



## Regular Council Meeting Agenda

October 22, 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 October 22nd, 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 October 8th, 2019 Regular Council Meeting Minutes as presented.

6. APPOINTMENTS

10:30 AM John Grove on behalf of AltaLink

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 Third Quarter Municipal Financial Statement – For Information**

17

#### **Recommendation:**

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

#### **SHALLOW GAS TAX RELIEF – MOTION REQUIRED**

19

#### **Recommendation:**

THAT the County of Vermilion River write off \$3,669.38 worth of property taxes for Spur Petroleum under the Shallow Gas Tax Relief Initiative.

#### **Request for Information**

### **8.c PUBLIC WORKS AND UTILITIES**

#### **Request for Information**

### **8.d NATURAL GAS UTILITY**

#### **Q3 Natural Gas Utility Quarterly Report – For Information**

23

#### **Recommendation:**

THAT the County of Vermilion River receive the Natural Gas Utility Third Quarter Report for information.

#### **Request for Information**

### **8.e AGRICULTURE AND ENVIRONMENT**

#### **Request for Information**

**8.f PROTECTIVE SERVICES**

**Request for Information**

**8.g PLANNING AND DEVELOPMENT**

**Community Enhancement and Recreation Grants for Fall 2019  
– MOTION REQUIRED 31**

**Recommendation:**

THAT the County of Vermilion River approve the Programs and Events and New Initiative grant applications for Fall 2019 for a total of \$4,665 as presented.

**ISLAY HOSPITAL RESTORATION – MOTION REQUIRED 34**

**Recommendation:**

THAT the County of Vermilion River direct administration to conduct a further investigation into the potential funding opportunities available for the restoration of the Islay Hospital building.

**Request for Information**

**8.h GENERAL ADMINISTRATION**

**Request for Information**

**9. POLICIES**

**9.a CREDIT CARD POLICY FI 006 – MOTION REQUIRED 37**

**Recommendation:**

THAT the County of Vermilion River approve the Credit Card Policy FI 006 as presented.

**10. BYLAWS**

- 10.a BYLAW 19-18 – COUNTY OF VERMILION RIVER AND COUNTY OF ST. PAUL NO. 19 INTERMUNICIPAL COLLABORATION FRAMEWORK – MOTION REQUIRED 42**

**Recommendation:**

THAT the County of Vermilion River give Third and Final Reading to Bylaw 19-18, being a bylaw to establish an Intermunicipal Collaboration Framework between the County of Vermilion River and the County of St. Paul No. 19.

- 10.b BYLAW 19-19 – COUNTY OF VERMILION RIVER AND COUNTY OF TWO HILLS NO. 21 INTERMUNICIPAL COLLABORATION FRAMEWORK – MOTION REQUIRED 53**

**Recommendation:**

THAT the County of Vermilion River give Third and Final Reading to Bylaw 19-19, being a bylaw to establish an Intermunicipal Collaboration Framework between the County of Vermilion River and the County of Two Hills No. 21.

**11. DELEGATIONS / PUBLIC HEARINGS**

**10:30 AM** John Grove on behalf of AltaLink

**12. DISPOSITION OF DELEGATION BUSINESS**

**13. NOTICES OF MOTION**

**14. COUNCIL REPORTS**

**15. CLOSED SESSION - CONFIDENTIAL**

**16. ADJOURNMENT**

# Provost Edgerton Nilrem Vermillion Project (PENV)

COUNTY OF VERMILLION RIVER

OCTOBER 22, 2019

JOHN GROVE

MEGAN DOROSZ



# AltaLink at a Glance

- 100% focused on energy solutions
- more than 13,800 km of lines
- more than 317 substations
- Backbone of Alberta's electricity grid
- Serving 85% of Albertans
- Owned by Berkshire Hathaway Energy





# Key Industry Players

## Alberta Electric System Operator (AESO)

Independent, not-for-profit system planner

## Alberta Utilities Commission (AUC)

Independent regulatory body

## Transmission Facilities Owner (TFO)

Own and operate transmission facilities

## Distribution Facilities Owner (DFO)

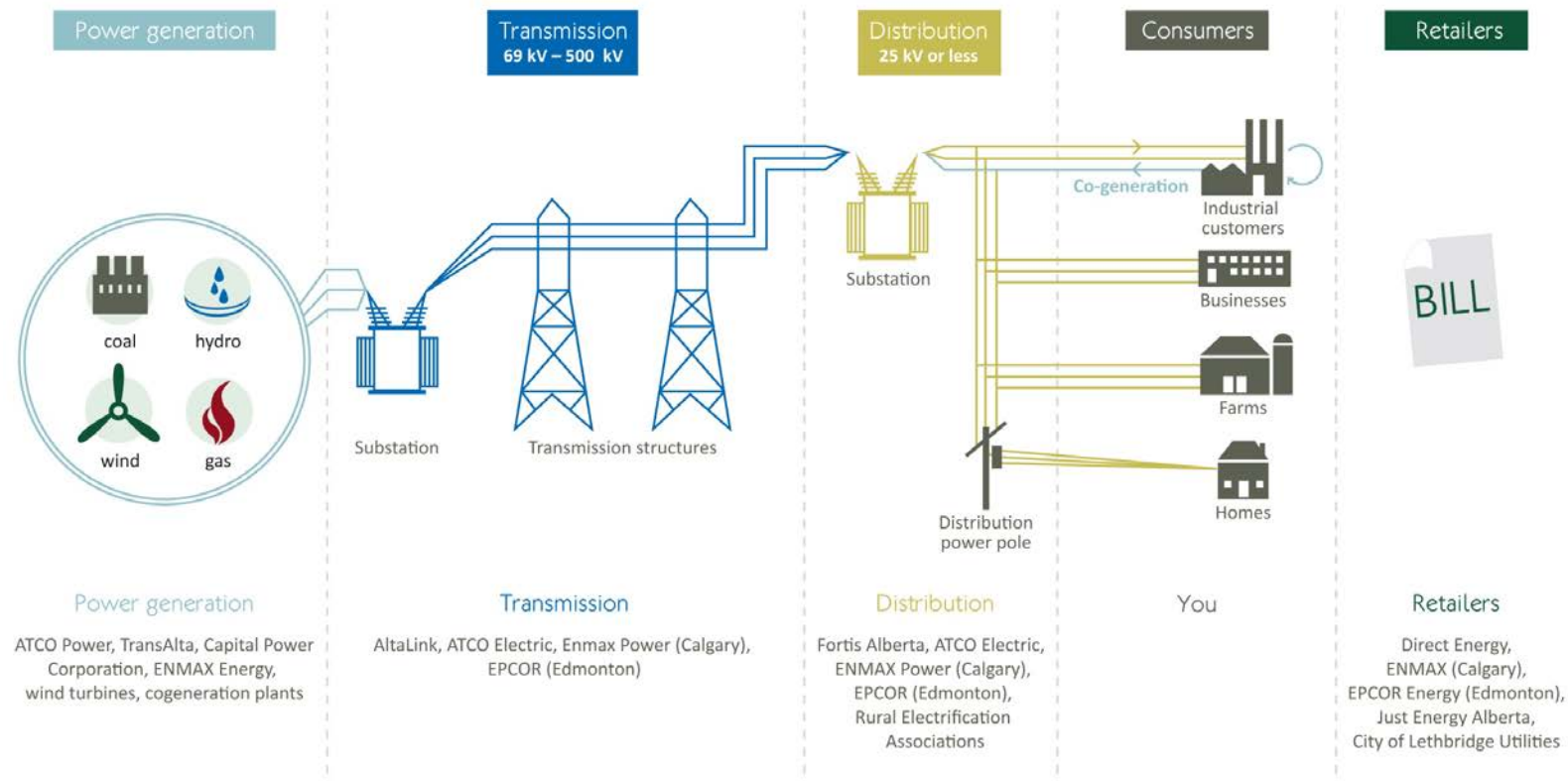
Own and operate distribution facilities  
Fortis/REA

# Our Customers

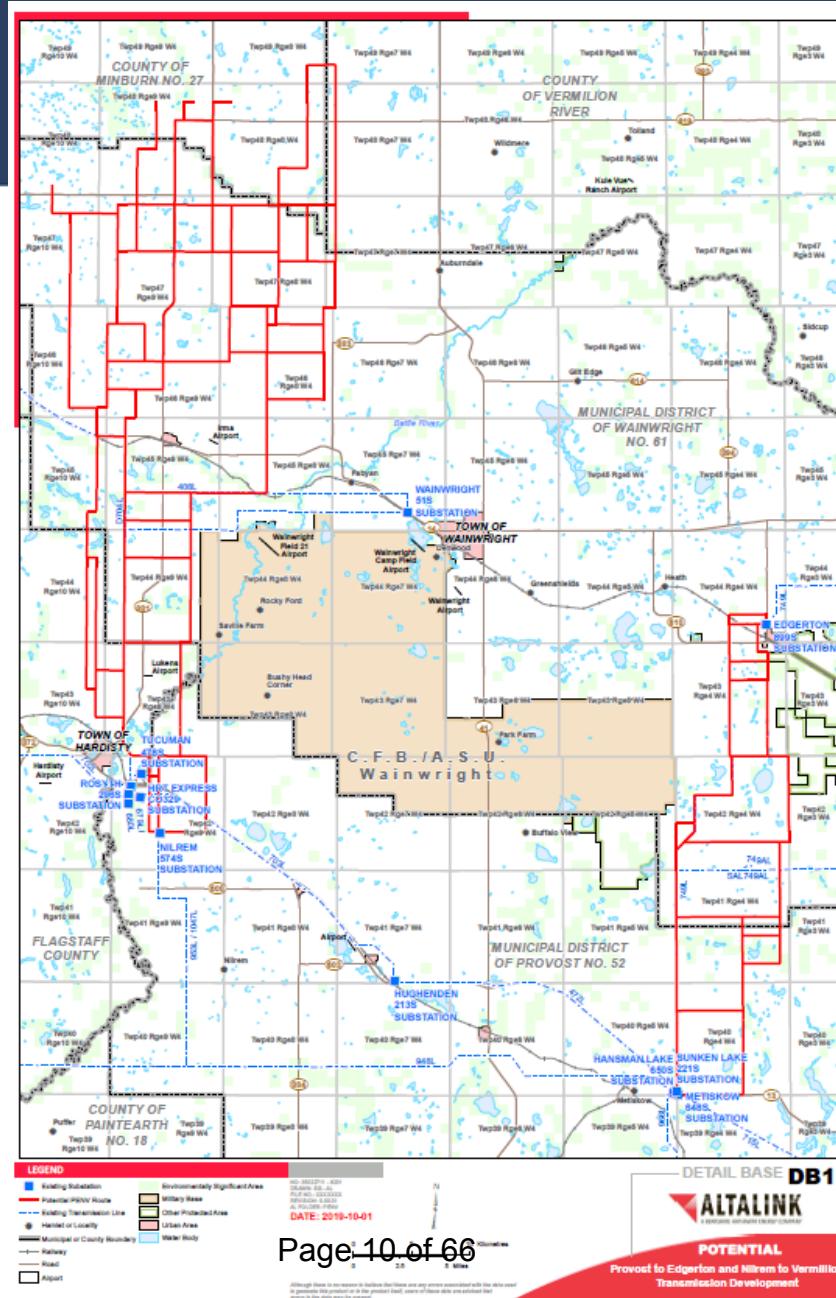
- Industry is more than 61%
  - Large industrial plants
  - Smaller local industrial businesses
- Commercial is 18%
- Residential is 13%
- Farms and Ranches is 3%
- Line losses 5%



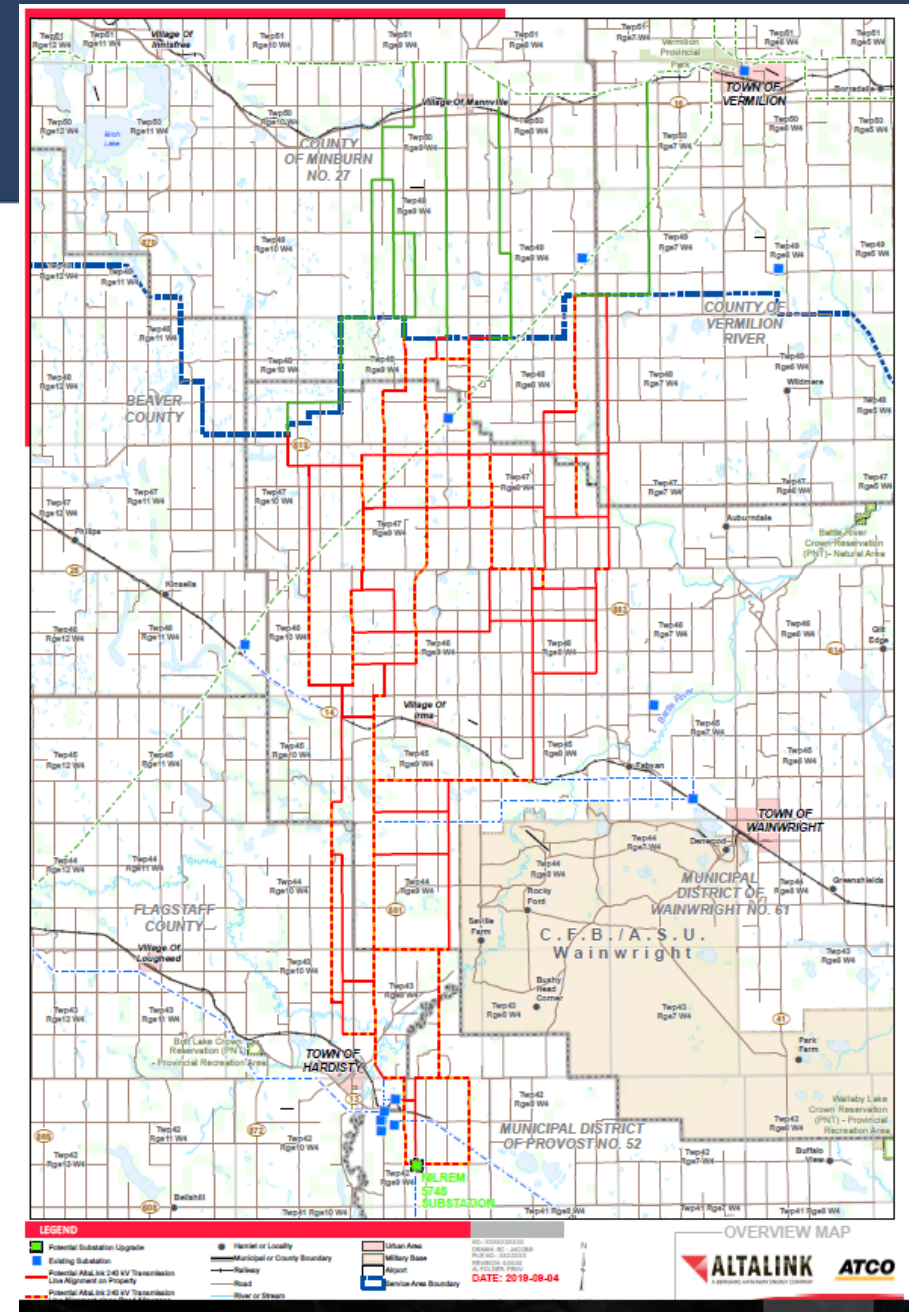
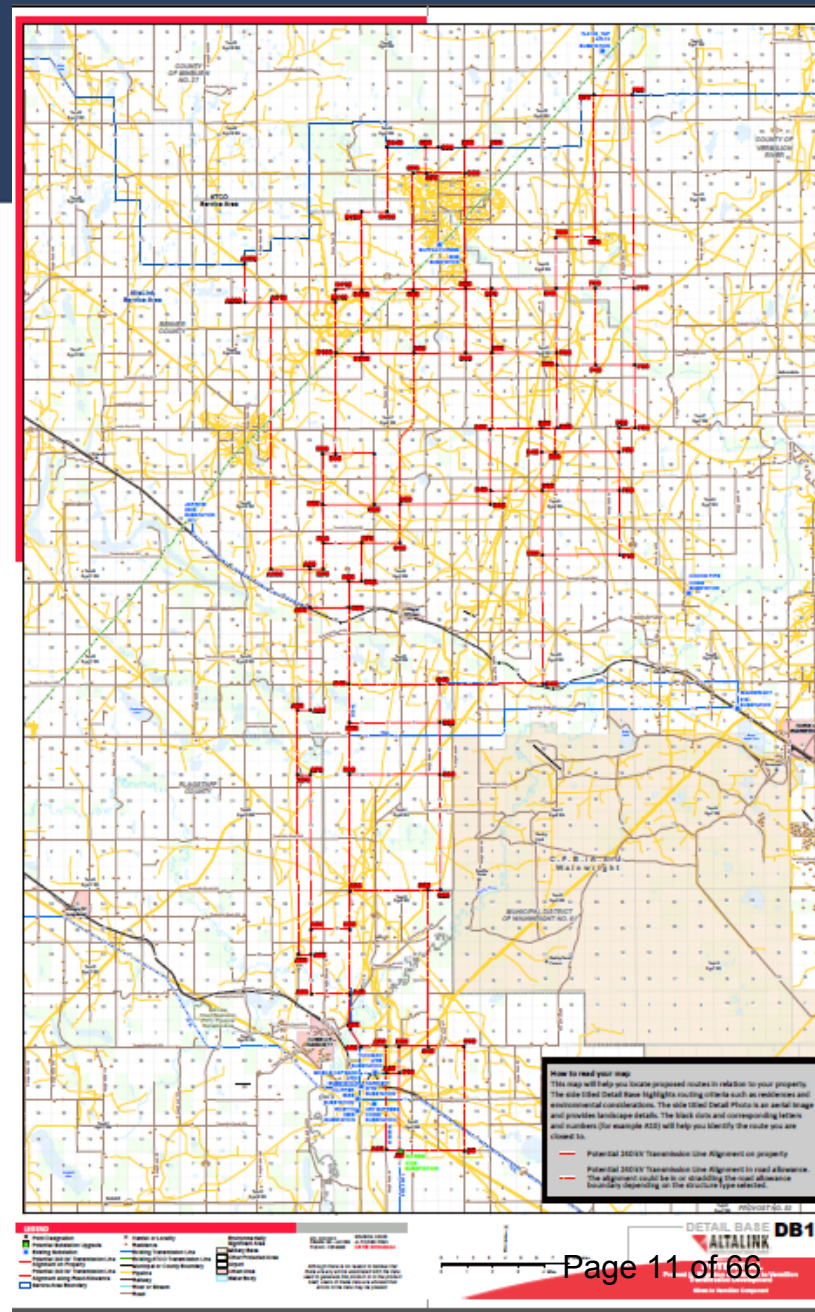
# Alberta's Electric Infrastructure



# Project Overview



# Nilrem to Vermillion NV





**Legend**

- Proposed Transmission Line**
  - 230 kV (Red line)
  - 115 kV (Blue line)
  - 69 kV (Yellow line)
- Proposed Right-of-Way**
  - 230 kV (Red line)
  - 115 kV (Blue line)
  - 69 kV (Yellow line)
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**Page 12 of 66**

# Structure Types

## SINGLE CIRCUIT MONOPOLE



Structure height

25-35 m

Right-of-way width

When on private property: 20-22 m  
When in road allowance: 11-12 m  
from the edge of the road allowance

Distance between structures

120-200 m

Can be placed in road allowance\*

Yes

Can be placed on private property

Yes

## SINGLE CIRCUIT H-FRAME



Structure height

25-35 m

Right-of-way width

When on private property: 34 m  
When straddling the road  
allowance edge: 17-20 m

Distance between structures

180-275 m

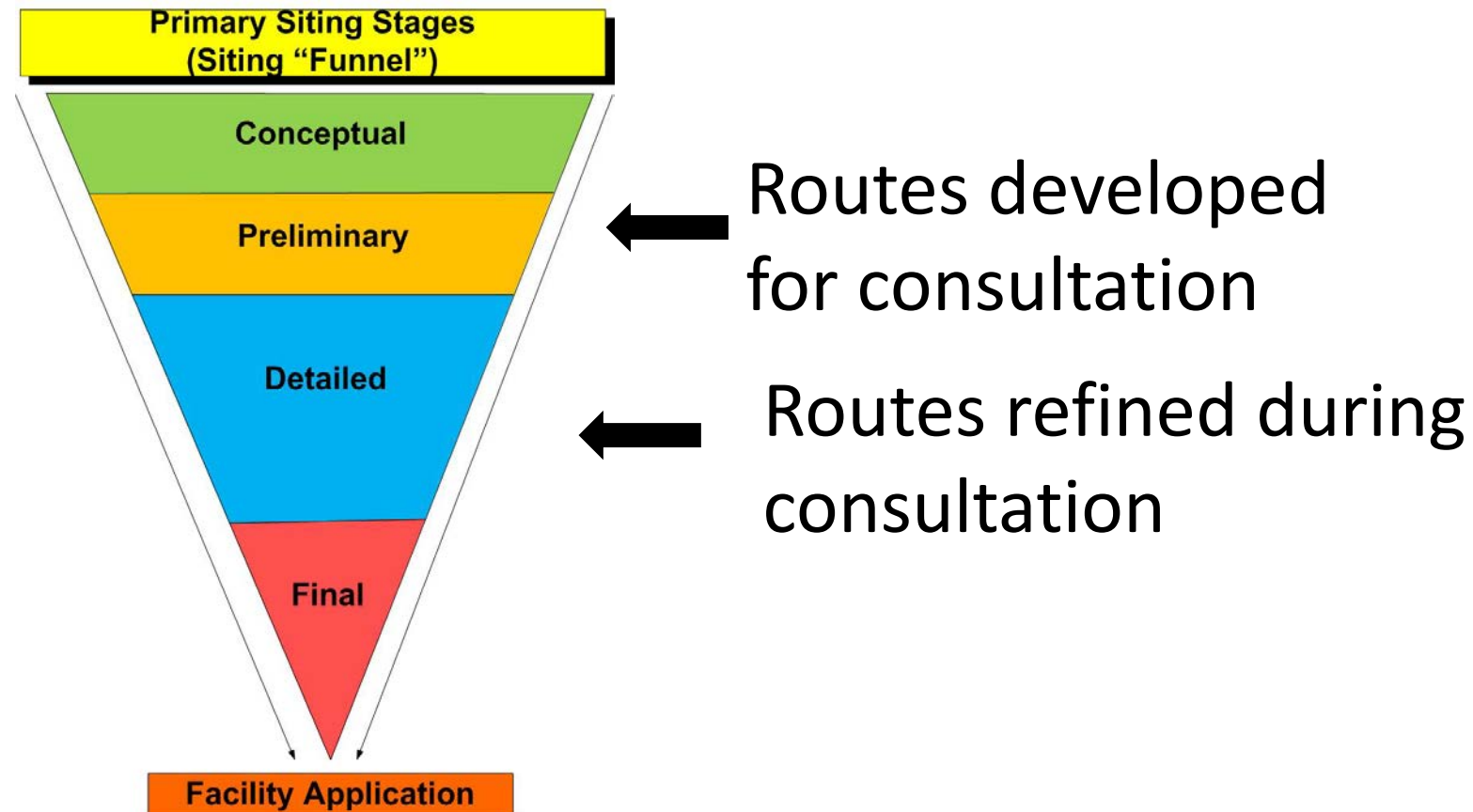
Can be placed in road allowance\*

Yes, partially

Can be placed on private property

Yes

# Siting and Consultation Process





# Who we talk to

- Affected landowners
- First Nations
- Stakeholder groups
- Environmental groups
- Local and provincial government (elected officials and planning departments)
- Economic development agencies



# How we identify routes

**Factors used to generate preliminary route options include:**

- Agricultural areas
- High residential density
- Environmental areas
- Existing infrastructure - irrigation systems, gas wells
- Future interconnections to other transmission developments
- Cost



# Public Events

Please join AltaLink and the AESO at:

<b>Wednesday October 23, 2019</b>	<b>Edgerton, Ab</b>	<b>5 to 8 p.m.</b>	<b>Edgerton Agricultural Hall 4915 50 Street Edgerton</b>
<b>Thursday October 24, 2019</b>	MD of Wainwright	5 to 8 p.m.	Albert Community Hall Rge. Rd 91 south of Twp. Rd 480

# Project Schedule

- Notify and consult with stakeholders: September 2019 to May 2020
- File application with the AUC: June 2020
- Start construction if project is approved: July 2021
- Anticipated construction completion: June 2022

# Thank You

Contact information

website: [www.altalink.ca/projects](http://www.altalink.ca/projects)

toll-free: 1-877-269-1453

email: [john.grove@altalink.ca](mailto:john.grove@altalink.ca)

**MEETING DATE: OCTOBER 22, 2019**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

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

### **RECOMMENDATION**

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

### **ATTACHMENTS**

2019 Third Quarter Municipal Financial Statement

PREPARED BY: Viren Tailor

DATE: October 9, 2019

**MEETING DATE: OCTOBER 22, 2019**

## **BRIEFING NOTE - TO COUNCIL**

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2019 Third Quarter Municipal Financial Statement

PREPARED BY: Viren Tailor

DATE: October 9, 2019

**MEETING DATE: OCTOBER 22, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**SHALLOW GAS TAX RELIEF – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River write off \$3,669.38 worth of property taxes for Spur Petroleum under the Shallow Gas Tax Relief Initiative.

## **BACKGROUND**

The Government of Alberta recently announced a property tax relief for shallow gas producers. Many shallow gas producers are in a difficult financial situation, and consequently, some have become insolvent due to the prevailing global market conditions and impact of the high operating expenses, including property taxes.

Municipal Affairs is conducting a review of regulated assessment models, including assessment of wells and pipelines. The current assessment models have not been updated since 2005, and do not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets.

Preliminary indications are that the review will result in lower assessments for older shallow gas assets, but cannot be implemented until the 2020 taxation year. Relief for shallow gas producers cannot wait until 2020, therefore, municipal affairs will reduce 2019 property taxes on shallow gas wells and related pipelines by 35 percent.

Administration is recommending the cancellation and refund of the 2019 property taxes paid so as to reduce by 35 per cent (\$3,669.38) property taxes levied as per section 353(2) of the *Municipal Government Act*, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment.

## **ATTACHMENTS**

Municipal Affairs Letter September 17, 2019



PREPARED BY: Viren Tailor

DATE: October 10, 2019



ALBERTA  
MUNICIPAL AFFAIRS

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

AR97915

September 17, 2019

Reeve Dale Swyripa  
Reeve  
County of Vermilion River  
PO Box 69  
Kitscoty AB T0B 2P0

Dear Reeve Swyripa,

As you are aware, government has recently announced property tax relief for shallow gas producers. Many shallow gas producers are in a difficult financial situation. Some have become insolvent because of prevailing global market conditions and the impact of high operating expenses, including property taxes.

Municipal Affairs is conducting a review of regulated assessment models, including assessment of wells and pipelines. The current assessment models have not been updated since 2005, and do not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets.

Preliminary indications are that the review will result in lower assessments for older shallow gas assets, but cannot be implemented until the 2020 taxation year. Relief for shallow gas producers cannot wait until 2020; therefore, this program will reduce 2019 property taxes on shallow gas wells and related pipelines by 35 per cent.

Municipal Affairs (MA) has now verified the list of qualifying shallow gas wells and related pipelines with the affected companies. This list (with a summary) is attached for your use in implementing this initiative. The list is final in terms of eligibility, and has been sent to the corresponding company for their information. However, if there are any discrepancies between the information attached and your municipal records, please contact Municipal Affairs before proceeding, as education tax credits will not be provided for non-qualifying properties.

I know I can count on your commitment to implement this important initiative. The required steps are outlined below. Additional details, including program guidelines and a certification form, are located at [www.alberta.ca/shallow-gas-tax-relief.aspx](http://www.alberta.ca/shallow-gas-tax-relief.aspx).

.../2



- Your council will need to pass a resolution to cancel 35 per cent of the property taxes and any related late payment penalties;
- Your municipal administration will notify companies as required and issue refunds where more than 65 per cent of the property tax bills have been paid;
- Your municipal administration will email the signed resolution and attached certification form to MA for review;
- If the qualifying properties are certified to have received the cancellation of 35 per cent of property tax bills, Alberta Education will credit your municipality with the equivalent amount on the December 2019 education property tax invoice; and
- Municipalities will continue to collect the remaining property taxes from shallow gas properties for use in your local budgets.

Your participation in this program is critical to its success. Please submit the certification form and a signed copy of your council's resolution to MA on or before October 21, 2019.

If you have any questions, please contact a Municipal Affairs program advisor at 780-422-7125 (toll-free 310-0000), or email [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca).

Yours very truly,

SEVERED

/ Kaycee Madu  
Minister

Attachment:

Summary of Tax Relief by Company (includes detailed list of qualifying properties)

cc: Harold Northcott, Chief Administrative Officer, County of Vermilion River

**COUNCIL MEETING DATE: OCTOBER 23, 2019**  
**BRIEFING NOTE - TO COUNCIL**

**SUBJECT**

**Q3 Natural Gas Utility Quarterly Report – For Information**

**RECOMMENDATION**

THAT the County of Vermilion River receive the Natural Gas Utility Third Quarter Report for information.

**DETAILS**

**Background:** The Director of Gas Utility reports updates within the department to Council on a quarterly basis.

**ATTACHMENTS**

1. Q3 Quarterly Report

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

**APPROVED BY:** Louis Genest

**DATE:** October 16, 2019

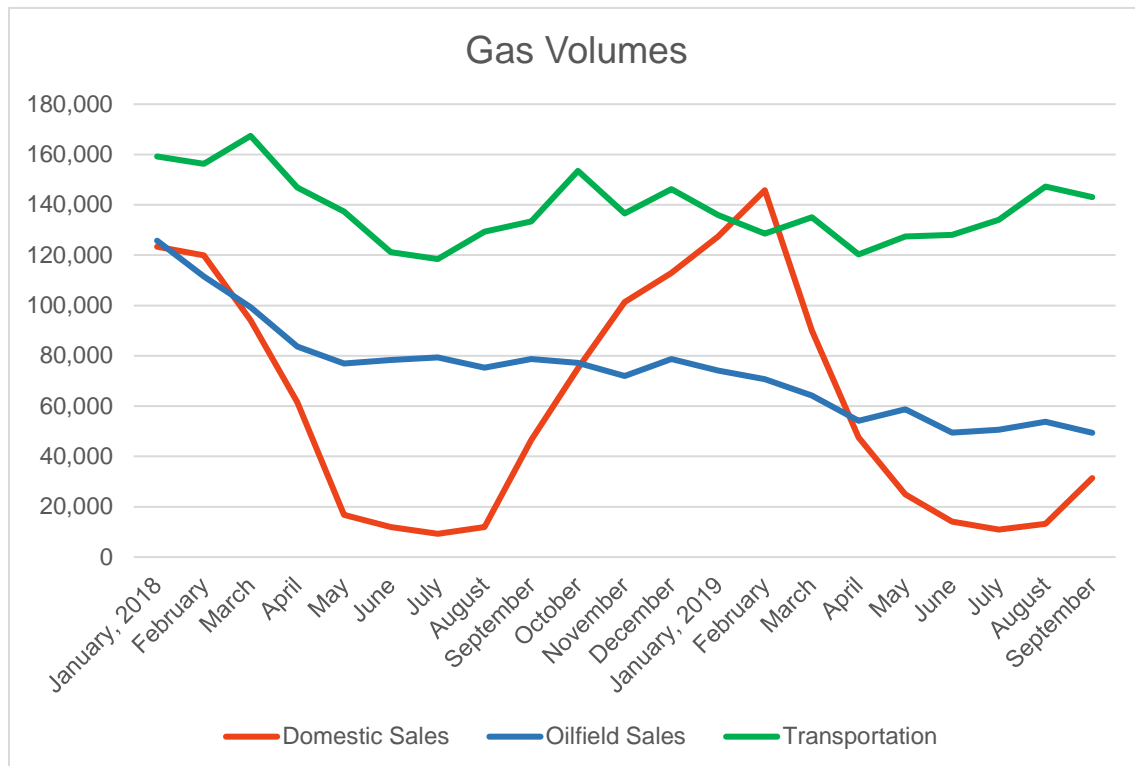


# Natural Gas Utility Quarterly Report Q3 2019

## Cumulative Gas Volumes

- Domestic sales volumes up 20% from 2018
- Oilfield sales volumes down 35%
- Total sales volumes down 17%
- Transportation volumes flat
- Cumulative Gas Loss is 1.35%

Loss of oilfield sales volumes due to shut down of several high use facilities and numerous wells has significantly impacted our gas sales. Cold temperatures in Q1 and grain drying will offset the loss to an extent. However, we expect the total impact to the budgeted sales revenue to be -10%. Due to numerous projects to install systems for excess gas gathering transportation volumes are holding steady and are expected to increase even in light of the continuing oilfield economic slowdown. We are hopeful that several major new transportation accounts will be connected in Q4.



## Industrial - Residential – System Construction

- Construction and Projects remain busy with projects scheduled until freeze up and several potential winter construction projects at the estimate stage.
- Gas Shop Addition/Renovation project has begun with award of the contract (Bexson Construction), design and permitting.

### Completed Projects

- County of Two Hills / AltaGas project
- Tap 50-52-102 Link is complete and final tie-in to Section 28 Battery is complete. Project is awaiting pressure protection equipment (by CNRL) at Section 28 Battery.
- Several small CNRL tie-ins in the Elk Point area
- Construction of 2 RMO Stations for MINCO Gas Co-op
- 4 Grain Dryer Services
- Tap 10-20 South Loop Phase I
- Gear/Rife Morgan Gathering System
- Husky Vermilion Gathering System
- Musgrave SW Lloydminster Development Steel Pipeline Reroute
- 1 of 2 CNRL Tulliby Lake Crown Land Projects
- 7 Residential Infills

### Projects in Progress

- 6 Residential Infills and 1 Grain Dryer
- PV Pork Upgrade
- Tap 10-20 low pressure loop to accommodate TWP Rd 490 Construction
- CNRL Tulliby Lake Crown Land Project
- Tap 10 rebuild due to ground movement
- Smoky Lake RMO Design/Construction
- Husky Capoffs
- Kehewin Water Treatment Plant Gas Supply
- Kehewin System Upgrades
- Husky Marwayne Battery Excess Gas Supply
- Dewberry Loop Line
- Silver Willow Line Replacement
- PVDF Pilot Project
- Tap 40 Odorizer
- Tap 40 Reconstruction
- Tap 20-40 Connection Valve Automation
- SCADA Upgrades

## Operations

- Regulating Station lockup, relief, and general inspections are in progress.
- Yard and public building inspections are complete. Block valve inspections are in progress.
- Meter change-outs are in progress with 70% of the 795 schedule meter replacements complete. We are behind schedule largely due to unavailability of timely meter recertification. We have begun to regularly utilize ATCO's meter shop to enable us to complete our required meter changes.
- Full third party Cathodic review has been completed and we are working through the recommendations and have completed a majority of remedial work.

- Regulating Station / Block Valve Signage are being updated to current CSA Z662 requirement.
- Pressure changes and system adjustments to accommodate grain drying operations' are ongoing.
- Working through system reviews and settings with new personnel working for industrial customers.
- Assisting the County with maintenance and operation of Emergency Communications Towers.
- Completing 5-7 service calls per week (Gas odor, CO2, Appliance issues).
- Processing 7-10 line locate requests/working day.
- Processing 1-2 crossing and proximity requests/working day.

## Environmental Protection / Innovation

- Funding has been approved under the Natural Resources Canada – Alternative Refueling Infrastructure grant program for our Natural Gas Refueling Station. Work is underway on planning, design and procurement of equipment.
- We were unsuccessful in our application for numerous methane reduction projects under the Environment and Climate Change Canada – Low Carbon Economy grant program. The reason given for denial of our application was that “Upstream emissions reductions from captured methane are not eligible reductions” under this funding program.
- Power Generation scoping study under the Energy Efficiency Alberta program is in progress. The initial findings on natural gas power generation at the County operations yard have been presented to Management. We are continuing to work with our contractor to find viable options for the County and our residents/businesses to utilize natural gas to offset grid electricity and grid generation.
- Working with Husky on a potential comprehensive gas gathering solution allowing Husky to maximize production of heavy oil wells with high volumes of excess methane by gathering gas to central compressor locations and use at current and proposed Husky locations requiring gas for heat, motors and steam.
- Working with Kehewin Cree Nation on a potential project to provide them with a plan and assistance with setting up proper self-management of their Gas Utility.

## Financial Highlights

- Residential Gas Sales Margins are 20% above target with that trend projected to continue through Q4 due partially to grain drying.
- Industrial Sales Margins are 35% below target and steady. This is attributable largely due to loss of sales volumes at several large oilfield accounts (CNRL Christopher Lake, NewAlta/Tervita, Devon).
- Transportation Revenue is in line with projections and increasing due to new gas gathering projects.
- Industrial Project Revenue is in line with projections through Q3. We are awaiting approval on several projects to carry construction through to year-end and into 2020.
- Secondary Gas Services Revenue is projected to be approximately 20% above target.
- Operational Expenses are on budget.
- Gas Utility staff is preparing the 2020 Natural Gas Utility Budget for presentation in November.

County of Vermilion River  
Gas Utility

	2019 Residential Actual	2019 Industrial Actual	2019 Consolidated Actual	2019 Consolidated Budget	Budget Variance
<b><u>Sale of Gas - Margins</u></b>					
1 Gas Sales Residential (Gigajoules)	\$ (641,814)		\$ (641,814)	\$ (885,499)	\$ 243,685
2 Gas Sales Industrial (Gigajoules)		\$ (354,313)	\$ (354,313)	\$ (657,263)	\$ 302,950
3 Transportation (Gigajoules)		\$ (482,008)	\$ (482,008)	\$ (666,508)	\$ 184,500
4 Excess Gas Tariffs		\$ (36,026)	\$ (36,026)	\$ (119,600)	\$ 83,574
5 Total Gross Margin (Gas Sales less Purchases)	\$ (641,814)	\$ (872,347)	\$ (1,514,162)	\$ (2,328,870)	\$ 814,709
<b><u>Service Charges</u></b>					
5 Residential	\$ (855,756)		\$ (855,756)	\$ (1,135,000)	\$ 279,244
6 Industrial - Standard		\$ (266,778)	\$ (266,778)	\$ (375,900)	\$ 109,122
7 Sale of Gas & Service Charges Revenue Available for operations	\$ (1,497,570)	\$ (1,139,125)	\$ (2,636,695)	\$ (3,839,770)	\$ 1,203,075
8 Income (Reserve Trsf, Sale of Fixed Assets, Misc)	\$ (20,386)	\$ (20,386)	\$ (40,771)	\$ (194,000)	\$ 153,229
<b><u>Operational Expenditures</u></b>					
9 General Operations & Maintenance	\$ 875,547	\$ 860,644	\$ 1,736,191	\$ 2,161,000	\$ (424,809)
10 Leak Detection/Yard Inspection	\$ 25,773	\$ 6,100	\$ 31,873	\$ 87,000	\$ (55,127)
11 Meter Program	\$ 82,487	\$ 5,336	\$ 87,823	\$ 120,475	\$ (32,652)
12 Cathodic Protection	\$ 35,669	\$ 9,724	\$ 45,393	\$ 64,850	\$ (19,457)
13 Line Locating	\$ 17,235	\$ 109,884	\$ 127,118	\$ 225,250	\$ (98,132)
14 Shops	\$ 7,782	\$ 7,855	\$ 15,637	\$ 28,000	\$ (12,363)
15 Safety	\$ 30,447	\$ 30,447	\$ 60,894	\$ 90,500	\$ (29,606)
16 Subtotal Operational Expenditures	\$ 1,074,941	\$ 1,029,990	\$ 2,104,931	\$ 2,777,075	\$ (672,144)
17 (Profit) Loss from Operations	\$ (443,015)	\$ (129,521)	\$ (572,536)	\$ (1,256,695)	\$ 684,159
18 Amortization/Gain or Loss on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ 1,250,000	\$ (1,250,000)
<b><u>PSAB 3150 Adjustments</u></b>					
19 Reverse Amortization	\$ -	\$ -	\$ -	\$ (1,250,000)	\$ 1,250,000
20 Drawn from Reserves	\$ -	\$ -	\$ -	\$ (482,000)	\$ 482,000
21 Contributed to Equip & Facility Reserves	\$ -	\$ -	\$ -	\$ 195,000	\$ (195,000)
22 Interest Added to Reserves	\$ -	\$ -	\$ -	\$ 120,000	\$ (120,000)
23 Contributed to Project Reserve from Industrial Project Profit*	\$ -	\$ -	\$ -	\$ 247,000	\$ (247,000)
24 Contributed to Project Reserve from Operational Profit	\$ -	\$ -	\$ -	\$ 753,000	\$ (753,000)
25 Grants	\$ (5,948)	\$ (5,948)	\$ (11,896)	\$ (780,000)	\$ 768,104
26 Sale of Fixed Assets	\$ (28,248)	\$ (28,248)	\$ (56,495)	\$ (84,500)	\$ 28,005
27 Fixed Assets Mach & Equip	\$ 55,229	\$ 55,229	\$ 110,458	\$ 140,000	\$ (29,542)
28 Fixed Assets Vehicles	\$ 20,109	\$ 20,109	\$ 40,218	\$ 68,000	\$ (27,782)
29 Fixed Assets Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
30 Fixed Assets Infrastructure	\$ 144,560	\$ 144,560	\$ 289,121	\$ 1,262,000	\$ (972,879)
31 Net Profit on Industrial Projects/Infills	\$ 95,533	\$ 95,533	\$ 191,066	\$ (247,000)	\$ 438,066
32 Subtotal Adjustments	\$ 281,236	\$ 281,236	\$ 562,473	\$ (58,500)	\$ 620,973
33 (Profit) Loss After Adjustments	\$ (161,779)	\$ 151,715	\$ (10,063)	\$ (65,195)	\$ 55,132
* Industrial Project Profit flows 100% through Industrial Budget to Project Reserve					
<b><u>Additional Revenue Streams</u></b>					
34 Net Profit on Service Calls			\$ (1,692)	\$ 850	\$ (2,542)
35 Net Profit on Sale of Goods			\$ (16,381)	\$ (9,000)	\$ (7,381)
36 Secondary Installations & Heaters			\$ (53,896)	\$ (36,000)	\$ (17,896)
37 Net from Revenue Streams			\$ (71,968)	\$ (44,150)	\$ (27,818)
38 Total (Profit) Loss			\$ (82,032)	\$ (109,345)	\$ 27,314

## Segmented Expenditure Breakdown

	<u>2019 Actuals</u>	<u>Budget</u>	<u>2018 Actuals</u>
	<u>To Date</u>		<u>To Date</u>
<b>1 Operational</b>			
2 Labour Costs	\$ 1,506,162	\$ 1,749,575	\$ 1,545,200
3 Purchased/Contract Services	\$ 342,589	\$ 627,000	\$ 293,127
4 Materials & Supplies*	\$ 228,881	\$ 310,000	\$ 219,831
5 Other	\$ 27,298	\$ 90,500	\$ 75,824
6 Subtotal	\$ 2,104,931	\$ 2,777,075	\$ 2,133,981
7			
<b>8 Billable Services (Non-Capital)</b>			
9 Labour Costs	\$ 60,234	\$ 111,000	\$ 69,330
10 Purchased/Contract Services	\$ 66,015	\$ 24,000	\$ 26,372
11 Materials & Supplies	\$ 11,332	\$ 45,350	\$ 8,090
12 Other	\$ 12,409	\$ 10,500	\$ -
13 Subtotal	\$ 149,990	\$ 190,850	\$ 103,791
14			
<b>15 Internal Capital Projects</b>			
16 <i>(Funded from Reserve)</i>			
17 Labour Costs	\$ 46,451	\$ -	\$ 11,953
18 Purchased/Contract Services	\$ 169,017	\$ 130,195	\$ 88,638
19 Materials & Supplies	\$ 73,985	\$ 300,000	\$ 199,330
20 Other	\$ -	\$ -	\$ -
21 Subtotal	\$ 289,453	\$ 430,195	\$ 299,920
22			
<b>23 Infills &amp; Industrial Projects</b>			
24 <i>(Billable)</i>			
25 Labour Costs	\$ 228,291	\$ 408,000	\$ 112,040
26 Purchased/Contract Services	\$ 234,974	\$ 400,000	\$ 164,741
27 Materials & Supplies	\$ 266,909	\$ 200,000	\$ 8,664
28 Other	\$ 37,500	\$ 120,000	\$ 56,250
29 Subtotal	\$ 767,674	\$ 1,128,000	\$ 341,694
30			
<b>31 Total Expense by Segment</b>	<b>2019 Actual</b>	<b>2019 Budget</b>	<b>2018 Actual</b>
32 Labour Costs	\$ 1,841,138	\$ 2,268,575	\$ 1,738,522
33 Purchased/Contract Services	\$ 812,595	\$ 1,181,195	\$ 572,877
34 Materials & Supplies*	\$ 581,107	\$ 855,350	\$ 435,914
35 Other**	\$ 77,207	\$ 651,195	\$ 132,074
36 Total	\$ 3,312,047	\$ 4,956,315	\$ 2,879,387

37 \*Excludes purchase of Gas for resale



## Capital Projects Summary

## Billable Capital Project Summaries

	Revenue	Expenditures	Net (Profit) Loss to Date
<b>Completed Projects</b>			
1 TWO HILLS 68-002	\$ (286,473)	\$ 288,162	\$ 1,689
2 CNRL 72-081	\$ (70,979)	\$ 16,412	\$ (54,566)
3 GEAR 87-007	\$ -	\$ 3,103	\$ 3,103
4 GEAR 87-011	\$ -	\$ 282	\$ 282
5 MINCO RMO'S 68-003	\$ (89,057)	\$ 65,300	\$ (23,757)
6 GEAR/RIFE 87-012	\$ (65,846)	\$ 40,635	\$ (25,211)
7 CNRL 72-077	\$ -	\$ 325	\$ 325
8			
9			
10 Subtotal	\$ (512,355)	\$ 414,219	\$ (98,136)
11			
<b>Projects in Progress</b>			
12 HUSKY 78-038	\$ -	\$ 474	\$ 474
13 HUSKY 78-039	\$ -	\$ 71,521	\$ 71,521
14 CNRL 72-078	\$ 6,570	\$ 9,214	\$ 15,784
15 CNRL 72-079	\$ -	\$ -	\$ -
16 CNRL 72-080	\$ 158	\$ -	\$ 158
17 CNRL 72-082	\$ -	\$ 3,538	\$ 3,538
18 SMOKY LAKE RMO 68-004	\$ -	\$ 66,964	\$ 66,964
19 KEHEWIN 68-005	\$ -	\$ 27,164	\$ 27,164
20 MUSGRAVE 68-006	\$ -	\$ 15,627	\$ 15,627
21			
22 Subtotal	\$ 6,728	\$ 194,502	\$ 201,230
23			
24			
25 Infills	\$ (71,313)	\$ 70,422	\$ (890)
26			
27 Legislative and Admin Recovery	\$ -	\$ 37,500	\$ 37,500
28			
29 General, Investigation, Other	\$ (0)	\$ 51,362	\$ 51,362
30			
31 Subtotal Industrial Projects and Infills	\$ (576,939)	\$ 768,006	\$ 191,066
32			
33			



## Capital Projects Summary

34

## Infrastructure Project Summaries

	Revenue / Reserve Withdrawal	Expenditures	Net (Profit) Loss to Date	Budget
35				
36 Internal Capital Projects				
37 <i>(Funded from Reserve)</i>				
38 SCADA 95-08	\$ -	\$ 39,540.43	\$ 39,540	\$ 75,000
39 Household Meter Bypass 95-09	\$ -	\$ 52,466.93	\$ 52,467	\$ 20,000
40 Tulliby Lake Landslide 95-35	\$ -	\$ 409.02	\$ 409	\$ -
41 Intermediate PSV Inspections 95-36	\$ -	\$ -	\$ -	\$ -
42 Tap 50 Rebuild 95-37	\$ -	\$ 650.00	\$ 650	\$ -
43 Reg Station 620 Upgrades 95-38	\$ -	\$ -	\$ -	\$ 20,000
44 End of Line Pressure Sensors 95-40	\$ -	\$ -	\$ -	\$ -
45 SCADA South Network Upgrade 95-41	\$ -	\$ 1,456.78	\$ 1,457	\$ 10,000
46 Tap 70 Regulator Upgrade 95-43	\$ -	\$ 700.00	\$ 700	\$ -
47 CNG Refueling Study 95-45	\$ (5,948)	\$ 40,058.08	\$ 34,110	\$ 50,000
48 Vent Gas Strategy 95-46	\$ -	\$ 15,000.00	\$ 15,000	\$ 15,000
49 Tap 10 South Loop 95-047	\$ -	\$ 124,138.12	\$ 124,138	\$ 250,000
50 Shop Addition 95-048	\$ -	\$ 1,291.00	\$ 1,291	\$ 15,000
51 R0020-007 Reg Stn Move	\$ (13,675)	\$ 3,937.15	\$ (9,738)	\$ -
52 TWP 490 Rd Construction Reroute 95-050	\$ -	\$ 8,433.81	\$ 8,434	\$ 15,000
53 Tap 10 Station 95-051	\$ -	\$ 1,039.26	\$ 1,039	\$ 20,000
54				
55 Subtotal Internal Capital Projects	\$ (19,623)	\$ 289,121	\$ 269,498	
56				
57				
58 <b>Total Projects</b>	<b>\$ (596,562)</b>	<b>\$ 1,057,126</b>	<b>\$ 460,564</b>	

**MEETING DATE: OCTOBER 22, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**Community Enhancement and Recreation Grants for Fall 2019 – MOTION  
REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the Programs and Events and New Initiative grant applications for Fall 2019 for a total of \$4,665 as presented.

## **DETAILS**

**Background:** There is a total of \$20,000 for the year for the Programs & Events and the New Initiatives grants under Community Enhancement and Recreation. In the Spring of 2019, a total of \$11,500 was distributed. The requests for the Fall total \$4,665. Any amount remaining after this intake will be added to the Small Capital Project fund for future projects.

**Discussion:** There were five applications received in Programs and Events with only 3 eligible. The other two applications were deemed ineligible because one was for the same event in back to back years (an event is only funded every second year) and the other because they applied for FCCS funding and an event/program cannot use both sources of funding for the same event (so it will remain in the FCCS requests instead of here). There was one application received for the New Initiatives.

**Relevant Policy/Legislation Practices:**

1. Programs & Events Application
2. New Initiatives Application

**Desired Outcome (s):** To approve the Fall intake of these grants.

**Response Options:** That the County of Vermilion River approve the Programs and Events, and the New Initiatives grant applications for Fall 2019 as presented for \$4,665. This includes \$1,000 each for Dewberry Minor Hockey, Paradise Valley Agricultural Society and Dewberry Agricultural Society and \$1,665 for the Paradise Valley & District Museum.

## IMPLICATIONS OF RECOMMENDATION

**Organizational:** Administration works with the recipients to advise them of their application status and arrange for necessary reporting.

**Financial:** Administration will make appropriate requests for payment within 14 days.

## ATTACHMENTS

1. Recreation Grants Summary for Fall 2019

PREPARED BY: Corinne McGirr, Community Development Coordinator

DATE: October 11, 2019

# RECREATION GRANTS

## FALL 2019 ALLOCATION

There is a total of \$20,000 for the year. In the spring, \$11,500 was distributed, leaving \$8,500 for the fall. Any amount remaining after this intake will be added to the Small Capital Project fund for future projects.

### PROGRAMS & EVENTS GRANT CATEGORY

- 5 applications were received in this category for the fall 2019 intake, but only 3 are eligible. The other two applications were deemed ineligible because one was for the same event in back to back years (an event is only funded every second year) and the other because they applied for FCCS funding and an event/program cannot use both sources of funding for the same event (so it will remain in the FCSS requests instead of here).

ORGANIZATION	PURPOSE OF APPLICATION	ELIGIBLE EXPENSES	CRITERIA FACTOR	MAX ELIGIBLE	RECOMMEND \$ for 2019 APPROVAL (Criteria % x Max Eligible)
Dewberry Ag Society	Expenses for hosting a Fun Day & Trade Show during the Chuckwagon weekend	\$1600	100	\$1,000	\$1,000
Dewberry Minor Hockey	Expenses for hosting the East Alberta Central Female Hockey All Star Games Day	\$1765	100	\$1,000	\$1,000
Paradise Valley Ag Society	Expenses for hosting the 2020 3 Cities Fair	\$75,650	100	\$1,000	\$1,000
				TOTAL	\$3,000

### NEW INITIATIVES GRANT CATEGORY

- 1 application was received in this category for the fall 2019 intake

ORGANIZATION	PURPOSE OF APPLICATION	ELIGIBLE EXPENSES	CRITERIA FACTOR	MAX ELIGIBLE	RECOMMEND \$ for 2019 APPROVAL (Criteria % x Max Eligible)
PV & District Museum	Outdoor Movie Program – technology and equipment purchase	\$1,850	90	\$1,665	\$1,665
				TOTAL	\$1,665

**GRAND TOTAL Recommendation FOR THE Fall INTAKE: \$4,665**

**MEETING DATE: OCTOBER 22, 2019**

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

### **SUBJECT**

**ISLAY HOSPITAL RESORATION – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River direct administration to conduct a further investigation into the potential funding opportunities available for the restoration of the Islay Hospital building.

### **DETAILS**

**Background:** An interested stakeholder has written to inquire about whether the County of Vermilion River would be able to investigate the possibility of preserving the former Islay Hospital, which was originally opened in June 1912. The building is currently privately owned and in uncertain condition.

**Discussion:** This project would be a very extensive restoration that would require a dedicated committee for fundraising, researching historical relevance and planning long term sustainability. An initial search of available funding for such a project has resulted in very few options and existing funds are not readily available at this time.

**Desired Outcome (s):**

That the project not be pursued any further due to lack of manpower and financial resources.

**Response Options:**

THAT the County of Vermilion River pursue further a restoration project for the original Islay Hospital building.

OR

THAT the County of Vermilion River does not pursue further a restoration project for the original Islay Hospital building.

### **IMPLICATIONS OF RECOMMENDATION**



**Organizational:** Administration to implement next steps as needed

## ATTACHMENTS

1. Islay Hospital project inquiry

PREPARED BY: Corinne McGirr, Community Development Coordinator

DATE: October 15, 2019

**Sent:** September-24-19 12:36 PM

**To:** County of Vermilion River - Reception <[reception@county24.com](mailto:reception@county24.com)>

**Subject:** Islay Hospital Conservation

Good Afternoon:

Attention CAO

My name is John Scott, a former CAO of the County (1977-1992), a former resident of the Islay district, and now a resident of Kitscoty.

I recently attended a gathering of a dozen or so current and former residents of the Islay community and during our conversation the matter of preserving the former Islay Hospital, opened in June of 1912, sparked some interest in the possibility of restoring the building. We are aware that the building is privately owned and, with the passage of time, may have deteriorated beyond the possibility of restoration.

I have been asked to contact you and the county council to determine if they are interested in pursuing the possibility of undertaking a restoration project. In the past there were Provincial/Federal grants for the preservation of historical structures but possibly they are not now available.

It was mentioned that this hospital could have been the first rural hospital in the province. Alan Ronaghan wrote a book titled "A White Passion" and the hospital Board wrote a history titled "The Hospital On The Hill". These would provide an insight into the importance of the hospital in the history of the County.

Should there be some interest by council I would think the first steps would be to determine if the property is available and to have the building inspected to determine if it could be restored.

I would be pleased to hear what council's thoughts are regarding this proposal.

John Scott

**MEETING DATE: OCTOBER 22, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**CREDIT CARD POLICY FI 006 – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the Credit Card Policy FI 006 as presented.

## **BACKGROUND**

The County of Vermilion River Credit Card policy FI 006 was first approved on September 8, 1998, with last revision (update) on this policy being done on May 26<sup>th</sup>, 2015.

Attached policy has following major changes;

- ⇒ Policy was formatted as per current Presentation and Marketing protocol,
- ⇒ Director of Corporate Service is authorized Credit Card user with \$5,000 credit limit,
- ⇒ Human Resource Manager's Credit card limit was increased to \$2,000,
- ⇒ Director can self-attest their credit card expenses,
- ⇒ CAO will be provided a copy of self-attest Card expense summary for all card holders,
- ⇒ CAO's credit card summary will be provided to Reeve for review,
- ⇒ Expense less than \$100 may be approved by the employee without receipt,

## **ATTACHMENTS**

FI006 Credit Card Policy

PREPARED BY: Viren Tailor

DATE: September 25, 2019



**POLICY # FI 006**
**CREDIT CARDS**

<b>APPROVAL</b>	September 8, 1998	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Finance		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	42-01-02; 16-05-04; 65-03-05; 76-05-08; 12-04-12; 39-05-15 (May 26, 2015)	<b>REVIEW DATE:</b>	

## POLICY STATEMENT

To establish a clear guideline for the authorization and use of County of Vermilion River credit cards for expenditures by designated Employees.

## BACKGROUND

This policy was originally developed as a means of facilitating Employee and Councillor attendance at approved conventions, meetings and training workshops, as well as in the performance of their duties, to prevent undue burden on personal financial resources.

## OBJECTIVE

To protect the interest of public funds by controlling the use and limit of County of Vermilion River credit cards.

## SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Employees	
Council	

## DEFINITIONS

**Authorized Purchases** are any expenses incurred by a County of Vermilion River Employee which have a direct operational benefit to the organization and include, but are not limited to, parking fees, conference and seminar registrations, airfare, hotel accommodations, public relations, postage machine fares, subsistence, fuel, repair to County vehicles, transaction fees and interest fees.

**County** is the County of Vermilion River.

**Credit Card(s)** is a County of Vermilion River issued MasterCard, Visa or American Express.

**Credit Card Administrator** is the Director of Corporate Services and/or the Chief Administrative Officer.

**Employee(s)** is an employee of the County of Vermilion River.

## GUIDING PRINCIPLES

- Credit Card use must comply with the County's Purchasing Policy AD 004.
- Credit Cards must only be used for Authorized Purchases.
- Credit Card purchases must be small in scope and of a non-capital nature unless authorized by the Chief Administrative Officer.
- Cash Advances are strictly prohibited.
- Credit Cards may be revoked at any time if deemed necessary by the Chief Administrative Officer.
- Upon resignation or termination, Employees must immediately return their Credit Card to the Credit Card Administrator.
- Employees appointed to the following positions are entitled to a County Credit Card, subject to the limits set forth below:
  - Chief Administrative Officer \$25,000.00
  - Director of Natural Gas Utility \$5,000.00
  - Director of Public Works & Infrastructure \$5,000.00
  - Director of Corporate Services \$5,000.00

- Director of Agriculture & Environment \$5,000.00
- Director of Protective Services \$5,000.00
- Manager of Facilities & Safety \$5,000.00
- Director of Planning & Development \$5,000.00
- Manager of Human Resources \$2,000.00
- Credit Card statements must be opened in the presence of the Director of Corporate Services or Manager of Finance and immediately given to the accounts payable clerk for processing.
- Receipts must be provided on a monthly basis to the accounts payable department for all purchases made on County Credit Cards. Employees must also complete the spreadsheet provided by the finance department which outlines the individual expense(s), where the expense(s) is to be coded, and a brief summary of the charges.
- For meal and public relation expenses on County Credit Cards, Employees must include a list of attendees as well as the purpose of the meeting in their brief summary of the charges.
- Credit Card Receipts that do not provide details of the expense are not accepted as proof of payment.
- Expenses not related to County business operations or expenses without proper receipts must be paid by the Employee to whom the County Credit Card has been issued.
- Payment of County Credit Card balances must be paid on or before the due date on the statement by the Credit Card Administrator.
- Credit Card expenses must be approved and signed off on by the Employee to whom the Credit Card has been issued. A summary of all Employee Credit Card expenses is submitted to the Chief Administrative Officer for review, and a summary of the Chief Administrative Officer's Credit Card expenses is submitted to the Reeve for review.

## ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer

## EXCEPTIONS

- County business expenses paid for utilizing a County Credit Card, and submitted without a proper receipt, may be approved at the discretion of the Employee to whom the Credit Card has been issued and the Chief Administrative Officer. Signatures from both the Employee to whom the Credit Card has been issued and the Chief Administrative Officer are required for the accounts payable Employee to process the expenses.
- Expenses less than \$100.00 may be approved by the Employee to whom the Credit Card has been issued. In these cases, a signature from the Employee to whom the Credit Card has been issued is required for the accounts payable Employee to process the expense(s). Although no signature from the Chief Administrative Officer is required, the Finance Department shall ensure that the Chief Administrative Officer has been advised of the expense and lack of receipt.

**MEETING DATE: OCTOBER 22, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**BYLAW 19-18 – COUNTY OF VERMILION RIVER AND COUNTY OF ST. PAUL NO. 19  
INTERMUNICIPAL COLLABORATION FRAMEWORK – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River give Third and Final Reading to Bylaw 19-18, being a bylaw to establish an Intermunicipal Collaboration Framework between the County of Vermilion River and the County of St. Paul No. 19.

## **DETAILS**

**Background:** To meet the requirements of the Municipal Government Act (MGA), that all municipalities must adopt the Intermunicipal Collaboration Frameworks (ICF) with their land-based neighbouring municipalities, the participating municipalities determined that a collaborative approach would bring the most value. The group of municipalities (“the partners”) involved in the Rural Multi-Jurisdictional ICF Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

This ICF is one of nine rural-to-rural frameworks developed through this project. The partners’ shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

During the review of the ICF Draft, the County of Vermilion River Public Works Department would like to pool resources to find bigger deposits of gravel that may be located within the area. The counties’ administrations are in conversation with their respective councils regarding the addition of gravel sharing under Section F (Future Projects and Agreements).



**Relevant Policy/Legislation Practices:**

*Municipal Government Act*

**Desired Outcome (s):** THAT the County of Vermilion River approve Bylaw 19-18.

**Response Options:** THAT the County of Vermilion River approve Bylaw 19-18.

OR

THAT the County of Vermilion River deny Bylaw 19-18

## IMPLICATIONS OF RECOMMENDATION

**Organizational:** Administration to share with the County of St. Paul No. 19 Bylaw 19-18, upon approval.

**Financial:** None

**Communication Required:** Council, Administration, County of St. Paul No. 19, public.

**Implementation:** Upon approval

## ATTACHMENTS

1. Bylaw 19-18 – County of Vermilion River and County of St. Paul No. 19 Intermunicipal Collaboration Framework.
2. “Schedule A” - County of Vermilion River and County of St. Paul No. 19 Intermunicipal Collaboration Framework.

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

**DATE:** October 2, 2019

## BYLAW NO. 19-18

### A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA

#### TO ADOPT AN INTERMUNCIPAL COLLABORATION FRAMEWORK WITH THE COUNTY OF ST. PAUL NO. 19

**WHEREAS**, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

**AND WHEREAS** the County of Vermilion River and the County of St. Paul No. 19 share a common border;

**AND WHEREAS** the County of Vermilion River and the County of St. Paul No. 19 share common interest and are desirous of working together to provide services to their residents;

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

1. The County of Vermilion River and County of St. Paul No. 19 Intermunicipal Collaboration Framework.

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

**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 \_\_\_\_\_, \_\_\_\_\_.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INTRODUCED FOR THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# **Intermunicipal Collaboration Framework**

**Between**

**County of Vermilion River**

**And**

**County of St. Paul No. 19**

**Approval Date to be Inserted**



**WHEREAS**, County of Vermilion River and the County of St. Paul No. 19 share a common border; and

**WHEREAS**, County of Vermilion River and the County of St. Paul No. 19 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

#### **A. DEFINITIONS**

- 1) In this Agreement
  - a) “lead municipality” means the municipality responsible for administering the agreement.
  - b) “municipalities” means County of Vermilion River and the County of St. Paul No. 19.

#### **B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2024, the terms and conditions of the agreement.

#### **C. INTERMUNICIPAL COOPERATION**

- 1) The Councils of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

#### **D. GENERAL TERMS**

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the County of St. Paul No. 19 residents for

services provided by County of Vermilion River and County of Vermilion River residents for services provided by the County of St. Paul No. 19.

## **E. MUNICIPAL SERVICES**

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently:
  - a. Water and Wastewater
  - b. Emergency Services
  - c. Recreation
  - d. Transportation
  - e. Solid Waste
  - f. Affordable Housing
  - g. Municipal Administration
  - h. Agricultural Services
  - i. Animal Control
  - j. Assessment Services
  - k. Bylaw Enforcement
  - l. Information Technology
  - m. Pest Control
  - n. Police Services
  - o. Purchasing/Procurement Services
  - p. Weed Control
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
  - a. Emergency Services:
    - The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies. There is a Mutual Aid Fire Agreement between the County of Vermilion River and County of St. Paul No. 19 dated 1 January 2015. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
  - b. Intermunicipal Development Plan
    - The Municipalities entered into an Intermunicipal Development Plan in 2019, in accordance with the *Municipal Government Act*. As an Intermunicipal Development Plan there is no lead municipality and no cost sharing.

- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

## **F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other municipality will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at Council meetings.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) Council's will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

## **G. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Section G(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A municipality shall give written notice (“Dispute Notice”) to the other municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Councils shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either municipality shall be entitled to provide the other municipality with a written notice (“Mediation Notice”) specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.

- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
  - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
  - c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;either municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other municipality with written notice ("Arbitration Notice") specifying:
  - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
  - b. the nomination of an individual to act as the arbitrator.
- 14) Within thirty (30) days following receipt of the Arbitration Notice, the other municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating municipality or provide the name of one arbitrator nominated by that other municipality.
- 15) The Municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
- 16) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either municipality may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
- 17) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving municipality's response thereto.

- 18) The *Arbitration Act* (Alberta), as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.
- 19) The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 20) The arbitrator's decision is final and binding upon the Municipalities subject only a municipality's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 21) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 22) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 23) If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 24) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the municipalities that are parties to the framework as set out in subsection G(25).
- 25) Each municipality's proportion of the costs must be determined by population. For greater certainty this means the County of St. Paul portion would be 43.90% and the County of Vermilion River would be 56.10%, based on 2018 Alberta Municipal Affairs Population List. These percentage amounts will remain for the Term of the Agreement.
- 26) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

## H. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of County of Vermilion River to:

**County of Vermilion River  
c/o Chief Administrative Officer  
P.O. Box 69  
Kitscoty, AB T0B 2P0**

b. In the case of the County of St. Paul No. 19 to:

**County of St. Paul No. 19  
c/o Chief Administrative Officer  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4**

2) In addition to Section H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

**IN WITNESS WHEREOF** the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

COUNTY OF VERMILION RIVER

COUNTY OF ST. PAUL NO. 19

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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

Bylaw Number: \_\_\_\_\_

Bylaw Number: \_\_\_\_\_

**MEETING DATE: OCTOBER 22, 2019**

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

### **SUBJECT**

**BYLAW 19-19 – COUNTY OF VERMILION RIVER AND COUNTY OF TWO HILLS NO. 21 INTERMUNICIPAL COLLABORATION FRAMEWORK – MOTION REQUIRED**

### **RECOMMENDATION**

THAT the County of Vermilion River give Third and Final Reading to Bylaw 19-19, being a bylaw to establish an Intermunicipal Collaboration Framework between the County of Vermilion River and the County of Two Hills No. 21.

### **DETAILS**

**Background:** To meet the requirements of the Municipal Government Act (MGA), that all municipalities must adopt the Intermunicipal Collaboration Frameworks (ICF) with their land-based neighbouring municipalities, the participating municipalities determined that a collaborative approach would bring the most value. The group of municipalities (“the partners”) involved in the Rural Multi-Jurisdictional ICF Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

This ICF is one of nine rural-to-rural frameworks developed through this project. The partners’ shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

During the review of the ICF Draft, the County of Vermilion River Public Works Department would like to pool resources to find bigger deposits of gravel that may be located within the area. The counties’ administrations are in conversation with their respective councils regarding the addition of gravel sharing under Section F (Future Projects and Agreements).





**Relevant Policy/Legislation Practices:**

*Municipal Government Act*

**Desired Outcome (s):** THAT the County of Vermilion River approve Bylaw 19-19.

**Response Options:** THAT the County of Vermilion River approve Bylaw 19-19.

OR

THAT the County of Vermilion River deny Bylaw 19-19

## IMPLICATIONS OF RECOMMENDATION

**Organizational:** Administration to share with the County of Two Hills No. 21 Bylaw 19-19, upon approval.

**Financial:** None

**Communication Required:** Council, Administration, County of Two Hills No. 21, public.

**Implementation:** Upon approval

## ATTACHMENTS

1. Bylaw 19-19 – County of Vermilion River and County of Two Hills No. 21 Intermunicipal Collaboration Framework.
2. “Schedule A” - County of Vermilion River and County of Two Hills No. 21 Intermunicipal Collaboration Framework.

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

**DATE:** October 10, 2019

## BYLAW NO. 19-19

### A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNCIPAL COLLABORATION FRAMEWORK WITH THE COUNTY OF TWO HILLS NO. 21

**WHEREAS**, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

**AND WHEREAS** the County of Vermilion River and the County of Two Hills No. 21 share a common border;

**AND WHEREAS** the County of Vermilion River and the County of Two Hills No. 21 share common interest and are desirous of working together to provide services to their residents;

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

1. The County of Vermilion River and County of Two Hills No. 21 Intermunicipal Collaboration Framework.

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

**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 \_\_\_\_\_, \_\_\_\_\_.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INTRODUCED FOR THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# **Intermunicipal Collaboration Framework**

**Between**

**County of Vermilion River**

**And**

**County of Two Hills No. 21**

**Approval Date to be Inserted**

**WHEREAS**, County of Vermilion River and the County of Two Hills No. 21 share a common border; and

**WHEREAS**, County of Vermilion River and the County of Two Hills No. 21 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

#### **A. DEFINITIONS**

- 1) In this Agreement
  - a) “lead municipality” means the municipality responsible for administering the agreement.
  - b) “municipalities” means the County of Vermilion River and the County of Two Hills No. 21.

#### **B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2024 the terms and conditions of the agreement.

#### **C. INTERMUNICIPAL COOPERATION**

- 1) The Council of the Municipalities shall be the forum for the review of the Intermunicipal Collaboration Framework.

#### **D. GENERAL TERMS**

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the County of Two Hills No. 21 residents for services provided by County of Vermilion River and County of Vermilion River

residents for services provided by the County of Two Hills No. 21.

## **E. MUNICIPAL SERVICES**

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently:
  - a. Water and Wastewater
  - b. Emergency Services
  - c. Recreation
  - d. Transportation
  - e. Solid Waste
  - f. Affordable Housing
  - g. Municipal Administration
  - h. Agricultural Services
  - i. Animal Control
  - j. Assessment Services
  - k. Bylaw Enforcement
  - l. Information Technology
  - m. Pest Control
  - n. Police Services
  - o. Purchasing/Procurement Services
  - p. Weed Control
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
  - a. Emergency Services:
    - The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies. There is a Mutual Aid Fire Agreement between the County of Vermilion River and County of Two Hills No. 21 dated 1 January 2015. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
  - b. Water
    - The Municipalities along with several additional municipal partners signed an agreement to create the Alberta Central East Water Corporation to provide potable water to the municipal members. As a corporation there is no lead municipality. The fees for water and the allocation of water are established in accordance with the unanimous shareholders agreement.

- c. Intermunicipal Development Plan
  - The Municipalities entered into an Intermunicipal Development Plan in 2019, in accordance with the *Municipal Government Act*. As an Intermunicipal Development Plan there is no lead municipality and no cost sharing.
- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

## **F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other municipality will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Council meetings.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) Councils will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Councils are unable to reach an

agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.

- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

## **G. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Section G(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A municipality shall give written notice (“Dispute Notice”) to the other municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Councils shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.

- 9) Either municipality shall be entitled to provide the other municipality with a written notice (“Mediation Notice”) specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.
- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
  - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
  - c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;either municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other municipality with written notice (“Arbitration Notice”) specifying:
  - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
  - b. the nomination of an individual to act as the arbitrator.
- 14) Within thirty (30) days following receipt of the Arbitration Notice, the other municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating municipality or provide the name of one arbitrator nominated by that other municipality.
- 15) The Municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.



- 16) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either municipality may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
- 17) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving municipality's response thereto.
- 18) The *Arbitration Act* (Alberta), as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.
- 19) The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 20) The arbitrator's decision is final and binding upon the Municipalities subject only a municipality's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 21) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 22) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 23) If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 24) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the municipalities that are parties to the framework as set out in subsection G(25).
- 25) Each municipality's proportion of the costs must be determined by population. For greater certainty this means the County of Vermilion River portion would be 69.42% and the County of Two Hills would be 30.58%, based on 2018 Alberta Municipal Affairs Population List. These percentage amounts will remain for the Term of the Agreement.
- 26) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

## H. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of County of Vermilion River to:

**County of Vermilion River  
c/o Chief Administrative Officer  
P.O. Box 69  
Kitscoty, AB T0B 2P0**

b. In the case of the County of Two Hills No. 21 to:

**County of Two Hills No. 21  
c/o Chief Administrative Officer  
5015 – 49 Avenue  
Two Hills, AB T0A 3A4**

In addition to Section H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

**IN WITNESS WHEREOF** the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

COUNTY OF VERMILION RIVER

COUNTY OF TWO HILLS NO. 21

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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

Bylaw Number: \_\_\_\_\_

Bylaw Number: \_\_\_\_\_