Details are not yet available.
- Canada's Reaching Home initiative will receive \$157.5 million to invest in beds and physical barriers to support social distancing and securement of accommodation to reduce overcrowding in homeless shelters.
- Women's shelters and sexual assault centres will receive \$50 million to help with their capacity to manage or prevent an outbreak in their facilities.
- Electronic signatures will be temporarily recognized for tax forms T183 or T183CORP, which are forms that are signed in person by millions of Canadians every year to authorize tax preparers to file taxes.

#### Support for businesses

- The CRA will not contact any small or medium (SME) businesses to initiate any post assessment GST/HST or Income Tax audits for four weeks, beginning March 18, 2020.
- The federal government is changing the Canada Account to allow the government to provide additional support to Canadian export companies through loans, guarantees or insurance policies during these challenging times.
- The Bank of Canada will broaden the scope of the current Government of Canada bond buyback program. This is intended to add market liquidity and support price discovery.
- The Office of the Superintendent of Financial Institutions (OSFI) announced that it has lowered the Domestic Stability Buffer by 1.25 per cent of risk-weighted assets, which will allow Canada's large banks to inject \$300 billion of additional lending in to the economy.
- The Government of Canada has launched an Insured Mortgage Purchase Program (IMPP), which will purchase up to \$50 billion of insured mortgage pools through the Canada Mortgage and Housing Corporation (CMHC). This action will provide long-term stable funding to banks and mortgage lenders and add liquidity to Canada's mortgage market.

## Government of Alberta's Economic Response Plan

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Freeze of provincial education property tax	<p>The province has reversed its Budget 2020 decision to increase provincial education property taxes. Instead, provincial education property taxes will be frozen at the 2019-20 level of about \$2.5 billion. This will reduce the 2020-21 provincial education taxes by \$55 million for residential and farmland properties and \$32 million for non-residential properties compared to what was planned.</p> <p>Municipalities can access their updated 2020 requisition for provincial education property taxes on <a href="#">Milenet</a> or the comparison listing is available on the <a href="#">Government of Alberta's website</a>.</p>	Municipalities will implement	✓	✓	✓	✓
Deferral of non-residential education property taxes	<p>Effective April 2020, provincial education property taxes for non-residential properties is deferred for six months. Municipalities are to follow the normal practice for setting the local rates for provincial education property taxes but amounts for non-residential property owners will be repaid in future tax years.</p> <p>Commercial landlords are encouraged to pass on the savings to their tenants through reduced or deferred payments in the short term.</p> <p>Details on implementation are yet to be released.</p>	Will implement	✓	✓	n/a	n/a
Vacation pay, leave or banked overtime	<p>Employees required to self-isolate may request to use available vacation pay, leave or banked time, but employers are not required to grant the request.</p> <p>Employers can request employees voluntarily take vacation leave and/or use their vacation pay or banked overtime but cannot force them to do so.</p>	✓	✓	✓	✓	n/a



Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Flexibility for loans and access to credit	Small business customers of ATB can apply for a deferral on their loans and lines of credit as well as access additional working capital to improve cash flow. Interest will continue to accrue at the interest rate of the loan. <u>Contact ATB</u> for eligibility and application.	✓	✓	✓	n/a	n/a
	Personal banking customers of ATB Financial can apply for a deferral on their loans, lines of credit and mortgages for up to 6 months. Interest will continue to accrue at the interest rate of the loan. <u>Contact ATB</u> for eligibility and application.	n/a	n/a	n/a	✓	✓
	Personal and business banking members of Alberta credit unions may contact their credit union to discuss solutions to ease difficulties with loan payments and short-term cash flow.	✓	✓	✓	✓	✓
	Beginning March 30, 2020, the Government of Alberta will automatically place a six month interest-free moratorium on the repayment of Alberta Student Loans. Borrowers will still have the option to continue making their payments. This mirrors the approach used by the Canada Student Loans Program. No application required	n/a	n/a	n/a	✓	✓

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Deferral of WCB premiums	<p>To support short-term business cashflow, the Government of Alberta is deferring all 2020 Worker Compensation Board (WCB) premiums until 2021. When WCB resumes invoicing for 2020 premiums in 2021, small- and medium-sized private sector employers will have 50 per cent of their 2020 premiums waived.</p> <p>Employers who have already paid their WCB premium payment for 2020 are eligible for a refund or credit.</p> <p><u>Eligibility requirements</u>   No application is necessary unless an eligible organization is seeking a <u>refund on previously paid premiums</u> for the 2020 year.</p>	n/a	✓	TBD	n/a	✓
Deferral of utility payments	<p>Residential, farm, and small commercial customers can apply to defer electricity and natural gas bill payments up until June 18, 2020.</p> <p>To apply, households and businesses must contact their utility provider directly. Details are available in this <u>background</u>.</p> <p>There have been suggestions by provincial leaders that municipalities should offer deferral of payments for water, wastewater, and garbage utilities. AUMA's message to the Government of Alberta is that each municipality must be able to determine how it supports its residents and businesses at the local level.</p> <p>Most municipalities are implementing 90-day utility deferral programs on a case-by-case basis, which are initiated through individual customer requests.</p>	TBD	✓	TBD	✓	✓
Deferral of corporate income tax	<p>Corporate income tax balances and instalment payments will be deferred from March 19, 2020 until September 1, 2020 to increase employers' access to cash so they can pay employees, address debts and continue operations.</p> <p>This measure aligns with the Government of Canada's deferral of income tax payments until September 1, 2020.</p>	n/a	✓	n/a	n/a	n/a



Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Emergency isolation support	<p>Eligible persons will be able to access a one-time payment of \$1,146 in emergency support to assist in the period before the federal government's emergency programs begin in April 2020.</p> <p>Eligible persons are working adult Albertans who must self-isolate and who will not have another source of compensation while they are self-isolated.</p> <p><u>Eligibility requirements   Application</u></p>	n/a	n/a	n/a	✓	TBD
Job-protected leave	<p>Changes to the Employment Standards Code will allow full-time and part-time employees to take 14 days of job-protected leave if they are required to self-isolate or must care for a child or dependent adult that is required to self-isolate.</p> <p>Employees should work with their employer to access leave under the various <u>programs available in Alberta.</u></p>	n/a	n/a	n/a	✓	n/a

**aboffice@albertabeach.com**

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**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** Tuesday, March 31, 2020 3:44 PM  
**Subject:** AUMA Electronic Meeting Support

Good afternoon Mayors and CAOs,

As you are aware, the Government of Alberta has made allowances for municipalities to host council meetings via electronic means, during the COVID-19 health emergency. Realizing that some municipalities may not have implemented these electronic means yet, AUMA offers the following solutions for its members to utilize:

**CONFERENCE CALLS:**

Pragmatic Conferencing is the conference call solution provider used by AUMA and we have been satisfied with their service. If you'd like to utilize their service, here are two options for your consideration:

**1. SET-UP YOUR OWN ACCOUNT**

Municipalities can easily establish their own conference calling account by contacting Pragmatic Conferencing directly at 1.866.736.1413 or sales@thinkpragmatic.com. You will deal directly with Pragmatic and pay their invoices as you would your other service providers. Or you might wish to explore other conference calling service companies.

**2. USE AUMA'S ACCOUNT**

Until the end of June, AUMA would be pleased to provide your municipality with the use of AUMA's conference call account as a temporary measure. The conferencing can be set up to only allow Public Participants to only listen to the Council meeting or it can be set up in a Town Hall format, where Public Participants can be allowed to present or ask questions, once accepted by the conference call moderator.

**If you decide to use AUMA's account, we will pass along to you an invoice for the cost of each conference call. For information on how this option can be activated or if your municipality is interested in this option, please reply to e-mail audioconference@auma.ca to register your municipalities for this service.**

**VIDEO CONFERENCING:**

As you also know, video conferencing or streaming is another option for electronic council meetings and to facilitate public participation. Video conferencing does require appropriate equipment, local technical expertise, and sufficient broadband. If your municipality has determined that video conferencing is the solution that it wishes to explore, please also reply to email audioconference@auma.ca and we will send you information on a few different video conferencing solutions and companies.

Lastly, ICMA recently published an article on conducting business remotely while maintaining citizen input with some points to consider.

Please let me know if there are any other supports you would like AUMA to explore.

Yours truly,

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

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





Home / Blog Posts

# The New Normal: Communities Adjust to Conducting Business Remotely While Maintaining Citizen Input

Key questions to answer and other factors to consider.

By Patricia Vinchesi, ICMA Northeast Regional Director | Mar 24, 2020 | BLOG POST

With the emergence of COVID-19, the past few weeks have witnessed a flurry of activity around the delivery of essential municipal services. How do local governments continue operations when city, county, and town halls have been shuttered to public meetings? How do officials continue to make time-sensitive decisions, while at the same time ensuring the safety and wellness of employees, community leaders, and decision-makers? Local government officials have acted quickly to implement protocols and procedures for staff to work remotely and for the business of the municipality to be conducted by persons outside the four walls of town hall. But the process of local government requires that citizens have input and participation in the deliberation and decision-making process. How have local governing bodies adapted to affording the public an opportunity to be engaged and participate in this new paradigm of local governing? Where to begin?



ICMA staff observed how small, large, urban, and rural cities, counties, and towns adjusted to this new remote existence and have compiled some best practices to share. But before that, what are some key questions to answer and other factors to consider?

## **1. What platform should we use?**

There are a variety of choices out there, some are free and some require purchase. All will depend on having the proper IT equipment and connections. Zoom, Collaborate, WebEx, YouTube, startmeeting.com, Skype, Pro-Connect, Slack, Microsoft Teams, Facebook Live, are just a few being used. Be careful to research any restrictions each platform may have, such as time or participant restrictions. If moving online is currently unavailable to you, the city of Worthington, Ohio, implemented social distancing measures at its city council meeting by seating public, council, and staff six feet apart.

## **2. Is there a low-tech solution?**

It is possible to conduct business and solicit feedback without a platform. The town of Easton, Massachusetts, asked residents to call into a conference line number and placed the local cable access microphone by the conference phone. Connor Read, town administrator, said "Having a bare-bones and low-barrier for entry was helpful." The city of Palo Alto, California, asked residents to view online and email questions and testimony. It can be useful for residents to have an easy solution to engage. Some communities also reported success streaming meetings using WebEx and YouTube for comments with a direct feed by their cable access.

## **3. Determine what meetings you can and can't cover.**

During this time of uncertainty, you can't hold every board and committee meeting. Only essential business should be happening for the immediate short-term. In most cases, the most critical are going to be the executive authority (council, commissioners, select boards), local health commissions, and any emergency planning committees, if appropriate. The city of Maplewood, Minnesota, has canceled most of its board and commission meetings over the next few weeks while continuing with scheduled city council meetings.

## **4. Legal requirements still apply.**

Post the agenda, record the meeting, take minutes. These requirements still exist whether the meeting is held remotely or not. Most states have or are in the processing of developing guidelines for how public bodies should operate during the next several weeks, and some of these guidelines might change. For example, Pennsylvania's Office of Open Records and the California Governor relaxed requirements to allow municipalities to host online official meetings via two-way communication platforms. Keep in contact with your state office for changing requirements.

## **5. Pre-testing/trial runs are critical.**

Many first-time users of remote meetings reported epic fails. Make sure you leave enough lead time to become familiar with how it is used for you, your staff, and your elected officials. One community had a trial run with a small committee before it did its first large council meeting.

## **6. Have a script for public participation at the meeting and the rules for engagement.**

The town of Arlington, Massachusetts, created this guideline for both elected officials and the public for conduct of its meetings and public participation. Keep the instructions simple and easy to understand. Failure to mute audio or loud feedback can sabotage even the best laid plans to involve the citizenry.

## **7. Staffing.**

Have extra staff on hand to monitor questions from the public and act as troubleshooters during the meeting. This allows the manager to be focused on working with officials during the meeting to get the business agenda accomplished.

The need for managing staff and operations from dispersed locations for an indeterminate amount of time arrived with scant warning. But as local government managers we regularly encounter the unexpected, unanticipated, and untested. And in this new area of service, we will succeed as well.

For additional information, visit ICMA's Coronavirus Resource page.

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cc: Council

**aboffice@albertabeach.com**

**From:** President <President@auma.ca>  
**Sent:** Thursday, April 9, 2020 8:57 AM  
**Subject:** Letter from Lieutenant-Governor Lois Mitchell  
**Attachments:** Ltr from Lieutenant Governor re Thank you to Muncipal Leaders.pdf

Good Morning Mayors & Councillors,

I thought a letter of gratitude from Lieutenant-Governor Lois Mitchell might be a great way to start your day. AUMA's CEO, Dan Rude, received the attached letter on behalf of AUMA's members and we are sharing it with you as she has requested.

We appreciate you are all working hard to ensure the health and safety of your community. We recognise everyone has a role to play. As elected leaders our role is setting the tone in our communities and allowing our administration and emergency workers to do their jobs.

Now more than ever before is our time to be community builders.

I hope you enjoy a well-earned break over this weekend.

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

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

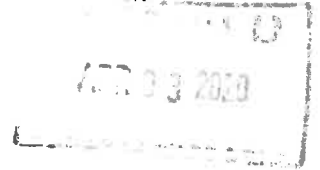
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Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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Office of the Lieutenant Governor of Alberta  
3rd Floor, Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta, Canada T5K 2B6

*March 31, 2020*

*Dan Rude  
Chief Executive Officer  
Alberta Municipal Place  
300, 8616 - 51 Avenue  
Edmonton, AB  
T6E 6E6*

*Dear Dan:*

*As Her Majesty the Queen's representative in Alberta, I would like to offer my sincere gratitude to the dedicated municipal leaders who are working hard across our province to respond to the COVID-19 pandemic. If possible, I would ask that you please share this message with your members.*

*I have nothing but respect for the elected officials and municipal government workers who are on the front lines of this emergency in communities across Alberta. I know that everyone is contributing the best of their energy, innovation and collaborative spirit to this crucial work. I also know that those great Albertan traits will carry us successfully through this challenging time. Your fellow Albertans truly appreciate the long hours, stresses and personal sacrifices that come with your duties. I ask that you please take time to care for yourselves as you work to ensure that we are all safe and well cared for.*

*Again, please accept my heartfelt thanks for your inspiring service and your essential contributions to our province.*

*Sincerely yours,*

A handwritten signature in cursive script that reads "Lois Mitchell".

*Lois E. Mitchell, CM, AOE, LLD  
Lieutenant Governor of Alberta*

**aboffice@albertabeach.com**

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**From:** Ellen Maccormac <emaccormac@albertacf.com>  
**Sent:** Wednesday, March 25, 2020 5:03 PM  
**To:** Michelle Jones  
**Subject:** Business resource documents  
**Attachments:** Resource Infographic 03.20.20.pdf; COVID-19 RELIEF FOR EMPLOYERS.pdf; COVID-19 RELIEF FOR INDIVIDUALS.pdf; Temporary Wage Subsidy for Employers 2020.xlsx

Good afternoon,

It has been so nice to connect via Zoom this week and see our many stakeholders are doing well and sharing updates, resources and support commentary. I wanted to ensure everyone has access to documents shared during those calls:

- Resource Infographic, interactive pdf
- COVID-19 Relief for Employers
- COVID-19 Relief for Individuals
- Temporary Wage Subsidy for Employers

*Relief documents via Carlson Roberts Seely CPA:* "Information about the current Covid-19 Relief for both employers and employees. In particular you may be interested in the Wage Subsidy included in the Employers PDF above. If you do choose to apply the subsidy, there is a tracking spreadsheet attached for manually calculating the subsidy and tracking it as required by CRA. Before the spreadsheet will work, you need to enter in your business name in the top left corner and then in the yellow box put in your number of pay periods in the year."

Thank you for your collaboration,

**Ellen**

**Community Economic Development (CED) Coordinator**

Community Futures Yellowhead East

[www.yellowheadeast.albertacf.com](http://www.yellowheadeast.albertacf.com)

W 780.706.3500 C 780.779.8722

# PHYSICAL RESOURCES

*Anything to do with machinery and equipment, physical hard assets, buildings and office spaces, vehicles and trucks, technology, point-of-sale systems, computer hardware*

**CALL TO ACTION:** Canadian Manufacturers Needed to Help Combat COVID-19 see [GOC](#)

Continuity Plan Toolkit for Entrepreneurs see [BDC](#)

Tips for Alberta Business and Community Leaders see [EDA](#)

Alberta Pandemic Preparedness Checklist for Business see [GOA](#)

Employment Insurance Information for Employers see [GOC](#)

Resources for Canadian Businesses see [GOC](#)

Workers Compensation Board, COVID-19 see [WCB](#)

Update your HR Plan for COVID-19, Agriculture see [FCC](#)

Helping Others During the COVID-19 Pandemic see [MHFA](#)

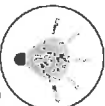
*Anything to do with people who create and deliver the product or service, salespeople, promotions and communications, organization managers, work-life balance, employee onboarding, training, health & safety, WCG, incident investigation, hazard assessment and control, customer service*

# HUMAN RESOURCES



Knowledge of the key resources your business manages is important everyday

**KEY RESOURCE SUPPORTS RIGHT NOW** may have everything to do with your sustainability and recovery ability



# INTELLECTUAL RESOURCES

*Anything to do with contracts, agreements, branding materials, systems and processes, computer software, customer knowledge, your company's brand and brand materials, copyrights and patents, customer databases, proprietary knowledge*

**Navigating Coronavirus: COVID-19 Resources for Foodservice Operators** see [RC](#)

**Guide: How COVID-19 Delays Could Affect your Supply Chain..** see [TR](#)

COVID-10 and Business Insurance see [JBC](#)

Business Continuity Handbook see [YYC](#)

Resources on COVID-19, Agriculture see [CFA](#)

How Companies Can Support Society see [WEE](#)

Business Credit Availability Program (BCAP) see [BDC](#) and [EDC](#)

New Tax Filing and Payment Due Dates and see [CRA](#)

Community Futures Yellowhead East see [CFYE](#)

Western Economic Diversification see [WDC](#)

*Anything to do with cashflow, sales, expenses, taxation, tradelines and lines of credit, venture capital, grants and loans, stock options for employees*

# FINANCIAL RESOURCES



Growing communities one idea at a time.

## **COVID-19 RELIEF FOR EMPLOYERS**

### ***WAGE SUBSIDY***

#### ***Description:***

For remuneration paid between March 18-June 20.

Maximum of \$1,375 per worker and a employer cap of \$25,000 (18 employees if each employee qualifies for the full \$1,375).

Associated CCPC's will not be required to share the maximum subsidy.

#### ***Who Qualifies?***

- Small Businesses
- Non-profit organizations
- Registered charities
- CCPC with less than \$15 million in taxable capital

You must have an existing business number and payroll program with CRA as of March 18, 2020

You must pay salary, wages, bonuses or other remuneration to an employee

NOTE: If a business is eligible, but not paying employees during the applicable period because it is closed, it does not qualify.

#### ***How does this work?***

You will see immediate relief, not in the form of a cheque from the government but reduced amounts for payroll deductions to CRA.

Employers can only reduce the remittance of federal and provincial tax. CPP and EI premiums must remain untouched.

Business must manually calculate the subsidy, based on CRA's guidelines. You MUST keep records of all information used to determine the subsidy, including total remuneration paid during the applicable period, the taxes that were deducted during that time, and the number of employees who were paid.

#### ***How do I calculate this?***

It is manually calculated and is 10% of their monthly payroll.

For example, if you have 5 employees earning monthly salaries of \$4,100 for a total monthly payroll of \$20,500, the subsidy would be 10% of \$20,500, or \$2,050.

You will have to track, per employee, how much is being applied to not exceed \$1,375 per employee.

#### ***When can I start reducing remittances?***

You can start in the first remittance period that includes remuneration paid between March 18 and June 20.

#### ***What if the subsidy exceeds the remittances?***

If the income tax you deduct is not sufficient to offset the value of the subsidy in a specific period you can reduce the future remittances to benefit from the subsidy. This includes remittances that may fall outside of the application period.

For example: If you calculated a subsidy of \$2,050 on remuneration paid between March 18, 2020, and June 20, 2020, but only deducted \$1,050 of federal, provincial, or territorial income tax from your employees, you can reduce a future income tax remittance by \$1,000, even if that remittance is in respect to remuneration paid after June 20, 2020.

***Will this affect deductions from my employees?***

No, you will continue deducting income tax, CPP and EI from remuneration paid to your employees. The subsidy is only calculated when you remit these amounts to CRA.

***What if you do not reduce remittances during the year?***

If you are an eligible employer, but choose not to reduce your payroll remittances during the year, calculate the temporary wage subsidy on remuneration paid between March 18, 2020, and June 20, 2020. You can then ask for the subsidy to be paid to you at the end of the year, or transferred to the next year's remittance.

***What records do you need to support this subsidy?***

- the total remuneration paid between March 18, 2020, and June 20, 2020;
- the federal, provincial, or territorial income tax that was deducted from that remuneration; and
- the number of employees paid in that period.

The CRA is currently updating reporting requirements. More information on how to report this subsidy will be released in the near future.

***Is this considered taxable income?***

Yes, if you receive the subsidy you need to report the total amount as income in the year in which the subsidy is received.

***CORPORATE INCOME TAX CHANGES***

Tax balances and instalment payments will be deferred until August 31, 2020

***UTILITY PAYMENT DEFERRAL***

Residential, farm and small commercial customers can defer electricity and natural gas bill payments for the next 90 days to ensure no one will be cut off, regardless of the service provider.

Call your utility provider directly to arrange for a 90-day deferral on all payments.

***LAYING OFF EMPLOYEES***

Staff that will be laid off will require ROE's with the following codes:

CODE A – Shortage of Work / End of contract or season

- You've closed your business or adjusted your workforce as a precaution

**CODE D – Illness or Injury**

- Actual illness or an employee who has tested positive
- An employee who has traveled and is self-isolating

**CODE N – Leave of absence**

- The employee is making a personal choice to distance themselves out of an abundance of care

**DO NOT** put a note in Box 18, this will flat the ROE in the system and will delay processing.

# 90-day Utility Deferral

## Electricity and natural gas payment deferral during COVID-19

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### What is happening?

To help Albertans avoid additional financial hardship as they weather the unprecedented COVID-19 health crisis, government is working with utility companies to allow residential, farm, and small commercial customers, who are unable to pay their bill when due, to defer their utility bills for up to 90 days. During this time, no Albertans will be cut off from these services.

This program is available to Albertans who are experiencing financial hardship as a direct result of COVID-19; for example, those who have lost their employment or had to leave work to take care of an ill family member.

This program came into effect on March 18, 2020 and will run through June 18, 2020.

### What is a deferral?

When payment is deferred, it means the customer does not have to pay within the usual agreed-upon payment period. Customers usually have 30 days from the end of the last billing period in which to pay their utility bills. In response to the COVID-19 pandemic, utility companies are required to defer this deadline by 90 days.

### How does it work?

To arrange for a deferral, call your natural gas or electricity provider directly. You will need your account information. Please be patient as there may be higher-than-normal call volumes

### When do I have to pay?

The 90-day deferral program is designed to provide temporary financial relief, and consumers will still have to pay for their deferred utilities.

Government and the Alberta Utilities Commission will work with utility companies to develop a payment system to help consumers pay back their deferred utilities within a reasonable time period.

For the most up-to-date information on government's response to COVID-19, visit [Alberta.ca](http://Alberta.ca).

### No cut-off during COVID-19

Government is committed to ensuring Albertans have access to utilities during the COVID-19 outbreak, and has directed utility companies that they cannot cut consumers off from these vital services.

Consumers should contact the Utilities Consumer Advocate ([www.ucahelps.alberta.ca](http://www.ucahelps.alberta.ca)) for support in resolving any service issues that may arise with their service providers during this time.

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Call your utility provider if you need a 90-day payment deferral

# KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

## SYMPTOMS OF COVID-19



FEVER



COUGH



DIFFICULTY BREATHING

### SELF-MONITORING



You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days

### SELF-ISOLATION

You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19

### ISOLATION

You have:

- ▶ symptoms, even if mild
- AND
- ▶ you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19



SELF-MONITOR means to:

- ▶ monitor yourself for 14 days for one or more symptoms of COVID-19
- ▶ go about your day but avoid crowded places and increase your personal space from others, whenever possible

SELF-ISOLATE means to:

- ▶ stay at home and monitor yourself for symptoms, even if mild, for 14 days
- ▶ avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic

To be ISOLATED means to:

- ▶ stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others
- ▶ avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people



You need to self-monitor if:

- ▶ you have reason to believe you have been exposed to a person with COVID-19



OR

- ▶ you are in close contact with older adults or medically vulnerable people

OR

- ▶ you have been advised to self-monitor for any other reason by your Public Health Authority

Self-isolate if:

- ▶ you have travelled outside of Canada within the last 14 days

OR

- ▶ your Public Health Authority has identified you as a close contact of someone diagnosed with COVID-19

You need to isolate if:

- ▶ you have been diagnosed with COVID-19

OR

- ▶ you are waiting to hear the results of a laboratory test for COVID-19

OR

- ▶ you have been advised to isolate at home for any other reason by your Public Health Authority



If you develop symptoms, isolate yourself from others immediately and contact your Public Health Authority as soon as possible

If you develop symptoms, even if mild, stay home, avoid other people and contact your Public Health Authority as soon as possible

If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

1-833-784-4397

@canada.ca/coronavirus



Public Health Agency of Canada / Agence de la santé publique du Canada

Canada



## **COVID-19 RELIEF FOR INDIVIDUALS**

### **Eligible EI Options**

#### *Laid off due to work closures*

- Apply for regular EI Benefits (700 work hours in the last year to qualify)
- You will need a ROE saying you've been laid off from your employer
- The 1 week waiting period will apply (you are not paid for 1 week)
- Eligible for 55% of average earnings to a maximum of \$573/week

#### *Unable to work due to self-quarantine?*

- Apply for EI Sickness Benefits (600 work hours in the last year)
- This is applicable up to 15 weeks of assistance
- You do not need a ROE or a doctors note
- The 1 Week wait period has been waived
- Eligible for 55% of average earnings to a maximum of \$573/week

### **Ineligible for EI Options**

#### *Laid off and ineligible for EI*

- Apply for the Emergency Support Benefits
- Amounts and eligibility has not yet been announced
- Providing up to \$5.0 billion in support to workers not eligible to EI
- Applications will be accepted through CRA MyAccount and My Service Canada Account

#### *Self-quarantine and ineligible for EI?*

- Apply for the Emergency Care Benefit
- Up to 15 weeks of benefits, up to \$900 bi-weekly
- Applications will be accepted through CRA MyAccount and My Service Canada Account beginning April 2020
- They will need to re-attest every two weeks to reconfirm eligibility.

#### *Unable to work due to School Closures*

- Apply for Emergency Care Benefits
- Parents with children who require care due to school and childcare closures
- Applications will be accepted through CRA MyAccount and My Service Canada Account beginning April 2020
- They will need to re-attest every two weeks to reconfirm eligibility.

#### *Reduced Hours due to reasons beyond the control of their employers*

- Apply for the EI work Sharing Program
- Extends the agreements to 75 weeks

- Will ease eligibility requirements
- Streamlining the application process

#### **Increases to the Canada Child Benefit**

For the 2019-2020 year only it will be increasing by \$300 per child.

#### **Income Tax Deadlines**

For individuals (other than trusts) the due date is deferred to June 1, 2020

-They recommend people still file as soon as possible to ensure that their GSTC or Canada Child Benefits are properly determined.

Trusts will have until May 1, 2020 to be filed.

#### **24-hour Emergency Income Support Contact Centre**

Get emergency financial assistance to help with basic needs like shelter, food, clothing and transportation.

Toll free: 1-866-644-5135 Fax: 780-422-9681 Email: [css.iscc@gov.ab.ca](mailto:css.iscc@gov.ab.ca)

# 90-day Utility Deferral

Electricity and natural gas payment deferral during COVID-19

---

## What is happening?

To help Albertans avoid additional financial hardship as they weather the unprecedented COVID-19 health crisis, government is working with utility companies to allow residential, farm, and small commercial customers, who are unable to pay their bill when due, to defer their utility bills for up to 90 days. During this time, no Albertans will be cut off from these services.

This program is available to Albertans who are experiencing financial hardship as a direct result of COVID-19; for example, those who have lost their employment or had to leave work to take care of an ill family member.

This program came into effect on March 18, 2020 and will run through June 18, 2020.

## What is a deferral?

When payment is deferred, it means the customer does not have to pay within the usual agreed-upon payment period. Customers usually have 30 days from the end of the last billing period in which to pay their utility bills. In response to the COVID-19 pandemic, utility companies are required to defer this deadline by 90 days.

## How does it work?

To arrange for a deferral, call your natural gas or electricity provider directly. You will need your account information. Please be patient as there may be higher-than-normal call volumes

## When do I have to pay?

The 90-day deferral program is designed to provide temporary financial relief, and consumers will still have to pay for their deferred utilities.

Government and the Alberta Utilities Commission will work with utility companies to develop a payment system to help consumers pay back their deferred utilities within a reasonable time period.

For the most up-to-date information on government's response to COVID-19, visit [Alberta.ca](http://Alberta.ca).

### No cut-off during COVID-19

Government is committed to ensuring Albertans have access to utilities during the COVID-19 outbreak, and has directed utility companies that they cannot cut consumers off from these vital services.

Consumers should contact the Utilities Consumer Advocate ([www.ucahelps.alberta.ca](http://www.ucahelps.alberta.ca)) for support in resolving any service issues that may arise with their service providers during this time.

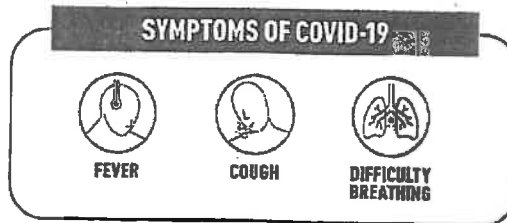
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Call your utility provider if you need a 90-day payment deferral

©2020 Government of Alberta | Published: March 2020


Alberta

# KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19



SELF-MONITORING	SELF-ISOLATION	ISOLATION
<p> You have:</p> <ul style="list-style-type: none"> <li>▶ no symptoms</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days</li> </ul>	<p>You have:</p> <ul style="list-style-type: none"> <li>▶ no symptoms</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19</li> </ul>	<p>You have:</p> <ul style="list-style-type: none"> <li>▶ symptoms, even if mild</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>▶ you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19</li> </ul>
<p> SELF-MONITOR means to:</p> <ul style="list-style-type: none"> <li>▶ monitor yourself for 14 days for one or more symptoms of COVID-19</li> <li>▶ go about your day but avoid crowded places and increase your personal space from others, whenever possible</li> </ul>	<p>SELF-ISOLATE means to:</p> <ul style="list-style-type: none"> <li>▶ stay at home and monitor yourself for symptoms, even if mild, for 14 days</li> <li>▶ avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic</li> </ul>	<p>To be ISOLATED means to:</p> <ul style="list-style-type: none"> <li>▶ stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others</li> <li>▶ avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people</li> </ul>
<p> You need to self-monitor if:</p> <ul style="list-style-type: none"> <li>▶ you have reason to believe you have been exposed to a person with COVID-19</li> </ul> <p>OR</p> <p> you are in close contact with older adults or medically vulnerable people</p> <p>OR</p> <ul style="list-style-type: none"> <li>▶ you have been advised to self-monitor for any other reason by your Public Health Authority</li> </ul>	<p>Self-isolate if:</p> <ul style="list-style-type: none"> <li>▶ you have travelled outside of Canada within the last 14 days</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▶ your Public Health Authority has identified you as a close contact of someone diagnosed with COVID-19</li> </ul>	<p>You need to isolate if:</p> <ul style="list-style-type: none"> <li>▶ you have been diagnosed with COVID-19</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▶ you are waiting to hear the results of a laboratory test for COVID-19</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▶ you have been advised to isolate at home for any other reason by your Public Health Authority</li> </ul>
<p> If you develop symptoms, isolate yourself from others immediately and contact your Public Health Authority as soon as possible</p>	<p>If you develop symptoms, even if mild, stay home, avoid other people and contact your Public Health Authority as soon as possible</p>	<p>If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions</p>

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

 1-833-784-4397

 [canada.ca/coronavirus](https://canada.ca/coronavirus)



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada

**aboffice@albertabeach.com**

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**From:** Michelle Jones <mjones@albertacf.com>  
**Sent:** Tuesday, April 7, 2020 12:56 PM  
**To:** ! KRISTEN; Karen St. Martin; rhondahough@whitecourt.ca; Bert Roach; Antoinette Gonzales (antoinette.gonzales@scotiabank.com); Cindy Suter; Nick Gelych; Debbie Oyarzun; Jennifer Pederson; Jenny Bruns; Wendy Wildman; Judy Tracy; aboffice@albertabeach.com; Daryl Weber; Carol Webster; Bill Lewis; Ed LeBlanc; Sawatzky, Dave; Edward Gallagher; Yolanda Martin ; Dana Severson (manager@whitecourtchamber.com); Leslie Penny; Marvin Schatz; Ray Hiltz; Janet Jabush; Pat Burns; Jim; John Burrows; Troy Grainger  
**Subject:** ZOOM INFORMATION SHARING MEETINGS  
**Importance:** High

Good afternoon all, I wanted to propose a suggestion in regards to our ongoing weekly information sharing zoom meetings, as it is becoming more difficult for me to keep up with scheduling these meetings for all 10 municipalities that we partner with and provide services too.

What I am proposing is if each of the municipalities, still finds value in these meetings and would like to continue on with them, that someone directly from the community host and schedule the meetings, as I seem to be getting too many cross overs right now. I would recommend either the Chamber, EDO, or CAO from each of the municipalities set up the zoom meetings to follow the previously arranged day and time as follows:

Monday@ 1:00 pm - Whitecourt/Woodlands County  
Tuesdays at 11:00 am - Mayerthorpe/Lac Ste Anne

Wednesdays @ 10:00 am - Fox Creek  
Wednesdays @ 1:00 pm - Onoway/AB Beach/ Lac Ste Anne

Thursdays @ 11:00 am - SwanHills  
Thursdays @1:00 pm - Town/County of Barrhead

If you are unable to create zoom meetings please advise and we can perhaps still schedule for those who do not have the capacity. Also, if you do schedule please remember to ensure that you use a Canada call in number to avoid charges for those calling in.

Please respond and confirm if:

- 1) You still see value in the updates
- 2) You are able to take over hosting the meetings in your area
- 3) if you require us to still host the meeting for your community.

Also, as we move forward with this crisis, Community Futures will be developing a number of tools and resources to help businesses pivot their current business plans to become viable in this current economic client. We will be looking to partner with each of our municipalities to be a key partner in any recovery task forces your community starts to work on. Please find a copy of what the Grand Prairie,

Town/County/Chamber and Community Futures has developed as one example of what has been put in place in terms of a Task Force developed program as an example.

While this would definitely need to be customized to the community's resources, It is a good example of what actions can be taken sooner than later, and some food for thought.

I look forward to hearing from you and we are always here to partner with our municipalities and the businesses in our region.

**Michelle Jones,**

General Manager, Community Futures Yellowhead East  
Box 2185, Whitecourt, AB T7S 1P8  
p: 780-706-3500, c: 780-778-0977  
mjones@albertacf.com

**PLEASE NOTE NEW EMAIL ADDRESS**



## Overview - Advisory Services Voucher Program

A Community Futures Business Advisor would conduct an initial Business Triage - Needs Assessment via remote meeting (Zoom, MS Teams, What's App, FaceTime).

### Assessment topics could include:

- Crisis management and Business care.
- Accessing resources (HR assistance, Personal/Staff counseling, Financial supports/needs, Business automation and Virtual work).
- General business guidance and support related to the impacts of COVID-19 (What recovery looks like? New realities and Resiliency coaching).

Once the strategy/assessment is created, the CF would arrange for coaching from partner companies/consultants/staff, for one time or weekly/monthly depending on need.

Voucher is worth \$3,000 per business - 8 weeks in duration

### Supports could include:

- Human Resource
- Counseling Psychologists
- Bookkeeper
- Accountant
- Virtual Business/Automation assistance
- Marketing
- E-Commerce
- Business Operations
- Business recovery plans
- Business resiliency planning

# Sample Proposal – Community Futures Grande Prairie

## Business Resiliency Team (BRT) Advisory Services Voucher Program

The Business Resiliency Team (BRT) Advisory Services Voucher Program is designed to connect local entrepreneurs and business owners with education, training and consulting services to help their business build resiliency through this uncertain time.

BRT will contract Community Futures to administer the program, managing business development plans and tracking, and subcontracting to Service Providers to offer technical training and consulting services as needed.

The economic impact will be multiplied through not only the applicant businesses but through the investment in Community Futures and contracts with additional professional service providers.

The project has two different programs Phase A and Phase B.

### Phase A - Business Guidance and Support

This phase is the initial contact with the business to develop a needs assessment and to ensure that the business is registered for all existing support programs from the provincial and federal government. Additionally, each business will complete a template on critical business operations and critical staff necessary to keep the business functioning.

Services will include:

- Needs assessment
- Guidance on templates and tools to assess business resiliency
- Set up all online applications for funding
- Overview of business cash flow and high-level plan to address
- Screen businesses for eligibility and need for more support, and develop a Business Resiliency Plan to apply for Phase B

### ELIGIBILITY

Business must:

- Be located within the City of Grande Prairie or County of Grande Prairie, including the towns and villages within the County's borders.
- Have been in operation for a minimum of 6 months.

### COSTS

The Phase A cost is \$100-\$500:

- The cost of Phase A is intended to cover basic assessment, assistance with forms and processes for government programs and may include up to 2 sessions with a mental health professional.
- The total time per business is estimated at 1-4 hours.



## **Phase B - Business Resiliency Plan**

This phase is more involved and provides guidance and coaching to businesses that require major changes to remain viable or are shifting their business delivery model or require other significant changes or interventions to remain open during the pandemic. Each business in Phase B must have a Business Resiliency Plan prepared during Phase A and apply to the Business Resiliency Team for approval.

### **ELIGIBILITY**

Business must:

- Have completed Phase A.
- Be located within the City of Grande Prairie or County of Grande Prairie, including the towns and villages within the County's borders.
- Have been in operation for a minimum of 6 months.
- Create employment for at least 1 person in addition to the business owner. This may be through direct employment or contract services.
- Demonstrate efforts to evolve business within the context of COVID-19.

### **COSTS**

- Determined by the scope of the Business Resiliency Plan developed for the business.
- The maximum voucher is \$3000 per business from Business Resiliency Team (City and County funds). Additional funding may be available from other sources, as well as funding from the business itself.

## **Program Specifics**

### **FUNDING**

- The City and the County will each contribute \$25,000.
- Additional opportunities are being explored to leverage program for provincial or federal funding.
- All funds will be managed by the Chamber of Commerce via the BRT.

### **PROCESS**

#### **1) Program Application**

- Business must apply to the BRT Evaluation Committee through an online application answering the following questions:
  - Length of time in business
  - Number of employees and subcontractors
  - How has your business been impacted by COVID-19?
  - How have you pivoted or adjusted operations to adapt to the current environment?

- What are you hoping to get out of this program?
- Applications will be reviewed on a first-come, first-served basis.
- Successful applications that meet the minimum eligibility criteria will be referred to the Community Futures Business Advisory Team for an initial needs assessment and strategy development (a \$100-\$500 value).

## **2) Business Guidance and Support (Phase A)**

- Needs Assessment
- Business Strategy Development
- Establish key metrics for success
- Referral to Approved Vendors List with a maximum of three Service Areas identified
- Must be completed within one week of notification of approval

## **3) Business Funding Application (Required to move to Phase B)**

- Business must get a minimum of two quotes from each recommended Service Area on the Approved Vendors List.
- Develop a four-week Learning and Development Strategy with input from Community Futures Business Advisor, identifying Service Providers from a maximum of three Service Areas on the Approved Vendors List.
- Funding request to a maximum of \$3,000.
- Funding applications will be evaluated by the BRT Evaluation Committee and approved to a maximum dollar value.

## **4) Business Resiliency Plan (Phase B)**

- The business will complete the Learning and Development Plans with each Service Provider as submitted with the Funding Application. (BRT will review and provide a decision on each application by 5 pm next business day from receiving an application.)
- Participate in cohort-based group coaching sessions hosted by Community Futures.
- The business will be responsible for any additional costs outside of the approved costs.
- The maximum time for development and implementation of the plan is 4 weeks. This program is intended to be fast to support resiliency; time is of the essence.

## **5) Graduation Report**

- Upon completion of the Business Resiliency Plan period, the business will submit to the BRT, a graduation report that includes:
  - A summary evaluation from each Service Provider
  - A needs assessment update
  - Next steps
  - "What did you learn and how did this impact your business?"

## 6) Follow-up and Reporting

- All businesses in the program will be followed up with each week to ensure support services are in place and the activities are being undertaken as planned to ensure businesses are getting the support they need promptly. This will also ensure that funding that is not being used can be returned to the pool for other applicants.
- Businesses that complete Phase A and do not move to Phase B will be considered complete and will be scheduled for a follow up in one month and 6 months.

### RELATIONSHIP BETWEEN CF AND THE BRT

- The BRT will pay Community Futures a minimum payment of \$100 for each business assessment conducted in Phase A. The maximum payable for any business in Phase A is \$500.
- CF will manage the Businesses Resiliency Plan Development
- CF will manage all Service Providers included on the Approved Service Providers List
- CF will submit monthly reports to the BRT including:
  - # of businesses referred to CF
  - # of business strategies developed
  - Value of contracts with Service Providers
  - Gift In-Kind offered by Service Providers
  - # of businesses that survived/ re-opened/ grew
  - #of new products/ services developed
  - # of jobs maintained
  - # of jobs created
- Upon submission of monthly reports, BRT will disperse funds to CF for all outstanding balances owed to CF and Service Providers.

The BRT will conduct weekly reviews of the applications and the follow-up reports to ensure the program is responsive to the needs of businesses and is keeping up with the changing business environment.

The program may change if required to ensure that the needs of businesses are being met.

**NOTE:** This program is about creating resiliency in the existing businesses in the region. It is an attempt to avoid a prolonged recovery period and position businesses to survive the COVID-19 Pandemic so people can get back to work as quickly as possible once the pandemic is over. The BRT Voucher Program is intended to provide access to critical advisors and business service professionals to help businesses with advice and clear information on programs and services to help them remain resilient through this pandemic.

**THIS PROGRAM IS NOT INTENDED TO BE A FINANCIAL BAILOUT OF BUSINESSES.**

**aboffice@albertabeach.com**

cc: Jim

**From:** Soroka, Gerald - M.P. <Gerald.Soroka@parl.gc.ca>  
**Sent:** Tuesday, March 31, 2020 11:12 AM  
**To:** Soroka, Gerald - M.P.  
**Cc:** Soroka, Gerald - M.P.  
**Subject:** FW: Email to all mayors in Yellowhead riding -

Dear Mayors,

Since the introduction of the Coronavirus (COVID-19) in Canada and the actions that have been taken to try to stop the virus and/or assist the population with financial assistance, I have been posting information on my Facebook and webpage to help my constituents keep up-to-date on daily announcements being made by the Prime Minister.

I am reaching out to each of you to see if there is a need to have a Zoom/Skype meeting in order to answer questions that you are getting. However, if you have been following my Facebook and webpage, the Zoom/Skype meeting would only re-iterate this information and would not bring anything new to the table.

I am willing to set up a Zoom/Skype meeting but first I would like to determine the need before I move forward with this initiative. Please reply back to this email as to how you would like to proceed with a 'yes' or 'no' and reply to the following questions.

- 1) Is there a need to have a Zoom/Skype meeting? If 'no' please keep following me on Facebook and I will continue to keep you up-to-date as I have currently been doing.
- 2) If 'yes' then what format? Using Zoom/Skype, we can see each other on a computer? It may depend on which format is available as phone lines are very busy.
- 3) If 'yes' which day and time do you prefer?
- 4) What information are you looking for that hasn't been provided on my Facebook and webpage?
- 5) What are the desired outcomes in doing this?

I look forward to your responses and when I get all your feedback, I will reply back with the groups decision.

Thank you and take care.

Sincerely,  
Gerald Soroka, MP  
Yellowhead

**aboffice@albertabeach.com**

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**From:** Peter Stevens <pstevens@mpe.ca>  
**Sent:** Monday, March 23, 2020 2:11 PM  
**To:** aboffice@albertabeach.com  
**Cc:** jimbenedictalbertabeach@gmail.com; Chris George  
**Subject:** Alberta Beach boat launch

Cathy,

Further to our telephone conversation a couple of weeks ago, MPE would be pleased to meet with the Village of Alberta Beach to discuss the proposed infilling of the southwest drainage channel in the boat launch park.

But with the Covid-19 outbreak and the busy schedule of the Village Council, understandably a face-to-face meeting is not possible in the near future.

Also, as you know, I will be retiring March 31, 2020. However, our Red Deer Region Manager, **Chris George, P.Eng.**, is more than capable of assembling and leading an MPE team that will be able to provide the Village with all the services required for this project. He and I have discussed the history of this project so he is familiar with the conditions and issues of the site.

Chris is willing to meet and discuss this project with the Village at a time and place convenient for both parties. Please contact him directly after conditions have normalized and when you are ready:  
[cgeorge@mpe.ca](mailto:cgeorge@mpe.ca)  
403-314-6137 (office)

I wish you success with this and future projects. Keep well.

Peter

**Peter Stevens, P.Eng., FEC, FGC (Hon.)**  
Senior Project Manager  
Tel. 1 (403) 314-6129  
Cel. 1 (403) 506-2035  
Fax. (403) 348-8331  
Email. [pstevens@mpe.ca](mailto:pstevens@mpe.ca)  
[www.mpe.ca](http://www.mpe.ca)



**aboffice@albertabeach.com**

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**From:** Michelle Kerr <MKerr@8760.ca>  
**Sent:** Tuesday, March 24, 2020 1:46 PM  
**To:** aboffice@albertabeach.com  
**Subject:** RMA Employee Cellular Program

Hi Kathy,

Thanks for taking a quick moment with me just now amid all of the crazy!

As discussed, it does sound like the Town should be on a good rate plans for the Public Work devices but we are always happy to look over a recent invoice and dig up any potential outdated fees you may be being billed. 8760 (and myself!) have looked after the RMA cellular program for both members and their staff for many years and are reaching out to the Towns and Villages of RMA Members to help extend a program that may help folks cut costs right now.

The employee program is billed directly to the staff member and they can board one of two programs:

Pay per use

The pay per use program has a base charge of \$17/month and a monthly maximum cost of \$54.50 for domestic (Canadian) usage. This plan is month to month (no contract) and offers unlimited use. Should you wish to purchase a new device in the future, it must be purchased outright.

Subsidized

The subsidized program is a more traditional phone plan with a contract term, discounted devices, and a port-in credit (billing credit) for moving your line over from another carrier. This plan also has a fixed data allotment each month (either 3GB for \$58/month or 6GB for \$69/month).

In order to qualify, anyone who is interested in moving their phones over must be an active staff member of a municipality (such as a Town employee) and they can also bring over their friends and family's phone numbers as long as the monthly bill is being paid for through the staff member's bank account. We would be unable to invoice a spouse of an employee but the employee can pay the invoice for both lines ☺

As these rates are set, please do feel free to share them with all staff. If anyone is interest in joining or if they have any questions – they can simply reach out to me directly as all lines must be boarded through me.

I know there is a lot going on right now, hopefully the extension of a benefit plan and potential cost reduction for employee's cellphones can help be a bit of a positive note as everything is done over the phone/email and sim cards (if needed) are shipped direct so it can still be done while we are all stuck at home!

Please let me know if you have any questions. I am always happy to help!

Thanks Kathy,



**Michelle Kerr BA**  
 Merchant and Cellular Sales Specialist  
 Card Payment Processing  
 Cell: 587.785.5545 | [mkerr@8760.ca](mailto:mkerr@8760.ca) | [www.8760.ca](http://www.8760.ca)  
*"Making the complex simple"*



**Mayerthorpe**

11. R

April 7, 2020

Kathy Skwarchuk, CAO  
Alberta Beach  
Box 278  
Alberta Beach Alberta T0E 0A0

Dear Kathy Skwarchuk, CAO:

**Re: AFRRCS Third Party Agreement with Town of Mayerthorpe**

In accordance with the terms of the Alberta Emergency Management Agency Alberta First Responders Radio Communications System (AFRRCS) Access Agreement with Her Majesty the Queen in the Right of Alberta represented by the Minister of Justice and the Solicitor General and the Town of Mayerthorpe the above noted Third Party Agreement with your municipality is terminated immediately. Contrary to original advice received, the Town of Mayerthorpe has been advised that the Third Party Agreements between the Town of Mayerthorpe and applicable municipalities are not permitted.

Should your municipality wish to remain on AFRRCS, you will need to enter into an agreement with the province directly. To commence this process, please contact Brian Saunders, Business Relationship Coordinator, AFRRCS, by calling 780-901-8459 or e-mailing [brian.saunders@gov.ab.ca](mailto:brian.saunders@gov.ab.ca)

If you have any questions or require clarification, please feel free to contact the undersigned or Dwight Dawn, Community Peace Officer at 780-786-2416.

Yours truly,

For: Karen St. Martin  
Chief Administrative Officer

/krs

cc. Gordon J. Beagle, Operations Manager, Ministry of Municipal Affairs, Alberta Emergency Management Agency, AFRRCS



March 9, 2020

Attention: Honourable Mayors,  
Members of Council and Chief Administrative Officers

**Re: National Public Works Week, May 17-23, 2020 – “The Rhythm of Public Works”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2020 as National Public Works Week in your community. This year’s theme is “The Rhythm of Public Works”.

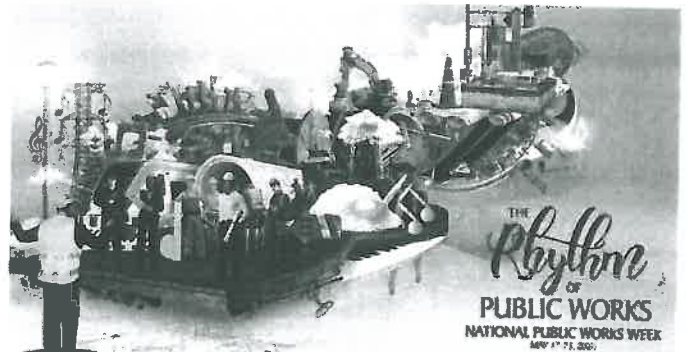
National Public Works Week is observed each year during the third full week of May and this is the 60th year. This year's exciting poster challenges our members and their citizens to think about their communities as a symphony of essential services, working in concert create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life. Public Works’ keeps a community’s rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public’s awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year’s theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
PO BOX 44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,



RECEIVED MAR. 23 2020

Garry Webster, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6

[www.publicworks.ca](http://www.publicworks.ca)







May 17 – 23, 2020

“The Rhythm of Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[Insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**[Insert Full Name of Premier]**

**[SEAL]**



## Celebrate Public Works Week May 17 – 23, 2020 The Rhythm of Public Works

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

## What You Can Do

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)

**aboffice@albertabeach.com**

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**From:** Andrew Riley <ariley@auma.ca>  
**Sent:** Wednesday, April 1, 2020 3:15 PM  
**To:** Kathy Skwarchuk  
**Subject:** FW: AUMA's Electricity Aggregation for years 2021 through 2023  
**Attachments:** Energy Aggregation 2020 - 03042020.pdf

If you wish to take advantage of this buying opportunity please complete the attached form and return to us by April 15<sup>th</sup>.

Please feel free to call or email me with any questions.

Thanks

**Andrew Riley** | Director, Client Development  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D:780.431.4541 | C: 780.975.3765 | E: [ariley@auma.ca](mailto:ariley@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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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

**From:** Andrew Riley  
**Sent:** Tuesday, March 10, 2020 9:37 AM  
**To:** aboffice@albertabeach.com  
**Subject:** AUMA's Electricity Aggregation for years 2021 through 2023

AUMA will be conducting an electricity aggregation very shortly on behalf of our members. Please see the attached information package and sign up sheet. And feel free to email me or call me with any questions and I will be happy to discuss the benefits of our program with you. My contact details are below.

Sincerely

Andrew

**Andrew Riley** | Director, Client Development  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D:780.431.4541 | C: 780.975.3765 | E: [ariley@auma.ca](mailto:ariley@auma.ca)

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

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



# AMSC Energy Program 2020 Aggregation: Electricity



Please return the completed *Authorization form* to [energy@auma.ca](mailto:energy@auma.ca) by April 15, 2020 to participate.

# 2020 Aggregation Opportunity

At AUMA, we always want to hear directly from our members. In January 2020, we hosted in-depth conversations with members regarding municipal energy priorities. Through these conversations, we understand that price certainty, budget stability, and most importantly reducing energy costs in ways that cannot be achieved individually, are important to you. To support you in these goals, **we're once again offering an opportunity to participate in our proven aggregation process that ensures you get the right product at the best price.**

Many members have also expressed a strong interest in other longer-term options such as – long-term electricity procurement (10-20 years), community generation opportunities, and energy management services to increase efficiencies. As such, we're working on how to better serve you in the future for those needs as well.

## Alberta's electricity market: recent changes and future impact

Over the past several years, Alberta's electricity market has undergone quite a substantial shakeup. Some of the most significant disruptions were:

1. Plans to transition to a Capacity Market were announced, developed, and then cancelled.
2. Federal phase-out targets for coal-fired generation were implemented and a large amount of government subsidized renewable energy electricity projects were supported to replace this source of energy.
3. Power purchase arrangements (PPAs), that have been present since the early 2000's, were terminated, opening up possibilities for generators to seek long-term contracts with new counterparties.

These, among other factors, have opened opportunities for our Energy program and for you.

Under these new conditions, and as a large aggregate group, Alberta municipalities have the potential to source low cost electricity directly from generators for long-term price certainty (10-20 years) and stability. Over the next year, we will work to perform full due diligence on a variety of new opportunities on behalf of our members. We will then engage you to test whether we have met your needs.

## How to participate in the 2020 opportunity

In order to ensure we can move as an aggregated collective in the future, while also addressing your short-term energy needs, we recommend participating in our aggregation round for terms up to 3 years, covering the period of January 2021 - December 2023. However, as with previous aggregations we will be offering alternative options to serve unique requirements. Fortunately, futures pricing in the wholesale market has been very stable since the provincial government announced that Alberta would remain an energy-only market. **Current wholesale futures prices for a 3-year term are currently averaging \$0.054 per kWh and have decreased about 3.5% over the past 7 months signaling that now is a good time to procure.**

Once you've reviewed our 2020 aggregation package, complete the enclosed *Authorization form*, and return it to us at [energy@auma.ca](mailto:energy@auma.ca). If you're interested in alternate terms, please contact us and we'll walk through the available options with you. Never hesitate to contact us with any questions you may have.

### Andrew Riley

Director, Client Development

780.431.4541 | [ariley@auma.ca](mailto:ariley@auma.ca)

# Aggregation Opportunity

## What is aggregation?

A collective approach to access competitive pricing.

In Alberta, most consumers procure energy commodities through retailers, however, large consumers have the option to go to wholesalers. Retailers sell products directly to customers in frequent and smaller transactions, adding premiums to cover costs they've incurred to acquire supply and market to the end-consumer. Wholesalers sell in bulk volumes to various outlets or retailers and typically sell their products for a lower unit price as their handling time and costs are lower. The difference between the two is similar to purchasing cereal at a retail grocery store (e.g. Safeway) vs. a wholesale company (e.g. Kellogg's).

Energy works the same way, resulting in lower prices in the wholesale energy markets. By conducting a Request for Proposals (RFP), we attract generators, energy suppliers, and financial institutions who deal in trading commodities. The increased participation drives increased competition, further driving down price and ultimately accessing the best price for you.

## Our Energy aggregation process is designed for our members.

### Unlocked access to the wholesale market



Our process attracts bids from the wholesale market, ensuring access to the best price available at the time of transaction.

### No fees



Energy procurement is part of our program and is available to members at no additional cost. Depending on the size of the municipality, outsourcing this service could cost a municipality an additional \$10,000/year to \$25,000/year.

### Trade agreement compliant



You don't need to worry when you partner with us. We ensure compliance with relevant trade agreements including CFTA, NWPTA, and CETA. We even go the extra mile by engaging an auditing firm as our third-party monitor.

### Proven performance



We have successfully conducted this process multiple times. Our 2017 aggregation resulted in 40% savings in natural gas costs and 20% savings in electricity costs for our members.

### A product designed for you



We do the work to ensure you get the right product at the best price.

We calculate your load profile, structure products, take care of the procurement process, and monitor the market for favourable times to transact.

# Aggregation Opportunity, continued

## What is the process for aggregation and how do I join?

Joining is easy, simply fill out the *Authorization form* in this package and we'll do the rest.

### JOIN THE AGGREGATION

Complete the *Authorization form* found in this package by April 15, 2020.

*New customers may be contacted if additional information is required.*

**YOUR ROLE**

## We do the work to ensure you get the right product at the best price.

### TECHNICAL ANALYSIS

We will perform a technical analysis of your historical energy profile, including consideration of any future needs you identify, and then shape a product that offers you the most protection from market exposure.

**OUR ROLE**

### VENDOR QUALIFICATION

We will develop and post RFP documents to the Alberta Purchasing Connection (APC), ensuring a fair, open, and transparent opportunity to all vendors. Vendors will be pre-qualified based on their responses.

### ACQUIRING COMPETITIVE PRICING

We will monitor the Alberta Electricity market daily to identify favourable pricing conditions. When these conditions arise, we will notify pre-qualified vendors to submit their competitive bids. We will transact with the vendor that offers the best price.

### SIGN THE CONTRACT

We will coordinate signing of the new contract and price with you.



# Frequently Asked Questions

## How do I know I am receiving the best price?

Our Energy Program has a number of qualities that provide municipalities comfort in knowing they are getting the best price for their electricity needs.

First, our process encourages maximum competition. Our Energy Program doesn't just ask for quotes from select vendors, it publicly posts the competition to ensure broad participation from industry. Our process is proven-effective and compliant with trade agreements. Additionally, we involve a third-party to audit ourselves to ensure that we satisfy the procurement standards of our clients.

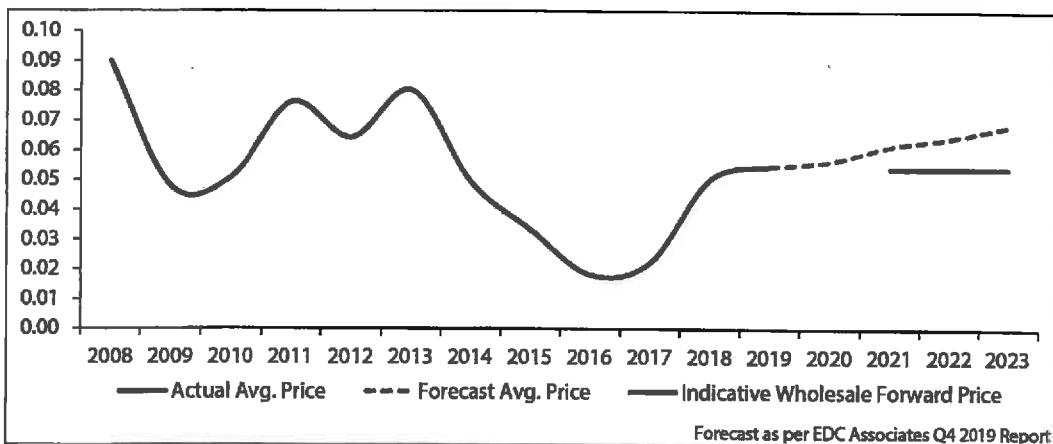
Second, our Energy Program further reduces costs by going straight to the wholesale market, a place where large quantities of energy commodities are traded in real time by large energy suppliers and financial institutions and where the mark-up costs of "intermediaries" (e.g. retailers or re-sellers of energy) have not been added yet. Our Energy Program does not have a profit mark-up on the wholesale prices it receives from this competition.

Third, timing is important as commodity prices in the wholesale markets are constantly changing. We pre-qualify vendors so that we can monitor market trends and transact at short notice in order to take advantage of favourable market conditions.

Finally, wholesale trades are recorded in the ICE NGX and posted daily. Since we are transacting at the wholesale markets we can compare bids received with what is taking place at the wholesale market and use that information to benchmark results. If we receives bids that are out of line with the market, we won't transact. We are committed to transparency with our members and can share market analytics and forecasts on request.

## Current market forecasts

Figure 1. Current Wholesale Prices (indicative) versus Alberta Pool Forecast (\$/kWh)



# Frequently Asked Questions

## **How does the AMSC Energy Program help municipalities manage risk?**

We provide expertise to help you navigate the complex and changing Alberta markets. Prices fluctuate constantly as a result of supply and demand as well as due to external forces such as government regulation. Announcements of program and regulatory changes introduce volatility in the electricity market and consumers who can act quickly may be able to take advantage of favourable pricing shifts. Signing up for our aggregation process allows our energy experts to monitor the energy and political landscapes for you and helps you manage these risks.

## **Why should we choose the AMSC Energy Program?**

Our aggregation process offers numerous benefits to municipalities and not-for-profit organizations that independent procurement does not. The advantages of aggregation and access to wholesale markets, the benefits of our municipally focused customer care, the flexibility of products and terms, the transparency of fees and the support from the political advocacy of the AUMA are just some of the reasons why choosing us as your retailer is a smart move. Community Related Organizations (CROs) within your municipality can also enjoy the many benefits of our Energy Program when your municipality signs up to participate.

## **What is a Community Related Organization and how can they benefit by joining the AMSC Energy Program under our municipality?**

A Community Related Organization (CRO) is a municipally-related organization that is eligible to receive the benefits offered through our Energy Program. Examples of CROs include curling rinks, community centres, youth clubs, service clubs, and exhibition/rodeo grounds. CROs are only qualified to participate if their municipality is committed to the program and guarantees their contract on the AMSC Energy Member Master Agreement or upon meeting credit requirements.

## **When will the AMSC Energy Program be procuring electricity on behalf of my municipality?**

We will be reviewing market opportunities on a daily basis and buying strategies will be based upon market conditions and forward pricing analysis. Depending upon the formation of aggregated pools and products, procurement will be executed to the maximum benefit of participants. The aggregation process is designed to be responsive to the market and to provide transparent, competitive prices to our Energy Program participants.

## **Our community is considering building a generation plant in the coming years.**

### **Can we sell surplus power back to the program?**

Yes. Our Energy Program is extremely flexible and would treat a municipal generator in the same fashion as an independent power producer, accepting surplus power back into the program. Every situation is unique, so please consult with us for further information.

Still have questions? Contact us at [energy@auma.ca](mailto:energy@auma.ca).

We're here to serve you.

AUMA

300, 8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431 | 310.AUMA

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



**aboffice@albertabeach.com**

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**From:** Kim Kozak <development@albertabeach.com>  
**Sent:** Monday, March 30, 2020 12:37 PM  
**To:** aboffice@albertabeach.com  
**Subject:** Proposal/Contract  
**Attachments:** Innovative & Planning signed proposal-contract.pdf

Hi Cathy,

Please find attached the proposal and contract that includes Joshua Culling.

Thanks

Kim Kozak  
Development Officer  
Village of Alberta Beach  
587-988-7668  
development@albertabeach.com

## Innovative Planning & Development

(Joshua Culling)  
10011 117 Avenue NW  
Edmonton, Alberta T5G 1Y9  
780-802-674.

[J.e.culling@gmail.com](mailto:J.e.culling@gmail.com)

(Kim Kozak)  
4, 2406 Twp. Rd. 540  
Onoway, Alberta T0E 1V0  
587-988-7669

[pkozak@telus.net](mailto:pkozak@telus.net)

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March 29, 2020

Kathy Skwarchuk – CAO  
Village of Alberta Beach  
PO Box 278  
Alberta Beach, Alberta T0E 0A0

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

**Re: Proposal to provide contracted Planning and Development Officer services for the Village of Alberta Beach**

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Dear Kathy,

Please consider this proposal for the provision of contracted Planning and Development Officer services to the Village of Alberta Beach. With the network and resources available to Innovative Planning & Development, we can deliver professional services that will meet the needs of the Village.

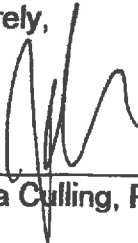
Innovative & Planning would offer seven days a week of development support services to the residents, contractors, and agents representing residents of Alberta Beach. The days and hours would range from Monday through Friday, 12:00 pm to 12:45 pm, and 4:30 pm to 9 pm. Saturday, Sunday, and Statutory Holidays hours from 8 am to 9 pm. All phone calls and emails will be returned within 48 hours or less.

The services provided would be through email, phone, and one on one support to provide enhanced customer service and rapid response time. My vehicle is insured for business purposes, and we carry a two million dollar (\$2,000,000) professional liability insurance provided through Intact Insurance.

Please find below schedule "A" of the fee schedule for development and planning services.

We are available to meet with you and/or Council to further discuss the proposal.

Sincerely,



---

Joshua Culling, Planner



---

Lana Kim Kozak, Development Officer

## **SCHEDULE "A"**

### **PROPOSED Schedule of Fees**

#### **Village of Alberta Beach**

##### **PROVISION OF DEVELOPMENT OFFICER SERVICES**

**\$1,550 per month (plus GST)**

- Assume the role and function of the Development Authority for Village.
  - Answer all development-related inquiries.
  - Prepare and issue (through Village Office) all Development Permits.
  - Prepare and issue (through Village Office) required Development Permit notification(s).
  - Prepare Encroachment: Agreements or Letter of Consent.
  - Register Encroachment Agreements with Land Titles. (Alberta Beach to reimburse the registration costs).
  - Undertake and complete necessary compliance monitoring of all issued permits.
  - Prepare and issue (through Village Office) all Compliance Letters
- o **FLAT FEE – no charges for mileage, phone calls or office supplies**
- o **AND – the Village would collect - and retain - all fees and charges**

##### **OPTIONAL SERVICE – Four (4) hours per month of Professional Planning Support**

**\$250.00 per month (plus GST)**

- Access to a professional planner for administrative assistance/support and/or to attend meetings representing the planning aspects or concerns of the Village.
- Strictly intended (as required) for Planning (and Development Authority) support and advice provided to Village Administration.
- Direction to Contractor regarding such planning support provided through the CAO.
- Hours would accrue month to month if not utilized by the Village (i.e. four (4) hours from January would carry forward to February if not utilized in that month).
- Up to a maximum of 24 hours (50% of each calendar year's accrual) would accrue from the calendar year to the following calendar year.

##### **OPTIONAL SERVICE – Professional Planning Services (Project-based)**

**\$75 to \$100 per hour (plus GST)**

- Access to a professional planner on a negotiated sub-contract basis for the completion of smaller planning specific projects as may be required by Council and directed by Administration.
- Subject to availability of the Planner and Development Officer.

##### **TERMS AND CONDITIONS**

- We would be prepared to sign an initial one (1) year Agreement (with an option to renew).
- The Contractor suggests a three (3) month notification requirement for either party to terminate Agreement. However, the Contractor is not opposed if the Village wished to retain a one (1) month termination clause for the municipality.
- The Contractor would bill monthly, and payment is expected within 30 days.

THIS AGREEMENT dated this the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

BETWEEN:

**The Village of Alberta Beach**  
**(hereinafter referred to as the "Municipality")**

OF THE FIRST PART

- and -

**Innovative Planning & Development Services**  
**(hereinafter referred to as the "Contractor")**

OF THE SECOND PART

IN CONSIDERATION OF the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

1. Municipality hereby appoints the Contractor to the position of Planner/ Development Officer for Alberta Beach, commencing May 1, 2020.
2. The Contractor shall well and faithfully perform the duties assigned to the Contractor or as prescribed from time to time by Resolution or by Bylaw of the Council of Alberta Beach, which duties shall include, but shall not be limited to those duties set forth in the Municipality's Land Use and Schedule "B" of this Agreement.
3. It is expressly agreed that the Contractor is acting as an independent contractor and not as an employee/employer relationship in providing the Services hereunder. The Contractor and Municipality acknowledge that this Agreement does not create a partnership or joint venture between them.
4. The Contractor shall supply and maintain all of their own equipment, professional liability insurance (\$2,000,000 minimum coverage), and vehicle insurance.

5. The Contractor shall indemnify and save harmless the Municipality from and against all claims, losses, damages and costs, which the Contractor may be required to pay, suffer or incur by reason of or in any way relating to this agreement, or by reason of any negligence on the part of the Contractor, its servants, or agents in connection with this agreement.
6. For the services provided by the Contractor under this Agreement, the Municipality will pay to the Contractor monthly retainer compensation as detailed in the Contractor's Proposal dated March 29, 2020 and as included in Schedule A. Specifically, "Provision of Development Officer Services" and "OPTIONAL SERVICE – Four (4) hours per month of Professional Planning Support" as per the rates provided by the contractor. Contractor to submit detailed monthly invoices to the Municipality as may be required by the CAO.
7. Additional services – solely at the direction of the Municipality's Administration may be provided by the Contractor under this Agreement as per Schedule "A" specifically "OPTIONAL SERVICE – Professional Planning Services (Project based)" as per the rates which may be negotiated between the municipality and contractor.
8. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.
9. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.
10. This Agreement shall be for an initial period of One (1) Year commencing as per Sec. 1 of this Agreement and terminating (notwithstanding Sec. 11 - below) on April 30, 2021.



11. The Municipality may terminate this agreement for any reason upon giving thirty (30) days' notice in writing to the Contractor to such effect, provided that such termination shall have been authorized by ordinary resolution of the Municipality. The Contractor may terminate this Agreement for any reason, upon giving ninety (90) days' notice in writing to Municipality to such effect. Termination of this Agreement prior to its expiry date shall in no way relieve any party from any of its obligations hereunder accruing or arising prior to termination.

12. Any notice, direction or other instrument required or permitted to be given hereunder shall be in writing and shall be sufficiently given if served personally by delivering same to any officer of the party to be served, or may be given by registered mail postage prepaid, addressed as follows:

TO: Village of Alberta Beach  
AT: PO Box 278  
Alberta Beach, Alberta T0E 0A0

TO: Innovative Planning & Development Services  
c/o Kim Kozak  
AT: RR 3 Site 303 Comp. 77  
Onoway, Alberta T0E 1V0

and if mailed as aforesaid the same shall be deemed to have been received and to be effective on the second week day following the day on which it was mailed, provided however that in the event of an interruption of normal mail service by strike or lockout or other similar event, the notice shall not be deemed to have been received until the seventh week day following restoration of normal mail service.

Any party may change its address for service by notice given in the manner aforesaid.


IN WITNESS WHEREOF the parties hereto have hereunto caused their respective corporate seals to be affixed, attested by the hands of their proper officers in that capacity duly authorized.

Municipality (Village of Alberta Beach)  
Per:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Contractor  
(Innovative Planning & Development)  
Per: Joshua Culling (Co-Owner)

  
\_\_\_\_\_  
Contractor  
(Innovative Planning & Development)  
Per: Kim Kozak (Co-Owner)

**SCHEDULE "A"**  
**Innovative Planning & Development Services**  
**Proposal dated March 29, 2020**

## **SCHEDULE "B"**

### **Customer Service**

Preliminary contact with customers regarding development support services will be offered through municipality office and staff. These initial inquiries will then be forwarded to Contractor for (as needed) 7 days a week, as well as evening responses; with direct e-mail support to enhance customer service and quickest response time. Initial inquiries will be forwarded by municipal staff electronically to Contractor for response.

**e-mail:** [pkozak@telus.net](mailto:pkozak@telus.net) – Kim Kozak:  
**text/call:** 587-988-7668 – Kim Kozak:

[j.e.culling@gmail.com](mailto:j.e.culling@gmail.com) – Josh Culling  
780-802-6704 – Josh Culling

### **Letters of Compliance**

Requests for any Letters of Compliance (and payment) will be submitted directly to the Municipality. Letter of Compliance prepared by Contractor and returned electronically to municipal staff then forwarded directly to customer by Municipality within 3 - 10 business days, and Compliance response placed in property file.

### **Encroachment Agreements or Letters**

Requests for any Agreements or Letters (and payment) will be submitted directly to the Municipality. Agreements or Letters of an Encroachment prepared by Contractor. Contractor will complete Commission for Oath duties related to an Agreement and have Alberta Beach's CAO sign Agreement. Contractor will register Agreement with Land Titles, and be reimbursed for registration fee.

Two (2) final Agreements will be hand delivered to the municipal staff. The municipal staff will forward One (1) Agreement to the customer within 3 to 10 business days, and keep One (1) Agreement for the property file.

The completed Letter will be returned electronically to municipal staff. The municipal staff will then forward the Letter directly to the customer within 3 to 10 business day, and keep a copy of the Letter for the property file.

### **Development Permit Application**

- Development Permit application (and payment) submitted directly to Municipality;
- Development Officer to review all information (forwarded electronically by the Municipality) and ensure all required documents and information received (Contractor will communicate directly with customer if additional information is required);
- Payment for Development Permit application provided directly to municipality and retained by same;

- **Development Officer to process application and render decision within 2 – 4 weeks of receipt of complete application. Decision (including property notification posting) then sent to Village's Administration electronically. Administration provides a paper copy to customer and place copy in property file.**
- **As Development Permit is approved by Contractor an electronic copy is also provided to customer (for consultation with Safety Codes provider) and Village Assessor (for taxation).**
- **Confirmation that the Security Deposit (if a condition of approval for the Development Permit) has been received by the Village's CAO (to be held in trust by the Village).**
- **Contractor to inspection site once footings have been constructed (if applicable) to confirm that construction appears to be proceeding in correct location. Contractor retains ability to require a Surveyor's RPR confirming same.**
- **Once all construction is completed an onsite inspection is completed by the Development Officer to ensure that no damage to Village property and that the building/landscaping has been completed per the conditions of the approved Development Permit.**
- **Development Officer confirms with Safety Codes provider that all Safety Code requirements have been satisfied (and all deficiencies corrected).**
- **Based on a successful site inspection and completion of Safety Codes monitoring a confirmation is sent to Municipality directing the release of any security deposit.**

**aboffice@albertabeach.com**

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**From:** Riley <wicked.automotive.service@gmail.com>  
**Sent:** March 20, 2020 8:53 PM  
**To:** aboffice@albertabeach.com  
**Subject:** Wicked Automotive

**Flag Status:** Flagged

To Administration / Council

I am writing this email regarding the future of Wicked Automotive in Alberta Beach during the Corona virus crisis. We at wicked Automotive have had a tough year so far at no fault of the community. January was slow compared to the previous year with February seeing a slight rise in business. Then March arrived as well as the Pandemic. With social distancing and people wondering how to pay bills, fixing their vehicle does not seem very high on the priority list with no appointments being booked and others cancelling. As of Monday March 23<sup>rd</sup> both of my full time mechanics will be laid off due to lack of work. We will however remain open to facilitate anyone needing assistance. With the future unknown and the sudden drop in the economy the intent of this email is to request a reduction in monthly rent to establish a buffer to keep Wicked Automotive open for the community for years to come. We currently pay \$3500 monthly and I am asking to have this reduced to \$1500 until august renewal if at all possible. With this being said we will continue payment of Utilities as usual and hope that the economy comes back and Wicked Automotive can be a part of it. Feel free to contact me anytime via email or at 780-446-9889.

Thanks and hope to hear from you soon.

wicked.autmotive.service@gmail.com



Virus-free. [www.avast.com](http://www.avast.com)

**ALBERTA BEACH  
BYLAW #272-20**

**A BYLAW OF ALBERTA BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A DEVELOPMENT AUTHORITY.**

**WHEREAS** Section 624 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 requires each municipality to provide for a Development Authority to exercise development powers and duties on behalf of the municipality.

**AND WHEREAS** Alberta Beach considers it beneficial to establish a Development Authority for the municipality.

**NOW THEREFORE** the Council of Alberta Beach, in the province of Alberta, duly assembled, hereby enacts as follows:

1. **THAT** Kim Kozak and Joshua Culiing of Innovative Planning & Development act as the Development Authority on behalf of Alberta Beach;
2. **THAT** the Development Authority shall be carried out in accordance to the Alberta Beach Land Use Bylaw #252-17, and amendments thereto;
3. **THAT** this Bylaw come into effect on May 1, 2020; and
4. **THAT** Bylaw #264-19 be rescinded in its entirety effective May 1, 2020.

**READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**SIGNED BY THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

\_\_\_\_\_  
JIM BENEDICT, MAYOR

\_\_\_\_\_  
KATHY SKWARCHUK, C.A.O.

**ALBERTA BEACH  
BYLAW #273-20**

**A BYLAW OF ALBERTA BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SUBDIVISION AUTHORITY.**

**WHEREAS** Section 623 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 requires each municipality to provide for a Subdivision Authority to exercise subdivision powers and duties on behalf of the municipality.

**AND WHEREAS** Alberta Beach considers it beneficial to establish a Subdivision Authority for the municipality.

**NOW THEREFORE** the Council of Alberta Beach, in the province of Alberta, duly assembled, hereby enacts as follows:

1. **THAT** the administration of the subdivision approval process be delegated by Council to Kim Kozak and Joshua Culling of Innovative Planning & Development, except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by Alberta Beach;
2. **THAT** the Subdivision Approving Authority is delegated to the Council of Alberta Beach;
3. **THAT** Kim Kozak and Joshua Culling of Innovative Planning & Development be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of Alberta Beach and the Registrar of Land Titles be authorized to accept Kim Kozak's or Joshua Culling's endorsement as if it were that of Alberta Beach;
4. **THAT** this bylaw comes into effect on May 1, 2020; and
5. **THAT** Bylaw #265-19 be rescinded in its entirety effective May 1, 2020.

**READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

**SIGNED BY THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2020.**

\_\_\_\_\_  
JIM BENEDICT, MAYOR

\_\_\_\_\_  
KATHY SKWARCHUK, C.A.O.