

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS  
AND BEING HELD ELECTRONICALLY VIA ZOOM MEETING  
DECEMBER 20, 2022 AT 7:00 P.M.  
AGENDA**

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. AGENDA ADDITIONS
4. ADOPTION OF AGENDA
5. CONFIDENTIAL – CLOSED MEETING SESSION  
Pursuant to Section 197 (2) of the *Municipal Government Act* and Division 2, Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* the meeting will be closed to the public to discuss the following:
  - a. Legal Matters
6. ADOPTION OF PREVIOUS MINUTES  
P. 2-5  
  - a. Regular Council Meeting of November 15, 2022
7. DELEGATIONS  
P. 6  
  - a. Corporal Keith Gaulton, Parkland RCMP – RCMP Liaison Introduction & Presentation of Crime Statistics
8. PUBLIC HEARINGS  
P. 7
9. MUNICIPAL PLANNING COMMISSION  
P. 8-10
10. OLD BUSINESS & CAO REPORT ACTION LIST
11. FINANCIAL REPORTS  
P. 11-24  
P. 25-35  
  - a. Financial Report of November 30, 2022
  - b. 2023 Interim Budget
12. BYLAWS & POLICIES  
P. 36-41  
P. 42-44  
  - a. General Village Policy # G.3.7 Anonymous, Abusive, Frivolous and Vexatious Complaints Policy
  - b. General Village Policy # G.3.8 Council Professional Development Policy
13. COUNCIL, COMMITTEES & STAFF REPORTS  
P. 45
14. CORRESPONDENCE – INFORMATION ITEMS  
P. 46-49  
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P. 140-143  
P. 144  
  - a. Alberta Community Crime Prevention Association – ACCPA Annual Conference
  - b. Alberta Health Services – Alberta Precision Laboratories Memo – Community Lab Services Transition
  - c. Alberta Municipalities – Appointment to AFRRCS Interoperability & Standards Council
  - d. Alberta Ministry of Jobs, Economy & Northern Development – Initial Contract from Minister Brian Jean
  - e. Alberta Public Safety and Emergency Services – Provincial Changes to Victim Services
  - f. College of Physicians and Surgeons – Response Letter – Physician Recruitment & Retention Concerns
  - g. Doyle & Company – Audit of the Financial Statements for the year ended December 31, 2022
  - h. Doyle & Company – Auditor Independence with Respect to Alberta Beach
  - i. Doyle & Company – Audit Terms of Engagement
  - j. Grasmere School – Thank you for Support
  - k. Help International – 2023 Subsidized Shelterbelt Tree Program
  - l. Highway 43 East Waste Commission – Tipping Fee Increase
  - m. Town of Onoway – Response to Letter regarding Fire Services Meeting of October 5
  - n. Town of Onoway – Outstanding Balances and Current Year Payment to East End Bus
  - o. Town of Onoway – Onoway Regional Fire Services 2022 Presentation
  - p. Town of Ponoka – Letter to Minister of Health regarding Ambulance Service in Alberta
  - q. Wild Water Commission – 2023 Rates and Budget Estimates
  - r. Yellowhead Regional Library – Queen Elizabeth II Platinum Jubilee Medal Award to YRL Director
  - s. Alberta Municipalities – Power + Program Update
15. CORRESPONDENCE – ACTION ITEMS  
P. 145-151  
  - a. Lac Ste. Anne Foundation – Regional Housing Needs Assessment
16. NEW BUSINESS  
P. 152-153  
  - a. Request for Decision – Letter to Northern Gateway Public Schools – Joint Use & Planning Agreement
17. QUESTION PERIOD
18. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS AND HELD ELECTRONICALLY VIA ZOOM MEETING NOVEMBER 15, 2022 AT 7:00 P.M.**

**PRESENT:**

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

**CALL TO ORDER:**

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

**LAND ACKNOWLEDGEMENT:**

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

**AGENDA ADDITIONS:**

14.p Alberta Municipalities – Virtual Engagement Session on Proposal for LGFF Allocation

**ADOPTION OF AGENDA:**

#191-22 MOVED BY Councillor Weber that the agenda be adopted as amended.  
CARRIED UNANIMOUSLY

**CONFIDENTIAL – CLOSED MEETING SESSION:** None.

**ADOPTION OF PREVIOUS MINUTES:**

#192-22 ORGANIZATIONAL COUNCIL MEETING OF OCTOBER 18, 2022:  
MOVED BY Councillor Muir that the minutes of the Organizational Council Meeting of October 18, 2022 be adopted as presented.  
CARRIED UNANIMOUSLY

#193-22 REGULAR COUNCIL MEETING OF OCTOBER 18, 2022:  
MOVED BY Councillor Muir that the minutes of the Regular Council Meeting of October 18, 2022 be adopted as presented.  
CARRIED UNANIMOUSLY

**DELEGATIONS:**

**KEITH SANDULAK – ENCROACHMENTS:**

#194-22 Keith Sandulak attended the meeting to make a presentation to Council and express his concerns regarding the expansion of landscaping from private property owners onto village properties. Mayor Duncan advised that the installation of sod and gravel on driveways and village boulevards is an improvement and beautification, further that the village has an encroachment policy and staff will follow up with any encroachments as necessary. Mayor Duncan thanked Mr. Sandulak for his presentation.  
MOVED BY Councillor Weber that Keith Sandulak's presentation be accepted for information.  
CARRIED UNANIMOUSLY

**PUBLIC HEARINGS:** None.

**MUNICIPAL PLANNING COMMISSION MEETING:** None.

**OLD BUSINESS & CAO REPORT ACTION LIST:**

#195-22 COUNCIL AND STAFF CHRISTMAS LUNCH:  
MOVED BY Councillor Weber that the Council and staff Christmas lunch be cancelled and further that gift cards be purchased as done in the prior year.  
CARRIED UNANIMOUSLY

#196-22 MOVED BY Councillor Durocher that the CAO Report Action List be accepted for information.  
CARRIED UNANIMOUSLY

**FINANCIAL REPORTS:** None.

**BYLAWS & POLICIES:**

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
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**GENERAL VILLAGE POLICY #G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY (DRAFT):**

Council reviewed the draft general village policy #G.3.7 the anonymous, abusive, frivolous and vexatious complaints policy and requested administration make further changes to the policy.

**GENERAL VILLAGE POLICY #G.3.8 COUNCIL PROFESSIONAL DEVELOPMENT POLICY (DRAFT):**

Council reviewed the draft general village policy #G.3.8 the Council professional development policy and requested administration make further changes to the policy.

**COUNCIL, COMMITTEES & STAFF REPORTS:**

**COUNCILLOR DUROCHER:**

Councillor Durocher reviewed and submitted reports on the following meetings:  
Beachwave Park Committee meeting held on October 19, 2022.  
Lake Isle & Lac Ste. Anne Water Quality Mgmt Society meeting held on October 25, 2022.

**COUNCILLOR MUIR**

Councillor Muir reviewed and submitted reports on the following meetings:  
Alberta Beach Ag Society Agliplex Operations Committee meeting held on October 27, 2022.  
RMA Fall Conference 2022 held on November 8-9, 2022.

**COUNCILLOR WEBER:**

No meetings to report.

**DEPUTY MAYOR ELWOOD:**

Deputy Mayor Elwood reviewed and submitted reports on the following meetings:  
Alberta Beach Library Board meeting held on October 14, 2022.  
Onoway Regional Fire Services Executive Committee meeting held on November 15, 2022.

**MAYOR DUNCAN:**

Mayor Duncan reviewed and submitted reports on the following meetings:  
Mayor's Report of November 15, 2022.  
Sturgeon River Watershed Alliance meeting held on October 19, 2022  
Lac Ste. Anne County Regional Municipalities meeting held on October 24, 2022.  
West Inter-lake District (WILD) Water Commission meeting held on November 7, 2022.

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

MOVED BY Councillor Weber that the Council committee reports be accepted for information.  
CARRIED UNANIMOUSLY

#197-22

**MEETING RECESS:**

Mayor Duncan called for a brief recess at 8:52 P.M.

Councillor Durocher left the meeting at 8:52 P.M.

**MEETING RECONVENED:**

Mayor Duncan reconvened the meeting at 9:00 P.M.

**CORRESPONDENCE – INFORMATION ITEMS:**

**ALBERTA BEACH LIBRARY – 2021-2022 BOARD HIGHLIGHTS:**

The Alberta Beach Municipal Library forwarded their 2021-2022 Board Highlights for information.

**ALBERTA COUNSEL – CABINET SHUFFLE UPDATE:**

Correspondence was received from the Alberta Counsel regarding Premier Danielle Smith's cabinet announcement.

**ALBERTA HEALTH – HEALTH ENGAGEMENT TOUR UPDATE:**

The Provincial Health Engagement tour October 2022 update was received from the Ministry of Health and Alberta Health Services.

**ALBERTA INVASIVE SPECIES COUNCIL – ANNUAL GENERAL MEETING & CONFERENCE:**

Correspondence was received from Alberta Invasive Species Council regarding their annual general meeting & conference 2023 being held on March 7-8, 2023 in Olds.

**ALBERTA MUNICIPAL AFFAIRS – OFFICIAL 2023 EQUALIZED ASSESSMENT:**

Correspondence was received from Alberta Municipal Affairs which included the provincial 2023 equalized assessment report, the comparison of the 2023 to 2022 equalized assessment, and the municipal summary of the 2023 equalized assessment for Alberta Beach.

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
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**ALBERTA MUNICIPALITIES – QUEEN ELIZABETH II PLATINUM JUBILEE MEDAL AWARDS:**  
Correspondence was received from Alberta Municipalities regarding the Queen Elizabeth II Platinum Jubilee Medal Awards announcing that Judy Muir, Kimberly Scheiris, Marvin Eckert and Tara Elwood have been selected and will be receiving the awards. Mayor Duncan congratulated the award recipients.

**COMMUNITY PLANNING ASSOCIATION OF ALBERTA – CPAA 2023 CONFERENCE:**  
Correspondence was received from the Community Planning Association of Alberta regarding the CPAA 2023 Conference sponsorship and call for presentations.

**FORTIS ALBERTA – WIRELESS BROADBAND VIRTUAL INFORMATION SESSION:**  
An invitation was received from Fortis Alberta regarding a wireless broadband virtual information session being held on November 23, 2023.

**FORTIS ALBERTA – 2022 ANNUAL FRANCHISE REPORTING/PRESENTATION:**  
The 2022 annual franchise presentation was received from Fortis Alberta.

**HIGHWAY 43 EAST WASTE COMMISSION – MAIN LANDFILL HOLIDAY HOURS 2022:**  
Correspondence was received from the Highway 43 East Waste Commission advising that the main landfill site will be closed on December 24, 25, 26, half day on the 31<sup>st</sup>, and closed on January 1 & 2, 2023.

**HONOURABLE REBECCA SCHULZ – MINISTER OF MUNICIPAL AFFAIRS – INTRODUCTORY LETTER:**  
An introductory letter was received from Honourable Rebecca Schulz, Minister of Municipal Affairs.

**TOWN OF FOX CREEK – LETTER TO THE MINISTER OF JUSTICE & SOLICITOR GENERAL – VICTIM SERVICES REDESIGN:**  
The Town of Fox Creek forwarded a copy of their letter to the Minister of Justice regarding their concerns on the proposed victim services redesign.

**ALBERTA MUNICIPALITIES – VIRTUAL ENGAGEMENT SESSION ON PROPOSAL FOR LGFF ALLOCATION:**  
An invitation was received from Alberta Municipalities to attend a virtual engagement session regarding their proposal submitted to the Minister regarding the LGFF allocation formula.

#198-22 **ACCEPTANCE OF CORRESPONDENCE INFORMATION ITEMS:**  
MOVED BY Deputy Mayor Elwood that the correspondence information items be accepted for information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – ACTION ITEMS:**

#199-22 **ALBERTA BEACH & DISTRICT MUSEUM & ARCHIVES SOCIETY – WALKING TOUR SIGN PROJECT:**  
MOVED BY Councillor Muir that Council approve to provide in-kind support to the Alberta Beach & District Museum & Archives Society for their Walking Tour Project and further they be advised that Council has approved the public works department provide the labour and equipment to install the signs however any costs for supplies, equipment rental and concrete will be additional costs to the Alberta Beach Museum & Archives Society and further the work to install the signs will be completed around the public works schedule.

CARRIED UNANIMOUSLY

#200-22 **COLLEEN STANSKI – REQUEST FOR DEVELOPMENT OF REGULATIONS FOR SHORT TERM RENTALS:**  
MOVED BY Councillor Muir that administration send a response to Colleen Stanski to thank her for her correspondence and to advise that Council will review her request for the development of regulations for short term rentals during Council's review of the land use bylaw.

CARRIED UNANIMOUSLY

#201-22 **GUNN AREA RECREATION SOCIETY – FAMILY CHRISTMAS PARTY REQUEST FOR DONATIONS:**  
MOVED BY Councillor Weber that Council approve a donation of promotional products to the Gunn area Recreation Society for their family Christmas party silent auction.

CARRIED UNANIMOUSLY

#202-22 **LI WOO & RANDALL TREPANIER – REQUEST FOR REMOVAL OF LATE TAX PENALTY:**  
MOVED BY Mayor Duncan that Council deny the request from Li Woo & Randall Trepanier (Tax Roll #918, Lot 18, Block 1, Plan 0423757) for removal of the late tax penalty for the reasons that it is the property owners responsibility to ensure the property taxes are paid and that the proper mailing address is registered and on title at the land titles office.

CARRIED UNANIMOUSLY

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
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**NEW BUSINESS:**

#203-22

**FCSS 2023-2025 FUNDING AGREEMENT:**

MOVED BY Deputy Mayor Elwood that the FCSS 2023-2025 Funding Agreement be approved as presented.

CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

A brief discussion was held on the following topics: the complaints policy; legal advice; the professional development policy and support for Council training; and the no parking signs. A resident expressed congratulations to the recipients of the Queen Elizabeth II Platinum Jubilee Medal awards.

**ADJOURNMENT:**

The meeting adjourned at 9:29 P.M.

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Mayor – Angela Duncan

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C.A.O. – Kathy Skwarchuk

7.a

## Alberta Beach Village Office

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**From:** Alberta Beach Village Office <aboffice@albertabeach.com>  
**Sent:** December 5, 2022 4:09 PM  
**To:** Angela Duncan; Tara Elwood; Debbie Durocher; Kelly Muir; Daryl Weber  
**Subject:** Re: RCMP Liaison

Good afternoon,

I received an email last week from Parkland RCMP, Inspector Kevin McGillivray, advising that they are trying to restart some of the initiatives they were working on prior to the pandemic and want to start attending quarterly Council meetings, further that our new liaison will be Corporal Keith Gaulton. I have reached out to Corporal Gaulton, he will be attending our December Council meeting. He will present stats, take questions from Council, and is willing to take questions from the public as well.

Kathy Skwarchuk,  
CAO

Alberta Beach  
Box 278  
Alberta Beach, AB  
TOE OAO  
Phone: 780-924-3181  
Fax: 780-924-3313  
[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

**\*HOLIDAY CLOSURE:** The Village Office will be closed Friday, December 23rd, 2022 through Monday, January 2nd, 2023. Regular service will resume Tuesday, January 3rd, 2023.

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ALBERTA BEACH  
MUNICIPAL PLANNING COMMISSION MEETING  
BEING HELD IN ALBERTA BEACH COUNCIL CHAMBERS  
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DECEMBER 20, 2022 AT 7:00 P.M.

9.  
See separate  
attachment  
for MPC Meeting

AGENDA

1. CALL TO ORDER
2. AGENDA ADDITIONS
3. AGENDA ADOPTION
4. NEW BUSINESS
  - a. Request for Decision – Major Variance Request  
Development Permit Application #22DP22-01  
Lot 4, Block 17, Plan 3321BQ (4703 – 47<sup>th</sup> Street)  
Application for the placement/construction of a new detached garage with a request for a major variance to allow the placement of the detached garage within the front yard of the property, and entirely in front of the existing principal building (dwelling).
5. ADJOURNMENT

**CAO REPORT – ACTION LIST**

**NOVEMBER 2022**

**COUNCIL:**

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

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

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

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

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

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

July 19/22 Letters were sent. AEMA & AB Municipal Affairs has responded to follow up from the letter to the Premier, funding may be available through the Strategic Initiatives component of the Alberta Community Partnership program, an estimate of potential costs has been submitted.

Aug.16/22 Municipal Affairs advised on a federal program through Public Safety Canada which may cover security costs and further that the balance of other costs may be reimbursed through the ACP program, they have requested the costs & invoices which admin has submitted.

**ADMINISTRATION:**

**PARKING OF OVERWEIGHT VEHICLES IN RESIDENTIAL:**

Nov.16/21 CAO has requested comments from the Development Officer regarding the complaint of parking overweight vehicles (semi tractor trucks) in residential zones, whether to restrict the overweight vehicles through the implementation of a parking bylaw or through the traffic bylaw. Also discussed the issue of camping overnight in the commercial parking lots. (The D.O. is also aware that we are waiting for comments on a parking bylaw from Patriot Law as well)

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

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

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

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

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

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

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

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

**PROFESSIONAL DEVELOPMENT POLICY:**

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

Sept.20/22 Policy has been drafted, admin will sent out to Council for comments.

Oct.18/22 Draft Policy not ready for distribution.

Nov.15/22 Draft Policy was distributed for review & comments.

**COMPLAINTS POLICY:**

July 19/22 MOVED BY Councillor Weber that administration draft a complaints policy to outline a policy on dealing with abusive, harassing, vexatious and frivolous complaints received by members of Council and staff.

Sept.20/22 Draft policy was distributed to Council for comments.

Oct.18/22 Admin has rec’d Council’s comments & is working on the policy.

Nov.15/22 Draft Policy was distributed for review & comments.

**ALBERTA COMMUNITY PARTNERSHIP GRANT – WATER DISTRIBUTION FEASIBILITY STUDY PROJECT:**

Aug. 16/22 MOVED BY Deputy Mayor Durocher that Alberta Beach participate in an Alberta Community Partnership Intermunicipal Collaboration Grant for a Water Distribution Feasibility Study and that the project include projected costs,



funding options, governance structure, and public consultation and further that the Summer Village of Val Quentin be the managing partner on the grant application.

Sept.20/22 VQ CAO is working on the ACP application & will forward out for comments prior to submitting.

Nov.15/22 Mayor Duncan requested CAO to contact VQ CAO to request the draft ACP application be sent to MLA Getson for his comments.

**ASSET MANAGEMENT TRAINING:**

Aug.16/22 MOVED BY Mayor Duncan that Alberta Beach apply to participate in asset management training through Alberta Municipalities, RMA, and Infrastructure Asset Management Alberta, and further that administration complete FCM's Asset Management Readiness Scale and further that we approve any Councillor who wishes to attend the elected officials asset management workshop being held September 29 in Edmonton with travel costs to come out of the Councillor's professional development budget.

**LSA COUNTY – JOINT USE INFRASTRUCTURE – CAPITAL & MAINTENANCE COST SHARE REQUEST:**

Oct.18/22 MOVED BY Councillor Weber that Lac Ste. Anne County be advised that a letter will be forthcoming from the trivillage municipalities requesting further information on their capital & maintenance cost share request and further they be advised that Alberta Beach is also requesting future capital & maintenance cost share on 47 Street, Museum Road, Grade Road, 60 Street & 50<sup>th</sup> Avenue, further that the Summer Villages of Sunset Point and Val Quentin be copied on the letter.

Nov.15/22 Letter was sent to Lac Ste. Anne County.

**LETTER TO THE TOWN OF ONOWAY – FIRE SERVICES MEETING:**

Oct.18/22 MOVED BY Deputy Mayor Elwood that Council approve Mayor Duncan's letter to the Town of Onoway regarding the fire services meeting held on October 5, 2022.

Nov.15/22 Letter was sent to the Town of Onoway.

**CHRISTMAS LIGHT UP CONTEST:**

Oct.18/22 MOVED BY Councillor Muir that Alberta Beach sponsor a Christmas Light Up contest and that the prizes be as follows: \$200.00 for first place; \$150.00 for second place and \$100.00 for third place and further that the judging take place on December 17<sup>th</sup>, 2022 by Councillor Weber and two members of the public.

**GRASMERE SCHOOL CHRISTMAS DONATION:**

Oct.18/22 MOVED BY Deputy Mayor Elwood that Alberta Beach make a Christmas donation to Grasmere School in the amount of \$500.00 to be used towards the students for a Christmas Hot Dog Lunch as well to supply candy canes and oranges for each student.

**CHRISTMAS OFFICE HOURS:**

Oct.18/22 MOVED BY Councillor Durocher that the village office be closed for Christmas December 23<sup>rd</sup>, 2022 and re-open on January 3<sup>rd</sup>, 2023.

**COUNCIL AND STAFF CHRISTMAS LUNCH:**

Oct.18/22 MOVED BY Councillor Durocher that administration organize a Council & staff Christmas lunch.

Nov.15/22 MOVED BY Councillor Weber that the Council and staff Christmas lunch be cancelled and further that gift cards be purchased as done in the prior year.

**COLLEEN STANSKI – REQUEST FOR DEVELOPMENT OF REGULATIONS FOR SHORT TERM RENTALS:**

Nov.15/22 MOVED BY Councillor Muir that administration send a response to Colleen Stanski to thank her for her correspondence and to advise that Council will review her request for the development of regulations for short term rentals during Council's review of the land use bylaw.

**GUNN AREA RECREATION SOCIETY – FAMILY CHRISTMAS PARTY REQUEST FOR DONATIONS:**

Nov.15/22 MOVED BY Councillor Weber that Council approve a donation of promotional products to the Gunn area Recreation Society for their family Christmas party silent auction.

**LI WOO & RANDALL TREPANIER – REQUEST FOR REMOVAL OF LATE TAX PENALTY:**

Nov.15/22 MOVED BY Mayor Duncan that Council deny the request from Li Woo & Randall Trepanier (Tax Roll #918, Lot 18, Block 1, Plan 0423757) for removal of the late tax penalty for the reasons that it is the property owners responsibility to ensure the property taxes are paid and that the proper mailing address is registered and on title at the land titles office.

**FCSS 2023-2025 FUNDING AGREEMENT:**

Nov.15/22 MOVED BY Deputy Mayor Elwood that the FCSS 2023-2025 Funding Agreement be approved as presented.

**PUBLIC WORKS:****WASTE COLLECTION:**

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

Oct.18/22 PW Advisory committee reviewed the proposals & is waiting on further information.

Nov.15/22 Information was received from waste collection contractor, public works committee to review Nov.25<sup>th</sup>.

**DRAINAGE PLAN UPDATE & DESIGN:**

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

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

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

**ALBERTA BEACH & DISTRICT MUSEUM & ARCHIVES SOCIETY – WALKING TOUR SIGN PROJECT:**

Nov.15/22 MOVED BY Councillor Muir that Council approve to provide in-kind support to the Alberta Beach & District Museum & Archives Society for their Walking Tour Project and further they be advised that Council has approved the public works department provide the labour and equipment to install the signs however any costs for supplies, equipment rental and concrete will be additional costs to the Alberta Beach Museum & Archives Society and further the work to install the signs will be completed around the public works schedule.

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

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

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

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

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

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

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

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

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

# Financial Report

## November 30, 2022

BALANCE SHEET		Beg:000000000	End:30Nov2022	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	991,111.96			1		A121
INVESTED CASH - TERM DEPOSIT	0.00			1		A122
BANK T-BILL SAVINGS #25	943,332.23			1		A125
BANK CUSTOM PLAN #26 (1.3M)	0.00			1		A126
<b>TOTAL CASH</b>		1,934,644.19		2		TOTC
<b>ACCOUNTS RECEIVABLE:</b>						
TAXES & GRANTS-IN-LIEU REC	327,015.21			1		A210
<b>RECEIVABLE FROM OTHER GOVTS:</b>						
GST COLLECTED\PAID OUT-A230	4,383.12			1		A230
ITC	4,320.19			1		A231
GST SHARED SERVICES - A232	0.00			1		A232
CONDITIONAL PROV GRANTS	0.00			1		A248
RECEIVABLE OTHER LOCAL GOVT:	0.00			1		A250
ADMIN ACCOUNTS RECEIVABLE	63,776.04			1		A270
ADMIN RECEIVABLE - AFDA	4,162.73			1		A275
TRADE ACCOUNTS RECEIVABLE	0.00			1		A271
ALL OTHER RECEIVABLES	356,287.03			1		A290
<b>TOTAL ACCOUNTS RECEIVABLE</b>		751,618.86		2		TAR
PREPAID EXPENSES	47,684.94			1		A412
REQUISITION UNDER\OVER LEVY	0.00			1		A413
SUPPLIES INVENTORY	9,984.18			1		A164
TAX SALE SURPLUS (BANK ACCT.)	0.00			1		A474
LAND HELD FOR RESALE	0.00			1		A570
<b>FIXED ASSETS:</b>						
ENGINEERING STRUCTURES	6,712,202.68			1		A610
ACCUM.AMORTIZATION-ENG.STRUC	3,418,097.00			1		A615
BUILDINGS	2,946,238.90			1		A620
ACCUM.AMORTIZATION-BUILDINGS	927,325.12			1		A625
MACHINERY & EQUIPMENT	909,455.37			1		A630
ACCUM.AMORTIZATION-MACH&EQ	678,868.17			1		A635
LAND	1,349,990.57			1		A640
ACCUM.AMORTIZATION-LAND	0.00			1		A645
VEHICLES	334,945.29			1		A650
ACCUM.AMORTIZATION-VEHICLES	294,057.79			1		A655
LAND IMPROVEMENTS	684,574.81			1		A660
ACCUM.AMORTIZATION-LAND IMPR	515,205.44			1		A665
<b>TOTAL FIXED ASSETS</b>		7,103,854.10		2		TFA
<b>TOTAL ASSETS</b>			9,847,786.27	3		TA
SHORT TERM LOANS	0.00			1		L121
ACCOUNTS PAYABLE						
FEDERAL - G.S.T.	0.00			1		L230

Description	Beg:000000000	End:30Nov2022	Type: A	C U	Name
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BALANCE SHEET	Beg:000000000	End:30Nov2022	Type: A	C U	Name
FEDERAL - REC GEN	8,772.50		1		L231
PAYROLL - ACCRUED HOLIDAY PA	3,234.23		1		L235
PAYROLL - AMESWITH	0.00		1		AMESWITH
PAYROLL - R.R.S.P.	0.00		1		RRSPACC
PAYROLL - UNION	0.00		1		UNION
PAYROLL - EMPL RECEIVABLES	0.00		1		EMPLREC
PAYROLL - AHC PREMIUM	0.00		1		AHCWITH
PAYROLL - CANADA SAV BOND	0.00		1		CANSAV
PAYROLL - ADVANCES	0.00		1		ADV
PAYABLE TO OTHER LOC GOVT	36,908.00		1		L270
TRADE ACCOUNTS PAYABLE	58,340.23		1		L270TP
KIDS IN ACTION	0.00		1		KIDSIA
BIKES FOR KIDS	0.00		1		B4KIDS
VILLAGE MAP\BROCHURE	0.00		1		MAPAP
COMMUNITIES IN BLOOM	0.00		1		CIBLOOM
ALL OTHER PAYABLES	7,400.00		1		L290
DEPOSITS	19,941.50		1		L291
TOTAL ACCOUNTS PAYABLE		134,596.46	2		TAP
TAX SALE SURPLUS TRUST	0.00		1		L410
DEFERRED REVENUE	9,474.17		1		L411
DEFERRED REVENUE	0.00		1		L412
DEFERRED REVENUE	0.00		1		L413
RESERVES FOR OPERATING		0.00	2		L700
TAX RATE STABILIZATION		187,907.39	2		L701
ADMIN & P.W. INCOME-STAFF		0.00	2		L702
ADMIN & P.W. INCOME-VILLAGE		0.00	2		L703
INSURANCE PROCEEDS- HAYLAND		44,536.80	2		L704
DISASTER PREPAREDNESS		0.00	2		L705
STREET IMPROVEMENTS		0.00	2		L706
CAMPGROUND IMPROVEMENTS		0.00	2		L707
ECONOMIC DEVELOPMENT- 100 YR		7,295.92	2		L708
SALE OF PUBLIC LANDS		0.00	2		L709
SCHOOL PROJECTS		0.00	2		L710
DRAINAGE & WATER STUDY		0.00	2		L711
PROVINCIAL POLICE FUND		0.00	2		L712
REDEVELOPMENT PLAN		0.00	2		L713
TOTAL OPERATING RESERVES			3		L790
RESERVES FOR CAPITAL					
GENERAL CAPITAL	803,451.47		2		L750
ADMINISTRATIVE EQUIPMENT	6,803.01		2		L761
LAGOON RECONSTRUCTION	10,205.00		2		L762
PARK RESERVE SALE PROCEEDS	0.00		2		L763
PARKS AND RECREATION DEV	34,494.45		2		L764
PUBLIC WORKS EQUIPMENT	40,959.73		2		L765
CAMPGROUND DEVELOPMENT	0.00		2		L766
FIREHALL	0.00		2		L767
MSI GRANT RESERVES	0.00		2		L799
ADMINISTRATIVE BUILDING	44,694.92		2		L768
PATROL EQUIPMENT	25,164.00		2		L770
Description	Beg:000000000	End:30Nov2022	Type: A	C U	Name

BALANCE SHEET	Beg:000000000	End:30Nov2022	Type: A	C U	Name
AMIP GRANT RESERVES		0.00		2	L771
EAST END BUS		0.00		2	L772
TOTAL CAPITAL RESERVES			965,772.58	3	L760
TOTAL EQUITY IN FIXED ASSETS		7,103,854.10		2	L800
ACCUMULATED SURPLUS - 31\12\94	3,087,090.31			1	L900
ADJUSTED SURPLUS (PRIOR PERIOD	551,829.92			1	L902
SURPLUS FROM 1\1\95	3,571,933.13			1	L901
APPROPRIATED SURPLUS	0.00			1	L905
CURRENT FUNDS USED FOR TCA	0.00			1	L910
CURRENT AMORTIZATON EXPENSE	1,225,399.57			1	L915
NET BOOK VALUE OF TCA DISPOSAL	235,936.38			1	L920
CONTRIBUTED TCA	0.00			1	L925
TOTAL SURPLUS		1,394,348.85		2	ACCUMSURP
TOTAL LIABILITIES			9,847,786.27	3	TL
PROOF			0.00	3	PROOF

DATED Nov 30, 2022

Description Beg:000000000 End:30Nov2022 Type: A C|U Name

Analysis: INCOME STATEMENT

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INCOME STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2022	01Jan2022	01Jan2022
Period 1: --- End		31Dec2022	30Nov2022	30Nov2022
Period 1: --- Type		B	A	A
(less) --- Begin		000000000	000000000	01Jan2022
Period 2: --- End		000000000	000000000	31Dec2022
Period 2: --- Type				B
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
<b>REVENUE</b>			
RESIDENTIAL TAXES (MUNICIPAL)	850,749.27	850,638.86	110.41-
RESIDENTIAL TAXES (SCHOOL)	440,594.38	440,537.33	57.05-
COMMERCIAL TAXES (MUNICIPAL)	97,354.55	96,904.66	449.89-
COMMERCIAL TAXES (SCHOOL)	34,949.72	34,788.22	161.50-
FARM TAXES (MUNICIPAL)	78.70	78.69	0.01-
FARM TAXES (SCHOOL)	40.76	40.76	0.00
POWER & PIPELINE (MUNICIPAL)	17,467.36	17,467.38	0.02
POWER & PIPELINE (SCHOOL)	6,270.68	6,270.68	0.00
DIP \ MACH & EQUIP (MUNICIPAL)	1,697.75	1,697.75	0.00
DIP \ MACH & EQUIP (SCHOOL)	72.70	72.70	0.00
DESIGNATED INDUSTRIAL (DI)	146.15	146.14	0.01-
MUNICIPAL SERVICES TAX	728,895.00	728,020.00	875.00-
LIBRARY LEVY	0.00	0.00	0.00
MISC. OTHER LEVY	0.00	0.00	0.00
TOTAL TAXES	2,178,317.02	2,176,663.17	1,653.85-
PENALTIES & COSTS ON TAXES	60,000.00	72,301.76	12,301.76
FRANCHISE - ATCO GAS	34,000.00	29,992.73	4,007.27-
FRANCHISE - FORTIS	50,000.00	51,452.56	1,452.56
INVESTMENT INCOME	8,500.00	35,939.97	27,439.97
<b>PROVINCIAL GRANTS</b>			
RESTRUCTURING GRANT	0.00	0.00	0.00
CONDITIONAL FGTF	0.00	119,196.00	119,196.00
CONDITIONAL MUNICIPAL GRANTS	0.00	0.00	0.00
CONDITIONAL MSI GRANT	21,210.00	403,875.00	382,665.00
FROM RESERVE\DEF.REV.	0.00	0.00	0.00
OTHER	0.00	300.00	300.00
<b>ADMIN</b>			
ADMINISTRATIVE SERVICE	4,800.00	7,950.00	3,150.00
SALES OF GOODS & SERVICES	1,000.00	6,999.41	5,999.41
TAX CERTIFICATES	3,000.00	3,570.00	570.00
PHOTOCOPIES\FAXES\POSTAGE	100.00	227.95	127.95
PENALTIES\COSTS - N.S.F. FEES	200.00	575.00	375.00
HAWKER PEDDLER LICENSES	600.00	1,533.33	933.33
RENTAL AND LEASE	4,000.00	12,146.23	8,146.23
PROV\FED CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
<b>PATROL</b>			
SALES TO OTHER LOCAL GOV'T	30,000.00	15,021.00	14,979.00-
SALES OF GOODS & SERVICES	0.00	0.00	0.00
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
FINES	3,000.00	2,677.83	322.17-
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	0.00
UTILITIES REIMBURSEMENT	3,800.00	0.00	3,800.00-
PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	7,370.00	14,100.00	6,730.00
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	0.00
ANIMAL LICENSES	600.00	1,045.00	445.00
BY-LAW FINES	500.00	1,031.00	531.00
COMMON SERVICES			
PUBLIC WORKS SERVICES	0.00	0.00	0.00
SALES OF GOODS & SERVICES	500.00	3,455.00	2,955.00
RENTAL AND LEASE	67,000.00	66,768.60	231.40-
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF FIXED ASSETS	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
STORM SEWER & DRAINAGE			
CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
SEWER			
LOCAL IMPROVEMENT CHGS	0.00	0.00	0.00
SEWER REVITALIZATION	245,100.00	245,100.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SOLID WASTE			
CONTRACT WITH OTHER MUNICIPAL	0.00	0.00	0.00
SALE OF GOODS & SERVICES	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00	0.00
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE



Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
MUNICIPAL PLANNING	0.00	0.00	0.00
DEVELOPMENT PERMITS	5,000.00	2,700.00	2,300.00-
COMPLIANCE CERTIFICATES	1,000.00	400.00	600.00-
SUBDIVISION APPLICATIONS	0.00	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	32,281.00	0.00	32,281.00-
SALE OF PUBLIC LAND	0.00	0.00	0.00
BOAT LAUNCH	10,000.00	10,000.00	0.00
TRANSFER RESERVE\DEF.REV.	0.00	0.00	0.00
PARKS			
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00	0.00
CONDITIONAL GRANT	0.00	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00	0.00
GRANT FROM LOCAL AGENCIES	10,000.00	10,000.00	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	0.00	0.00
REGIONAL RECREATION	24,058.00	18,042.00	6,016.00-
GRANT FROM LOCAL AGENCIES	0.00	1,000.00	1,000.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
CAMPGROUND			
USER FEES (SEASONAL)	234,000.00	246,095.24	12,095.24
WEEKEND SITES	45,000.00	21,960.23	23,039.77-
CAMPGRD CABIN RENTAL	0.00	800.00	800.00
SALES OF GOODS & SERVICES	2,000.00	2,092.00	92.00
WINTER STORAGE	23,400.00	25,200.00	1,800.00
DEBIT MACHINE ADJUSTMENTS	0.00	0.00	0.00
RENTAL & LEASE	9,600.00	6,800.00	2,800.00-
M.R.T.A. GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
CULTURE			
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00	0.00
TOTAL OPERATING REVENUE	3,154,136.02	3,651,211.01	497,074.99
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00	0.00
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

Analysis: INCOME STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
CAPITAL PROJECTS:			
CAPITAL PROJECT-ROADS	100,000.00	0.00	100,000.00-
CAPITAL PROJECT-SHDP	0.00	0.00	0.00
CAPITAL PROJECT-DRAINAGE	10,000.00	0.00	10,000.00-
CAPITAL PROJECT-WALK PATHS	0.00	0.00	0.00
CAPITAL PROJECT-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECT-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECT-CAMPGRD W\R	100,000.00	0.00	100,000.00-
TOTAL	210,000.00	0.00	210,000.00-
TOTAL CAPITAL REVENUE	210,000.00	0.00	210,000.00-
REQUISITIONS:			
SCHOOL FOUNDATION	0.00	0.00	0.00
ASFF	481,928.33	353,906.04	128,022.29-
OVER\UNDER LEVY UTILIZED	0.00	0.00	0.00
DESIGNATED INDUSTRIAL	146.15	0.00	146.15-
TOTAL REQUISITIONS	482,074.48	353,906.04	128,168.44-
BUSINESS INCOME PROFIT	0.00	0.00	0.00
TOTAL	2,882,061.54	3,297,304.97	415,243.43
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

Analysis: EXPENCE STATEMENT

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EXPENCE STATEMENT		(1)	(2)	(3)
Period 1: -	--- Begin	01Jan2022	01Jan2022	01Jan2022
	--- End	31Dec2022	30Nov2022	30Nov2022
	--- Type	B	A	A
(less)	--- Begin	000000000	000000000	01Jan2022
Period 2: -	--- End	000000000	000000000	31Dec2022
	--- Type			B
Ratios:	% of Account			
Graphs:	# of Columns,Scale	0 0	0 0	0 0

Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
<b>COUNCIL</b>			
COUNCIL HONORARIUMS - MAYOR	10,147.50	9,301.93	845.57-
COUNCIL HONORARIUMS	35,977.50	31,518.90	4,458.60-
MEETING FEES	18,000.00	15,025.00	2,975.00-
HONOURARIUM DEDUCTIONS	2,000.00	0.00	2,000.00-
COUNCIL TRAVEL	2,000.00	2,127.09	127.09
CONFERENCES\PROFESSIONAL DE	12,500.00	8,349.00	4,151.00-
INTERNET & PHONE EXPENSE	5,800.00	5,700.00	100.00-
COUNCIL PROMOTIONAL	7,500.00	8,959.66	1,459.66
MISC. SUPPLIES	5,000.00	2,021.62	2,978.38-
<b>TOTAL</b>	<b>98,925.00</b>	<b>83,003.20</b>	<b>15,921.80-</b>

<b>ADMINISTRATION</b>			
ADMINISTRATOR	116,209.00	106,646.78	9,562.22-
SALARIES	179,756.00	163,878.36	15,877.64-
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	58,000.00	52,972.78	5,027.22-
SCP PAYROLL	0.00	0.00	0.00
FROM\TO RESERVE	0.00	0.00	0.00
TRAINING	600.00	0.00	600.00-
TRAVEL	200.00	62.64	137.36-
FREIGHT, POSTAGE, DELIVERY	3,500.00	2,017.00	1,483.00-
TELEPHONE\INTERNET\SATELLIT	4,000.00	2,925.39	1,074.61-
ADVERTISING	1,500.00	1,135.89	364.11-
SUBSCRIPTIONS\MEMBERSHIPS	3,000.00	2,804.80	195.20-
PRINTING	1,500.00	699.66	800.34-
LEGAL	3,000.00	0.00	3,000.00-
AUDITOR	11,500.00	12,000.00	500.00
SERVICE CONTR-PHOTO,FAX,POS	4,200.00	4,249.08	49.08
SERVICE CONTR - ALARM	500.00	300.00	200.00-
PURCHASED EQUIPMENT REPAIR	8,000.00	10,650.78	2,650.78
CONTRACT - JANITOR	6,000.00	5,500.00	500.00-
INSURANCE	55,000.00	55,626.65	626.65
W.C.B.	12,975.00	12,975.10	0.10
STATIONERY & SUPPLIES	5,000.00	4,655.83	344.17-
JANITORIAL SUPPLIES	1,500.00	806.30	693.70-
MISCELLANEOUS SUPPLIES	2,000.00	800.04	1,199.96-
VILLAGE PROMOTION	3,500.00	4,672.71	1,172.71
100 YEAR ANNIVERSARY	0.00	0.00	0.00
UTILITIES	5,800.00	4,262.49	1,537.51-
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00

Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
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## Analysis: EXPENCE STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
BANK CHARGES	1,000.00	966.91	33.09-
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	9,000.00	3,737.43	5,262.57-
BAD DEBT EXPENSE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	497,240.00	454,346.62	42,893.38-
ELECTION \ CENSUS			
SALARIES & WAGES	1,000.00	905.49	94.51-
ADVERTISING	500.00	472.00	28.00-
GOODS & SUPPLIES	100.00	83.62	16.38-
TOTAL	1,600.00	1,461.11	138.89-
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	26,000.00	23,995.30	2,004.70-
TOTAL	26,000.00	23,995.30	2,004.70-
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	66,000.00	50,040.32	15,959.68-
PROVINCIAL POLICE FUNDING	45,215.00	0.00	45,215.00-
CITIZENS ON PATROL	0.00	0.00	0.00
PAYROLL DEDUCTIONS	7,500.00	4,007.11	3,492.89-
TRAINING & DEVELOPMENT	1,000.00	0.00	1,000.00-
MILEAGE & SUBSISTENCE	0.00	266.59	266.59
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	5,500.00	5,002.09	497.91-
ADVERTISING & PROMOTION	350.00	375.00	25.00
AUX PROG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	4,000.00	2,860.26	1,139.74-
VEHICLE REPAIR	5,000.00	8,390.83	3,390.83
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	500.00	402.43	97.57-
MISC. SUPPLIES	2,500.00	4,868.70	2,368.70
UNIFORMS & ACCOTREMENTS	2,300.00	2,845.82	545.82
FUEL & OIL	6,000.00	3,176.93	2,823.07-
UTILITIES	3,800.00	2,841.67	958.33-
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	149,665.00	85,077.75	64,587.25-
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	1,000.00	567.50	432.50-
GENERAL GOODS AND SERVICES	500.00	489.68	10.32-
SIGNS	0.00	0.00	0.00
TOTAL	1,500.00	1,057.18	442.82-
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

## Analysis: EXPENCE STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
<b>FIREFIGHTING</b>			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	0.00	0.00	0.00
FIRE CONTRACT	94,916.00	71,186.84	23,729.16-
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	0.00	745.00	745.00
MISCELLANEOUS	2,100.00	0.00	2,100.00-
BUILDING REPAIR	3,000.00	5,273.42	2,273.42
UTILITIES	8,000.00	3,465.99	4,534.01-
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>108,016.00</b>	<b>80,671.25</b>	<b>27,344.75-</b>
<b>DISASTER SERVICES</b>			
GENERAL GOODS AND SERVICES	7,500.00	6,245.12	1,254.88-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>AMBULANCE SERVICES</b>			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	2,500.00	1,345.67	1,154.33-
UTILITIES	5,700.00	4,860.07	839.93-
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>8,200.00</b>	<b>6,205.74</b>	<b>1,994.26-</b>
<b>COMMON SERVICES</b>			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	202,873.00	219,845.98	16,972.98
EXTRA PERSON	0.00	0.00	0.00
SUMMER PAYROLL	20,000.00	20,118.85	118.85
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	45,000.00	41,500.91	3,499.09-
PAYROLL DEDUCTIONS - SUMMER	1,200.00	1,045.48	154.52-
FROM\TO RESERVE	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00	0.00
TRAINING & DEVELOPMENT	3,000.00	1,950.00	1,050.00-
MILEAGE & SUBSISTENCE	200.00	87.90	112.10-
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	2,600.00	1,721.26	878.74-
PURCHASE SERVICES	10,000.00	13,539.29	3,539.29
EQUIPMENT REPAIR	30,000.00	24,372.52	5,627.48-
VEHICLE REPAIR	25,000.00	20,224.14	4,775.86-
EQUIPMENT RENTAL	3,000.00	1,317.40	1,682.60-
GENERAL GOODS	12,000.00	14,854.07	2,854.07
SIGNS	1,000.00	3,646.50	2,646.50
NON BUDGETED ITEMS	0.00	0.00	0.00
SAFETY SUPPLIES	2,500.00	1,279.62	1,220.38-
FUEL & OIL	24,000.00	36,575.08	12,575.08
UTILITES - SHOP	17,000.00	14,856.19	2,143.81-
BOAT LAUNCH MTCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

Analysis: EXPENCE STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	399,373.00	416,935.19	17,562.19
ROADS AND STREETS			
GRAVEL\SAND\ETC.	18,000.00	17,649.90	350.10-
CRACK FILLING\LINE PAINTING	30,000.00	31,736.50	1,736.50
UTILITIES - STREET LIGHTS	99,000.00	85,436.31	13,563.69-
ROAD PROJECTS	0.00	0.00	0.00
ROAD PROJECTS	0.00	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	147,000.00	134,822.71	12,177.29-
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	10,000.00	8,177.73	1,822.27-
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	10,000.00	8,177.73	1,822.27-
WATER SYSTEM			
WATER COMM. OPERATING	13,668.34	13,668.34	0.00
WATER COMM. DEBENTURES	53,059.82	40,869.26	12,190.56-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	66,728.16	54,537.60	12,190.56-
SANITARY SEWER			
TVRSSC MAINTENANCE AGREE	248,627.00	186,471.00	62,156.00-
TVRSSC SEWER REVITALIZATION	245,100.00	122,550.00	122,550.00-
TVRSSC DEB. - LAGOON	85,826.00	85,826.00	0.00
TVRSSC UPGRADE	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	579,553.00	394,847.00	184,706.00-
GARBAGE COLLECTION			
GARBAGE WAGES	52,019.00	0.00	52,019.00-
GARBAGE CONTRACT	0.00	4,002.34	4,002.34
REGIONAL LAND FILL	23,000.00	18,557.38	4,442.62-
RECYCLING	7,000.00	8,101.54	1,101.54
ANNUAL WASTE ROUND-UP	0.00	0.00	0.00
FUEL & OIL	11,000.00	0.00	11,000.00-
TRUCK REPAIRS & MAINTENANCE	20,000.00	22,939.25	2,939.25
CAPITAL PURCHASES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	113,019.00	53,600.51	59,418.49-
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	0.00	0.00	0.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

## Analysis: EXPENCE STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
MUNICIPAL PLANNING			
CONTRACT - DEVELOPMENT OFF	21,980.00	20,141.00	1,839.00-
MUNICIPAL PLANNING	2,450.00	0.00	2,450.00-
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	24,930.00	20,141.00	4,789.00-
ECONOMIC DEVELOPMENT			
ADVERTISING AND PROMOTION	500.00	0.00	500.00-
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	32,281.38	1,089.55	31,191.83-
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00-
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	33,281.38	1,089.55	32,191.83-
LAC STE. ANNE FOUNDATION	39,455.00	39,455.00	0.00
PIER\BOAT LAUNCH	5,000.00	4,077.50	922.50-
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
RECREATION & FACILITIES			
REGIONAL RECREATION	30,073.00	30,073.00	0.00
GENERAL GOODS & SUPPLIES	16,000.00	10,030.75	5,969.25-
EAST END BUS	11,210.00	0.00	11,210.00-
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
UTILITIES	5,500.00	4,284.50	1,215.50-
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	25,000.00	0.00	25,000.00-
TOTAL	87,783.00	44,388.25	43,394.75-
PARKS			
CONTRACT SERVICES	14,000.00	16,400.00	2,400.00
GENERAL GOODS & SUPPLIES	10,000.00	16,494.10	6,494.10
UTILITIES	5,500.00	4,413.66	1,086.34-
PARKING LOT EXPENSES	3,056.24	3,056.24	0.00
PARK PROJECTS	0.00	0.00	0.00
PARK PROJECTS	0.00	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	32,556.24	40,364.00	7,807.76
CAMPGROUND:			
ADVERTISING & SIGNS	400.00	0.00	400.00-
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
PHONE\INTERNET\SATELLITE	2,200.00	1,729.89	470.11-
PRINTING	300.00	0.00	300.00-
CAMPGROUND MANAGER CONTRACT	58,000.00	56,131.10	1,868.90-
CAMPGROUND SUMMER HELP	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
EQUIPMENT REPAIR	1,000.00	208.03	791.97-
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE

## Analysis: EXPENCE STATEMENT

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Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE
GENERAL GOODS & SUPPLIES	3,000.00	3,183.02	183.02
JANITORIAL SUPPLIES	2,000.00	117.54	1,882.46-
WASTE DISPOSAL	2,500.00	3,757.37	1,257.37
FUEL & OIL	1,000.00	2,172.19	1,172.19
REPAIR MATERIALS	8,000.00	22,695.61	14,695.61
CONSTRUCTION MATERIALS	2,000.00	1,450.00	550.00-
UTILITIES	37,000.00	37,267.13	267.13
IMPROVEMENTS	0.00	0.00	0.00
DEBIT\VISA BANK FEES	600.00	469.74	130.26-
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	118,000.00	129,181.62	11,181.62
CULTURE			
SALARIES & WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00	0.00
UTILITIES	0.00	0.00	0.00
GRANT TO LIBRARY	12,050.00	12,050.00	0.00
YELLOWHEAD REGIONAL LIBRARY	4,486.76	4,486.76	0.00
TOTAL	16,536.76	16,536.76	0.00
LOSS ON SALE OF FIXED ASSET	0.00	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00	65,000.00-
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	1,200.00	1,192.49	7.51-
CAPITAL PURCHASES-PUBLIC WORKS	34,000.00	29,072.10	4,927.90-
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	35,200.00	30,264.59	4,935.41-
CAPITAL PROJECTS:			
CAPITAL PROJECTS-ROADS	100,000.00	68,605.00	31,395.00-
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	10,000.00	17,500.00	7,500.00
CAPITAL PROJECTS-WALKING PATHS	0.00	79,233.13	79,233.13
CAPITAL PROJECTS-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECTS-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECTS-CAMPGRD W\R	100,000.00	100,979.74	979.74
TOTAL	210,000.00	266,317.87	56,317.87
TOTAL CAPITAL EXPENSES	245,200.00	296,582.46	51,382.46
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	2,882,061.54	2,396,800.15	485,261.39-
Description	2022 BUDGET	JAN-NOV'22	DIFFERENCE



# 2023 INTERIM BUDGET

Analysis: INCOME STATEMENT

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

Description	'23 INT. BUDGET
<b>REVENUE</b>	
RESIDENTIAL TAXES (MUNICIPAL)	850,749.27
RESIDENTIAL TAXES (SCHOOL)	440,594.38
COMMERCIAL TAXES (MUNICIPAL)	97,354.55
COMMERCIAL TAXES (SCHOOL)	34,949.72
FARM TAXES (MUNICIPAL)	78.70
FARM TAXES (SCHOOL)	40.76
POWER & PIPELINE (MUNICIPAL)	17,467.36
POWER & PIPELINE (SCHOOL)	6,270.68
DIP \ MACH & EQUIP (MUNICIPAL)	1,697.75
DIP \ MACH & EQUIP (SCHOOL)	72.70
DESIGNATED INDUSTRIAL (DI)	146.15
MUNICIPAL SERVICES TAX	728,895.00
LIBRARY LEVY	0.00
MISC. OTHER LEVY	0.00
TOTAL TAXES	2,178,317.02
PENALTIES & COSTS ON TAXES	60,000.00
FRANCHISE - ATCO GAS	34,000.00
FRANCHISE - FORTIS	50,000.00
INVESTMENT INCOME	8,500.00
PROVINCIAL GRANTS	
RESTRUCTURING GRANT	0.00
CONDITIONAL FGTF	0.00
CONDITIONAL MUNICIPAL GRANTS	0.00
CONDITIONAL MSI GRANT	21,210.00
FROM RESERVE\DEF.REV.	0.00
OTHER	0.00
<b>ADMIN</b>	
ADMINISTRATIVE SERVICE	4,800.00
SALES OF GOODS & SERVICES	1,000.00
TAX CERTIFICATES	3,000.00
PHOTOCOPIES\FAXES\POSTAGE	100.00
PENALTIES\COSTS - N.S.F. FEES	200.00
HAWKER PEDDLER LICENSES	600.00
RENTAL AND LEASE	4,000.00
PROV\FED CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
<b>PATROL</b>	
SALES TO OTHER LOCAL GOV'T	30,000.00
SALES OF GOODS & SERVICES	0.00
Description	'23 INT. BUDGET

Analysis: INCOME STATEMENT

Description	'23 INT. BUDGET
FINES	3,000.00
SALE OF FIXED ASSETS	0.00
PROV CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	0.00
TRANSFER FROM RESERVES	0.00
FIRE DEPARTMENT - DONATIONS	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00
RENTAL & LEASE	24,000.00
UTILITIES REIMBURSEMENT	3,800.00
PROVINCIAL CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	7,370.00
TRANSFER FROM RESERVES	0.00
DISASTER SERVICES	0.00
AMBULANCE GRANT	0.00
AMBULANCE STATION RENTAL	10,200.00
ANIMAL LICENSES	600.00
BY-LAW FINES	500.00
COMMON SERVICES	
PUBLIC WORKS SERVICES	0.00
SALES OF GOODS & SERVICES	500.00
RENTAL AND LEASE	67,000.00
CONDITIONAL GRANT	0.00
SALE OF FIXED ASSETS	0.00
TRANSFER FROM RESERVE	0.00
ROADS	
CONDITIONAL GRANT	0.00
SALE OF TCA	0.00
TRANSFER FROM RESERVE	0.00
STORM SEWER & DRAINAGE	
CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	0.00
SEWER	
LOCAL IMPROVEMENT CHGS	0.00
SEWER REVITALIZATION	245,100.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
SOLID WASTE	
CONTRACT WITH OTHER MUNICIPAL	0.00
SALE OF GOODS & SERVICES	0.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
ECONOMIC DEVELOPMENT	0.00
Description	'23 INT. BUDGET

Analysis: INCOME STATEMENT

Description	'23 INT. BUDGET
MUNICIPAL PLANNING	0.00
DEVELOPMENT PERMITS	5,000.00
COMPLIANCE CERTIFICATES	1,000.00
SUBDIVISION APPLICATIONS	0.00
ENCROACHMENT AGREEMENTS	0.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVES\DEF.REV	32,281.00
SALE OF PUBLIC LAND	0.00
BOAT LAUNCH	10,000.00
TRANSFER RESERVE\DEF.REV.	0.00
PARKS	
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00
CONDITIONAL GRANT	0.00
UNCONDITIONAL GRANT	0.00
GRANT FROM LOCAL AGENCIES	10,000.00
PARKING LOT REVENUE	0.00
TRANSFER FROM RESERVE	0.00
RECREATION FACILITIES	
SALE OF SERVICE - FEES\CHARGES	0.00
REGIONAL RECREATION	24,058.00
GRANT FROM LOCAL AGENCIES	0.00
CONDITIONAL PROVINCIAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
CAMPGROUND	
USER FEES (SEASONAL)	234,000.00
WEEKEND SITES	45,000.00
CAMPGRD CABIN RENTAL	0.00
SALES OF GOODS & SERVICES	2,000.00
WINTER STORAGE	23,400.00
DEBIT MACHINE ADJUSTMENTS	0.00
RENTAL & LEASE	9,600.00
M.R.T.A. GRANT	0.00
TRANSFER FROM RESERVE	0.00
CULTURE	
LIBRARIAN WAGE REIMBURSEMENT	0.00
GAIN ON SALE OF FIXED ASSET	0.00
TOTAL OPERATING REVENUE	3,154,136.02
CAPITAL:	
CAPITAL PURCHASES-ADMIN	0.00
CAPITAL PURCHASES-PATROL	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00
Description	'23 INT. BUDGET

Analysis: INCOME STATEMENT

Description	'23 INT. BUDGET
CAPITAL PURCHASES-RECREATION	0.00
CAPITAL PURCHASES-PARKS	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00
TOTAL	0.00
CAPITAL PROJECTS:	
CAPITAL PROJECT-ROADS	100,000.00
CAPITAL PROJECT-SHOP	0.00
CAPITAL PROJECT-DRAINAGE	10,000.00
CAPITAL PROJECT-WALK PATHS	0.00
CAPITAL PROJECT-STORM OUTFALL	0.00
CAPITAL PROJECT-ADMIN BLDG	0.00
CAPITAL PROJECT-CAMPGRD W\R	100,000.00
TOTAL	210,000.00
TOTAL CAPITAL REVENUE	210,000.00
REQUISITIONS:	
SCHOOL FOUNDATION	0.00
ASFF	481,928.33
OVER\UNDER LEVY UTILIZED	0.00
DESIGNATED INDUSTRIAL	146.15
TOTAL REQUISITIONS	482,074.48
BUSINESS INCOME PROFIT	0.00
TOTAL	2,882,061.54
Description	'23 INT. BUDGET

Analysis: EXPENCE STATEMENT

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

Description '23 INT. BUDGET

COUNCIL	
COUNCIL HONORARIUMS - MAYOR	10,147.50
COUNCIL HONORARIUMS	35,977.50
MEETING FEES	18,000.00
HONOURARIUM DEDUCTIONS	2,000.00
COUNCIL TRAVEL	2,000.00
CONFERENCES\PROFESSIONAL DE	12,500.00
INTERNET & PHONE EXPENSE	5,800.00
COUNCIL PROMOTIONAL	7,500.00
MISC. SUPPLIES	5,000.00
TOTAL	98,925.00

ADMINISTRATION	
ADMINISTRATOR	116,209.00
SALARIES	179,756.00
PAYROLL TO\FROM BUS INC	0.00
SHARED SERVICES SALARIES	0.00
PAYROLL DEDUCTIONS	58,000.00
SCP PAYROLL	0.00
FROM\TO RESERVE	0.00
TRAINING	600.00
TRAVEL	200.00
FREIGHT, POSTAGE, DELIVERY	3,500.00
TELEPHONE\INTERNET\SATELLIT	4,000.00
ADVERTISING	1,500.00
SUBSCRIPTIONS\MEMBERSHIPS	3,000.00
PRINTING	1,500.00
LEGAL	3,000.00
AUDITOR	11,500.00
SERVICE CONTR-PHOTO,FAX,POS	4,200.00
SERVICE CONTR - ALARM	500.00
PURCHASED EQUIPMENT REPAIR	8,000.00
CONTRACT - JANITOR	6,000.00
INSURANCE	55,000.00
W.C.B.	12,975.00
STATIONERY & SUPPLIES	5,000.00
JANITORIAL SUPPLIES	1,500.00
MISCELLANEOUS SUPPLIES	2,000.00
VILLAGE PROMOTION	3,500.00
100 YEAR ANNIVERSARY	0.00
UTILITIES	5,800.00
DEBT REPAYMENT	0.00
SHORT TERM BORROWING FEES	0.00

Description '23 INT. BUDGET

Analysis: EXPENCE STATEMENT

Description	'23 INT. BUDGET
BANK CHARGES	1,000.00
TAX REBATES & CANCELLATIONS	0.00
OTHER & BLDG REPAIRS	9,000.00
BAD DEBT EXPENSE	0.00
CAPITAL PURCHASES	0.00
CAPITAL PROJECTS	0.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	497,240.00
ELECTION \ CENSUS	
SALARIES & WAGES	1,000.00
ADVERTISING	500.00
GOODS & SUPPLIES	100.00
TOTAL	1,600.00
ASSESSMENT SERVICES	
ASSESSMENT SERVICES	26,000.00
TOTAL	26,000.00
PATROL	
ADMINISTRATION	0.00
SALARIES & WAGES	66,000.00
PROVINCIAL POLICE FUNDING	45,215.00
CITIZENS ON PATROL	0.00
PAYROLL DEDUCTIONS	7,500.00
TRAINING & DEVELOPMENT	1,000.00
MILEAGE & SUBSISTENCE	0.00
FREIGHT, POSTAGE, DELIVERY	0.00
TELEPHONE	5,500.00
ADVERTISING & PROMOTION	350.00
AUX PROG\CRIME PREVENTION	0.00
EQUIPMENT REPAIR	4,000.00
VEHICLE REPAIR	5,000.00
JANITOR EXPENSES	0.00
LICENSES & PERMITS	0.00
STATIONERY & OFFICE SUPPLIES	500.00
MISC. SUPPLIES	2,500.00
UNIFORMS & ACCOTREMENTS	2,300.00
FUEL & OIL	6,000.00
UTILITIES	3,800.00
CAPITAL PURCHASES	0.00
PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	149,665.00
BY-LAW ENFORCEMENT	
BYLAW\ANIMAL CONTROL	0.00
PARKING ENFORCEMENT	0.00
POUND FEES	1,000.00
GENERAL GOODS AND SERVICES	500.00
SIGNS	0.00
TOTAL	1,500.00
Description	'23 INT. BUDGET

Analysis: EXPENCE STATEMENT

Description	'23 INT.BUDGET
<b>FIREFIGHTING</b>	
FIRE DEPARTMENT HONORAIUMS	0.00
TELEPHONE	0.00
FIRE CONTRACT	94,916.00
JANITOR EXPENSES	0.00
GOODS AND SUPPLIES	0.00
MISCELLANEOUS	2,100.00
BUILDING REPAIR	3,000.00
UTILITIES	8,000.00
CAPITAL	0.00
TO RESERVE\DEF.REV.	0.00
<b>TOTAL</b>	<b>108,016.00</b>
<b>DISASTER SERVICES</b>	
GENERAL GOODS AND SERVICES	7,500.00
TO RESERVE\DEF.REV.	0.00
<b>AMBULANCE SERVICES</b>	
AMBULANCE CONTRACT	0.00
BUILDING REPAIRS	2,500.00
UTILITIES	5,700.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
<b>TOTAL</b>	<b>8,200.00</b>
<b>COMMON SERVICES</b>	
PUBLIC WORKS MANAGER	0.00
PUBLIC WORKS WAGES	202,873.00
EXTRA PERSON	0.00
SUMMER PAYROLL	20,000.00
PAYROLL DEDUCTIONS - MGR	0.00
PAYROLL DEDUCTIONS	45,000.00
PAYROLL DEDUCTIONS - SUMMER	1,200.00
FROM\TO RESERVE	0.00
SHARED SERVICES SALARIES	0.00
PAYROLL TO BUSINESS INCOME	0.00
TRAINING & DEVELOPMENT	3,000.00
MILEAGE & SUBSISTENCE	200.00
POSTAGE, FREIGHT & DELIVERY	0.00
TELEPHONE	2,600.00
PURCHASE SERVICES	10,000.00
EQUIPMENT REPAIR	30,000.00
VEHICLE REPAIR	25,000.00
EQUIPMENT RENTAL	3,000.00
GENERAL GOODS	12,000.00
SIGNS	1,000.00
NON BUDGETED ITEMS	0.00
SAFETY SUPPLIES	2,500.00
FUEL & OIL	24,000.00
UTILITES - SHOP	17,000.00
BOAT LAUNCH MTCE	0.00
CAPITAL PURCHASES	0.00
Description	'23 INT.BUDGET



Analysis: EXPENCE STATEMENT

Description	'23 INT. BUDGET
CAPITAL PROJECTS	0.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	399,373.00
ROADS AND STREETS	
GRAVEL\SAND\ETC.	18,000.00
CRACK FILLING\LINE PAINTING	30,000.00
UTILITIES - STREET LIGHTS	99,000.00
ROAD PROJECTS	0.00
ROAD PROJECTS	0.00
STREET LIGHT PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	147,000.00
STORM SEWER AND DRAINAGE	
GENERAL SUPPLY-CULVERTS	10,000.00
DRAINAGE PROJECTS	0.00
DRAINAGE STUDY	0.00
TOTAL	10,000.00
WATER SYSTEM	
WATER COMM. OPERATING	13,668.34
WATER COMM. DEBENTURES	53,059.82
TO RESERVE\DEF.REV.	0.00
TOTAL	66,728.16
SANITARY SEWER	
TVRSSC MAINTENANCE AGREE	248,627.00
TVRSSC SEWER REVITALIZATION	245,100.00
TVRSSC DEB. - LAGOON	85,826.00
TVRSSC UPGRADE	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	579,553.00
GARBAGE COLLECTION	
GARBAGE WAGES	52,019.00
GARBAGE CONTRACT	0.00
REGIONAL LAND FILL	23,000.00
RECYCLING	7,000.00
ANNUAL WASTE ROUND-UP	0.00
FUEL & OIL	11,000.00
TRUCK REPAIRS & MAINTENANCE	20,000.00
CAPITAL PURCHASES	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	113,019.00
COMPOST FACILITY	
PURCHASED SERVICE - CLEANUP	0.00
GENERAL SUPPLIES	0.00
TOTAL	0.00
Description	'23 INT. BUDGET

Analysis: EXPENCE STATEMENT

Description	'23 INT. BUDGET
MUNICIPAL PLANNING	
CONTRACT - DEVELOPMENT OFF	21,980.00
MUNICIPAL PLANNING	2,450.00
GENERAL GOODS & SUPPLIES	500.00
TO RESERVE\DEF.REV.	0.00
TOTAL	24,930.00
ECONOMIC DEVELOPMENT	
ADVERTISING AND PROMOTION	500.00
TELEPHONE AND UTILITIES	0.00
REVENUE & COST SHARE STUDY	32,281.38
GENERAL GOODS & SUPPLIES	500.00
TO RESERVE\DEF.REV.	0.00
TOTAL	33,281.38
LAC STE. ANNE FOUNDATION	39,455.00
PIER\BOAT LAUNCH	5,000.00
PIER TO RESERVE\DEF.REV.	0.00
RECREATION & FACILITIES	
REGIONAL RECREATION	30,073.00
GENERAL GOODS & SUPPLIES	16,000.00
EAST END BUS	11,210.00
LSA PHYSICIAN RECRUITMENT	0.00
UTILITIES	5,500.00
CAPITAL PURCHASES	0.00
PROJECTS	0.00
PROJECTS	0.00
PROJECTS	0.00
TO RESERVE\DEF.REV.	25,000.00
TOTAL	87,783.00
PARKS	
CONTRACT SERVICES	14,000.00
GENERAL GOODS & SUPPLIES	10,000.00
UTILITIES	5,500.00
PARKING LOT EXPENSES	3,056.24
PARK PROJECTS	0.00
PARK PROJECTS	0.00
CONTRIBUTED ASSETS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	32,556.24
CAMPGROUND:	
ADVERTISING & SIGNS	400.00
POSTAGE, FREIGHT, DELIVERY	0.00
PHONE\INTERNET\SATELITTE	2,200.00
PRINTING	300.00
CAMPGROUND MANAGER CONTRACT	58,000.00
CAMPGROUND SUMMER HELP	0.00
PAYROLL DEDUCTIONS	0.00
EQUIPMENT REPAIR	1,000.00
Description	'23 INT. BUDGET

Analysis: EXPENCE STATEMENT

Description	'23 INT. BUDGET
GENERAL GOODS & SUPPLIES	3,000.00
JANITORIAL SUPPLIES	2,000.00
WASTE DISPOSAL	2,500.00
FUEL & OIL	1,000.00
REPAIR MATERIALS	8,000.00
CONSTRUCTION MATERIALS	2,000.00
UTILITIES	37,000.00
IMPROVEMENTS	0.00
DEBIT\VISA BANK FEES	600.00
CAMPGROUND PROJECTS	0.00
CAMPGROUND PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	118,000.00
CULTURE	
SALARIES & WAGES	0.00
PAYROLL DEDUCTIONS	0.00
REIMBURSE LIBR WAGE	0.00
UTILITIES	0.00
GRANT TO LIBRARY	12,050.00
YELLOWHEAD REGIONAL LIBRARY	4,486.76
TOTAL	16,536.76
LOSS ON SALE OF FIXED ASSET	0.00
AMORTIZATION OF TCA	65,000.00
CAPITAL:	
CAPITAL PURCHASES-ADMIN	0.00
CAPITAL PURCHASES-PATROL	1,200.00
CAPITAL PURCHASES-PUBLIC WORKS	34,000.00
CAPITAL PURCHASES-RECREATION	0.00
CAPITAL PURCHASES-PARKS	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00
TOTAL	35,200.00
CAPITAL PROJECTS:	
CAPITAL PROJECTS-ROADS	100,000.00
CAPITAL PROJECTS-SHOP	0.00
CAPITAL PROJECTS-DRAINAGE	10,000.00
CAPITAL PROJECTS-WALKING PATHS	0.00
CAPITAL PROJECTS-STORM OUTFALL	0.00
CAPITAL PROJECTS-ADMIN BLDG	0.00
CAPITAL PROJECTS-CAMPGRD W\R	100,000.00
TOTAL	210,000.00
TOTAL CAPITAL EXPENSES	245,200.00
BUSINESS INCOME EXPENSES	0.00
TOTAL	2,882,061.54
Description	'23 INT. BUDGET

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY**

**1. POLICY STATEMENT**

Alberta Beach is committed to providing quality service to all members of the public in a professional, efficient and economical manner. All service requests, complaints, and inquiries are dealt with in a fair and impartial manner while also ensuring that unreasonable behaviour, including anonymous, abusive, frivolous, vexatious or unreasonably persistent complaints or requests, do not consume a disproportionate amount of municipal time and resources and that staff and Council are protected from any abusive and/or vexatious behaviour.

**2. PURPOSE**

The purpose of the policy is to provide a positive, safe, and supportive approach to promoting acceptable and appropriate interactions with the public. The policy will contribute to the municipalities' commitment to service excellence and good governance by addressing all requests, complaints and correspondence equitably and efficiently, while acknowledging that there may be a need to protect staff and Council from unreasonable behaviour which can take up a disproportionate amount of staff and/or Council time, and can impact the delivery of services for other users or result in unnecessary costs for Alberta Beach taxpayers and can lead to mental harm.

The policy will provide guidance and establishes the process to be used by all staff and Council when handling such requests or complaints. Actions taken, pursuant to this policy, will ensure that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and responsiveness.

**3. PREAMBLE**

This policy is not intended to deal with generally difficult requests or complaints but rather to deal with unreasonable behaviour from the public. Deciding whether a request or complaint is abusive, frivolous, vexatious or unreasonably persistent, is a balancing exercise, taking into account all the circumstances of the situation. There is no rigid test, or criteria; the key question is whether there is a pattern of conduct with the intent (real or perceived) to cause distress, disruption or harm. The decision to classify a subject person's behaviour as unreasonable, or to classify a request or complaint as abusive, frivolous or vexatious, could have serious consequences for the subject person, including restricting their access to municipal services.

**4. DEFINITIONS**

- a) Abusive – a complaint (written, verbal or physical) that is reasonably perceived as abusing, violent, aggressive, harassing, making threats or seeking to intimidate.
- b) Anonymous – a complaint or correspondence that is received with no complainant information. The municipality will not be required to take action on anonymous complaints or correspondence, unless the matter is in regards to a serious legitimate safety concern.

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY**

- c) Frivolous – a complaint or correspondence that is reasonably perceived to be (i) without reasonable or probable cause, (ii) without merit or substance, or (iii) trivial.
- d) Unreasonable Behaviour – includes one or all of the following but is not limited to: abusive; anonymous; frivolous; unreasonably persistent; vexatious.
- e) Unreasonably Persistent – a complaint or correspondence that is excessive or multiple regarding the same issue and repeatedly challenging the findings of a complaint.
- f) Vexatious – a complaint or correspondence that is frivolous and which is pursued in a manner that is reasonably perceived to be (i) malicious, (ii) intended to embarrass or harass the recipient or another person, or (iii) intended to be a nuisance, or (iv) is part of a pattern of conduct by the complainant that amounts to abuse of staff or Council member or abuse of the complaints and/or inquiry process.

**5. EXAMPLES OF ABUSIVE, FRIVOLOUS, VEXATIOUS OR UNREASONABLE PERSISTENT REQUESTS, COMPLAINTS OR CORRESPONDENCE**

Examples of what might be considered abusive, frivolous, vexatious or unreasonably persistent requests or complaints are provided below. The list is not exhaustive, nor does a singular action set out below necessitate the application of this policy.

- a) Complaints concerning an issue which staff or Council have already investigated and determined to be groundless.
- b) Complaints concerning an issue which is substantially similar to an issue which staff or Council have already investigated and determined to be groundless (e.g. with respect to the same issue, person, or property).
- c) Unreasonable conduct which is abusive of the complaints process including, but not limited to:
  - i. harassing, abusing, or otherwise seeking to intimidate staff or Council dealing with a complaint or correspondence;
  - ii. excessive or multiple lines of enquiry regarding the same issue (e.g. pursuing a complaint with staff in multiple municipal departments and /or a Council member simultaneously) while a complaint is in the process of being investigated;
  - iii. repeatedly challenging the findings of a complaint investigation, complaining about the outcome and/or denying that an adequate response has been given, when one has been;
  - iv. refusing to accept that an issue falls outside the scope of the municipalities jurisdiction;
  - v. making unreasonable demands on staff or Council by, for example, insisting on responses to complaints and enquiries within an unreasonable time frame;
  - vi. making statements or providing representations that the subject person knows, or ought to know, are incorrect, or persuading others to do so;
  - vii. using new complaints to resurrect issues which were investigated and completed in previous complaints;

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY**

- viii. changing the basis of the complaint as the investigation progresses and/or denying statements made at an earlier stage;
- ix. refusing to co-operate with the investigation process while still wanting the complaint to be resolved;
- x. failing to clearly identify the precise issues of the complaint, despite reasonable efforts of staff or Council to obtain clarification of the concerns;
- xi. by providing false or misleading information;
- xii. by using offensive, derogatory or inappropriate language, such as swear words, words aimed at someone's gender, sexual orientation, race etc;
- xiii. by using threatening body language; or
- xiv. any form of physical violence.

**For immediate threats to person's or property, 911 should be contacted.**

**6. PROCEDURES**

**Staff and Council**

- a) If a staff or Council member believes that a request or complaint is unreasonable the staff or Council member shall be responsible to establish, through documentation (e.g. emails, letters, posts on social media, photographs, voicemails, staff or Council notes reporting a conversation or incident), identifying that the complaint or request is abusive, frivolous, vexatious, or unreasonably persistent. The staff or Council member shall provide all supporting documentation and materials to the Chief Administrative Officer including the steps that have been taken to resolve the issue, and including as appropriate:
  - i. the length of time that staff or Council have been in contact with the subject person, the history of the interactions (where appropriate), and the amount of correspondence that has been exchanged with the subject person;
  - ii. the number of requests and complaints made by the subject person and the status of each; and
  - iii. the nature of the subject person's behaviour.
- b) In the case of abusive behaviour and language, staff or Council members will advise the subject person that such behaviour will not be tolerated and should the behaviour continue, advise the subject person that they will disengage in the conversation. If the abusive behaviour continues, the staff or Council member will immediately disengage in the conversation. In follow up to the incident the staff or Council member shall submit to the Chief Administrative Officer a written report on the incident.

**Chief Administrative Officer**

- c) The Chief Administrative Officer is responsible for reviewing the information provided, in a timely manner, determine any proposed restrictions, how to inform the subject

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY**

person of the restrictions, and determine a review date for removing, modifying or continuing restrictions.

- d) Before making a determination to classify a person's request or complaint as abusive, frivolous, vexatious or unreasonably persistent, the Chief Administrative Officer must be satisfied that:
- i. the request has been properly investigated;
  - ii. the communication with the subject person has been adequate; and
  - iii. the subject person is not attempting to provide any significant new information when contacting staff; or
  - iv. the complaint is abusive in nature.

**Notification to the Subject Person**

- e) When the decision has been made to classify the subject person's request or complaint as abusive, frivolous, vexatious or unreasonably persistent, the subject person (where possible and appropriate) will receive written notification that includes:
- i. a detail of what action has been taken and why;
  - ii. an explanation what it means for the subject person's contact with the municipality; and
  - iii. notice of how long the restrictions will last and when the decision will be reviewed.

**Application of Restrictions**

- f) Actions available under this policy may include, but are not limited to:
- i. limiting the subject person's correspondence with staff or Council to a particular format (e.g. email only with a particular email address), time (e.g. telephone calls only at specific times and days of the week) or duration (e.g. conversations may last no longer than 10 minutes);
  - ii. limiting the subject person to a particular point of contact at the municipality (where possible, other staff or Council members should be advised not to respond to the subject person, but to refer them to the point of contact);
  - iii. requiring a face-to-face interaction between the subject person and staff or Council to take place in the presence of an appropriate witness;
  - iv. requiring that the subject person produce full disclosure of documentation or information before staff or Council will further investigate a complaint;
  - v. instructing staff or Council not to respond to further correspondence from the subject person regarding the complaint or a substantially similar issue;
  - vi. instructing staff or Council not to investigate complaints regarding an issue that has already been investigated, or which is substantially similar to an issue which has already been investigated;

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- vii. instructing staff or Council to severely reduce or completely cease responding to further complaints and correspondence from the subject person;
- viii. instructing staff or council to close the matter;
- ix. limiting or regulating the subject person's use of municipal services or property;
- x. refusing the subject person access to any municipal buildings, except by appointment;
- xi. informing the subject person that further contact on the matter of the complaint/request will not be acknowledged or replied to;
- xii. blocking emails being received by municipal staff and/or Council;
- xiii. filing a complaint to a Peace Officer or RCMP;
- xiv. pursuing legal action; or
- xv. other actions as deemed appropriate.

**7. TRESPASS**

When it is determined that a person be prohibited from entering on to one or more specific municipal properties for a period of time, the Chief Administrative Officer may request a Community Peace Officer or RCMP issue a Notice of Trespass to Property to the subject person or if a subject person is in contravention of a Notice of Trespass to Property a Community Peace Officer or RCMP will be notified.

**8. REVIEW OF RESTRICTIONS**

When any restriction(s) are put in place, a review date will be set. This will be based on the circumstances of the case and could be for a period of 3 months or longer depending on the severity of the situation. The status of the subject person will be reviewed by the Chief Administrative Officer on or before the review date. The subject person (where possible) will be informed of the outcome of the review. The Chief Administrative Officer may extend the restrictions beyond the review date where appropriate. The subject person shall be notified of the extension and be given another date for review.

**9. DISPUTING OR REQUESTING REVIEW OF RESTRICTIONS**

- a) Persons who have had restrictions applied may request a review, with a valid reason during the restriction period. The request must be in writing and submitted via e-mail or letter mail to the Chief Administrative Officer and must include:
  - i. identification of the incident in question;
  - ii. an explanation of why the person is requesting the review; and
  - iii. the resolution sought from the municipality.
- b) Following a review of the restrictions applied, which may include consultation with Council, the Chief Administrative Officer may uphold, amend, or rescind the previous decision, and shall notify the subject person of the decision.



**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.7 ANONYMOUS, ABUSIVE, FRIVOLOUS AND VEXATIOUS COMPLAINTS POLICY**

c) Individuals who believe that the provisions of this policy have been applied unfairly or are unsatisfied with the outcome of the review process may file a complaint with the Alberta Ombudsman.

**10. MAINTAINING RECORDS**

Records and documentation shall be retained in accordance with the Records Retention and Disposition bylaw or as required.

**11. POLICY REVIEW**

This policy will be reviewed as needed.

**DEPARTMENT: COUNCIL**

**ADOPTED AND APPROVED BY COUNCIL: \_\_\_\_\_, 2022**

**RESOLUTION NO: #\_\_\_\_\_-22**

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.8 COUNCIL PROFESSIONAL DEVELOPMENT POLICY**

**1. POLICY STATEMENT**

Alberta Beach is committed to supporting and encouraging Council member’s participation in professional development and training. The Village recognizes that the quality, responsiveness and professionalism of its Council are inextricably linked to the achievement of Council’s mission, strategic direction, and good governance. Alberta Beach recognizes this as an opportunity for improving the overall performance of the municipality.

Alberta Beach supports activities that enhance a Council member’s growth in knowledge, skills, and practice and encourages Council members to actively engage in continued learning. The Professional Development Policy is designed to assist members of Council in the pursuit of professional development interests that support the Councillor in performing his/her role on Council.

**2. PURPOSE**

The purpose of the policy is to provide guidance and establish the process to be used by all Council members when submitting requests for professional development and training. The policy will ensure that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and good governance.

**3. DEFINITIONS**

Professional Development – includes attendance at relevant conferences, conventions, workshops, webinars, seminars, training and educational courses, etc. to enhance a Councillor’s knowledge and education for their role on Council.

**4. RESPONSIBILITIES**

Each Council member is responsible to ensure that all professional development activities, towards which the policy applies, are to be representative of learning in the context of a Councillor’s roles and responsibilities.

**5. ANNUAL BUDGET ALLOCATION AND FUNDING GUIDELINES**

- a) Each Council member is entitled to a maximum of \$2,500.00 per year towards professional development activities; however the annual allocation shall be subject to an annual review as part of the Council budget approval process. During the annual budget process, Council may determine that additional funds may be required and therefore increase that years’ budget.
- b) Each Council member shall ensure that their annual budgeted allocation of \$2,500.00 includes all costs of the professional development activities and applicable fees for registration or course fees as well as all associated costs including but not limited to meeting fees (no meeting fees will be paid out for conferences and conventions), travel costs, accommodation, meals and subsistence up to the maximum of \$2,500.00 per Council member annually.

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.8 COUNCIL PROFESSIONAL DEVELOPMENT POLICY**

- c) Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs claimed may not exceed the total monies provided in the budget for each individual Council member.
- d) There is no carry-over of unused funds from year to year, unless specifically approved by Council, and there is no cash value of any unused funds of the policy. Spending in excess of a Council member's annual budgeted allocation will require Council approval.
- e) Each Council member shall submit a written report of all professional development activities at the next Council meeting following the professional development activity.
- f) If a spouse/partner accompanies a member of Council to a conference, convention or professional development activity, all expenses of the spouse/partner is considered a personal expense and will not be reimbursed. Where a spouse/partner is invited to accompany the member of Council to a conference banquet or reception their ticket for the banquet or reception may be reimbursed if approved by Council or approved through the annual budget.
- g) Costs will not be reimbursed when attending a partisan or political party function of any type.

**6. MANDATORY PROFESSIONAL DEVELOPMENT AND TRAINING**

All members of Council shall attend any mandatory legislated professional development training required within the legislated time frame, (costs of which will be in addition to the annual Professional Development Budget for each Council member) and will include but is not limited to the following:

- Municipal Elected Officials (MEO) – Roles and Responsibilities in Emergency Management
- Muni 101 Course (although this course may not be mandatory, each Council member shall be given the opportunity to attend this course in the beginning of a Council term).

**7. PROCEDURE FOR PAYMENT OF PROFESSIONAL DEVELOPMENT COSTS**

The Council member may register and pay for the professional development activity and submit an expense claim along with the receipts for payment or, the Council member may submit a request to administration to complete the Council member's registration and have payment submitted directly through the municipality. Meeting fees, mileage and other costs to be claimed shall be through submission of meeting fees expense claims.

**8. CANCELLATION**

Alberta Beach will not be responsible for cancellation fees. If a Council member is unable to attend a previously scheduled professional development activity and fails to cancel registration, reservations and or other travel arrangements in a timely fashion, he/she must provide a written

**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.3.8 COUNCIL PROFESSIONAL DEVELOPMENT POLICY**

explanation to Council. Cancellation of registrations, accommodation and travel arrangements due to illness or emergency may be reimbursed; however, situations such as these will be reviewed by Council on a case-by-case basis.

**9. POLICY REVIEW**

This policy will be reviewed annually.

**DEPARTMENT: COUNCIL**

**ADOPTED AND APPROVED BY COUNCIL: \_\_\_\_\_, 2022**

**RESOLUTION NO: # \_\_\_\_\_-22**



14.a

## Alberta Beach Village Office

**From:** ACCPA Administrator <administrator@albertacrimeprevention.com>  
**Sent:** November 18, 2022 6:13 AM  
**To:** aboffice@albertabeach.com  
**Subject:** ACCPA 2023 Conference - Save the Date!

[View this email in your browser](#)



**Did you know that the Alberta Community Crime Prevention Association’s annual conference is happening in Edmonton May 01 – 03, 2023? It will be held at the Delta Hotels Edmonton South Conference.**

**The conference planning committee is working hard to put together an exciting lineup of workshops and sessions that are sure to pique your interest. As always, we’re committed to ensuring that our conference is relevant to both rural and urban delegates. Visit the [ACCPA 2023 Conference Web page](#) regularly for program updates.**

**We’ll let you know just as soon as registration goes live. In the meantime, be sure to mark May 01 – 03, 2023 in your calendar. You don’t want to miss out on this important gathering.**

**Warmest regards,  
 Gary Cromwell  
 Conference Chair**



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You are receiving this email because you opted in via our website.

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Alberta Community Crime Prevention Association  
Lower Main  
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Canada

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**From:** ACCPA Administrator <administrator@albertacrimeprevention.com>  
**Sent:** December 3, 2022 9:22 PM  
**To:** aboffice@albertabeach.com  
**Subject:** ACCPA 2023 Conference - 150 Days Out

[View this email in your browser](#)



**Mark your calendars! ACCPA 2023 is coming to Edmonton, May 1-3. You'll be able to register online in early January. In the meantime, here's a list of just a few of our speakers and workshop facilitators**

- Alhan Yazdani, Department of Sociology, University of Calgary
- Edna Pezard-Ramirez, Expert on Safe Public Spaces, Orleans, France
- Geoff Dyer, Partner, B&A Planning Design Engagement
- Greg Smith, Principal of Urban Security Innovation
- Julie Nanson, Executive Director at the Central Alberta FASD Society
- Karen Gosbee, Author, A Perfect Nightmare
- Kimberly Shaw, Provincial Security at Government of Alberta
- Matthew Swarney, Director, Government Affairs at Motorola Solutions Canada
- Michael McCauley, Superintendent, Alberta RCMP
- Mitch Tilden, The Alberta Seventh Step Society



- Oliver Fisher, Rural Policing Inspector, Sussex UK Police
- Rick Ruddell, Justice Studies, The University of Regina

**We will be updating the [conference web page](#) as the program develops, so be sure to check back often.**

**We're looking forward to seeing you in Edmonton in May!**

**Gary Cromwell  
Chair, 2023 ACCPA Conference  
Alberta Community Crime Prevention Association**



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Canada

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**Alberta Beach Village Office**

---

**From:** Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Sent:** December 5, 2022 2:41 PM  
**To:** Community Engagement  
**Subject:** Alberta Precision Laboratories Memo  
**Attachments:** 12 05 22 APL to DL transition Municipal Partners memo (1).pdf

Good afternoon Community Partners,

Please see the attached memo from Alberta Precision Laboratories.

Many thanks,

*Community Engagement  
Alberta Health Services*



AHS Advisory Councils



Stay informed about key public health information and opportunities to engage with AHS. Subscribe to Community Engagement's bi-weekly e-newsletter, Together4Health Headlines.

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<b>DATE:</b>	December 5, 2022
<b>TO:</b>	Municipal Partners and MLA's
<b>FROM:</b>	Tammy Hofer, Chief Operating Officer, Alberta Precision Laboratories Dr. Carolyn O'Hara, Interim Chief Medical Laboratory Officer, Alberta Precision Laboratories
<b>RE:</b>	Community Lab Services Transition

Today, community lab services in larger urban centres in the North, Edmonton, Central and Calgary Zones of the province have transitioned from Alberta Precision Laboratories to DynaLIFE Medical Labs.

In addition, DynaLIFE labs are now testing specimens from hospitals throughout the province.

This is the first of three phases of the provincial transition that will improve lab services for Albertans and create savings that will be reinvested into other healthcare services.

About two-thirds of provincial lab work, or 50 million tests per year, is generated from the community and will be delivered by DynaLIFE under contract to AHS. The contract includes operating community labs and mobile collection facilities in urban centres and large rural communities who have more than 25,000 patient visits per year.

APL in-hospital laboratories will continue to serve patients who have a requisition generated at a hospital or urgent care site, either through inpatient, emergency or ambulatory clinics. Hospital labs in rural areas that do not have a stand-alone community lab will also continue to serve rural community clients.

DynaLIFE has built and is continuing to develop additional capacity in Calgary and Edmonton, which will enable increased volume of tests to be processed every day. New community labs are also opening in several communities across the province

Albertans will see an improvement to the online appointment booking system with the launch of the new Q.Me centralized online appointment system that is mobile friendly and provides additional options for Albertans accessing lab services. This includes options for pre-booked or same day appointments using "Save My Place", a queue management feature that informs patients when their appointment time is becoming available. Albertans can book appointments online at [qme.dynalife.ca](http://qme.dynalife.ca), can call the DynaLIFE appointment booking line at 1-877-702-4486, or walk into a DynaLIFE lab.

South Zone community laboratory services in Brooks, Lethbridge and Medicine Hat will transition in Phase 2, beginning Feb. 28, 2023.

We appreciate your understanding through the lab transition process. If you are hearing anything in your community, or have any questions now or in the future, please feel free to reach out to us any time [communications@albertaprecisionlabs.ca](mailto:communications@albertaprecisionlabs.ca)

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14.C

## Alberta Beach Village Office

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**From:** Anita Sookar (she/her) <Anita@abmunis.ca>  
**Sent:** November 16, 2022 12:05 PM  
**To:** Jeff Reynolds  
**Cc:** taraelwood@albertabeach.com; angeladuncan; Kathy Skwarchuk  
**Subject:** Alberta Municipalities Appointment to Alberta First Responder Radio Communications System (AFRRCS) Interoperability and Standards (I&S) Council  
**Attachments:** Alberta First Responder Radio Communications System (AFRRCS) Interoperability and Standards (I&S) Council (Elwood) - 2022-23.pdf

Good afternoon,

Please see attached letter from Alberta Municipalities CEO, Dan Rude.

If you have any questions, please do not hesitate to contact me.

Best Regards,

**Anita Sookar (she/her) MSc, NCSO, CPHR, GPC.D | Governance Manager**

### ALBERTA MUNICIPALITIES

D: 780.989.7406 | E: [Anita@abmunis.ca](mailto:Anita@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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

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November 9, 2022

Jeff Reynolds  
Provincial Building  
30 Sir Winston Churchill Avenue  
St. Albert, AB T8N 3A3

Dear Mr. Reynolds:

**Re: Alberta Municipalities Appointment to Alberta First Responder Radio Communications System (AFRRCS) Interoperability and Standards (I&S) Council**

On behalf of the Alberta Municipalities Board, I am pleased to appoint Councillor Taralyn Elwood, Village of Alberta Beach, as Alberta Municipalities' representative on the Alberta First Responder Radio Communications System (AFRRCS) Interoperability and Standards (I&S) Council.

Please provide Councillor Elwood with any information on upcoming meetings and events. She can be reached at 587-879-9606 or [taraelwood@albertabeach.com](mailto:taraelwood@albertabeach.com).

If you have any questions, please do not hesitate to contact Anita Sookar at 780-989-7406 or [Anita@abmunis.ca](mailto:Anita@abmunis.ca).

Yours truly,

A handwritten signature in black ink, appearing to read "Dan Rude".

Dan Rude  
CEO, Alberta Municipalities

Cc: Councillor Taralyn Elwood, Village of Alberta Beach  
Her Worship Mayor Angela Duncan, Village of Alberta Beach  
Kathy Skwarchuk, CAO, Village of Alberta Beach

**Alberta Beach Village Office**

---

**From:** angeladuncan@albertabeach.com  
**Sent:** December 5, 2022 3:08 PM  
**To:** aboffice@albertabeach.com  
**Subject:** FW: Initial Contact from Minister Brian Jean

FYI...

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

**From:** Leah Wood <Leah.Wood@gov.ab.ca>  
**Sent:** December 5, 2022 2:14 PM  
**Subject:** Initial Contact from Minister Brian Jean

Dear Stakeholder,

I would like to take the opportunity to introduce myself. My name is Leah Wood. I am the Ministerial Assistant to Brian Jean, Minister of Jobs, Economy and Northern Development. Minister Jean has tasked me to be the lead in his office on matters of Northern Development. We are excited to work for Alberta, with an extended interest in Northern Alberta. I am working on being in contact with community leaders, staff and local volunteers in northern community's. Please feel free to reach out to myself with any concerns or advice for us to be able to serve you better. My details are below.

I look forward to connecting with you in the near future.

Have an amazing Alberta day!

Leah Wood  
Ministerial Assistant to Minister Brian Jean

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Leah Wood  
Ministerial Assistant (Northern Development)  
Office of Hon. Brian Jean, Minister of Jobs, Economy and Northern Development

425 Legislature Building, 10800 – 97 Avenue, Edmonton, AB T5K 2B6  
☎ 1-587-597-2304 [leah.wood@gov.ab.ca](mailto:leah.wood@gov.ab.ca)



Classification: Protected A

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**aboffice@albertabeach.com**

---

**From:** angeladuncan@albertabeach.com  
**Sent:** December 6, 2022 11:22 AM  
**To:** aboffice@albertabeach.com  
**Subject:** FW: Letter from Minister Ellis  
**Attachments:** Letter from Minister Ellis.pdf

FYI...

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

**From:** PSES Minister <PSES.Minister@gov.ab.ca>  
**Sent:** December 6, 2022 11:06 AM  
**Subject:** Letter from Minister Ellis

Good morning,

Please see attached letter from Minister Ellis.

Thank you,

Office of the Minister  
Public Safety and Emergency Services

Classification: Protected A



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister  
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

**Is victim services being removed from your community?**

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.



For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

**How will our communities be represented at the regional level?**

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

**Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?**

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

**Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?**

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

**Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?**

The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at [Trent.Forsberg@gov.ab.ca](mailto:Trent.Forsberg@gov.ab.ca). He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Mike Ellis, ECA  
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives

14.f

**Alberta Beach Village Office**

---

**From:** angeladuncan@albertabeach.com  
**Sent:** December 2, 2022 9:38 AM  
**To:** aboffice@albertabeach.com  
**Subject:** FW: CPSA follow-up to Alberta Beach: update on physician assessment process  
**Attachments:** Update-PRA-Alberta-Beach-112022.pdf

For inclusion in our next meeting package...

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

**From:** Michael Caffaro <Michael.Caffaro@cpsa.ab.ca>  
**Sent:** November 29, 2022 5:57 PM  
**To:** angeladuncan@albertabeach.com  
**Cc:** health.minister@gov.ab.ca; hello@abmunis.ca; rma@rmalberta.com; Gail Jones <Gail.Jones@cpsa.ab.ca>  
**Subject:** CPSA follow-up to Alberta Beach: update on physician assessment process

Dear Mayor Duncan:

Thank you again for reaching out to the College of Physicians and Surgeons of Alberta to share your community's concerns about physician recruitment and retention. As I mentioned in my original response, CPSA continually seeks out ways to improve our processes, and we have recently announced a new pilot project to accelerate registration of internationally-trained physicians. The goal of this pilot is to evaluate whether certain internationally trained medical graduates (IMGs) may begin independently practicing in their identified communities faster, while still ensuring patient safety is the top priority. The pilot is expected to launch in early 2023.

Please see the attached letter for more details about the new pilot project, and how we are committed to doing our part to expedite the practice of internationally-trained physicians in Alberta.

Please feel free to contact me directly if you have questions.

Dr. Michael Caffaro (he/his)  
Assistant Registrar – Registration

T: 780-969-4971 | 1-800-561-3899 ext. 4971  
F: 780-424-9617  
2700 - 10020 100 Street NW | Edmonton AB T5J 0N3  
[michael.caffaro@cpsa.ab.ca](mailto:michael.caffaro@cpsa.ab.ca) | [cpsa.ca](http://cpsa.ca)



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November 21, 2022

Ms. Angela Duncan, Mayor  
Alberta Beach  
Box 278  
Alberta Beach, AB T0E 0A0

**Delivered by E-mail**

Dear Mayor Duncan:

Thank you again for reaching out to the College of Physicians and Surgeons of Alberta in January 2022, sharing your community's concerns about physician recruitment and retention. As I mentioned in my original response, CPSA continually seeks out ways to improve our processes, and we have recently announced a new pilot project to accelerate registration of internationally-trained physicians. The goal of this pilot is to evaluate whether certain internationally trained medical graduates (IMGs) may begin independently practicing in their identified communities faster, while still ensuring patient safety is the top priority. The pilot is expected to launch in early 2023.

As I shared in my previous letter, CPSA's Practice Readiness Assessment (PRA) is the final step to independent practice in Alberta for those who do not have complete Canadian credentials. Once an IMG has met eligibility criteria and secured a sponsorship through Alberta Health Services, they can move on to the PRA. Currently, the PRA consists of two parts—the first being a three-month Preliminary Clinical Assessment where the candidate works under direct observation in the medical practice of a CPSA-approved assessor, and the second being a three-month Supervised Practice Assessment where the candidate is working independently in their identified community and providing medical services to Albertans.

The new pilot project will waive the first three-month requirement for IMGs that have comparable training to that obtained in Canadian universities, as identified by experts in postgraduate medical training. Other requirements, such as clinical review exams, will also be waived for those eligible for the pilot program. To evaluate and ensure patients are receiving safe, high-quality care, safeguards (such as enhanced assessments and practice reviews over the first three years of practice) will be in place once the physician has successfully completed the Supervised Practice Assessment.

We understand how important access to safe, high-quality and community-based health care is to Albertans. We also recognize the challenges many communities

face recruiting and retaining physicians, and are committed to doing our part to expedite the practice of internationally-trained physicians in Alberta.

Please do not hesitate to contact me directly if you have questions.

Sincerely,



Dr. Michael Caffaro  
Assistant Registrar – Registration  
College of Physicians and Surgeons of Alberta

CC: Hon. Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities of Alberta

Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
Allen Lee, CPA, CMA\*  
Jason Bondarevich, CPA, CA\*  
\*Operates as a Professional Corporation

11210 – 107 Avenue N.W.  
Edmonton, Alberta T5H 0Y1  
Tel (780) 452-2300, Fax (780) 452-2335

December 15, 2022

**THE MAYOR AND COUNCIL**  
**ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Audit of the financial statements of Alberta Beach  
for the year ended December 31, 2022**

The purpose of this report is to communicate to the Mayor and Council certain aspects of the audit that we believe would be of interest to you. The Mayor and Council can play an important part in the audit planning process and we look forward to discussing our proposed plan with you to determine whether there are additional areas of concern to the Mayor and Council, which we should consider.

This report should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

**Independence**

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards, require us to communicate to the Mayor and Council, at least annually, all relationships between our firm and the Alberta Beach that, in our professional judgement, may reasonably be thought to bear on our independence for the forthcoming audit of the Organization.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute covering such matters as the following:

- Holding of a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the external audit engagement.

## **ALBERTA BEACH**

December 15, 2022

Our annual letter confirming our independence up to the date of this letter is enclosed as Appendix A.

### **Responsibilities of the Auditor**

It is important for the Mayor and Council to understand the responsibilities that rest with the Organization and its management and those that belong to the auditor:

Management is responsible for the preparation of the financial statements, which includes responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies, safeguarding assets and preventing and detecting error and fraud;

The auditor's responsibility is to express an opinion on the financial statements based on an audit thereof.

An audit is performed to obtain reasonable, but not absolute, assurance as to whether the consolidated financial statements are free of material misstatement and, owing to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed;

- The audit includes:
  - (i) assessing the risk that the consolidated financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
  - (ii) examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
  - (iii) assessing the accounting principles used and their application; and
  - (iv) assessing the significant estimates made by management;
- A sufficient understanding of internal control will be obtained to plan the audit and, when control risk is assessed below maximum, sufficient appropriate audit evidence will be obtained through tests of controls to support the assessment, but the scope of the auditor's review of internal controls will be insufficient to express an opinion as to the effectiveness or efficiency of the organization's controls; and
- The auditor will express an opinion as to whether the consolidated financial statements present fairly in all material respects, in accordance with Canadian public sector accounting standards, the financial position, results of operations and cash flows of the organization.

## **ALBERTA BEACH**

December 15, 2022

### **Audit Approach**

We have been engaged to perform the audit of the financial statements of the Alberta Beach for the year ended December 31, 2022. We will adopt an audit approach that allows us to issue an audit opinion on the consolidated financial statements of the Organization in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

Our firm follows a risk-based approach. This approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the consolidated financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are only low risk.

To assess risk accurately, we need to have a clear understanding of the Organization's business and the environment it operates in. Much of our understanding is obtained through discussions with management and their staff. We would appreciate any insights that you could provide to us on what you perceive to be risky in your Organization, as that will make our audit more effective and efficient, which will benefit all concerned.

The following sections provide more detail on our audit approach for the Alberta Beach for the current year.

### **Audit Scope**

We anticipate the scope of our audit of the consolidated financial statements of the Alberta Beach for the year ended December 31, 2022 to include the following:

- an audit opinion on the financial statements
- an audit opinion on the municipal financial information return.

### **Requests by the Mayor and Council**

In the course of your duties as the Mayor and Council, you may be aware of additional areas of concern from an audit perspective that you would like us to address. We want you to know that we welcome discussion on any areas of audit concern that you may have.

### **Overall Audit Strategy**

The general audit strategies available to us are a "combined" audit approach or a "substantive" audit approach.



## ALBERTA BEACH

December 15, 2022

In a combined audit approach, we would obtain our assurance from a combination of tests of controls (compliance procedures) and substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items). The combined strategy is more appropriate when there are a large number of transactions, and, when controls in the Alberta Beach are strong. By obtaining some of our assurance from the tests of controls, we can reduce the substantive procedures that need to be done. Under a substantive audit approach, all of our audit evidence is obtained through substantive procedures like analysis, confirmation, examination of documentary or electronic evidence, etc.

Based on our knowledge and experience with your Organization, we anticipate using mainly a substantive approach. Our preliminary knowledge of the Organization's internal control environment and procedures indicate that tests of controls should prove efficient for us to obtain a portion of our audit evidence, with the balance of the required assurance coming from reduced substantive procedures.

### Higher Risk Financial Statement Areas

Based on our knowledge of the Organization's business, our past experience, and knowledge gained from management and you, we have not identified any consolidated financial statements areas as having a potentially higher risk of material misstatement.

### Materiality

Materiality can be defined as follows:

*"A misstatement or, the aggregate of all misstatements in consolidated financial statements is considered to be material, if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the consolidated financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. Ultimately, therefore, materiality decisions are based on professional judgement."*

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Since the determination of materiality is a matter of professional judgement, it is primarily dependent on our evaluation of the relative importance of accuracy in the consolidated financial statements to the various users of those statements. We have identified government authorities, councilors, employees and the community at large as the most important users of the Organization's consolidated financial statements.

Canadian generally accepted auditing standards require the use of both quantitative and qualitative factors in determining materiality. For the audit of the Alberta Beach for the year ended December 31, 2022, we have concluded that a materiality level of \$60,000 is appropriate for the purposes of planning the audit.

**ALBERTA BEACH**

December 15, 2022

**Audit Team**

In order to ensure effective communication between the Mayor and Council and our firm, we briefly outline below the key members of our audit team.

Allen Lee  
Steven Kim

**Timing of the Audit**

We anticipate the following schedule for the conduct of the audit:

• Interim audit fieldwork	• March 2023
• Year-end audit fieldwork	• April 2023
• Draft consolidated financial statements	• April 2023
• Finalization of consolidated financial statements	• April 2023
• Finalization of Financial Information Return	• April 2023

**Audit Fees**

As part of our audit, we understand that you expect us to provide value and to share in your commitment to minimizing costs.

We anticipate that the fees for the audit of the consolidated financial statements of the Alberta Beach will be \$11,800 plus GST and any out-of-pocket expenditures.

The above fee estimate is based on the assumption that the Organization will provide all the necessary supporting working papers and full consolidated financial statements, that minimal adjusting journal entries will be required and that the nature of operations remains consistent with the information provided to us to date.

Should the completion of our engagement take less time than we have estimated, the savings will be passed on to the Organization. We will continue to work with the Alberta Beach to control costs.

**ALBERTA BEACH**  
December 15, 2022

### **Communication of Results**

At the completion of our audit, just prior to issuing our Auditors' Report, or earlier if considered necessary, we will communicate to you matters arising from the financial statement audit. Our communication will include the following:

- matters required to be communicated to the Mayor and Council under Canadian generally accepted auditing standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- matters that have a significant effect on the qualitative aspects of accounting principles used in the Organization of Alberta Beach's financial reporting;
- other matters arising from the audit that, in our professional judgement, are important and relevant to the Mayor and Council, and
- matters previously agreed with you to be communicated to the Mayor and Council.

### **Conclusion**

We look forward to discussing these issues with you. Please do not hesitate to contact us about any of the above items or other matters of concern to the Council.

Yours truly,

**DOYLE & COMPANY**



Allen Lee, CPA, CMA  
AL/mc



Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
Allen Lee, CPA, CMA\*  
Jason Bondarevich, CPA, CA\*  
\*Operates as a Professional Corporation

11210 – 107 Avenue N.W.  
Edmonton, Alberta T5H 0Y1  
Tel (780) 452-2300, Fax (780) 452-2335

December 15, 2022

**APPENDIX "A"**

**THE MAYOR AND COUNCIL**  
**ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Re: Auditor Independence with Respect to Alberta Beach.**

We have been engaged to audit the financial statements of the Alberta Beach for the year ended December 31, 2022.

Canadian generally accepted auditing standards, require that we communicate at least annually with you regarding all relationships between the Alberta Beach and our firm that, in our professional judgement, may reasonably be thought to bear on our independence. In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- holding a financial interest, either directly or indirectly, in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the audit engagement.

December 15, 2022  
**ALBERTA BEACH**

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 1, 2022.

We are not aware of any relationships between the Alberta Beach and us that, in our professional judgement, may reasonably be thought to bear on our independence to date.

Canadian generally accepted auditing standards, require that we confirm our independence to the Mayor & Council. However, since the Rules of Professional Conduct of the Chartered Professionals Accountants of Alberta deal with the concept of independence in terms of objectivity, our confirmation is to be made in that context. Accordingly, we hereby confirm that we are objective with respect to the Alberta Beach within the meaning of the Rules of Professional Conduct of the Chartered Professionals Accountants of Alberta.

This report is intended solely for the use of the Mayor & Council and management within the Alberta Beach and should not be used for any other purpose.

Yours truly,

**DOYLE & COMPANY**



Allen Lee, CPA, CMA  
AL/mc

Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
Allen Lee, CPA, CMA\*  
Jason Bondarevich, CPA, CA\*  
\*Operates as a Professional Corporation

11210 – 107 Avenue N.W.  
Edmonton, Alberta T5H 0Y1  
Tel (780) 452-2300, Fax (780) 452-2335

December 15, 2022

**ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Attention: Kathy Skwarchuk, Chief Administration Officer**

Dear Ms. Skwarchuk:

### **The Objective and Scope of the Audit**

You have requested that we audit the financial statements of Alberta Beach (the “Organization”), which comprise the statement of financial position as at December 31, 2022, and the statement of operations, statement of changes in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the “Engagement”).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence economic decisions of users taken on the basis of these financial statements.

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

**ALBERTA BEACH**

December 15, 2022

**The Responsibilities of the Auditor - continued**

We also:

- a. Identify and assess the risk of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and to obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting material misstatement resulting in fraud is higher than for one resulting in error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.



### **The Responsibility of Management**

Our audit will be conducted on the basis that management, or those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards.
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.
- c. To provide us with timely:
  - i. Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Additional information that we may request from management for the purpose of the audit; and
  - iv. Unrestricted access to persons within the Organization from whom we determine necessary to obtain evidence.

As part of our audit process:

- a. We will makes inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request management or those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct al the misstatements communicated.

**ALBERTA BEACH**

December 15, 2022

**Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the form:

***“INDEPENDENT AUDITOR'S REPORT***

*To the members of council:*

***Opinion***

*We have audited the financial statements of Alberta Beach (the “Organization”), which comprise the statement of financial position as at December 31, 2022, and the results of its operations, changes in its net financial assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.*

*In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Alberta Beach (the “Organization”) as at December 31, 2022, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*

***Basis for Opinion***

*We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the financial statements section of our report.*

*We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.*

***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

*Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.*

## **ALBERTA BEACH**

December 15, 2022

*In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.*

*Those charged with governance are responsible for overseeing the Organization's financial reporting process.*

### ***Auditor's Responsibility for the Audit of the consolidated Financial Statements***

*Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.*

*As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.*

*We also:*

- *Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than from one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.*
- *Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.*
- *Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.*

**ALBERTA BEACH**

December 15, 2022

- *Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.*
- *Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.*

*We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.*

*We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.*

*Doyle & Company*

Chartered Professional Accountants"

11210 – 107 Avenue NW  
Edmonton, AB  
T5H 0Y1

XXXX, 2022

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

## **ALBERTA BEACH**

December 15, 2022

### **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of the Organization unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial *Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant those communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communication transmitted by us in connection with the performance of this Engagement. In regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent, please notify us in writing.

### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained and required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

## **ALBERTA BEACH**

December 15, 2022

### **Use and Distribution of our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of Alberta Beach (the "Organization") and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Alberta Beach (the "Organization").

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Alberta Beach (the "Organization")) or relied upon by any third party for any purpose, without prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

### **Reproduction of Auditors Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or postings of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request that management provide written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in the annual report or other public document (electronic or paper based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

## **ALBERTA BEACH**

December 15, 2022

### **Preparation of Schedules**

We understand that your employees will prepare the following schedules and will locate the following documents for our use at the dates specified:

- a. Prepare various schedules and analyses before our engagement is planned to commence December 31, 2022; and
- b. Make various invoices and other documents available to our staff.

The assistance will facilitate our work and help to minimize costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the Engagement.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or preformed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

## **ALBERTA BEACH**

December 15, 2022

### **Other Services**

In addition to the audit services referred to above, we will, as allowed by the provincial [*Code of Professional Conduct/Code of Ethics*], prepare your federal and provincial income tax returns as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of GST/HST/PST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

### **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

### **Indemnity**

Alberta Beach (the "Organization") hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Alberta Beach (the "Organization"), or its directors, officers, agents, or employees, of any of the covenants or obligations of Alberta Beach (the "Organization") herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements\* in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or board of directors.

### **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Alberta Beach (the "Organization") of its obligations.



## **ALBERTA BEACH**

December 15, 2022

### **Fees at Regular Billing Rates**

Our professional fees will be based on our regular billing rates plus direct out-of-pocket expenses and applicable GST and are due when rendered. Fees for any additional services will be established separately.

### **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2% per month. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

### **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

### **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Alberta Beach (the "Organization") shall be responsible for all time and expenses incurred up to the termination date [*and all costs in terminating any agreement with any specialist or other third party retained by us in connection with this Engagement*].

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

**ALBERTA BEACH**  
December 15, 2022

**Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to Alberta Beach (the "Organization").

Yours truly,

**DOYLE & COMPANY**



Allen Lee, CPA, CMA  
AL/mc

\*\*\*\*\*

Acknowledged and agreed on behalf of Alberta Beach (the "Organization"):

Signed: \_\_\_\_\_  
Kathy Skwarchuk, Chief Administration  
Officer

Date \_\_\_\_\_

# Grasmere School

Learning for life. Together.



Northern Gateway  
Public Schools



Alberta Beach Council,  
Thank you once again for  
your continued support in  
ensuring that every student  
in Grasmere School gets to  
enjoy a hot lunch and  
treat.

It is so very much appreciated  
Merry Christmas!

Staff and students  
of Grasmere School.

**aboffice@albertabeach.com**

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**From:** Rodney Sidloski <rsidloski@help-international.com>  
**Sent:** November 23, 2022 8:16 AM  
**To:** town\_dministrator@yahoo.com  
**Subject:** 2023 Subsidized Seedlings and Potted Trees for Towns  
**Attachments:** Announcement 2023 Subsidized Shelterbelt Program Launch for Towns.docx;  
Announcement 2023 Subsidized Shelterbelt Program Launch for Towns.pdf; HELP 2023  
Spring Tree Order Form.docx; HELP 2023 Spring Tree Order Form.pdf

Dear Mayor, Councilors, and Town Administrator;

Please find in attachment our 2023 Spring Shelterbelt Program Announcement and Application Form.

Please note that our program is not only available for town plantings and for towns who wish to distribute tree seedlings to town residents but also for parks, resorts, and hamlets under your jurisdiction.

In addition to aesthetic plantings we have trees that are adapted for environmental protection plantings associated with municipal waste water, salinity control, and landfill lechate control. HELP was the first in Western Canada to develop strategies and protocols for these types of plantings.

HELP is available on a contract basis to carry out on-site assessment and planning sessions as well as carrying out contract plantings and drip irrigation installations.

HELP's current tree crop is larger with each passing year. In addition to seedlings towns will like to know that we now carry 10,000 potted saplings as well.

Action Request:

I thank you for your cooperation in the past and ask that you once again get this tree information onto your council's agenda.

Please contact me should you require more information or clarification.

Rodney Sidloski,  
CEO & Lead Researcher  
HELP International And  
Green Research & Discovery Corp  
Tel: 306-842-2433  
Cell:306-861-0814  
<http://www.help-international.com>  
[www.help-shelterbelts.com](http://www.help-shelterbelts.com)



## HELP International Shelterbelt Program

Tree Production, Research and Training Center  
P.O. Box 181, Weyburn, SK, Canada S4H 2J9  
Tel: (306) 842-2433 Cell: (306) 861-0814  
Fax: (306) 848-0902 Email: [helpint@sasktel.net](mailto:helpint@sasktel.net)



### 2023 Subsidized Shelterbelt Program Launch

November 21, 2022

I am proud to announce the launch of HELP's 2023 Subsidized Shelterbelt Program

The program is open to any urban or rural municipality, local or regional park, farm, acreage owner, or other private or public landowner or community group for any purpose in tree planting including but not limited to:

- Shelterbelts, Stream Margin Forest Buffers, Wildlife Habitat Plantings
- Parks
- Street Boulevards
- Tree distributions by municipalities, non-for-profits or companies to the public
- Phytoremediation applications including but not limited to:
  - salinity control around lagoons
  - tree caps for decommissioned landfill for leachate control
  - forest filters on flood plains below landfills
  - effluent irrigation woodlots and much more

#### **Great News About HELP Current Crop of Tree Seedlings**

In response to supply chain concerns during Covid HELP embarked on a new strategy of over-producing tree stock and holding over more green house produced tree seedlings into their second year prior to sale. This ensures hardier stock than ever and means that for many varieties you are getting two year old seedlings for the price of one year olds.

#### **New Sapling Production**

In addition to 1,000,000 seedlings of diverse poplar, willow, evergreen and shrub varieties, HELP now has saplings available in one liter to one gallon pots including: Tristis Poplar, Okanese Poplar, Prairie Sky Poplar and the majestic North West Poplar (up to 7 feet potted saplings) in addition to Laurel Leaf Willow, Golden Willow as well as three year old Scot's Pine.

Three ways to order:

- On Line: [www.help-shelterbelts.com](http://www.help-shelterbelts.com) and click on 'store'
- Mail in paper order with cheque payment
- By phone to 306-861-0814

### **Keeping Tree Price Low**

HELP continues to keep its tree prices lowest in Canada of any private or non-subsidized social enterprise. Our patented tree production system and HELP volunteers are key in keeping tree pricing low. In addition to low cost seedlings, our charity provides early bird discounts up to 6 %, plus 5% bonus trees over top of what you order and an additional 10% (payable in large generic willow) for pick up customers. So potentially 21 percent in bonuses and/or discounts.

HELP also provides free trees exclusively for habitat plantings (to Saskatchewan residents only) in collaboration with Game Bird Trust and Shand Greenhouse. These are only available for Saskatchewan pick up customers and can only be provided at the time of pick up. No pre-ordering is available for these free habitat trees.

### **Uber-like Tree Deliveries**

HELP pays pick up customers to carry and hand over shipping customer trees at or within 50 km of shipping customer destination. This allows trees to be delivered same day and allows full leaf trees to be transported in open container.

Our research unit continues production of longer root willows to enhance drought resistance.

### **Shelterbelt Planting Assistance**

In addition to free website and telephone advice on shelterbelt planning, on a contract basis provides leading edge field assistance in shelterbelt planting, plastic film mulching with funnels at each tree, and turf grass installation. HELP also installs drip irrigation on a contract basis across the three Prairie Provinces.

### **HRD News**

I am proud to announce that, in addition to our volunteers, HELP International has added eight full time professional technicians possessing PhDs, MAs and B.Sc.s. These fine workers will help lead important research and meet rising demand for trees and tree planting services across the prairies.

In response to ever increasing demand for trees, HELP is increasing its tree stock with each passing year.

HELP is extremely thankful to all Towns, RMs, and Prairie residents who continue to collaborate with us in vital tree planting. This is an activity that increases the quality of life on the prairies for everyone.

Rodney Sidloski, CEO  
HELP International



Applicant # \_\_\_\_\_

# HELP International SHELTERBELT TREE PROGRAM



## For 2023 Spring Planting (Tree Order Form)

### Applicant Information

Applicant Name(s)			Home Phone	
Street and/or Postal Box Address			Cell Phone	
City	Province	Postal Code	Email Address	
RM/District/County	Comments		Date of Application:	

1. All customers receive 5% extra of each tree they order in lieu of other guarantees
2. 10 % bonus payable in large generic willow (Up to 1 meter stem length) for all pick up customers.
3. We pay pick up customers for each package of trees they carry and hand over to shipping customers at convenient fuel stations enroute.
4. Early Bird Discounts: Nov 5%; Dec 4%; Jan 3%; Feb 2.5%; March 2%; April 1%.
5. Shipping: \$40 (mi. Charge for SK/MB/AB) or 30 cents per seedling (whichever is more) for any location In Prairie Provinces, for Ontario and B.C: \$80(min charge for BC/ONTARIO) or 60 cents per seedling (whichever is more) for any location in Ontario or British Columbia.
6. Tree Seedling Prices 10 to 49 trees: \$5 each, 50 to 149 trees: \$2.50 each, 150 or more of one tree variety: \$2.10 each.
7. For online ordering, catalogue photos and online purchase go to website [www.help-shelterbelts.com](http://www.help-shelterbelts.com)
8. Trees will be shipped out in last week of May through 1st ten days of June unless arranged otherwise.
9. Sapling trees in one liter to one-gallon pots are for pick up customers only (no shipping available for sapling trees).

### Payment Options (check off only one of following choices & circle sub-options that apply)

Payment by: Cheque     Credit Card    (circle one) If by cheque please enclose cheque with application form.  
 If by Credit Card (not using on-line electronic shopping basket) please provide credit card information to effect payment: Type of Card: MC    VISA    (circle one)  
 Card #  Full Name on Credit Card:   
 Credit Card Expiry Date:  3 Digit Credit Card Security Code:

### Shipping Option

HELP will call shipping customers with pick up locations at or near your destination town prior to delivery.  
 Please indicate your shipping option below: Check one option!

I will pick up my trees at Weyburn.

I am also willing to provide Uber-like service by delivering one or more customer tree orders to hand over enroute at a major truck stop of other agreed locations. HELP will pay you for providing this service.

Please ship my trees to my destination town or within 50 km for me to fetch them at a cost of 30 cents per seedling or \$40 (whichever is more). Ontario and BC customers customer agree to pay \$80 or 60 cents per seedlings for shipping (whichever is more)

### Other Customer Tree Planning or Planting Assistance

Please contact me to discuss forestry design (or \$400 plus mileage for on-site visit for forestry design service)

I would like a quote for HELP contract planting including equipment, trees and materials and assisting with planting, plastic mulching, grassing and possibly drip irrigation

I really want to plant trees but don't know where to start. Please go to HELP website and click on planting and mulching instructions, shelterbelt design examples, and frequently asked questions. If you still need help please call HELP for phone advice.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance in completing this application please call 306-842-2433 (Office hour: at customer convenience, Mon – Sat)

Or email [helpint@sasktel.net](mailto:helpint@sasktel.net)

Please Fax or Email your signed application to:

HELP International Shelterbelt Program

Fax: 1(306) 848-0902 Or Mail to HELP Shelterbelt Program, P.O. Box 181, Weyburn, SK. S4H 2J9

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## QUANTITY OF TREES REQUIRED

See actual photos and size of seedlings in 'catalogue' on HELP website: [www.help-shelterbelts.com](http://www.help-shelterbelts.com)

Note: All poplar varieties below are hybrid poplars. They are listed in order by highest recommendation by growth rate.

Tree Variety Trees are priced according to quantities of each tree varieties (We no longer combine quantities)	QTY
<b>Seedling Price:</b> 10 to 49: \$5/ea ; 50-150=\$2.50 ea ; 150 or more =\$2.10 ea ; Potted Saplings: \$20/each 5 to 6 feet	
Okanese Poplar	
Hill Poplar	
Tristis Poplar	
Walker Poplar	
Mixed Poplar	
Potted North West Poplar (Saplings only)	
Potted Okanese Saplings	
Potted Tristis Saplings	
Potted Prairie Sky Saplings	
Other Potted Saplings: Pick and Pay at time of pick up	
Golden Willow	
Silver Leaf Willow	
Acute Willow	
Common Shrub Willow	
Laurel Leaf Willow	
Potted Laurel Leaf willow	
Common Lilac	
Velosa Lilac	
Large Generic Willow (2 – 4 years) Flat costs of \$1.00 each and based upon pick up only.	
<b>TOTAL QTY OF TREES</b>	

## ORDER SUMMARY

### Order Summary

#### Seedlings:

150 trees or more of each variety: \_\_\_\_\_ x \$2.10 = \$ \_\_\_\_\_

50 - 149 trees of each variety: \_\_\_\_\_ x \$2.50 = \$ \_\_\_\_\_

Order of 10 - 49 trees: \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

Generic Large Willow: \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_

5-6 Ft Saplings: \_\_\_\_\_ @ \$20 = \$ \_\_\_\_\_

#### Common Creeping Red Fescue Grass Seed

50 lb bag: \_\_\_\_\_ x \$125 = \$ \_\_\_\_\_

#### Plastic Mulch Film (ONLY FOR PICK UP)

Rolls of plastic mulch (4ft x 1500ft):

2.5 mil: \_\_\_\_\_ Rolls @ \$200 each = \$ \_\_\_\_\_

3.0 mil: \_\_\_\_\_ Rolls @ \$220 each = \$ \_\_\_\_\_

#### 10 mil Plastic Mulch Pads for single trees (2ft x 2ft)

\_\_\_\_\_ Mulch Pads x \$1.75 ea = \$ \_\_\_\_\_

(Field research shows these mulch pads promote plant establishment & growth better than the \$20 shredded Tire mulch pads. HELP's mulch pads utilize less than 1% the energy during recycling than the shredded tire pads use mechanical and heat energy in recycling)

Discount: \$ \_\_\_\_\_

(Nov: 5%; Dec: 4%; Jan: 3%; Feb: 2.5%; March: 2%; April: 1%)

Sub-Total: \$ \_\_\_\_\_

Shipping: \_\_\_\_\_ Seedlings and mulch pads @ 30 cents or \$40 whichever is more for any location in Prairies: \$ \_\_\_\_\_

\_\_\_\_\_ Seedlings or mulch pads @\$80 or 60 cents (whichever is more for any location in Ontario or B.C.) = \$ \_\_\_\_\_

Grass Seed and Mulch Rolls for pick up customers only unless customer provides their own shipping means.

New Sub-total: \$ \_\_\_\_\_

GST: \$ \_\_\_\_\_

SK PST 6%: \$ \_\_\_\_\_

(SK Residents Only)

GRAND TOTAL TO PAY: \$ \_\_\_\_\_



14.2



Village of Alberta Beach  
PO Box 278  
Alberta Beach, AB  
TOE OAO  
aboffice@albertabeach.com

December 13, 2022

To Whom It May Concern,

**RE: Tipping Fee Increase**

The Highway 43 East Waste Commission Board passed Bylaw NO. 1-2023 on December 6, 2022. Please find enclosed for your review a copy of the Highway 43 East Waste Commission Rate Bylaw.

Effective January 1, 2023, tipping fees will increase to \$60.00 per tonne.

Should you have any questions, please contact the Commission Manager Joe Duplessie at 780-284-3270, or via email at [jduplessie@lsac.ca](mailto:jduplessie@lsac.ca).

Sincerely,



Joe Duplessie  
Commission Manager

/encl.

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**HIGHWAY 43 EAST WASTE COMMISSION**

**BYLAW NO. 1-2023**

**THIS BEING A BYLAW OF THE HIGHWAY 43 EAST WASTE COMMISSION, IN THE PROVINCE OF ALBERTA, TO ESTABLISH DISPOSAL RATES AND ALSO TO HAVE A RATE OF PENALTIES LEVIED AGAINST OVERDUE ACCOUNTS.**

**WHEREAS** the disposal rates currently in effect at the Highway 43 East Waste Commission Regional Landfill are adequate to meet the financial requirements of the Commission's operation and;

**THEREFORE** the Commission duly assembled, hereby enacts as follows:

**THAT** effective January 1<sup>st</sup>, 2023 disposal fees are set as follows:

\$ 6.00 minimum charge for	1 to 100 Kilograms
\$60.00 per tonne (\$0.0600 per kg.)	101 Kilograms and up
Out of County	\$125.00 per tonne
Refrigerators, Deep Freezes or any Refrigeration Unit:	\$25.00 per unit
If accompanied by "Freon Removed Certificate"	\$10.00 per unit
Stoves, Dishwashers, Washers, Dryers, Hot Water Tanks, Pressure Tanks etc.	\$10.00 each
All furniture with springs (couches, mattresses, etc.)	\$15.00 each
Computers/Televisions	No Charge
General Metals & Wire etc. – steel drums are accepted if Empty and not previously used for hazardous waste	\$60.00 per tonne
Propane tanks accepted if vented to the atmosphere.	
Tires: Car & Truck Tires: (up to 22 inch)	No charge
Large Equipment Tires:	\$120.00 each
Concrete or Tree Stumps (no mixed loads):	\$20.00 per tonne
Clean Demolition concrete and/or clean stumps of any size	\$20.00 per tonne
Clean Demolition Concrete (Member Municipalities)	\$10.00 per tonne
Compost Material (yard compost only NO food compost)	\$30.00 per tonne

Penalties on overdue accounts will be calculated at 1.5% per month on the full balance outstanding. After an account has been outstanding for a maximum of three (3) months, the outstanding balance will

Highway 43 East Waste Commission Bylaw No. 02-2021-01-2021 is hereby rescinded.

FIRST READING the 6<sup>th</sup> day of December 2022.

SECOND READING the 6<sup>th</sup> day of December 2022.

PASSED AT THIRD READING THE 6<sup>th</sup> day of December 2022.



Chairman



(Seal)

Commission Manager



# Town of Onoway

Box 540, Onoway, AB T0E 1V0

14. m

November 8, 2022

Alberta Beach  
Box 278  
Alberta Beach, AB T0E 0A0

Attention: Mayor Angela Duncan

Dear Mayor Duncan:

**Re: Fire Services Meeting – October 5**

Council reviewed your October 14, 2022 letter at their October 27, 2022 meeting and asked that I respond on behalf of the Town of Onoway and Administration.

As you are aware, the Town of Onoway has new Administration who are working diligently to learn and streamline the administrative processes. We ask for your patience while our Administration gets up to speed on Fire Services procedures.

We have requested the Bloom Centre for Municipal Education to continue to provide an administrative service review, and this will be without additional cost to the member municipalities.

Thank you for bringing your concerns to Council's attention.

Yours truly,

Lenard Kwasny  
Mayor  
Town of Onoway

LK/dg

c.c. Council of the Town of Onoway  
Council of Alberta Beach  
Bernie Poulin, Chair, Fire Services Committee

RECEIVED NOV 18 2022

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14. n

cc: Daryl

aboffice@albertabeach.com

**From:** debbie@onoway.ca  
**Sent:** November 28, 2022 9:42 AM  
**To:** 'Lorne Olsvik'; 'lorna porter'; 'Trista Court'  
**Cc:** Alberta Beach Village Office  
**Subject:** Outstanding Balances And Current Year Payment to EEB  
**Attachments:** EEB-TOWN-OF-ONOWAY.pdf

Good Morning Lorne, Trista and Lorna:

Attached is a letter from CAO Thompson advising of Onoway Council's resolution to pay EEB the full outstanding amount owing of \$27,322.80. The payment will follow shortly. Lorna can you share this correspondence with the other EEB Society Board members please? Thank you.

Regards,



Debbie Giroux  
Administrative Assistant

Phone: 780-967-5338  
Fax: 780-967-3226  
E-Mail : debbie@onoway.ca

Mail: Box 540 Onoway, AB T0E-1V0  
Town Office: 4812-51 Street Onoway

Web: [www.onoway.ca](http://www.onoway.ca)



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# Town of Onoway

Box 540, Onoway, AB T0E 1V0

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November 25, 2022

Lorne Olsvik, Chair  
East End Bus Society  
Box 540  
Onoway, AB T0E 1V0

Dear Mr. Olsvik:

**Re: Outstanding Balances and Current Year Payment to East End Bus Society (EEB)**

On behalf of the Town of Onoway Council, I'm writing to express our appreciation for the Society's patience, giving the new Administration an opportunity to review your July 11, 2022 letter.

Council motioned in their meeting of November 25, 2022 to pay the outstanding amount owing to EEB totalling \$27,322.80.

We are fortunate in Onoway to have organizations such as EEB and appreciate the contributions that improve our communities.

Yours truly,

Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway

JT/dg

c.c. EEB Society Board Members  
Lac Ste. Anne County  
Alberta Beach

**aboffice@albertabeach.com**

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**From:** debbie@onoway.ca  
**Sent:** December 13, 2022 1:37 PM  
**To:** Alberta Beach Village Office; Castle Island; Jennifer Thompson; Nakamun Park; office@sunsetpoint.ca; Rosshaven CAO; Summer Village of Yellowstone NEW; Summer Village Office; Val Quentin; 'wendy wildwillowenterprises.com'  
**Subject:** ORFS 2022 Jan 1 20222-October 31 2022  
**Attachments:** ORFS 2022 Jan 1 20222-October 31 2022 - TCD.pdf

Good Afternoon: Please find the December 9 presentation given by Chief Ives. Please share with your Councils.

Thank you.

Debbie Giroux  
Administrative Assistant

Phone: 780-967-5338  
Fax: 780-967-3226  
E-Mail : debbie@onoway.ca

Mail: Box 540 Onoway, AB T0E-1V0  
Town Office: 4812-51 Street Onoway

Web: www.onoway.ca

# FIRE RESCUE INTERNATIONAL

a non-profit organization operating as:

# ONOWAY FIRE REGIONAL SERVICES

2022

presentation

January 1, 2022-Oct 31 2022







**CALLS**

# January 1 2022-October 31, 2022 219 Calls



# CALLS BY TYPE

Calls By Type (YTD)	#	%
Medical	151	69%
MVC	34	15%
Vehicle Fire	5	2%
Structure Fire	4	2%
Outside Fire	1	1%
Residential Alarm	14	6%
Commercial Alarm	1	1%
Electrical Hazard	0	0%
HAZMAT	5	2%
Citizen Assist	4	2%
<b>Total:</b>	<b>219</b>	<b>100%</b>

# CALLS BY MUNICIPALITY

Calls By Municipality (YTD)		%
ON - Onoway		42%
AB - Alberta Beach		29%
SP - Sunset Point		1%
VQ - Val Quentin		2%
SS - Silversands		4%
SV - Southview		1%
NP - Nakamun Park		1%
YS - Yellowstone		1%
RH - Ross Haven		0%
CI - Castle Island		0%
LSAC - Lac Ste. Anne County + Other Mutual Aid Partners		20%
<b>TOTAL:</b> <small>Amounts Subject to rounding</small>		<b>100%</b>

# CALLS BY TIME OF DAY

Calls By Time Of Day (YTD)	%
Day 0800-1600	47%
Eve 1600-2400	41%
Night 2400-0800	12%
<b>Total:</b>	<b>100%</b>

# AVERAGE TIME OF DAY CALLS OCCUR

January 1, 2021-October 31 2022



■ Night Time ■ Daytime ■ Evening

Day: 0800-1600

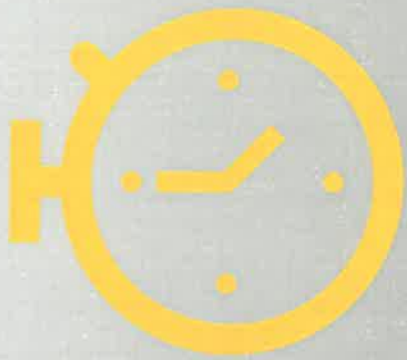
Evening: 1600-2400

Night: 2400-0800

# AVERAGE

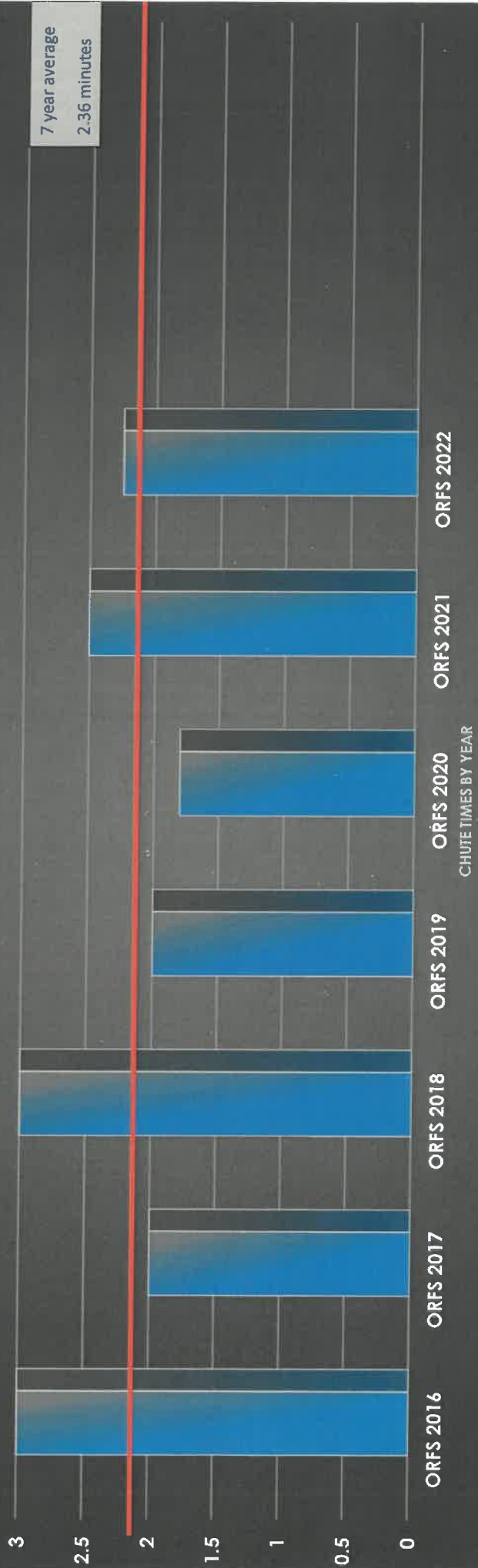
# CHUTE TIME

Time of dispatch to time first unit leaves station  
(Jan 1-Oct 31, 2022)



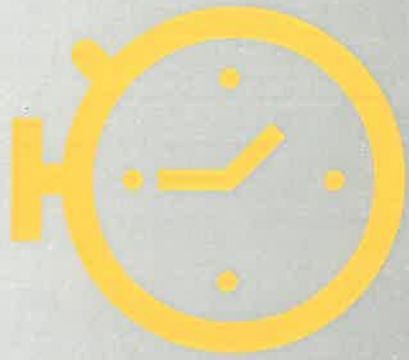
# 2.25 MINUTES

# Chute Times From 2016 to Now





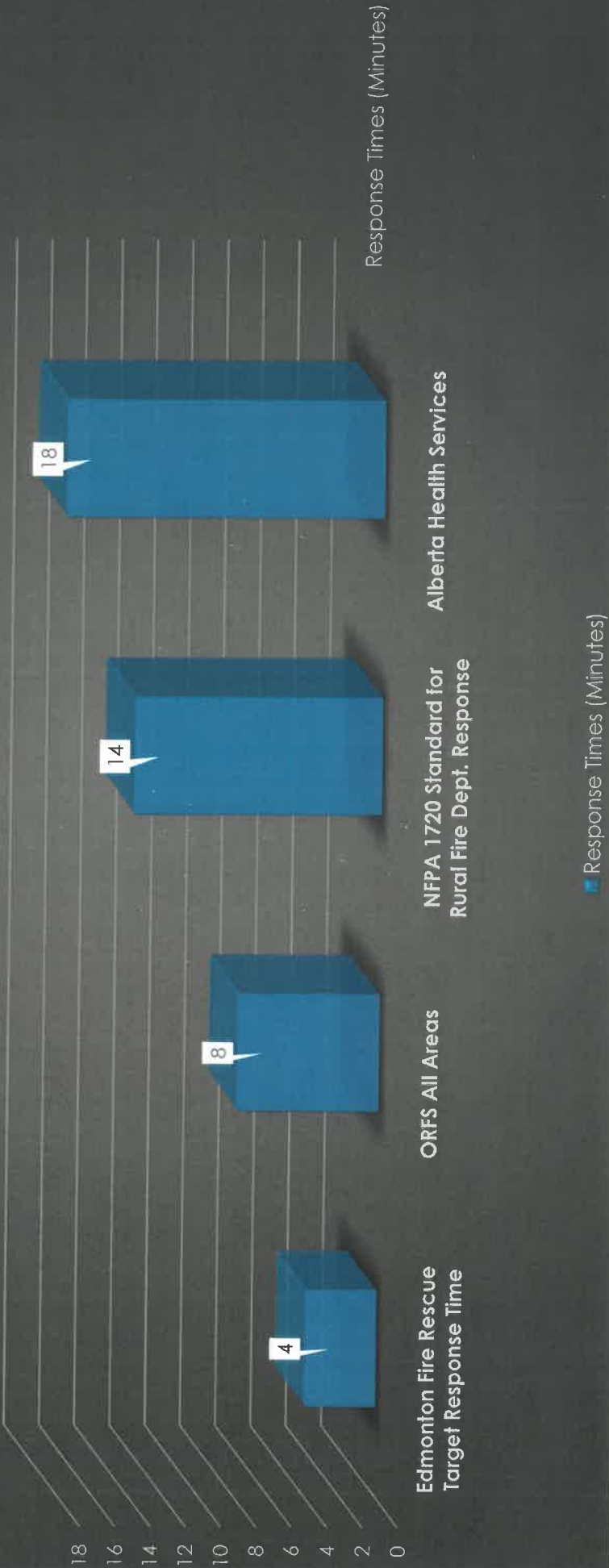
# AVERAGE RESPONSE TIME



Time of dispatch to time first unit on scene for all areas  
(Jan 1-Oct 31 2022)

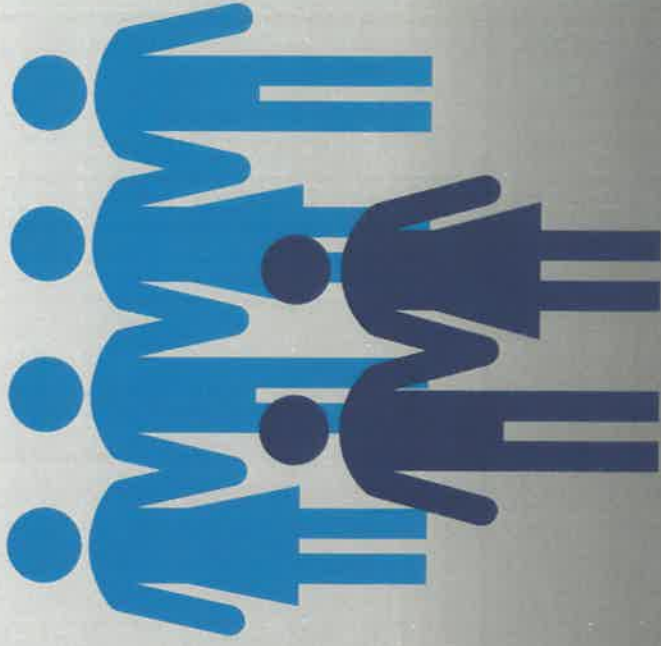
# 8 MINUTES

# 2022 Response Times



6

AVERAGE  
NUMBERS OF  
MEMBERS ON  
CALL

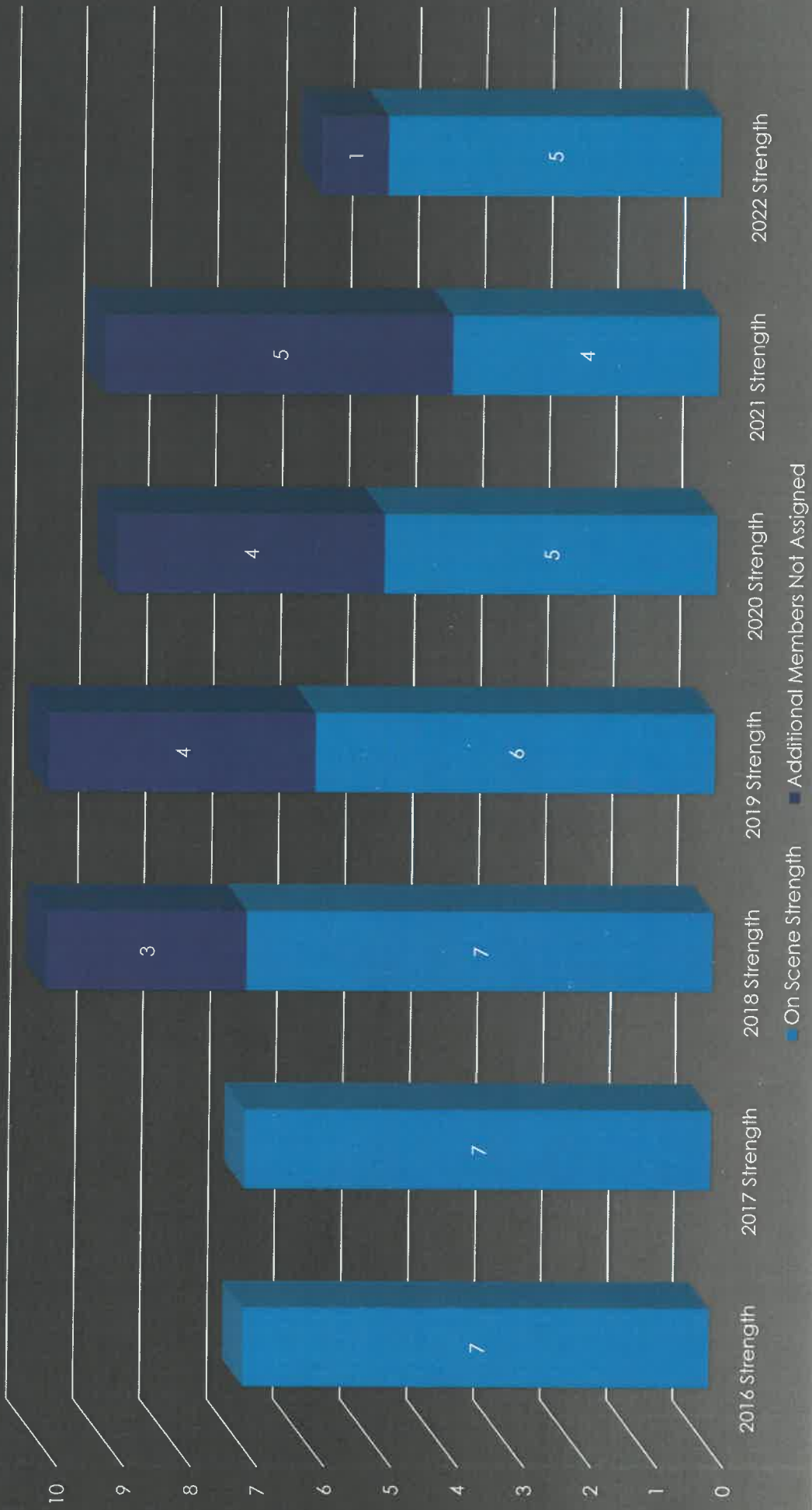


5

AVERAGE  
STRENGTH ON  
SCENE



# STRENGTH

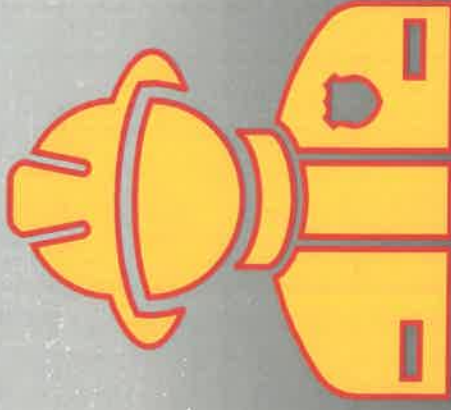


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# Current Strength

- 3 Paid On Call (POC) Firefighters
- 5 Local Volunteer (POC)-In waiting(students) Firefighters
- 6 Career/Leadership/Admin
- 8 Fulltime Firefighters
- 14 Auxiliary Firefighters

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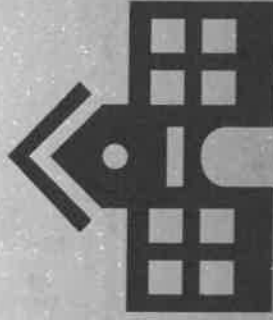
- **ALL NWFR Industrial members volunteer their time for training and respond to all calls like any regular POC Firefighter**
- **These firefighters are brought into the call area by NWFR for industrial work. While waiting for work out in the field these members live on station and respond to calls alongside our local POCs.**



**NWFR  
INDUSTRIAL  
MEMBERS**

Long story short,

**THESE MEMBERS ARE NOT  
PAID TO BE ON CALL OR TO  
LIVE ON STATION**







# UNITS

# Pump 2 Superior Municipal Fire Engine Frontline Apparatus



## PUMP 2 NFPA 1901 Compliant

750 Gallon Booster Tank

1250 GPM Pump

Class A+B Foam Cells

Rescue Struts

Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED

Jaws Of Life

Thermal Imaging Camera (TIC)



# Pump 3

## Rosenbauer Municipal Fire Engine

### Frontline Apparatus



- PUMP 3**  
NFPA 1901 Compliant
- 1000 Gallon Booster Tank
- 1250 GPM Pump
- Class A+B Foam Cells
- Traffic Control Kit
- STARS Landing Zone Kit
- Trauma Kit
- Airway Kit
- AED
- Jaws Of Life
- Thermal Imaging Camera (TIC)

# Rapid Attack F-450 Class 3 Fire Engine Frontline Apparatus



## RAPID ATTACK ( RAP ATTACK )

500 Gallon Booster Tank

125 GPM Pump

40 Gal A Foam System

Wildland Kit

Rope Rescue Kit

First Aid Kit

# Charlie 1 GMC Yukon Frontline Light Response Truck



CHARLIE 1
Traffic Control Kit
STARS Landing Zone Kit
Trauma Kit
Airway Kit
AED

# Charlie 3 Chevrolet Silverado

- CHARLIE 3
- Traffic Control Kit
- STARS Landing Zone Kit
- Trauma Kit
- Airway Kit
- AED



# Second Line Trucks



Pump 1



Gator (N2)



Tender 1



Charlie 2

## FREIGHTLINER MUNICIPAL FIRE ENGINE

### PUMP 1

NFPA 1901 Compliant  
3<sup>rd</sup> Annual Pump Cert

1000 Gallon Booster Tank

1050 GPM Pump

Class A Foam Cell

Class B Foam Eductor

Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED

Jaws Of Life

## TYPE 7 WILDLAND ENGINE

### Gator (N2)

100 Gallon Tank

65 GPM Ranger Pump

Wildfire Kit

## Chevrolet Suburban Command Unit

### CHARLIE 2

Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED

## FORD WATER TENDER

### Tender 1

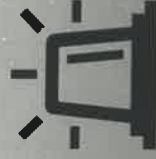
2000 Gallon Booster Tank

300 GPM Pump

First Aid Kit

Traffic Cones

Kitted for Wildland/Urban  
Interface Fires





# Industrial Support Vehicles & Equipment

N4, N5, N23

3 Industrial Fire/Shower Trucks

1000 Gallon Tanks

Foam Eductor

A/B Foam

Decon Showers

First Aid Kit

N7, N17, N19, N21

4 Mobile Treatment Centres (MTC)

Medical Treatment Room

Full Basic Life Support Trauma Bag

Airway Bag (O2, Masks etc.)

Automated External Defibrillator (AED)

STARS site Landing Kit

Spine Board & Stokes Basket

D1,D3,N14,N16,N17,N18

6 Air Trailers

Full Air Cascade System

Able to fill Self Contained

Breathing Apparatus (SCBA) on location

2 Otis Air Monitoring Systems

Stand alone system that monitors for H2s

If system detects H2s or Low Level

Explosive Limits (LELs) the system will alarm (air horn) flash lights indicating what location sensor went off



## GREATEST TRIUMPH OF 2022: TRAINING AND WORKING WITH NEW FIREFIGHTERS

- Training firefighters to the NFPA 1001 Standard helps staff up our fire stations
- Ensures a high level of service and familiarity working with their crew
- Living and training on station helps the firefighters integrate into our community and fire family-delivery of care becomes more seamless



# Did you know?



- Our Trucks Get Third Party Pump Tested
- Our Trucks Get Third Party Commercial Vehicle Inspection Permits Annually
- Satisfactory Vehicle Safety Rating (safety fitness certificate)
- Members of:
  - -Alberta Fire Chiefs Association (AFCA)
  - -Lyons Club of Canada (Alberta Beach chapter)
  - -AASP Alberta Association of Safety Partnerships
  - -ISNET World-Safety Auditing site
  - -Comply Works-Safety Auditing site
- We train every night except weekends (unless we are teaching the 1001 program-This goes over weekends as well)
- When fire departments were given a choice whether to go to calls with the potential of covid, we chose to go to all of them (taking extra precautions to
- Fun Fact: Your Fire Chief has Taught Firefighting in many different places-the furthest being: Abu Dhabi

# HIRING VOLUNTEER/PAID ON CALL FIREFIGHTERS!

Help people in need, become a valued member of the community, be part of something bigger than yourself, become.... A FIREFIGHTER!

All citizens who are accepted into our fully accredited training program will be taught how to fight fires, rescue entrapped victims, and provide emergency medical care to those in need.

Minimum certifications needed to be a firefighter within our organization are:

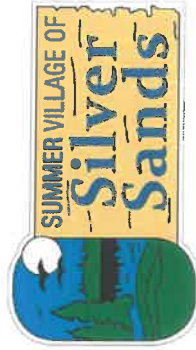
NFPA 1001 Level 1, Standard First Aid

Most of our members are trained at the NFPA 1001 Level 2 + EMR level of training- members are encouraged to achieve these certifications and beyond

# THANK YOU FOR YOUR SUPPORT!



LAC STE. ANNE COUNTY



# Fire Rescue International/Onoway Regional Fire Services

The Courage to Go in, the  
Knowledge to Get Back Out!



**aboffice@albertabeach.com**

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**From:** Melodie Delong <melodie.delong@ponoka.ca>  
**Sent:** November 23, 2022 4:14 PM  
**To:** city.manager@airdrie.ca; administrator@beaumont.ab.ca; apeterson@brooks.ca; 311contactus@calgary.ca; Mayor PJ Stasko (admin@camrose.ca); info@chestermere.ca; city@coldlake.com; 311@edmonton.ca; info@fortsask.ca; CAO@cityofgp.com; mail@lacombe.ca; info@leduc.ca; info@lloydminster.ca; mayor@medicinehat.ca; Mayor Ken Johnston (legislativeservices@reddeer.ca); info@sprucegrove.org; information@stalbert.ca; reception@wetaskiwin.ca; reception@crownsnestpass.com; info@town.jasper.ab.ca; main.office@laclabichcounty.com; office@mackenziecounty.com; info@strathcona.ca; mayor@rmwb.ca; md34@mdacadia.ab.ca; info@athabascacounty.com; info@countybarrhead.ab.ca; administration@beaver.ab.ca; biglakes@biglakescounty.ca; bighorn@mdbighorn.ca; cao@birchhillscounty.com; info@md.bonnyville.ab.ca; county@county.camrose.ab.ca; office@cardstoncounty.com; info@clearhillscounty.ab.ca; corporateservices@clearwatercounty.ca; cypress@cypress.ab.ca; mdinfo@mdfairview.ab.ca; county@flagstaff.ab.ca; Ryan.Payne@FoothillsCountyAB.ca; info@fortymile.ab.ca; info@countygp.ab.ca; Stacey.Wabick@mdgreenview.ab.ca; office@kneehillcounty.com; lsac@lsac.ca; info@lacombecounty.com; info@lamontcounty.ca; duanec@leduc-county.com; info@mdlsr.ca; mailbox@lethcounty.ca; info@minburncounty.ab.ca; info@mvcounty.com; administration@newellmail.ca; countyofnorthernlights@countyofnorthernlights.com; general@northernsunrise.net; info@mdopportunity.ab.ca; msimpson@countypaintearth.ca; inquiries@parklandcounty.com; info@mdpeace.com; info@mdpincercreek.ab.ca; ponokacounty@ponokacounty.com; mdprovost@mdprovost.ca; admin@ranchland66.com; info@rdcounty.ca; questions@rockyview.ca; admin@saddlehills.ab.ca; county@smokylakecounty.ab.ca; admin@mdsmokyriver.com; mdsr133@mdspiriteriver.ab.ca; countyssp@county.stpaul.ab.ca; info@starlandcounty.com; info@stettlercounty.ca; sturgeonmail@sturgeoncounty.ca; admin@mdtaber.ab.ca; cao@thorhildcounty.com; sdary@thcounty.ab.ca; county24@telusplanet.net; reception@vulcancounty.ab.ca; info@mdwainwright.ca; admin@warnercounty.ca; info@westlockcounty.com; jbishop@county10.ca; admin@wheatlandcounty.ca; md26@mdwillowcreek.com; administrator@woodlands.ab.ca; info@yellowheadcounty.ab.ca; town@athabasca.ca; comments@banff.ca; town@barrhead.ca; admin@townofbashaw.com; town@bassano.ca; town@beaverlodge.ca; info@townofbentley.ca; info@town.blackdiamond.ab.ca; info@blackfalds.com; info@bonaccord.ca; admin@town.bonnyville.ab.ca; dave@bowisland.com; info@bowden.ca; info@bruderheim.ca; info@calmar.ca; communications@canmore.ca; info@cardston.ca; rickb@carstairs.ca; christopher@townofcastor.ca; info@claresholm.ca; admin@coaldale.ca; main@coalhurst.ca; cochrane@cochrane.ca; admin@town.coronation.ab.ca; town@crossfieldalberta.com; info@daysland.ca; information@devon.ca; inquiries@didsbury.ca; info@draytonvalley.ca; cao@drumheller.ca; info@eckville.com; civiccentre@edson.ca; town@elkpoint.ca; reception@fairview.ca; admin@falher.ca; admin@fortmacleod.com; communications@foxcreek.ca; gov@gibbons.ca; cao@grimshaw.ca; admin@hanna.ca; town.office@hardisty.ca; town@highlevel.ca; cao@highprairie.ca; legislativeservices@highriver.ca; phanlan@hinton.ca; reception@innisfail.ca; irricana@irricana.com; tkillam@telusplanet.net; dawn.n@lamont.ca; main@legal.ca; james@magrath.ca; info@manning.ca; admin@mayerthorpe.ca; cao@mclennan.ca; main@milkriver.ca; millet@millet.ca; info@morinville.ca; info@mundare.ca;

**To:** administration@wildwillowenterprises.com; tomaszyk@mcsnet.ca;  
administration@wildwillowenterprises.com; info@sylvansummervillages.ca;  
info@sundancebeach.ca; svsunrisebeach@wildwillowenterprises.com;  
bancroftkim@hotmail.com; office@sunsetpoint.ca; cao@valquentin.ca;  
admin@waiparous.ca; viviandriver@mcsnet.ca; swestcove@outlook.com;  
bancroftkim@hotmail.com; cao@whitesandsab.ca; office@syellowstone.ca;  
admin@id4waterton.ca; info@improvementdistrict9.ca; info@kananaskisid.ca

**Subject:** Letter to Minister Copping - Volunteer Fire Department

**Attachments:** Minister Copping Volunteer Fire Dept.pdf

Good afternoon,

Please see the attached letter from Mayor Kevin Ferguson.

Thank you,

**Melodie DeLong** / Administrative Assistant, Legislative Services

**Phone:** 403-783-0124

**Email:** [melodie.delong@ponoka.ca](mailto:melodie.delong@ponoka.ca)

**Web:** [www.ponoka.ca](http://www.ponoka.ca)



**Town of Ponoka**

**Office:** 403-783-4431 / **Fax:** 403-783-6745

**#200, 5604-50 Street, Ponoka, AB T4J 1G5**

**Follow us on Facebook, Twitter, Instagram and YouTube @TownofPonoka.**

*A thriving community with a hometown feel.*

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## Office of the Mayor

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November 23, 2022

Honourable Jason Copping  
Minister of Health  
432 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6  
[health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Dear Minister Copping:

I am writing to you on behalf of our Ponoka Volunteer Fire Department. Actually, I think I could be writing on behalf of most volunteer fire departments in rural Alberta. However, right now I am very concerned for the volunteer fire fighters of my community who bravely step forward and protect us all.

My main concern is with the current state that we find our ambulance service in. This is something that isn't new. It has been brewing for a number of years now and I believe we are about to hit critical mass, which means we are not too far away from doing far more damage to all of our emergency services, simply because we cannot collectively get a handle on how to manage this situation.

On November 21, 2022, we had an incident in the Town of Ponoka, where a pedestrian was hit on one of our roads by a motor vehicle. The first responders on the scene were our volunteer fire fighters. They had an ambulance dispatched from Bashaw which is about 30 minutes away. Ten minutes after the dispatch it was rerouted to Red Deer. By this time the next dispatched ambulance was to come from Leduc, 42 minutes away. In the meantime, the patient was seizing and his heartbeat had dropped to 28 beats per minute. At that time rather than continue to wait for an ambulance and lose the patient, our firefighters made the decision to pack him into the box of one of their pickups, and with a police escort got him to our local hospital. This is a summation of the report I read, and the complete absurdity of this situation I find astounding.

Two months prior, on September 21, 2022, we had a shooting in our downtown. Once again, our volunteer fire fighters were first on the scene because an ambulance had to be dispatched out of Red Deer, about 45 minutes away. In the meantime, our volunteer fire department bandaged and stabilized the victim, and some of the members learned how to deal with a person who had their ear shot off.

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Follow Town of Ponoka online at:  
[www.ponoka.ca](http://www.ponoka.ca)



Town of Ponoka  
200, 5604 – 50 Street  
Ponoka, AB T4J 1G5  
Main: 403-783-4431  
Fax: 403-783-6745

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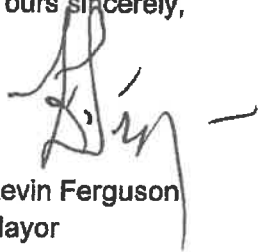
Honourable Jason Copping  
November 23, 2022  
Page 2

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In the last year our volunteer fire department has been the first to arrive on the scene of a medical event 18 times. They do this for the love of their community, and are not being paid-----I would say for them money is not the issue. What is the issue is that after they have been faced with the trauma of a catastrophic medical event, they then have to go back to their real jobs the following day. So I put it to you, that while we are trying to somehow figure our way around this ambulance crisis, we are doing it on the backs of our rural volunteer fire fighters. I represent a rural municipality, and I am telling you what I see is that my friends, neighbours, and fellow citizens are being put at risk on a daily basis because we can't figure this ambulance thing out.

We are running out of time and something needs to be done not only for our cities, but for our rural communities too.

Yours sincerely,



Kevin Ferguson  
Mayor

c: Premier Danielle Smith  
Rachel Notley, Leader of the Opposition  
Ron Orr, MLA – Lacombe/Ponoka  
Mayors – Alberta Municipalities  
Reeve Paul McLauchlin, Ponoka County  
Donna Noble, Protective Services Coordinator – Ponoka County

**Alberta Beach Village Office**

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**From:** WILD Water Commission <wildwatercommission@gmail.com>  
**Sent:** November 15, 2022 8:38 PM  
**To:** svsunrisebeach@wildwillowenterprises.com; Alberta Beach; Shelley Marsh CAO- Castle Island; melindapotts@live.ca; duane.kootenay@ansn.ca; chief@ansn.ca; mprimeau@lsac.ca; robert.mcgowan@parklandcounty.com; robin.rainbird@paulfirstnation.com; micheal.rain@paulfirstnation.com; emily@milestonemunicipalservices.ca; cao@lakeview.ca; cao@svnakamun.com; cao@rosshaven.ca; sv sandyb@xplornet.ca; svseba@telusplanet.net; office@sunsetpoint.ca; cao@valquentin.ca; svwestcove@outlook.com; office@svyellowstone.ca; cao@onoway.ca  
**Subject:** 2023 Rates and Budget Estimates  
**Attachments:** WILD Water - Letter to Members - 2023 Rates - November 10th,2022.pdf; WILD Water - Letter to Members - 2023 Rates (Reference Budget Estimates excel) - Nov. 10th, 2022 .pdf (2).pdf

Good Evening Commission Members,

Attached you will find the WILD Water Commissions 2023 Rates and Budget Estimates, please note these are note a statement of account, no payment is required at this time. Invoices will be forwarded for payment once prepared in 2023.

Thanks,

Tori Message  
Administration  
WILD Water Commission

**WEST INTER LAKE DISTRICT (WILD)  
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0  
Ph: 780-967-0271 Fax: 780-967-0431  
Email: wildwatercommission@gmail.com

November 10<sup>th</sup>, 2022

**TO: ALL COMMISSION MEMBERS**  
***(Sent by E-Mail)***

Dear Member,

**Re: WILD Water Commission - 2023 Rates and Budget Estimates**

On November 7<sup>th</sup>, 2022, the WILD Water Commission approved its 2023 Governance and Operating Budget, as well as adopting the 2023 water rate framework (Rates Bylaw 17-2022).

The purpose of this letter is simply to keep our members informed of the new rates, fees and upcoming requisitions to help with your own budgeting process. As in the past, consumption and debenture invoices – as applicable – will be prepared and forwarded in due course.

For general reference, Bylaw 17-2022 establishes the following rate mechanism effective January 1<sup>st</sup>, 2022:

- ✓ **Direct Members Water Sales – \$2.95/m<sup>3</sup>**
    - *(an increase from \$2.77/m<sup>3</sup> in 2022)*
  - ✓ **Truck Fill Stations (All Stations) - \$4.99/m<sup>3</sup>**
    - *(an increase from \$4.68/m<sup>3</sup> in 2022)*
  - ✓ **NSF/Rejected Payments - \$25.00/occurrence**
    - *(same as prior year)*
  - ✓ **Penalties on Outstanding Accounts - 2% of balance outstanding after 30 days.**
    - *(same as prior year)*
- (A complete copy of the bylaw can be provided on request for more detail)*

The requisitions for Administration and Governance, and debenture payments for Phase I and II, will be issued in the coming months. Additionally, the Commission is anticipating that Phase III and Phase IV capital costs will be finalized by early-2023 (as these projects conclude) and has budgeted for the likelihood of incurring a full debenture payment for same in 2023; as such, members are being advised to budget for their portion of any new debenture (or arrange to pay their upfront capital costs) as outlined in the attached, with actual figures to be provided as soon as finalized.

An itemized estimate for your municipality/community is enclosed for your reference, inclusive of Phase III and Phase IV projections. These estimates are for budgetary purposes only and may be subject to minor changes resulting from pending external factors, project completion dates, and the terms of any new debenture agreements. **This estimate is not a statement of**

**WEST INTER LAKE DISTRICT (WILD)  
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0

Ph: 780-967-0271 Fax: 780-967-0431

Email: wildwatercommission@gmail.com

**account;** please do not forward payment at this time. Invoices will be forwarded for payment once prepared.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

All the best to you and your organization in 2023!

A handwritten signature in black ink, appearing to read 'D. Moskalyk', with a horizontal line drawn above it.

Dwight Darren Moskalyk  
Commission Manager  
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2023 (6 Pages)

**WILD Water Commission - Projected Budget Requisitions per Member (2023)**  
 Table of Established and Prospective 2023 Fees and Debentures

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2023
Alberta Beach	\$ 13,086.93	\$ 24,710.12	\$ 16,159.14	\$ 12,190.56	\$ 12,190.56	\$ 78,337.31
Alexis Nakota Sioux Nation	\$ 9,899.22	\$ -	\$ -	\$ 9,221.19	\$ 9,221.19	\$ 28,341.59
Lac Ste. Anne County	\$ 7,877.31	\$ 14,873.57	\$ 9,726.54	\$ 7,337.77	\$ 7,337.77	\$ 47,152.97
Parkland County	\$ 11,510.89	\$ -	\$ -	\$ 10,722.47	\$ 10,722.47	\$ 32,955.84
Parkland County (Wabamun)	\$ 8,968.76	\$ -	\$ 11,074.21	\$ 8,354.46	\$ 8,354.46	\$ 36,751.89
Paul First Nation	\$ 12,971.04	\$ -	\$ -	\$ 12,082.61	\$ 12,082.61	\$ 37,136.26
S.V. of Castle Island	\$ 118.43	\$ -	\$ -	\$ 110.32	\$ 110.32	\$ 339.07
S.V. of Kapisiwini	\$ 107.40	\$ -	\$ -	\$ 100.04	\$ 100.04	\$ 307.48
S.V. of Lake View	\$ 290.18	\$ 547.90	\$ 358.30	\$ 270.30	\$ 270.30	\$ 1,736.99
S.V. of Nakamun Park	\$ 709.39	\$ 1,339.44	\$ -	\$ 660.80	\$ 660.80	\$ 3,370.43
S.V. of Ross Haven	\$ 1,596.10	\$ 3,013.68	\$ 1,970.78	\$ 1,486.78	\$ 1,486.78	\$ 9,554.11
S.V. of Sandy Beach	\$ 1,926.62	\$ 3,637.75	\$ 2,378.90	\$ 1,794.66	\$ 1,794.66	\$ 11,532.60
S.V. of Seba Beach	\$ 1,636.39	\$ 3,089.75	\$ 2,020.53	\$ 1,524.30	\$ 1,524.30	\$ 9,795.28
S.V. of Sunrise Beach	\$ 1,370.38	\$ 2,587.49	\$ 1,692.08	\$ 1,276.52	\$ 1,276.52	\$ 8,202.98
S.V. of Sunset Point	\$ 1,950.79	\$ 3,683.40	\$ 2,408.75	\$ 1,817.18	\$ 1,817.18	\$ 11,677.29
S.V. of Val Quentin	\$ 1,459.07	\$ 2,754.94	\$ 1,801.59	\$ 1,359.13	\$ 1,359.13	\$ 8,733.85
S.V. of West Cove	\$ 1,362.32	\$ 2,572.27	\$ -	\$ 1,269.01	\$ 1,269.01	\$ 6,472.62
S.V. of Yellowstone	\$ 1,370.38	\$ -	\$ -	\$ 1,276.52	\$ 1,276.52	\$ 3,923.41
Town of Onoway	\$ 13,038.42	\$ 24,618.53	\$ 16,099.24	\$ 12,145.38	\$ 12,145.38	\$ 78,046.94
<b>Total</b>	<b>\$ 91,250.00</b>	<b>\$ 87,428.84</b>	<b>\$ 65,690.07</b>	<b>\$ 85,000.00</b>	<b>\$ 85,000.00</b>	<b>\$ 414,368.91</b>

(1) Note: Some partners paid all or part of their debenture portions upfront.  
 (2) Note: The Village of Wabamun was dissolved and now forms part of Parkland County; their allocations and requisitions will be consolidated in future invoicing to Parkland County.  
 (3) Note: Phase III and Phase IV Debentures are expected but not yet confirmed and are subject to adjustment. As in previous Phases, Members will have an opportunity to pay their capital portions for Phase III and IV up front and the anticipated cost (again subject to adjustment) are enclosed of those tables.  
 (4) Note: Wabamun Prov. Park is also assigned a portion of capital costs. This requisition is separate from the totals above and paid for through deferred grant revenue as per direction from AT. When added to the respective totals above, this results in the full debenture payment made by the Commission each year.

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**Administration and Governance (2023)**

## 2023 Admin and Governance Reference

<b>Member</b>	<b>Allocation %</b>	<b>2023 Invoice</b>
Alberta Beach	14.34%	\$ 13,086.93
Alexis Nakota Sioux Nation	10.85%	\$ 9,899.22
Lac Ste. Anne County	8.63%	\$ 7,877.31
Parkland County	12.61%	\$ 11,510.89
Parkland County (Wabamun)	9.83%	\$ 8,968.76
Paul First Nation	14.21%	\$ 12,971.04
S.V. of Castle Island	0.13%	\$ 118.43
S.V. of Kapasiwin	0.12%	\$ 107.40
S.V. of Lake View	0.32%	\$ 290.18
S.V. of Nakamun Park	0.78%	\$ 709.39
S.V. of Ross Haven	1.75%	\$ 1,596.10
S.V. of Sandy Beach	2.11%	\$ 1,926.62
S.V. of Seba Beach	1.79%	\$ 1,636.39
S.V. of Sunrise Beach	1.50%	\$ 1,370.38
S.V. of Sunset Point	2.14%	\$ 1,950.79
S.V. of Val Quentin	1.60%	\$ 1,459.07
S.V. of West Cove	1.49%	\$ 1,362.32
S.V. of Yellowstone	1.50%	\$ 1,370.38
Town of Onoway	14.29%	\$ 13,038.42
<b>Total</b>	<b>100.00%</b>	<b>\$ 91,250.00</b>

**Phase I Debenture Payment (2023)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2023 Invoice</b>
Alberta Beach	14.34%	28.26%	\$ 24,710.12
Alexis Nakota Sioux Nation	10.85%	0.00%	\$ -
Lac Ste. Anne County	8.63%	17.01%	\$ 14,873.57
Parkland County	12.61%	0.00%	\$ -
Parkland County (Wabamun)	9.83%	0.00%	\$ -
Paul First Nation	14.21%	0.00%	\$ -
S.V. of Castle Island	0.13%	0.00%	\$ -
S.V. of Kapasiwin	0.12%	0.00%	\$ -
S.V. of Lake View	0.32%	0.63%	\$ 547.90
S.V. of Nakamun Park	0.78%	1.53%	\$ 1,339.44
S.V. of Ross Haven	1.75%	3.45%	\$ 3,013.68
S.V. of Sandy Beach	2.11%	4.16%	\$ 3,637.75
S.V. of Seba Beach	1.79%	3.53%	\$ 3,089.75
S.V. of Sunrise Beach	1.50%	2.96%	\$ 2,587.49
S.V. of Sunset Point	2.14%	4.21%	\$ 3,683.40
S.V. of Val Quentin	1.60%	3.15%	\$ 2,754.94
S.V. of West Cove	1.49%	2.94%	\$ 2,572.27
S.V. of Yellowstone	1.50%	0.00%	\$ -
Town of Onoway	14.29%	28.16%	\$ 24,618.53
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 87,428.84</b>



**Phase II Debenture Payment (2023)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2023 Invoice</b>
Alberta Beach	14.34%	24.60%	\$ 16,159.14
Alexis Nakota Sioux Nation	10.85%	0.00%	\$ -
Lac Ste. Anne County	8.63%	14.81%	\$ 9,726.54
Parkland County	12.61%	0.00%	\$ -
Parkland County (Wabamun)	9.83%	16.86%	\$ 11,074.21
Paul First Nation	14.21%	0.00%	\$ -
S.V. of Castle Island	0.13%	0.00%	\$ -
S.V. of Kapasiwin	0.12%	0.00%	\$ -
S.V. of Lake View	0.32%	0.55%	\$ 358.30
S.V. of Nakamun Park	0.78%	0.00%	\$ -
S.V. of Ross Haven	1.75%	0.00%	\$ 1,970.78
S.V. of Sandy Beach	2.11%	3.62%	\$ 2,378.90
S.V. of Seba Beach	1.79%	3.08%	\$ 2,020.53
S.V. of Sunrise Beach	1.50%	2.58%	\$ 1,692.08
S.V. of Sunset Point	2.14%	3.67%	\$ 2,408.75
S.V. of Val Quentin	1.60%	2.74%	\$ 1,801.59
S.V. of West Cove	1.49%	0.00%	\$ -
S.V. of Yellowstone	1.50%	0.00%	\$ -
Town of Onoway	14.29%	24.51%	\$ 16,099.24
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 65,690.07</b>

**WILD Water Commission - Projected Budget Requisitions per Member (2023)**

Phase III Capital Costs - Prospective 2023 Payments - Est. \$16,000,000 Total (10% due by Members)

Member	% Allocation	Phase III Capital Cost	Or	Phase III Debenture*
Alberta Beach	14.34%	\$ 229,469.38	\$	12,190.56
Alexis Nakota Sioux Nation	10.85%	\$ 173,575.32	\$	9,221.19
Lac Ste. Anne County	8.63%	\$ 138,122.74	\$	7,337.77
Parkland County	12.61%	\$ 201,834.78	\$	10,722.47
Parkland County (Wabamun)	9.83%	\$ 157,260.44	\$	8,354.46
Paul First Nation	14.21%	\$ 227,437.37	\$	12,082.61
S.V. of Castle Island	0.13%	\$ 2,076.58	\$	110.32
S.V. of Kapasiwin	0.12%	\$ 1,883.14	\$	100.04
S.V. of Lake View	0.32%	\$ 5,088.09	\$	270.30
S.V. of Nakamun Park	0.78%	\$ 12,438.60	\$	660.80
S.V. of Ross Haven	1.75%	\$ 27,986.38	\$	1,486.78
S.V. of Sandy Beach	2.11%	\$ 33,781.84	\$	1,794.66
S.V. of Seba Beach	1.79%	\$ 28,692.80	\$	1,524.30
S.V. of Sunrise Beach	1.50%	\$ 24,028.56	\$	1,276.52
S.V. of Sunset Point	2.14%	\$ 34,205.69	\$	1,817.18
S.V. of Val Quentin	1.60%	\$ 25,583.62	\$	1,359.13
S.V. of West Cove	1.49%	\$ 23,887.28	\$	1,269.01
S.V. of Yellowstone	1.50%	\$ 24,028.56	\$	1,276.52
Town of Onoway	14.29%	\$ 228,618.84	\$	12,145.38
<b>Total</b>	<b>100.00%</b>	<b>\$ 1,600,000.00</b>	<b>\$ -</b>	<b>\$ 85,000.00</b>

\* Note: The commission will allow either payment of member portion upfront, or to debenture the member portion through the commission (with annual payments), as in the past. For budgetary purposes in your local jurisdiction, please consider your preferred payment schedule and the payments estimated above.

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**WILD Water Commission - Projected Budget Requisitions per Member (2023)**

Phase IV Capital Costs - Prospective 2023 Payments - Est. \$16,000,000 Total (10% due by Members)

Member	% Allocation	Phase IV Capital Cost	Or	Phase IV Debenture*
Alberta Beach	14.34%	\$ 229,469.38	\$	12,190.56
Alexis Nakota Sioux Nation	10.85%	\$ 173,575.32	\$	9,221.19
Lac Ste. Anne County	8.63%	\$ 138,122.74	\$	7,337.77
Parkland County	12.61%	\$ 201,834.78	\$	10,722.47
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S.V. of Kapasiwin	0.12%	\$ 1,883.14	\$	100.04
S.V. of Lake View	0.32%	\$ 5,088.09	\$	270.30
S.V. of Nakamun Park	0.78%	\$ 12,438.60	\$	660.80
S.V. of Ross Haven	1.75%	\$ 27,986.38	\$	1,486.78
S.V. of Sandy Beach	2.11%	\$ 33,781.84	\$	1,794.66
S.V. of Seba Beach	1.79%	\$ 28,692.80	\$	1,524.30
S.V. of Sunrise Beach	1.50%	\$ 24,028.56	\$	1,276.52
S.V. of Sunset Point	2.14%	\$ 34,205.69	\$	1,817.18
S.V. of Val Quentin	1.60%	\$ 25,583.62	\$	1,359.13
S.V. of West Cove	1.49%	\$ 23,887.28	\$	1,269.01
S.V. of Yellowstone	1.50%	\$ 24,028.56	\$	1,276.52
Town of Onoway	14.29%	\$ 228,618.84	\$	12,145.38
<b>Total</b>	<b>100.00%</b>	<b>\$ 1,600,000.00</b>	<b>\$ -</b>	<b>\$ 85,000.00</b>

\* Note: The commission will allow either payment of member portion upfront, or to debenture the member portion through the commission (with annual payments), as in the past. For budgetary purposes in your local jurisdiction, please consider your preferred payment schedule and the payments estimated above.

**From:** Laurie Haak <LHaak@yrl.ab.ca>  
**Sent:** December 13, 2022 1:16 PM  
**Cc:** YRL Chair; Karla Palichuk  
**Subject:** YRL Board Chair Award Announcement  
**Attachments:** YRL Board Chair Award Announcement December 13, 2022.pdf

Sent on behalf of YRL Board Chair Hendrik (Hank) Smit, [chair@yrl.ab.ca](mailto:chair@yrl.ab.ca).

*To the Yellowhead Regional Library (YRL) Board of Trustees and Staff; and Member Municipalities, School Divisions, Public and School Libraries, and Public Library Boards:*

It is my tremendous honour to share that **Yellowhead Regional Library Director Karla Palichuk has been awarded the Queen Elizabeth II's Platinum Jubilee Medal**, in well-deserved recognition of her extensive contributions to libraries in Alberta.

Over the past 30 years, Karla's collaborative leadership has helped many libraries and library organizations grow and find success. Her work as the Alberta Public Library Electronic Network (APLEN) director for The Alberta Library (TAL) was instrumental in enabling Alberta public libraries to collaborate and move successfully into the Internet age.

As a branch manager of multiple Edmonton Public Library (EPL) locations previously and now as director of YRL and chair of TAL, Karla has led institutions through both thriving and challenging times toward greater success.

She is a much sought-after guest speaker at the University of Alberta's School of Library and Information Studies and MacEwan University's School of Business, sharing wisdom garnered over decades of service to her profession. Thoughtful and generous with her time and talents, she has helped new professionals learn and find their way forward in the library field.

Much respected by the library community, colleagues also seek her advice on a range of topics. Karla is a trusted thought leader, collaborative team member and inspiring role model. We could not be more proud!

Please join me in congratulating Karla on being recognized through this richly deserved honour and thank her for her long-standing contributions to the Alberta library community. Feel free to share this wonderful news with your network.

*Congratulations*

**Karla  
Palichuk**



Recipient of the  
**Queen Elizabeth II's  
Platinum Jubilee Medal**  
for her service to the  
Alberta library community



Yours truly,

**Hendrik (Hank) Smit**  
Board Chair

[chair@yrl.ab.ca](mailto:chair@yrl.ab.ca)  
[yrl.ab.ca](http://yrl.ab.ca) | Box 4270, Spruce Grove, AB T7X 3B4





December 13, 2022

*To the Yellowhead Regional Library (YRL) Board of Trustees and Staff; and Member Municipalities, School Divisions, Public and School Libraries, and Public Library Boards:*

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Please join me in congratulating Karla on being recognized through this richly deserved honour and thank her for her long-standing contributions to the Alberta library community.

Sincerely,

A handwritten signature in black ink, appearing to read "Hank Smit".

Hank Smit, Chair  
Yellowhead Regional Library

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*Congratulations*  
**Karla  
Palichuk**



Recipient of the  
**Queen Elizabeth II's  
Platinum Jubilee Medal**  
for her service to the  
Alberta library community



**aboffice@albertabeach.com**

**From:** Crystal Zevola <Crystal@abmunis.ca> on behalf of Dan Rude <dan@abmunis.ca>  
**Sent:** December 16, 2022 10:02 AM  
**Cc:** Energy  
**Subject:** Power+ Program Update

Dear Power+ Participant,

Since our last Power+ update, Alberta Municipalities' Energy team has been using the power of the buying group to negotiate heavily discounted energy pricing for you right from the source.

Despite extraordinary market pressures caused by energy disruptions, abnormally high inflation, and challenging supply chain issues, we are delighted to have just executed a Letter of Intent with the main proponent.

**We will continue to work hard for you as we complete the next step which is finalizing the binding agreement and confirming pricing in early-2023.**

Power+ is on track to deliver a significant discount compared to market rates. It promises to meet its objectives and parameters, namely:

- Accessing electricity pricing right from its source: avoiding costs that are typically incurred when you need to deal with intermediaries.
- Locking-in favourable rates for up to 10 years starting January, 2024: avoiding the increasing prices in the electricity market.
- Using the strength of our members to create a large buying group to the benefit of all participants.

We are excited by this progress, and we look forward to keeping you updated as this final stage of the procurement process advances. If you require any assistance with the above steps or have any questions regarding Power+, please contact us at [energy@abmunis.ca](mailto:energy@abmunis.ca).

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

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



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**Alberta Beach Village Office**

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**From:** Dena Krysik <dkrysik@lsaf.ca>  
**Sent:** December 5, 2022 10:33 AM  
**To:** Peter Smyl; cao@onoway.ca; Town CAO; Mike Primeau; aboffice@albertabeach.com; Gordon Frank; cao@rosshaven.ca; cao@svnakamun.com; aaraujjobirchcove@shaw.ca; cao@valquentin.ca; svcastle@telus.net; office@sunsetpoint.ca; sv sandyb@xplor.net.ca; svsunrisebeach@wildwillowenterprises.com; office@svyellowstone.ca  
**Cc:** Ross Bohnet; Sandy Morton; Bernie Poulin; Marge Hanssen; Daryl Weber; Paul Chauvet; Jeremy Wilhelm ; Len Kwasny  
**Subject:** Regional Housing Needs Assessment  
**Attachments:** Regional Needs Assessment Request.pdf

Good morning,

Please review the attached letter of request regarding the Lac Ste. Anne Foundation conducting a Regional Housing Needs Assessment on behalf of our member Municipalities.

Feel free to contact me if you have any questions.

Thank you,

**Dena Krysik**  
**Chief Administrative Officer**  
 Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084  
 4407 42A Avenue, Mayerthorpe, AB T0E 1N0  
[www.lsaf.ca](http://www.lsaf.ca)



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December 5, 2022

LSAF Member Municipalities  
Via Email

**RE: Regional Needs Assessment**

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**ADMINISTRATION  
OFFICE**  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-3100  
Fax: 780-786-4810

As part of the Government of Alberta's Stronger Foundations initiative: Alberta's 10-year strategy to improve and expand affordable housing lists 5 key action areas in providing affordable housing options that meet the needs of Albertans with low to moderate income.

Action area #3 is to increase capacity, planning and governance. Actions include:

**PLEASANT VIEW  
LODGE**  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-2393  
Fax: 780-786-4810

3.1 Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.

3.2 Encourage regional/municipal needs assessments to inform GOA and community planning.

3.3 Establish three-year targets for programs and new housing developments based on current and projected community need.

3.4 Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.

3.5 Develop an operator performance-assessment framework and support capacity building.

3.6 Ensure all operators follow best practices and housing management body board appointments are competency based.

3.7 Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.

**SPRUCEVIEW  
LODGE & HEIGHTS**  
12 Sunset Boulevard  
Whitecourt, AB T7S 1S9  
Phone: 780-778-5530  
Fax: 780-778-5215

Regarding action 3.2, "regional and municipal needs assessments can help improve capacity for meeting local needs. Through this strategy, communities will have access to a range of tools to help them meet the unique needs of their residents. To maximize investment and ensure co-ordinated supports for vulnerable Albertans, the government will work with municipalities, housing management bodies and non-profit providers to develop the capacity for needs assessments. This is particularly important in some rural and remote communities."

**CHATEAU LAC STE.  
ANNE**  
5123-49 Ave  
Onoway, AB T0E 1V0  
Phone: 780-967-0475  
Fax: 780-967-0470

The province has been refining the housing needs assessment (HNA) template and guidelines based on feedback sessions to date and expect to be able to release the template within the next month. The department is also working on a way to share 2021 Statistics Canada data (expected to be available this fall/winter) to help populate some of the template.

**SUPPORTIVE HOUSING  
SERVICES**  
4503-52 Ave  
Whitecourt, AB T7S 1M4  
Phone: 780-778-3623  
Fax: 780-786-4810

The template will not be mandatory, but encouraged, especially as part of a project proposal submission to help demonstrate how the proposal meets the local need/priorities.

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The Lac Ste. Anne Foundation would like to offer our services to complete the needs assessment on behalf of your municipality, at no additional cost to you, as we have been advised that a regional approach is encouraged where they make sense.

The Foundation would complete the Housing Needs Assessment for the region we serve, provide each municipality with a copy of the assessment including relevant local municipal data, asking each participating municipality on the Board to sign an endorsement statement, as required by Alberta Seniors, Community and Social Services.

The benefits are, that by taking this approach, each municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

To do this, we need your support. As you are aware the Lac Ste. Anne Foundation operates within multiple municipalities and summer villages and we want to ensure that we are making the best use of our resources as well as yours and not duplicate information being submitted for future priorities within our region.

If you are in agreement that the Foundation takes the lead on completing a regional needs assessment and submit the completed template to the province on your behalf, please respond accordingly.

Thank you in advance for your consideration of our proposal, if you have any questions, please contact me at 780-786-3167.

Sincerely,



Dena Krysik  
Chief Administrative Officer

Cc: Board of Directors – Lac Ste. Anne Foundation

## Alberta Beach Village Office

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**From:** Dena Krysik <dkrysik@lsaf.ca>  
**Sent:** December 13, 2022 10:54 AM  
**To:** Alberta Beach Village Office  
**Subject:** RE: Regional Housing Needs Assessment

That is great news!

Yes a motion from council would be greatly appreciated ;)

Thank you,

**Dena Krysik**  
**Chief Administrative Officer**  
Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084  
4407 42A Avenue, Mayerthorpe, AB T0E 1N0  
[www.lsaf.ca](http://www.lsaf.ca)



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**From:** Alberta Beach Village Office [mailto:[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)]  
**Sent:** December 13, 2022 10:53 AM  
**To:** Dena Krysik  
**Subject:** RE: Regional Housing Needs Assessment

Hi Dena,

This is great news! Alberta Beach would most welcome LSAF conducting the Regional Housing Needs Assessment on our behalf. What is it that you need from us? Does it also require a Motion of Council?

Thank you,

Kathy Skwarchuk,  
CAO

Alberta Beach  
Box 278  
Alberta Beach, AB  
T0E 0A0  
Phone: 780-924-3181  
Fax: 780-924-3313  
[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

**\*HOLIDAY CLOSURE:** The Village Office will be closed Friday, December 23rd, 2022 through Monday, January 2nd, 2023. Regular service will resume Tuesday, January 3rd, 2023.

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attachment to 15, a

13.e

July 19/22,

Council Meeting

## Alberta Beach Village Office

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

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

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

Thank you,

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

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



Classification: Protected A



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Calgary-Beddington*

AR53031

July 11, 2022

Good afternoon,

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

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

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

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

.../2

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

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

Sincerely,

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

Josephine Pon  
Minister of Seniors and Housing

Attachment

cc: Honourable Ric McIver  
Minister of Municipal Affairs

# Alberta Beach RFD - Request for Decision

**DATE:** December 16, 2022  
**TO:** Alberta Beach Council  
**FROM:** CAO Kathy Skwarchuk

**TOPIC:** Northern Gateway Public Schools – Joint Use & Planning Agreement

**PROPOSAL/ACTION:**

Motion of Council

**BACKGROUND:**

In 2020 the Province of Alberta amended the Municipal Government Act and the Education Act to require municipalities and school boards to establish joint use and planning agreements (JUPA). These agreements must be in place by June 2023. Council discussed the JUPA at the December 13<sup>th</sup> Round table meeting and it was suggested to send a letter to Northern Gateway Public Schools to formally start the process for the agreement.

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

N/A

**ENCLOSURES:**

Draft Letter to Northern Gateway Public Schools

**RECOMMENDED ACTION:**

Request Council make a motion to approve to forward a letter to Northern Gateway Public Schools to begin negotiations on a Joint Use & Planning Agreement.



**DRAFT**

December 21, 2022

Northern Gateway Public Schools  
Box 840  
Whitecourt, AB  
T7S 1N8

Attention: Kevin Bird, Superintendent

Dear Mr. Bird:

**Re: Joint Use and Planning Agreement**

Please accept this letter to express our interest in commencing negotiations for a Joint Use and Planning Agreement between Alberta Beach and Northern Gateway Public Schools. At this time I would like to ask if you have a template or other documents that I could share with Council.

We look forward to receipt of further information as well as a future meeting. Please do not hesitate to contact the undersigned if you require further information.

Sincerely,

Kathy Skwarchuk,  
C.A.O.

Cc: Alberta Beach Council