



## Regular Council Meeting Revised Agenda

August 20, 2019, 9:00 AM

Council Chambers

4912 - 50 Avenue

Kitscoty Alberta, Canada

Pages

1. CALL TO ORDER
2. OPENING INSPIRATION
3. ADDITIONS TO AGENDA
4. ADOPTION OF AGENDA

**Recommendation:**

THAT the County of Vermilion River approve the August 20, 2019 Regular Council Meeting Agenda as presented.

5. ADOPTION OF MINUTES

**5.a REGULAR COUNCIL MEETING**

**Recommendation:**

THAT the County of Vermilion River approve the July 16, 2019 Regular Council Meeting Minutes as presented.

6. APPOINTMENTS

10:00 AM *Friends of Clandonald - Tracy Snider*

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

## **8. COUNCIL NEW BUSINESS**

### **8.a CHIEF ADMINISTRATIVE OFFICER REPORT**

**Recommendation:**

THAT the County of Vermilion River receive the Chief Administrative Officer's Report for information.

### **8.b FINANCE**

**2019 Second Quarter Municipal Financial Statement – For Information** 9

**Recommendation:**

THAT the County of Vermilion River receive the 2019 Second Quarter Municipal Financial Statement as information.

**Option Pay Credit Card Software Update – For Information** 14

**Recommendation:**

THAT the County of Vermilion River receive the Option Pay Credit Card Software Update for information.

**2019 Second Quarter Gas Utility Financial Statement – For Information** 17

**Recommendation:**

THAT the County of Vermilion River receive the 2019 Second Quarter Gas Utility Financial Statement as information.

**ALPHABOW ENERGY LTD – MOTION REQUIRED** 19

**Recommendation:**

THAT the County of Vermilion River reject the proposal from Alphabow Energy Ltd to pay a portion of their current property taxes and waive any fees or penalties on any remaining amounts outstanding until they are paid in full, following the conclusion of the Provincial assessment model review.

**Request for Information**

**8.c PUBLIC WORKS AND UTILITIES**

**UPGRADE TO TOWNSHIP ROAD 494 WEST OF RANGE  
ROAD 75 – MOTION REQUIRED**

23

**Recommendation:**

THAT the County of Vermilion River approve the upgrade of Township Road 494 west of Range Road 75 to be funded by the Division Three Local Priority Budget.

**RANGE ROAD 22 SURFACING REQUEST – MOTION  
REQUIRED**

30

**Recommendation:**

THAT the County of Vermilion River send a letter to the Minister of Transportation requesting that a portion of Range Road 22 be repaired to pre-detour condition.

**Request for Information**

**8.d NATURAL GAS UTILITY**

**COMPRESSED NATURAL GAS VEHICLES – MOTION  
REQUIRED**

33

**Recommendation:**

THAT the County of Vermilion River approve the Compressed Natural Gas Vehicles and Refueling Project as presented.

**Request for Information**

**8.e AGRICULTURE AND ENVIRONMENT**

**Agriculture and Environment Director's Report – For Information**

43

**Recommendation:**

THAT the County of Vermilion River receive the Agriculture and Environment Director's Report for information.

**Request for Information**

## **8.f PROTECTIVE SERVICES**

### **Sale of East Central 911 Tower- For Information 45**

#### **Recommendation:**

THAT the County of Vermilion River receive sale of the East Central 911 tower briefing note as information.

### **AWARD TENDER FOR PURCHASE OF THE VERMILION FIRE WATER TANKER -MOTION REQUIRED 53**

#### **Recommendation:**

THAT the County of Vermilion River award the tender for the purchase of the Vermilion Fire Water tanker to Fort Garry Fire Trucks in the amount of \$393,520.00 with \$315,450.00 to be funded from the Fire Truck Capital reserve and the remaining \$78,070.00 to be funded from the Fire Vehicle Repair and Maintenance reserve.

#### **Request for Information**

## **8.g PLANNING AND DEVELOPMENT**

### **APPOINTMENT OF SUBDIVISION AUTHORITY – MOTION REQUIRED 54**

#### **Recommendation:**

THAT the County of Vermilion River reappoint Municipal Planning Services (2009) Ltd. as the subdivision authority for the County of Vermilion River for 2019 as per Section 4.1 of Bylaw No. 2408.

### **APPOINTMENT OF DEVELOPMENT AUTHORITY OFFICER – MOTION REQUIRED 58**

#### **Recommendation:**

THAT the County of Vermilion River appoint Bernice Gonzalez and Ian MacDougall as the County of Vermilion River's Development Authority Officers as provided for under Bylaw 13-16.



**LLOYDMINSTER AND COUNTY OF VERMILION RIVER  
MEMORANDUM OF UNDERSTANDING FOR WASTEWATER  
SERVICES – MOTION REQUIRED**

62

**Recommendation:**

THAT the County of Vermilion River approve the Memorandum of Understanding between the City of Lloydminster and the County of Vermilion River regarding the provision of wastewater services to the residents in the Hamlet of Blackfoot.

**COMMUNITY ENHANCEMENT AND RECREATION GRANTS  
UTILITIES REBATE PROGRAM – MOTION REQUIRED**

67

**Recommendation:**

THAT the County of Vermilion River approve the recommended Option A of not implementing a Community Enhancement and Recreation Grants Utilities Rebate Program at this time.

**ISLAY MUSEUM (MORRISON SCHOOL) RELOCATION  
PROJECT – MOTION REQUIRED**

71

**Recommendation:**

THAT the County of Vermilion River direct administration to research funding opportunities and implement initiatives to support the Islay Museum (Morrison School) Relocation Project.

**Lindsay A. Evans Park Project Update – For Information**

75

**Recommendation:**

THAT the County of Vermilion River receive the Lindsay A. Evans Park Project Update for Information.

**Website Overview Report – For Information**

76

**Recommendation:**

THAT the County of Vermilion River receive the Website Overview Report for information.

**Request for Information**

## 8.h GENERAL ADMINISTRATION

### **GST STATUS OF INTER-MUNICIPAL COST SHARING AGREEMENTS – MOTION REQUIRED**

79

#### **Recommendation:**

THAT the County of Vermilion River join in the advocacy effort for the GST status of inter-municipal cost sharing agreements by contacting the Alberta Urban Municipalities Association (AUMA), the Rural Municipalities of Alberta (RMA), the Federation of Canadian Municipalities (FCM), our Member of the Legislative Assembly (MLA) and Member of Parliament (MP) for their support in requesting that the Canadian Revenue Agency (CRA) reconsider their ruling.

### **CHIEF ADMINISTRATIVE OFFICER CONTRACT – MOTION REQUIRED**

83

#### **Recommendation:**

THAT the County of Vermilion River appoint Harold Northcott as Chief Administrative Officer for the County of Vermilion River under the provisions of the CAO Bylaw No. 19-16 and the Municipal Government Act of Alberta Chapter M-26, RSA Alberta 2000, effective September 3, 2019.

#### **Recommendation:**

THAT the County of Vermilion River approve the Chief Administrative Officer employment agreement setting out the terms and conditions of employment dated July 30, 2019 signed by Harold Northcott and Reeve Dale Swyripa on behalf of the County of Vermilion River.

#### **Request for Information**

## 9. POLICIES

### **9.a POLICY NG 015 NATURAL GAS INFILL INVESTMENT – MOTION REQUIRED**

85

#### **Recommendation:**

THAT the County of Vermilion River approve Policy NG 015- Natural Gas Infill Investment as presented.

## 10. BYLAWS

### 10.a CHIEF ADMINISTRATIVE OFFICER BYLAW NO. 19-16 – MOTION REQUIRED

90

**Recommendation:**

THAT the County of Vermilion River give first reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

**Recommendation:**

THAT the County of Vermilion River give second reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

**Recommendation:**

THAT the County of Vermilion River introduce for third reading Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

**Recommendation:**

THAT the County of Vermilion River give third and final reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

**Recommendation:**

THAT the County of Vermilion River give first Reading to Bylaw No. 19-17, being a Bylaw to amend and replace Schedule “A” of Bylaw 19-05 being the County Fee Schedule.

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**11. DELEGATIONS / PUBLIC HEARINGS**

**12. DISPOSITION OF DELEGATION BUSINESS**

10:00 AM *Friends of Clandonald - Tracy Snider*

**13. NOTICES OF MOTION**

**14. COUNCIL REPORTS**

**15. CLOSED SESSION - CONFIDENTIAL**

**16. ADJOURNMENT**



**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**2019 Second Quarter Municipal Financial Statement – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the 2019 Second Quarter Municipal Financial Statement as information.

### **ATTACHMENTS**

2019 Second Quarter Municipal Financial Statement

PREPARED BY: Viren Tailor

DATE: August 7, 2019

COUNTY OF VERMILION RIVER  
SUMMARY

	<u>Revenue</u>		<u>Expenditures</u>		<u>Adjustments</u>		<u>Net</u>		
	ACTUAL 2019	BUDGET 2019	ACTUAL 2019	BUDGET 2019	ACTUAL ADJ 2019	BUDGET ADJ 2019	ACTUAL 2019	BUDGET 2019	VARIANCE BUDGET-ACTUAL
TAXES	\$ (35,126,695)	\$ (35,018,708)	\$ 6,468,217	\$ 10,221,715	\$ -	\$ 54,669	\$ (28,658,478)	\$ (24,742,324)	\$ 3,916,154
00-GENERAL	\$ (476,714)	\$ (855,151)	\$ -	\$ -	\$ -	\$ -	\$ (476,714)	\$ (855,151)	\$ (378,437)
10 - VRRRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11-LEGISLATIVE	\$ (22,500)	\$ (45,000)	\$ 328,195	\$ 669,317	\$ -	\$ -	\$ 305,695	\$ 624,317	\$ 318,623
12-ADMINISTRATION	\$ (209,784)	\$ (257,084)	\$ 1,466,831	\$ 3,096,815	\$ (36,916)	\$ 157,475	\$ 1,220,130	\$ 2,997,206	\$ 1,777,075
21-ENFORCEMENT SERVICES	\$ (297,109)	\$ (372,117)	\$ 181,277	\$ 570,034	\$ -	\$ 19,119	\$ (115,832)	\$ 217,036	\$ 332,868
23-FIRE PROTECTION	\$ (1,076,169)	\$ (1,114,492)	\$ 226,249	\$ 1,040,992	\$ -	\$ 73,500	\$ (849,920)	\$ (0)	\$ 849,920
24-DIS & EMERG SERV	\$ (4,650)	\$ (11,150)	\$ 128,426	\$ 216,545	\$ -	\$ 4,400	\$ 123,776	\$ 209,795	\$ 86,019
26-DOG CONTROL	\$ (1,410)	\$ (5,281)	\$ 7,543	\$ 35,621	\$ -	\$ -	\$ 6,133	\$ 30,341	\$ 24,207
27-RAT CONTROL	\$ -	\$ (100,000)	\$ 40,791	\$ 110,469	\$ 36,839	\$ (1,000)	\$ 77,630	\$ 9,469	\$ (68,161)
31-PUBLIC WORKS	\$ (152,110)	\$ (3,215,137)	\$ 4,439,730	\$ 15,212,088	\$ 591,536	\$ 7,749,781	\$ 4,879,156	\$ 19,746,732	\$ 14,867,577
41-42 -WATER, WELLS & SEWER	\$ (231,636)	\$ (494,898)	\$ 249,411	\$ 633,993	\$ -	\$ (101,344)	\$ 17,775	\$ 37,750	\$ 19,975
43-WASTE MGMT	\$ (692,082)	\$ (714,190)	\$ 296,550	\$ 686,558	\$ -	\$ 27,632	\$ (395,532)	\$ (0)	\$ 395,532
51-FCSS	\$ (123,028)	\$ (232,316)	\$ 257,099	\$ 292,560	\$ -	\$ -	\$ 134,071	\$ 60,244	\$ (73,827)
56-CEMETERY	\$ -	\$ -	\$ 1,000	\$ 9,500	\$ -	\$ -	\$ 1,000	\$ 9,500	\$ 8,500
61-PLAN & DEV	\$ (97,028)	\$ (624,801)	\$ 300,441	\$ 1,432,402	\$ -	\$ (210,750)	\$ 203,413	\$ 596,851	\$ 393,438
62-AGRICULTURE	\$ (40,222)	\$ (342,619)	\$ 282,083	\$ 1,213,438	\$ 19,596	\$ (17,000)	\$ 261,457	\$ 853,819	\$ 592,363
63-ENVIRONMENT MGMT	\$ (40,824)	\$ (90,000)	\$ 98,073	\$ 160,018	\$ -	\$ 90,000	\$ 57,249	\$ 160,018	\$ 102,769
69-RENTAL LAND/BLDG	\$ (72,567)	\$ (939,000)	\$ 26,002	\$ 26,000	\$ -	\$ 913,000	\$ (46,565)	\$ -	\$ 46,565
72-RECREATION	\$ (860,389)	\$ (860,234)	\$ 40,218	\$ 640,945	\$ -	\$ 219,289	\$ (820,171)	\$ -	\$ 820,171
74-LIBRARY	\$ (84,959)	\$ (94,585)	\$ 85,150	\$ 94,585	\$ -	\$ -	\$ 192	\$ -	\$ (192)
TOTAL	\$ (39,609,877)	\$ (45,386,763)	\$ 14,923,288	\$ 36,363,597	\$ 611,055	\$ 8,978,770	\$ (24,075,535)	\$ (44,395)	\$ 24,031,139

(SURPLUS)  
DEFICIT

# COUNTY OF VERMILION RIVER

DETAIL

		ACTUAL 2019	BUDGET 2019	Variance	% ACTUAL TO BUDGET
<b>REVENUE:</b>					
1	Taxes	\$ (35,126,695)	\$ (35,018,708)	\$ 107,987	100.31%
2	General Revenue	\$ (476,714)	\$ (855,151)	\$ (378,437)	55.75%
3	Regional Governance	\$ -	\$ -	\$ -	
4	Legislative	\$ (22,500)	\$ (45,000)	\$ (22,500)	50.00%
5	Administration	\$ (209,784)	\$ (257,084)	\$ (47,300)	81.60%
6	Enforcement Services	\$ (297,109)	\$ (372,117)	\$ (75,008)	79.84%
7	Fire	\$ (1,076,169)	\$ (1,114,492)	\$ (38,322)	96.56%
8	Emergency & Disaster	\$ (4,650)	\$ (11,150)	\$ (6,500)	41.70%
9	Dog Control	\$ (1,410)	\$ (5,281)	\$ (3,871)	26.70%
10	Rat Control	\$ -	\$ (100,000)	\$ (100,000)	0.00%
11	Public Works				
12	General	\$ (98,129)	\$ (162,000)	\$ (63,871)	60.57%
13	Shop Recovery	\$ (53,982)	\$ (1,750,000)	\$ (1,696,019)	3.08%
14	Grants - Operation only	\$ -	\$ (1,303,137)	\$ (1,303,137)	0.00%
17	Subtotal	\$ (152,110)	\$ (3,215,137)	\$ (3,063,027)	
18	Water & Sewer				
19	Blackfoot	\$ (103,514)	\$ (217,915)	\$ (114,401)	47.50%
20	Clandonald	\$ (41,796)	\$ (88,067)	\$ (46,271)	47.46%
21	Islay	\$ (58,518)	\$ (124,909)	\$ (66,391)	46.85%
22	McLaughlin	\$ (10,548)	\$ (22,675)	\$ (12,127)	46.52%
23	Rivercourse	\$ (3,570)	\$ (7,283)	\$ (3,713)	49.02%
24	Villages	\$ -	\$ (4,000)	\$ (4,000)	0.00%
25	Drainage	\$ -	\$ (10,050)	\$ (10,050)	0.00%
26	Water Wells	\$ (13,690)	\$ (20,000)	\$ (6,310)	68.45%
27	Subtotal	\$ (231,636)	\$ (494,898)	\$ (263,262)	
28					
29	Waste Management	\$ (692,082)	\$ (714,190)	\$ (22,108)	96.90%
30	FCSS	\$ (123,028)	\$ (232,316)	\$ (109,288)	52.96%
31	Cemetery	\$ -	\$ -	\$ -	
32	Planning & Development	\$ (97,028)	\$ (624,801)	\$ (527,773)	15.53%
33	Agriculture	\$ (40,222)	\$ (342,619)	\$ (302,397)	11.74%
34	Environment	\$ (40,824)	\$ (90,000)	\$ (49,176)	45.36%
35	Land/Buildings	\$ (72,567)	\$ (939,000)	\$ (866,433)	7.73%
36	Recreation	\$ (860,389)	\$ (860,234)	\$ 155	100.02%
37	Library	\$ (84,959)	\$ (94,585)	\$ (9,626)	89.82%
38	TOTAL REVENUE:	\$ (39,609,877)	\$ (45,386,763)	\$ (5,776,886)	
39					
40	EXPENDITURES:				
41	General				
42	Regional Governance	\$ -	\$ -	\$ -	
43	Legislation	\$ 328,195	\$ 669,317	\$ 341,123	49.03%
44	Administration				
45	General	\$ 1,421,528	\$ 2,741,836	\$ 1,320,308	51.85%
46	General-GIS	\$ 11,912	\$ 100,836	\$ 88,924	
47	Office/Information System	\$ -	\$ 3,084	\$ 3,084	0.00%
48	Economic Development	\$ 25,558	\$ 57,159	\$ 31,600	44.71%
49					
50	Safety	\$ 7,833	\$ 33,900	\$ 26,067	23.11%
51	Depreciation	\$ -	\$ 160,000	\$ 160,000	0.00%
52	Sub Total	\$ 1,466,831	\$ 3,096,815	\$ 1,629,984	
53					
54	Enforcement Services	\$ 181,277	\$ 570,034	\$ 388,757	31.80%
55	Fire				
56	General	\$ 110,148	\$ 593,085	\$ 482,937	18.57%
57	Clandonald	\$ 15,923	\$ 54,904	\$ 38,980	29.00%
58	Dewberry	\$ 9,208	\$ 43,598	\$ 34,389	21.12%
59	Kitscoty	\$ 21,486	\$ 47,304	\$ 25,819	45.42%
60	Vermilion	\$ 36,774	\$ 123,372	\$ 86,597	29.81%
61	Paradise Valley	\$ 13,286	\$ 52,923	\$ 39,637	25.10%
62	Islay	\$ 6,315	\$ 32,320	\$ 26,005	19.54%
63	Blackfoot	\$ 12,238	\$ 56,046	\$ 43,809	21.83%
64	Marwayne	\$ 871	\$ 37,440	\$ 36,569	2.33%
65	Sub Total	\$ 226,249	\$ 1,040,992	\$ 814,743	
66					

# COUNTY OF VERMILION RIVER

DETAIL

		ACTUAL 2019	BUDGET 2019	Variance	% ACTUAL TO BUDGET
67	Emergency & Disaster	\$ 128,426	\$ 216,545	\$ 88,119	59.31%
68	Dog Control	\$ 7,543	\$ 35,621	\$ 28,078	21.18%
69	Rat Control	\$ 40,791	\$ 110,469	\$ 69,678	36.93%
70	<u>Public Works</u>				
71	GENERAL	\$ 457,854	\$ 1,177,870	\$ 720,016	38.87%
72	SAFETY	\$ 77,720	\$ 150,855	\$ 73,135	51.52%
73	HAMLETS	\$ 40,518	\$ 274,019	\$ 233,501	14.79%
74	SUBDIVISIONS	\$ 8,306	\$ 183,256	\$ 174,950	4.53%
75	MULTILOT	\$ -	\$ 113,000	\$ 113,000	0.00%
76	LOCAL PRIORITIES	\$ 25,390	\$ 496,000	\$ 470,610	5.12%
77	DRAINAGE DITCH SYSTEMS	\$ 42,576	\$ 360,000	\$ 317,424	11.83%
78	EMERGENT PROJECTS	\$ 11,578	\$ 50,000	\$ 38,422	23.16%
79	GRAVEL	\$ 581,709	\$ 3,265,586	\$ 2,683,877	17.81%
80	FACILITIES	\$ 93,536	\$ 201,512	\$ 107,976	46.42%
81	ROAD MAINTENANCE	\$ 2,232,609	\$ 6,259,358	\$ 4,026,749	35.67%
82	PW SHOP GENERAL OPERATIONS	\$ 198,929	\$ 831,860	\$ 632,931	23.91%
83	TOTAL VEHICLE & EQUIPMENT POOL	\$ 669,005	\$ 1,848,774	\$ 1,179,769	36.19%
84					
85					
86					
91					
92	<b>Sub Total</b>	<b>\$ 4,439,730</b>	<b>\$ 15,212,088</b>	<b>\$ 10,772,358</b>	
93	<u>Water &amp; Sewer</u>				
94	Blackfoot	\$ 106,312	\$ 306,594	\$ 200,282	34.68%
95	Clandonald	\$ 40,585	\$ 74,230	\$ 33,645	54.68%
96	Islay	\$ 45,916	\$ 103,108	\$ 57,192	44.53%
97	McLaughlin	\$ 13,219	\$ 23,966	\$ 10,747	55.16%
98	Rivercourse	\$ 4,824	\$ 6,787	\$ 1,963	71.08%
99	Villages	\$ 141	\$ 3,121	\$ 2,980	4.51%
100	Drainage	\$ 1,544	\$ 8,500	\$ 6,956	18.16%
101	Water Wells	\$ 36,871	\$ 107,687	\$ 70,816	34.24%
102	<b>Sub Total</b>	<b>\$ 249,411</b>	<b>\$ 633,993</b>	<b>\$ 384,582</b>	
103					
104	Waste Management	\$ 296,550	\$ 686,558	\$ 390,008	43.19%
105	FCSS	\$ 257,099	\$ 292,560	\$ 35,461	87.88%
106	Cemetery	\$ 1,000	\$ 9,500	\$ 8,500	10.53%
107					
108	<u>Planning &amp; Development</u>				
109	General	\$ 254,560	\$ 779,026	\$ 524,466	32.68%
110	Annexation	\$ 33,080	\$ 250,000	\$ 216,920	13.23%
111	Safety Codes	\$ 7,677	\$ 112,500	\$ 104,823	6.82%
112	Development Projects	\$ 5,123	\$ 252,000	\$ 246,877	2.03%
113	Appeal Board	\$ -	\$ 38,876	\$ 38,876	0.00%
114	<b>Sub Total</b>	<b>\$ 300,441</b>	<b>\$ 1,432,402</b>	<b>\$ 1,131,961</b>	
115					
116	<u>Agriculture</u>				
117	General	\$ 104,234	\$ 195,892	\$ 91,658	53.21%
118	Weed Control	\$ 32,226	\$ 324,214	\$ 291,988	9.94%
119	Aesa	\$ 18,467	\$ 68,760	\$ 50,293	26.86%
120	Extension Programs	\$ 2,146	\$ 8,589	\$ 6,444	24.98%
121	Tree Planting	\$ -	\$ 1,000	\$ 1,000	0.00%
122	Pest Control	\$ 56,070	\$ 100,304	\$ 44,234	55.90%
123	Road Side Seeding	\$ -	\$ -	\$ -	
124	Pesticide Containers	\$ -	\$ 5,124	\$ 5,124	0.00%
125	Brush Spraying	\$ 15,173	\$ 245,254	\$ 230,081	6.19%
126	Alus	\$ 49,199	\$ 158,953	\$ 109,755	30.95%
127	Alus Regional Collaboration Project	\$ -	\$ -	\$ -	
128	Safety	\$ 4,569	\$ 22,348	\$ 17,778	20.45%
129	Hamlet Revitalization	\$ -	\$ 7,000	\$ 7,000	0.00%
130	Depreciation/Gain-Loss/Contr Assets	\$ -	\$ 76,000	\$ 76,000	0.00%
131	<b>Subtotal</b>	<b>\$ 282,083</b>	<b>\$ 1,213,438</b>	<b>\$ 931,356</b>	
132					



# COUNTY OF VERMILION RIVER

DETAIL

		ACTUAL 2019	BUDGET 2019	Variance	% ACTUAL TO BUDGET
133	<b><u>Environmental Management</u></b>				
134	General	\$ 27,237	\$ 59,508	\$ 32,271	45.77%
135	Green Acreages Pilot	\$ 13	\$ 3,010	\$ 2,997	0.43%
136	Wet Lands	\$ 70,822	\$ 90,000	\$ 19,178	78.69%
137	W. Garfield Weston Foundation	\$ -	\$ -	\$ -	
138	Monitoring and Protection	\$ -	\$ 7,500	\$ 7,500	0.00%
139	<b>Subtotal</b>	<b>\$ 98,073</b>	<b>\$ 160,018</b>	<b>\$ 61,945</b>	
140					
141	<b><u>Land/Buildings</u></b>	\$ 26,002	\$ 26,000	\$ (2)	100.01%
142	<b><u>Recreation</u></b>				
143	General	\$ 40,111	\$ 632,745	\$ 592,634	6.34%
144	Lindsay Evans Park	\$ 108	\$ 8,200	\$ 8,093	1.31%
145	McNabb Wildlife Park	\$ -	\$ -	\$ -	
146	<b>Subtotal</b>	<b>\$ 40,218</b>	<b>\$ 640,945</b>	<b>\$ 600,727</b>	
147					
148	<b><u>Library</u></b>	\$ 85,150	\$ 94,585	\$ 9,435	90.03%
149	<b><u>Requisitions</u></b>				
	School	\$ 3,664,992	\$ 7,510,265	\$ 3,845,273	48.80%
	Other Requisitions	\$ 91,774			
150	Special Levies	\$ 2,711,451	\$ 2,711,450	\$ (1)	100.00%
151	<b>Subtotal</b>	<b>\$ 6,468,217</b>	<b>\$ 10,221,715</b>	<b>\$ 3,753,498</b>	
152					
153	<b>TOTAL EXPENDITURES:</b>	<b>\$ 14,923,288</b>	<b>\$ 36,363,597</b>	<b>\$ 21,440,309</b>	41.04%
154					
155	<b>(SURPLUS)/DEFICIT</b>	<b>\$ (24,686,589)</b>	<b>\$ (9,023,165)</b>	<b>\$ 15,663,424</b>	
156					
157					
158	<b>Adjustments for Non PSA Revenue &amp; Expenses</b>				
159					
160	Taxes & General	\$ -	\$ 54,669	\$ 54,669	
161	Administration	\$ (36,916)	\$ 157,475	\$ 194,391	-23.44%
162	Enforcement Services	\$ -	\$ 19,119	\$ 19,119	0.00%
163	Fire	\$ -	\$ 73,500	\$ 73,500	0.00%
164	Disaster	\$ -	\$ 4,400	\$ 4,400	0.00%
165	Rat Control	\$ 36,839	\$ (1,000)	\$ (37,839)	-3683.90%
166	Public Works	\$ 591,536	\$ 7,749,781	\$ 7,158,245	7.63%
167	Water and Sewer	\$ -	\$ (101,344)	\$ (101,344)	0.00%
168	Waste Management	\$ -	\$ 27,632	\$ 27,632	0.00%
169	Planning and Development	\$ -	\$ (210,750)	\$ (210,750)	0.00%
170	Agriculture	\$ 19,596	\$ (17,000)	\$ (36,596)	-115.27%
171	Environment	\$ -	\$ 90,000	\$ 90,000	0.00%
172	Recreation	\$ -	\$ 219,289	\$ 219,289	0.00%
173	Land	\$ -	\$ 913,000	\$ 913,000	0.00%
174		<b>\$ 611,055</b>	<b>\$ 8,978,770</b>	<b>\$ 8,367,716</b>	
175		<b>\$ (24,075,535)</b>	<b>\$ (44,395)</b>	<b>\$ 24,031,139</b>	

**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**Option Pay Credit Card Software Update – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the Option Pay Credit Card Software Update for information.

### **DETAILS**

**Background:** The County of Vermilion River has historically only accepted debit card, cheque and cash payments. However, with new technology at the forefront, the County of Vermilion River is able to process credit card transactions through a third party service provider known as OptionPay. As of June 28, 2019, Customers have had the option to remit payment via credit card so long as they consent and agree to pay a service fee on each transaction for the convenience.

Administration has prepared the attached report which outlines the types of payments received to date as well as the total amount of those payments for Council's review.

**Discussion:** Administration has set up a tablet kiosk at the front desk of the administration office for customers to remit payment via credit card. In addition, administration has also integrated an embedded URL into the County's website thereby allowing customers to remit payment via credit card online.

**Relevant Policy/Legislation Practices:** Credit Card Payment Acceptance Policy F1 014

### **IMPLICATIONS OF RECOMMENDATION**

**Financial:** OptionPay software is provided to the County at no cost. OptionPay fees are collected by virtue of charging customers a service fee on each transaction.

**Communication Required:** Advertisements have been circulated via social media, the County website and in the most recent newsletter. The County will continue to advise customers of this



new initiative over the coming months to ensure that our customers are aware of their payment options as it relates to County goods and services.

**Implementation:** Implementation took place on June 28<sup>th</sup>, 2019.

## ATTACHMENTS

1. Breakdown of transactions

**PREPARED BY:** Shannon Harrower, Executive Secretary & Leah Sadegian, PW Finance

**APPROVED BY:** Viren Tailor, Director of Corporate Services

**DATE:** August 7, 2019

## OptionPay Transaction Report as at July 2019

PAYMENTS						
	TAXES	TICKETS/ FINES	UTILITIES	PERMITS	OTHER	TOTAL
#	3	0	4	0	4	11
\$	\$3,771.35	0	\$498.43	0	\$3,504.00	<b>\$7,773.78</b>

**Other Payments include:**

- Folded Landowner Map
- Infill
- Community Water Well
- Strychnine

**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**2019 Second Quarter Gas Utility Financial Statement – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the 2019 Second Quarter Gas Utility Financial Statement as information.

### **ATTACHMENTS**

2019 Second Quarter Gas Utility Financial Statement

PREPARED BY: Viren Tailor

DATE: August 7, 2019

County of Vermilion River  
Gas Utility

	2019 Residential <u>Actual</u>	2019 Industrial <u>Actual</u>	2019 Consolidated <u>Actual</u>	2019 Consolidated <u>Budget</u>	Budget <u>Variance</u>
<b><u>Sale of Gas - Margins</u></b>					
1 Gas Sales Residential (Gigajoules)	\$ (533,045)		\$ (533,045)	\$ (885,499)	\$ 352,454
2 Gas Sales Industrial(Gigajoules)		\$ (332,726)	\$ (332,726)	\$ (776,863)	\$ 444,137
3 Transportation (Gigajoules)		\$ (303,379)	\$ (303,379)	\$ (666,508)	\$ 363,129
4					
5 <b>Total Gross Margin (Gas Sales less Purchases)</b>	<b>\$ (533,045)</b>	<b>\$ (636,105)</b>	<b>\$ (1,169,150)</b>	<b>\$ (2,328,870)</b>	<b>\$ 1,159,720</b>
6					
7 <b><u>Service Charges</u></b>					
8 Residential	\$ (570,268)		\$ (570,268)	\$ (1,135,000)	\$ 564,732
9 Industrial - Standard		\$ (181,102)	\$ (181,102)	\$ (375,900)	\$ 194,798
10					
11 <b>Sale of Gas &amp; Service Charges Revenue Available for operations</b>	<b>\$ (1,103,313)</b>	<b>\$ (817,207)</b>	<b>\$ (1,920,520)</b>	<b>\$ (3,839,770)</b>	<b>\$ 1,919,250</b>
12					
13 Income (Reserve Trsf, Sale of Fixed Assets, Misc)	\$ (14,282)	\$ (14,282)	\$ (28,563)	\$ (194,000)	\$ 165,437
14					
15 <b><u>Operational Expenditures</u></b>					
16 General Operations & Maintenance	\$ 593,366	\$ 604,324	\$ 1,197,690	2,161,000	\$ (963,310)
17 Leak Detection/Yard Inspection	\$ 3,321	\$ -	\$ 3,321	\$ 87,000	\$ (83,679)
18 Meter Program	\$ 26,046	\$ 3,186	\$ 29,232	\$ 120,475	\$ (91,243)
19 Cathodic Protection	\$ 12,841	\$ 9,011	\$ 21,852	\$ 64,850	\$ (42,998)
20 Line Locating	\$ 8,514	\$ 73,013	\$ 81,528	\$ 225,250	\$ (143,722)
21 Shops	\$ 6,039	\$ 6,112	\$ 12,151	\$ 28,000	\$ (15,849)
22 Safety	\$ 18,963	\$ 18,963	\$ 37,926	\$ 90,500	\$ (52,574)
23 Subtotal Operational Expenditures	\$ 669,091	\$ 714,610	\$ 1,383,700	\$ 2,777,075	\$ (1,393,375)
24					
25 <b>(Profit) Loss from Operations</b>	<b>\$ (448,504)</b>	<b>\$ (116,879)</b>	<b>\$ (565,383)</b>	<b>\$ (1,256,695)</b>	<b>\$ 691,312</b>
26					
27 <b>Amortization/Gain or Loss on Sale of Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ (1,250,000)</b>
28					
29 <b><u>PSAB 3150 Adjustments</u></b>					
30 Reverse Amortization	\$ -	\$ -	\$ -	\$ (1,250,000)	\$ 1,250,000
31 Drawn from Reserves	\$ -	\$ -	\$ -	\$ (482,000)	\$ 482,000
32 Contributed to Equip & Facility Reserves	\$ -	\$ -	\$ -	\$ 195,000	\$ (195,000)
33 Interest Added to Reserves	\$ -	\$ -	\$ -	\$ 120,000	\$ (120,000)
34 Contributed to Project Reserve from Industrial Project Profit*	\$ -	\$ -	\$ -	\$ 247,000	\$ (247,000)
35 Contributed to Project Reserve from Operational Profit	\$ -	\$ -	\$ -	\$ 753,000	\$ (753,000)
36 Grants	\$ 10,708	\$ 10,708	\$ 21,417	\$ (780,000)	\$ 801,417
37 Sale of Fixed Assets	\$ (28,248)	\$ (28,248)	\$ (56,495)	\$ (84,500)	\$ 28,005
38 Fixed Assets Mach & Equip	\$ 6,729	\$ 6,729	\$ 13,458	\$ 140,000	\$ (126,542)
39 Fixed Assets Vehicles	\$ 18,420	\$ 18,420	\$ 36,839	\$ 68,000	\$ (31,161)
40 Fixed Assets Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
41 Fixed Assets Infrastructure	\$ 65,258	\$ 65,258	\$ 130,516	\$ 1,262,000	\$ (1,131,484)
42 Net Profit on Industrial Projects/Infills	\$ 63,445	\$ 63,445	\$ 126,891	\$ (247,000)	\$ 373,891
43 <b>Subtotal Adjustments</b>	<b>\$ 136,313</b>	<b>\$ 136,313</b>	<b>\$ 272,626</b>	<b>\$ (58,500)</b>	<b>\$ 331,126</b>
44					
45 <b>(Profit) Loss After Adjustments</b>	<b>\$ (312,191)</b>	<b>\$ 19,434</b>	<b>\$ (292,757)</b>	<b>\$ (65,195)</b>	<b>\$ (227,562)</b>
46 * Industrial Project Profit flows 100% through Industrial Budget to Project Reserve					
47					
48 <b><u>Additional Revenue Streams</u></b>					
50 Net Profit on Service Calls			\$ (2,022)	\$ 850	\$ (2,872)
51 Net Profit on Sale of Goods			\$ (5,465)	\$ (9,000)	\$ 3,535
52 Net Billable GPS			\$ -	\$ -	\$ -
53 Secondary Installations & Heaters			\$ (15,507)	\$ (36,000)	\$ 20,493
54 <b>Net from Revenue Streams</b>			<b>\$ (22,995)</b>	<b>\$ (44,150)</b>	<b>\$ 21,155</b>
55					
56 <b>Total (Profit) Loss</b>			<b>\$ (315,752)</b>	<b>\$ (109,345)</b>	<b>\$ (206,407)</b>

**MEETING DATE: AUGUST 20, 2019**

# REQUEST FOR DECISION - TO COUNCIL

## SUBJECT

**ALPHABOW ENERGY LTD – MOTION REQUIRED**

## RECOMMENDATION

THAT the County of Vermilion River reject the proposal from Alphabow Energy Ltd to pay a portion of their current property taxes and waive any fees or penalties on any remaining amounts outstanding until they are paid in full, following the conclusion of the Provincial assessment model review.

## DETAILS

**Background:** The County of Vermilion River received a letter from Alphabow Energy Ltd (ABE Ltd) on July 29, 2019 requesting the following payment arrangements for their current property taxes.

- 10% of their total property tax obligation by the due date
- 20% of the remaining amount to be paid immediately upon the signing of an agreement with the County, who would waive any fees or penalties normally incurred
- 70% to be paid upon conclusion of provincial review of M&E taxes

Below is 2019 Property Tax summary for Alphabow Energy;

Roll Number	2019 Assessment	2019 Taxes
Roll # 950000XXX	\$207,490	\$3,880.37
Roll # 995490XXX	\$ 12,550	\$ 240.13
Roll # 997521XXX	\$ 15,260	\$ 291.66
Total...	\$235,300	<b>\$4,412.16</b>

**Response Options:**



THAT the County of Vermilion River reject the proposal from Alphabow Energy Ltd to pay a portion of the current property taxes and waive any fees or penalties on any remaining amounts outstanding until they are paid in full, following the conclusion of the Provincial assessment model review.

OR

THAT the County of Vermilion River make payment arrangements with Alphabow Energy Ltd for the current years Property Taxes.

## IMPLICATIONS OF RECOMMENDATION

**Communication Required:** Administration will send a letter to Alphabow Energy, advising them of Council's decision.

## ATTACHMENTS

20190729-ABE Energy

PREPARED BY: Viren Tailor

DATE: August 8, 2019

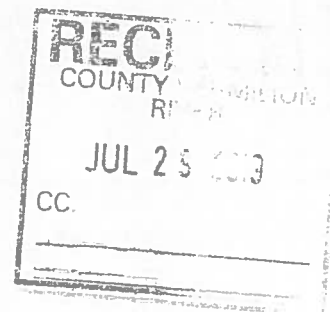




## Letter to Each Affected Municipality

June 24, 2019

County of Vermilion River  
Box 69  
4912 - 50 Avenue  
Kitscoty, Alberta  
T0B 2P0



Dear County of Vermilion River,

AlphaBow Energy Ltd. (Alphabow) is a private company with significant investments in shallow natural gas wells in Central Alberta. We directly employ a total of 108 Albertans in Alberta across various communities in the Province including in the municipality of **County of Vermilion River** plus sources many additional local services through our operational activities who employ local Albertans.

As you are aware, oil and natural gas producers throughout Alberta are facing tremendous pressure in the current price environment. Natural gas prices have collapsed from a high of \$5.15/GJ in 2014 to \$0.80/GJ (avg) in April 2019 and trading at 0.11\$/GJ on June 21, 2019. Benchmark oil prices and differential spreads have also been extremely volatile with December 2018 realized heavy oil prices deteriorating to less than \$16/bbl to which we deduct our cash costs of operations. 90% of AlphaBow's properties currently generate net negative operating income at the field level prior to head office overhead. The current municipal taxes levied on these assets not only make the Company's survival situation worse but could be fatal. This situation has already led to several high-profile bankruptcies and continues to put many more oil and gas producers at risk, including AlphaBow.

In **County of Vermilion River**, AlphaBow has been assessed a total of **\$4,412.16** of total municipal taxes for 2019 which represents a significant portion of our commodity revenue directly in **County of Vermilion River**. Due to these substantial and unsustainable low oil and gas revenues in 2018 and into 2019 we are paying a significant amount of our total revenues in municipal taxes. On top of that we must pay onerous surface lease rental payments, other government levies and taxes, and the actual cash operating costs to keep these wells operational to produce out minerals and royalties.

In light of this pricing catastrophe and the reality that the productive and fair market value of these taxed assets is substantially lower than the municipal assessed value, we understand that Municipal Affairs is currently undertaking an assessment model review of the *Minister's Guidelines for Linear Property*, including a review of how assessment values for linear property is determined; we also note that Perpetual Energy has initiated a reference application to set aside the *2018 Ministerial Guidelines* (collectively, the "**Reassessments**").

**AlphaBow Energy Ltd.**

1800, 222 – 3rd Avenue SW, Calgary, AB T2P 0B4  
Main Phone: 587-393-5059  
Fax: 587-393-5060

AlphaBow will make to you a payment of 10% of its total tax obligation on or prior to the roll due date. AlphaBow further proposes that in exchange for an immediate 20% further payment of outstanding tax obligations and an agreement to pay the remaining amount when the Reassessments are fully and finally concluded, that you defer all remaining roll taxes and agree to waive any fees, interest, penalties or others costs that may otherwise have accrued thereon.

AlphaBow recognizes that municipal budgets fund important services and that the budgets of rural municipalities in Central Alberta are already very stretched. AlphaBow wants to be a long-term partner to you and pay a sustainable fair share of its revenue to these municipalities as it relates to what is practicable and affordable. When gas prices were higher in prior years, these rates could be sustainable and paid. Unfortunately, today the taxation structure is not sustainable nor fair and paying these taxes will be putting AlphaBow out of business will only exacerbate the budgetary problems of rural municipalities.

We welcome a discussion of alternative arrangements that will allow job providing, tax paying oil and gas producers, such as AlphaBow, to survive this downturn and also contribute to the funding of important services provided by rural municipalities such as yourselves.

Sincerely,

SEVERED

Shuo (Marshall) Shi  
Chief Executive Officer and Director  
**AlphaBow Energy Ltd.**

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**UPGRADE TO TOWNSHIP ROAD 494 WEST OF RANGE ROAD 75 – MOTION  
REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River approve the upgrade of Township Road 494 west of Range Road 75 to be funded by the Division Three Local Priority Budget.

### **DETAILS**

**Background:** Township Road 494 has had a low spot that has been causing access issues for the local farmers. The culvert needs to be replaced and the road needs to be built up approximately one (1) meter. As this is a back road, it will be funded from the Division Three Local Priority budget.

**Discussion:** The upgrade is estimated to cost approximately \$19,000 and will take place this fall, weather permitting.

**Relevant Policy/Legislation Practices:** PW 003 Local Priorities Policy

**Desired Outcome (s):**

THAT the County of Vermilion River approve the upgrade of Township Road 494 west of Range Road 75 for an approximate cost of \$19,000.

**Response Options:**

THAT the County of Vermilion River approve the upgrade of Township Road 494 west of Range Road 75 for an approximate cost of \$19,000.

THAT the County of Vermilion River disapprove the upgrade of Township Road 494 west of Range Road 75 for an approximate cost of \$19,000.

### **IMPLICATIONS OF RECOMMENDATION**



**Organizational:** Staff will coordinate the required resources for the upgrade.

**Financial:** This upgrade will be funded by the 2019 Division Three Local Priority budget.

**Communication Required:** Division Three Councillor to be informed of start and completion of project.

**Implementation:** The upgrade will commence this fall, weather permitting.

## ATTACHMENTS

1. PW 003 Local Priorities

**PREPARED BY:** Leah Sadegian, Public Works Finance

**REVIEWED BY:** Darrell Denis, Operations Manager

**DATE:** August 12, 2019

## POLICY # PW 003

## LOCAL PRIORITIES

DEPARTMENT: PUBLIC WORKS

<b>APPROVAL DATE:</b>	March 8, 2016 (2016-03-05)
<b>REVISION DATE (s):</b>	2017-12-21 (December 5, 2017)
<b>REVIEW DATE (s):</b>	

### POLICY STATEMENT

The County of Vermilion River wants to allow flexibility for small localized projects that are important to the local area and ratepayers.

### PURPOSE

The purpose is to address local road priorities that do not normally fall under a routine County service level.

### Policy

1. Local Priority Project Qualifications:
  - a. the project does not fall under the County routine service level;
  - b. the total scope of the project is under \$50,000;
  - c. the road does not fall under any of the 3 major categories for road classification within a 5 year plan;
  - d. and the project would enhance the local area through safety and infrastructure improvement.



2. Annual funding will be established for local priorities projects. County of Vermilion River Project funding cannot be utilized for Local Priorities Projects.
3. Local priority funding shall not be used in hamlets.
4. Any deviation outside the scope of this Policy is not permitted and must go to Council for approval.
5. Local priority funding for each Division cannot exceed \$150,000.00 (including carry-over) in any fiscal period. Funding is allowed to carry over for two years to a maximum of \$100,000.00 carried forward.
6. A project may not be started if the new project puts the current budget over by 10%.

## 2018 SERVICE LEVELS

# PUBLIC WORKS: Local Priorities

## WHAT ARE OUR GOALS?



- ☐ Focus on local improvement projects

## HOW WILL WE ACCOMPLISH OUR GOALS?

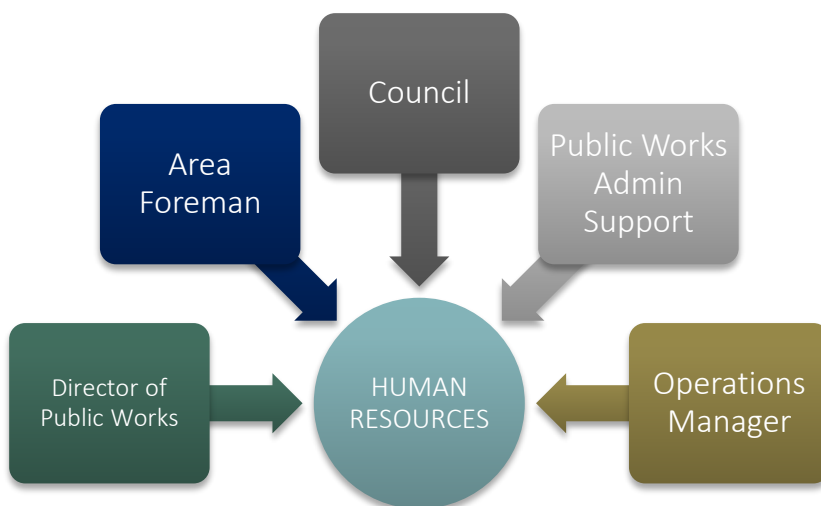
STRATEGY	DESCRIPTION
Local Prioritization for unclassified projects	<p>Assist with small projects that are important to the local areas, but do not qualify as a CVR-wide project list.</p> <p>Requests will come through the Concern Tracker system, be evaluated by Public Works staff, as to the necessity of the concern for the general good of the area residents.</p>

## WHEN & HOW WILL WE DO THIS?

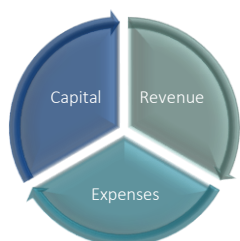
ACTION	EXPLANATION	ACHIEVEMENT DEADLINE
Annual project review	<p>Back roads and small projects (under \$10,000) that are not part of the general maintenance or construction budgets are eligible. The Director of Public Works in consultation with local Councillors will determine local area needs:</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"><li>a. the project does not fall under the County routine service level;</li><li>b. the total scope of the project is under \$50,000;</li><li>c. the road does not fall under any of the 3 major categories for road classification within a 5 year plan;</li><li>d. and the project would enhance the local area through safety and infrastructure improvement.</li></ul>	February

<b>Program Financial Planning</b>	<b>\$50,000 is allocated per year per Area of Local Priority.</b> Any unused portion is carried forward to future years to a max \$150,000 that can be spent in a single year.	Ongoing
<b>Program Transparency</b>	Any requests that exceed a project value of \$50,000 dollars, in a single year will be considered a routine service level project and added to the public works project list for Council's approval in the annual budget review process.  All work undertaken, is to be listed in the Local Priority sheet, signed by Director of Public Works, and presented to Council annually, during budget deliberations.	Ongoing

## HUMAN RESOURCES



## FINANCIAL RESOURCES



DETAILS	
<b>REVENUE</b>	\$50,000 per year per Local Area for local priorities projects (unused portion is carried forward to future years to a max \$100,000 and conversely, any over-expenditures from last year will reduce available revenue for the current year).
<b>EXPENSES</b>	Over expenditures are to be pre-approved by Council and will be deducted from next year's budget, if approved
<b>CAPITAL</b>	

## REGULATIONS/POLICIES

- AG 007 Roadside Brush Control
- PD014 General Municipal Servicing Standards



## MEASUREMENTS

CATEGORY	MEASUREMENT	GOAL
FINANCIAL	Budget	Operate within budget
	Project Costing	Track all costs related to projects
ORGANIZATIONAL	Time Frame	Complete tasks within allotted timeframes
CUSTOMER CARE	Customer expectations	Provide response to inquiries within 48 hours
MISSION	Sustainability	Complete as many local priority projects as allowed in budget and time frames

## HISTORY

- The Local Priorities budget was created to provide funding for projects within Divisions that were deemed to be important to the Councillor and residents, but did not fall within the requirements of another existing budget.
- At the March 24, 2014 Policy and Priorities Committee, brushing/clearing/hydroaxing on main roads was included as a service.
- The Local Priority funding is not intended to be used in hamlets as they have their own policy and service levels funded by hamlet mill rates; not for new or existing residential access improvement
- At the March 29, 2018 Policy and Priorities Committee meeting, Council requested that this program be moved under the administration of Public Works. The intent is to continue with the same service level, administered by the Public Works.
- Back roads are defined in the General Municipal Servicing Standards as:
  - Class F (undeveloped road)
  - Adjacent landowner only, adjacent farm access only
  - 20 meter right of way
  - Surface is dirt trail and/or reject gravel
  - Maintained twice a year or upon request

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**RANGE ROAD 22 SURFACING REQUEST – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River send a letter to the Minister of Transportation requesting that a portion of Range Road 22 be repaired to pre-detour condition.

### **DETAILS**

**Background:**

In 2016 Alberta Transportation requested use of R.R. 22 & R.R. 23 for the purpose of a detour route. The detour route was required in order to provide public access while repairs were under taken on a Bridge sized culvert crossing Hwy 641. The province was responsible for the cost of applying dust debatement on the gravel portions of the detour route as well as maintenance of the oiled portions.

As this work was undertaken in 2016, and the turnover of municipal staff, there is limited information available as to the agreement between Alberta Transportation and the County of Vermilion River. The only documentation available indicates that the County has signed off on all requirements by Alberta Transportation to perform any other work associated with this detour. The local resident feels that he had a commitment from Alberta Transportation to repair R.R. 22 to pre-detour condition regardless of any sign off by municipal staff.

**Discussion:** During discussions with Alberta Transportation they have indicated that they feel they have met the requirements of the municipality as the County has signed off on the agreement. They also have indicated that they have no funding at this time for maintenance items that were not in budget.

**Desired Outcome (s):** That the County of Vermilion River approve sending a letter to the Minister of Transportation.

**Response Options:**

1. That the County of Vermilion River approve sending a letter of request to the Minister of Transportation requesting that the province restore the road surface to pre-detour condition.
2. That the County of Vermilion River disapprove sending a letter of request to the Minister of Transportation requesting that the province restore the road surface to pre-detour condition.

## IMPLICATIONS OF RECOMMENDATION

Financial: Small fee for postage

Communication Required: Letter to be drafted and signed by the Reeve

## ATTACHMENTS

Detour Agreement

PREPARED BY: Marshall Morton

DATE: August 14, 2019

GENERAL RELEASE  
OF ALL DEMANDS

FileNo: Counties\_MDs/Vermilion

INTHEMATTER OF: Dust abatement and gravel road maintenance on the approved detour route along range road 22, township road 552, and range road 23. The detour was in effect from spring to fall of 2017 as a result of a roadway washout on Highway 641 near Tulliby Lake. This resulted in higher than normal traffic volumes on the local roads mentioned above for an extended period of time.

KNOW ALL PERSONS by these presents that I/we, Rhonda King (CAO)  
of the County of Vermilion River  
4912 80 Ave.  
Kitscoty AB  
T0B 2P0

in the Province of Alberta, for the consideration hereinafter mentioned do hereby remiss, release, and forever discharge Her Majesty the Queen, in the right of the Province of Alberta, as represented by the Minister of Alberta Transportation, together with his engineers, surveyors, workmen or agents of and from all further claims, demands and liability for the said loss and damage whatsoever which against the said Minister, workmen or agents we ever had, now have, or which my heirs, executors, administrators or assigns, or any of them, hereafter can, shall or may have for or by reason of any cause, matter or thing whatsoever existing up to the present time with the exception of future damages directly flowing from the cause and which are reasonably foreseeable incurred by reason of:

Local road dust abatement due to the implementation of a provincial highway detour route using Range Roads 22, 23 and Township Road 552 to bypass a washed out section of road along Highway 641 near Tulliby Lake.

INCONSIDERATION WHEREOF we are to receive a total of \$15,599.81 in full settlement thereof.

We also undertake to hold this offer of general release open until 90 days have passed to allow acceptance by the Minister or a person or authority he may designate.

INWITNESS WHEREOFF we have hereunto subscribed our names this 8 day of March 2018 A.D.

SIGNED by the said

**SEVERED**

Rhonda King  
CAO  
County of Vermilion River

In the presence of

**SEVERED**

Witness

**SEVERED**

Signature:

Approved As To Form and Content

Date

Bill Heaslip  
Operations Manager  
Vermilion

**COUNCIL MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**COMPRESSED NATURAL GAS VEHICLES – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River approve the Compressed Natural Gas Vehicles and Refueling Project as presented.

### **DETAILS**

**Background:** A recommendation was presented to Council in March, 2019. At that time, Council approved proceeding with capital grant applications for the project. The application under the Natural Resources Canada - Natural Resources Canada (NrCan) – Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative, was approved for funding at 50% of capital costs. The attached document provides background, projections, and recommendations to proceed with a Natural Gas Vehicles and Refueling Project.

### **ATTACHMENTS**

1. CNG Vehicles Recommendation

**PREPARED BY:** Sarah Armstrong, Gas Utility Assistant

**APPROVED BY:** Louis Genest

**DATE:** August 14, 2019



**Natural Gas Vehicles and Refueling Project**  
**Recommendation to Council**



Prepared by LGenest

14/08/2019

## Executive Summary

In 2016 the County of Vermilion River Gas Utility began a pilot project for conversion of County vehicles to bi-fuel Compressed Natural Gas (CNG)/Gasoline. The Pilot included conversion of two light trucks and construction of a small CNG refueling station. The purpose of the pilot was to evaluate projected financial and operational implications of CNG vehicles. If unsuccessful, the Pilot was to be concluded. If successful, Gas Utility was to bring a recommendation to Council on expansion of the program. The Pilot Project has proven successful and projections generally confirmed. Based on initial success of the Pilot, the County CNG fleet has been expanded by 6 vehicles from 2017-2019, with 8 vehicles now operating on natural gas.

A study (funded in part by the FCM Green Municipal Fund) was carried out by Jenmar Consulting and Natural Gas Utility staff to investigate further expansion of the County Fleet and Public/Private CNG fleets and refueling. Based on the study a recommendation was made to Council and capital funding applications were submitted under the Environment and Climate Change Canada (ECCC) – Low Carbon Economy Fund and the Natural Resources Canada (NrCan) – Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. The application under the NrCan Initiative was successful. The Initiative provides 50% Capital Funding for publicly accessible CNG refueling infrastructure up to \$1,000,000.

As further outlined herein, the Gas Utility recommends that the County proceed with construction of a dual purpose County/Public CNG Refueling Station, expansion of the County CNG Fleet, and preparation of pilot project proposals for private CNG vehicle fleets.

## Findings

The Study and subsequent research produced several key findings including:

- **FortisBC** is a leader in Canada in CNG vehicles and refueling. Fortis' over 20 years of experience in the CNG vehicle market should be utilized as a resource in developing our CNG vehicle program.
- Estimated **fuel cost** of \$0.60/GLE (Gasoline Litre Equivalent) at current commodity pricing including cost of refueling infrastructure and ongoing operations.
- Potential **net savings** estimated between \$600,000 - \$1,300,000 (dependent on grant funding) over a 15 year period on a 35 vehicle fleet. With potential for additional revenue from public refueling.
- Conversion costs and practical vehicle concerns limit interest in conversion of family vehicles and existing public convenience-style fueling in Canada has not been commercially viable. Current commercial opportunity exists primarily in **commercial fleets**.
- **Commercial CNG haulers** expressed only minor interest in refilling at our location and demanded fill times that nearly double the cost of refueling infrastructure. In order to justify sizing infrastructure to accommodate bulk CNG haulers, 6 fills per week would be required, which is unlikely.
- **Vehicle Conversions** are the most challenging part of a CNG vehicle program. Vehicle manufacturers have generally exited the CNG market.
  - FortisBC conducts extensive research and development on conversion technology and is willing to share information on conversions.
  - There are four main CNG conversion technology providers in Canada. All are willing to provide training and assistance to develop local conversion/servicing capacity.



- Numerous options for **refueling infrastructure** exist depending on needs of the customer (fleet size, fill timing, metering, redundancy, etc.)
- Preliminary interest exists for **private CNG fleets**. However, customers are reluctant to put up capital investment required for refueling. FortisBC Model is to own and operate refueling infrastructure and recover through contracts for fuel deliver. CNRL requested a proposal on CNG refueling and vehicles.
- Several **Grant funding** programs exist that could provide capital funding for CNG Refueling Infrastructure and fleet conversion. We have applied for funding under the Environment and Climate Change Canada – Low Carbon Economy Fund (LCEF) for 40% Funding. Additionally the Natural Resources Canada – Alternative Refueling Infrastructure Grant is planning a Request for Proposals in spring, 2019. The NrCan program specifically for alternative refueling infrastructure, requires public fueling availability, which adds costs of creating a publicly available cardlock system.

## Recommendations

### County Fleet

- Conversion of all new County light duty vehicles to Bi-Fuel CNG beginning in 2020-2021, with conversion costs to be funded by each department through Capital Equipment Budgets.

*Except in cases where CNG equipment cannot be accommodated due to a specific vehicle use.*

### County/Public Refueling Infrastructure

- Construction of a fast fill CNG refueling station as follows:
  - Approximate fill time 3-10 minutes / vehicle
  - Publicly-available point-of-sale CNG Dispenser
  - Estimated cost \$1,300,000
  - Limited capacity for filling bulk CNG haulers
  - Funded from the Gas Utility Project Reserve and the NrCan grant and recovered through fuel charges.

### Vehicle Conversions

#### **County Fleet**

- Develop in-house expertise on installation of physical equipment (tanks, covers, tubing, regulator and injectors) which would further increase projected cost savings
- Utilize conversion equipment providers for programming of equipment
- Apply for Provincial and Federal grant funding for fleet conversions

#### **Private Fleets**

- Private fleets will be responsible for their own vehicle conversions and servicing
- Contact local automotive service shops and conversion equipment providers to develop local private conversion/servicing shop.

#### Commercial Fleet Refueling

- Submit proposal to CNRL as outlined in the Study:
  - County owns and operates refueling station at CNRL Blackfoot
  - Capital cost of approximately \$900,000 funded through Capital Financing
  - Fast and time fill capacity for 15-30 trucks
  - Fixed contract with ROI of approximately 7 years
- Report results of the project back to customers and Council and pursue additional customers.
- Prepare information package and meet with key trucking industry members and fellow Natural Gas Vehicle industry members.

#### Home Refueling

- Prepare a pilot project proposal for County-owned/operated time fill CNG refueling installed at a customer property, for Council review.

#### Operations & Administration

- We estimate 0.5 FTE administration and operations staff will be required to maintain County Fleet. Overhead has been factored into County Fleet Fuel Price. We feel we can initially accommodate administration and operation at existing staffing levels.
- Any expansion into private refueling requires additional operations and admin staff. These costs have been factored into proposals.

## Environmental

- Natural Gas is the cleanest burning fossil fuel. We believe it is the most practical and environmentally beneficial motor vehicle option in Canada. The proposed project will reduce vehicle GHG emissions by 23% vs. gasoline. And, at peak, we will be reducing fleet GHG emissions by nearly 400 metric tons/year.

CRL FLEET GHG EMISSION REDUCTIONS											JENMAR CONCEPTS	
Project Identification:	CVR - CNG FOR CLIENT FLEETS					Job No.:	99-106 Phase 2					
Document No:	99-106-017-03					Rev. No.:	C					
Ref Drawing No.:	NA					Date:	2019-03-26					
Prepared by:	J. Neels					Page:						
Checked by:						Approved:						
Pick Up Trucks - GHG Emission Reduction	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
Number Trucks converted	16.0	19.0	22.0	25.0	28.0	30.0	30.0	30.0	30.0	30.0		
Annual distance per vehicle	135000.0	135000.0	135000.0	135000.0	135000.0	135000.0	135000.0	135000.0	135000.0	135000.0	km	
Fuel consumption (CNG)	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	km/GLE	
Gasoline Fuel used per annum	378947.4	450000.0	521052.6	592105.3	663157.9	710526.3	710526.3	710526.3	710526.3	710526.3	GLE	
	12435.3	14767.0	17098.6	19430.2	21761.9	23316.3	23316.3	23316.3	23316.3	23316.3	Mcf	
Natural gas green house gas emissions	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	5.51E-02	Metric Tons	https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references
Annual emissions (CNG)	685.3	813.8	942.3	1070.8	1199.3	1285.0	1285.0	1285.0	1285.0	1285.0	CO <sub>2</sub> /MCF	
Gasoline green house gas emissions	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	8.89E-03	Metric Tons	https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references
Annual emissions (gasoline)	889.8	1056.6	1223.4	1390.2	1557.1	1668.3	1668.3	1668.3	1668.3	1668.3	CO <sub>2</sub> /gallon of gasoline	
Annual reduction in greenhouse gases	204.4	242.8	281.1	319.4	357.8	383.3	383.3	383.3	383.3	383.3	Metric Tons	
Accumulative reduction	204.4	447.2	728.3	1047.7	1405.5	1788.8	2172.2	2555.5	2938.8	3322.1	Metric Tons	
Reduction in %	23%	23%	23%	23%	23%	23%	23%	23%	23%	23%		
Number of passenger vehicles off the road	43	52	60	68	76	81	81	81	81	81		EPA - 4.71 Metric Tons CO <sub>2</sub> E/ Vehicle/year

## Projected Savings Summary

### Fleet Details

# of Vehicles		35
Average Yearly Mileage	km	35,000
Period	Years	15
Fuel Consumption	L/100km	16

### Fuel Pricing

Gasoline	/GLE	\$	1.10	*
CNG Cost	/GLE	\$	0.16	*

### CNG Refueling & Conversion

Initial Conversion	\$	15,500
Subsequent Conversion (Year 7-8)	\$	5,000
Fueling Station CAPEX	\$	1,150,000
Public Refueling CAPEX	\$	150,000
Fueling Station OPEX	\$	496,888

### Total Costs

Gasoline	\$	3,704,340
CNG	\$	538,813
Refueling	\$	1,796,888
Conversions	\$	727,500
Total	\$	3,063,201

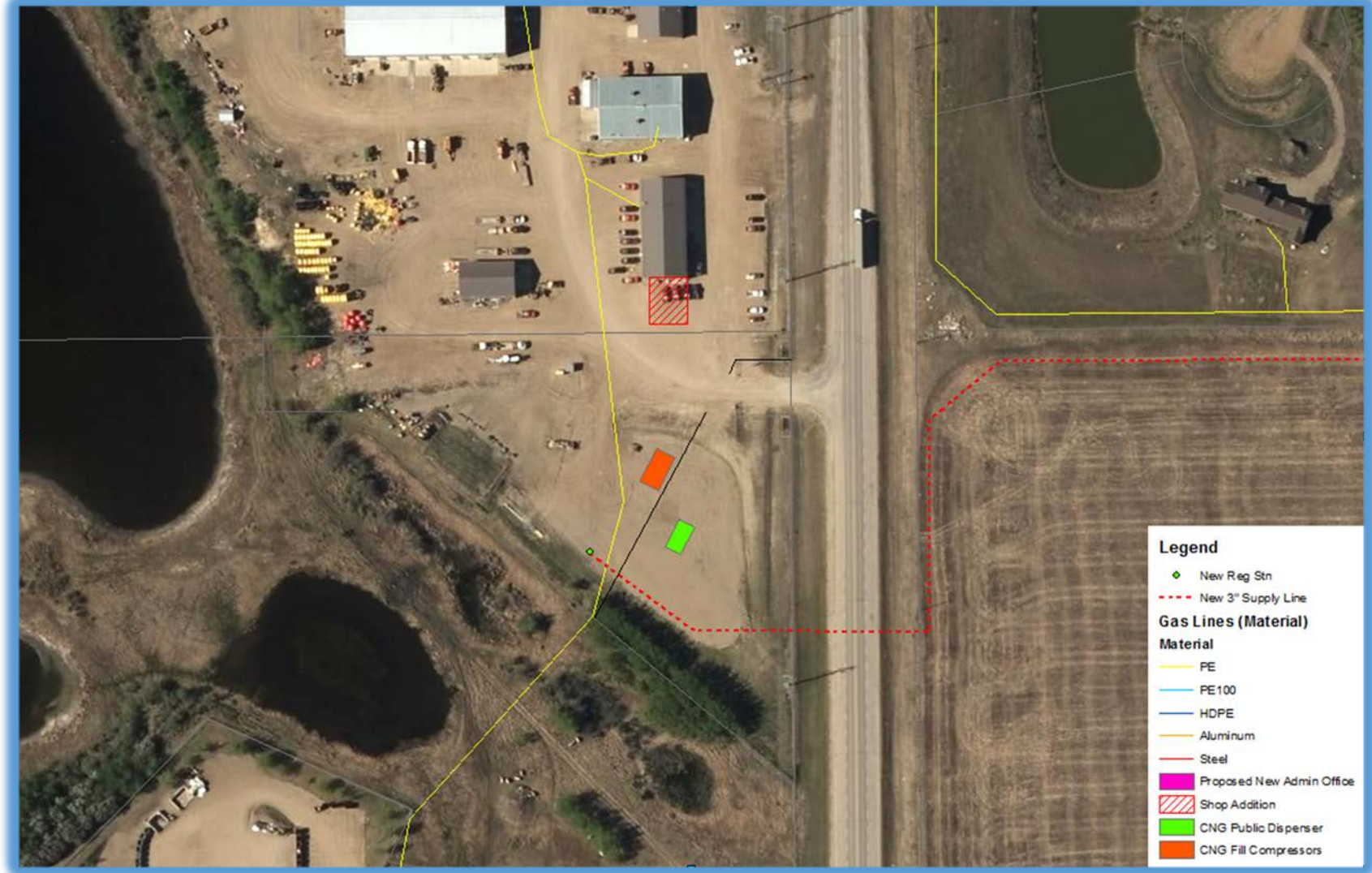
**15 Year Net Savings no Grants** \$ **641,139** \*\*

**15 Year Net Savings NrCan Funding** \$ **1,291,139** \*\*

\*Projected to increase 3%/year on average

\*\*Proposed savings do not include projections for public refueling revenue

## CVR Yard Concept Layout



**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**Agriculture and Environment Director's Report – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the Agriculture and Environment Director's Report for information.

### **DETAILS**

Discussion: The Agriculture and Environment Department is reporting ongoing operations.

Desired Outcome (s): THAT the County of Vermilion River receive the Agriculture and Environment Director's Report for information.

Response Options: Receive the Agriculture and Environment Director's Report for information.

### **IMPLICATIONS OF RECOMMENDATION**

Organizational: Administration to update report as needed.

### **ATTACHMENTS**

1. August 20 2019 Ag Directors Report to Council.pdf

PREPARED BY: Cathie Erichsen Arychuk

DATE: August 14, 2019





## AGRICULTURE AND ENVIRONMENT DIRECTOR'S REPORT

AUGUST 20, 2019 PREPARED BY: CATHIE ERICHSEN ARYCHUK

### AGRICULTURE SERVICE BOARD (ASB) ACT

- The Regional Agriculture Service Board (ASB) Conference will be in Wainwright on October 31, 2019. Host Municipality recommended that Municipalities extend an invitation to this Conference to their MLA's.

### SUSTAINABLE AGRICULTURE

- The County of Vermilion River has applied to the Alberta Ag Plastic Recycling Pilot Project to become a regional recycling site. CleanFarms hopes to have agreements in place with about 20 regional sites and begin collection by October 1, 2019. They anticipate further sites coming on-board in 2020 and 2021.
- A significant challenge to local grain bag recycling is the availability of equipment to properly roll grain bags. The County has the opportunity to purchase a second bag roller using the ASB-Environmental Stream grant, if desired.

### ENVIRONMENT

- The RFP for the County of Vermilion River Wetland Inventory and Historic Loss Assessment was reviewed by Alberta Environment and Parks to determine if it would qualify for spending under the County's Wetland Restoration Funds. AEP determined that the inventory does not meet AEP's obligation to restore wetland area within the County, so declined the use of the County's Wetland Restoration Funds for this project.

### COMING EVENTS

- August 27/19 Wetland Explorer Day, Vermilion Provincial Park
- August 28/19 Wetland Explorer Day, Lindsay Evans Park
- October 31/19 NE Regional ASB Conference, Wainwright
- November 9/19 BMO Farm Family Awards Ceremony, Edmonton
- 3<sup>rd</sup> week January/20 Provincial ASB Conference "ASB's 75<sup>th</sup> Anniversary", Banff



**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**Sale of East Central 911 Tower- For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive sale of the East Central 911 tower briefing note as information.

### **DETAILS**

**Background:** During the December 13, 2018 Regular Council meeting administration presented Council with the information from East Central 911 requesting the County of Vermilion River to purchase the North Vermilion tower. Administration was directed to present a review of the costs associated with leasing or owning the tower.

During our review it was discovered that leasing will not be an available option and the County's only option would be to purchase the tower. In reviewing the contract with the landowner and East Central 911, the contract allows for this provision as long as East Central 911 is operating their services on the tower.

**Desired Outcome (s):** Council to provide direction and support to the initiative. The proposed purchase price is \$50,000. The offer price has been derived by reviewing the assessed value of the tower and the original purchase price.

### **IMPLICATIONS OF RECOMMENDATION**

**Financial:** The cost of the tower will be funded from Emergency and Disaster Reserve

**Communication Required:** Enter into a new agreement with the landowner upon the completion of the purchase

## ATTACHMENTS

1. August 12, 2019 Letter from East Central 911 Call Answer Society
2. Purchase of Tower site agreement

PREPARED BY: Orest Popil, Director of Protective Services

DATE: August 14, 2019



**East Central 911 Call Answer Society**

Suite 1, 1235 -1<sup>st</sup> Ave. Wainwright AB, T9W 1G9

[www.ec911.com](http://www.ec911.com)

Reeve and Council  
County of Vermilion River  
P.O. Box 69, 4912 50 Ave  
Kitscoty, AB T0B 2P0



Aug 12, 2019

e-mail

Re: Sale of North Vermilion Radio Tower

Members of Council:

Please be advised that the Society intends to sell a radio tower located North of Vermilion within the County of Vermilion River and is seeking interested buyers and offers.

Earlier in our history this tower was used as a major component in moving microwave communications into the North in order to service our communities. We occupied similar towers in the south for the same purpose. With the advent of Internet Protocol radio communications, this system was no longer needed. We have long since left the towers in the south and we believe that it is now time to do so with this tower.

Because of its location in the County of Vermilion River this tower was further occupied by and became a large part of the County of Vermilion River's Fire and Rescue departments radio system. Additionally, the County uses the tower for Scada communication equipment.

In today's radio environment we no longer use the tower except to service the County of Vermilion River and we can no longer afford to retain it solely for that purpose at the expense of the Society's membership.

If the County is interested in the purchase of this radio tower and you seek further information, kindly contact us at your convenience.

SEVERED

George Glazier  
Chairman

East Central 911 Call Answer Society

**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

**IMAGE OF DOCUMENT REGISTERED AS:**

**042230397**

**ORDER NUMBER: 37670101**

**ADVISORY**

**This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.**

**Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.**

FORM 26  
LAND TITLES ACT  
(Section 130)

CAVEAT FORBIDDING REGISTRATION

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TAKE NOTICE that I, [SEVERED] Vermilion Alberta, [SEVERED] claim an interest against the following described lands, pursuant to an Offer to Purchase and Interim Agreement dated May 4, 2004, made between [SEVERED] as Vendor (and Repurchaser) and Wainwright and District Call Answering Society of 530-6 Avenue Wainwright Alberta, T9W 1R6, as Purchaser (and reseller), a copy of which is attached hereto, in the lands described as follows:

PLAN 0421378

BLOCK 1

LOT 2

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 2.1 HECTARES (5.19 ACRES) MORE OR LESS

standing in the register in the name of WAINWRIGHT AND DISTRICT CALL ANSWERING SOCIETY and I forbid the registration of any person as transferee or owner of any instrument affecting the estate or interest, unless the certificate of title is expressed to be subject to my claim.

I appoint I [SEVERED] Vermilion Alberta, [SEVERED] as the place at which notice and proceedings relating hereto may be served.

IN WITNESS WHEREOF I have hereunto subscribed my name this 4 day of May, 2004.

[SEVERED]

(Signature of Agent of Caveator)

FORM 27  
LAND TITLES ACT  
(Section 131)

AFFIDAVIT IN SUPPORT OF CAVEAT

CANADA )  
PROVINCE OF ALBERTA )  
TO WIT )  
L [SEVERED]  
of Vermilion in the Province of Alberta,  
make oath and say:

1. THAT I am the above named caveator.
2. THAT I believe that I have a good and valid claim upon the said lands and I say this caveat is not being filed for the purpose of delaying or embarrassing any person interested therein or proposing to deal therewith.

[SEVERED]

SWORN before me at  
the Town of Vermilion in  
the Province of Alberta, this  
day of May, A.D., 2004

MICHAEL F. CREMAR  
BEING A SOLICITOR

A Commissioner for Oaths in and for the Province of Alberta

OFFER TO PURCHASE AND INTERIM AGREEMENT

TO: SEVERED OF SEVERED VERMILION ALBERTA,  
T9X2B3 - RE PLAN 0421378 BLOCK 1 LOT 2 (5.19 ACRES)

1. WE HEREBY OFFER to purchase the above described property, subject to the reservations and exceptions appearing in the existing Certificate of Title for the sum of:

\$20,760.00 DOLLARS (\$4,000.00 PER ACRE)

To be paid in the following manner:

\$20,760.00 (more or less) after execution by the Vendor of the necessary conveyances and formal documents and due June 1, 2004.

\$20,760.00 TOTAL

2. This offer is made subject to the following additional conditions:

a. The Purchaser Wainwright and District Call Answering Society agrees that if the within lands cease to be used for 911 answering service purposes the land herein will be transferred back to the Vendor without consideration except that the Vendor shall be responsible to pay the Land Titles Office costs related to such transfer back the vendor.

The Vendor shall have the right to caveat the lands.

b. The Purchaser Wainwright and District Call Answering Society agrees that the vendor has the right to farm the cultivated acres not being used by the purchaser for 911 answering service purposes for 99 years unless the purchaser ceases to use the lands for 911 answering service purposes and they revert back to the vendor.

This Offer shall be open for acceptance by the Vendor in writing until 5 o'clock P.M. on the 10 day of May, A.D. 2004.

3. Taxes shall be adjusted as at 12:00 o'clock noon on the 1st day of January, A.D. 2004.

4. Interest and insurance shall be adjusted as at 12:00 o'clock noon on the 1st day of June, A.D. 2004.

5. Vacant possession shall be given at 12 o'clock noon on the 1st day of June, A.D. 2004,

6. The Purchaser has inspected and agrees to purchase the property as it stands, and it is agreed that there is no representation, warranty, collateral agreement, zoning municipal permit or licence, or condition affecting the said property of the agreement to purchase and sell, other than is expressed herein in writing.

7. The Transfer of Land shall be prepared at the expense of the Vendor, and executed and delivery promptly to the solicitor for the Purchaser. The Purchaser shall pay the expense of the new mortgage if required.

8. The Vendor represents and warrants to the Purchaser that:

(a) he is not now, nor will be Sixty (60) days after possession date, a non-resident of Canada within the meaning of the Income Tax Act of Canada;

(b) he is not the agent or trustee for anyone with an interest in this property who is (or will be 60 days after possession date) a non-resident within the meaning of the Income Tax Act of Canada;

9. This Agreement shall enure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties hereto, and where the singular is used throughout this agreement, the same shall be construed as meaning the plural where the context is so required. Time shall in every respect be of the essence.

DATED at the Town of Wainwright in the Province of Alberta, this // day of May, A.D., 2004.

SIGNED IN THE PRESENCE OF:

SEVERED

WITNESS AS TO SIGNATURES

SEVERED

SIGNATURE OF PURCHASER

SEVERED

SIGNATURE OF CO-PURCHASER

SEVERED

ADDRESS

780-842-4215

PHONE NUMBER

#### ACCEPTANCE

WE, the undersigned, the owners of the above described property, hereby accept the above offer together with all conditions contained therein. WE further agree to and with the Purchasers to duly complete the sale on the terms and conditions of the above and should we fail to do so, the Purchasers may (at their option) cancel the agreement and withdraw their deposit or take whatever remedies they, the Purchasers, may have at law.

DATED at the Town of Vermilion in the Province of Alberta, this // day of May, A.D., 2004.

SIGNED IN THE PRESENCE OF:

SEVERED

WITNESS AS TO SIGNATURE

SEVERED

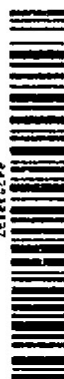
SIGNATURE OF OWNER

SEVERED

ADDRESS

1(780) 853-2509

PHONE NUMBER



042230397

042230397 REGISTERED 2004 06 07  
CAVE - CAVEAT  
DOC 1 OF 1 DRR#: 0635361 ADR/CLOW  
LINC/S: 0030382410



**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**AWARD TENDER FOR PURCHASE OF THE VERMILION FIRE WATER TANKER -  
MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River award the tender for the purchase of the Vermilion Fire Water tanker to Fort Garry Fire Trucks in the amount of \$393,520.00 with \$315,450.00 to be funded from the Fire Truck Capital reserve and the remaining \$78,070.00 to be funded from the Fire Vehicle Repair and Maintenance reserve.

### **DETAILS**

**Background:** The County received 4 tender submissions for the purchase of the Vermilion Fire Water Tanker. The tanker was budgeted and accounted for as part of the Protective Services capital replacement plan. Administration is recommending to award the tender to Fort Gary Fire Trucks as they were the lowest bidder. Upon arrival Vermilion's old Water Tanker will be put to service in the Blackfoot fire department.

**Desired Outcome (s):** Motion to award tender.

### **IMPLICATIONS OF RECOMMENDATION**

**Communication Required:** Communicate with the vendor that they are the successful bidder and issue a PO for the purchase.

**Financial:** The budget for this replacement was \$315,450.00 and the overage of \$78,070.00 will come from our Fire Vehicle Repair and Maintenance reserve.

### **ATTACHMENTS**

PREPARED BY: Orest Popil, Director of Protective Services

DATE: August 14, 2019

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**APPOINTMENT OF SUBDIVISION AUTHORITY – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River reappoint Municipal Planning Services (2009) Ltd. as the subdivision authority for the County of Vermilion River for 2019 as per Section 4.1 of Bylaw No. 2408.

### **DETAILS**

**Background:** As per Section 4.1 of Bylaw 2408, the County of Vermilion River must appoint a subdivision authority for a 1-year term and may reappoint upon expiry of the term at the pleasure of Council.

**Discussion:** Administration will be looking at updating this bylaw this year to meet the requirements of the new *Municipal Government Act* and Regulations.

**Relevant Policy/Legislation Practices:**

Bylaw No. 2408 – Subdivision Authority

**Desired Outcome (s):** THAT the County of Vermilion River reappoint Municipal Planning Services (2009) Ltd. for the subdivision authority for the County of Vermilion River for 2019, as per Section 4.1 of Bylaw No. 2408.

**Response Options:** THAT the County of Vermilion River reappoint Municipal Planning Services (2009) Ltd. for the subdivision authority for the County of Vermilion River for 2019, as per Section 4.1 of Bylaw No. 2408.

### **IMPLICATIONS OF RECOMMENDATION**

**Organizational:** Planning & Development department to work with the subdivision authority to continue to process and approve subdivision applications.



**Financial:** The Development Authority processes applications under their fee schedule. The only costs to the County are representation at Appeal hearings. 2017 subdivision appeal hears range in costs of approximately \$3,000.00.

**Communication Required:** Notification to Municipal Planning Service (2009) Ltd. On the outcome from council.

**Implementation:** January 1, 2019

## ATTACHMENTS

1. Bylaw No. 24-08 – Subdivision Authority

**PREPARED BY:** Director of Planning & Development

**DATE:** August 13, 2019

## **BYLAW NO. 13-16**

### **A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERT TO ESTABLISH THE DEVELOPMENT AUTHORITY OF THE COUNTY OF VERMILION RIVER**

**WHEREAS** Section 624 of the Municipal Government Act, R.S.A. 2000, as amended (“the Act”) requires that a Municipal Council establish a Development Authority by bylaw;

**NOW THEREFORE** the Council of the County of Vermilion River, duly assembled, enacts as follows:

#### **1. Name**

1.1. This bylaw may be cited as the “the Development Authority Bylaw”.

#### **2. Definitions**

The following words and phrases mean:

2.1. “Act” means the Municipal Government Act, R.S.A. 2000, as amended.

2.2. “Council” means the Reeve and Councillors of the County of Vermilion River for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

2.3. “Development Authority” means the persons established under Section 3 herein to perform the functions of the development authority under the Act.

2.4. “Development Authority Officer” means the persons occupying the position established under Section 4 herein.

2.5. “Regulations” means the Regulations passed pursuant to the Act.

#### **3. Establishment of Development Authority**

3.1. The Development Authority is hereby established.

3.2. The Development Authority shall be:

3.2.1. one (1) person appointed by resolution of Council; and

3.2.2. the Development Authority Officer of the County of Vermilion River.

3.3. If the appointed person shall die, retire or resign, another person may be appointed by resolution of council.

3.4. Council may remove the person from the position of Development Authority by resolution at any time.

3.5. In the absence of the Development Authority, the Chief Administrative Officer shall assume the duties, in accordance with Section 210 of the Act.

3.6. The Powers, duties and functions of the Development Authority shall include:

3.6.1. The powers, duties and functions of the Development Authority described in the Land Use Bylaw of the County of Vermilion River and such additional powers, as are described under the Act, the Regulations or this Bylaw; and

3.6.2. The powers, duties and functions of the Development Authority Officer described in the Land Use Bylaw of the County of Vermilion River.

**4. Establishment of Development Authority Officer**

- 4.1. The position of Development Authority Officer for the limited purpose of exercising the powers, duties and functions of a Development Authority Officer is hereby established.
- 4.2. The Development Authority Officer shall be appointed by resolution of the Council every four (4) years or as required.
- 4.3. The powers, duties and functions of the Development Authority Officer shall be those described for the Development Authority Officer in the Land Use Bylaw of the County of Vermilion River and such additional powers, as are described under the Act, the Regulations and this Bylaw.
- 4.4. The Development Authority Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by it.

**5. Severability**

- 5.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**6. Repeal**

- 6.1. Bylaw 04-18, the Development Authority Bylaw of the County of Vermilion River, as amended is repealed.

Read a first time this 29 day of November, 2013.

Read a second time this 29 day of November, 2013.

Read a third time and passed, this 29 day of November, 2013.

RJ. Wap

REEVE

R King

CHIEF ADMINISTRATIVE OFFICER

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**APPOINTMENT OF DEVELOPMENT AUTHORITY OFFICER – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River appoint Bernice Gonzalez and Ian MacDougall as the County of Vermilion River's Development Authority Officers as provided for under Bylaw 13-16.

### **DETAILS**

**Background:** As per Bylaw 13-16, the County of Vermilion River can establish a Development Authority Officer (Junior Development Officer), who may sign on behalf of the Development Authority, any order, decision, approval, or notice of development. This position will help expedite approvals during high volume of applications.

The Development Authority Officer shall be appointed by resolution of the Council every four (4) years, or as required.

**Relevant Policy/Legislation Practices:**

*Municipal Government Act*

*County of Vermilion River Land Use Bylaw*

**Desired Outcome (s):** THAT the County of Vermilion River appoint Bernice Gonzalez and Ian MacDougall as the County of Vermilion River's Development Authority Officers, as provided for under Bylaw 13-16.

**Response Options:** THAT the County of Vermilion River appoint Bernice Gonzalez and Ian MacDougall as the County of Vermilion River's Development Authority Officers, as provided for under Bylaw 13-16.

### **IMPLICATIONS OF RECOMMENDATION**

**Organizational:** The appointment of Development Officers.



**Financial:** Within Operational Budget.

**Communication Required:** Council, staff, public

**Implementation:** Immediate

## ATTACHMENTS

1. Bylaw 13-16

**PREPARED BY:** Director of Planning & Development

**DATE:** August 12, 2019

## **BYLAW NO. 13-16**

### **A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERT TO ESTABLISH THE DEVELOPMENT AUTHORITY OF THE COUNTY OF VERMILION RIVER**

**WHEREAS** Section 624 of the Municipal Government Act, R.S.A. 2000, as amended (“the Act”) requires that a Municipal Council establish a Development Authority by bylaw;

**NOW THEREFORE** the Council of the County of Vermilion River, duly assembled, enacts as follows:

#### **1. Name**

1.1. This bylaw may be cited as the “the Development Authority Bylaw”.

#### **2. Definitions**

The following words and phrases mean:

2.1. “Act” means the Municipal Government Act, R.S.A. 2000, as amended.

2.2. “Council” means the Reeve and Councillors of the County of Vermilion River for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

2.3. “Development Authority” means the persons established under Section 3 herein to perform the functions of the development authority under the Act.

2.4. “Development Authority Officer” means the persons occupying the position established under Section 4 herein.

2.5. “Regulations” means the Regulations passed pursuant to the Act.

#### **3. Establishment of Development Authority**

3.1. The Development Authority is hereby established.

3.2. The Development Authority shall be:

3.2.1. one (1) person appointed by resolution of Council; and

3.2.2. the Development Authority Officer of the County of Vermilion River.

3.3. If the appointed person shall die, retire or resign, another person may be appointed by resolution of council.

3.4. Council may remove the person from the position of Development Authority by resolution at any time.

3.5. In the absence of the Development Authority, the Chief Administrative Officer shall assume the duties, in accordance with Section 210 of the Act.

3.6. The Powers, duties and functions of the Development Authority shall include:

3.6.1. The powers, duties and functions of the Development Authority described in the Land Use Bylaw of the County of Vermilion River and such additional powers, as are described under the Act, the Regulations or this Bylaw; and



3.6.2. The powers, duties and functions of the Development Authority Officer described in the Land Use Bylaw of the County of Vermilion River.

**4. Establishment of Development Authority Officer**

- 4.1. The position of Development Authority Officer for the limited purpose of exercising the powers, duties and functions of a Development Authority Officer is hereby established.
- 4.2. The Development Authority Officer shall be appointed by resolution of the Council every four (4) years or as required.
- 4.3. The powers, duties and functions of the Development Authority Officer shall be those described for the Development Authority Officer in the Land Use Bylaw of the County of Vermilion River and such additional powers, as are described under the Act, the Regulations and this Bylaw.
- 4.4. The Development Authority Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by it.

**5. Severability**

- 5.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**6. Repeal**

- 6.1. Bylaw 04-18, the Development Authority Bylaw of the County of Vermilion River, as amended is repealed.

Read a first time this 29 day of November, 2013.

Read a second time this 29 day of November, 2013.

Read a third time and passed, this 29 day of November, 2013.

RJ. Wap

REEVE

R King

CHIEF ADMINISTRATIVE OFFICER

**MEETING DATE: AUGUST 20, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**LLOYDMINSTER AND COUNTY OF VERMILION RIVER MEMORANDUM OF UNDERSTANDING FOR WASTEWATER SERVICES – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the Memorandum of Understanding between the City of Lloydminster and the County of Vermilion River regarding the provision of wastewater services to the residents in the Hamlet of Blackfoot.

## **DETAILS**

**Background:** The City of Lloydminster is proceeding with Provincial and Federal funding to upgrade their current waste water treatment system. The County and the City are wanting to move forward with working together to connect the Hamlet of Blackfoot's wastewater lagoon to the City's wastewater network. The Provincial and Federal funding the County has received to put towards the construction of the wastewater transmission line will assist the County and the Hamlet of Blackfoot in additional treatment capacity to allow growth in the Hamlet.

**Discussion:** The administrations for both the County and the City would be working together to ensure the design meets the needs of both parties to confirm the downstream treatment system has the adequate capacity to accommodate the County's wastewater.

**Relevant Policy/Legislation Practices:**

Alberta wastewater regulations

Saskatchewan wastewater regulations

**Desired Outcome (s):** THAT the County of Vermilion River approve the Memorandum of Understanding between the City of Lloydminster and the County of Vermilion River regarding the provision of wastewater services to the residents of the Hamlet of Blackfoot.

**Response Options:** THAT the County of Vermilion River approve the Memorandum of Understanding between the City of Lloydminster and the County of Vermilion River regarding the provision of wastewater services to the residents of the Hamlet of Blackfoot.

## IMPLICATIONS OF RECOMMENDATION

**Organizational:** Planning and Development to provide Public Works with direction to move forward with the design of the project.

**Financial:** 90% of the transmission line funding from Provincial/Federal funding, 10% funding from County budget.

**Communication Required:** MOU to be provided to the City for signature.

**Implementation:** Signing of MOU will move to the next stage of designing and tendering.

## ATTACHMENTS

1. Memorandum of Understanding for Wastewater Services

**PREPARED BY:** Director of Planning and Development

**DATE:** August 12, 2019

THIS MEMORANDUM OF UNDERSTANDING dated the \_\_\_\_ day of \_\_\_\_\_, 2019.

**BETWEEN:**

**County of Vermilion River**  
(Hereinafter referred to as the "County")

**-and-**

**City of Lloydminster**  
(Hereinafter referred to as the "City")

**MEMORANDUM OF UNDERSTANDING**

**WHEREAS:**

- A. The County provides for the residents residing in the Hamlet of Blackfoot sewage treatment services:
- B. The Sewage Treatment Facility located in the Hamlet of Blackfoot is at the end of its operational life and can no longer meet the legislative requirements to treat its effluent without major upgrades: and
- C. The City's Waste Water Treatment Facility (WWTF) has the capacity to treat the sewage from the Hamlet of Blackfoot.

**NOW THEREFORE** the Parties, in consideration of the above, agree to work collaboratively to create an agreement which would allow for sewage from the Hamlet of Blackfoot to be treated at the City's WWTF, this MOU agree as follows:

**Article 1 – Statement of Intentions**

- 1.1 Purpose and Intentions – The Parties agree to work cooperatively together, in good faith, with a view of enabling Parties to develop an agreement which will allow for conveyance and ultimate treatment of sewage from the Hamlet of Blackfoot at the City's WWTF, as provided by and subject to this MOU.
- 1.2 Standards of Performance – Each of the Parties shall use its best commercially reasonable efforts (subject always to statutorily imposed duties, obligations and discretions) to perform all of its duties under this MOU.

**Article 2 – City Covenants and Representations**

- 2.1 **City Covenants and Representations** – The City hereby covenants and represents in good faith to the County that it shall:
  - a) Work collaboratively to establish a formal agreement which will determine the best way to convey and treat the sewage from the Hamlet of Blackfoot at the City's WWTF that meets and conforms with all regulatory standards and requirements;

- b) Jointly work with the County to determine if other opportunities to provide these services to residents or businesses along the established conveyance route exist or the area services will be provided to;
- c) Establish fees for services in the formal agreement that address the costs connected to services, the operational costs and future capital costs;

### **Article 3 – the County Covenants and Representations**

**3.1 County Covenants and Representations** – The County hereby covenants and represents in good faith to the City that it shall:

- a) Provide any and all information the City deems necessary to determine how to best provide wastewater treatment to the determined area of Service;
- b) Work cooperatively with the City to establish a costing model that addresses costs of construction, connection to services, the City’s operational and capital costs.
- c) Conform with the legislative requirements for the treatment and disposal of sewage in accordance with all City bylaws and provincial legislations.

### **Article 4 – General**

**4.1 Announcements and Publicity** – The Parties agree that the contents and timing of any announcements or media releases regarding any of the matters provided for in this MOU shall be subject to the prior approval of both Parties. The Parties each agree that it shall consult with the other Party in relation to the contents and timing of any announcements and media releases.

**4.2 Notices** – Any notice required or permitted to be given under this MOU shall be in writing and may be given by delivery to the following addresses, and if so given shall be deemed received at the time of delivery; or by facsimile transmission to the following numbers, or by email to the following email addresses and if so given shall be deemed received on the next business day following the transmission:

- a) If to the City, addressed to it at:
 

City of Lloydminster  
 4420-50 Avenue  
 Lloydminster, AB/SK  
 T9V 0W2  
**Attention:** City Manager  
 Fax Number: 780-871-8345  
 Email: [dpollard@lloydminster.ca](mailto:dpollard@lloydminster.ca) or  
[cityclerk@lloydminster.ca](mailto:cityclerk@lloydminster.ca)
  
- b) If to the County, addressed to it at:
 

County of Vermilion River  
 PO BOX 69  
 Kitscoty, AB  
 T0B 2P0  
**Attention:** Chief Administrative Officer  
 Fax Number: 780-846-2716  
 Email: [sharrower@county24.com](mailto:sharrower@county24.com) or  
[reception@county24.com](mailto:reception@county24.com)



**Article 5 – Common Intentions**

- 5.1 The Parties acknowledge to work collaboratively to agree on material issues relating to the design, creation or implementation of the servicing area and line. The Parties confirm their common intention to work together in good faith with a view to resolving those issues and, subject to the Conditions Precedent, concluding the Final Agreements as soon as reasonably possible; provided always that each of them shall be entitled to accept or reject any or all Final Agreements in their sole discretion

**Article 6 – Binding**

- 6.1 Nothing in this MOU binds either party to future considerations, no decision providing services shall be considered final until the Agreement has been ratified by resolution of both Councils.

IN WITNESS WHEREOF the Parties have executed this MOU as of the date first above written.

**City of Lloydminster**

Per: \_\_\_\_\_  
Gerald S. Aalbers, Mayor

Per: \_\_\_\_\_  
Dion Pollard, City Manager

**County of Vermilion River**

Per: \_\_\_\_\_  
Dale Swyripa, Reeve

Per: \_\_\_\_\_  
Pat Vincent, CAO

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**COMMUNITY ENHANCEMENT AND RECREATION GRANTS UTILITIES REBATE PROGRAM – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River approve the recommended Option A of not implementing a Community Enhancement and Recreation Grants Utilities Rebate Program at this time.

### **DETAILS**

#### **Background:**

At the March 26, 2019 Regular Council Meeting, Council requested Administration to provide a report on options for funding community associations to assist in subsidizing their operational and utility (ie. Natural Gas) costs. There is currently an array of operational grants that community halls and recreational facilities can apply for each year. These programs are based on providing support for the standard expenses of Utilities and Insurance that all facilities incur. Thus these facilities are already being subsidized, as long as they apply for the grants. There is also a standing motion that allows for an annual increase of 2% in the total available funds for the recreation grants. This covers general operational increases in expenses for all.

#### **Discussion:**

Should Council wish to increase the budget allocated to the Recreation Grants to provide additional support, it is recommended to distribute funds in one of the following manners. Options have minimal impact on administration work and would not require complex adjustments to existing natural gas accounts in order to implement. The new program would be implemented within the current Community Enhancement and Recreation Grants program. Full details and financial breakdown of the Options are included in the attachment.

**OPTION A:** continue to encourage all halls and facilities to utilize the existing grants that are available, but not implement additional programs at this time.



**OPTION B:** implement a Natural Gas Rebate Program for those facilities that are customers of the CVR Gas Utility up to a budget of \$7,000.

**OPTION C:** Increase the overall budget for the Grants by \$6,000 and provide a base Utilities Rebate to those low-use facilities that have less than 50 user days in a year.

**OPTION D:** Increase the overall budget for the Grants by \$9,000 and provide a base Utilities Rebate to all applicants.

Relevant Policy/Legislation Practices:

1. Community Enhancement and Recreations Grants Programs

Desired Outcome (s):

To provide Council with an overview of the impact of program implementation.

Response Options:

That the County of Vermilion River approve Option A OR

That the County of Vermilion River approve Option B OR

That the County of Vermilion River approve Option C OR

That the County of Vermilion River approve Option D OR

## IMPLICATIONS OF RECOMMENDATION

Organizational: Adjustments to application forms would be required prior to the end of August if implementing Options B, C, or D

Financial: Adjustments to the overall budget would be required

## ATTACHMENTS

1. Utilities Rebate Program Concepts

PREPARED BY: Community Development Coordinator

REVIEWED BY: Director of Planning and Development

DATE: August 8, 2019



# COMMUNITY & RECREATION FACILITIES: NATURAL GAS/UTILITIES REBATE PROGRAM

## HEADING

At the March 26, 2019 Council Meeting, it was requested of administration to provide a report on options for funding community associations to assist in subsidizing their operational costs.

**CURRENT PROGRAM:** the existing Community Enhancement and Recreation Grants do currently subsidize operational costs. The Halls and Facilities grants specifically fund a portion of Utilities and Insurance and thus are already assisting these community groups with their natural gas expenses.

**ADDITIONAL PROGRAM IDEAS:** should Council wish to increase the budget allocated to the Recreation Grants to provide additional support, it is recommended to distribute funds in one of the following manners. These options have minimal impact on administration work and would not require complex adjustments to existing natural gas accounts in order to implement. The new program would be implemented within the current Community Enhancement and Recreation Grants program.

**OPTION A:** continue to encourage all halls and facilities to utilize the existing grants that are available, but not implement additional programs at this time.

### OPTION B:

- As per initial Council direction, implement a Natural Gas Rebate program that would benefit those facilities and halls that are currently customers of the CVR Natural Gas Utility (but will exclude those that are not customers)
- There are currently 22 recreation facilities and community halls that are customers of CVR Natural Gas Utility (there are approximately 52 halls and recreation facilities within CVR – this does not include churches)
- These customers would qualify for the Rebate by doing the following:
  - Apply for one of our Operations Grants (for Halls or Recreation Facilities)
  - Indicate their Gas Utility customer number on the application form
  - If they complete the above 2 items, they would be eligible for a base rebate which would be added to their grant funding.
- Rebate Amount Options:

BUDGET AMOUNT	REBATE AMOUNT per applicant (based on 22 possible applicants)
\$6,000	\$275
<b>\$7,000</b>	<b>\$315</b>
\$8,000	\$360
\$9,000	\$410

**OPTION C:**

- To provide support to all potential facilities and halls, an additional budget amount would be added to the total amount available to the applicants. As the utilities are already being subsidized by the program, this would add additional funds to all applicants.
- If Council wished to support only those low-use facilities, (defined as those with less than 50 user days in a year) there would be approximately 15 facilities that would qualify for the rebate.

<b>TOTAL BUDGET AMOUNT</b>	<b>REBATE AMOUNT per applicant (based on estimated 15 applicants with less than 50 user days in a year)</b>
<b>\$6,000</b>	<b>\$400</b>
\$7,000	\$465
\$8,000	\$530
\$9,000	\$600

**OPTION D:**

- Alternatively, if Council wished to provide consistent assistance to all facilities and halls of all sizes, a set amount would be given to all applicants

<b>TOTAL BUDGET AMOUNT</b>	<b>REBATE AMOUNT per applicant (based on 52 possible applicants)</b>
<b>\$6,000</b>	<b>\$115</b>
\$7,000	\$135
\$8,000	\$150
<b>\$9,000</b>	<b>\$175</b>

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**ISLAY MUSEUM (MORRISON SCHOOL) RELOCATION PROJECT – MOTION  
REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River direct administration to research funding opportunities and implement initiatives to support the Islay Museum (Morrison School) Relocation Project.

### **DETAILS**

#### **Background:**

A plan to relocate and restore the Islay Museum (Morrison School) is being initiated by a group of local volunteers. The plan is to relocate the building and its contents to the Vermilion Museum. It would be set on a new foundation, repaired including mud sill/bottom joists, siding, porch overhang and roof. There will need to be additional minor repairs such as shutters, interiors walls, trim etc. The end goal after cleaning, repairs and restoration is to showcase it in as close to original condition. It would be open to the public and offer it as a classroom for a day of school to teachers and students.

The project would begin in the Fall of 2019 and will include a financial support component that would consider fundraising, sponsorship, municipal funding, grants, and private community funding. The goal would be to have the building moved and completed by Fall 2020. It is estimated to be a \$125,000 project.

#### **Discussion:**

There is currently a motion on record to allocate \$5,000 to the facility for repairs, but this was never distributed due to lack of a set plan. Existing funding streams from the County include the Capital Projects programs for Community Enhancement and Recreation, which the project may be eligible for.



Desired Outcome (s):

Provide support where possible to the project.

Response Options:

That the County of Vermilion River approve Administration to research funding opportunities and implement initiatives to support the Islay Museum (Morrison School) Relocation project.

## IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to manage information

## ATTACHMENTS

1. Project Overview

PREPARED BY: Corinne McGirr, Community Development Coordinator

DATE: August 14, 2019



## Morrison School - Islay Relocation/Restoration

Plan: To relocate the Morrison Schoolhouse and its contents to the Vermilion Museum (Town of Vermilion). It would be set on a new foundation, repaired including mud sill / bottom joists, siding, porch overhang and roof. There will need to be additional minor repairs such as shutters, interior walls, trim etc. The end goal after cleaning, painted repairs & restoration of artifacts + room will be to showcase it in as close to original condition. Open to the public and offer it up as a classroom for a day of school to teachers and students.

Timeline of Project: Commencing Fall of 2019. Obtaining detailed estimates from Contractors including cement, moving, building repairs.

- Inventoring artifacts and removing all paper items to prevent any further damage from moisture.
- Pursuing financial support in the way of fundraising, sponsorship, municipal funding, grants prov, fed, private community funding.

2020 (Spring) Commence move to new location. Complete Fall 2020

History - Opened in 1907 northwest of Islay. Moved to Islay in the 70's, and opened as a School house museum. Mr. Alan Kenaghan filled it with many original schoolhouse items, maps, books etc from the Morrison School as well as other County schools.



## Cost Estimates For Project (Morrison School)

- = Site Prep / move Prep Excavation \$5000.<sup>00</sup>
  - = Foundation (New Pad) \$15,000.<sup>00</sup>
  - = Moving \$35,000 - \$50,000.<sup>00</sup>
  - = Mud sill repair / Bottom Joists = \$5,000.<sup>00</sup>
  - = Roof (varies depending on product) = \$20,000.<sup>00</sup> +
  - = Front Porch Overhang = \$2,000
  - = Windows / Shutters / Clean Up Carpentry = \$10,000
  - = Electrical (to provide <sup>additional</sup> winter light) = \$5,000
  - = Storage for Artifacts during Construction = \$3,000
  - = Restoration of Artifacts, Clean Up, Paint & Fix \$10,000
- 

Project Estimate \$125,000

### Museum

Verifying by Sept 1/19: A trust fund held by Mr. Ronaghan to maintain building for future use.

Town of Verhillion Property - will need their approval

**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**Lindsay A. Evans Park Project Update – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River accept the Lindsay A. Evans Park Project Update for Information.

### **DETAILS**

Background:

As an update for Council following the annual road trip, a project plan has been identified for Lindsay A. Evans Park that will fit within current budget allocations. For the Fall of 2019, the following items will be completed within the \$8,000 budget:

- a. Install tin roof for the group shelter
- b. Install road and directional signage
- c. Plant additional trees, shrubs and flowers

Administration is monitoring vehicle counts at the Park to assist with long term planning.

### **IMPLICATIONS OF RECOMMENDATION**

Organizational: Project will be completed by the Facilities Manager and the Community Development Coordinator

Financial: Funds are within the current budget

### **ATTACHMENTS**

none

PREPARED BY: Corinne McGirr, Community Development Coordinator    DATE: August 14, 2019



**MEETING DATE: AUGUST 20, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**Website Overview Report – For Information**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the Website Overview Report for information.

### **DETAILS**

**Background:** A redesigned website was launched in December 2018 to provide a more modern and updated look, as well as improve functionality and the user experience. The attached report summarizes some of the key analytics for the first seven months of use. In general, the new site offers improved information and opportunity for engagement and is seeing great success.

**Response Options:**

That the County of Vermilion River accept the Website Overview Report for information.

### **IMPLICATIONS OF RECOMMENDATION**

none

### **ATTACHMENTS**

1. Website Overview Report 2018 to 2019

PREPARED BY: Corinne McGirr, Community Development Coordinator

DATE: August 9, 2019



# WEBSITE OVERVIEW

Dec 1/18 – Jun 30/19

📅 Jul 17, 2019

## Water Lives

Water Hemlock  
some livestock  
details on ide  
[Read More](#)

## NEWS

## Welcome to the County of Vermilion River

In east central Alberta at the Alberta-Saskatchewan border y  
of Vermilion River, which is home to 8,267 residents, 7 uninc  
villages and 1 town. The many features, amenities and oppor

# New Website

In December 2018, we launched our updated website, which featured a fresh new look, improved functionality (especially for mobile users), and user engagement opportunities. The following overview is based on an analysis of 7 months of use (December 1, 2018 to June 30, 2019).

01

Page Views of our main page increased by 5,000 views

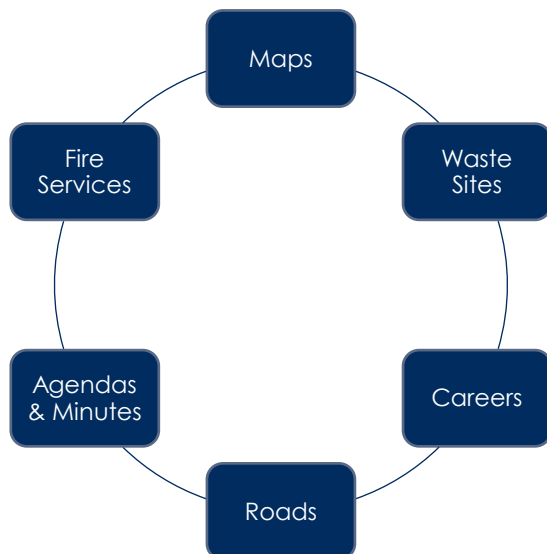
02

25% of users are age 35-44; 25% of users are 25-34; 22% are 45-54; 15% are 55-64; 7% are 65+ and 4% are 18-24

03

Average time spent on pages increased by 8.6%

## WEBSITE HOT TOPICS



63,977 Page Views

51,202 Unique Page Views

12,596 New Users

43% users are on Mobile

8% users are on Tablet

49% users are on Desktop

## FUNCTIONALITY

The new site features drop down menus that allow users to go directly to a topic, rather than clicking on multiple pages to get to the topic they want. This new function has reduced our overall Page Views over the same period last year, but has greatly improved how users move through the site with less clicking.

## NEW FEATURES

**REPORT A CONCERN** – this new feature allows users to identify and submit concerns, change of addresses etc. In 7 months, there were 584 views of the section.

**NEWS & NEWS ROOM** – more than 3,871 views of our News Stories (the rotating slideshow on the home page)! This is a very direct way to share information with our users.

**CALENDAR of EVENTS** – this is also found on our home page and is a much improved calendar function over the previous version. It is a great way for us to promote the community, as well as our events. There were 2,605 views of the events in the calendar.

**MEETING DATE: AUGUST 20, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**GST STATUS OF INTER-MUNICIPAL COST SHARING AGREEMENTS – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River join in the advocacy effort for the GST status of inter-municipal cost sharing agreements by contacting the Alberta Urban Municipalities Association (AUMA), the Rural Municipalities of Alberta (RMA), the Federation of Canadian Municipalities (FCM), our Member of the Legislative Assembly (MLA) and Member of Parliament (MP) for their support in requesting that the Canadian Revenue Agency (CRA) reconsider their ruling.

## **DETAILS**

**Background:** As the County of Vermilion River has a number of inter-municipal cost sharing agreements, the CRA's decision in the Town of Peace River situation could have a serious and far reaching impact on all Canadian municipalities including our own.

**Discussion:** Administration is proposing that the County of Vermilion River join in the GST status advocacy efforts and send letters to the parties listed above in order to gain support in requesting that the CRA reconsider their ruling.

## **ATTACHMENTS**

1. Letter from the Town of Peace River
2. Town of Peace River Briefing Document on GST audit

**PREPARED BY:** Shannon Harrower, Executive Assistant

**APPROVED BY:** Pat Vincent, Interim CAO

**DATE:** August 13, 2019



August 5, 2019

File: 12/120

## Municipalities of Alberta

### Re: Town of Peace River GST Audit Concern

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Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

SEVERED

**Christopher J. Parker, CLGM, CAO**  
**THE TOWN OF PEACE RIVER**





## TOWN OF PEACE RIVER Briefing Document

**Presenter:** Mayor and Council, Town of Peace River

**Topic:** GST Audit Review

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### **Background**

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

### Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was been notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

### Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
  - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
  - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
  - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

*MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.*

*MOTION CARRIED*

*MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.*

*MOTION CARRIED*

#### Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



**Christopher J. Parker, CLGM, CAO**  
THE TOWN OF PEACE RIVER

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**CHIEF ADMINISTRATIVE OFFICER CONTRACT – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River appoint Harold Northcott as Chief Administrative Officer for the County of Vermilion River under the provisions of the CAO Bylaw No. 19-16 and the Municipal Government Act of Alberta Chapter M-26, RSA Alberta 2000, effective September 3, 2019.

THAT the County of Vermilion River approve the Chief Administrative Officer employment agreement setting out the terms and conditions of employment dated July 30, 2019 signed by Harold Northcott and Reeve Dale Swyripa on behalf of the County of Vermilion River.

### **DETAILS**

**Background:** On February 26<sup>th</sup>, 2019, the County of Vermilion River County appointed Mr. Pat Vincent to serve as interim CAO. Since then, Council has hired an executive search firm to recruit potential candidates to fill the CAO position. After conducting several interviews, Council has hired Mr. Harold Northcott as CAO. Mr. Northcott will begin his role as CAO for the County of Vermilion River on September 3<sup>rd</sup>, 2019.

**Discussion:** In accordance with section 205 of the Municipal Government Act (MGA), Council must establish the position of Chief Administrative officer by bylaw. Bylaw No. 19-##, being the CAO Bylaw, is currently in place to fulfill this requirement.

### **IMPLICATIONS OF RECOMMENDATION**

**Organizational:** The appointment of Mr. Northcott fulfills Council's objective to hire a permanent Chief Administrative Officer. The target time to have this completed was August of 2019 which has successfully been reached. Mr. Northcott will play a crucial role in achieving all of Council's strategic initiatives.



**PREPARED BY:** Shannon Harrower, Executive Secretary

**APPROVED BY:** Pat Vincent, Interim CAO

**DATE:** August 7, 2019



**COUNCIL MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**POLICY NG 015 NATURAL GAS INFILL INVESTMENT – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River approve Policy NG 015 - Natural Gas Infill Investment as presented.

### **DETAILS**

**Background:** The County of Vermilion River Natural Gas Utility provides reliable natural gas to residents at the lowest possible cost. High volume, consistent gas users provide increased revenue base that benefits the County gas system long term. Additionally, new services can provide opportunities to benefit our gas infrastructure through looping or increased capacity. However, in certain cases capital installation costs are a barrier to obtaining new customers. The proposed Policy provides a framework for investment into high-cost new gas service installations that generate substantial additional gas sales revenue or provide a benefit to County infrastructure.

### **ATTACHMENTS**

1. NG 015 – Natural Gas Infill Investment

**PREPARED BY:** Sarah Armstrong, Gas Utility Assistant

**APPROVED BY:** Louis Genest

**DATE:** August 14, 2019

## POLICY # NG 015

# NATURAL GAS INFILL INVESTMENT

DEPARTMENT: Gas Utility

<b>APPROVAL DATE:</b>	
<b>REVISION DATE (s):</b>	
<b>REVIEW DATE (s):</b>	

## POLICY STATEMENT

The Natural Gas Utility provides residents of the County of Vermilion River and surrounding communities with affordable and reliable natural gas service, including provision of new gas services to Residences, Farms and Businesses at the lowest possible cost. New gas services increase the revenue base for the Natural Gas Utility. And the Natural Gas Utility makes use of opportunities to improve and renew existing gas infrastructure in conjunction with provision of new gas services.

## PURPOSE

**To authorize investment into capital cost of new gas services based on additional revenue or system benefit derived from the new gas services.**

## DEFINITIONS

**“Agricultural Service”** shall mean a Primary Gas Service provided by the County to an Owner of a property to supply natural gas to buildings and equipment for the purpose of Agricultural operations;

**“Commercial Service”** shall mean a Primary Gas Service provided by the County to an Owner of a property to supply natural gas to buildings and equipment for the purpose of Commercial operations, excluding oil and gas extraction/production;

**“Customer”** shall mean the Property Owner(s) who are being provided gas service by the County;

**“New Gas Service Rate Sheet”** the rate sheet approved by Council establishing the fees charged

**“Oilfield Service”** shall mean a Primary Gas Service provided by the County to a customer to supply natural gas to buildings and equipment for the purpose of oil and gas extraction/production;

**“Owner”** shall mean the person(s) listed as Owner on the current Alberta Land Title for the subject property;

**“Primary Gas Service”** also referred to as a Gas Premise, shall mean a primary natural gas service provided to an Owner by the County, typically including an underground gas service line, gas service riser and a customer meter;

**“Residential Service”** shall mean a Primary Gas Service provided by the County to an Owner of a property to supply natural gas to buildings and equipment for the purpose of residence;



## POLICY

1. The costs of constructing new Primary Gas Services, excluding Oilfield Services, are funded by the Customer on a break-even basis in accordance with the New Gas Service Rate Sheet.
2. The Director of Natural Gas Utility may authorize investment into the estimated capital cost of constructing a new Primary Gas Service that generates substantial additional revenue based on the following criteria:
  - a. Residential, Agricultural or Commercial Service
  - b. Customer load of 5 mm BTU or higher
  - c. Not an intermittent load (eg. Seasonal Grain Dryer, Backup Generator); and
  - d. Cost to construct is greater than the Minimum Contract Cost established in the New Gas Service Rate Sheet.
3. Investments pursuant to Section 2. shall be based on estimated additional revenue from County gas charges to a maximum 5 year return on investment.
4. The Director of Natural Gas Utility may authorize investment into the estimated capital cost of constructing a new Primary Gas Service that, in the Director's opinion, improves existing Natural Gas Infrastructure based on the following criteria:
  - a. Increasing capacity in order to meet a current or projected system capacity shortfall; Or
  - b. Creating a loop or backup source for a section of the system that is served off a single source and may be vulnerable to potential loss of gas service.
5. Investments pursuant to Section 4. shall be based on:
  - a. Estimated cost savings or benefit to the County of the infrastructure required for the new service; Or



- b. Difference in cost between the minimum infrastructure required to service the Customer's estimated load and the infrastructure required to improve the existing Natural Gas Infrastructure.
- 6. Investments pursuant to this Policy shall be made by way of reducing the fee charged to the customer for construction of the new gas service.
- 7. Investments pursuant to this Policy shall not reduce the cost to the customer below the minimum rate for the service as established in the New Gas Service Rate Sheet.
- 8. Funding for Investments pursuant to this Policy shall be established under the "Projects to be Determined" line of the Gas Utility Capital Projects Budget.

**MEETING DATE: AUGUST 20, 2019**

## **REQUEST FOR DECISION - TO COUNCIL**

### **SUBJECT**

**CHIEF ADMINISTRATIVE OFFICER BYLAW NO. 19-16 – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River give first reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River give second reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River introduce for third reading Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River give third and final reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

### **DETAILS**

**Background:** The Municipal Government Act (MGA) requires that Council establish a position of Chief Administrative Officer by bylaw in order to delegate specific duties and responsibilities within the organization. Being that the County has welcomed a new CAO effective September 3, 2019, the County should pass the attached bylaw prior to Mr. Harold Northcott's employment start date.



**Discussion:** The attached bylaw meets the requirements of the MGA and should be passed prior to approving the employment contract of the County's new Chief Administrative Officer.

## ATTACHMENTS

1. CAO Bylaw

**PREPARED BY:** Shannon Harrower, Executive Secretary

**APPROVED BY:** Pat Vincent, Interim CAO

**DATE:** August 8, 2019

# THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA

## BYLAW 19-16

Being a Bylaw of the County of Vermilion River in the Province of Alberta to establish the position of Chief Administrative Officer and to define the powers and duties of the Chief Administrative Officer as required by the *Municipal Government Act* Section 205.

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**WHEREAS** Section 205 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, requires that Council establish a position of Chief Administrative Officer by bylaw;

**AND WHEREAS** Council wishes to delegate certain powers to the Chief Administrative Officer.

**NOW, THEREFORE**, the Council of the County of Vermilion River, duly assembled, hereby enacts as follows:

### 1.0 TITLE

- 1.1 This Bylaw will be referred to as the "Chief Administrative Officer Bylaw".

### 2.0 DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26;
- 2.2 "Administration" means the general operation of the municipality, including personnel, financial and other related matters as permitted by the Act;
- 2.3 "Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under Section 205 of the *Municipal Government Act* and whatever subsequent title may be conferred on that officer by Council or Statute, pursuant to this Bylaw;
- 2.4 "Council" means the municipal Council of the County of Vermilion River in the Province of Alberta;



- 2.5 “Employee” means any person employed by the County of Vermilion River in the Province of Alberta.
- 2.6 “Leadership Team” means the group of County of Vermilion River employees holding the title of Director; and
- 2.7 “Municipality” means the County of Vermilion River in the Province of Alberta;

### **3.0 OFFICE**

- 3.1 The position of Chief Administrative Officer is hereby created.

### **4.0 APPOINTMENT**

- 4.1 Council, by resolution, will appoint an individual to the position of Chief Administrative Officer.
- 4.2 Council will establish the terms and conditions of the appointment of the Chief Administrative Officer including:
  - 4.2.1 The term of the appointment; and
  - 4.2.2 The salary and benefits to be paid or provided to the CAO which may be varied from time to time by Council.

### **5.0 ACCOUNTABILITY**

- 5.1 The CAO is accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this Bylaw, any other enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone to whom the CAO has delegated that power, duty or function.
- 5.2 The CAO must carry out his or her powers, duties and functions in compliance with:
  - 5.2.1 the Act;

- 5.2.2 this Bylaw;
  - 5.2.3 any other enactment;
  - 5.2.4 any other bylaw, resolution, policy or procedure passed or adopted by Council; or
  - 5.2.5 any contract binding on the Municipality.
- 5.3 The Chief Administrative Officer must ensure the performance of the following major administrative duties as detailed in Section 208(1) of the Act:
- 5.3.1 the minutes of each Council meeting:
    - 5.3.1.1 are recorded in the English language without note or comment;
    - 5.3.1.2 include the names of the councillors present at the council meeting;
    - 5.3.1.3 are given to council for adoption at a subsequent council meeting; and
    - 5.3.1.4 are recorded in the manner and to the extent required under section 230(6) of the Act when a public hearing is held.
  - 5.3.2 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
  - 5.3.3 the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins; and
  - 5.3.4 the council is advised in writing of its legislative responsibilities under the Act.
- 5.4 The major administrative duties as outlined in 5.3 apply to the Chief Administrative Officer in respect of Council committees that are carrying out the powers, duties and functions delegated to them by the Council, as per Section 208(2) of the Act.
- 5.5 The Chief Administrative Officer must carry out the powers, duties and functions set out in the Job Description referred to as Schedule "A" attached hereto.

- 5.6 Council must provide the Chief Administrative Officer with an annual written performance evaluation of the results the Chief Administrative Officer has achieved with respect to fulfilling the Chief Administrative Officer's responsibilities, as per Section 205.1 of the Act.
- 5.7 The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this bylaw, including the Chief Administrative Officer's duties detailed in Section 5 above, or under any other enactment or bylaw to a designated officer or an employee of the municipality, as per Section 209 of the Act.

## **6.0 FOIP HEAD**

- 6.1 The Chief Administrative Officer is the Head of the Municipality for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 c.F-25.

## **7.0 INDEMNIFICATION**

- 7.1 The County will indemnify the Chief Administrative Officer provided that the Chief Administrative Officer was acting in good faith to carry out the powers, duties and functions given to the Chief Administrative Officer by this Bylaw, the Act, any other enactment, any other County of Vermilion River bylaw, resolution, policy or procedure.

## **8.0 INTERPRETATION**

- 8.1 Any reference in this Bylaw to the Act, any other enactment, any other County of Vermilion River bylaw, resolution, policy or procedure includes all amendments regulations and orders thereunder and any successor thereto.

## **9.0 CONFLICT**

- 9.1 In the event that the provisions of this Bylaw conflict with the provisions of any other bylaw, this Bylaw shall prevail.

9.2 Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining bylaw shall be maintained.

#### **10.0 EFFECTIVE DATE**

READ a first time this \_\_\_\_ day of August, 2019

READ a second time this \_\_\_\_ day of August, 2019.

READ a third time and finally passed, this \_\_\_\_ day of August, 2019.

SIGNED by the Reeve and Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Reeve

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

#### **SCHEDULE A – JOB DESCRIPTION**



**MEETING DATE: AUGUST 20, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**FEE BYLAW NO. 19-17 – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River give first Reading to Bylaw No. 19-17, being a Bylaw to amend and replace Schedule “A” of Bylaw 19-05 being the County Fee Schedule.

THAT the County of Vermilion River give second Reading to Bylaw No. 19-17, being a Bylaw to amend and replace Schedule “A” of Bylaw 19-05 being the County Fee Schedule.

THAT the County of Vermilion River introduce for third reading Bylaw No. 19-17, being a Bylaw to amend and replace Schedule “A” of Bylaw 19-05 being the County Fee Schedule.

THAT the County of Vermilion River give third Reading to Bylaw No. 19-17, being a Bylaw to amend and replace Schedule “A” of Bylaw 19-05 being the County Fee Schedule.

## **DETAILS**

**Background:** Tower Fees – The County has been approved by a private fixed wireless internet provider to upgrade an existing County tower at no expense to the County. In consideration it is proposed to amend the Fee schedule to charge only the power expense of hosting the internet provider’s equipment on the tower.

Undeveloped Road Allowance Upgrade Inspections – The fee for inspection of undeveloped road allowance or roads upgraded by developer’s is proposed to be \$250.00.

Road Closure Fee – The road closure fee is proposed to be \$250.00 plus all subdivision and survey cost.

## **ATTACHMENTS**

1. Fee Bylaw



**PREPARED BY:** Louis Genest

**DATE:** August 14, 2019

**COUNTY OF VERMILION RIVER  
PROVINCE OF ALBERTA  
BYLAW NO. 19-17**

A Bylaw of the County of Vermilion River in the Province of Alberta  
to repeal Bylaw No. 19-05 and to amend and replace Schedule "A" of Bylaw No. 10-06,  
being the County Fee Schedule.

**WHEREAS** the Municipal Government Act (MGA); Statutes of Alberta, 2000 Chapter M-26, section 7(f) permits a municipality to regulate services provided by or on behalf of the municipality, and

**WHEREAS** the County deems it expedient and in the public interest to promulgate by Bylaw provisions respecting the collection and charging of fees, in connection with the operation of County goods and services provided to individuals or organizations.

**NOW THEREFORE,** the Council of the County of Vermilion River, duly assembles, enacts as follows:

- 1) That Bylaw No.10-06, being a bylaw setting the Fees and Services of the County of Vermilion River, is hereby amended as follows:
  - a) Schedule "A", County Fee Schedule, is hereby amended by replacing the existing "County Fee Schedule – Schedule "A" with Schedule "A" attached hereto and forming a part of this Bylaw.
- 2) Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining bylaw shall be maintained.
- 3) Bylaw 19-05 being a previous amendment to schedule "A" to this bylaw is hereby repealed.
- 4) This Bylaw shall come into force and effect upon receiving third and final reading and having been signed by the Reeve and Chief Administrative Officer.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Read a third time and passed, this \_\_\_\_\_ day of \_\_\_\_\_, 2019



SIGNED by the Reeve and Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_, 2019.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**COUNTY OF VERMILION RIVER**  
**BUILDING PERMIT FEE SCHEDULE**

<b>RESIDENTIAL INSTALLATIONS</b>	
<b>Description of Work</b>	<b>Permit fee (*SC Levy not included)</b>
New Single Family Dwelling	\$5.78 per \$1000 construction value (see Minimum Construction Value Factors)
Relocation of a Building (on crawlspace or basement)	\$0.32/sq. ft. Minimum fee \$126.00
Relocation of a Building (on piles or blocking only)	\$126.00
Garage, Addition, Renovation, Basement Development (not at time of new home construction)	\$0.32/sq. ft. Minimum fee \$126.00
Deck, Solid Fuel Burning Appliance, Demolition	\$126.00
Minimum Residential Building Permit Fee	\$126.00
<b>Commercial, Industrial, Institutional Installations</b>	
<b>Description of Work</b>	<b>Permit Fee (*SC Levy Not included)</b>
New, Addition, Renovation, Alteration	\$5.78 per \$1000 construction value
Minimum Building Permit Fee	\$262.50

Project Value is based on the actual cost of material and labour.

Verification of cost may be requested prior to permit issuance.

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

Minimum Construction Value Factors	Per Square foot
Residential Housing	
Single Family	\$157.50
Single Family (2 <sup>nd</sup> Storey)	\$89.25
Multi-Family (3 Storeys or less)	\$178.50
Multi-Family (more than 3 storeys)	\$162.75
Townhouses or Rows	\$178.50
Garage (attached or detached)	\$36.75
Carport	\$36.75
Renovations	\$78.75
Apartments	
Concrete Construction	\$141.75
Masonry and Wood Construction	\$141.75
Basement Parkade	\$94.50
Above-ground Parkade	\$94.50
Commercial (Offices, Restaurants, Service Stations, Warehouses)	
Concrete Construction	\$141.75
Masonry Construction	\$141.75
Masonry and Wood or Steel Construction	\$141.75
Steel Construction	\$141.75
Wood Construction	\$126.00
Renovations	\$84.00
Churches, Hotels, Schools	
Concrete Construction	\$141.75
Masonry and Wood or	\$141.75
Wood Construction	\$126.00
Hospitals	
Concrete Construction	\$283.50
Masonry and Wood or Steel Construction	\$257.25
Wood Construction	\$225.75
Industrial	
For further information please contact a County Approved Safety Codes Agency	

**COUNTY OF VERMILION RIVER  
ELECTRICAL PERMIT FEE SCHEDULE**

**RESIDENTIAL**

<b>New Single Family Dwellings and Additions</b>			
<b>Square Footage</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
Up to 1200	\$126.00	\$5.04	\$131.04
1201 – 1500	\$136.50	\$5.46	\$141.96
1501 – 2000	\$173.25	\$66.93	\$180.18
2001 – 2500	\$189.00	\$7.56	\$196.56
Over 2500	\$189.00 plus \$0.11 per square foot over 2500 square feet		

<b>Garages / Renovations / Basement Development</b>			
<b>Installation Cost</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
\$0 - \$500	\$78.75	\$4.50	\$83.25
\$501 - \$1000	\$94.50	\$4.50	\$99.00
\$1001 - \$2000	\$110.25	\$4.50	\$114.75
\$2001 - \$3000	\$126.00	\$5.04	\$131.04
\$3001 - \$4000	\$141.75	\$5.67	\$147.42
\$4001 - \$5000	\$157.50	\$66.30	\$163.80
Installation costs greater than \$5000 refer to the square footage fee schedule			

<b>Service Connections</b>			
<b>Description</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
Permanent Service Connection Only	\$89.25	\$4.50	\$93.75
Temporary Power / Underground Service	\$89.25	\$4.50	\$93.75

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**COUNTY OF VERMILION RIVER  
ELECTRICAL PERMIT FEE SCHEDULE**

**COMMERCIAL, INDUSTRIAL, INSTITUTIONAL**

<b>Installation Cost</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
0 to \$1,000	\$89.25	\$4.50	\$93.75
\$1,001 to \$1,500	\$94.50	\$4.50	\$99.00
\$1,501 to \$2,000	\$99.75	\$4.50	\$104.25
\$2,001 to \$2,500	\$110.25	\$4.50	\$114.75
\$2,501 to \$3,000	\$120.75	\$4.83	\$125.58
\$3,001 to \$3,500	\$131.25	\$55.25	\$136.50
\$3,501 to \$4,000	\$136.50	\$5.46	\$141.96
\$4,001 to \$4,500	\$141.75	\$5.67	\$147.42
\$4,501 to \$5,000	\$147.00	\$5.88	\$152.88
\$5,001 to \$5,500	\$152.25	\$6.09	\$158.34
\$5,501 to \$6,000	\$157.50	\$6.30	\$163.80
\$6,001 to \$6,500	\$162.75	\$6.51	\$169.26
\$6,501 to \$7,000	\$168.00	\$6.72	\$174.72
\$7,001 to \$7,500	\$173.25	\$6.93	\$180.18
\$7,501 to \$8,000	\$178.50	\$7.14	\$185.64
\$8,001 to \$8,500	\$183.75	\$7.35	\$191.10
\$8,501 to \$9,000	\$189.00	\$7.56	\$196.56
\$9,001 to \$9,500	\$194.25	\$7.77	\$202.02
\$9,501 to \$10,000	\$199.50	\$7.98	\$207.48
\$10,001 to \$11,000	\$204.75	\$8.19	\$212.94
\$11,001 to \$12,000	\$210.00	\$8.40	\$218.40
\$12,001 to \$13,000	\$215.25	\$8.61	\$223.86
\$13,001 to \$14,000	\$220.50	\$8.82	\$229.32
\$14,001 to \$15,000	\$225.75	\$89.03	\$234.78
\$15,001 to \$16,000	\$231.00	\$9.24	\$240.24
\$16,001 to \$17,000	\$236.25	\$9.45	\$245.70
\$17,001 to \$18,000	\$241.50	\$9.66	\$251.16
\$18,001 to \$19,000	\$246.75	\$9.87	\$256.62
\$19,001 to \$20,000	\$252.00	\$10.08	\$262.08
Over \$20,000	\$252.00 plus \$5.25 per \$1,000 (or portion of) over \$20,000		

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**COUNTY OF VERMILION RIVER  
PLUMBING PERMIT FEE SCHEDULE**

**ALL INSTALLATIONS**

<b>Number of Fixtures</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
1	\$89.25	\$4.50	\$93.75
2	\$94.50	\$4.50	\$99.00
3	\$99.75	\$4.50	\$104.25
4	\$105.00	\$4.50	\$109.50
5	\$110.25	\$4.50	\$114.75
6	\$115.50	\$4.62	\$120.12
7	\$120.75	\$4.83	\$125.58
8	\$126.00	\$5.04	\$131.04
9	\$131.25	\$5.25	\$136.50
10	\$136.50	\$5.46	\$141.96
11	\$141.75	\$5.67	\$147.42
12	\$147.00	\$5.88	\$152.88
13	\$152.25	\$6.09	\$158.34
14	\$157.50	\$6.30	\$163.80
15	\$162.75	\$6.51	\$169.26
16	\$168.00	\$6.72	\$174.72
17	\$173.25	\$6.93	\$180.18
18	\$178.50	\$7.14	\$185.64
19	\$183.75	\$7.35	\$191.10
20	\$189.00	\$7.56	\$196.56
Over 20	\$189.00 plus \$4.73 per fixture over 20		

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**COUNTY OF VERMILION RIVER**  
**GAS PERMIT FEE SCHEDULE**  
**RESIDENTIAL INSTALLATIONS**

Number of Outlets	Permit Fee	SC Levy	Total Fee
1	\$89.25	\$4.50	\$93.75
2	\$94.50	\$4.50	\$99.00
3	\$99.75	\$4.50	\$104.25
4	\$120.75	\$4.83	\$125.58
5	\$141.75	\$5.67	\$147.42
6	\$162.75	\$6.51	\$169.26
7	\$183.75	\$7.35	\$191.10
8	\$204.75	\$8.19	\$212.94
9	\$225.75	\$9.03	\$234.78
10	\$246.75	\$9.87	\$256.62
Over 10	\$246.75 plus \$10.50 per outlet over 10		

Description	Permit Fee	SC Levy	Total Fee
Propane Tank Set	\$89.25	\$4.50	\$93.75
Temporary Heat	\$89.25	\$4.50	\$93.75

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**COUNTY OF VERMILION RIVER  
GAS PERMIT FEE SCHEDULE**

**COMMERCIAL, INDUSTRIAL, INSTITUTIONAL**

<b>BTU Input</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
0 to 150,000	\$105.00	\$4.50	\$109.50
150,001 to 250,000	\$131.25	\$5.25	\$136.50
250,001 to 350,000	\$157.50	\$6.30	\$163.80
350,001 to 500,000	\$183.75	\$7.35	\$191.10
500,001 to 750,000	\$210.00	\$8.40	\$218.40
750,001 to 1,000,000	\$236.25	\$9.45	\$245.70
Over 1,000,000	\$236.25 plus \$5.25 per 100,000 (or portion of) over 1,000,000 BTU		

<b>Propane</b>			
<b>Description</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
Tank Set Only (for each additional tank add \$50.00)	\$105.00	\$4.50	\$109.50
Refill Center	\$157.50	\$6.30	\$163.80

<b>Temporary Heat</b>			
<b>BTU Input</b>	<b>Permit Fee</b>	<b>SC Levy</b>	<b>Total Fee</b>
0 to 250,000	\$1.05	\$4.50	\$109.50
250,001 to 500,000	\$157.50	\$6.30	\$163.80
Over 500,000	\$157.50 plus \$10.50 per 100,000 BTU (or portion of) over 500,000 BTU		

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**



**COUNTY OF VERMILION RIVER**  
**PRIVATE SEWAGE PERMIT FEE SCHEDULE**  
**RESIDENTIAL INSTALLATIONS**

Description	Permit Fee	SC Levy	Total Fee
Holding Tank, Open Discharge	\$210.00	\$8.40	\$ 218.40
Field, Mound, Sand Filter, Treatment Tank	\$262.50	\$10.50	\$273.00

NOTE: Non- Residential permit Fees will be quoted after a detailed review of application

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

## Schedule" A"

Item	Fee
<b>ADMINISTRATION FEES:</b>	
<b>Information Request</b>	
FOIP Request	As per the Freedom of Information and Protection of Privacy Regulations A.R. 186/2008, as amended.
	(No GST)
Outside of a FOIP Request:	
Locating and retrieving a record/s, Supervising the examination of a record/s, and for preparing and handling a record/s for disclosure	\$27.00/hour (first 1/2 hour free)
<b>For producing a record from an electronic record:</b>	
a) Computer processing and related charges	Actual cost to public body
b) Computer programming	\$40.00/hour
<b>For shipping any item requested</b>	Actual amount incurred
<b>Document Provision:</b>	(GST & Time included)
a) photocopies, hard copy laser print and computer printouts	\$0.25 per page
b) CDs / DVDs	\$10.00 per disk
c) plotting (colour or black and white – includes GST):	
(i) Villages – less than 80% coverage	\$5.00/linear foot
(ii) Villages – more than 80% coverage	\$7.00/linear foot
(iii) Private Sector – less than 80% coverage	\$10.00/linear foot
(iv) Private Sector – more than 80% coverage	\$15.00/linear foot
<b>Council Agendas &amp; Minutes:</b>	
Available on webpage <a href="http://www.vermilion-river.com">www.vermilion-river.com</a>	
a) Minutes	Document Charges above
(i) picked up at the office	Faxed local calls-No charge
b) Agenda	Document Charges above
(i) Summary Pages	No Charge
(ii) Detailed Agenda Package – current & past	Document Charges above
<b>Any other media not listed above</b>	Actual cost to public body
<b>Flags:</b>	
Schools located within the County - one of each flag, each year	No Charge
<b>Public:</b>	
Alberta / Canadian / County Flags	Actual Cost to Public Body

## Schedule" A"

Item	Fee
<b>County Pins:</b>	\$1.00 ea
<b>Maps:</b>	
(Landownership may be mailed & invoiced to Maptown and other Municipalities)	(GST Included)
<u>Current</u>	
– Picked up at the office	
Folded Maps	\$10.00 each
Rolled Maps	\$20.00 each
- Maps Mailed Out	
Folded Maps	\$15.00 each
Rolled Maps	\$40.00 each
Area Structure Plan (10 map Package I setup)	\$150.00/Package
Aerials (3-5 copy & or digital version package)	\$10.00/Package
<b>Tax Information:</b>	
a) Tax Certificate	\$20.00 each (no GST)
b) Assessment Sheets	\$5.00 each (GST included)
c) Field Sheets	\$5.00 each (GST included)
<b>Fax Machine Services: (Overseas Calls Not Allowed)</b>	(GST Included)
<b>a) Staff:</b>	
(i) in-coming	\$0.25 ea page
(ii) out-going – local	\$0.25 ea page
(iii) out-going – long distance	\$1.00 ea page
<b>b) Public:</b>	
(i) out-going Canada	\$2.00 - first page
	\$1.00 each - next pages
(ii) out-going US	\$3.00 - first page
	\$1.00 each - next pages
(iii) out-going 1-800 #	\$1.00 – first page
	\$0.50 each - next pages
(iv) in-coming	\$0.50/page
<b>Finance Charges for NSF cheques or a Stop Order</b>	\$30.00 per item

## Schedule" A"

Item	Fee
<b>PLANNING &amp; DEVELOPMENT FEES:</b>	
<b>Documents</b>	(unless noted - GST exempt)
a) Land Use By-Law and map	\$50.00
b) Municipal Development Plan	\$15.00 each
c) Inter-municipal Development Plan	\$15.00 each
d) Area Structure Plans and Studies	\$50.00 each
e) Historical Information Request – Environmental Phase 1 Search Requests	\$75.00
<b>Development Permit Fees:</b>	
a) Permitted Use	\$150.00 each
b) Discretionary Use	\$350.00 each (up to 10% variance)
c) Decks & Demolition	\$50.00 each
d) Agricultural Buildings & Structures	\$50.00 each
e) RV Campground (Requires an approved Site Development Plan)	Permitted \$300.00 / Discretionary \$450.00 up to 10% variance
f) Revision to Active Development Permit (minor)	Before Development Completion: \$250.00 - Residential \$450.00 - Non-Residential
g) Revision to Active Development Permit (major)	Must reapply
h) Development Permit Time Extension	\$100.00 each (2 max.)
i) Post Development Application (development without permit)	\$450 penalty (each), plus application fee
j) Compliance Letter	\$75.00 each/\$125.00 (rush request)
k) Occupancy Permit	Residential \$50.00 Non-Residential \$75.00
l) Late Application Fee	Residential \$50.00 Non-Residential \$75.00
<b>Variance:</b>	
a) Variance over 10%	Residential - \$550.00 + permit application fee Non-Residential - \$600.00 + permit application fee
<b>Bylaws, Agreements, and Other:</b>	
a) Land Use Bylaw Amendment	\$1,200.00 each
b) Land Use Redesignation	\$1,200.00 each
c) Adopting/Amending ASP	\$2,000.00 each, plus \$200.00/gross ha (contractor engineering fees may apply)
d) MDP Amendment	\$1,200.00 each
e) IDP Amendment	\$5,000.00 each

## Schedule" A"

Item	Fee
f) Development Agreement	\$3,200.00, plus minimum 2.5% of security, plus legal fees (subject to engineering systems appraisal. Contractor engineering fees invoiced separately)
g) Encroachment Agreement	\$3,200.00 (contractor engineering fees may apply)
h) Contravention of Land Use Bylaw	\$450.00 processing fee, plus penalty as per bylaw and legal fees, if applicable.
i) Stop Order	\$450.00 processing fee, plus legal fees, if applicable.
j) Request for review of contravention order	\$350.00 each
k) Withdrawal of Application After Bylaw is written	No fee refund
l) Bylaw Amendment Application Withdrawal Before Application Circulation	Before 15 days - full refund
m) Bylaw Amendment Application Withdrawal After Application Circulation, but before bylaw is written	25% fee refund
n) Residential/Ag Approach Fee (excluding oil leases)	\$300.00 plus GST
o) Approach Construction Deposit	Contractor Estimate + 25%
p) Offsite Levy	as per Offsite Levy Bylaw
q) Natural Resource/Extraction/Ground Disturbance Operations	\$350.00 each
r) Wireless Communication Towers	\$350.00 each
s) Municipal Reserve	as per Policy PD 012
t) Area Structure Plan/Site Development Plan - (Proposals creating over 4 parcels on a quarter section)	\$10,000.00 plus GST (contract engineering fees invoiced separately)
u) Digital Copy of Plans	\$10.00
v) Caveat Discharge	\$100.00 plus GST
w) Bylaw Review	\$300.00 each
x) Road Upgrade Contribution	As per Contractor Estimate
<b>Subdivisions:</b>	
a) Subdivision - Administration Fee – 1 parcel	\$200.00 (plus GST)
b) Subdivision – Administration Fee – 2 or more parcels	\$400.00 (plus GST) per parcel
<b>Acquisition of Land:</b>	
a) Above and beyond 100 foot road right-of-way	\$3000.00/acre
b) Below 100 foot road right-of-way (during subdivision stage)	\$1.00 in kind
c) Land Titles Fee	\$10.00 (plus GST)

## Schedule" A"

Item	Fee
d) Purchase and Installation of Rural Address Signs	\$150.00/sign
<b>Appeals:</b>	
a) Subdivision and Development Appeal Board Application (100% refundable if appeal is upheld)	\$400.00
<b>PUBLIC WORKS FEES:</b>	
<b>Residential Dust Control</b>	
a) 300 meters	\$1500.00 (plus GST)
b) 200 meters	\$1000.00 (plus GST)
<b>Snowplow Flags (waiver required):</b> (as per Policy PW 015 Snow Plow Flags)	(GST Included)
Seniors / Disabled Ratepayer	\$50.00 - Annual
Buffalo Trail Public School	\$200.00 - Annual
a) Parental Choice	\$200.00 - Annual
b) End of Route	No Fee
c) Essential	No Fee
Invoiced/Faxed/Mailed	\$10.00 Fee- additional
Length in Excess of 500 Metres	Hourly per Current ARHCA Rates
Heavy Truck Permits	No Fee
Damages	
Burrow (per acre)	\$500.00
Crop (per acre)	\$500.00
Hay (per acre)	\$300/year for 2 years
<b>Administrative:</b>	
Road Closures	\$250.00 plus all subdivision and survey costs
Undeveloped Road Allowances Inspection	\$250.00
Road Allowances upgraded by a Developer Inspection	\$250.00
<b>Industry Agreements:</b>	
Seismic Inspection	\$250.00 per Request
Construct New Approach	\$250.00 per Visit

## Schedule" A"

Item	Fee
Utilize/Alter Existing Approach	\$250.00
Pipeline Crossing and Right of Way	\$250.00
<b>NATURAL GAS UTILITY FEES:</b>	
Utility Right of Way & URW Extensions (as per NG 013)	\$2,000.00 /acre
Temporary Workspace (as per NG 013)	\$1,000.00/acre
<b>Renter Security Deposit:</b>	
a) Rural and Urban Residences	\$250.00 each
b) Commercial Buildings	\$450.00 each
<b>AGRICULTURE AND ENVIRONMENT FEES:</b>	
Beaver Control	
a) beaver control - affecting County resources	no fee
b) beaver control - not affecting County resources	\$500 per dam/per visit
<b>PROTECTIVE SERVICES CHARGES FEES:</b>	
Rental for tower space including electrical cost:	
a) Towers over 100 feet	\$3000.00 +GST/Calendar year or \$750.00 quarterly
b) Towers less than 100 feet	\$1800.00 +GST/Calendar year or \$450.00 quarterly
c) Towers that provide a general public benefit (i.e. internet services) to a large part of the County	\$900.00 +GST/Calendar year or \$225.00 quarterly
d) Towers that are owned by the County but constructed by the lessor	Actual power consumption cost
Parking Fee Schedule:	as per agreement