



Policy and Priorities Committee Agenda

October 15, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

Pages

1. CALL TO ORDER
2. ADDITIONS TO AGENDA
3. ADOPTION OF AGENDA

Motion Number:

THAT the County of Vermilion River approve the October 15, 2024 Policy and Priorities Committee Meeting Agenda as presented.

4. COUNCIL NEW BUSINESS

4.a FINANCE

TAX COMPARISONS – FOR INFORMATION

8

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee accept the Tax Comparisons as information.

Request for Information

4.b PUBLIC WORKS AND UTILITIES

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select the _____ discharge method for Administration to complete detailed design and move to construction phases of the project.

TWP 522 TEXAS GATE DISPUTE

143

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River _____.

Request for Information**4.c NATURAL GAS UTILITY****Request for Information****4.d AGRICULTURE & ENVIRONMENTAL SERVICES (ASB)****AGRICULTURE AND ENVIRONMENT DEPARTMENT 2024
THIRD QUARTER REPORT – FOR INFORMATION**

154

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the Agriculture and Environment Department 2024 Third Quarter Report for information.

**SUMMARY OF WEED CONTROL IN COUNTY OF
VERMILION RIVER HAMLETS – FOR INFORMATION**

161

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the summary of weed control in County of Vermilion River hamlets for information.

DANDELION CONTROL IN HAMLETS – FOR INFORMATION

186

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the cost estimate for dandelion control in hamlets for information.

**LETTERS FROM ALBERTA AGRICULTURAL SERVICE
BOARDS TO PROVINCIAL GOVERNMENT MINISTRIES –
FOR INFORMATION**

191

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the attached letters from Alberta Agricultural Service Boards to the Minister of Agriculture and Irrigation for information.

Request for Information

4.e PROTECTIVE SERVICES

DOG ISSUES - UPDATE

202

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the Dog Issues update for Information

Request for Information

4.f PLANNING AND COMMUNITY SERVICES

**PLANNING AND COMMUNITY SERVICES THIRD QUARTER
DIRECTOR'S REPORT – FOR INFORMATION**

205

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the Planning and Community Services Third Quarter Director's Report as information.

**COMMUNITY FUNDING – MARWAYNE ARENA DEBENTURE
REQUEST – MOTION REQUIRED**

227

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select funding scenario 1 of \$750,000.00 as per Policy PD 021 – Community Enhancement Funding and further information be brought back to review budgetary impacts.

Request for Information

4.g GENERAL ADMINISTRATION

**REPORT ON MUNICIPALITIES UTILIZING INDEPENDENT
REVIEW COMMITTEE'S FOR COUNCIL REMUNERATION**

255

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee accept the report on Municipalities utilizing independent committees to review Councillor Remuneration as information.

**PROGRESS REPORT ON SUBDIVISION AND HAMLET
SIGNAGE**

453

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee receive the progress report on signage in hamlets and subdivisions in the County of Vermilion River as information.

**ALBERTA HUB MEMBERSHIP MEETING MINUTES AND
PROJECT SUMMARY/QUESTION(S) FOR MEMBERSHIP
SURVEY**

458

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River accept the minutes and summary report of the October 1, 2024, Alberta HUB Membership Meeting for information.

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River to direct administration to submit the following question(s) for the proposed Alberta HUB Membership Survey:

1.

Request for Information

5. POLICIES

- 5.a AG 014 HAMLET BEAUTIFICATION POLICY UPDATE – MOTION REQUIRED 466**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve the updated AG 014 Hamlet Beautification Policy as presented.
- 5.b FI 004 RESERVE POILCY – PUBLIC WORKS OPERATIONS AND COUNCIL 476**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve Council and Public Works Operation section of FI 004 Reserve Policy.
- 5.c LE 001 COUNCILLOR REMUNERATION POLICY 490**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve LE 001 Councillor Remuneration as amended to change the review time from Organizational Meeting to review on an annual basis.
- 5.d RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS 511**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend to the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations
- 5.e POLICY NG 016 – NATURAL GAS BILLING POLICY 515**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion approve Policy NG 016 – Natural Gas Billing Policy as presented.
- 5.f POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY - MOTION REQUIRED 545**
- Recommendation:**
THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.

5.g RESCIND PW 010 – ROAD CONSTRUCTION STANDARDS AND PROCEDURES 566

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW 010 Road Construction Standards and Procedures.

5.h RESCIND PW012 PUBLIC WORKS PROJECTS POLICY 570

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW012 Public Works Projects Policy.

5.i PW 015 SNOW PLOW FLAG POLICY 574

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee accept the information as presented and direct Administration to bring back Policy PW 015 Snow Plow for review in June 2025.

5.j RESCIND POLICY PW 019 EMERGENT PROJECTS 582

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind policy PW 019 Emergent Projects.

5.k RESCIND POLICY PW 020 DRAINAGE DITCHES 585

Recommendation:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River Rescind PW 020 Drainage Ditches.

6. NOTICE OF MOTIONS

7. CLOSED SESSION - CONFIDENTIAL

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee move to a Closed Session at 0:00 PM with all members in attendance.

7.a DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER ILC - FOIP SECTION 24(1)(a)(ii)

7.b ADVICE FROM OFFICIALS - PERSONNEL - FOIP SECTION 24(1)(a)

8. RETURN TO OPEN SESSION

Motion Number:

THAT the County of Vermilion River Policy and Priorities Committee Meeting return to Open Session at 0:00 PM with all members in attendance.

9. BUSINESS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

COMMITTEE MEETING DATE:2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

TAX COMPARISONS – FOR INFORMATION

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee accept the Tax Comparisons as information.

DETAILS

Background:

The County of Vermilion River Councilor ask to bring back tax comparative data between the Town, City and the County.

Attached presentation is based on publicly available information on assessment and bylaws.

These tax numbers are estimated tax numbers for discussion purpose only.

ATTACHMENTS

PowerPoint Presentation

PREPARED BY: Viren Tailor

DATE:2024-10-03

2024 Property Tax Comparison



County of
VERMILION River

Tax Rate Summary

| <u>Tax code</u> | <u>2024</u> | <u>Vermilion Rate</u> | <u>Lloyd Rate</u> |
|---|-------------|-----------------------|-------------------|
| <u>Municipal</u> | | | |
| Residential - General | 2.6304 | 4.6618 | 7.8463 |
| Div 3-5 Multi Lot Residential (Incremental) | 0.3540 | | |
| Residential - Urban (iii)-Islay (Incremental) | 4.3040 | | |
| Residential - Urban (vii)Tulliby Lake (Incremental) | 0.8540 | | |
| Residential - Urban (vi) Steamstown (Incremental) | 0.8540 | | |
| Residential - Urban (ii)-Cld (Incremental) | 4.3040 | | |
| Residential - Urban (iv)-Mcl (Incremental) | 1.9158 | | |
| Residential - Urban (v)- Rvrccs (Incremental) | 1.9158 | | |
| Residential - Urban (i) Blkft (Incremental) | 3.5274 | | |
| Residential - Urban (viii) Dewberry (Incremental) | 10.1696 | | |
| Farm | 18.5434 | 4.6618 | 7.8463 |
| Commercial-SB | 0.0000 | | |
| Commercial-NSB | 17.1644 | 9.4501 | 13.8955 |
| Linear | 17.1644 | 9.4501 | |
| M & E | 17.1644 | 9.4501 | 13.8955 |
| School Public -Res & Farm | 2.4591 | 2.5491 | 2.4785 |
| School Public Non Res | 3.5815 | 3.7234 | 3.7072 |
| School Separate - Res & Farm | 2.4591 | 2.5491 | 2.4785 |
| School Separate - Non Res | 3.5815 | 3.7234 | 3.7072 |
| Designated Industrial Prop (DIP) | 0.0765 | 0.0766 | 0.2848 |
| Seniors Housing | 0.2324 | 0.2278 | |
| Fire | 0.5161 | | |
| V. R. Waste Management | 0.2919 | | |
| Recreation | 0.6106 | 3.5592 | |
| Vermilion Recreation | 0.2198 | | |
| Marwayne Recreation | | | |
| Three Cities (PV) Recreation | | | |
| Dewberry Recreation | 0.2080 | | |
| Northern Lights Library | 0.0354 | 0.4536 | |

2024 Property Tax Comparison with the City & Town

Disclaimer –

- The City refers to the City of Lloydminster,
- The Town refers to the Town of Vermilion,
- The taxes numbers are **estimated** property taxes based on publicly available information,
- The taxes calculation does not incorporate valuation difference at the Town & the City,
 - It only looks at the absolute dollar value and mill rate for that category,

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 350280117
 Legal: NE-28-50-3-4
 Address: 33040 Highway 16W

Land Area: 25.98 Acres
 Subdivision: Rural
 Zoning: Country Res. - Agriculture (CR-A)
 Actual Use: Improved Residential / Single Family Unit- fee simple



| | | | | | | | |
|------------------------------|------------------|----------------------------|---------------|-------|------|---------|---------|
| Market Land Valuation | | Site Area: 3.00 Acres | | Asmt | Code | Value | |
| | | | | 101 | 100% | 130,300 | |
| Farmland Valuation | | Agroclmatic Zone: 15 2H-NE | | Asmt | Code | Value | |
| Soil Group | Area | Rating | | 151 | 100% | 1,820 | |
| 80 Pasture | 13.00 Acres | 27.0% | | | | | |
| 80 Pasture | 9.98 Acres | 19.0% | | | | | |
| Total Area: | | 22.98 Acres | | | | | |
| Improvement Valuation | | | Floor Area | Built | Asmt | Code | Value |
| 1 Storey Basementless | SFD - After 1970 | | 1,584 Sq Feet | 1999 | 101 | 100% | 227,500 |
| Attached | Garage | | 672 Sq Feet | 1999 | 101 | 100% | 27,200 |
| Detached | Shop/garage | | 1,343 Sq Feet | 1992 | 101 | 50% | 22,200 |
| | | | | | 903 | 50% | 22,200 |
| Detached | Shed | | 240 Sq Feet | 2005 | 903 | 100% | 2,300 |

| Assessment Totals | | | | | | |
|-----------------------|-------------------------|----------------------|---------|-------------|-------|------------|
| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
| T | 101 | Farm Res./Site | 130,300 | 256,240 | 0 | 386,540 |
| | 151 | Farmland | 1,820 | 0 | 0 | 1,820 |
| | Totals For 2023 Taxable | | 132,120 | 256,240 | 0 | 388,360 |
| E | 901 | Rural Res. Exemption | 0 | 20,660 | 0 | 20,660 |
| | 903 | Farm Bldg (Exempt) | 0 | 24,500 | 0 | 24,500 |
| | Totals For 2023 Exempt | | 0 | 45,160 | 0 | 45,160 |
| Grand Totals For 2023 | | | 132,120 | 301,400 | 0 | 433,520 |

This information is collected for assessment purposes only. While the County of Vermilion River provides this information in good faith, it does not warrant, covenant, or guarantee the completeness and accuracy of the information. The County of Vermilion River does not assume responsibility or liability arising from any use other than assessment interpretation. The information is maintained on a regular basis and reflects the contents of the assessment per the stated date/time of this document. This information is proprietary and may not be reproduced or utilized without consent from the County of Vermilion River. Please contact the County if you have any further questions or concerns (780-846-2244).

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350280117
NE-28-50-3-4



| | | ASSESSMENT |
|--|--|------------|
| FARMLAND 22.98 Acres | | \$132,120 |
| IMPROVEMENT | | \$301,400 |
| 1 STORY (\$1,584 Sq.ft) + SHOP (1,343 Sq.ft)+ GARAGE (672 Sq.ft) Shed (240 Sq.ft) | | |
| TOTAL ASSESSMENT | | \$433,520 |



350280117
NE-28-50-3-4

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|-----------|------------|------------|
| 2022 | 402,720 | 2,601 | | |
| 2023 | 416,220 | 2,575 | | |
| 2024 | 433,520 | 2,660 | 4,447 | 4,010 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 840794081
Legal: 8020794 1 8 SE-14-50-2-4
Address: 8 Aspen Crescent

Land Area: 3.14 Acres
Subdivision: Country Air Estates
Zoning: Country Res. - Multi-Lot (CR-M)
Actual Use: Improved Residential / Single Family Unit- fee simple



Market Land Valuation

Site Area: 3.14 Acres

Asmt Code Value
102 100% 174,300

Improvement Valuation

| | | Floor Area | Built | Asmt | Code | Value |
|---------------------|------------------|---------------|-------|------|------|---------|
| 1 Storey & Basement | SFD - After 1940 | 1,561 Sq Feet | 1980 | 102 | 100% | 253,400 |
| Detached | Garage | 768 Sq Feet | 1988 | 102 | 100% | 25,500 |

Assessment Totals

| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
|-----------------------|------|----------------------|---------|-------------|-------|------------|
| T | 102 | Residential Imp/Site | 174,300 | 278,900 | 0 | 453,200 |
| Grand Totals For 2023 | | | 174,300 | 278,900 | 0 | 453,200 |

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| | ASSESSMENT |
|--|------------|
| LAND (3.14 ACRES) | \$174,300 |
| IMPROVEMENT | \$278,900 |
| 1 STORY + BASEMENT (1,561 Sqft) + GARAGE (768 Sq.ft) | |
| TOTAL ASSESSMENT | \$453,200 |



840794081
LOT 8 BLOCK 1 PLAN 8020794

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|-----------|------------|------------|
| 2022 | 417,200 | 2,959 | | |
| 2023 | 436,900 | 3,148 | | |
| 2024 | 453,200 | 3,231 | 5,190 | 4,679 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 800821211

Legal: 0828680 12 11 NW-1-50-2-4

Address: 5104 - 55 Street Close



Land Area: 9,041 Sq. Feet

Subdivision: Blackfoot

Zoning: Residential - Low Density (R)

Actual Use: Improved Residential / Single Family Unit- fee simple

Market Land Valuation

Site Area: 9,041 Sq. Feet

Asmt Code Value
102 100% 89,300

Improvement Valuation

| Split Entry | Floor Area | Built | Asmt | Code | Value |
|------------------------|---------------|-------|------|------|---------|
| Attached | 1,491 Sq Feet | 2012 | 102 | 100% | 273,100 |
| Single Family Dwelling | 816 Sq Feet | 2012 | 102 | 100% | 52,900 |
| Garage | | | | | |

Assessment Totals

| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
|-----------------------|------|----------------------|--------|-------------|-------|------------|
| T | 102 | Residential Imp/Site | 89,300 | 326,000 | 0 | 415,300 |
| Grand Totals For 2023 | | | 89,300 | 326,000 | 0 | 415,300 |

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800821211

BLACKFOOT PROPERTY



RESIDENTIAL PROPERTY

ASSESSMENT

LAND (9,041 Sq.ft)

\$89,300

IMPROVEMENT

\$ 326,000

Single Family House (1,491 SQ.ft) +
3 Car Garage (816 Sq. ft)

TOTAL ASSESSMENT

\$415,300



800821211
BLACKFOOT PROPERTY
House with 3 Car Garage
2,307 Sq. Ft construction + 9,041 Sq. Ft Lot

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|------------|------------|------------|
| 2022 | \$386,400 | \$3,998.73 | | |
| 2023 | \$391,800 | \$4,197.98 | | |
| 2024 | \$415,300 | \$4,278.45 | \$4,756 | \$4,288 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 802002409
Legal: 1582HW 9 11A SW-17-53-5-4
Address: 4908 - 50th Street



Land Area: 12,000 Sq. Feet
Subdivision: Clandonald
Zoning: Residential - Med. Density (R1)
Actual Use: Improved Residential / Single Family Unit - fee simple

Market Land Valuation Site Area: 12,000 Sq. Feet Assmt Code Value
102 100% 12,800

Improvement Valuation Floor Area Built Assmt Code Value
1 Storey & Basement SFD - After 1940 935 Sq Feet 1950 102 100% 88,400
Detached Shed 320 Sq Feet 2019 102 100% 4,300
Detached Garage 1,040 Sq Feet 2005 102 100% 67,700

| Assessment Totals | | | | | | |
|-----------------------|------|--------------------------|--------|-------------|-------|------------|
| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
| T | | 102 Residential Imp/Site | 12,800 | 160,400 | 0 | 173,200 |
| Grand Totals For 2023 | | | 12,800 | 160,400 | 0 | 173,200 |

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| | ASSESSMENT |
|---|------------|
| LAND (12,000 Sq.ft) | \$12,800 |
| IMPROVEMENT | \$ 160,400 |
| 1 STORY + BASEMENT (935 Sq.ft) + GARAGE (1,040 Sq.ft) + Shed (320 Sq. ft) | |
| TOTAL ASSESSMENT | \$173,200 |



802002409
LOT 11A BLOCK 9 PLAN 1582HW

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|-----------|------------|------------|
| 2022 | 139,200 | 1,581 | | |
| 2023 | 165,400 | 1,948 | | |
| 2024 | 173,200 | 1,955 | \$1,983 | 1,788 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 149310248
Legal: 1320704 4 12 NW-31-49-1-4
Address: 66 Wiloughby Street



Land Area: 3.15 Acres
Subdivision: Devonia Holdings Industrial
Zoning: Industrial - Medium (M)
Actual Use: Improved Industrial / Warehousing / Light Industrial

Market Land Valuation Site Area: 3.15 Acres

| Assmt | Code | Value |
|-------|------|---------|
| 203 | 100% | 266,500 |

Marshall & Swift

| Area (Ft2) | Built | Assmt | Code | Value |
|-------------------------|---------------|-------|----------|---------|
| Main Level & Conc. Slab | 8,000 Sq Feet | 2013 | 203 100% | 789,200 |
| Hand Calculated | 1 Sq Feet | 2014 | 203 100% | 216,600 |
| Hand Calculated | 1 Sq Feet | 2014 | 203 100% | 18,900 |

| Assessment Totals | | | | |
|-----------------------|-------|---------------------|---------|-------------|
| Tax Status | Code | Description | Land | Improvement |
| T | 203 * | Improved Industrial | 266,500 | 1,024,600 |
| Grand Totals For 2023 | | | 266,500 | 1,024,600 |
| | | | | 0 |
| | | | | 1,291,100 |

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| COMMERCIAL PROPERTY | ASSESSMENT |
|---|--------------|
| LAND (3.15 ACRES) | \$ 266,500 |
| IMPROVEMENT | \$ 1,024,600 |
| COMMERICAL MODULAR RIGID FRAME BLDG (8,000 SQ.Ft) + CRANES + FENCE & GATE | |
| TOTAL ASSESSMENT | \$1,291,100 |



149310248
LOT 12 BLOCK 4 PLAN 1320704
KAM'S INDUSTRIAL PARK

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|-------------|-----------|------------|------------|
| 2022 | \$1,260,200 | \$28,221 | | |
| 2023 | \$1,308,600 | \$29,873 | | |
| 2024 | \$1,291,100 | \$28,960 | \$22,483 | \$22,727 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 250260426
Legal: SW-26-50-2-4
Address: 21078 Township Road 504



Land Area: 3.41 Acres
Subdivision: Rural within 10 miles Lloyd (loc 5000-5300)
Zoning: Country Res. - Single Lot (CR-S)
Actual Use: Farmland / Non-Intensive

Market Land Valuation

Site Area: 3.41 Acres

Acres Code Value
102 100% 136,900

Improvement Valuation

| | | Floor Area | Built | Acres | Code | Value |
|---------------------|---------------------------------------|---------------|-------|-------|------|---------|
| 1 Storey & Basement | SFD - After 1940 | 1,263 Sq Feet | 1973 | 102 | 100% | 201,200 |
| Attached | Garage | 416 Sq Feet | 1973 | 102 | 100% | 17,400 |
| Detached | Garage | 676 Sq Feet | 2012 | 102 | 100% | 35,600 |
| Detached | Garage (East side of lot) - shed | 336 Sq Feet | 1975 | 102 | 100% | 4,800 |
| Detached | Quonset (small) east side of property | 336 Sq Feet | 1975 | 102 | 100% | 6,400 |

Assessment Totals

| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
|-----------------------|------|----------------------|---------|-------------|-------|------------|
| T | 102 | Residential Imp/Site | 136,900 | 265,400 | 0 | 402,300 |
| Grand Totals For 2023 | | | 136,900 | 265,400 | 0 | 402,300 |

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Acreage located on TWP 504



ACREAGE PROPERTY OF BLACKFOOT

ASSESSMENT

LAND (3.51 ACRES)

\$ 136,900

IMPROVEMENT

\$ 265,400

HOUSE (1,263 SQ.Ft) + ATTACH GARAGE (416) + DETACH GARAGE (676) + SHED (336) + QUONSET (336)

TOTAL ASSESSMENT

\$402,300



250260426
Acresage located on TWP 504

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|-----------|------------|------------|
| 2022 | \$353,300 | \$2,380 | | |
| 2023 | \$385,200 | \$2,639 | | |
| 2024 | \$402,300 | \$2,725 | \$4,607 | \$4,154 |

County of Vermilion River

Assessment Summary

Year of General Assessment: 2023

Roll: 453200206
Legal: 1823436 1 1 NW-20-53-4-4
Address: 44059 Highway 45

Land Area: 9.98 Acres
Subdivision: Rural
Zoning: Highway Development (HD)
Actual Use: Improved Residential / Single Family Unit- fee simple / Primary Farm Residence



Market Land Valuation Site Area: 3.00 Acres Asmt Code Value
102 100% 86,500

Farmland Valuation Agrodmetric Zone: 15 2H-NE Asmt Code Value
Area Rating 151 100% 1,640
Soil Group
2 Bk Total Area: 6.98 Acres 74.7%

Improvement Valuation Floor Area Built Asmt Code Value
Split Level SFD - After 1940 1,285 Sq Feet 1974 102 100% 161,200
Attached Garage 308 Sq Feet 1974 102 100% 10,900
Detached Garage 650 Sq Feet 1974 102 100% 11,200

Marshall & Swift Area (F12) Built Asmt Code Value
Main Level Structure Metal Quonset Warehouse 3,375 Sq Feet 1974 102 100% 20,100
Main Level & Conc. Slab shop 1,050 Sq Feet 1974 102 100% 14,000
Main Level & Conc. Slab 30 x 50 shop 1,800 Sq Feet 1974 102 100% 18,400

| Assessment Totals | | | | | | |
|-------------------|------|-------------------------|--------|-------------|-------|------------|
| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
| T | 102 | Residential Imp/Site | 86,500 | 234,160 | 0 | 320,660 |
| | 151 | Farmland | 1,640 | 0 | 0 | 1,640 |
| | | Totals For 2023 Taxable | 88,140 | 234,160 | 0 | 322,300 |
| E | 901 | Rural Res. Exemption | 0 | 1,640 | 0 | 1,640 |
| | | Grand Totals For 2023 | 88,140 | 235,800 | 0 | 323,940 |

This information is collected for assessment purposes only. While the County of Vermilion River provides this information in good faith, it does not warrant, covenant, or guarantee the completeness and accuracy of the information. The County of Vermilion River does not assume responsibility or liability arising from any use other than assessment interpretation. The information is maintained on a regular basis and reflects the contents of the assessment per the stated date/time of this document. This information is proprietary and may not be reproduced or utilized without consent from the County of Vermilion River. Please contact the County if you have any further questions or concerns (780-846-2244).

Printed on 04-03-2024 12:30:21 PM by Mike Kim County of Vermilion River



453200206
Acreage located on HWY 45



| ACREAGE PROPERTY NEAR DEWBERRY | ASSESSMENT |
|--|------------|
| LAND (3.00 ACRES) | \$ 86,500 |
| IMPROVEMENT | \$ 237,440 |
| HOUSE (1,285 SQ.Ft) + ATTACH GARAGE (308) + DETACH GARAGE (650) + SHED (3375) + SHOP (1050+1800) | |
| TOTAL ASSESSMENT | \$323,940 |



453200206
Acreage located on HWY 45

| Tax Year | Assessment | CVR Taxes | Town Taxes | City Taxes |
|----------|------------|-----------|------------|------------|
| 2022 | \$335,000 | \$2,365 | | |
| 2023 | \$312,940 | \$2,234 | | |
| 2024 | \$323,940 | \$2,276 | \$3,692 | \$3,328 |

County of Vermilion River

Roll: 149330267
Legal: 0724805 1 3 NW-33-49-1-4
Address: 13086 Spruce Hill Road

Land Area: 18.63 Acres
Subdivision: Highway 16 Industrial
Zoning: Industrial - Medium (M)
Actual Use: Improved Industrial / Warehousing / Light Industrial



Market Land Valuation

Site Area: 18.63 Acres

| Assmt | Code | Value |
|-------|------|-----------|
| 203 | 100% | 1,387,500 |

Marshall & Swift

| | Area (Ft2) | Built | Assmt | Code | Value |
|-------------------------|-------------------------|----------------|-------|----------|-----------|
| Main Level & Conc. Slab | Modular Rigid Frame | 57,600 Sq Feet | 2006 | 203 100% | 4,239,500 |
| Main Level & Conc. Slab | Modular Rigid Frame | 21,250 Sq Feet | 2006 | 203 100% | 584,200 |
| Hand Calculated | Cranes/Crane Runways | 1 Sq Feet | 2007 | 203 100% | 392,200 |
| Hand Calculated | Concrete/Asphalt Paving | 1 Sq Feet | 2006 | 203 100% | 238,400 |
| Hand Calculated | Fence/Gate | 1 Sq Feet | 2006 | 203 100% | 57,900 |
| Main Level & Conc. Slab | Modular Rigid Frame | | 2013 | 203 100% | 564,100 |

Assessment Totals

| Tax Status | Code | Description | Land | Improvement | Other | Assessment |
|-----------------------|-------|---------------------|-----------|-------------|-------|------------|
| T | 203 * | Improved Industrial | 1,387,500 | 6,076,300 | 0 | 7,463,800 |
| Grand Totals For 2023 | | | 1,387,500 | 6,076,300 | 0 | 7,463,800 |

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Assessment Summary 149330267
Year of General Assessment: 2023

**COMMERCIAL PROPERTY BY LLOYD
KAMS INDUSTRIAL**





149330267
COMMERCIAL PROPERTY BY LLOYD
KAMS INDUSTRIAL

| Tax Year | Assessment | CVR Taxes | Town taxes | City Taxes |
|----------|------------|--------------|------------|------------|
| 2022 | 7,070,500 | 158,337 | | |
| 2023 | 7,412,900 | 169,225 | | |
| 2024 | 7,463,800 | 167,421 | \$129,975 | \$131,383 |

End of slide

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

OCTOBER 2024 BLACKFOOT LAGOON UPDATE

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select the _____ discharge method for Administration to complete detailed design and move to construction phases of the project.

DETAILS

Background:

From the April 4, 2024 Policies and Priorities Committee meeting, administration in conjunction with the consulting engineers MPE, have completed the first phase of study of the irrigation and evaporation pond investigation for the two quarter sections of land.

Phase 1 to be a desktop review of each option to see if it is possible at the preliminary level with considerations given to land size required, evaporation rates, and general area required for effective irrigation. If the desktop exercise shows that the option is viable, then Phase 2 would commence. The Phase 1 completion is aimed for June 12, 2024.

Phase 2 was to look at each option in more detail by completing environmental studies, soil sampling, and preliminary design to establish a Class D cost estimate.

This approach allows for efficient and effective use of funds while investigating these two options. Expected completion of the study is third week of September. However, this time frame can be shortened if the quantity of work is narrowed down from Phase 1.

At the end of Phase 1, it was established that the quarter that the current lagoon is being discharged to is not feasible for irrigation or evaporation. The quarter directly east of the existing lagoon appears to be possible for both options. Council decided to investigate both options for the quarter east of the lagoon.

Discussion:

Phase 2 has been completed with studies regarding the wetlands, and the soil conditions of the quarter section. Both Evaporation Pond and the Irrigation options are possible.

The evaporation pond size requires approximately 44 acres of land. The final size will be determined during detailed design phase. The benefits to the evaporation pond are that it is all gravity fed, which is simpler to maintain and operate. If there are samples that are taken that do not meet a standard, it is also simpler to handle this method of discharge. The negative to this solution is the large land mass that is lost to the pond as well as the additional land setbacks that limits potential development. The other negative is the higher capital cost to the project as compared to irrigation.

The irrigation method is possible and would not require wetland disturbance. The soils are conducive for this. This method would require movable water sprinklers/cannons to irrigate. Depending on the application rate it could take 20 to 50 days to discharge the water. This would need to be monitored closely and moved manually by staff to achieve the discharge. The benefits to this method is that it promotes the agricultural component for the County of Vermilion River, and is a lower cost capital. The negatives is that it also takes up a significant amount of land mass for the discharge, and creates a much higher operational cost and challenge. For instance, for the County of Vermilion River to continue to graze the property or if a crop was desired, more procedures and testing would be required. The other negative to this option is if there is a sample taken before discharge that does not meet the requirements, that it will require a higher operational cost to discharge or it may not be possible to discharge in this method. Further investigation into emergency discharge protocols is to be completed regarding this issue.

The third option is one that has been discussed with Council prior and that is the force main discharge to the creek. This was brought back for the wholesome review of the most recent discharge solutions for the lagoon.

Public Works does not recommend the Irrigation Option as there are more operational, higher standards required for this option, and more external variable that will dictate the success of this discharge method.

Relevant Policy/Legislation Practices:

Municipal Government Act

Water Act and Regulation

Environmental and Protection Act and Regulations

Desired Outcome (s):

To provide direction to Administration on direction of the project.

To select irrigation method.

To select evaporation method.

To select force main method.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select the _____ discharge method for Administration to complete detailed design and move to construction phases of the project.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: Requires review of grant implications.

Communication Required: Communication to grants is required.

Implementation: Upon Council approval.

ATTACHMENTS

Enviromak report (wetlands assessments)



Irrigation Feasibility Study

Image of Wetland delineation

MPE Summary report

PREPARED BY: Ben McPhee

DATE: October 9, 2024

AGRICULTURAL FEASIBILITY REPORT
Project Location: SE 12-50-02 W4M
Main Pump Site Location: SW 12-50-02 W4M
County of Vermillion River #24, and MPE – a Division of Englobe
Near Blackfoot, Alberta

GENERAL: This project will irrigate a total of 27.7 hectares (68.5 acres), where application of municipal wastewater from the existing Hamlet of Blackfoot municipal sewage treatment lagoon for mixed native and improved pasture grasses and forbs, will be conducted using a stationary or travelling volume gun equipped with one overhead sprinkler. Wastewater will be applied over a period of days once per year, during the May 1 to September 30 growing season; total application will include the volume capacity of wastewater stored in the source lagoon, which is 40,000 m³, plus evaporation losses, but stored supply replenishes through the municipal disposal system from feeder buildings as stored wastewater is discharged. Wastewater will be applied on irrigable areas of SE12-50-02 W4M both to manage the continuous accumulation of treated wastewater in the lagoon, and provide alternative moisture for growing plants suffering from a climate-induced moisture deficit, but is supplemental to soil moisture obtained naturally through snow-melt, run-off, and rain. The irrigation system design will be managed to minimize wastewater application into nonirrigable sloughs/wetlands, areas of heavy bush/tree cover, freshwater dugouts, registered water wells, public roads, or adjacent properties utilized by humans, by enforcing regulatory set-back buffers of 30 or 60 m. Irrigation events will also be scheduled so that wastewater discharge does not occur during and for 30 days prior to harvesting of crops or grazing by dairy cattle, or seven days prior to pasturing by livestock other than dairy cattle, as specified in Alberta Environment and Protected Area's (AEPA) "*Guidelines for Municipal Wastewater Irrigation*" (AEP 2000).

WATER SUPPLY: The irrigation water supply will be sourced as municipal wastewater, which originates from various residential, municipal, commercial or light industrial properties comprising the Hamlet of Blackfoot located to the southwest, and is currently collected for temporary storage prior to irrigation in a rectangular-shaped, single-cell lagoon located in the central-east margin of SW12-50-02 W4M, immediately west of the Subject Property. The open-air lagoon has a water volume capacity of 40,000 m³: the useable depth is about 2.85 m, and surface area is approximately 14,035 m².

Wastewater will be drawn via the main pump, which is located on the southeast bank of the lagoon reservoir and is driven by a 15 horsepower to 60 HP motor that utilizes 3-phase electrical power, and capable of operating a small (150 US gallons per minute at 80 pounds per square inch pressure) or medium (400 gpm at 150 psi) capacity volume gun. Water will be discharged at the lagoon's southeast corner into an effluent discharge pipeline (proposed), which will then be pushed under pressure to the volume gun sprinkler applicator via the discharge pipeline system, equipped with risers for attachment by the supply hose connecting to the volume gun, as illustrated in Drawing SFC24-13-1, attached in at the end of this main report. The stored wastewater effluent would be applied during a single irrigation event, over a duration of 20 or 50 days, depending if the flow rate from lagoon to applicator will be 400 gpm or 150 gpm. A medium-capacity volume gun can wet approximately 3.3 ha (8 ac) per lane of application.

A grab sample of wastewater collected by SFC from the east margin of the lagoon on August 29, 2024 and reported on September 6, 2024 generally met the AEPA 2000 guidelines, as summarized in Table 1 attached at the end of this main report, with exceptions of concentrations of total coliforms (2,100 CFU/100 ml, where the guideline is 1,000 CFU/100 ml) and fecal coliforms (610 CFU/100 ml, where the guideline is 200 CFU/100 ml). The electrical conductivity (EC) result of 1.79 dS/m did not meet the AEPA 2000 guideline of 1 dS/m for *unrestricted* use, but was considered suitable for restricted use, where the guideline is 1 dS/m to 2.5 dS/m. The chloride concentration of 176 mg/L did not meet the “*Alberta Tier 1 Soil and Groundwater Remediation Guidelines*” of 100 mg/L for irrigation water (AEPA 2019), but met the “*Surface Water Quality Guidelines for Use in Alberta*” (AEPA 1999) of 860 mg/L. A grab sample of wastewater collected by staff of MPE - a Division of Englobe on April 2, 2024 and reported on April 8, 2024, met AEPA 2000 guidelines for parameters tested (i.e. EC of 0.249 dS/m, as well as biochemical oxygen demand, pH, soluble cations, and sodium adsorption ratio (SAR)), also as summarized in Table 1 (Appendix A). Irrigation of salt-tolerant agricultural crops is a feasible and practical way to utilize the wastewater and prevent the lagoon from overflowing. Applied wastewater rich in nitrogen (N) and phosphorus (P) also improves plant-available levels of these macro nutrients, which are often present at marginal to deficient levels for optimum crop production in Alberta soils, and are therefore topped up with commercial NP fertilizer applications.

SOILS: Level II land irrigability classification for SE 12-50-02 W4M was completed by SFC on September 18, 2024 (Appendix A). The land proposed for irrigation development is primarily classified as irrigable, having *good* (Class 2) capability in the south half, but has *restricted* (Class 4) capability for irrigation in the west and north portions, due to small and irregularly-shaped fields with some steeply sloped ridges, located adjacent to sloughs/wetlands and aspen-poplar forest stands or planted trees, and cultural features (e.g. overhead electrical powerline, demolished former farmstead and oilfield wells, soil stockpiles, rubble accumulations and two water dugouts) that would impede conventional sprinkler system (i.e. centre pivot or wheel-move). The sloughs/wetlands and forested areas are considered *nonirrigable* (Class 6) due to poorly drained soils and/or heavy tree/brush cover.

In irrigable areas, the black chernozemic soils are mainly well drained, low in salts, and formed in *fine* (clay loam to sandy clay loam) to *very fine*, clay textured, morainal (glacial) sediments, but imperfectly drained, gleyed and eluviated soils occur in some scattered low-lying areas that are susceptible to surface water ponding under high moisture conditions. Calcareous chernozemic soils that occur on upper slopes of some ridges observed north, south, or east of the former farmstead have shallow profile development with carbonates at or near the surface. The topsoil appears thin and eroded in places, particularly on upper slopes, is 50 mm to 420 mm thick and *coarse* (sandy loam) to *fine* (sandy clay loam or clay loam) textured. *Very fine*, clay textured moraine was encountered at 1,000 mm to 5,000 mm depths in SFC24-13-01.

Detailed soil profile descriptions, and analytical results for twelve test profile sites (SFC24-01 to SFC24-12), advanced by subcontracted drill rig to 1 m to 3 m depths on August 14 to 15, 2024, are summarized in Appendix B and Appendix C, respectively. Groundwater was not encountered within an environmental groundwater monitoring well 5 m deep

below ground surface (SFC24-13-01), either on August 14 date of drilling/installation or when subsequently assessed on August 29, 2024. This well is located within a low-lying area, approximately 50 m north of the former farmstead. Detailed analytical results for the wastewater effluent collected from the east margin lagoon, near the discharge point, on August 29 or April 2, 2024, are provided in Appendix C.

TOPOGRAPHY: The majority of Class 2 and Class 4 land has nearly level to gently undulating topography, characterized by complex, 0.5 % to 5 % slopes, best suited to be developed for irrigation by sprinkler methods. Long, narrow ridges with steep side slopes of 6% to 30% slopes that decline easterly, southerly or westerly occur in the north, northeast and south portions of SE12-50-02 W4M, beyond which are often found sloughs or wetlands with waterlogged, poorly drained soils. The ridges can be irrigated but may require a special irrigation applicator such as a volume gun sprinkler that can operate efficiently on the steep slopes. The irrigable land units lying north or southwest of the farmstead tend to be broken into small, irregularly-shaped fields by natural (i.e. sloughs/wetlands, tree groves or shelterbelts, steep slopes) or cultural (i.e. overhead electrical powerlines, rubble piles, and a demolished former farmstead) obstacles to effective irrigation equipment operation; such management impediments require a special system design that utilizes an custom sprinkler applicator like a volume gun to irrigate the land more efficiently, whereby the topography rating is downgraded to “3” and a Class 4 land class ((Irrigable, restricted capability) is applied.

As required by Alberta *Guidelines for Municipal Wastewater Irrigation*, the topography of SE12-50-02 W4M was mapped by a survey company MPE- a division of Englobe at a scale of 1:2,000, and a contour interval of 0.5 m. The detailed topography map is attached in Appendix D.

ANNUAL IRRIGATION REQUIREMENTS¹:

| | mm |
|--|-----|
| Seasonal moisture requirement (alfalfa) | 480 |
| Estimated (growing season) precipitation | 310 |
| Estimated effective stored moisture | 50 |
| Net irrigation requirement | 120 |
| Estimated gross irrigation requirement (67 % application efficiency) | 180 |

METHOD OF IRRIGATION: travelling volume gun.

RATE OF DIVERSION: 25.2 litres per second, (based upon 400 US gallons per minute).

ANNUAL DIVERSION: 49,865 m³. This annual diversion should accommodate annual irrigation of 40,000 m³ of wastewater, on 277,000 m² (27.7 ha), plus compensate for net annual evaporation losses of 9,865 m³ from water stored in the 14,035 m² lagoon between May 1 and September 30. This assumes that 690 mm of water could evaporate annually from small lakes, reservoirs, or dugouts in the Blackfoot-Lloydminster area, based on data

¹ Alberta Agriculture, Forestry and Rural Economic Development. 1996. “*Preparing Agricultural Feasibility Study Reports for Irrigation Water Licensing Support (Sprinkler, Drip and Surface Methods)*”. Irrigation Branch. Lethbridge, Alberta.

collected by Alberta Environment and Sustainable Resource Development for 1980 to 2009 (Alberta Government 2013)². This annual surface water loss of 675 mm is less than the 800 mm that was predicted from historic (1961 to 1990) Alberta Agriculture, Forestry, and Rural Economic Development (AAFRED 1996) or Prairie Farm Rehabilitation Administration (PFRA 2000)³ data for moisture deficits for alfalfa production in the Blackfoot-Lloydminster area, but more than the 300 mm to 450 mm net annual evaporation accorded to Evaporation Zone #2 for the Canadian prairie provinces, wherein S1/2 12-50-02 W4M is located.

RECOMMENDATIONS: This project is recommended for licensing. Careful irrigation management and cultivation practices will help minimize potential for build-up and spread of surplus soil moisture and salts in low-lying areas.

Although wastewater quality for irrigation use currently does not meet the Alberta regulatory guidelines, particularly regarding total and fecal coliforms, it is anticipated that water will be carefully applied, and that County of Vermillion River #24 and MPE – a Division of Englobe, will continue to sample and analyze wastewater from the lagoon, annually both prior to and after each irrigation event, in accordance to AEPA 2000 “*Guidelines for Municipal Wastewater Irrigation*.” Buffer zone setbacks of 30 m or 60 m will be provided between the irrigated land and adjacent occupied buildings, ephemeral drainage, sloughs/wetlands, public roads, or water wells. Wastewater would be applied during the May 1 to September 30 growing season, unless authorized for fall irrigation, but shall not take place during or within 30 days prior to harvesting of crops or grazing by dairy cattle, or during or within 7 days prior to pasturing by livestock other than dairy cattle on the area to be irrigated. Applying wastewater also improves plant-available macro nutrient levels and keeps the water accumulating in the lagoon at acceptable volumes.

Prepared by:

Robert G. Proudfoot, P.Ag., R.P.F.



Robert G. Proudfoot, P.Ag., R.P.F.
Owner / operator and Senior Environmental Scientist
Soil & Forestry Consulting
September 22, 2024

cc: Mr. Ben McPhee, P. Tech (Eng), General Manager – Public Works Operations,

² Alberta Government. 2013. “*Evaporation and Evapotranspiration in Alberta – The Morton Method*”. Edmonton, Alberta.

³ Prairie Farm Rehabilitation Act. 2000. “*Dugouts for Farm Water Supplies*” and “*Evaporation from Surface Water*”. Agriculture and Agri-Food Canada. Westlock, Alberta.

County of Vermillion River #24, Kitscoty, AB.

cc: Mr. Ivan Kagoro, P.Eng., Project Manager, MPE – A division of Englobe, Lethbridge, AB.

cc: Mr. Ryan Sharpe, P.Eng. Water and Wastewater Manager, MPE – A division of Englobe, Lethbridge, AB.

cc: Ms. Marie Oxley, Irrigation Management Technologist – Natural Resource Innovation Section, Alberta Agriculture and Irrigation Lethbridge, AB.

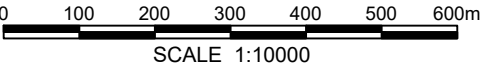
cc: Mr. Nazmus Sakib, P.Eng., Water Administration Engineer, Regulatory Assurance, Red Deer District, Alberta Environment and Protected Areas, Edmonton, AB.



LEGEND

- IRRIGABLE AREA, PROJECT
- NON-IRRIGABLE AREA, PROJECT
- MAIN INTAKE & PUMP SITE (APPROX)
- MAIN LINE
- REGISTERED GROUNDWATER WELL (APPROXIMATE LOCATION)
- DUGOUT
- FARMSTEAD / BUILDINGS
- SLOUGH OR WETLAND (NON-IRRIGABLE)
- OVERHEAD POWER LINE

| QUARTER SECTION | IRRIGABLE | | NON-IRRIGABLE | |
|-----------------|-----------|------|---------------|------|
| | Ha | Ac | Ha | Ac |
| SE12 | 27.7 | 68.5 | 36.9 | 91.1 |



COUNTY OF VERMILION RIVER No. 24
AND MPE - A DIVISION OF ENGLOBE

AGRICULTURAL FEASIBILITY REPORT
SE 12-050-02 W4M

SITE PLAN

DWG No. SFC24-13-1

| | |
|-------------|----------------|
| DRAWN BY | KLP |
| DESIGNED BY | RGP |
| APPROVED BY | RGP |
| SCALE | 1:10000 |
| DATE | SEPTEMBER 2024 |
| FILE No. | SFC24-13 |

SOIL & FORESTRY
CONSULTING

TABLE 1.
WASTEWATER CHARACTERIZATION RESULTS
HAMLET OF BLACKFOOT MUNICIPAL SEWAGE TREATMENT AND STORAGE LAGOON
FOR 2024 LEVEL II LAND IRRIGABILITY CLASSIFICATION AND
AGRICULTURAL FEASIBILITY REPORTS
SE12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| PARAMETER | UNITS | ALBERTA GUIDELINE ¹ | RESULTS | RESULTS |
|--|-------|-----------------------------------|---|---|
| | | | SFC24-13 | SFC24-13 |
| | | | LAGOON WATER (Sampled 2024/08/29) (Submitted 2024/08/30) | LAGOON WATER (Sampled 2024/04/02) (Submitted 2024/04/06) |
| 1) Aggregate Organic Constituents | | | | |
| Biochemical Oxygen Demand | mg/L | 100 ⁽²⁾ | 6 | 6 |
| Chemical Oxygen Demand | mg/L | 150 ⁽²⁾ | 40 | not analyzed |
| 2) Inorganic Nonmetallic Parameters | | | | |
| Ammonium - N | mg/L | 6.77 to 10.13 ⁽⁴⁾ | 7.11 | not analyzed |
| Dissolved Phosphorus | mg/L | | 4.48 | not analyzed |
| Total Kjeldahl Nitrogen | mg/L | | 11.4 | not analyzed |
| Total Organic Carbon | mg/L | | 45.5 | not analyzed |
| 3) Dissolved Metals | | | | |
| Silicon | mg/L | | 5.46 | not analyzed |
| Sulfur | mg/L | | 101 | not analyzed |
| Aluminum | mg/L | 5 | 0.004 | not analyzed |
| Antimony | mg/L | 0.006 | 0.0004 | not analyzed |
| Arsenic | mg/L | 0.16 | 0.0027 | not analyzed |
| Barium | mg/L | 1 | 0.007 | not analyzed |
| Beryllium | mg/L | | <0.0001 | not analyzed |
| Bismuth | mg/L | | <0.0005 | not analyzed |
| Boron | mg/L | 1.0 | 0.318 | not analyzed |
| Cadmium | mg/L | 0.0082 | <0.00001 | not analyzed |
| Chromium | mg/L | 0.0049 to 0.008 | <0.0005 | not analyzed |
| Cobalt | mg/L | 0.0016 ⁽⁴⁾ | 0.0005 | not analyzed |
| Copper | mg/L | 0.2 | 0.0008 | not analyzed |
| Lead | mg/L | 0.2 | <0.0001 | not analyzed |
| Lithium | mg/L | | 0.050 | not analyzed |
| Mercury | | | <0.000005 | not analyzed |
| Molybdenum | mg/L | | <0.001 | not analyzed |
| Nickel | mg/L | 0.2 | 0.0034 | not analyzed |
| Selenium | mg/L | 0.02 | 0.0007 | not analyzed |
| Silver | mg/L | 0.02 | <0.00001 | not analyzed |
| Strontium | mg/L | | 0.816 | not analyzed |
| Thallium | mg/L | | <0.00005 | not analyzed |
| Tin | mg/L | | <0.001 | not analyzed |
| Titanium | mg/L | | <0.0005 | not analyzed |
| Uranium | mg/L | 0.01 | 0.0053 | not analyzed |
| Vanadium | mg/L | | 0.0005 | not analyzed |
| Zinc | mg/L | 1 | 0.002 | not analyzed |
| Zirconium | mg/L | | | |

Notes:

¹ Alberta Government. "Alberta Tier 1 Soil and Groundwater Remediation Guidelines". January 10, 2019.

² Alberta Environment and Parks. "Guidelines for Municipal Wastewater Irrigation". April, 2000.

³ Alberta Agriculture, Forestry and Rural Economic Development. "Procedures Manual for the Classification of Land for Irrigation in Alberta". 2004.

⁴ Alberta Government. "Environmental Quality Guidelines for Alberta Surface Waters". March 28, 2018.

BOLD Result does not meet Alberta Tier 1 guidelines for agricultural land, all water uses but focussing upon irrigation use.

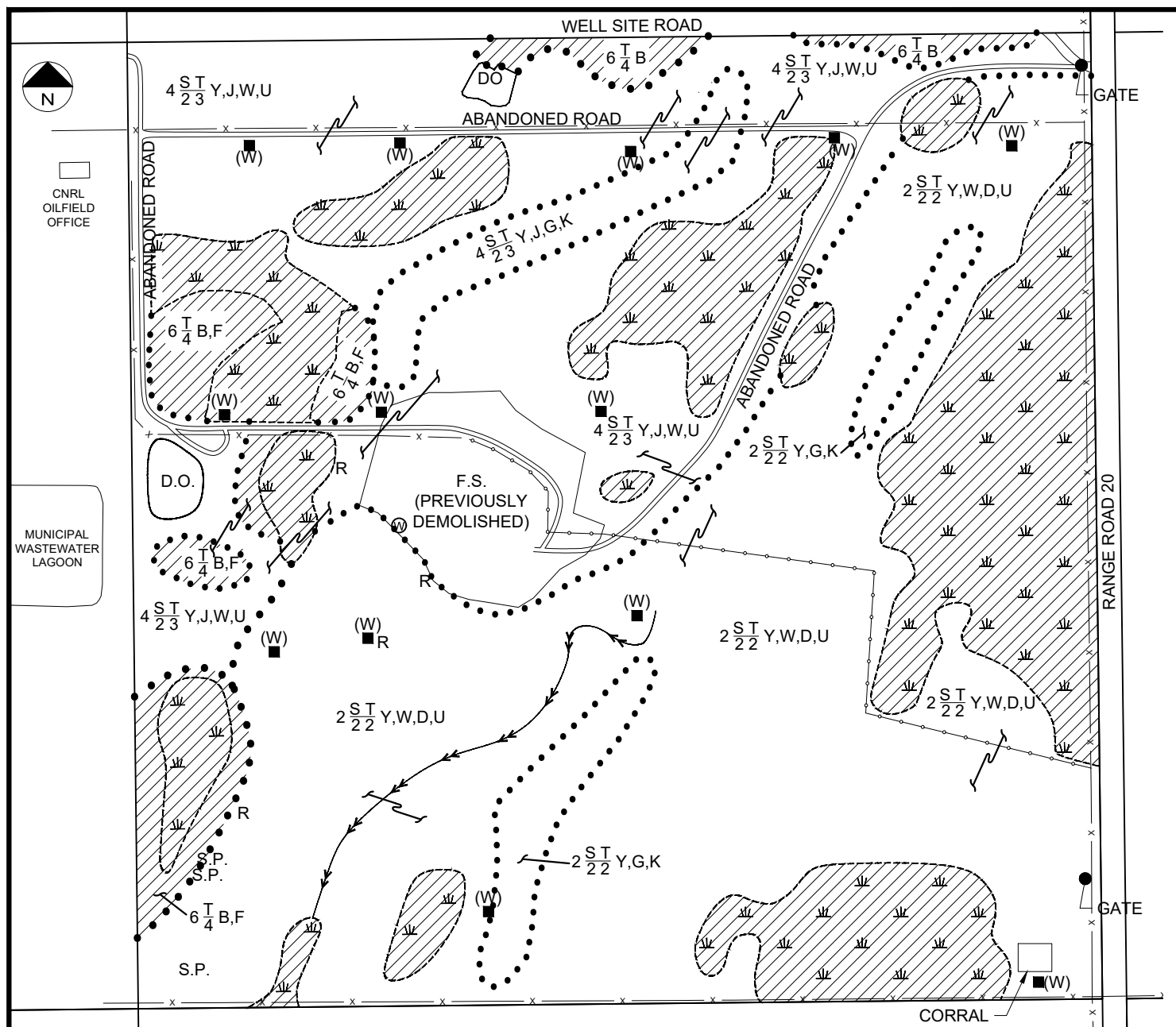
BOLD Result does not meet "Guidelines for Municipal Wastewater Irrigation" or other provincial guidelines.

TABLE 1. (Continued)

| PARAMETER | UNITS | ALBERTA | | GUIDELINE ¹ | RESULTS | RESULTS |
|---|---------------|---|---|--|--|---------|
| | | Agricultural or Residential / Parkland Use Fine-grained Soils | Agricultural or Residential / Parkland Use Coarse-grained Soils | SFC24-13 | SFC24-13 | |
| | | | | LAGOON WATER (Sampled 2024/08/29) (Submitted 2024/08/30) | LAGOON WATER (Sampled 2024/04/02) (Submitted 2024/04/06) | |
| 4) Microbiological Analyses² | | | | | | |
| Total Coliforms | CFU/100 ml | 1,000 | 1,000 | 2,100 | not analyzed | |
| Fecal Coliforms | CFU/100 ml | 200 | 200 | 610 | not analyzed | |
| 5) Physical and Aggregate Properties² | | | | | | |
| Total Suspended Solids | mg/L | 100 | 100 | 4 | not analyzed | |
| 6) Routine Water^{1,2,3} | | | | | | |
| pH | 6.5 to 9 | 6.5 to 9 (6.5 to 8.5 ²) | 6.5 to 9 (6.5 to 8.5 ²) | 7.85 | 7.66 | |
| Electrical Conductivity | dS/m at 25 oC | 1 (2.5 ^{2,3}) | 1 (2.5 ^{2,3}) | 1.79 | 0.249 | |
| Calcium | mg/L | | | 86.5 | 9.3 | |
| Magnesium | mg/L | | | 76.8 | 8.1 | |
| Sodium | mg/L | 200 | 200 | 187 | 18.9 | |
| Potassium | mg/L | | | 18.4 | not analyzed | |
| Iron | mg/L | 5 | 5 | 0.02 | not analyzed | |
| Manganese | mg/L | 0.2 | 0.2 | 0.009 | not analyzed | |
| Chloride | mg/L | 100 ⁽¹⁾ , 860 ⁽⁴⁾ | | 176 | not analyzed | |
| Nitrate-N | mg/L | 3 ⁽¹⁾ | | <0.01 | not analyzed | |
| Nitrite-N | mg/L | 1 ⁽¹⁾ , 0.06 ⁽⁴⁾ | | <0.005 | not analyzed | |
| Nitrate + Nitrite-N | mg/L | | | <0.01 | not analyzed | |
| Sulphate (SO ₄) | mg/L | 500 ⁽¹⁾ | | 304 | not analyzed | |
| Hydroxide | mg/L | | | <5 | not analyzed | |
| Carbonate | mg/L | | | <6 | not analyzed | |
| Bicarbonate | mg/L | | | 466 | not analyzed | |
| P-Alkalinity | mg/L | | | <5 | not analyzed | |
| T-Alkalinity | mg/L | | | 383 | not analyzed | |
| Total Dissolved Solids | mg/L | 500 to 3,000 ⁽¹⁾ | | 1,090 | not analyzed | |
| Ionic Balance | % | | | 104 | not analyzed | |
| Hardness | mg/L | | | 532 | not analyzed | |
| Sodium Adsorption Ratio | | 5 (9 ^{2,3}) | 5 (9 ^{2,3}) | 3.5 | 1.1 | |
| 7) Mono-Aromatic Hydrocarbons¹ | | | | | | |
| Benzene | mg/L | 0.005 | 0.005 | <0.001 | not analyzed | |
| Toluene | mg/L | 0.024 | 0.021 | <0.0004 | not analyzed | |
| Ethylbenzene | mg/L | 0.0016 | 0.0016 | <0.0010 | not analyzed | |
| Total Xylenes | mg/L | 0.02 | 0.02 | <0.001 | not analyzed | |
| | | | | | | |

Notes:¹ Alberta Government. "Alberta Tier 1 Soil and Groundwater Remediation Guidelines". January 10, 2019.² Alberta Environment and Parks. "Guidelines for Municipal Wastewater Irrigation". April, 2000.³ Alberta Agriculture, Forestry and Rural Economic Development. "Procedures Manual for the Classification of Land for Irrigation in Alberta". 2004.⁴ Alberta Government. "Environmental Quality Guidelines for Alberta Surface Waters". March 28, 2018.**BOLD** Result does not meet Alberta Tier 1 guidelines for agricultural land, all water uses but focussing upon irrigation use.**BOLD** Result does not meet "Guidelines for Municipal Wastewater Irrigation" or other provincial guidelines.

APPENDIX A
Level II Land Irrigability Classification Report



SOIL SYMBOL ——— LAND CLASS ——— TOPOGRAPHY SYMBOL
 ——— SOIL CATEGORY ——— ——— LIMITING FACTORS
 ——— DRAINABILITY
 ——— TOPOGRAPHY CATEGORY

LEGEND

- • • • • LAND CLASS BOUNDARY
- ⊙ REGISTERED GROUNDWATER WELL (APPROXIMATE LOCATION)
- D.O. DUGOUT
- ⊖ SLOUGH OR WETLAND (NON-IRRIGABLE)
- x— OVERHEAD POWER LINE
- o— ELECTRIC FENCE
- (W) ■ RECLAIMED OILFIELD WELL SITE (APPROXIMATE LOCATION)
- EPHEMERAL DRAINAGE
- S.P. CONCRETE OR CLAY STOCKPILES (2015)
- R RUBBISH PILE
- F.S. FARMSTEAD / BUILDINGS (CURRENT)

0 50 100 150 200m
 SCALE 1:5000

SOIL & FORESTRY
 CONSULTING

LEVEL II LAND IRRIGABILITY CLASSIFICATION

SE12-050-02 W4M

SCALE: 1:5,000

FILE NO.: SFC24-13-2A

AERIAL PHOTO: AS5404B

NO.: 140

LEGEND

LAND CLASSES

- 1 - Excellent irrigation capability
- 2 - Good irrigation capability
- 3 - Fair irrigation capability
- 4 - Restricted irrigation capability
- 5R - Temporarily irrigable, undergoing reclamation
- 5 - Nonirrigable pending further study
- 6 - Nonirrigable

SOIL CATEGORIES

- 1 - Irrigable - Excellent
- 2 - Irrigable - Good
- 3 - Irrigable - Fair
- 4 - Nonirrigable

TOPOGRAPHY CATEGORIES

- 1 - Irrigable - Gravity
- 2 - Irrigable - Sprinkler
- 3 - Irrigable - Special System
- 4 - Nonirrigable

SOIL LIMITATIONS

- A - combination of minor soil limitations
- D - low permeability/undesirable structure
- E - erosion damage
- K - shallow profile development
- L - geological layering
- M - low moisture holding capacity
- N - sodicity
- R - shallowness to bedrock
- S - salinity
- W - excessive wetness

TOPOGRAPHY LIMITATIONS

- B - brush/tree cover
- F - surface drainage
- G - steep slopes
- I - periodic flooding
- J - field size, shape
- P - stoniness
- RB - rough-broken
- U - earth moving

DRAINABILITY

- X - moderately to rapidly permeable
- Y - slowly permeable
- Z - relatively impermeable

REMARKS

The Class 2 and Class 4 land units delineated within this quarter section are considered suitable for irrigation development. The Class 6 land, plus various sloughs and wetlands, are considered nonirrigable. Since the proponent intends to irrigate with municipal wastewater, buffer zone set-backs of 30 m from identified sloughs, wetlands, dugouts, a registered water well and Range Road 20 at SE12-50-02 W4M; and of 60 m from the occupied commercial oilfield offices in adjacent SW12-50-02 W4M will apply. Supporting soil profile descriptions (Appendix B) and chemical analyses (Appendix C).

2 ST Y,W,D,U 22

Irrigable, good irrigation capability. The dominantly Orthic Black Chernozemic soils are well-drained and low in salts, but imperfectly drained, Gleyed Eluviated Black Chernozemic soils occur in some scattered, low-lying areas that are susceptible to surface water ponding under prolonged, high-moisture conditions. The topsoil is *medium*, mainly loam or occasionally sandy loam, *coarse* textured, but is abruptly underlain by *fine*, mainly clay loam textured morainal sediments within the subsoil B and C layers, at 85 mm to 420 mm depths. The nearly level to gently undulating topography has complex, 0.5% to 5% slopes, best suited to be developed for irrigation by sprinkler methods. Careful irrigation management will help control build-up and spread of surplus moisture. This mixed native and improved pasture is generally found in open areas south and east of the demolished former farmstead.

2 ST Y,G,K 22

Irrigable, good irrigation capability. The dominantly Orthic Black Chernozemic soils are well-drained and low in salts. Calcareous Black Chernozemic soils, which have shallow profile development and/or lime accumulations at or near the surface, are a minor occurrence. These soils are formed in *fine* (clay loam or sandy clay loam) textured, morainal sediments, including within the topsoil, which can be *medium*, loam textured, but is generally thin (i.e. 50 mm to 120 mm thick) and eroded. Soil profile SFC24-13-6 was found by laboratory analyses to be slightly saline in the lower subsoil C layer at 500 mm to 1,000 mm depths. The ridged topography is comprised by scattered, pronounced and elongated uplands with narrow tops that have gently undulating, 2% to 5% slopes, but steep, short side slopes declining at 6% to 30%, which should be irrigated by sprinkler methods only, using machinery that can climb or descend such pronounced slopes. Careful irrigation management is required to control soil erosion under high moisture conditions, where surplus moisture could shed rapidly and run off into adjacent, low-lying areas. This mixed native and improved pasture is

generally found in open areas south and east of the demolished former farmstead.

4 ST Y,J,W,U
23

Irrigable, restricted irrigation capability. The soil landscapes that are assessed as Class 4 have similar soils and topography as does the first Class 2 land unit type described above, but ability to manage the application of irrigation water is restricted by adjacent natural obstacles such as sloughs/wetlands, aspen-poplar forest stands or planted trees, and steep ridges; and cultural impediments such as an overhead electrical powerline, abandoned access road, and soil stockpiles, rubble accumulations, rocks, water dugouts, and other excavations associated with the demolished former farmstead or oilfield well sites. The land that is suitable to be irrigated is cut up into small, irregularly-shaped fields where water can't be efficiently applied using conventional sprinkler systems (i.e. centre pivots or wheel-move applicators) that operate best on open and square fields. A special irrigation system design that utilizes an applicator that operates more efficiently on the difficult terrain (e.g. a stationary or travelling volume gun sprinkler) should be utilized. Soil profile SFC24-13-4 was found by laboratory analyses to be slightly saline in the lower subsoil C layer at 500 mm to 1,000 mm depths. This mixed native and improved pasture is generally found in open areas northwest of the demolished former farmstead, or else in the west margin of the quarter section. Groundwater was not encountered to 5 m depth during August 14 installation or August 29, 2024 assessment at an environmental groundwater monitoring well SFC24-13-1, located within a low-lying area approximately 50 m north of the farmstead.

6 T B,F
4

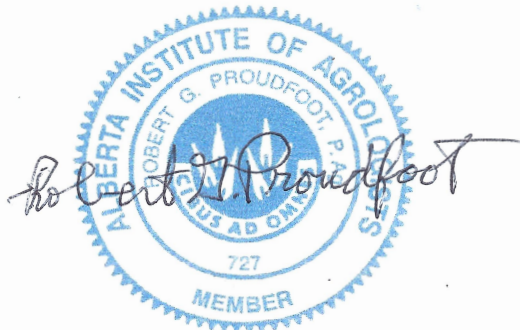
Nonirrigable. Such land units are currently considered nonirrigable and not farmable, due to heavy brush/tree cover and poorly drained soils. This low-lying, Class 6 land is adjacent to low-lying sloughs or wetlands scattered across the west portion of the quarter section.

6 T B
4

Nonirrigable. Such land units are currently considered nonirrigable, due to heavy brush/tree cover, which would need to be cleared to facilitate irrigation development.

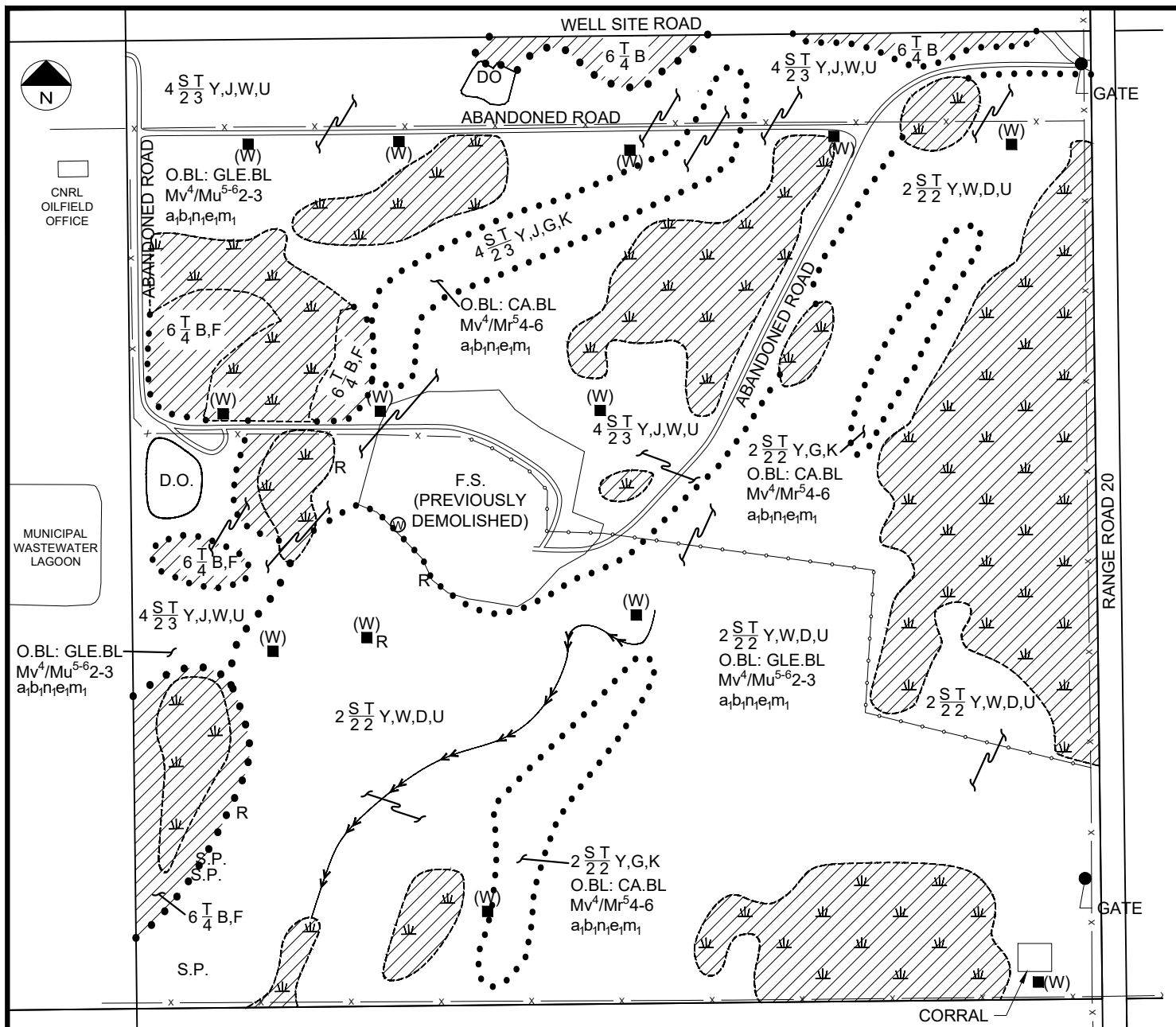
STATISTICAL SUMMARY (Acres, approximately):

Irrigable: 63.3 Demolished former farmstead (irrigable): 5.2 Class 6 land (nonirrigable): 7.8
Sloughs (nonirrigable): 36.3 Dugouts (nonirrigable): 0.9 Set-back buffers (nonirrigable): 46.1.



PREPARED: Robert G. Proudfoot, Ag. ^{RPF} LOCATION: SE 12-50-02 W4M

DATE: September 18, 2024



SOIL SYMBOL ——— LAND CLASS ——— TOPOGRAPHY SYMBOL ———
 SOIL CATEGORY ——— 3 ST 3 1 Y,S,M ——— LIMITING FACTORS ———
 ——— DRAINABILITY ———
 ——— TOPOGRAPHY CATEGORY ———

LEGEND

- • • • • LAND CLASS BOUNDARY
- ⊙ REGISTERED GROUNDWATER WELL (APPROXIMATE LOCATION)
- D.O. DUGOUT
- ⊖ SLOUGH OR WETLAND (NON-IRRIGABLE)
- x— OVERHEAD POWER LINE
- o— ELECTRIC FENCE
- (W) ■ RECLAIMED OILFIELD WELL SITE (APPROXIMATE LOCATION)
- EPHEMERAL DRAINAGE
- S.P. CONCRETE OR CLAY STOCKPILES (2015)
- R RUBBISH PILE
- F.S. FARMSTEAD / BUILDINGS (CURRENT)

0 50 100 150 200m
 SCALE 1:5000

SOIL & FORESTRY
 CONSULTING

LEVEL II LAND IRRIGABILITY CLASSIFICATION

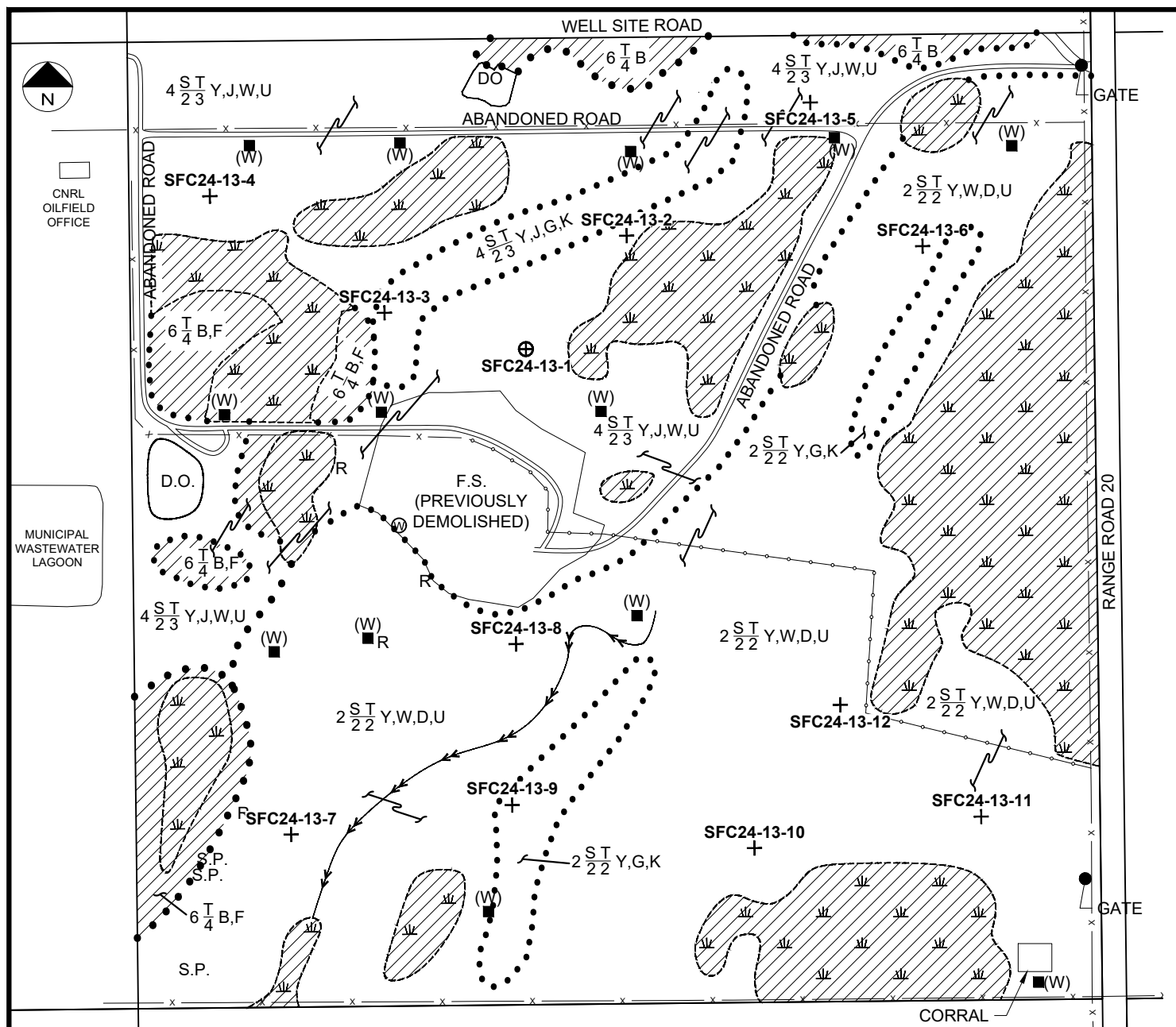
SE12-050-02 W4M

SCALE: 1:5,000

FILE NO.: SFC24-13-2B

AERIAL PHOTO: AS5404B

NO.: 140



SOIL SYMBOL ——— LAND CLASS ——— TOPOGRAPHY SYMBOL ———
 SOIL CATEGORY ——— 3 ST 3 1 Y,S,M ——— LIMITING FACTORS ———
 DRAINABILITY ———
 TOPOGRAPHY CATEGORY ———

LEGEND

- • • • • LAND CLASS BOUNDARY
- ⊙ REGISTERED GROUNDWATER WELL (APPROXIMATE LOCATION)
- D.O. DUGOUT
- ⊖ SLOUGH OR WETLAND (NON-IRRIGABLE)
- x— OVERHEAD POWER LINE
- o— ELECTRIC FENCE
- (W) ■ RECLAIMED OILFIELD WELL SITE (APPROXIMATE LOCATION)
- EPHEMERAL DRAINAGE
- S.P. CONCRETE OR CLAY STOCKPILES (2015)
- R RUBBISH PILE
- F.S. FARMSTEAD / BUILDINGS (CURRENT)
- x 1.5m TEST HOLE (APPROX. LOCATION)
- ⊕ 5.0m TEST HOLE (APPROX. LOCATION)

0 50 100 150 200m
 SCALE 1:5000

SOIL & FORESTRY
 CONSULTING

LEVEL II LAND IRRIGABILITY CLASSIFICATION

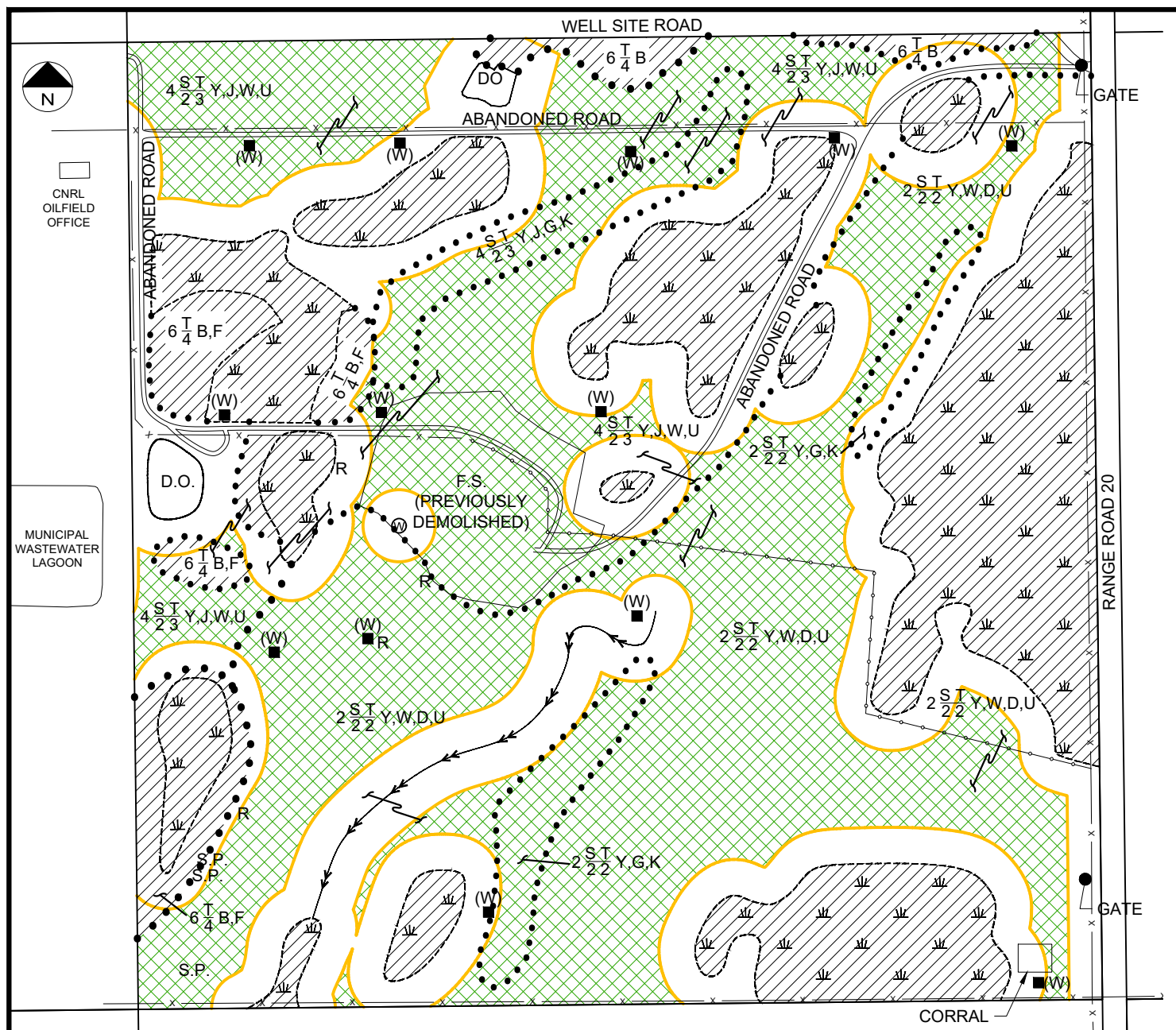
SE12-050-02 W4M

SCALE: 1:5,000

FILE NO.: SFC24-13-2C

AERIAL PHOTO: AS5404B

NO.: 140



SOIL SYMBOL ——— LAND CLASS ——— TOPOGRAPHY SYMBOL
 SOIL CATEGORY ——— TOPOGRAPHY CATEGORY

LEGEND

- ● ● ● LAND CLASS BOUNDARY
- ⊙ REGISTERED GROUNDWATER WELL (APPROXIMATE LOCATION)
- D.O. DUGOUT
- ⊖ SLOUGH OR WETLAND (NON-IRRIGABLE)
- x— OVERHEAD POWER LINE
- o— ELECTRIC FENCE
- (W) ■ RECLAIMED OILFIELD WELL SITE (APPROXIMATE LOCATION)
- EPHEMERAL DRAINAGE
- S.P. CONCRETE OR CLAY STOCKPILES (2015)
- R RUBBISH PILE
- F.S. FARMSTEAD / BUILDINGS (CURRENT)
- LIMITS OF IRRIGATION
- ⊘ AREA THAT CAN BE IRRIGATED

0 50 100 150 200m
 SCALE 1:5000

SOIL & FORESTRY
 CONSULTING

LEVEL II LAND IRRIGABILITY CLASSIFICATION

SE12-050-02 W4M

SCALE: 1:5,000

FILE NO.: SFC24-13-2D

AERIAL PHOTO: AS5404B

NO.: 140

DATA SUMMARY FOR MAP UNITS
LEVEL II LAND IRRIGABILITY RE-CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| LEGAL LOCATION | LAND CLASSIFICATION | | | | | | MAP UNIT DESCRIPTION | | | | SURFACE AREA (Acres) |
|-----------------|--|------------------|------------------------|--------------|-------------|------------|----------------------|------------------------------------|-------------|-------------------|-------------------------|
| | Land Class | Soil Category | Topography Category | Drainability | Limitations | | Soil Types | Surficial Geology | Slope Class | Salinity-Sodicity | |
| | | | | | Soil | Topography | | | | | |
| SE 12-50-02 W4M | 2 | 2 | 2 | Y | W, D | U | O.BL: GLE.BL | Mv ⁴ /Mu ⁵⁻⁶ | 2 to 3 | a1b1n1e1m1 | 38.4 |
| | 2 | 2 | 2 | Y | K | G | O.BL: CA.BL | Mv4/Mr ⁵ | 4 to 6 | a1b1n1e1m1 | 3.4 |
| | 4 | 2 | 3 | Y | W | J, U | O.BL: GLE.BL | Mv ⁴ /Mu ⁵⁻⁶ | 2 to 3 | a1b1n1e1m1 | 17.6 |
| | 4 | 2 | 3 | Y | K | J, G | O.BL: CA.BL | Mv4/Mr ⁵ | 4 to 6 | a1b1n1e1m1 | 3.9 |
| | Sub Total (Classified irrigable areas) | | | | | | | | | | 63.3 |
| | Abandoned and Demolished Farmstead (irrigable) | | | | | | | | | | 5.2 |
| | SUB TOTAL (IRRIGABLE AREAS) | | | | | | | | | | 68.5 |
| | 6 | | 4 | | | B | | | | | 4.1 |
| | 6 | | 4 | | | B, F | | | | | 3.7 |
| | Sub Total (Classified nonirrigable areas) | | | | | | | | | | 7.8 |
| | Sloughs and Wetlands | | | | | | | | | | 36.3 |
| | Dugouts | | | | | | | | | | 0.9 |
| | 30 m or 60 m Setback Buffers | | | | | | | | | | 46.1 |
| | Sub Total (Other nonirrigable areas) | | | | | | | | | | 83.3 |
| | SUB TOTAL (NONIRRIGABLE AREAS) | | | | | | | | | | 91.1 |
| | NOT INVESTIGATED AREA | | | | | | | | | | 0.0 |
| TOTAL AREA | TOTAL AREA (acres) | | | | | | | | | | 159.6 |

APPENDIX B
Soil Profile Classifications

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE DATE | SFC24-13-1 14-Aug-24 | SOIL SUB GROUP | GLE.BL | LAND USE | Improved pasture, adjacent to low, wet area. | SLOPE CLASS (%) | 0.5 to 2 | POSITION ON SLOPE | lower | SLOPE DIRECTION | North |
|---|-------------------------|-------------------|-----------------|----------|--|--------------------|--------------------|---|-------|--------------------|-------|
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ahegj | 0 to 150 | SL | grayish brown | d | 0 to 150 | 0 | Mor | Eluviated. Mottled. Hard. | | | |
| Btgj | 150 to 300 | SCL | yellow brown | d | 150 to 300 | 0 | Mor | Mottled. Very hard. Took BTEX, F1 to F4 hydrocarbon fractions, and grain size sample, as well as for salinity and particle size an. | | | |
| Bm | 300 to 500 | SCL | brownish gray | d to m | 300 to 500 | 0 | Mor | Took extractable metals sample, as well as for salinity and particle size analyses. | | | |
| Ck1 | 500 to 1,000 | CL | yellow olive | d | 500 to 1,000 | 0 to 1 | Mor | Coal, iron, and gravel. | | | |
| Cca | 1,000 to 1,350 | CL | yellow olive | d | 1,000 to 1,350 | 3 | Mor | Coal, iron, and gravel. CaCO ₃ . | | | |
| Ck2 | 1,350 to 1,500 | CL | orange | d | 1,350 to 1,500 | 1 | Mor | Coal, iron, and gravel. Sand lense. | | | |
| Ck3 | 1,500 to 1,900 | CL | olive gray | d | | 1 | Mor | Coal, iron, and gravel. | | | |
| Ckgj1 | 1,900 to 4,300 | CL to C | olive dark gray | m | | 1 | Mor | Mottled orange. | | | |
| Ckgj2 | 4,300 to 5,000 | C | dark gray | vm | | 1 | Mor | Gleyed. | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: Soil Chemical Analyses: Final Soil Rating, Limitations: Topography Rating, Limitations: | | | | | | | | Notes: Installed a 50 mm-diameter, environmental groundwater monitoring well to 5.2 m depth below ground surface, after drilling on August 14, 2024. Groundwater was not observed or detected on August 14, 2024 within the well or test hole. | | | |

| TEST HOLE DATE | SFC24-13-2 14-Aug-24 | SOIL SUB GROUP | O.BL | LAND USE | Native prairie, with some improved pasture tame forage species seeded in. | SLOPE CLASS (%) | 2 to 9 | POSITION ON SLOPE | middle | SLOPE DIRECTION | South |
|---|-------------------------|-------------------|--------------|----------|---|--------------------|--------------------|---|--------|--------------------|-------|
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 210 | L | black | d | 0 to 150 150 to 210 | 0 | Mor | | | | |
| Bm1 | 210 to 350 | L | brown | d | 210 to 300 | 0 | Mor | | | | |
| Btj | 350 to 420 | L | brown | d | 300 to 420 | 0 | Mor | | | | |
| Bt | 420 to 750 | CL | yellow brown | d | 420 to 750 | 0 | Mor | | | | |
| Bm2 | 750 to 900 | CL | brown | d | 750 to 900 | 0 | Mor | | | | |
| BC | 900 to 1,100 | CL | olive gray | d | 900 to 1,100 | 2 | Mor | CaCO ₃ . Gravel, coal, and iron. | | | |
| Cca | 1,100 to 1,500 | CL | olive gray | d | 1,100 to 1,500 | 3 to 4 | Mor | CaCO ₃ . Gravel, coal, and iron. | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: Soil Chemical Analyses: Final Soil Rating, Limitations: Topography Rating, Limitations: | | | | | | | | | | | |

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE DATE | SFC24-13-3 14-Aug-24 | SOIL SUB GROUP | O.BL to CA.BL | LAND USE | Native pasture. | SLOPE CLASS (%) | 10 to 30 | POSITION ON SLOPE | crest toe | SLOPE DIRECTION | West |
|---------------------------------|-------------------------|-------------------|---------------|----------|----------------------|--------------------|--------------------|--|--------------|--------------------|------|
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 80 | SCL | dark gray | d | 0 to 80 | 0 | Mor | Thin and eroded topsoil horizon. | | | |
| Bm(k) | 80 to 150 | SCL | brown | d | 80 to 150 | 0 to 2 | Mor | Thin and eroded subsoil B horizon. CaCO ₃ . | | | |
| Cca | 150 to 700 | SCL | olive gray | d | 150 to 300 | 4 | Mor | Coal, iron, and very gravelly. CaCO ₃ . | | | |
| | | | | | 300 to 700 | | | | | | |
| Ck | 700 to 1,500 | SCL | olive gray | d | 700 to 1,000 | 2 | Mor | Coal, iron, and very gravelly. | | | |
| | | | | | 1,000 to 1,500 | | | | | | |
| GPS Coordinates: | | | | | | | | | | | |
| GPS Way Point: | | | | | | | | | | | |
| Basic Soil Rating: | | 90x90x80 | 64.8 (S2) | | | | | | | | |
| Soil Chemical Analyses: | | a1b1n1e1m1 | | | | | | | | | |
| Final Soil Rating, Limitations: | | 64.8 (S2) | K | | | | | | | | |
| Topography Rating, Limitations: | | T3 | G, J | | | | | | | | |

| TEST HOLE DATE | SFC24-13-4 14-Aug-24 | SOIL SUB GROUP | O.BL | LAND USE | Native pasture. | SLOPE CLASS (%) | 2 to 5 | POSITION ON SLOPE | lower to toe | SLOPE DIRECTION | South |
|---------------------------------|-------------------------|-------------------|--------------------|----------|----------------------|--------------------|--------------------|--|-----------------|--------------------|-------|
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 70 | L | black | d | 0 to 70 | 0 | Mor | Thin and eroded, topsoil horizon. | | | |
| Bm | 70 to 170 | L to CL | brown | d | 70 to 170 | 0 | Mor | | | | |
| Bt | 170 to 400 | CL | brown | d | 170 to 400 | 0 | Mor | Dense and prismatic. | | | |
| Cca | 400 to 600 | CL | olive gray | d | 500 to 600 | 4 | Mor | CaCO ₃ . Gravel, coal, and iron. | | | |
| Ck | 600 to 1,500 | CL | olive dark gray | d | 600 to 1,000 | 2 | Mor | CaCO ₃ . Gravel, coal, and iron. Very hard and dense. | | | |
| | | | | | 1,000 to 1,500 | | | | | | |
| GPS Coordinates: | | | | | | | | | | | |
| GPS Way Point: | | | | | | | | | | | |
| Basic Soil Rating: | | 100x90x100 | 90.0 (S1) | | | | | | | | |
| Soil Chemical Analyses: | | a1b2n1e1m1 | 90x0.9 = 81.0 (S1) | | | | | | | | |
| Final Soil Rating, Limitations: | | 81.0 (S1) | S | | | | | | | | |
| Topography Rating, Limitations: | | T3 | J | | | | | | | | |

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE | SFC24-13-5 | SOIL | E.BL | LAND USE | Native pasture. | SLOPE | 6 to 9 | POSITION | toe | SLOPE | Southeast |
|---|----------------|---------------|---------------|----------|-------------------|---------------|-----------------|-------------------------------------|-----|---------------------|-----------|
| DATE | 14-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ahe | 0 to 80 | SiL | dark gray | d | 0 to 80 | 0 | Mor | Thin and eluviated topsoil horizon. | | | |
| Ae | 80 to 140 | SiL | brownish gray | d | 80 to 150 | 0 | Mor | Thin and eluviated topsoil horizon. | | | |
| Bt | 140 to 500 | CL | brown | m | 140 to 300 | 0 | Mor | Dense and prismatic. | | | |
| | | | | | 300 to 500 | | | | | | |
| Bm | 500 to 820 | CL to L | yellow brown | m | 500 to 820 | 0 | Mor | Gravel, coal, and iron. | | | |
| | | | | | | | | | | | |
| Cca1 | 820 to 1,300 | CL | olive gray | m | 820 to 1,000 | 4 | Mor | Coal, iron, and gravel. | | CaCO ₃ . | |
| | | | | | 1,000 to 1,300 | | | | | | |
| Cca2 | 1,300 to 1,500 | SCL | olive gray | m | 1,300 to 1,500 | 4 | Mor | Coal, iron, and gravel. | | CaCO ₃ . | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 80x70x100 56.0 (S2) Soil Chemical Analyses: a1b1n1ne1m1 Final Soil Rating, Limitations: 56.0 (S2) D Topography Rating, Limitations: T3 G, J | | | | | | | | | | | |

| TEST HOLE | SFC24-13-6 | SOIL | O.BL | LAND USE | Native pasture. | SLOPE | 6 to 9 | POSITION | lower | SLOPE | Northwest |
|--|----------------|-----------|------------|----------|-------------------|---------------|-----------------|---|-------|-----------|-----------|
| DATE | 15-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 120 | L | black | d | 0 to 120 | 0 | Mor | | | | |
| Bt | 120 to 420 | CL | brown | d | 120 to 150 | 0 | Mor | Dense. | | | |
| | | | | | 150 to 420 | 0 | Mor | | | | |
| Cca | 420 to 1,250 | CL | olive | m | 420 to 500 | 4 | Mor | CaCO ₃ . Gravel, coal, and iron. | | | |
| | | | | | 500 to 1,000 | | | | | | |
| | | | | | 1,000 to 1,250 | | | | | | |
| Ck | 1,250 to 1,500 | CL | dark olive | vm | 1,250 to 1,500 | 2 | Mor | Gravel, coal, and iron. | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 100x90x100 90.0 (S1) Soil Chemical Analyses: a1b2n1e1m1 90.0x0.9 = 81.0 Final Soil Rating, Limitations: 81.0 (S1) S Topography Rating, Limitations: T3 J | | | | | | | | | | | |

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE | SFC24-13-7 | SOIL | O.BL | LAND USE | Native pasture. | SLOPE | 2 to 5 | POSITION | middle | SLOPE | Southwest |
|---|----------------|------------------|-----------------|-----------------|-------------------|------------------|-----------------|--|--------|------------------|-----------|
| DATE | 15-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 130 | L | black | d | 0 to 130 | 0 | Mor | | | | |
| Btj | 130 to 420 | CL | brown | d | 130 to 300 | 0 | Mor | | | | |
| | | | | | 300 to 420 | | | | | | |
| BC | 420 to 530 | CL | yellow brown | d | 420 to 500 | 2 | Mor | CaCO ₃ . | | | |
| | | | | | 500 to 530 | | | | | | |
| Cca | 530 to 1,200 | CL | olive gray | d | 530 to 1,000 | 4 | Mor | Coal, iron, and gravel. CaCO ₃ . | | | |
| | | | | | 1,000 to 1,200 | | | | | | |
| Ck | 1,200 to 1,500 | CL | olive dark gray | m | 1,200 to 1,500 | 2 | Mor | Coal, iron, and gravel. CaCO ₃ . | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 100x90x100 90.0 (S1) Soil Chemical Analyses: a1b1n1e1m1 Final Soil Rating, Limitations: 90.0 (S1) Topography Rating, Limitations: T2 U, P | | | | | | | | Notes: There are two soil stockpiles, and several piles of rubble and debris, such broken concrete, fence wire, boulders, and waste wood. There is a metal standpipe that is approximately 100 mm in diameter and 800 mm tall above ground surface, which could be an old oil well pipe. A sign in the low, wet area to the southeast denotes a decommissioned CNRL pipeline. | | | |

| TEST HOLE | SFC24-13-8 | SOIL | GLE.BL | LAND USE | Native pasture. Low area. | SLOPE | 0.5 to 5 | POSITION | depression | SLOPE | North |
|---|----------------|------------------|---------------|-----------------|---------------------------|------------------|-----------------|--|------------|------------------|-------|
| DATE | 15-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ahe | 0 to 125 | L | dark gray | d | 0 to 125 | 0 | Mor | Eluviated. | | | |
| Btgj | 125 to 400 | C | grayish brown | d | 125 to 150 | 0 | Mor | Orange mottles. | | | |
| | | | | | 150 to 300 | 0 | | | | | |
| | | | | | 300 to 400 | 0 | | | | | |
| Bmgj | 400 to 700 | CL | olive gray | m | 400 to 500 | 0 | Mor | Gravel. | | | |
| | | | | | 500 to 700 | | | | | | |
| Ccagj | 700 to 1,200 | CL | olive | m | 700 to 1,000 | 3 | Mor | CaCO ₃ . Gravel, coal, and iron. Dense. Orange mottles. | | | |
| | | | | | 1,000 to 1,200 | | | | | | |
| Ckgj | 1,200 to 1,500 | CL | olive | vm | 1,200 to 1,500 | 2 | Mor | Gravel, coal, and iron. Orange mottles. Dense. | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 70x60x100 42.0 (S3) Soil Chemical Analyses: a1b1n1e1m1 Final Soil Rating, Limitations: 42.0 (S3) W, D Topography Rating, Limitations: T2 F, U | | | | | | | | Notes: There is no slough at or in the vicinity of this test hole location, which is just a low area that has pasture vegetation. The site is near a shelterbelt of mature and previously planted trees (i.e. poplar, ash). The shallow drainage course is dry, and vegetated by native and tame pasture grasses or forbs. A metal standpipe, 100 mm in diameter and 800 mm tall is nearby. | | | |

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE | SFC24-13-9 | SOIL | O.BL | LAND USE | Native pasture. | SLOPE | 6 to 15 | POSITION | crest | SLOPE | South. Northwest |
|--|----------------|------------------|-----------------|-----------------|-------------------|------------------|-----------------|---|-------|------------------|------------------|
| DATE | 15-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 50 | CL | black | d | 0 to 50 | 0 | Mor | Very thin and eroded, topsoil horizon. | | | |
| Bm | 50 to 120 | CL | grayish brown | d | 50 to 120 | 0 | Mor | Very thin subsoil B horizon. | | | |
| Cca1 | 120 to 600 | CL | pale olive gray | d | 120 to 150 | 3 | Mor | CaCO ₃ . Coal, iron, and gravel. | | | |
| | | | | | 150 to 300 | | | | | | |
| | | | | | 300 to 500 | | | | | | |
| | | | | | 500 to 600 | | | | | | |
| Cca2 | 600 to 1,000 | CL | olive gray | d | 600 to 1,000 | 4 | Mor | Coal, iron, and gravel. CaCO ₃ . | | | |
| Ck | 1,000 to 1,500 | CL | olive | m | 1,000 to 1,500 | 2 | Mor | Coal, iron, and gravel. | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 90x90x100 81.0 (S1) Soil Chemical Analyses: a1b1n1e1m1 Final Soil Rating, Limitations: 81.0 (S1) Topography Rating, Limitations: T2 U, G | | | | | | | | Notes: Site is located on a prominent ridge, south of which is a historical oilfield well that is capped below ground surface. | | | |

| | | | | | | | | | | | | | |
|---------------------------------|--------------|------------|-----------|-----------|---------------------------|---------------|-----------------|---|----------|-----|-------|-----------|-----------|
| TEST HOLE | SFC24-13-10 | SOIL | GLE.BL | LAND USE | Native pasture. Low area. | | SLOPE | 2 to 5 | POSITION | toe | SLOPE | Southwest | |
| DATE | 15-Aug-24 | SUB GROUP | | CLASS (%) | | | | | | | | ON SLOPE | DIRECTION |
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | | | |
| Ahe | 0 to 50 | SiL | dark gray | d | 0 to 50 | 0 | Mor | Eluviated. Very thin topsoil horizon. | | | | | |
| Aegj | 50 to 120 | SiL | gray | d | 50 to 120 | 0 | Mor | Orange mottles. Eluviated. | | | | | |
| Btgj1 | 120 to 400 | CL | brown | d | 120 to 150 | 0 | Mor | | | | | | |
| | | | | | 150 to 300 | | | | | | | | |
| | | | | | 300 to 400 | | | | | | | | |
| Btgj2 | 400 to 900 | CL | olive | d | 400 to 500 | 0 | Mor | Mottled blue and orange. | | | | | |
| | | | | | 500 to 900 | | | | | | | | |
| | | | | | | | | | | | | | |
| Ccagj | 900 to 1,500 | CL | olive | vm | 900 to 1,000 | 3 | Mor | Gravel, coal, and iron. Orange mottles. CaCO ₃ . | | | | | |
| | | | | | 1,000 to 1,500 | | | | | | | | |
| GPS Coordinates: | | | | | | | | Notes: The test hole is located within a low lying area vegetated by native and tame, pasture grasses or forbs. Willows and/or poplar trees ring low, wet slough or wetland areas that are located approximately 50 m further south. | | | | | |
| GPS Way Point: | | | | | | | | | | | | | |
| Basic Soil Rating: | | 70x70x100 | 49.0 (S2) | | | | | | | | | | |
| Soil Chemical Analyses: | | a1b1n1e1m1 | | | | | | | | | | | |
| Final Soil Rating, Limitations: | | 49.0 (S2) | W, D | | | | | | | | | | |
| Topography Rating, Limitations: | | T2 | F, U | | | | | | | | | | |

TABLE 1. SOIL CLASSIFICATION RESULTS
COUNTY OF VERMILLION #24 IRRIGATION PROJECT WITH MUNICIPAL WASTEWATER
LEVEL II LAND IRRIGABILITY CLASSIFICATION
SE 12-50-02 W4M, NEAR BLACKFOOT, ALBERTA

| TEST HOLE DATE | SFC24-13-11 15-Aug-24 | SOIL SUB GROUP | O.BL | LAND USE | Native pasture. | SLOPE CLASS (%) | 0.5 to 2 | POSITION ON SLOPE | middle | SLOPE DIRECTION | Northeast |
|---|--------------------------|-------------------|-----------------|---|----------------------|--------------------|--------------------|---|---------------------|--------------------|-----------|
| HORIZON | DEPTH (mm) | TEXTURE CLASS | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 85 | CL | black | d | 0 to 85 | 0 | Mor | Thin topsoil horizon. | | | |
| Bm | 85 to 200 | CL | yellow brown | d | 85 to 150 | 0 | Mor | | | | |
| | | | | | 150 to 200 | | | | | | |
| Bt | 200 to 300 | CL | yellow brown | d | 200 to 300 | 0 | Mor | | | | |
| Cca1 | 300 to 600 | CL | olive gray | d | 300 to 500 | 3 | Mor | Coal, iron, and gravel. | CaCO ₃ . | | |
| | | | | | 500 to 600 | | | | | | |
| Cca2 | 600 to 1,200 | CL | olive | d | 600 to 1,000 | 4 | Mor | Coal, iron, and gravel. | CaCO ₃ . | | |
| | | | | | 1,000 to 1,200 | | | | | | |
| Cca3 | 1,200 to 1,500 | CL | dark olive gray | m | 1,200 to 1,500 | 4 | Mor | Coal, iron, and gravel. | CaCO ₃ . | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: Soil Chemical Analyses: Final Soil Rating, Limitations: Topography Rating, Limitations: | | | | 100x90x80 a1b1n1e1m1 72.0 (S1) T2 U | | 72.0 (S1) U | | Notes: Site is located approximately 50 m north of an historical oilfield well that is capped below ground surface. A metal corral and cattle chute are located approximately 75 m southeast, where cattle can be unloaded or loaded. | | | |

| TEST HOLE | SFC24-13-12 | SOIL | O.BL | LAND USE | Native pasture. | SLOPE | 0.5 to 2 | POSITION | middle | SLOPE | East |
|--|----------------|-----------|--------------|----------|-------------------|---------------|-----------------|--|--------|-----------|------|
| DATE | 15-Aug-24 | SUB GROUP | | | | CLASS (%) | | ON SLOPE | | DIRECTION | |
| HORIZON | DEPTH (mm) | TEXTURE | COLOUR | MOISTURE | SAMPLE DEPTH (mm) | EFFERVESCENCE | PARENT MATERIAL | COMMENTS | | | |
| Ah | 0 to 90 | L | black | d | 0 to 90 | 0 | Mor | Thin topsoil horizon. | | | |
| Bm | 90 to 200 | L to CL | yellow | d | 90 to 150 | 0 | Mor | | | | |
| | | | | | 150 to 200 | | | | | | |
| Btj | 200 to 350 | CL | yellow brown | d | 200 to 300 | 0 | Mor | | | | |
| | | | | | 300 to 350 | | | | | | |
| Cca1 | 350 to 800 | CL | yellow gray | d | 350 to 500 | 3 | Mor | Coal, iron, and gravel. CaCO ₃ . | | | |
| | | | | | 500 to 800 | | | | | | |
| Cca2 | 800 to 1,400 | CL | olive | m | 800 to 1,000 | 4 | Mor | Gravel, coal, and iron. CaCO ₃ . | | | |
| | | | | | 1,000 to 1,400 | | | | | | |
| Ck | 1,400 to 1,500 | CL | dark olive | m | 1,400 to 1,500 | 2 | Mor | | | | |
| GPS Coordinates: GPS Way Point: Basic Soil Rating: 100X90x100 90.0 (S1) Soil Chemical Analyses: a1b1n1e1m1 Final Soil Rating, Limitations: 90.0 (S1) Topography Rating, Limitations: T2 U | | | | | | | | Notes: The test hole is located within a low lying area vegetated by native and tame, pasture grasses or forbs. Willows and/or poplar trees ring low, wet slough or wetland areas that are located approximately 50 m further east. Pasture is crossed nearby via an electric cattle fence. | | | |

APPENDIX C
Detailed Soil and Wastewater Laboratory Analyses

Report Transmission Cover Page

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | Proj. Acct. code: SFC24-13 | |

| Contact | Company | Address | |
|------------------|----------------------------|---|--|
| Accounts Payable | Soil & Forestry Consulting | 9228 - 60 Street Edmonton, AB T6B 1N1 Phone: (780) 413-9089 Fax: (780) 469-2621 Email: georann@telus.net | |
| <u>Delivery</u> | <u>Format</u> | <u>Deliverables</u> | |
| Email - Merge | PDF | COC / Invoice | |
| Robert Proudfoot | Soil & Forestry Consulting | 9228 - 60 Street Edmonton, AB T6B 1N1 Phone: (780) 465-6083 Fax: (780) 469-2621 Email: georann@telus.net | |
| <u>Delivery</u> | <u>Format</u> | <u>Deliverables</u> | |
| Email - Merge | PDF | COA / COC | |
| Email - Merge | PDF | COC / Invoice | |
| Email - Merge | PDF | COC / Test Report | |

Notes To Clients:

- All wet soil samples received in a soil bag will be disposed 30 days after receipt on 2024-09-16.

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-1 | 1753400-2 | 1753400-3 | |
|--|---------------------|--------------------|---|---|-----------------------------------|-------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-1 / Apgj/Btgj / 0-150 / mm | SFC24-13-1 / Btgj/Bm / 150-300 / mm | SFC24-13-1 / Bm / 300-500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 22 | 15 | 12 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | 0.6 | 0.7 | 0.8 | 0.3 |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Sandy Loam | Sandy Clay Loam | Sandy Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 64 | 48 | 45 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 18 | 22 | 23 | 0.1 |
| Clay | <2 µm | % by weight | 18 | 30 | 32 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.17 | 0.32 | 0.30 | 0.01 |
| SAR | Saturated Paste | | 0.5 | 0.4 | 0.4 | |
| % Saturation | | % | 50 | 64 | 54 | |
| Calcium | Saturated Paste | meq/L | 0.54 | 1.30 | 0.92 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 5.3 | 16.7 | 9.9 | |
| Magnesium | Saturated Paste | meq/L | 0.33 | 0.72 | 0.52 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 2.0 | 5.6 | 3.4 | |
| Sodium | Saturated Paste | meq/L | 0.31 | 0.36 | 0.34 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 4 | 5 | 4 | |
| Potassium | Saturated Paste | meq/L | 0.30 | 0.30 | 0.2 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 6 | 8 | 5 | |
| Chloride | Saturated Paste | meq/L | 0.23 | 0.16 | 1.33 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 4 | 4 | 25 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.75 | 2.13 | 0.68 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 17.9 | 65.8 | 17.7 | |
| Sulfate-S | Saturated Paste | meq/L | 0.75 | 2.13 | 0.68 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 6.0 | 21.9 | 5.9 | |
| Boron | Saturated Paste | mg/L | | | 0.08 | 0.05 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.1 | 7.1 | 7.3 | |

Analytical Report

Bill To: Soil & Forestry Consulting
9228 - 60 Street
Edmonton, AB, Canada
T6B 1N1
Attn: Accounts Payable
Sampled By: RG Proudfoot
Company: Soil & Forestry

Project ID: SFC24-13
Project Name: COVR Migration
Project Location: Blackfoot AB
LSD: SE-12-050-02W4
P.O.:
Proj. Acct. code: SFC24-13

Lot ID: **1753400**
Control Number:
Date Received: Aug 17, 2024
Date Reported: Aug 22, 2024
Report Number: 3036409
Report Type: Final Report

Reference Number 1753400-2
Sample Date Aug 14, 2024
Sample Time NA
Sample Location
Sample Description SFC24-13-1 /
Btgj/Bm / 150-300 /
mm
Matrix Soil

| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
|--|--------------------|--------------|-----------|---------|-------------------------|
| Particle Size Analysis - Wet Sieve | | | | | |
| Texture | | Fine-Grained | | | |
| 75 micron sieve | % Retained | % by weight | 41.1 | | 0.1 |
| Mono-Aromatic Hydrocarbons - Soil | | | | | |
| Benzene | Dry Weight | mg/kg | <0.005 | | 0.005 |
| Toluene | Dry Weight | mg/kg | <0.02 | | 0.02 |
| Ethylbenzene | Dry Weight | mg/kg | <0.005 | | 0.005 |
| Total Xylenes (m,p,o) | Dry Weight | mg/kg | <0.03 | | 0.03 |
| Methanol Field Preservation | | | Yes | | |
| Volatile Petroleum Hydrocarbons - Soil | | | | | |
| F1 C6-C10 | Dry Weight | mg/kg | <10 | | 10 |
| F1 -BTEX | Dry Weight | mg/kg | <10 | | 10 |
| Extractable Petroleum Hydrocarbons - Soil | | | | | |
| Extraction Date | Total Extractables | | 19-Aug-24 | | |
| F2c C10-C16 | Dry Weight | mg/kg | <25 | | 25 |
| F3c C16-C34 | Dry Weight | mg/kg | <50 | | 50 |
| F4c C34-C50 | Dry Weight | mg/kg | <100 | | 100 |
| F4HTGCc C34-C50+ | Dry Weight | mg/kg | <100 | | 100 |
| % C50+ | | % | <5 | | |
| Silica Gel Cleanup | | | | | |
| Silica Gel Cleanup | | | Done | | |
| Soil % Moisture | | | | | |
| Moisture | Soil % Moisture | % by weight | 9.78 | | |

Analytical Report

Bill To: Soil & Forestry Consulting
9228 - 60 Street
Edmonton, AB, Canada
T6B 1N1
Attn: Accounts Payable
Sampled By: RG Proudfoot
Company: Soil & Forestry

Project ID: SFC24-13
Project Name: COVR Migration
Project Location: Blackfoot AB
LSD: SE-12-050-02W4
P.O.:
Proj. Acct. code: SFC24-13

Lot ID: **1753400**
Control Number:
Date Received: Aug 17, 2024
Date Reported: Aug 22, 2024
Report Number: 3036409
Report Type: Final Report

Reference Number 1753400-3
Sample Date Aug 14, 2024
Sample Time NA
Sample Location
Sample Description SFC24-13-1 / Bm /
300-500 / mm
Matrix Soil

| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
|-------------------------------------|-------------------------|---------|---------|---------|-------------------------|
| Metals Strong Acid Digestion | | | | | |
| Antimony | Strong Acid Extractable | mg/kg | 0.4 | | 0.2 |
| Arsenic | Strong Acid Extractable | mg/kg | 7.9 | | 0.2 |
| Barium | Strong Acid Extractable | mg/kg | 104 | | 1 |
| Beryllium | Strong Acid Extractable | mg/kg | 0.5 | | 0.1 |
| Cadmium | Strong Acid Extractable | mg/kg | 0.04 | | 0.01 |
| Chromium | Strong Acid Extractable | mg/kg | 22.6 | | 0.5 |
| Cobalt | Strong Acid Extractable | mg/kg | 9.4 | | 0.1 |
| Copper | Strong Acid Extractable | mg/kg | 20 | | 1 |
| Lead | Strong Acid Extractable | mg/kg | 8.5 | | 0.1 |
| Mercury | Strong Acid Extractable | mg/kg | 0.07 | | 0.05 |
| Molybdenum | Strong Acid Extractable | mg/kg | <1.0 | | 1.0 |
| Nickel | Strong Acid Extractable | mg/kg | 26.0 | | 0.5 |
| Selenium | Strong Acid Extractable | mg/kg | 0.5 | | 0.3 |
| Silver | Strong Acid Extractable | mg/kg | <0.1 | | 0.1 |
| Thallium | Strong Acid Extractable | mg/kg | 0.21 | | 0.05 |
| Tin | Strong Acid Extractable | mg/kg | <1.0 | | 1.0 |
| Uranium | Strong Acid Extractable | mg/kg | 0.8 | | 0.5 |
| Vanadium | Strong Acid Extractable | mg/kg | 31.4 | | 0.1 |
| Zinc | Strong Acid Extractable | mg/kg | 50 | | 1 |
| Water Soluble Parameters | | | | | |
| Chromium (VI) | Dry Weight | mg/kg | <0.05 | | 0.05 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-4 | 1753400-5 | 1753400-6 |
|--|---------------------|--------------------|-------------------------------------|---|----------------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-1 / Cki / 500-1000 / mm | SFC24-13-1 / Cca/Ck2 / 1000-1500 / mm | SFC24-13-2 / Ah / 0- 150 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Clay Loam | Loam | |
| Sand | 50 µm - 2 mm | % by weight | 38 | 44 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 27 | 25 | 0.1 |
| Clay | <2 µm | % by weight | 35 | 31 | 0.1 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.34 | 0.29 | 0.01 |
| SAR | Saturated Paste | | 0.3 | 0.2 | 0.1 |
| % Saturation | | % | 55 | 52 | 66 |
| Calcium | Saturated Paste | meq/L | 1.17 | 1.49 | 0.96 |
| Calcium | Saturated Paste | mg/kg | 12.9 | 15.5 | 12.8 |
| Magnesium | Saturated Paste | meq/L | 0.67 | 0.73 | 0.59 |
| Magnesium | Saturated Paste | mg/kg | 4.4 | 4.6 | 4.7 |
| Sodium | Saturated Paste | meq/L | 0.30 | 0.25 | 0.13 |
| Sodium | Saturated Paste | mg/kg | 4 | 3 | 2 |
| Potassium | Saturated Paste | meq/L | 0.2 | 0.2 | 0.75 |
| Potassium | Saturated Paste | mg/kg | 5 | 3 | 20 |
| Chloride | Saturated Paste | meq/L | 1.79 | 0.38 | 0.40 |
| Chloride | Saturated Paste | mg/kg | 35 | 7 | 9 |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.62 | 0.68 | 0.42 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 16 | 17.1 | 13 |
| Sulfate-S | Saturated Paste | meq/L | 0.62 | 0.68 | 0.42 |
| Sulfate-S | Saturated Paste | mg/kg | 5.5 | 5.7 | 4.4 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 6.6 | 7.8 | 7.2 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | |
|---------------------------|------------------------------|------------------------------------|--|
| Reference Number | 1753400-6 | 1753400-7 | 1753400-8 |
| Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-2 / Ah / 0-150 / mm | SFC24-13-2 / Ah/Bm1 / 150-300 / mm | SFC24-13-2 / Bm1/Btj/Bt / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 14 | 7 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | 0.7 | 0.3 | 0.4 | 0.3 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-7 | 1753400-8 | 1753400-9 | |
|-----------------------------------|---------------------|--------------------|--|--|---|-------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-2 / Ah/Bm1 / 150-300 / mm | SFC24-13-2 / Bm1/Btj/Bt / 300-500 / mm | SFC24-13-2 / Bt/Bm2/BC / 500- 1000 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Loam | Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 48 | 44 | 26 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 32 | 36 | 44 | 0.1 |
| Clay | <2 µm | % by weight | 20 | 20 | 30 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.15 | 0.12 | 0.26 | 0.01 |
| SAR | Saturated Paste | | 0.2 | 0.4 | 0.6 | |
| % Saturation | | % | 55 | 62 | 61 | |
| Calcium | Saturated Paste | meq/L | 0.73 | 0.60 | 1.08 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 8.1 | 7.3 | 13.3 | |
| Magnesium | Saturated Paste | meq/L | 0.48 | 0.40 | 0.99 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 3.3 | 3.0 | 7.4 | |
| Sodium | Saturated Paste | meq/L | 0.17 | 0.29 | 0.60 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 2 | 4 | 8 | |
| Potassium | Saturated Paste | meq/L | 0.42 | 0.1 | 0.07 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 9 | 3 | 2 | |
| Chloride | Saturated Paste | meq/L | 0.33 | 0.29 | 0.26 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 6 | 6 | 6 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.37 | 0.30 | 0.52 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 9.8 | 9.0 | 15 | |
| Sulfate-S | Saturated Paste | meq/L | 0.37 | 0.31 | 0.52 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 3.3 | 3.0 | 5.1 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.0 | 6.9 | 7.1 | |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-10 | 1753400-11 | 1753400-12 | |
|-----------------------------------|---------------------|--------------------|--|--|------------------------------------|-------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-2 / BC/Cca / 1000-1500 / mm | SFC24-13-3 / Ah/Bm 9k) / 0-150 / mm | SFC24-13-3 / Cca / 150-300 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Sandy Clay Loam | Sandy Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 42 | 54 | 50 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 29 | 24 | 24 | 0.1 |
| Clay | <2 µm | % by weight | 29 | 22 | 26 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.56 | 0.52 | 0.32 | 0.01 |
| SAR | Saturated Paste | | 2.1 | 0.3 | 0.4 | |
| % Saturation | | % | 53 | 58 | 49 | |
| Calcium | Saturated Paste | meq/L | 1.45 | 3.08 | 1.64 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 15.4 | 35.4 | 16.1 | |
| Magnesium | Saturated Paste | meq/L | 1.59 | 1.53 | 1.17 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 10.2 | 10.6 | 6.9 | |
| Sodium | Saturated Paste | meq/L | 2.55 | 0.51 | 0.42 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 31 | 7 | 5 | |
| Potassium | Saturated Paste | meq/L | 0.06 | 0.2 | 0.06 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 1 | 5 | 1 | |
| Chloride | Saturated Paste | meq/L | 0.57 | 0.74 | 0.56 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 11 | 15 | 10 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 1.80 | 0.46 | 0.19 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 46.0 | 13 | 4.6 | |
| Sulfate-S | Saturated Paste | meq/L | 1.81 | 0.46 | 0.19 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 15.3 | 4.2 | 1.5 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 8.0 | 7.5 | 8.1 | |

Analytical Report

| | | |
|-------------------------------------|--------------------------------|-----------------------------|
| Bill To: Soil & Forestry Consulting | Project ID: SFC24-13 | Lot ID: 1753400 |
| 9228 - 60 Street | Project Name: COVR Migration | Control Number: |
| Edmonton, AB, Canada | Project Location: Blackfoot AB | Date Received: Aug 17, 2024 |
| T6B 1N1 | LSD: SE-12-050-02W4 | Date Reported: Aug 22, 2024 |
| Attn: Accounts Payable | P.O.: | Report Number: 3036409 |
| Sampled By: RG Proudfoot | Proj. Acct. code: SFC24-13 | Report Type: Final Report |
| Company: Soil & Forestry | | |

| | | | |
|---------------------------|--|------------------------------------|------------------------------------|
| Reference Number | 1753400-11 | 1753400-12 | 1753400-13 |
| Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-3 / Ah/Bm 9k) / 0-150 / mm | SFC24-13-3 / Cca / 150-300 / mm | SFC24-13-3 / Cca / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|----------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | 0.4 | 0.3 | 0.4 | 0.3 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-13 | 1753400-14 | 1753400-15 |
|--|---------------------------------|--------------------|------------------------------------|---|-------------------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-3 / Cca / 300-500 / mm | SFC24-13-3 / Cca/Ck / 500-1000 / mm | SFC24-13-3 / Ck / 1000-1500 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Sandy Clay Loam | Sandy Clay Loam | Sandy Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 54 | 58 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 24 | 21 | 0.1 |
| Clay | <2 µm | % by weight | 22 | 21 | 0.1 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.25 | 0.24 | 0.01 |
| SAR | Saturated Paste | | 0.4 | 0.5 | 0.8 |
| % Saturation | | % | 49 | 46 | 45 |
| Calcium | Saturated Paste | meq/L | 1.05 | 0.93 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 10.4 | 8.5 | 7.5 |
| Magnesium | Saturated Paste | meq/L | 0.97 | 0.94 | 1.02 |
| Magnesium | Saturated Paste | mg/kg | 5.8 | 5.2 | 5.6 |
| Sodium | Saturated Paste | meq/L | 0.43 | 0.51 | 0.77 |
| Sodium | Saturated Paste | mg/kg | 5 | 5 | 8 |
| Potassium | Saturated Paste | meq/L | 0.05 | 0.06 | 0.07 |
| Potassium | Saturated Paste | mg/kg | <1 | 1 | 1 |
| Chloride | Saturated Paste | meq/L | 0.37 | 0.16 | 0.46 |
| Chloride | Saturated Paste | mg/kg | 7 | 3 | 7 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 0.21 | <0.12 | 0.18 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 5.1 | <2.7 | 3.9 |
| Sulfate-S | Saturated Paste | meq/L | 0.21 | <0.12 | 0.18 |
| Sulfate-S | Saturated Paste | mg/kg | 1.7 | <0.9 | 1.3 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 7.8 | 7.8 | 8.1 |

Analytical Report

Bill To: Soil & Forestry Consulting
9228 - 60 Street
Edmonton, AB, Canada
T6B 1N1
Attn: Accounts Payable
Sampled By: RG Proudfoot
Company: Soil & Forestry

Project ID: SFC24-13
Project Name: COVR Migration
Project Location: Blackfoot AB
LSD: SE-12-050-02W4
P.O.:
Proj. Acct. code: SFC24-13

Lot ID: **1753400**
Control Number:
Date Received: Aug 17, 2024
Date Reported: Aug 22, 2024
Report Number: 3036409
Report Type: Final Report

| | | Reference Number | 1753400-16 | 1753400-17 | 1753400-18 | |
|--|---------------------|--------------------|------------------------------------|--------------------------------------|---------------------------------------|-------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-4 / Ah/Bm / 0-150 / mm | SFC24-13-4 / Bm/Bt / 150-300 / mm | SFC24-13-4 / Bt/Cca / 300-500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | 0.9 | 0.9 | 0.4 | 0.3 |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 38 | 40 | 42 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 36 | 28 | 26 | 0.1 |
| Clay | <2 µm | % by weight | 26 | 32 | 32 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.25 | 0.66 | 1.89 | 0.01 |
| SAR | Saturated Paste | | 0.7 | 1.4 | 1.9 | |
| % Saturation | | % | 63 | 67 | 61 | |
| Calcium | Saturated Paste | meq/L | 0.95 | 2.05 | 8.13 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 11.8 | 27.6 | 98.9 | |
| Magnesium | Saturated Paste | meq/L | 0.70 | 1.77 | 7.20 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 5.3 | 14.3 | 53.0 | |
| Sodium | Saturated Paste | meq/L | 0.60 | 1.97 | 5.21 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 9 | 30 | 73 | |
| Potassium | Saturated Paste | meq/L | 0.09 | 0.08 | 0.1 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 2 | 2 | 3 | |
| Chloride | Saturated Paste | meq/L | 0.62 | 0.72 | 1.03 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 14 | 17 | 22 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.40 | 4.67 | 17.8 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 12 | 150 | 520 | |
| Sulfate-S | Saturated Paste | meq/L | 0.40 | 4.67 | 17.8 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 4.0 | 50.2 | 173 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 6.9 | 7.2 | 7.8 | |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-19 | 1753400-20 | 1753400-21 |
|--|---------------------------------|--------------------|---|-------------------------------------|---|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-4 / Cca/Ck / 500-1000 / mm | SFC24-13-4 / Ck / 1000-1500 / mm | SFC24-13-5 / Ahe/Ae/Bt / 0-150 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 44 | 40 | 38 |
| Silt | 2 µm - 50 µm | % by weight | 26 | 26 | 34 |
| Clay | <2 µm | % by weight | 30 | 34 | 28 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 4.17 | 3.74 | 0.26 |
| SAR | Saturated Paste | | 2.1 | 3.2 | 0.5 |
| % Saturation | | % | 54 | 61 | 70 |
| Calcium | Saturated Paste | meq/L | 30.5 | 15.1 | 1.21 |
| Calcium | Saturated Paste | mg/kg | 332 | 184 | 16.8 |
| Magnesium | Saturated Paste | meq/L | 28.0 | 24.6 | 0.88 |
| Magnesium | Saturated Paste | mg/kg | 185 | 181 | 7.4 |
| Sodium | Saturated Paste | meq/L | 11.2 | 14.2 | 0.52 |
| Sodium | Saturated Paste | mg/kg | 141 | 198 | 8 |
| Potassium | Saturated Paste | meq/L | 0.3 | 0.4 | 0.09 |
| Potassium | Saturated Paste | mg/kg | 7 | 9 | 2 |
| Chloride | Saturated Paste | meq/L | 0.82 | 0.57 | 0.21 |
| Chloride | Saturated Paste | mg/kg | 16 | 12 | 5 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 60.4 | 50.6 | 0.81 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 1580 | 1480 | 27.2 |
| Sulfate-S | Saturated Paste | meq/L | 60.4 | 50.6 | 0.81 |
| Sulfate-S | Saturated Paste | mg/kg | 527 | 492 | 9.1 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 7.4 | 7.9 | 7.0 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | |
|---------------------------|---|-----------------------------------|------------------------------------|
| Reference Number | 1753400-21 | 1753400-22 | 1753400-23 |
| Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-5 / Ahe/Ae/Bt / 0-150 / mm | SFC24-13-5 / Bt / 150-300 / mm | SFC24-13-5 / Bt2 / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | 0.4 | <0.3 | 0.3 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-22 | 1753400-23 | 1753400-24 |
|--|---------------------|--------------------|-----------------------------------|------------------------------------|--|
| | | Sample Date | Aug 14, 2024 | Aug 14, 2024 | Aug 14, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-5 / Bt / 150-300 / mm | SFC24-13-5 / Bt2 / 300-500 / mm | SFC24-13-5 / Bm/Cca1 / 500-1000 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Clay Loam | Loam | |
| Sand | 50 µm - 2 mm | % by weight | 23 | 26 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 41 | 40 | 0.1 |
| Clay | <2 µm | % by weight | 36 | 34 | 0.1 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.23 | 0.18 | 0.01 |
| SAR | Saturated Paste | | 1.1 | 1.4 | 2.3 |
| % Saturation | | % | 64 | 59 | 46 |
| Calcium | Saturated Paste | meq/L | 0.81 | 0.57 | 0.62 |
| Calcium | Saturated Paste | mg/kg | 10.3 | 6.8 | 5.7 |
| Magnesium | Saturated Paste | meq/L | 0.59 | 0.42 | 0.47 |
| Magnesium | Saturated Paste | mg/kg | 4.6 | 3.0 | 2.6 |
| Sodium | Saturated Paste | meq/L | 0.91 | 1.01 | 1.66 |
| Sodium | Saturated Paste | mg/kg | 13 | 14 | 18 |
| Potassium | Saturated Paste | meq/L | 0.05 | 0.05 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 1 | 1 | <1 |
| Chloride | Saturated Paste | meq/L | 0.26 | 0.38 | 0.24 |
| Chloride | Saturated Paste | mg/kg | 6 | 8 | 4 |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.62 | 0.54 | 0.61 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 19 | 15 | 13 |
| Sulfate-S | Saturated Paste | meq/L | 0.62 | 0.54 | 0.61 |
| Sulfate-S | Saturated Paste | mg/kg | 6.3 | 5.2 | 4.5 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 6.8 | 7.0 | 7.7 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-25 | 1753400-26 | 1753400-27 |
|--|---------------------------------|--------------------|--|------------------------------------|-----------------------------------|
| | | Sample Date | Aug 14, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-5 / CCa1/Cca2 / 1000- 1500 / mm | SFC24-13-6 / Ah/Bt / 0-150 / mm | SFC24-13-6 / Bt / 150-300 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Sandy Clay Loam | Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 46 | 38 | 43 |
| Silt | 2 µm - 50 µm | % by weight | 28 | 36 | 23 |
| Clay | <2 µm | % by weight | 26 | 26 | 34 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 3.33 | 0.35 | 0.24 |
| SAR | Saturated Paste | | 1.7 | 0.4 | 0.7 |
| % Saturation | | % | 50 | 71 | 56 |
| Calcium | Saturated Paste | meq/L | 24.5 | 1.41 | 0.65 |
| Calcium | Saturated Paste | mg/kg | 244 | 20.1 | 7.2 |
| Magnesium | Saturated Paste | meq/L | 18.4 | 1.59 | 0.87 |
| Magnesium | Saturated Paste | mg/kg | 111 | 13.7 | 5.8 |
| Sodium | Saturated Paste | meq/L | 7.81 | 0.45 | 0.64 |
| Sodium | Saturated Paste | mg/kg | 89 | 7 | 8 |
| Potassium | Saturated Paste | meq/L | <0.3 | 0.2 | 0.07 |
| Potassium | Saturated Paste | mg/kg | <5 | 6 | 2 |
| Chloride | Saturated Paste | meq/L | 0.43 | 0.38 | 1.24 |
| Chloride | Saturated Paste | mg/kg | 8 | 10 | 24 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 44.2 | 0.49 | 0.38 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 1060 | 17 | 10 |
| Sulfate-S | Saturated Paste | meq/L | 44.2 | 0.49 | 0.38 |
| Sulfate-S | Saturated Paste | mg/kg | 352 | 5.6 | 3.4 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 7.5 | 7.0 | 6.6 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| Reference Number | 1753400-26 | 1753400-27 | 1753400-28 |
|--------------------|------------------------------------|-----------------------------------|---------------------------------------|
| Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-6 / Ah/Bt / 0-150 / mm | SFC24-13-6 / Bt / 150-300 / mm | SFC24-13-6 / Bt/Cca / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | 0.3 | 1.9 | 0.6 |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-28 | 1753400-29 | 1753400-30 | |
|-----------------------------------|---------------------|--------------------|------------------------------------|---------------------------------|--------------------------------------|-------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-6 / Bt/Cca / 300-500 / mm | SFC24-13-6 / Ca / 500-1000 / mm | SFC24-13-6 / Cca/Ck / 1000-1500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 42 | 42 | 40 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 26 | 24 | 26 | 0.1 |
| Clay | <2 µm | % by weight | 32 | 34 | 34 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.86 | 4.86 | 4.85 | 0.01 |
| SAR | Saturated Paste | | 0.9 | 1.6 | 1.8 | |
| % Saturation | | % | 63 | 57 | 57 | |
| Calcium | Saturated Paste | meq/L | 2.68 | 26.0 | 28.3 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 33.7 | 296 | 323 | |
| Magnesium | Saturated Paste | meq/L | 4.49 | 44.5 | 42.8 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 34.1 | 307 | 295 | |
| Sodium | Saturated Paste | meq/L | 1.73 | 9.76 | 10.5 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 25 | 128 | 138 | |
| Potassium | Saturated Paste | meq/L | 0.1 | 0.3 | 0.3 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 3 | 6 | 7 | |
| Chloride | Saturated Paste | meq/L | 0.33 | 0.41 | 0.57 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 7 | 8 | 12 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 4.90 | 74.9 | 72.0 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 148 | 2050 | 1970 | |
| Sulfate-S | Saturated Paste | meq/L | 4.90 | 74.9 | 72.0 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 49.3 | 683 | 657 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.5 | 8.0 | 7.5 | |

Analytical Report

Bill To: Soil & Forestry Consulting
9228 - 60 Street
Edmonton, AB, Canada
T6B 1N1
Attn: Accounts Payable
Sampled By: RG Proudfoot
Company: Soil & Forestry

Project ID: SFC24-13
Project Name: COVR Migration
Project Location: Blackfoot AB
LSD: SE-12-050-02W4
P.O.:
Proj. Acct. code: SFC24-13

Lot ID: **1753400**
Control Number:
Date Received: Aug 17, 2024
Date Reported: Aug 22, 2024
Report Number: 3036409
Report Type: Final Report

| | | Reference Number | 1753400-31 | 1753400-32 | 1753400-33 | |
|--|---------------------|--------------------|----------------------------------|---------------------------------|------------------------------------|-------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-7 / Au/Btj / 0-150 / mm | SFC24-13-7 / Btj / 150-300 / mm | SFC24-13-7 / Btj/BC / 300-500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | 0.4 | 0.5 | 0.3 |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 26 | 34 | 44 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 48 | 31 | 22 | 0.1 |
| Clay | <2 µm | % by weight | 26 | 35 | 34 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.41 | 0.31 | 0.31 | 0.01 |
| SAR | Saturated Paste | | 0.3 | 0.8 | 0.5 | |
| % Saturation | | % | 69 | 58 | 57 | |
| Calcium | Saturated Paste | meq/L | 1.79 | 0.95 | 1.28 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 24.8 | 10.9 | 14.7 | |
| Magnesium | Saturated Paste | meq/L | 1.45 | 0.92 | 1.19 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 12.2 | 6.4 | 8.3 | |
| Sodium | Saturated Paste | meq/L | 0.40 | 0.74 | 0.60 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 6 | 10 | 8 | |
| Potassium | Saturated Paste | meq/L | 0.31 | 0.1 | 0.1 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 8 | 3 | 3 | |
| Chloride | Saturated Paste | meq/L | 0.19 | 0.98 | 0.14 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 5 | 20 | 3 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 1.87 | 0.94 | 0.34 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 62.5 | 26.1 | 9.4 | |
| Sulfate-S | Saturated Paste | meq/L | 1.88 | 0.94 | 0.34 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 20.8 | 8.7 | 3.1 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.0 | 6.9 | 7.6 | |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-34 | 1753400-35 | 1753400-36 |
|--|---------------------------------|--------------------|---|--|--|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-7 / BC/Cca / 500-1000 / mm | SFC24-13-7 / Cca/Ck / 1000-1500 / mm | SFC24-13-8 / Aue/Btgj / 0-150 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Clay Loam | Loam | |
| Sand | 50 µm - 2 mm | % by weight | 39 | 42 | 36 |
| Silt | 2 µm - 50 µm | % by weight | 27 | 24 | 38 |
| Clay | <2 µm | % by weight | 34 | 34 | 26 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.35 | 0.42 | 0.85 |
| SAR | Saturated Paste | | 0.8 | 1.2 | 2.3 |
| % Saturation | | % | 58 | 54 | 62 |
| Calcium | Saturated Paste | meq/L | 1.36 | 1.22 | 2.53 |
| Calcium | Saturated Paste | mg/kg | 15.6 | 13.2 | 31.4 |
| Magnesium | Saturated Paste | meq/L | 1.23 | 1.40 | 2.33 |
| Magnesium | Saturated Paste | mg/kg | 8.5 | 9.1 | 17.5 |
| Sodium | Saturated Paste | meq/L | 0.92 | 1.32 | 3.61 |
| Sodium | Saturated Paste | mg/kg | 12 | 16 | 52 |
| Potassium | Saturated Paste | meq/L | 0.1 | 0.1 | 0.31 |
| Potassium | Saturated Paste | mg/kg | 3 | 3 | 7 |
| Chloride | Saturated Paste | meq/L | 0.11 | 0.28 | 0.94 |
| Chloride | Saturated Paste | mg/kg | 2 | 5 | 21 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 0.69 | 0.99 | 3.03 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 19.1 | 25.8 | 90.5 |
| Sulfate-S | Saturated Paste | meq/L | 0.69 | 0.99 | 3.03 |
| Sulfate-S | Saturated Paste | mg/kg | 6.4 | 8.6 | 30.2 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 8.2 | 8.1 | 7.3 |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | |
|---------------------------|--|-------------------------------------|---|
| Reference Number | 1753400-36 | 1753400-37 | 1753400-38 |
| Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-8 / Aue/Btgj / 0-150 / mm | SFC24-13-8 / Btgj / 150-300 / mm | SFC24-13-8 / Btgj/Bmgj / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 7 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | 0.6 | <0.3 | 0.3 |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-37 | 1753400-38 | 1753400-39 | |
|-----------------------------------|---------------------|--------------------|-------------------------------------|---|--|----------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-8 / Btgj / 150-300 / mm | SFC24-13-8 / Btgj/Bmgj / 300-500 / mm | SFC24-13-8 / Bmgj/Ccagj / 500- 1000 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 30 | 40 | 42 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 30 | 24 | 22 | 0.1 |
| Clay | <2 µm | % by weight | 40 | 36 | 36 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 1.74 | 0.65 | 0.90 | 0.01 |
| SAR | Saturated Paste | | 2.7 | 4.2 | 2.7 | |
| % Saturation | | % | 68 | 62 | 60 | |
| Calcium | Saturated Paste | meq/L | 8.31 | 1.14 | 2.71 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 113 | 14.1 | 32.8 | |
| Magnesium | Saturated Paste | meq/L | 6.08 | 0.82 | 2.06 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 49.8 | 6.1 | 15.1 | |
| Sodium | Saturated Paste | meq/L | 7.15 | 4.21 | 4.22 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 111 | 60 | 59 | |
| Potassium | Saturated Paste | meq/L | 0.33 | 0.2 | 0.2 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 9 | 4 | 5 | |
| Chloride | Saturated Paste | meq/L | 0.92 | 0.92 | 1.35 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 22 | 20 | 29 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 16.0 | 4.81 | 6.55 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 522 | 143 | 190 | |
| Sulfate-S | Saturated Paste | meq/L | 16.0 | 4.82 | 6.56 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 174 | 47.6 | 63.4 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.3 | 7.6 | 7.6 | |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-40 | 1753400-41 | 1753400-42 | |
|-----------------------------------|---------------------|--------------------|---|---|-------------------------------------|-------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-8 / Ccagi/Ckgj / 1000- 1500 / mm | SFC24-13-9 / Ah/Bm/cga / 0-150 / mm | SFC24-13-9 / Cca1 / 150-300 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 38 | 39 | 41 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 24 | 29 | 23 | 0.1 |
| Clay | <2 µm | % by weight | 38 | 32 | 36 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.96 | 0.60 | 0.47 | 0.01 |
| SAR | Saturated Paste | | 1.6 | 0.3 | 0.9 | |
| % Saturation | | % | 58 | 63 | 65 | |
| Calcium | Saturated Paste | meq/L | 4.29 | 3.74 | 2.50 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 49.7 | 47.4 | 32.5 | |
| Magnesium | Saturated Paste | meq/L | 3.07 | 2.63 | 1.93 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 21.5 | 20.2 | 15.2 | |
| Sodium | Saturated Paste | meq/L | 3.16 | 0.51 | 1.35 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 42 | 7 | 20 | |
| Potassium | Saturated Paste | meq/L | 0.2 | 0.33 | 0.2 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 4 | 8 | 4 | |
| Chloride | Saturated Paste | meq/L | 0.65 | 1.36 | 1.00 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 13 | 31 | 23 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 8.66 | 0.70 | 0.61 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 241 | 21.3 | 19 | |
| Sulfate-S | Saturated Paste | meq/L | 8.66 | 0.70 | 0.61 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 80.2 | 7.1 | 6.3 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 8.0 | 7.6 | 7.9 | |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | |
|---------------------------|---|-------------------------------------|-------------------------------------|
| Reference Number | 1753400-41 | 1753400-42 | 1753400-43 |
| Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-9 / Ah/Bm/cca / 0-150 / mm | SFC24-13-9 / Cca1 / 150-300 / mm | SFC24-13-9 / Cca1 / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 9 | <5 | 7 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | <0.3 | 1.1 | 0.3 |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-43 | 1753400-44 | 1753400-45 | |
|-----------------------------------|---------------------|--------------------|-------------------------------------|---|-------------------------------------|-------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-9 / Cca1 / 300-500 / mm | SFC24-13-9 / Cca1/Cca2 / 500- 1000 / mm | SFC24-13-9 / Ck / 1000-1500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 44 | 42 | 42 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 24 | 24 | 24 | 0.1 |
| Clay | <2 µm | % by weight | 32 | 34 | 34 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.17 | 1.14 | 2.19 | 0.01 |
| SAR | Saturated Paste | | 0.8 | 5.2 | 5.4 | |
| % Saturation | | % | 55 | 54 | 60 | |
| Calcium | Saturated Paste | meq/L | 0.60 | 1.58 | 2.4 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 6.6 | 17.1 | 29 | |
| Magnesium | Saturated Paste | meq/L | 0.40 | 3.07 | 10.9 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 2.7 | 20.0 | 79.5 | |
| Sodium | Saturated Paste | meq/L | 0.57 | 7.91 | 13.9 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 7 | 98 | 192 | |
| Potassium | Saturated Paste | meq/L | 0.2 | 0.2 | 0.5 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 4 | 5 | 10 | |
| Chloride | Saturated Paste | meq/L | 0.25 | 1.19 | 1.96 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 5 | 23 | 42 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.40 | 7.57 | 21.7 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 10 | 196 | 627 | |
| Sulfate-S | Saturated Paste | meq/L | 0.40 | 7.57 | 21.7 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 3.5 | 65.3 | 209 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.5 | 8.2 | 8.4 | |

Analytical Report

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|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-46 | 1753400-47 | 1753400-48 | |
|-----------------------------------|---------------------|--------------------|--|---------------------------------------|--|-------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-10 / Ahe/Aegj/Btgj / 0-150 / mm | SFC24-13-10 / Btgj1 / 150-300 / mm | SFC24-13-10 / Btgj1/Btgj2 / 300-500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 22 | 10 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | <0.3 | <0.3 | 0.3 |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Silt Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 25 | 36 | 40 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 51 | 30 | 26 | 0.1 |
| Clay | <2 µm | % by weight | 24 | 34 | 34 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.45 | 0.50 | 0.46 | 0.01 |
| SAR | Saturated Paste | | 0.3 | 0.5 | 2.6 | |
| % Saturation | | % | 57 | 56 | 62 | |
| Calcium | Saturated Paste | meq/L | 2.34 | 2.30 | 1.38 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 26.8 | 25.9 | 17.2 | |
| Magnesium | Saturated Paste | meq/L | 1.25 | 1.42 | 1.28 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 8.6 | 9.7 | 9.7 | |
| Sodium | Saturated Paste | meq/L | 0.42 | 0.63 | 3.05 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 5 | 8 | 44 | |
| Potassium | Saturated Paste | meq/L | 0.60 | 0.45 | 0.1 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 13 | 10 | 3 | |
| Chloride | Saturated Paste | meq/L | 1.44 | 2.29 | 0.55 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 29 | 46 | 12 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.75 | 0.73 | 0.92 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 20.6 | 19.8 | 27.5 | |
| Sulfate-S | Saturated Paste | meq/L | 0.75 | 0.73 | 0.92 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 6.9 | 6.6 | 9.2 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.6 | 7.5 | 8.1 | |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | Reference Number | 1753400-49 | 1753400-50 | 1753400-51 |
|--|---------------------------------|--------------------|--|---|-------------------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-10 / Btgj2/Ccagj / 500- 1000 / mm | SFC24-13-10 / Ccagj / 1000-1500 / mm | SFC24-13-11 / Ap/Bm / 0-150 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 44 | 44 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 24 | 22 | 0.1 |
| Clay | <2 µm | % by weight | 32 | 34 | 0.1 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.17 | 0.31 | 0.01 |
| SAR | Saturated Paste | | 0.8 | 0.5 | 0.6 |
| % Saturation | | % | 57 | 55 | 65 |
| Calcium | Saturated Paste | meq/L | 0.55 | 1.57 | 0.75 |
| Calcium | Saturated Paste | mg/kg | 6.3 | 17.2 | 9.8 |
| Magnesium | Saturated Paste | meq/L | 0.36 | 0.92 | 0.59 |
| Magnesium | Saturated Paste | mg/kg | 2.5 | 6.1 | 4.6 |
| Sodium | Saturated Paste | meq/L | 0.55 | 0.51 | 0.52 |
| Sodium | Saturated Paste | mg/kg | 7 | 6 | 8 |
| Potassium | Saturated Paste | meq/L | 0.2 | 0.1 | 0.2 |
| Potassium | Saturated Paste | mg/kg | 3 | 2 | 5 |
| Chloride | Saturated Paste | meq/L | 0.39 | 0.99 | 0.43 |
| Chloride | Saturated Paste | mg/kg | 8 | 19 | 10 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 0.57 | 0.69 | 0.38 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 16 | 18.1 | 12 |
| Sulfate-S | Saturated Paste | meq/L | 0.57 | 0.69 | 0.38 |
| Sulfate-S | Saturated Paste | mg/kg | 5.2 | 6.0 | 4.0 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 7.5 | 8.2 | 7.1 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | |
|---------------------------|-------------------------------------|--|--------------------------------------|
| Reference Number | 1753400-51 | 1753400-52 | 1753400-53 |
| Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| Sample Time | NA | NA | NA |
| Sample Location | | | |
| Sample Description | SFC24-13-11 / Ap/Bm / 0-150 / mm | SFC24-13-11 / Bm/Bt / 150-300 / mm | SFC24-13-11 / Cca1 / 300-500 / mm |
| Matrix | Soil | Soil | Soil |

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|----------------------------|---------------------|-------|---------|---------|---------|-------------------------|
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | <5 | <5 | <5 | 5 |
| Ammonium - N | Available-dry basis | mg/kg | <0.3 | 0.5 | <0.3 | 0.3 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | Reference Number | 1753400-52 | 1753400-53 | 1753400-54 |
|-----------------------------------|---------------------|-------------|--------------------|--|--------------------------------------|--|
| | | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | | Sample Time | NA | NA | NA |
| | | | Sample Location | | | |
| | | | Sample Description | SFC24-13-11 / Bm/Bt / 150-300 / mm | SFC24-13-11 / Cca1 / 300-500 / mm | SFC24-13-11 / CCa1/Cca2 / 500- 1000 / mm |
| | | | Matrix | Soil | Soil | Soil |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 40 | 44 | 40 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 26 | 22 | 28 | 0.1 |
| Clay | <2 µm | % by weight | 34 | 34 | 32 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.22 | 1.03 | 1.33 | 0.01 |
| SAR | Saturated Paste | | 1.3 | 1.0 | 1.2 | |
| % Saturation | | % | 61 | 58 | 58 | |
| Calcium | Saturated Paste | meq/L | 0.55 | 4.86 | 6.62 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 6.7 | 56.2 | 77.0 | |
| Magnesium | Saturated Paste | meq/L | 0.52 | 4.56 | 6.75 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 3.9 | 31.9 | 47.5 | |
| Sodium | Saturated Paste | meq/L | 0.94 | 2.17 | 3.04 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 13 | 29 | 41 | |
| Potassium | Saturated Paste | meq/L | 0.08 | 0.2 | 0.2 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 2 | 3 | 4 | |
| Chloride | Saturated Paste | meq/L | 0.89 | 1.43 | 1.33 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 19 | 29 | 27 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 0.45 | 7.99 | 13.3 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 13 | 222 | 371 | |
| Sulfate-S | Saturated Paste | meq/L | 0.45 | 7.99 | 13.3 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 4.4 | 73.8 | 124 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 7.2 | 8.1 | 8.0 | |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | Proj. Acct. code: SFC24-13 | |

| | | Reference Number | 1753400-55 | 1753400-56 | 1753400-57 |
|--|---------------------------------|--------------------|---|-------------------------------------|---|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | Sample Time | NA | NA | NA |
| | | Sample Location | | | |
| | | Sample Description | SFC24-13-11 / Cca2/Cca3 / 1000- 1500 / mm | SFC24-13-12 / Ah/Bm / 0-150 / mm | SFC24-13-12 / Bm/Btj / 150-300 / mm |
| | | Matrix | Soil | Soil | Soil |
| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | |
| Texture | | Clay Loam | Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 41 | 34 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 25 | 40 | 0.1 |
| Clay | <2 µm | % by weight | 34 | 26 | 0.1 |
| Salinity | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 1.68 | 0.40 | 0.01 |
| SAR | Saturated Paste | | 1.4 | 0.3 | 0.4 |
| % Saturation | | % | 53 | 66 | 74 |
| Calcium | Saturated Paste | meq/L | 7.79 | 2.14 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 82.9 | 28.4 | 15.3 |
| Magnesium | Saturated Paste | meq/L | 9.23 | 1.31 | 0.74 |
| Magnesium | Saturated Paste | mg/kg | 59.4 | 10.6 | 6.6 |
| Sodium | Saturated Paste | meq/L | 4.23 | 0.40 | 0.35 |
| Sodium | Saturated Paste | mg/kg | 52 | 6 | 6 |
| Potassium | Saturated Paste | meq/L | 0.2 | 0.50 | 0.2 |
| Potassium | Saturated Paste | mg/kg | 4 | 13 | 6 |
| Chloride | Saturated Paste | meq/L | 1.19 | 0.40 | 0.52 |
| Chloride | Saturated Paste | mg/kg | 23 | 9 | 13 |
| Sulfate (SO ₄) | Saturated Paste | meq/L | 18.9 | 0.94 | 0.67 |
| Sulfate (SO ₄) | Saturated Paste | mg/kg | 483 | 30.0 | 23.6 |
| Sulfate-S | Saturated Paste | meq/L | 18.9 | 0.94 | 0.67 |
| Sulfate-S | Saturated Paste | mg/kg | 161 | 10.0 | 7.9 |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 |
| Soil Acidity | | | | | |
| pH | 1:2 Soil:CaCl ₂ sol. | pH | 8.3 | 7.5 | 7.9 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
|--|--|--|

| | | Reference Number | 1753400-56 | 1753400-57 | 1753400-58 | |
|---------------------|-----------|--------------------|-------------------------------------|---|---|----------------------------|
| | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 | |
| | | Sample Time | NA | NA | NA | |
| | | Sample Location | | | | |
| | | Sample Description | SFC24-13-12 / Ah/Bm / 0-150 / mm | SFC24-13-12 / Bm/Btj / 150-300 / mm | SFC24-13-12 / Btj/Cca1 / 300-500 / mm | |
| | | Matrix | Soil | Soil | Soil | |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Available Nutrients | | | | | | |
| Phosphorus | Available | µg/g | 5 | <5 | <5 | 5 |

Analytical Report

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | | |

| | | | Reference Number | 1753400-58 | 1753400-59 | 1753400-60 |
|-----------------------------------|---------------------|-------------|--------------------|---|--|---|
| | | | Sample Date | Aug 15, 2024 | Aug 15, 2024 | Aug 15, 2024 |
| | | | Sample Time | NA | NA | NA |
| | | | Sample Location | | | |
| | | | Sample Description | SFC24-13-12 / Btj/Cca1 / 300-500 / mm | SFC24-13-12 / Cca1/Cca2 / 500- 1000 / mm | SFC24-13-12 / Cca2/Cca3 / 1000- 1500 / mm |
| | | | Matrix | Soil | Soil | Soil |
| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
| Physical and Aggregate Properties | | | | | | |
| Texture | | | Clay Loam | Clay Loam | Clay Loam | |
| Sand | 50 µm - 2 mm | % by weight | 42 | 40 | 34 | 0.1 |
| Silt | 2 µm - 50 µm | % by weight | 30 | 26 | 28 | 0.1 |
| Clay | <2 µm | % by weight | 28 | 34 | 38 | 0.1 |
| Salinity | | | | | | |
| Electrical Conductivity | Saturated Paste | dS/m | 0.38 | 0.42 | 0.47 | 0.01 |
| SAR | Saturated Paste | | 0.4 | 0.6 | 0.8 | |
| % Saturation | | % | 60 | 55 | 62 | |
| Calcium | Saturated Paste | meq/L | 2.05 | 1.73 | 1.59 | 0.01 |
| Calcium | Saturated Paste | mg/kg | 24.6 | 19.0 | 19.8 | |
| Magnesium | Saturated Paste | meq/L | 1.52 | 1.78 | 1.99 | 0.02 |
| Magnesium | Saturated Paste | mg/kg | 11.0 | 11.8 | 15.0 | |
| Sodium | Saturated Paste | meq/L | 0.56 | 0.83 | 1.10 | 0.04 |
| Sodium | Saturated Paste | mg/kg | 8 | 10 | 16 | |
| Potassium | Saturated Paste | meq/L | 0.28 | 0.30 | 0.33 | 0.03 |
| Potassium | Saturated Paste | mg/kg | 7 | 6 | 8 | |
| Chloride | Saturated Paste | meq/L | 0.37 | 0.22 | 0.24 | 0.06 |
| Chloride | Saturated Paste | mg/kg | 8 | 4 | 5 | |
| Sulfate (SO4) | Saturated Paste | meq/L | 1.70 | 2.11 | 2.67 | 0.06 |
| Sulfate (SO4) | Saturated Paste | mg/kg | 48.8 | 55.5 | 80.2 | |
| Sulfate-S | Saturated Paste | meq/L | 1.70 | 2.11 | 2.67 | 0.06 |
| Sulfate-S | Saturated Paste | mg/kg | 16.3 | 18.5 | 26.7 | |
| TGR | Saturated Paste | T/ac | <0.1 | <0.1 | <0.1 | |
| Soil Acidity | | | | | | |
| pH | 1:2 Soil:CaCl2 sol. | pH | 8.1 | 7.7 | 7.7 | |

Approved by:



Jimmy Tran
Operations Manager

Data have been validated by Analytical Quality Control and Element's Integrated Data Validation System (IDVS).

Generation and distribution of the report, and approval by the digitalized signature above, are performed through a secure and controlled automatic process.

Methodology and Notes

| | | |
|--|--|--|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Migration Project Location: Blackfoot AB LSD: SE-12-050-02W4 P.O.: | Lot ID: 1753400 Control Number: Date Received: Aug 17, 2024 Date Reported: Aug 22, 2024 Report Number: 3036409 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: RG Proudfoot Company: Soil & Forestry | Proj. Acct. code: SFC24-13 | |

Method of Analysis

| Method Name | Reference | Method | Date Analysis Started | Location |
|---|---------------------------|--|-----------------------|-------------------------------|
| 1:5 Water Soluble Extraction | APHA | * Colorimetric Method, 3500-Cr B | Aug 18, 2024 | Element Edmonton - Roper Road |
| 1:5 Water Soluble Extraction | McKeague | * Soluble Salts in Extracts of 1:5 Soil:Water Mixtures, 3.23 | Aug 18, 2024 | Element Edmonton - Roper Road |
| Ammonium-N (Extractable) in Soil | Carter | * Extraction of NO ₃ -N and NH ₄ -N with 2.0 M KCl, 6.2 | Aug 20, 2024 | Element Edmonton - Roper Road |
| Ammonium-N (Extractable) in Soil | Carter | * Extraction of NO ₃ -N and NH ₄ -N with 2.0 M KCl, 6.2 | Aug 21, 2024 | Element Edmonton - Roper Road |
| BTEX-CCME - Soil | CCME | * Reference Method for Canada-Wide Standard for PHC in Soil, CWS PHCS TIER 1 | Aug 19, 2024 | Element Calgary |
| BTEX-CCME - Soil | US EPA | * Volatile Organic Compounds in Various Sample Matrices Using Equilibrium Headspace Analysis/Gas Chromatography Mass Spectrometry, 5021/8260 | Aug 19, 2024 | Element Calgary |
| Metals ICP (Hot Block) in soil | EPA | * Sample Preparation Procedure for Spectrochemical Determination of Total Recoverable Elements, October 1999, 200.2 | Aug 20, 2024 | Element Edmonton - Roper Road |
| Metals ICP (Hot Block) in soil | US EPA | * Determination of Trace Elements in Waters and Wastes by ICP-MS, 200.8 | Aug 20, 2024 | Element Edmonton - Roper Road |
| Nutrients in General Soil | Comm. Soil Sci. Pl. Anal. | * Modified Kelowna Soil Test, Vol 26, 1995 | Aug 18, 2024 | Element Edmonton - Roper Road |
| Particle Size Analysis - GS | Carter | * Hydrometer Method, 55.3 | Aug 18, 2024 | Element Edmonton - Roper Road |
| Particle Size by Wet Sieve | ASTM | * Standard Test Method for Materials Finer than 75-um (No. 200) Sieve in Mineral Aggregates by Washing, C 117-17 | Aug 18, 2024 | Element Edmonton - Roper Road |
| Particle Size by Wet Sieve | Carter | * Procedure for Particle Size Separation, 55.2.3 | Aug 18, 2024 | Element Edmonton - Roper Road |
| pH by CaCl ₂ (1:2 ratio) in soil | McKeague | * pH in 0.01M Calcium Chloride, 3.11 | Aug 18, 2024 | Element Edmonton - Roper Road |
| pH by CaCl ₂ (1:2 ratio) in soil | McKeague | * pH in 0.01M Calcium Chloride, 3.11 | Aug 18, 2024 | Element Edmonton - Roper Road |
| Saturated Paste in General Soil | Carter | * Electrical Conductivity and Soluble Ions, Chapter 15 | Aug 18, 2024 | Element Edmonton - Roper Road |
| TEH-CCME-Soil (Shake) | CCME | * Reference Method for Canada-Wide Standard for PHC in Soil, CWS PHCS TIER 1 | Aug 19, 2024 | Element Calgary |

* Reference Method Modified

References

| | |
|---------------------|--|
| APHA | Standard Methods for the Examination of Water and Wastewater |
| ASTM | Annual Book of ASTM Standards |
| Carter | Soil Sampling and Methods of Analysis. |
| CCME | Canadian Council of Ministers of the Environment |
| Comm. Soil Sci. Pl. | Communications in Soil Science and Plant Analysis |

Methodology and Notes

| | | |
|-------------------------------------|--------------------------------|-----------------------------|
| Bill To: Soil & Forestry Consulting | Project ID: SFC24-13 | Lot ID: 1753400 |
| 9228 - 60 Street | Project Name: COVR Migration | Control Number: |
| Edmonton, AB, Canada | Project Location: Blackfoot AB | Date Received: Aug 17, 2024 |
| T6B 1N1 | LSD: SE-12-050-02W4 | Date Reported: Aug 22, 2024 |
| Attn: Accounts Payable | P.O.: | Report Number: 3036409 |
| Sampled By: RG Proudfoot | Proj. Acct. code: SFC24-13 | Report Type: Final Report |
| Company: Soil & Forestry | | |

| | |
|----------|---|
| EPA | Environmental Protection Agency Test Methods - US |
| McKeague | Manual on Soil Sampling and Methods of Analysis |
| US EPA | US Environmental Protection Agency Test Methods |

Please direct any inquiries regarding this report to our Client Services group.

Results relate only to samples as submitted.

The test report shall not be reproduced except in full, without the written approval of the laboratory.

Report Transmission Cover Page

| | | |
|--|--|---|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Blackfoot Wastewater Irrig. Project Location: Blackfoot, Alberta LSD: SW-12-050-02W4M P.O.: | Lot ID: 1756468 Control Number: Date Received: Aug 30, 2024 Date Reported: Sep 6, 2024 Report Number: 3041001 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: Company: | Proj. Acct. code: SFC24-13 | |

| Contact | Company | Address |
|-------------------|----------------------------|---|
| Accounts Payable | Soil & Forestry Consulting | 9228 - 60 Street Edmonton, AB T6B 1N1 Phone: (780) 413-9089 Fax: (780) 469-2621 Email: georann@telus.net |
| <u>Delivery</u> | <u>Format</u> | <u>Deliverables</u> |
| Email - Merge | PDF | COC / Invoice |
| Robert Proudfoot | Soil & Forestry Consulting | 9228 - 60 Street Edmonton, AB T6B 1N1 Phone: (780) 465-6083 Fax: (780) 469-2621 Email: georann@telus.net |
| <u>Delivery</u> | <u>Format</u> | <u>Deliverables</u> |
| Email - Merge | PDF | COA / COC |
| Email - Merge | PDF | COC / Invoice |
| Email - Merge | PDF | COC / Test Report |
| Soil and Forestry | Soil & Forestry Consulting | 9228 - 60 Street NW Edmonton, AB T6B 1N1 Phone: (780) 465-6083 Fax: Email: soilandforestry@gmail.com |
| <u>Delivery</u> | <u>Format</u> | <u>Deliverables</u> |
| Email - Merge | PDF | COA / COC |
| Email - Merge | PDF | COC / Invoice |
| Email - Merge | PDF | COC / Test Report |

Notes To Clients:

- Upon receipt, sample had exceeded recommended temperature for bacterial analysis.

Analytical Report

| | | |
|--|--|---|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Blackfoot Wastewater Irrig. Project Location: Blackfoot, Alberta LSD: SW-12-050-02W4M P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1756468 Control Number: Date Received: Aug 30, 2024 Date Reported: Sep 6, 2024 Report Number: 3041001 Report Type: Final Report |
| Attn: Accounts Payable Sampled By: Company: | | |

Reference Number 1756468-1
Sample Date Aug 29, 2024
Sample Time 13:00
Sample Location
Sample Description SFC24-13 Lagoon
Water / Treated
Sewage Wastewater
Effluent / 22.0 °C

Matrix Water

| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
|---|--------------------|---------|----------|---------|-------------------------|
| Aggregate Organic Constituents | | | | | |
| Biochemical Oxygen Demand | 5 Day | mg/L | 6 | | 4 |
| Chemical Oxygen Demand | | mg/L | 40 | | 5 |
| Inorganic Nonmetallic Parameters | | | | | |
| Ammonia - N | | mg/L | 7.11 | | 0.025 |
| Ammonium/Ammonia Preservation | | | Yes | | |
| Dissolved Phosphorus Preservation | | | Yes | | |
| Phosphorus | Dissolved | mg/L | 4.48 | | 0.05 |
| Kjeldahl Nitrogen | Total | mg/L | 11.4 | | 0.1 |
| Organic Carbon | Total Nonpurgeable | mg/L | 45.5 | | 0.5 |
| Metals Dissolved | | | | | |
| Silicon | Dissolved | mg/L | 5.46 | | 0.05 |
| Sulfur | Dissolved | mg/L | 101 | | 0.3 |
| Aluminum | Dissolved | mg/L | 0.004 | | 0.002 |
| Antimony | Dissolved | mg/L | 0.0004 | | 0.0002 |
| Arsenic | Dissolved | mg/L | 0.0027 | | 0.0002 |
| Barium | Dissolved | mg/L | 0.007 | | 0.001 |
| Beryllium | Dissolved | mg/L | <0.0001 | | 0.0001 |
| Bismuth | Dissolved | mg/L | <0.0005 | | 0.0005 |
| Boron | Dissolved | mg/L | 0.318 | | 0.002 |
| Cadmium | Dissolved | mg/L | <0.00001 | | 0.00001 |
| Chromium | Dissolved | mg/L | <0.0005 | | 0.0005 |
| Cobalt | Dissolved | mg/L | 0.0005 | | 0.0001 |
| Copper | Dissolved | mg/L | 0.0008 | | 0.0002 |
| Lead | Dissolved | mg/L | <0.0001 | | 0.0001 |
| Lithium | Dissolved | mg/L | 0.050 | | 0.001 |
| Molybdenum | Dissolved | mg/L | <0.001 | | 0.001 |
| Nickel | Dissolved | mg/L | 0.0034 | | 0.0005 |
| Selenium | Dissolved | mg/L | 0.0007 | | 0.0002 |
| Silver | Dissolved | mg/L | <0.00001 | | 0.00001 |
| Strontium | Dissolved | mg/L | 0.816 | | 0.001 |
| Thallium | Dissolved | mg/L | <0.00005 | | 0.00005 |
| Tin | Dissolved | mg/L | <0.001 | | 0.001 |
| Titanium | Dissolved | mg/L | <0.0005 | | 0.0005 |
| Uranium | Dissolved | mg/L | 0.0053 | | 0.0005 |

Analytical Report

| | | |
|--|--|---|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 Project Name: COVR Blackfoot Wastewater Irrig. Project Location: Blackfoot, Alberta LSD: SW-12-050-02W4M P.O.: Proj. Acct. code: SFC24-13 | Lot ID: 1756468 Control Number: Date Received: Aug 30, 2024 Date Reported: Sep 6, 2024 Report Number: 3041001 Report Type: Final Report |
| Attn: Accounts Payable | | |
| Sampled By: | | |
| Company: | | |

Reference Number 1756468-1
Sample Date Aug 29, 2024
Sample Time 13:00
Sample Location
Sample Description SFC24-13 Lagoon
Water / Treated
Sewage Wastewater
Effluent / 22.0 °C

Matrix Water

| Analyte | | Units | Results | Results | Results | Nominal Detection Limit |
|--|---------------------|------------|--------------|---------|---------|-------------------------|
| Metals Dissolved - Continued | | | | | | |
| Vanadium | Dissolved | mg/L | 0.0005 | | | 0.0001 |
| Zinc | Dissolved | mg/L | 0.002 | | | 0.001 |
| Subsample | | | Lab Filtered | | | |
| Metals Total | | | | | | |
| Mercury | Total | mg/L | <0.000005 | | | 0.000005 |
| Microbiological Analysis | | | | | | |
| Total Coliforms | Membrane Filtration | CFU/100 mL | 2100 | | | 1 |
| Thermotolerant (Fecal) Coliforms | Membrane Filtration | CFU/100 mL | 610 | | | 1 |
| Physical and Aggregate Properties | | | | | | |
| Solids | Total Suspended | mg/L | 4 | | | 2 |
| Routine Water | | | | | | |
| pH | | | 7.85 | | | 1 |
| Temp. of observed pH | | °C | 21.5 | | | |
| Electrical Conductivity | at 25 °C | µS/cm | 1790 | | | 1 |
| Calcium | Dissolved | mg/L | 86.5 | | | 0.2 |
| Magnesium | Dissolved | mg/L | 76.8 | | | 0.2 |
| Sodium | Dissolved | mg/L | 187 | | | 0.4 |
| Potassium | Dissolved | mg/L | 18.4 | | | 0.4 |
| Iron | Dissolved | mg/L | 0.02 | | | 0.01 |
| Manganese | Dissolved | mg/L | 0.009 | | | 0.005 |
| Chloride | Dissolved | mg/L | 176 | | | 0.4 |
| Nitrate - N | | mg/L | <0.01 | | | 0.01 |
| Nitrite - N | | mg/L | <0.005 | | | 0.005 |
| Nitrate and Nitrite - N | | mg/L | <0.01 | | | 0.01 |
| Sulfate (SO4) | Dissolved | mg/L | 304 | | | 0.9 |
| Hydroxide | | mg/L | <5 | | | |
| Carbonate | | mg/L | <6 | | | |
| Bicarbonate | | mg/L | 466 | | | |
| P-Alkalinity | as CaCO3 | mg/L | <5 | | | 5 |
| T-Alkalinity | as CaCO3 | mg/L | 383 | | | 5 |
| Total Dissolved Solids | Calculated | mg/L | 1090 | | | 1 |
| Hardness | Dissolved as CaCO3 | mg/L | 532 | | | |
| Ionic Balance | Dissolved | % | 104 | | | |
| SAR | Dissolved | | 3.5 | | | |

Analytical Report

| | | | | | |
|-------------|----------------------------|-------------------|--------------------|-----------------|----------------|
| Bill To: | Soil & Forestry Consulting | Project ID: | SFC24-13 | Lot ID: | 1756468 |
| | 9228 - 60 Street | Project Name: | COVR Blackfoot | Control Number: | |
| | Edmonton, AB, Canada | | Wastewater Irrig. | Date Received: | Aug 30, 2024 |
| | T6B 1N1 | Project Location: | Blackfoot, Alberta | Date Reported: | Sep 6, 2024 |
| Attn: | Accounts Payable | LSD: | SW-12-050-02W4M | Report Number: | 3041001 |
| Sampled By: | | P.O.: | | Report Type: | Final Report |
| Company: | | Proj. Acct. code: | SFC24-13 | | |

| | |
|--------------------|---|
| Reference Number | 1756468-1 |
| Sample Date | Aug 29, 2024 |
| Sample Time | 13:00 |
| Sample Location | |
| Sample Description | SFC24-13 Lagoon Water / Treated Sewage Wastewater Effluent / 22.0 °C |

| | |
|--------|-------|
| Matrix | Water |
|--------|-------|

| Analyte | Units | Results | Results | Results | Nominal Detection Limit |
|---|-------|---------|---------|---------|-------------------------|
| Mono-Aromatic Hydrocarbons - Water | | | | | |
| Benzene | mg/L | <0.001 | | | 0.001 |
| Toluene | mg/L | <0.0004 | | | 0.0004 |
| Ethylbenzene | mg/L | <0.0010 | | | 0.0010 |
| Total Xylenes (m,p,o) | mg/L | <0.001 | | | 0.001 |

Approved by:

Anthony Neumann, MSc
General Manager

Data have been validated by Analytical Quality Control and Element's Integrated Data Validation System (IDVS).

Generation and distribution of the report, and approval by the digitized signature above, are performed through a secure and controlled automatic process.

Methodology and Notes

| | | |
|--|---|-----------------------------|
| Bill To: Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: SFC24-13 | Lot ID: 1756468 |
| Attn: Accounts Payable | Project Name: COVR Blackfoot Wastewater Irrig. | Control Number: |
| Sampled By: | Project Location: Blackfoot, Alberta | Date Received: Aug 30, 2024 |
| Company: | LSD: SW-12-050-02W4M | Date Reported: Sep 6, 2024 |
| | P.O.: | Report Number: 3041001 |
| | Proj. Acct. code: SFC24-13 | Report Type: Final Report |

Method of Analysis

| Method Name | Reference | Method | Date Analysis Started | Location |
|--|------------|--|-----------------------|-------------------------------|
| Alkalinity, pH, and EC in water | APHA | * Alkalinity - Titration Method, 2320 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Alkalinity, pH, and EC in water | APHA | * Conductivity, 2510 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Alkalinity, pH, and EC in water | APHA | * pH - Electrometric Method, 4500-H+ B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Ammonium-N in Water | APHA | * Automated Phenate Method, 4500-NH3 G | Sep 05, 2024 | Element Edmonton - Roper Road |
| Anions (Routine) by Ion Chromatography | APHA | * Ion Chromatography with Chemical Suppression of Eluent Cond., 4110 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Approval-Edmonton | APHA | Checking Correctness of Analyses, 1030 E | Sep 04, 2024 | Element Edmonton - Roper Road |
| BOD in water | APHA | * BOD: 5-Day Test, 5210 B | Sep 04, 2024 | Element Edmonton - Roper Road |
| BTEX-CCME - Water | US EPA | * Volatile Organic Compounds in Various Sample Matrices Using Equilibrium Headspace Analysis/Gas Chromatography Mass Spectrometry, 5021/8260 | Aug 31, 2024 | Element Calgary |
| Carbon Organic (Total) in water (TOC) | APHA | High-Temperature Combustion Method, 5310 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Chemical Oxygen Demand in water | APHA | * Closed Reflux, Colorimetric Method, 5220 D | Sep 03, 2024 | Element Edmonton - Roper Road |
| Chloride in Water | APHA | * Automated Ferricyanide Method, 4500-Cl- E | Sep 03, 2024 | Element Edmonton - Roper Road |
| Coliforms - Membrane Filtration | APHA | Fecal Coliform Membrane Filter Procedure, 9222 D | Aug 31, 2024 | Element Calgary |
| Coliforms - Membrane Filtration | APHA | Standard Total Coliform Membrane Filter Procedure, 9222 B | Aug 31, 2024 | Element Calgary |
| Mercury (Total) in water | EPA | * Mercury in Water by Cold Vapor Atomic Fluorescence Spectrometry, 245.7 | Sep 05, 2024 | Element Edmonton - Roper Road |
| Metals ICP-MS (Dissolved) in water | APHA/USEPA | * Metals By Inductively Coupled Plasma/Mass Spectrometry, APHA 3125 B / USEPA 200.2, 200.8 | Sep 03, 2024 | Element Edmonton - Roper Road |
| Metals ICP-MS (Dissolved) in water | US EPA | * Determination of Trace Elements in Waters and Wastes by ICP-MS, 200.8 | Sep 03, 2024 | Element Edmonton - Roper Road |
| Metals Trace (Dissolved) in water | APHA | Hardness by Calculation, 2340 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Metals Trace (Dissolved) in water | APHA | * Inductively Coupled Plasma (ICP) Method, 3120 B | Sep 03, 2024 | Element Edmonton - Roper Road |
| Phosphorus - Dissolved in Water | APHA | * Automated Ascorbic Acid Reduction Method, 4500-P F | Sep 05, 2024 | Element Edmonton - Roper Road |
| Solids Suspended (Total, Fixed and Volatile) | APHA | * Total Suspended Solids Dried at 103-105°C, 2540 D | Sep 05, 2024 | Element Edmonton - Roper Road |
| Total and Kjeldahl Nitrogen (Total) in Water | ISO | * Water Quality - Determination of nitrogen, ISO/TR 11905-2 | Sep 03, 2024 | Element Edmonton - Roper Road |

* Reference Method Modified

Methodology and Notes

| | | | | | |
|-------------|---|-------------------|-------------------------------------|-----------------|----------------|
| Bill To: | Soil & Forestry Consulting 9228 - 60 Street Edmonton, AB, Canada T6B 1N1 | Project ID: | SFC24-13 | Lot ID: | 1756468 |
| Attn: | Accounts Payable | Project Name: | COVR Blackfoot Wastewater Irrig. | Control Number: | |
| Sampled By: | | Project Location: | Blackfoot, Alberta | Date Received: | Aug 30, 2024 |
| Company: | | LSD: | SW-12-050-02W4M | Date Reported: | Sep 6, 2024 |
| | | P.O.: | | Report Number: | 3041001 |
| | | Proj. Acct. code: | SFC24-13 | Report Type: | Final Report |

References

| | |
|------------|--|
| APHA | Standard Methods for the Examination of Water and Wastewater |
| APHA/USEPA | Standard Methods For Water/ Environmental Protection Agency |
| EPA | Environmental Protection Agency Test Methods - US |
| ISO | International Organization for Standardization |
| US EPA | US Environmental Protection Agency Test Methods |

Comments:

- Upon receipt, sample had exceeded recommended temperature for bacterial analysis.

Please direct any inquiries regarding this report to our Client Services group.

Results relate only to samples as submitted.

The test report shall not be reproduced except in full, without the written approval of the laboratory.

APPENDIX D
Detailed Topography Survey Map, SE 12-50-02 W4M
(Provided by MPE – a Division of Englobe)



- NOTES:
1. BOLD ITEMS INDICATE WORK TO BE COMPLETED AND LIGHT ITEMS INDICATE EXISTING CONDITIONS.
 2. BOREHOLE LOCATIONS ARE APPROXIMATE ONLY.
 3. THE CONTRACTOR SHALL CALL ALBERTA ONE-CALL AT 1-800-242-3447 AT LEAST THREE (3) WORKING DAYS PRIOR TO BEGINNING ANY EXCAVATION OR REMOVALS.
 4. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL GAS LINE CROSSINGS WITH UTILITY COMPANY.
 5. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE BARRICADES, CONSTRUCTION SIGNAGE, TRAFFIC CONTROL, AND FLAGPERSONS.
 6. THE CONTRACTOR IS RESPONSIBLE FOR MEETING OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
 7. MAINTAIN SEPARATE STOCKPILE OF SELECT CLAY MATERIAL TO BE LATER USED FOR CONSTRUCTION OF STRUCTURAL EARTHWORK FILL EMBANKMENTS FOR LAGOON CONSTRUCTION AND FOR BACKFILL AND LANDSCAPING AROUND LAGOON SITE.
 8. DESLUDGE EXISTING FACULTATIVE CELL.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS

| | | |
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| | | |
| ISSUE | YY-MM-DD | REVISION |

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| | | | |
|----------------------------------|----------------|---------|-------------|
| COUNTY OF VERMILLION RIVER | | | |
| HAMLET OF BLACKFOOT | | | |
| WASTEWATER SYSTEM UPGRADES | | | |
| OPTION B - IRRIGATION | | | |
| CIVIL | | | |
| EXISTING AND PROPOSED IRRIGATION | | | |
| CONCEPT SITE PLAN | | | |
| DESIGNED | R.S., I.K. | JOB | 5205-003-03 |
| DRAWN | A.E. | SCALE | 1:2000 |
| DATE | SEPTEMBER 2024 | DRAWING | C1.1B |

| POINT LAT/LONG DATA | | | | |
|---------------------|-----------------|-----------|------------|-----------|
| POINT NUMBER | RAW DESCRIPTION | ELEVATION | LATITUDE | LONGITUDE |
| 2408221434 | SFC24 13 1 | 672.15 | 5905682.72 | 556104.96 |
| 2408221418 | SFC24 13 2 | 673.82 | 5905790.33 | 556090.38 |
| 2408221402 | SFC24 13 3 | 676.94 | 5905732.79 | 555942.95 |
| 2408221324 | SFC24 13 4 | 673.44 | 5905809.84 | 555795.51 |
| 2408221430 | SFC24 13 5 | 673.10 | 5905907.86 | 556229.32 |
| 2408221432 | SFC24 13 6 | 673.13 | 5905771.50 | 556381.93 |
| 2408201995 | SFC24 13 7 | 674.70 | 5905244.64 | 555782.84 |
| 2408221488 | SFC24 13 8 | 672.64 | 5905441.14 | 556078.38 |
| 2408221487 | SFC24 13 9 | 675.10 | 5905247.86 | 556038.97 |
| 2408221437 | SFC24 13 10 | 672.41 | 5905304.48 | 556215.64 |
| 2408221435 | SFC24 13 11 | 672.06 | 5905325.22 | 556414.38 |
| 2408221436 | SFC24 13 12 | 671.97 | 5905401.32 | 556304.55 |



Via Email

September 27, 2024

EnviroMak File Reference #16-07-04

MPE Engineering
10630 172 St NW #101
Edmonton AB T5S 1H8
Email: ikagoro@mpe.ca

Attention: Mr. Ivan Kagoro

**RE: DRAFT ENVIRONMENTAL SCREENING AND DELINEATION OF WETLANDS TO INFORM
EVALUATION OF FEASIBILITY OF
BLACKFOOT WASTEWATER TREATMENT EFFLUENT DISPOSAL
IN PARTS OF SE12-50-2-W4M IN COUNTY OF VERMILLION RIVER, ALBERTA**

1.0 Introduction & Background

EnviroMak Inc. Environmental Management Consultants (EnviroMak Inc.) was retained by MPE Engineering on behalf of the Vermillion River County to complete an environmental and wetland in SE12-50-2-W4M near the Hamlet of Blackfoot in the County of Vermillion River, Alberta to inform planning and evaluation of Blackfoot wastewater treatment effluent disposal options.

2.0 Objective

The specific objective was to conduct an environmental existing information review including comprehensive historical aerial photograph interpretation and field reconnaissance for delineation of potential wetlands and key environmental features to inform project planning.

3.0 Location and Assessment Area

The assessment area (AA) consisted of the entire quarter section of SE12-50-2-W4M (~65 ha) located near the Hamlet of Blackfoot in the County of Vermillion River, Alberta. The AA is bordered to the east by Range Road 20 and is approximately 1.6 km north of Highway 16 (Yellowhead Highway) (Figures 3.1 – 3.4). Approximately one third of the AA was covered by wetlands and waterbodies. A small section of the AA contained tree stands (~2.23 ha) and an additional small area was developed/disturbed by roads, landscaped trees and house remnants (~2.30 ha). The remaining area within the AA was agriculture and pastureland.

EDMONTON HEAD OFFICE
101 – 18331 105 Avenue NW
Edmonton Alberta Canada T5S 2K9
Main Phone: 780-425-2461 Toll Free Fax: 877-420-6462 Local Fax: 780-425-2466

ST. PAUL BRANCH OFFICE
Box 486
St. Paul Alberta Canada T0A 3A0
www.enviromak.com

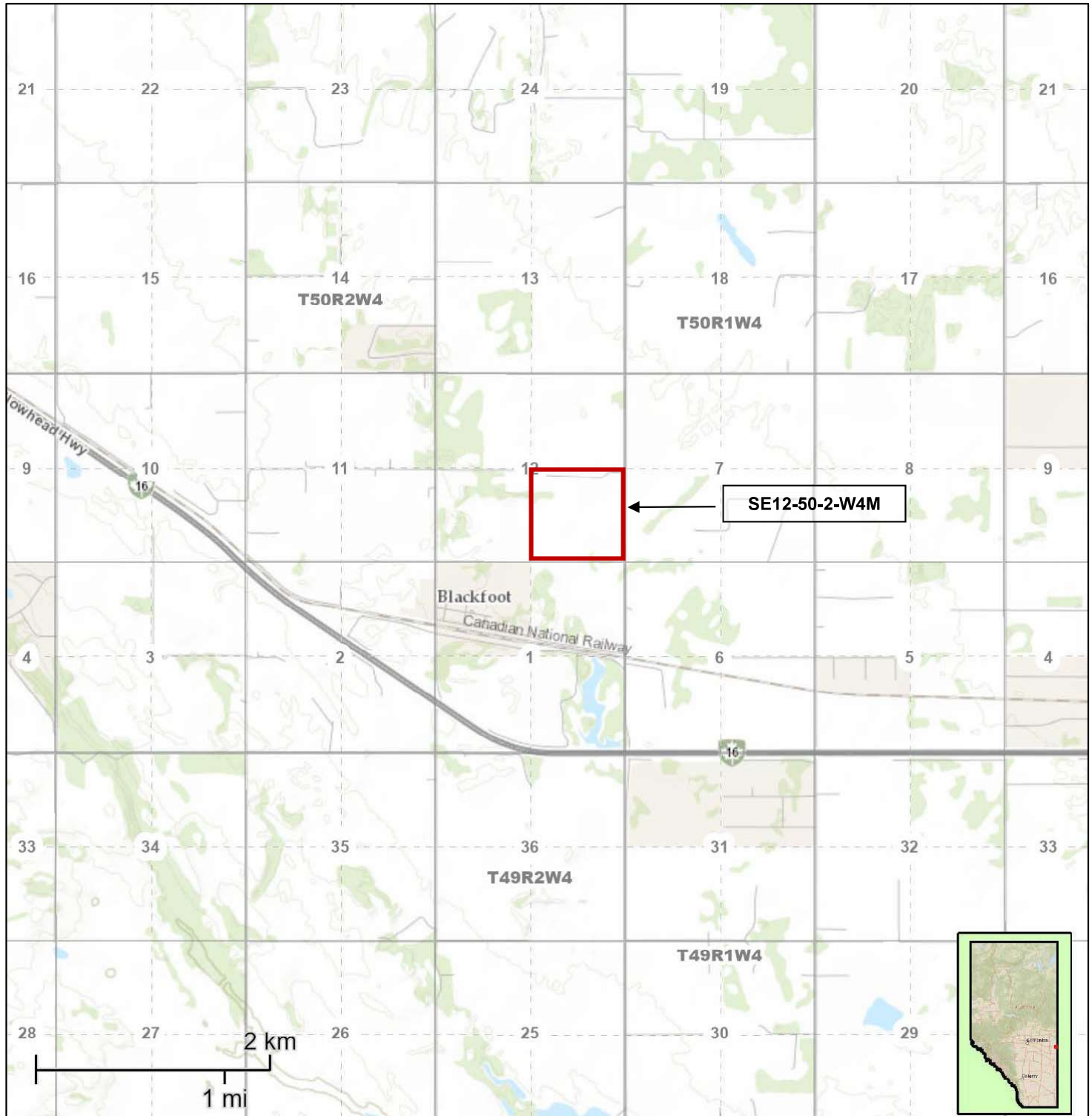


Figure 3.1. Quarter section SE12-50-2-W4M (approximately outlined in red) (Alberta Agriculture and Forestry 2024).

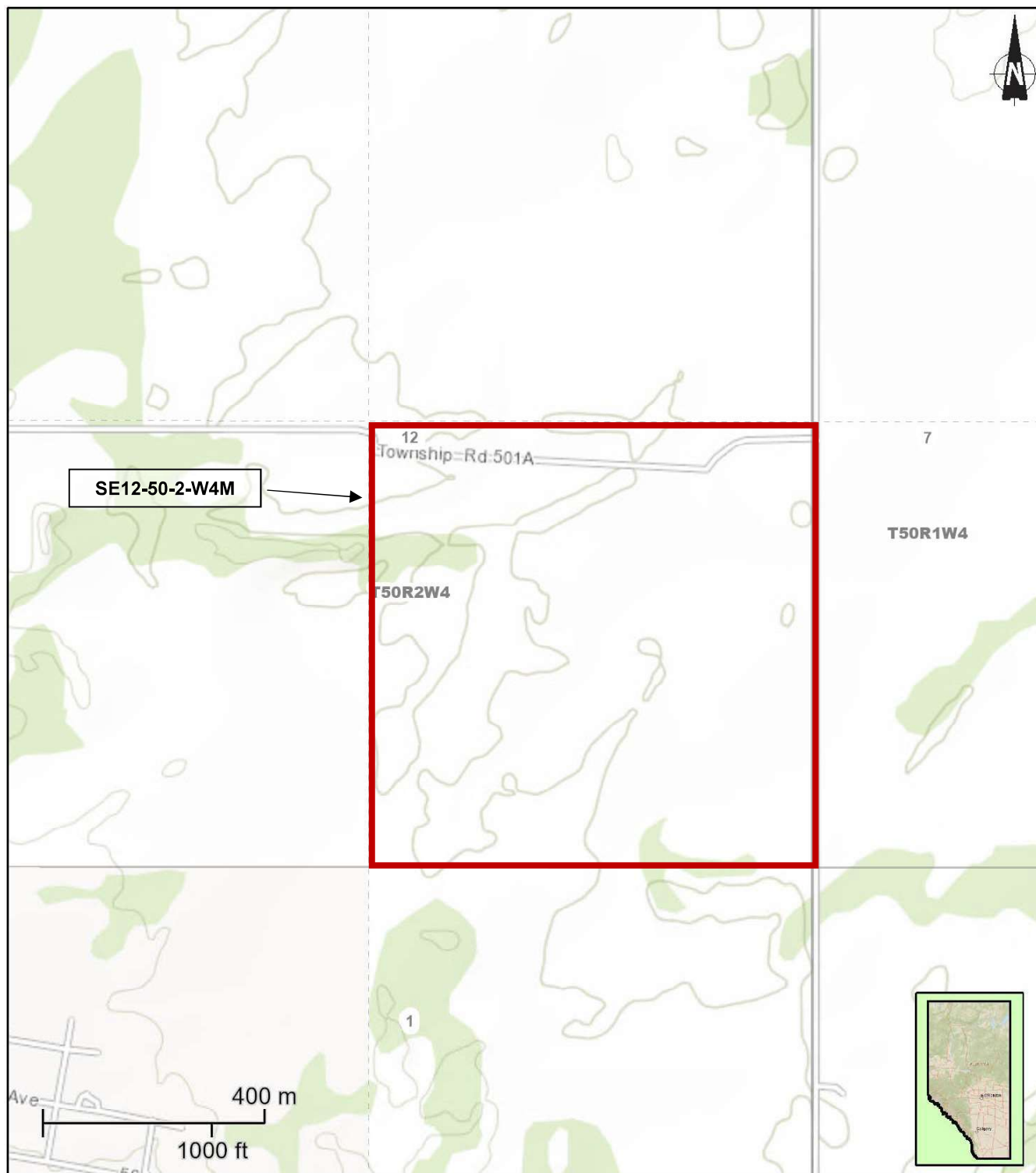


Figure 3.2. Quarter section SE12-50-2-W4M (approximately outlined in red) (Alberta Agriculture and Forestry 2024).

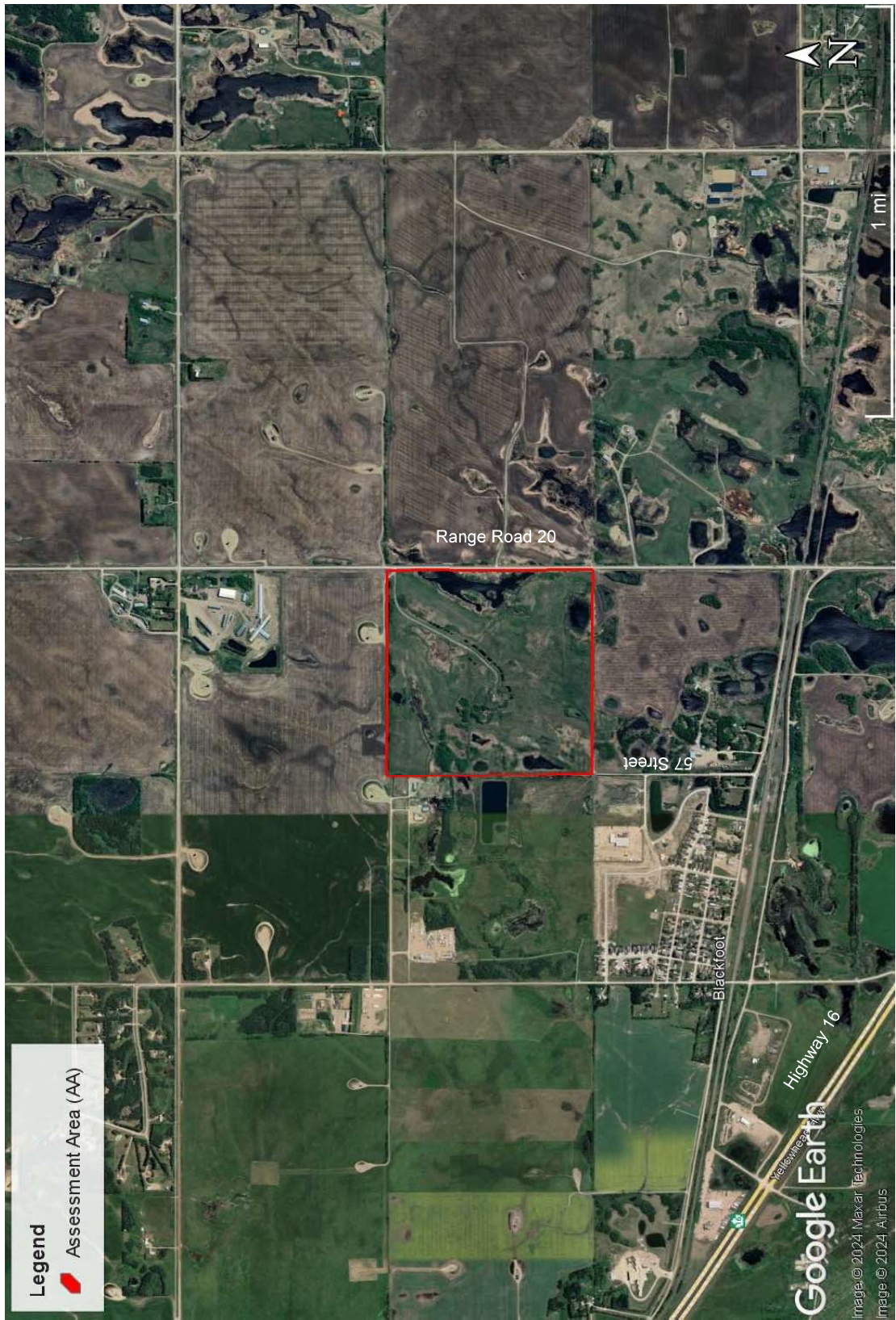


Figure 3.3. Aerial image of SE12-50-2-W4M (outlined in red) (Imagery Date May 31, 2022; Google Earth Pro 2024).



Figure 3.4. Aerial image of SE12-50-2-W4M (outlined in red) (Imagery Date May 31, 2022; Google Earth Pro 2024).

The following provides a description of the adjoining lands:

- North & East: Agricultural (cultivated) crop lands were located directly to the north, along with rural low-density residential. Similar land use extended further north and east from the AA.
- West: A storage pond was located directly west of the AA. Agricultural (cultivated) crop land and potential wetlands appeared to be primary land use further west.
- South: Agricultural (cultivated) crop lands were apparent to the south of the AA. The Hamlet of Blackfoot was located to the southwest of the AA. Located south of the Hamlet of Blackfoot is a railroad and Highway 16.

4.0 Methodology

The desktop existing information review utilized existing ecological resources including, as available and applicable, map and aerial photography interpretation and comparative examination, existing database queries, previous environmental assessments and/or geotechnical investigations, preliminary engineering design and/or conceptual plans, environmental report research, and interviews with landowners, stakeholders, regulators, proponent and others.

Valued ecosystem components (VECs) were identified from existing information including consideration of Elements-At-Risk which were collected from a variety of sources. Elements-At-Risk include plants and animals considered at risk due to being restricted to a small portion of their former range or extent based on a combination of Alberta Conservation Information Management System (ACIMS 2024) tracking and watch lists, federal endangered species lists (COSEWIC 2024), provincial at risk and may be at risk species list (Government of Alberta 2020), Fish and Wildlife Management Information System (FWMIS 2024) and other sources.

The Landscape Analysis Tool (LAT) report (EPA/AER 2024) was used to identify location specific features (Crown ownership, municipality, sensitive wildlife features, provincial sanctuaries, watercourses, etc.) that aid in mitigation planning for a variety of construction activities. The LAT generates a report that provides approval standards and operating conditions based on the features identified within the selected area.

The Alberta Wetland Identification and Delineation Directive (Government of Alberta 2015b) was followed where applicable. Aerial photography from a variety of seasons and over a specified time period were procured and interpreted as per the procedures and methods set forth in the 2015 document. Potential wetlands were preliminarily classified, with limitations. Field reconnaissance for wetland delineation of a portion of the quarter section was undertaken by EnviroMak in June 2023. This information was incorporated into this environmental screening as applicable. The field reconnaissance in 2023 did not

cover the entire quarter section. In September 2024, growing season field reconnaissance was conducted for the entire quarter section.

5.0 Results

5.1. Climate

Climate data was gathered from the Alberta Climate Information Service (ACIS) Interpolated Weather Data (Government of Alberta 2024). Since 1950 the Township of T050 R02 W4 has had a mean annual temperature of 1.8 °C with a ten year mean annual temperature of 2.5 °C from 2023 - 2014 (Government of Alberta 2024).

Precipitation data was also reviewed for the area of SE12-50-2-W4M, as was collected by Alberta Agriculture and Forestry through Alberta Climate Information Service (Alberta Agriculture and Forestry 2024, Government of Alberta 2024). The calculated average total accumulated precipitation in June, July and August between the years 1950-2023 was approximately 77.9 mm, 76.1mm and 58.6 mm (Government of Alberta 2024). Mean annual precipitation between 1950-2023 was 403.45 mm (Government of Alberta 2024).

5.2. Ecoregion

The assessment area is within the Parkland Natural Region, Central Parkland subregion (Government of Alberta 2005; Table 5.1). The Central Parkland subregion is a broad natural region that is principally characterized by undulating till plains and hummocky uplands (Government of Alberta 2005, Alberta Parks 2015). Much of the area is cultivated and heavily populated, with some remnant native parkland vegetation. Central Parkland is generally intermediate in terms of precipitation, temperature and growing season characteristics (Government of Alberta 2005, Alberta Parks 2015).

5.3. Topography, Soils and Terrain

According to the existing information, the majority of the AA exhibits an undulating, high relief landform with a limiting slope of 4%. In the southeast of the AA there is hummocky, low relief landforms with a limiting slope of 6% (Alberta Agriculture and Forestry 2024). Generally, the overall topography of the area collected from Google Earth Pro (2024) indicates relatively flat topography with gentle slopes.

The AA is within the Thin Black Soil Zone of East-Central Alberta (Soil Correlation Area 7; Agroclimate 2H) (Alberta Soil Information Centre 2016). The Alberta Agriculture and Forestry's (2024) Alberta Soil Information Viewer describes the landform and soils within the AA as Orthic Black Chernozem on medium textured till. The area includes poorly drained soils. Orthic Black Chernozem soils typically occur in mesophotic grasses and forbs or with mixed grasses and tree cover, have an A horizon with a color value darker than 3.5 wet and dry, and an eluvial horizon or horizons at least 2 cm thick which is usually underlain

by weakly to moderately developed illuvial clay horizon (Canada Soil Classification Working Group 1998). Descriptions of the soils, landforms, landscape model and agricultural LSRs observed within and surrounding the assessment area are provided in Figure 5.1.

5.4. *Agriculture*

The Government of Alberta's Land Suitability Rating (LSR) system outlines the procedure for evaluating the suitability of land for agricultural production based on climate, soil and landscape. According to the Alberta Agriculture and Forestry's (2024) Alberta Soil Information Viewer, the AA intersects two Land Suitability Rating (LSR) polygons per the below.

- Northeast Portion of AA (Dominant Area): Land Suitability Rating (LSR) of (Spring Grains) 2H(6) - 3M(2) - 5W(2): Indicating that 60% of the area has slight limitations from inadequate heat units for optimal growth; 20% of the area is moderately limited by water holding capacity of the soil; 20% of the area is very severely limited by excess water (not due to inundation) (Alberta Agriculture and Forestry 2024).
- Southeast Portion of AA (Marginal Area): Land Suitability Rating (LSR) of 2HT(6) - 3MT(2) - 5W(2): Indicating that 60% of the area is slightly limited by inadequate heat units needed for optimal growth and slope conditions; 20% of the area is moderately limited by water holding capacity of the soil and slope conditions; 20% of the area is very severely limited by excess water (not due to inundation) (Alberta Agriculture and Forestry 2024).

Based on aerial photography review, the area has been consistently used for agricultural cropland purposes outside of prominent wetland features.

5.5. *Surficial Geology and Hydrogeology*

The primary bedrock geology underlying the AA can be classified as part of the Lea Park Formation which can be described as Upper Cretaceous "medium to dark grey mudstone; thin stringers of fine-grained, tan siltstone to fine-grained sandstone; thin-bedded, light grey bentonite; sideritic concretions; calcite veining common; intertongues with shallow to marginal-marine sandstone of the lower Belly River Group in east-central Alberta; mudstone tongues in ascending stratigraphic order: Shandro, Vanesti, Grizzly Bear, and Mulga; marine" (Prior et al. 2013). The surficial geology of the AA can be classified as Fluted Moraine which can be described as "Glacially streamlined sediments, mainly till; terrain varies from alternating furrows and ridges to elongated smoothed hills which parallel the inferred local ice-flow direction; includes flutes, drumlins, and drumlinoids." (Fenton et al. 2013).

The Government of Alberta's (2024e) Water Well Map Viewer produced 1 drilling report within the AA within parts of SE12-50-2-W4M. The test well, drilled on April 19, 1979, on behalf of the Hamlet of Blackfoot, had a static water level of 42 m (GOA 2024e).

5.6. *Historical Resource Listing, Historic Places and Heritage Sites*

The Listing of Historic Resources (Alberta Historic Resources Management Branch 2023) did not assign a Historic Resource Value (HRV) to SE12-50-2-W4M (Table 5.1). Land that has been identified to contain potential historic resources are assigned a Historic Resource Value (HRV) which indicates the level of protection given to those lands. HRV 1 is awarded the highest level of protection and HRV 5 the lowest. Additionally, lands are categorized alphabetically to describe the primary historic resource category of concern (a: archaeological; c: cultural; gl: geological; h: historic period; n: natural; p: paleontological) (Alberta Historic Resources Management Branch 2024).

According to the Government of Alberta's (2024b) Heritage Resources Management Information System (HeRMIS) Alberta Register of Historic Places, no provincial historic places were designated within the immediate assessment area. No national or world heritage sites were located within the AA.

5.7. *Environmentally Significant, Protected and Sensitive Areas and Ranges*

As per the Government of Alberta's Environmentally Significant Areas Map (Government of Alberta 2014), the quarter section containing the AA was not designated a Provincial or National environmentally significant area (ESA) (Table 5.1; Figure 5.2). The polygon containing the AA scored an ESA sum of 0.07 consisting of:

Criteria Sum 1 (CR1): Areas that contain focal species, species groups, or their habitats = 0

Criteria Sum 2 (CR2): Areas that contain rare, unique, or focal habitat = 0

Criteria Sum 3 (CR3): Areas with ecological integrity = 0.07

Criteria Sum 4 (CR4): Areas that contribute to water quality and quantity = 0

The area did not score greater than a sum of 0.189, which is the threshold score for ESA designation (Government of Alberta 2014).

The Government of Alberta's Fish and Wildlife Management Information System (FWMIS 2024) and Landscape Analysis Tool (AEP/AER 2024) were accessed to identify additional sensitivities (Table 5.1). It was determined that the site was located within the following sensitive areas/or management ranges: Central Parkland, Grassland and Parkland Natural Region, and Sharp-tailed Grouse Survey Area (EPA/AER 2024).

The assessment area is not located within any additional provincial or national protected areas and/or management ranges (e.g. Park, Ecological Reserve, Wildlife Sanctuary, Wilderness/Natural Area, etc.) (EPA/AER 2024).

5.8. Hydrology and Watershed

SE12-50-2-W4M is located in the lower portion of the North Saskatchewan River basin (Government of Alberta 2024c). Per FWMIS (2024), no watercourses or lakes were mapped within or overlapping the AA.

Review of aerial photograph imagery was conducted to further identify unmapped wetlands, other waterbodies and hydrological features as possible. The results of this review are provided in report sections that follow.

Table 5.1. Desktop limited environmental screening review results for assessment area (AA) covering SE12-50-2-W4M.

| Descriptor | Specific Location |
|---|--|
| Legal Land Description | SE12-50-2-W4M |
| ⁷ Green/White Management Area | White |
| ¹⁰ Ecoregion | Parkland – Central Parkland |
| ³ Municipality | County of Vermilion River |
| ⁶ Nearest Town/City | City of Lloydminster and Hamlet of Blackfoot |
| ⁵ Historical Resource Value (HRV) Listing | None |
| Protected Parks and/or ESAs (⁴ Provincial and/or National) | Provincial and National – No ESA or Protected Parks overlap AA. |
| ^{3,7} Wildlife Sensitive Ranges and/or Management Areas | Central Parkland Grassland and Parkland Natural Region Sharp-tailed Grouse Survey Area |
| Wildlife Documented Occurrences | No documented occurrences of SARA listed wildlife species within 2 km of AA. Some sensitive species occurrences noted. |
| ⁶ Watershed | North Saskatchewan River Basin |
| ¹ Soil Correlation Area | 7 |
| ³ First Nations Land | None as per FWMIS |
| ³ Mapped Watercourses or Waterbodies and Known Crown Claimed Bed and Shore | None mapped within or overlapping AA. Water Boundaries determination of Crown-claimed bed and shore not undertaken but none anticipated to be within or overlapping AA. |
| ⁶ Wetlands and Waterbodies | Yes, wetlands and/or waterbodies overlap AA. |
| Fish and Fish Habitat | None anticipated to be within or overlapping AA. |
| ⁸ Aquatic Species at Risk (SAR) Ranges | None |
| ⁸ Aquatic Species at Risk (SAR) Critical Habitat | None |
| ⁹ Rare or Sensitive Plants | None |

¹Alberta Soil Information Centre 2016

³FWMIS 2024

⁴Government of Alberta 2014b – ESA Maps

⁵Alberta Historic Resources Management Branch (Spring 2024 Listing)

⁶Google Earth Pro 2024

⁷EPA/AER 2024 – LAT Report

⁸DFO 2024

⁹ACIMS 2024

ESA – Environmentally Significant Area

5.9. Fish and Fish Habitat

The Fish and Wildlife Management Information System (FWMIS 2024) did not have any documented occurrences of fish directly within the AA (Figure 5.3). Previous fishing effort was undertaken within the AA by EnviroMak in May 2016 within wetlands of borderline or sufficient depth of water to support fish. No fish were observed or captured in any of the five wetlands fished via minnow trapping at that time (EnviroMak 2016).

No documented occurrences of fish were noted for Lloydminster Lake (WBID 7015) located to the south of the AA. Rainbow Trout (*Oncorhynchus mykiss*) are known to be stocked in a recreational waterbody known as Lloydminster Pond (WBID 6760) located southeast of the AA (FWMIS 2024).

As per the Department of Fisheries and Oceans (DFO) Aquatic Species at Risk Map (2024), no federally listed aquatic species within Schedule 1 of the *Species at Risk Act* and no mapped critical aquatic habitat for aquatic Species at Risk were noted within or overlapping the AA (Figure 5.4). Per FWMIS (2024), SE12-50-2-W4M falls into the White Zone (Low Risk) of the Aquatic Invasive Species (AIS) Decontamination Zone/Risk Level; however, this is only applicable to activities within fish-bearing watercourses/waterbodies.

On September 5, 2024, minnow traps were set within two dugouts contained within Wetland 4 which was previously identified as potentially containing sufficient water to support fish presence. In total, one wetland with two dugouts on the property had minnow traps set within them (Table 5.1b). After a total of 192 hours of minnow trapping effort, no fish were observed nor caught within any of the dugouts. No spawning activities, eggs, or minnows were observed within any of the wetlands.

On September 5, 2024, dissolved oxygen (mg/L) measurements were collected at the dugouts (Table 5.1c). Measurements were taken from the edges of the dugouts where accessible.

Table 5.1b. Summary of fishing effort at SE12-50-2-W4M on September 5 and 6, 2024.

| Location ¹ | Electrofishing | | | Minnow Trapping | | All Methods - Total Fish Caught |
|------------------------|------------------------|--------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|
| | Area (m ²) | Effort/ Time (sec) | Number & Species of Fish Caught | Effort/ Time (hrs) | Number & Species of Fish Caught | |
| Wetland 4 North Dugout | - | - | - | 96 | 0 | 0 |
| Wetland 4 South Dugout | - | - | - | 96 | 0 | 0 |
| Total | | | | 192 | 0 | 0 |

Table 5.1c. Dissolved Oxygen levels (mg/L) with dugouts in Wetland 4 on September 5, 2024.

| Location | Dissolved Oxygen (mg/L) |
|------------------------|-------------------------|
| Wetland 4 North Dugout | 1.42 |
| Wetland 4 South Dugout | 9.58 |

5.10. Wildlife (Mammals, Birds, Amphibians and Reptiles)

A data search of the Fish and Wildlife Management Information System (FWMIS 2024) indicated the presence of three documented occurrences of a wildlife species within a 2 km radius of the AA (Table 5.2). The Black Tern (*Chlidonias niger*), Horned Grebe (*Podiceps auratus*) and Sora (*Porzana Carolina*) are listed as ‘Sensitive’ within the province of Alberta. Federally, the Horned Grebe is listed as ‘Special Concern’ within the *Species at Risk Act* and of ‘Special Concern’ per the Committee on the Status of Endangered Species of Canada (COSEWIC).

Table 5.2. Wildlife species of concern which have been documented to occur within a 2 km radius of SE12-50-2-W4M according to the FWMIS (2024).

| Common Name | Scientific Name | Provincial Status ^{1,2} | | Federal Status ^{3,4} | |
|--------------|-------------------------|-------------------------------------|---------------------------|-------------------------------|----------------------|
| | | General Status Listing ¹ | Wildlife Act ² | SARA ³ | COSEWIC ⁴ |
| Black Tern | <i>Chlidonias niger</i> | Sensitive | Not Listed | Not Listed | Not at Risk |
| Horned Grebe | <i>Podiceps auratus</i> | Sensitive | Not Listed | Special Concern | Special Concern |
| Sora | <i>Porzana Carolina</i> | Sensitive | Not Listed | Not Listed | Not Listed |

¹Government of Alberta 2020 (Updated 2022) – Wild Species Status Search

²Province of Alberta 1997 – Alberta *Wildlife Act*

³Government of Canada 2002 – *Species at Risk Act* (SARA)

⁴Government of Canada 2024b – Species Search; Species at Risk Public Registry

Wildlife likely to be found with the AA include large terrestrial mammals such as White-tailed Deer (*Odocoileus virginianus*) and Moose (*Alces alces*), medium terrestrial mammals such as Coyote (*Canis latrans*), Common Porcupine (*Erethizon dorsatum*) and Snowshoe Hare (*Lepus americanus*) and small terrestrial mammals such as Red Squirrel (*Tamiasciurus hudsonicus*) and various small rodent species. Amphibians potentially located within the AA include the Wood Frog (*Lithobates sylvatica*) and Boreal Chorus Frog (*Pseudacris maculate*). Various avian species likely to occur within the AA include birds-of-prey such as Red-tailed Hawk (*Buteo jamaicensis*) and Merlin (*Falco collumbarius*), Waterfowl such as Mallard (*Anas platyrhynchos*), Northern Shoveler (*Spatula clypeata*) and American Coot (*Fulica americana*) and other various birds including American Robin (*Turdus migratorius*), Black-capped Chickadee (*Parus atricapillus*), Yellow Warbler (*Dendroica petechia*) and Song Sparrow (*Melospiza melodia*).

In 2015, EnviroMak conducted field reconnaissance of the AA during which time in mid-November, there were limited signs of wildlife indicating the presence of deer (*Odocoileus* sp.), common porcupine (*Erethizon dorsatum*), pocket gophers (*Thomomys talpoides*), numerous shrews/voles, muskrat (*Ondatra zibethicus*), coyote (*Canis latrans*) and beaver (*Castor canadensis*). Five species of bird were observed and/or heard within the study area, including Black-capped Chickadees (*Poecile atricapillus*), American Goldfinches (*Spinus tristis*), Black-billed Magpie (*Pica hudsonia*), Downy Woodpecker (*Picoides pubescens*) and Common Raven (*Corvus corax*). Old nesting signs indicated that vireo (*Vireo* sp.) found suitable habitat within the property for breeding. No Sharp-tailed Grouse leks were observed, and, as the area was mostly heavily disturbed grassland (repeated cattle grazing) and has been historically cultivated and used for hay, it is unlikely that leks and/or Sharp-tailed Grouse nesting would be present in this area.

On September 5 and 6, 2024, a wildlife survey of the AA was conducted. Results are presented in Figure 5.8.

5.11. Existing Vegetation Information

With respect to vegetation, the Alberta Conservation Information Management System (ACIMS 2024) database did not contain sensitive or non-sensitive element occurrences for within or immediately surrounding the assessment area (Figure 5.5). No federally listed vegetation species within Schedule 1 of the *Species at Risk Act* were documented within the area of SE12-50-2-W4M. A lack of records does not necessarily mean that there are no rare elements within the area; however, it may indicate that no inventory has been undertaken.

The AA appears to be predominantly cultivated and tame pasture. Wetland vegetation likely to be observed within the wetlands located in the AA include common cattail (*Typha latifolia*), reed canary grass (*Phalaris arundinacea*), Willows (*Salix* sp.), Siberian peashrub (*Caragana arborescens*), sedges (*Carex* sp.), Slough Grass (*Beckmannia syzigachne*) and rushes. Vegetation within the tree stands located within the AA potentially include Trembling Aspen (*Populus tremuloides*), Balsam Poplar (*Populus balsamifera*), Red-osier Dogwood (*Cornus stolonifera*).

Field reconnaissance conducted by EnviroMak in November 2015 indicated that the AA was predominately used for agricultural purposes (cattle grazing). Interspersed through the property was a variety of vegetation, including noxious weeds. Overall vegetation was composed of mixed grassland with wetland areas and tree stands containing primarily mixed-age stands of various species. Two species of noxious weed, Canada Thistle (*Cirsium arvense*) and Common Tansy (*Tanacetum vulgare*), were observed throughout the project area. Due to seasonal conditions, identification of vegetation, particularly down to the species level, was limited.

5.12. *Species at Risk*

There were no documented occurrences of federally listed Species at Risk as listed under Schedule 1 of the *Species at Risk Act* (excluding species of Special Concern for which prohibitions do not apply) within the AA.

No aquatic Species at Risk and no mapped critical aquatic habitat for aquatic Species at Risk were found within the assessment area or within a 3 km radius around the AA per the Department of Fisheries and Oceans Aquatic Species at Risk Map (Figure 5.5).

5.13. *Wetland Inventory and Delineation*

5.13.1. Potential Wetland Inventory (AMWII)

A search of the Alberta Merged Wetland Inventory Index on the Government of Alberta's (2024d) GeoDiscover Map Viewer indicated the potential presence of a marsh wetland overlapping the AA (Figure 5.6). The wetland database is not complete and is not expected to capture all wetlands located on a specific parcel of land. Further, in some cases, wetlands that appear present in the database may not be present in actuality. The Alberta Wetland Rapid Evaluation Tool – Estimate of Relative Wetland Value by Section Index, accessed via the Government of Alberta's (2024d) GeoDiscover Map Viewer, is a dataset that provides a summary of all wetlands that are captured within the Alberta Merged Wetland Inventory and then provides both the estimated area of total wetlands within a section and the estimated class. Classes range from A-D; A being the highest valued wetlands and D being the lowest. It is estimated that there may be a total of 29 hectares of wetlands within 12-50-2-W4M, consisting of 9 hectares of class D wetlands, and 19 hectares of class C wetlands (Government of Alberta 2024d). Abundance and class of wetlands within the AA are similar in comparison to surrounding areas and in general, marsh wetlands were of greatest abundance within and surrounding the AA. The estimate is based on desktop-identified features (i.e. spatial data, historical aerial/ satellite imagery) and has not been field truthed.

5.13.2. Wetland Delineation (Desktop Evaluation with Growing Season Field Reconnaissance)

As per the Alberta Wetland Identification and Delineation Directive (Government of Alberta 2015b), identification of wetlands within an area that may be impacted require, at minimum, a desktop evaluation to determine the likely presence of wetlands. Aerial and ground level photographs of the area were collected, interpreted and compared in order to determine the historical land use of the area, as well as help to determine whether there were potential wetlands and/or waterbodies within the assessment area (Appendix 9.1; Figure 5.7). The aerial photography was obtained from Google Earth Pro (2024). Historical aerial photography from Alberta Environment and Protected Areas (EPA) were also obtained to complete the record. The 2016 Biophysical Assessment conducted by EnviroMak was resourced for previous field

data. The descriptive summary of historical aerial photography is provided in Table 5.3 and potential classification of wetlands is provided in Table 5.4.

Field reconnaissance was conducted in September 2024 including field level wetland delineation. This information will be detailed in a future report; however, wetland information captured in the figures and tables of this report reflect field verified information.

5.14. *Human Use, Recreation and Aesthetics*

Considerable evidence of historic and current human use of the AA was indicated in the historical aerial photograph review (Table 5.3). This use was primarily associated with agricultural cultivation and cattle grazing with the exception of wetland areas that appeared consistently avoided throughout the years. Recreational activities and recreational use of the AA appeared to be very low. However, planted trees alongside a road in the AA are likely for aesthetic and/or agricultural (shelterbelt) use.

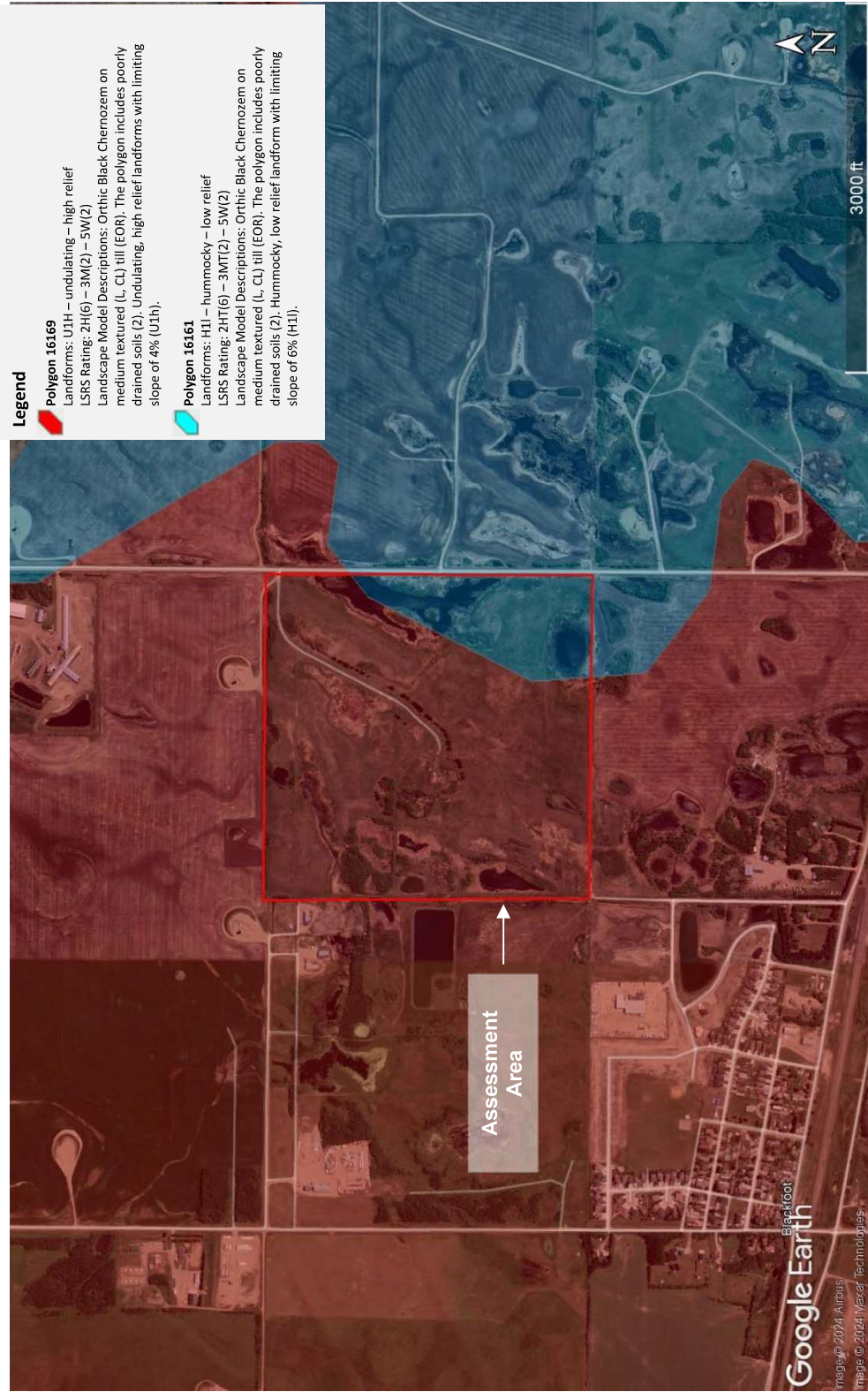


Figure 5.1. General landscape and soil information within and surrounding the assessment area (outlined in red) in SE12-50-2-W4M (reproduced from Alberta Agriculture and Forestry 2024; Online Alberta Soil Information Viewer).



Figure 5.2. Overview imagery of the Environmentally Significant Area (ESA) presence within and surrounding the assessment area in parts of SE12-50-2-W4M (reproduced from GOA 2014b; ESA Maps). ESAs are outlined and shaded in red if present.

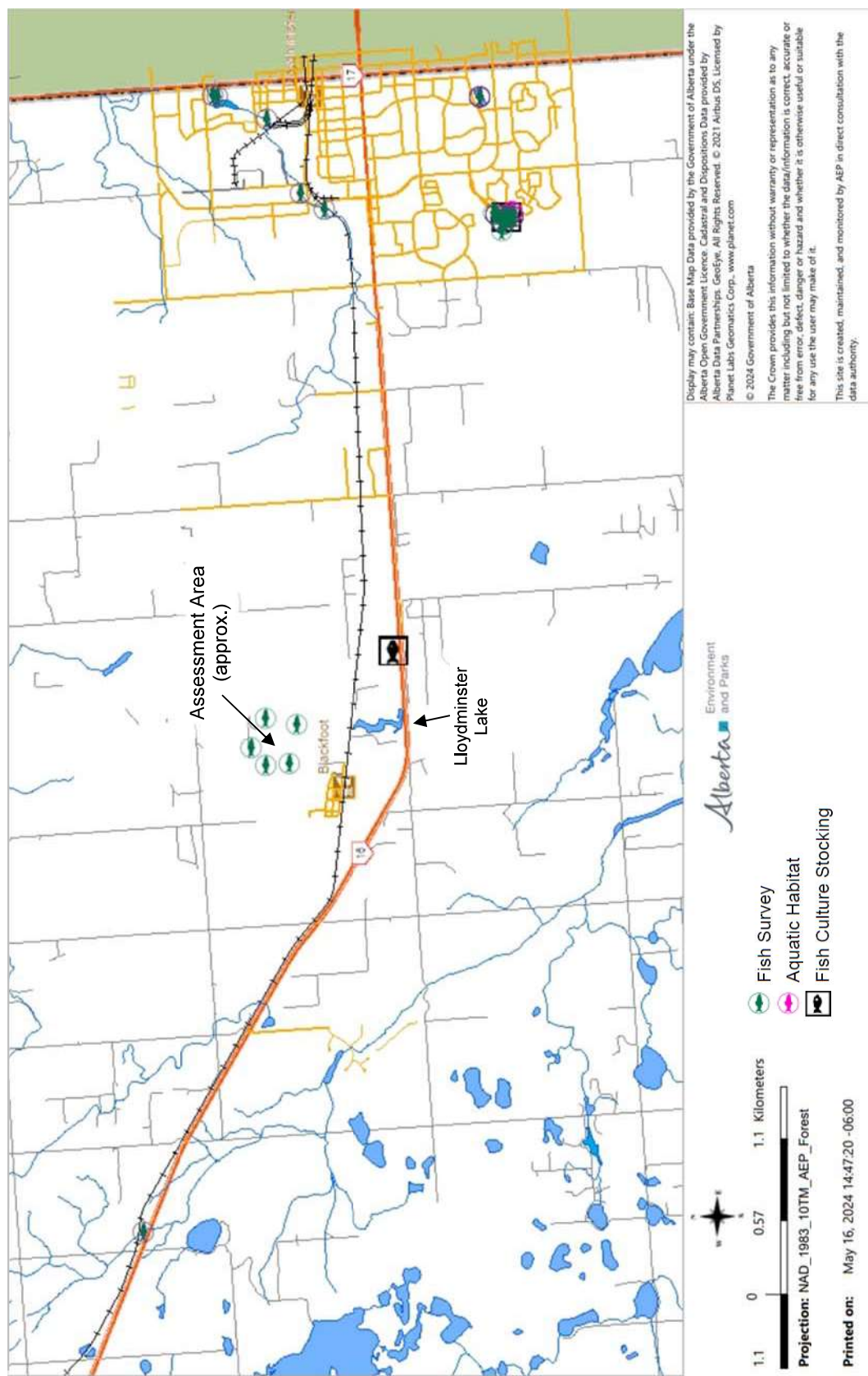


Figure 5.3. Fish surveys and aquatic habitat locations as noted within Government of Alberta's Fish and Wildlife Management Information System (FWMIS 2024) online map viewer; SE12-50-2-W4M, mapped hydrology features are in blue and labelled.

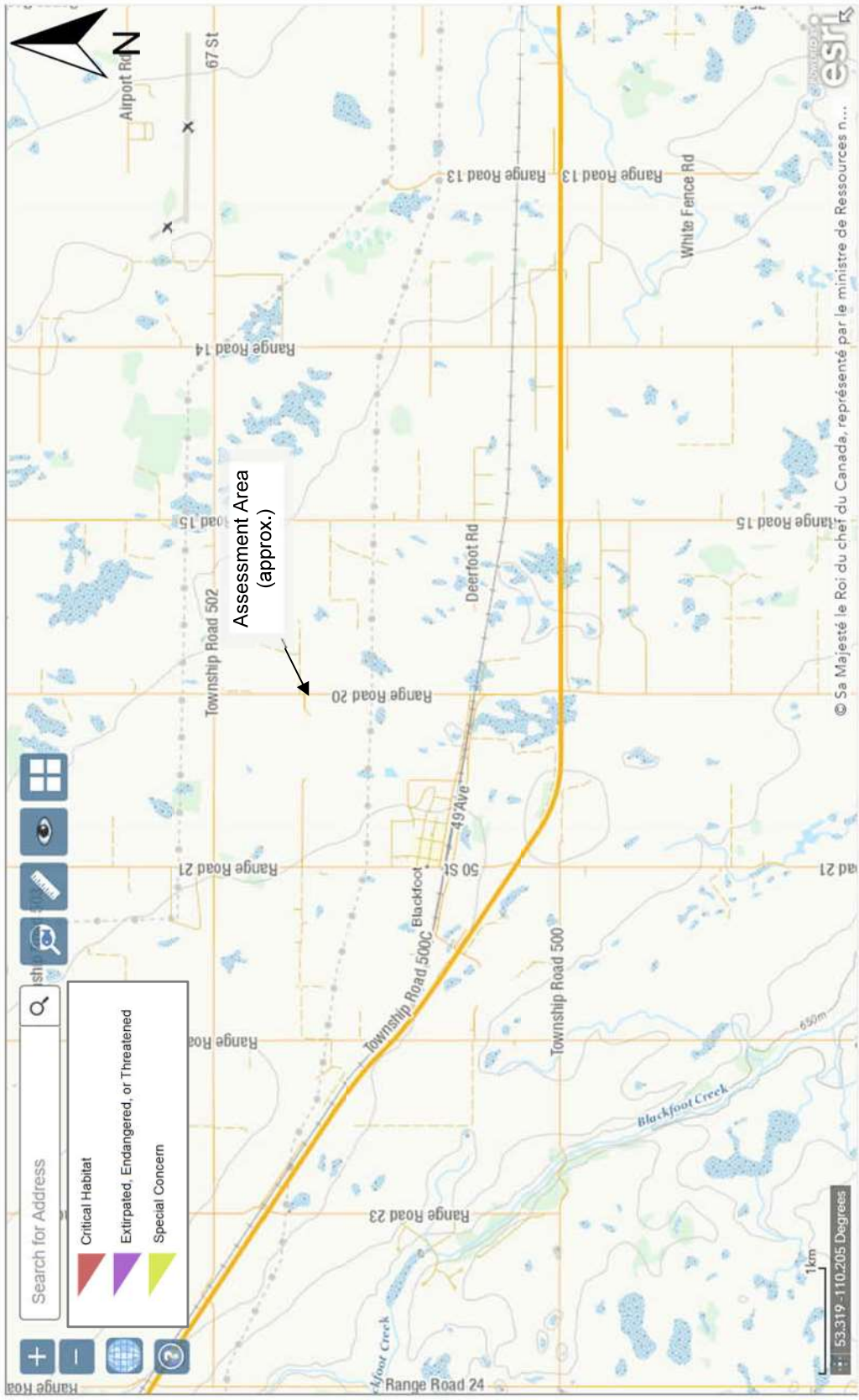


Figure 5.4. Overview imagery of the Aquatic Species at Risk Map (reproduced from DFO 2024a) which provides the distribution of aquatic species at risk and the presence of their critical habitat. No aquatic species at risk are documented in or near SE12-50-2-W4M (DFO 2024a).

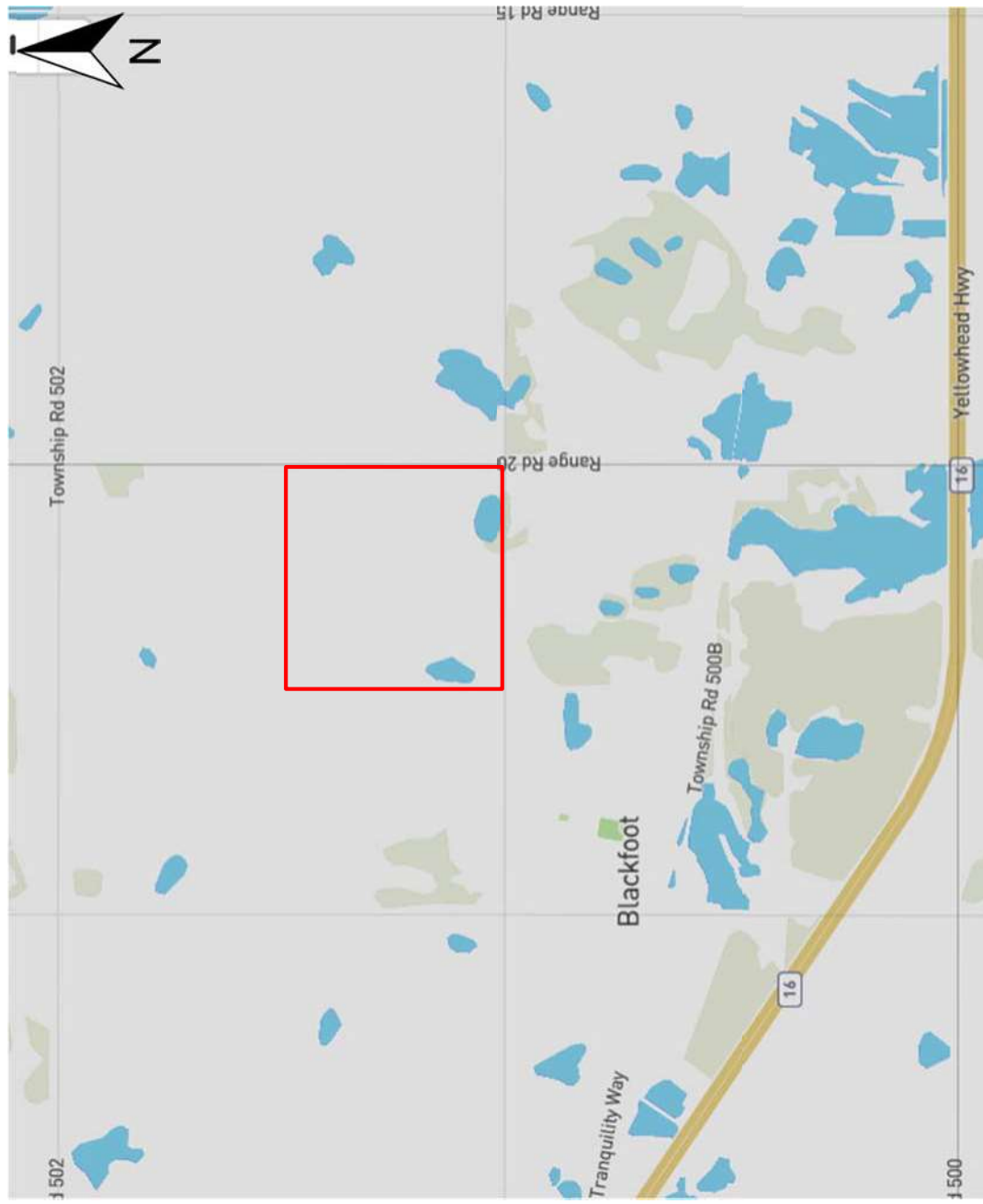


Figure 5.5. Overview imagery of the non-sensitive element occurrences (reproduced from ACIMS 2024; Online Mapping Portal). No sensitive element occurrences were mapped or documented for within SE12-50-2-W4M (outlined in red).

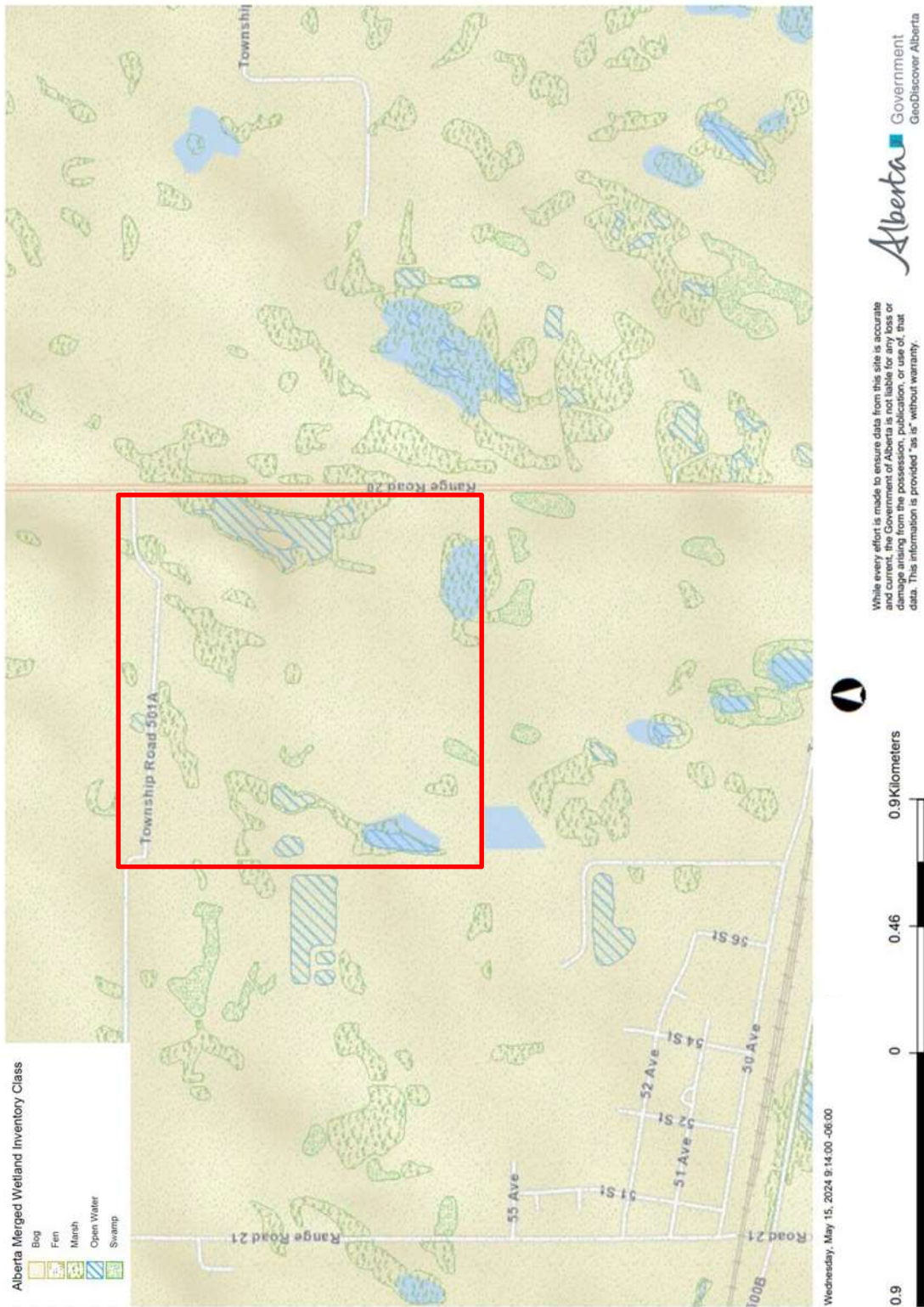


Figure 5.6. Alberta Merged Wetland Inventory Class reproduced from the Government of Alberta's GeoDiscover (GOA 2024a) online map viewer; SE12-50-2-W4M outlined in red.

Table 5.3. Historical aerial photograph interpretation summary for SE12-50-2-W4M.

| Imagery Date | Season ¹ | Precip. Year Analysis ² | Precip. Month Analysis ² | Precip. Day Analysis ² | Open Water/ Vegetation Signature ³ | Assessment of Permanence ⁴ | Photograph Description |
|-----------------|---------------------|------------------------------------|-------------------------------------|-----------------------------------|---|---|--|
| 1949 | N/A | Normal | N/A | N/A | D (Wetlands 1, 2, 4, 5, 6, 7, 8) DVI (Wetlands 3, 9, 10, 11, 12, 13) | | <ul style="list-style-type: none"> North of wetland 2 is a small structure visible Area adjacent to structure is agricultural crop land Only a small portion of the AA is cultivated while a majority has tree cover Wetlands 1 and 4 are covered by trees Wetland 5 appears to have no cover and is a lighter color indicating dry conditions Wetland 2 is not covered by trees and is a dark color but does not appear to have open water Wetlands 6 and 7 are partially represented by wetland in southwest of AA Wetlands 9 - 13 are not visible |
| July 7, 1966 | Summer | Wet | Dry | 1.46mm | D (Wetlands 1, 2, 3, 4, 5, 6, 8, 13) DVI (Wetlands 7, 9, 10, 11, 12) | | <ul style="list-style-type: none"> The majority of the tree cover in the AA is cleared Manmade structure north of wetland 2 is gone Gravel road present transecting the AA Wetlands 7, 9 - 12 are not visible A wetland not connected to any of the others is present in the center of the AA First year wetland 13 is visible in aerial imagery |
| October 7, 1971 | Fall | Normal | Dry | 0mm | W (Wetland 4) D (Wetlands 1, 2, 3, 7, 8) DVI (Wetlands 5, 6, 9, 10, 11, 12, 13) | | <ul style="list-style-type: none"> Minimal changes from previous imagery Wetland 1 appears more predominant on the landscape Significant number of wetlands not present Vegetation encroaching on road crossing wetland 4 |
| July 3, 1981 | Summer | Dry | Normal | 0mm | W (Wetland 4) D (Wetlands 1, 2, 3, 6, 8) DVI (Wetlands 5, 7, 9, 10, 11, 12, 13) | | <ul style="list-style-type: none"> Structures present northeast of wetlands 2 and 3 Structures present east of wetland 4 Two structures present west of wetland 1 Structure north of wetland 1 Road connecting structures visible Wetland 6 is visible on the landscape Wetland present in the center of the AA is not visible Wetland 4 extended to north boundary of AA |

| Imagery Date | Season ¹ | Precip. Year Analysis ² | Precip. Month Analysis ² | Precip. Day Analysis ² | Open Water/ Vegetation Signature ³ | Assessment of Permanence ⁴ | Photograph Description |
|--|---------------------|------------------------------------|-------------------------------------|-----------------------------------|---|---|--|
| June 10, 1991 | Spring/ Summer | Normal | Dry | 0mm | W (Wetlands 1, 2, 4, 6, 9) D (Wetland 3) DVI (Wetlands 5, 7, 8, 10, 11, 12, 13) | | <ul style="list-style-type: none"> Two structures from previous imagery north and west of wetland 1 are gone Structure from previous imagery northeast of wetland 2 is gone Wetlands 1 and 4 appear to have extended farther into the AA Wetland 4 appears to be extending farther north |
| August 17, 2004 | Summer | Wet | Normal | 0mm | W (Wetlands 1, 4) D (Wetlands 2, 3) DVI (Wetlands 5, 6, 7, 8, 9, 10, 11, 12, 13) | | <ul style="list-style-type: none"> A larger road connecting the northeast road directly to a residence east of wetland 4 and the previous road is visible Trees appear to have been planted along new road Wetland 4 disconnected from north wetland Majority of the wetlands are not visible |
| May 13, 2011 | Spring | Normal | Dry | 0mm | W (Wetland 1, 2, 4, 5, 6, 8, 11, 13) D (Wetland 3, 9, 10) DVI (Wetland 7, 12) | | <ul style="list-style-type: none"> The large road the previous imagery appears to have impounded water causing open water in wetland 5 All but wetland 3 have surface water visible Wetlands 7 and 12 are the only wetlands not visible Residence appears demolished |
| May 21, 2021 | Spring | Dry | Wet | 0mm | W (Wetland 1, 2, 3, 4, 11, 13) D (Wetland 5, 6, 8, 9, 10) DVI (Wetland 7, 12) | | <ul style="list-style-type: none"> Gravel pad east of wetland 4 from previous imagery is not visible Trees planted along road exiting the east side of AA Wetlands 1, 2, 3 and 4 appear to have open water Wetlands 1 and 4 appear to be extending north Wetlands 7 and 12 are not visible in the imagery |
| July 19, 2022 | Summer | Dry | Dry | 3.12mm | W (Wetland 1, 2, 4) D (Wetland 3, 5, 6, 7, 8, 9, 10, 11) DVI (12, 13) | | <ul style="list-style-type: none"> Minimal changes since previous imagery Wetlands 1, 2 and 4 appear to have open water All wetlands visible on the landscape except for wetlands 12 and 13 |
| Number of Years Potential Wetland Areas Within Property Are Wet Over Number of Years in Photo Record: Wetland 1 - 5/9 Wetland 2 - 4/9 Wetland 3 - 1/9 Wetland 4 - 6/9 Wetland 5 - 1/9 Wetland 6 - 2/9 Wetland 7 - 0/9 Wetland 8 - 1/9 Wetland 9 - 1/9 Wetland 10 - 0/9 Wetland 11 - 2/9 Wetland 12 - 0/9 Wetland 13 - 2/9 | | | | | | | |

¹ Spring (April – June); Summer (June to September); Fall (September to November)

² Data from AgroClimatic Information Services (Agriculture and Rural Development) at <http://agriculture.alberta.ca/acis/township-data-viewer.jsp>

³ W=Water present/ inundated; D=Dry and Vegetated, consistent with wetland class; DVI=Dry, Vegetated, Indistinguishable from surrounding upland vegetation

⁴ Y=Yes (Reasonably permanent, a Section 3 Public Lands Act body of water); N=No (Not permanent, but still a wetland regulated under the Water Act)



Figure 5.7. Wetland delineation within assessment area (Google Earth Pro 2024; Field assessment conducted September 5 and 6, 2024).

Table 5.4. Wetland classification of wetlands within SE12-50-2-W4M with data from 2015 and 2023 and growing season field data from 2024.

| Wetland Area (ha) Estimated | Potential Classification Codes ^{1*} | Soil Characteristics ² | Hydrology Characteristics | Vegetation Indicator Species/Communities | ABWRET-A Results ³ | Comments |
|-------------------------------------|--|--|---|--|-------------------------------|---|
| Wetland 1 (5.58 ha) | Graminoid Marsh (81%; G-M-II), Shrubby Swamp (19%; S-S) | Hydric Soil - Depleted Below Dark Surface: 0-26cm Loam (100%; 10YR 3/1) 26-30cm Silt Loam (90%; 10YR 6/1, 10%; 2.5YR 5/8) | Primary characteristics: Algal mat or crust (B4), Water-stained leaves (B11) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Cirisium arvense</i> , <i>Mentha canadensis</i> | TBD | Wetland 1 is present in all the historical imagery indicating it has been present of the landscape in some form since ~1949. The wetland is only partially present in 1949 but is complete in the rest of the imagery. Surface water is present in imagery from 1991 and 2011 onward. |
| Wetland 2 (2.17 ha inside AA) | Shrubby Swamp (63%; S-S), Graminoid Marsh (37%; G-M-II) | Hydric Soil - Organic Surface Layer: 0-22cm Organic (100%; 10YR 2/1) 22-30cm Clay (100%; 10YR 2/1) | Primary characteristics: Water-stained leaves (B11) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Carex rostrata</i> , <i>Cirisium arvense</i> | TBD | Wetland 2 is present in all the historical imagery with a fluctuating size throughout these images. Surface water is present in the imagery from 1991, and 2011 onward. |
| Wetland 3 (0.34 ha) | Graminoid Marsh (60%; G-M-II), Shrubby Swamp (40%; S-S) | Hydric Soil - Depleted Below Dark Surface: 0-13cm Clay Loam (95%; 10YR 3/1, 5%; 10YR 5/6) 13-30cm Silty Clay Loam (100%; 10YR 5/1) | Secondary characteristics: Saturation visible on Aerial (C9) | <i>Salicaceae sp</i> , <i>Carex rostrata</i> , <i>Cirisium arvense</i> | TBD | Wetland 3 is present in all of the historical images from 1966 onward but is not discernable in the 1949 imagery. Surface water is only visibly present between 2011 & 2021 for wetland 3. |

| Wetland Area (ha) Estimated | Potential Classification Codes ^{1*} | Soil Characteristics ² | Hydrology Characteristics | Vegetation Indicator Species/Communities | ABWRET-A Results ³ | Comments |
|---|---|---|---|---|-------------------------------|---|
| Wetland 4 (5.76 ha within AA) | Graminoid Marsh (79%; G-M-II), Shallow Open Water (5%; W-A-III), Shrubby Swamp (16%; S-S) | Hydric Soil – Redox Dark Surface: 0-30cm Clay Loam (85%; 10YR 2/1), (15%; 2.5YR 4/8) | Primary characteristics: Surface Water (A1), Saturation (A3), Water Marks (B1), Algal Mat/Crust (B4), Inundation on Aerial (B7), Aquatic Fauna (B13) Secondary characteristics: Drainage Patterns (B10), Saturation visible on Aerial (C9) | <i>Juncus balticus</i> , <i>Carex rostrata</i> | TBD | Wetland 1 is present in all the historical imagery indicating it has been present on the landscape in some form since ~1949. Only sections are observable in 1949 but the majority of wetland 4 is visible in all the following imagery. The wetland was observed to have surface water in most of the historical photographs |
| Wetland 5 (1.75 ha) | Graminoid Marsh (90%; G-M-II), Shrubby Swamp (10%; S-S) | Hydric Soil – Redox Dark Surface: 0-30cm Clay Loam (80%; 10YR 3/1), (20%; 2.5YR 5/8) | Primary characteristics: Algal Mat/Crust (B4), Oxidized Rhizosphere along Living Roots (C3), Presence Reduced Iron (C4) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Typha latifolia</i> , <i>Carex rostrata</i> , <i>Muhlenbergia richardsonis</i> | TBD | Wetland 5 is present in most of the historical imagery but was absent in imagery between 1971 and 2004. The wetland lacks surface water in the aerial imagery when it is present except for 2011 |
| Wetland 6 (5.2 ha) (0.96 within AA) | Graminoid Marsh (82%; G-M-II), Shrubby Swamp (18%; S-S) | Hydric Soil – Redox Dark Surface: 0-30cm Clay Loam (80%; 10YR 3/1, 20%; 5YR 4/6) | Primary characteristics: Oxidized Rhizosphere along Living Roots (C3) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Carex sp.</i> , <i>Juncus balticus</i> , <i>Salix farinæ</i> | TBD | Wetland 6 is present in the imagery partially in 1949 but is totally present in 1966, 1981, 1991, and 2011 onward. The wetland lacks surface water in most of the imagery where it is present except 2011 & 2021. |

| Wetland Area (ha) Estimated | Potential Classification Codes ^{1*} | Soil Characteristics ² | Hydrology Characteristics | Vegetation Indicator Species/Communities | ABWRET-A Results ³ | Comments |
|-----------------------------|--|---|--|--|-------------------------------|---|
| Wetland 7 (0.048 ha) | Graminoid Marsh (40%; G-M-II), Shrubby Swamp (60%; S-S) | Hydric Soil – Depleted Matrix: 0-15cm Clay Loam (100%; 10YR 3/1), 15-30cm Clay (60%; 10YR 4/2, 40%; 2.5YR 4/8) | Primary characteristics: Water Marks (B1) Secondary characteristics: N/A | <i>Salix farriae</i> <i>Carex rostrata</i> <i>Typha latifolia</i> | TBD | Wetland 7 is not identifiable in the majority of the historical imagery but is observable in 2021 & 1966. There also is no surface water visible for this wetland in any of the imagery. |
| Wetland 8 (0.41 ha) | Shrubby Swamp (70%; S-S), Graminoid Marsh (30%; G-M-II) | Hydric Soil – Depleted Below Dark Surface: 0-17cm Clay Loam (100%; 10YR 3/1), 17-30cm Clay (50%; 10YR 5/1, 50%; 2.5YR 5/8) | Primary characteristics: Oxidized Rhizosphere along Living Roots (C3) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Calamagrostis canadensis</i> <i>Petasites frigidus</i> | TBD | Wetland 8 is absent in 2004 & 1991 but is observable in the rest of the imagery including the most recent imagery. There is no visible surface water in any of the imagery for this wetland. |
| Wetland 9 (0.15 ha) | Graminoid Marsh (80%; G-M-II), Shrubby Swamp (20%; S-S) | Hydric Soil – Depleted Matrix: 0-18cm Silty Clay Loam (100%; 10YR 2/1), 18-40cm Silty Clay Loam (70%; 10YR 5/1, 30%; 5YR 4/6) | Primary characteristics: Algal Mat/Crust (B4), Aquatic Fauna (B13), Presence Reduced Iron (C4) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Salix petiolaris</i> <i>Carex atherodes</i> | TBD | Wetland 9 is only distinguishable in the imagery from 1991 & 2022 and is indistinguishable in the rest of the imagery. The wetland does not have surface water in either of the images where the wetland is present. |
| Wetland 10 (0.13 ha) | Graminoid Marsh (95%; G-M-II), Shrubby Swamp (5%; S-S) | Hydric Soil – Redox Dark Surface: 0-17cm Clay Loam (70%; 10YR 3/1, 30%; 2.5YR 4/8), 17-30cm Clay (70%; 10YR 4/2, 30%; 2.5YR 4/8) | Primary characteristics: Oxidized Rhizosphere along Living Roots (C3), Iron Deposits (B5) Secondary characteristics: Saturation visible on Aerial (C9) | <i>Typha latifolia</i> , <i>Muhlenbergia richardsonis</i> <i>Mentha canadensis</i> | TBD | Wetland 10 is partially present in 1991 and completely visible in the imagery from 1949, 1966, & 2011 onward. The rest of the imagery the wetland is indistinguishable. Surface water is only visible in the 2011 imagery for this wetland. |

| Wetland Area (ha) Estimated | Potential Classification Codes ^{1*} | Soil Characteristics ² | Hydrology Characteristics | Vegetation Indicator Species/Communities | ABWRET-A Results ³ | Comments |
|---|--|--|--|---|-------------------------------|---|
| Wetland 11 (0.49 ha) | Graminoid Marsh (60%; G-M-II), Shrubby Swamp (40%; S-S) | Hydric Soil - Depleted Below Dark Surface: 0-7cm Sandy Clay Loam (100%; 10YR 2/2) 7-30cm Sandy Clay Loam (85%; 10YR 6/1, 15%; 10YR 6/8) | Primary characteristics: None Secondary characteristics: None | <i>Salicaceae sp.</i> , <i>Carex atherodes</i> | TBD | Highly disturbed due to cattle (feeding on vegetation and disturbed soil). Culvert connects wetland south and north of road. Powerline runs through wetland. Very dry conditions with no hydrological indicators observed during 2024 fieldwork. |
| Wetland 12 (0.0 ha; 443 m ²) | Graminoid Marsh (95%; G-M-II), Shrubby Swamp (5%; S-S) (TBD) | Hydric Soil - Depleted Below Dark Surface: 0-25cm Loam (100%; 10YR 2/1), 25-30cm Loam (95%; 10YR 4/1, 5%; 7.5YR 6/8) | Primary characteristics: None Secondary characteristics: None | <i>Cirsium arvense</i> | TBD | Wetland presence likely due to impoundment from road constructed directly west of wetland. Highly disturbed due to cattle (feeding on vegetation and disturbed soil). Very dry conditions with no hydrological indicators observed during 2024 fieldwork. |
| Wetland 13 (0.11 ha) | Graminoid Marsh (100%; G-M-II), | Hydric Soil - Depleted Below Dark Surface: 0-20cm Silt Loam (100%; 10YR 3/1) 20-30cm Silt Loam (90%; 10YR 6/2, 10%; 7.5YR 6/8) | Primary characteristics: None Secondary characteristics: None | <i>Carex rostrata</i> | TBD | Very dry conditions with no hydrological indicators observed during 2024 fieldwork. Highly disturbed due to cattle (feeding on vegetation and disturbed soil). Lies Within a small gully. Does not have hydrophytic dominant vegetation. |

¹Wetland Classification Codes from Alberta Wetland Classification System (2015)

Class: Swamp (S), Marsh (M), Bog (B), Fen (F), Shallow Open Water (W)

Forms: Wooded Deciduous (Wd), Shrubby (S), Graminoid (G), Wooded Coniferous (Wc), Submersed and/or Floating Aquatic Vegetation (A), Bare (B)

Types: Freshwater (F), Slightly brackish (sb), Temporary (II), Seasonal (III), Semi-permanent (IV), Permanent (V)

*Types not applicable to Wooded Swamps based off updated Alberta Wetland Classification System (2015) which does not require full determination and breakdown of water permanence within swamps. Water permanence where applicable based on field observations.

²Field Indicators of Hydric Soils in the United States Adapted for use in Alberta 2019 - (Adapted from US Army Corps of Engineers Wetland Determination Form for the Western Mountains, Valleys, and Coast Regional Supplement and modified for use in Alberta based on the Wetland Identification and Delineation Directive)

³ABWRET: Alberta Wetland Rapid Evaluation Tool as determined by Alberta Environment and Protected Areas (EPA)

TBD – To be determined AA – Assessment Area



Figure 5.7. Key wildlife features within assessment area per field reconnaissance (Google Earth Pro 2024; Field assessment conducted September 2024).

6.0 **DRAFT** Conclusions & Recommendations

The following conclusions and recommendations are offered.

1. The information presented is intended to inform planning. Field level information was collected for a portion of this quarter section in 2023 and for the entire quarter section in September 2024. This report presents a portion of the results of the 2024 field assessment. This information will be detailed and updated in a subsequent report.
2. Regulatory approval and/or permitting under the *Alberta Water Act* for wetland alteration may be required should any naturally occurring ephemeral waterbodies or wetlands intend to be altered or impacted by the development or related activities. No naturally occurring ephemeral waterbodies or wetlands should be altered or impacted until relevant approvals are obtained.
3. Should wetland, tree and/or vegetation clearing be required, pre-disturbance wildlife sweep(s) conducted by a wildlife specialist should occur prior to disturbance/clearing if disturbance is to occur between approximately February 15 and August 31 of any given year. This period includes vulnerable breeding timing for amphibians. Further recommendations associated with wildlife will be provided in a subsequent report.
4. Some regulatory permitting may be required to permit development and/or activities. Scoping of regulatory requirements should occur in conjunction with field verification and planning.

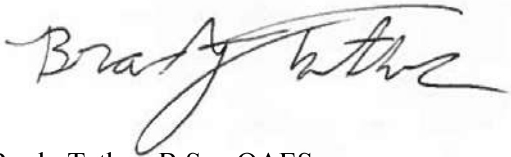
7.0 **Limitations and Closure**

In conducting the assessment and rendering our conclusions, EnviroMak Inc. gives the benefit of its best judgment based on its experience and in accordance with generally accepted professional standards for this type of assessment in present time. This report was submitted with the best information provided to date.

This is a DRAFT report prepared for interim use and discussion. This report should not be used to support Water Act Approval application for wetland alteration.

This report has been prepared for the exclusive use of the proponent/client for planning purposes only and not to be used for regulatory permitting. Any use which any other third party makes of this report, or any reliance on or decisions to be made on it, are the responsibility of such third parties. EnviroMak Inc. accepts no responsibility for damages, if any, suffered by any other third party as a result of decisions made or actions based on this report. Please contact EnviroMak Inc. by telephone at (780) 425-2461 (office) or email to kyla@enviromak.com with any questions or concerns.

Prepared by:



Brady Tether, B.Sc., QAES
Biologist, EnviroMak Inc.

&



Kyla Walker-Makowecki, M.Sc., P.Biol., RT(Ag), QAES, CPESC
Principal, EnviroMak Inc.



Attachments: *Bibliography and Appendices*

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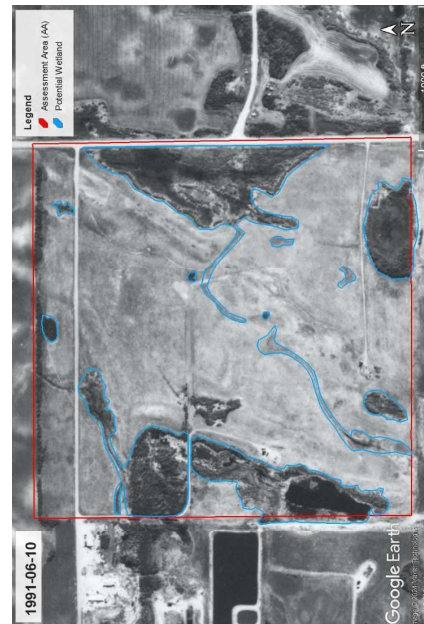
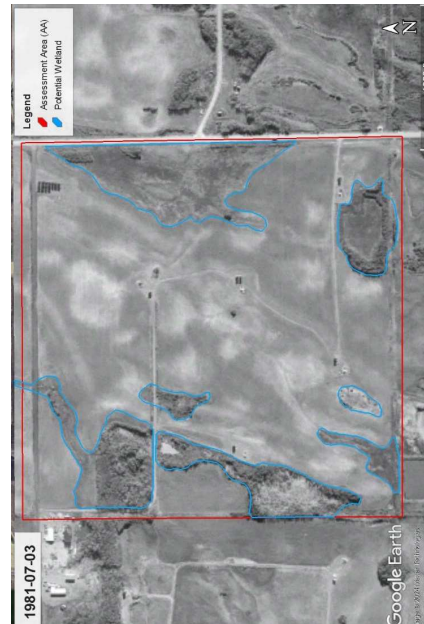
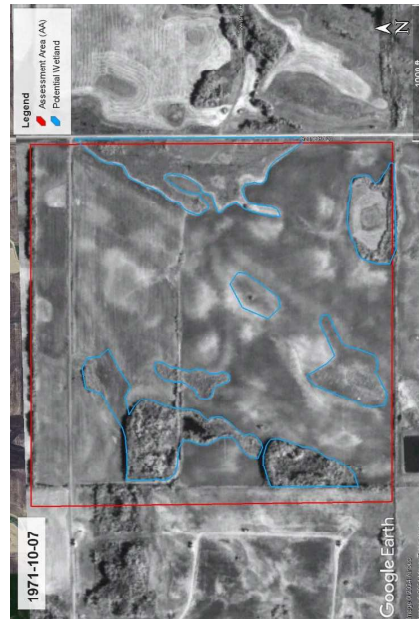
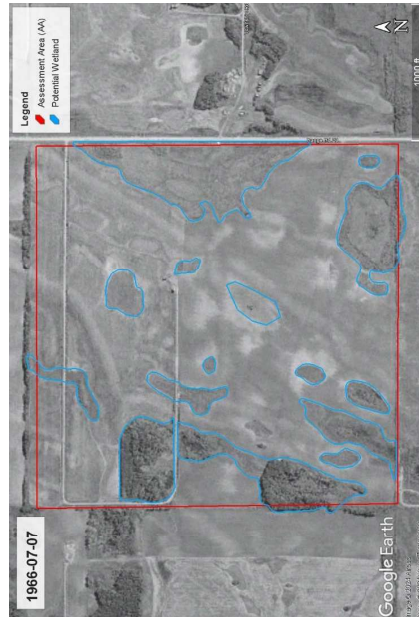
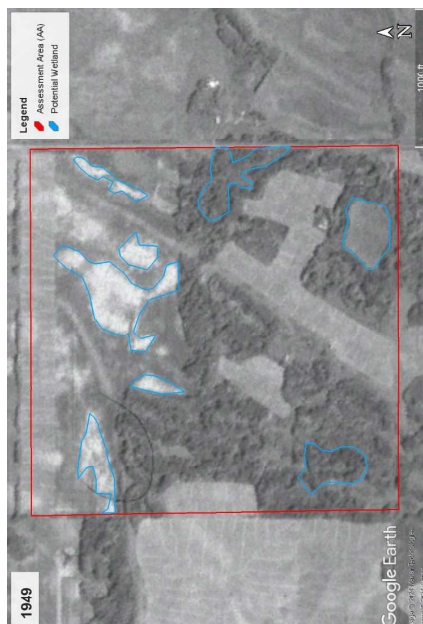
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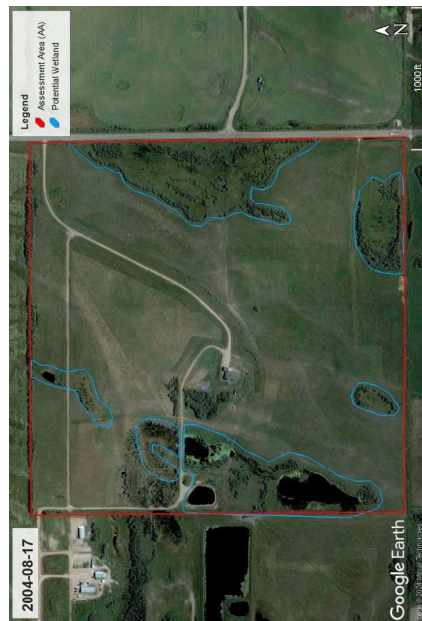
9.0 Appendices



9.1. Historical Aerial Photographs



| | | |
|---|---|-------------------------|
|  | HISTORICAL AERIAL IMAGERY 1949 – 2022 | |
| SE12-50-2-W4M County of Vermilion River, Alberta | | Project No. 16-07-04 |



County of Vermilion River
P.O. Box 69
4912 – 50 Avenue
Kitscoty, AB T0B 2P0

October 9, 2024
File: N:\5205\003\01\L35R1

Attention: Ben McPhee
General Manager – Public Works Operations

Dear Ben:

Re: County of Vermilion River Hamlet of Blackfoot Wastewater System Upgrades
Treated Effluent Disposal on SE12-50-02-4 – Draft Executive Summary Review

1.0 Introduction

In June 2024, MPE a division of Englobe (MPE), Environmental Management Consultants (EnviroMak), and Soil and Forestry (S&F) determined that disposal of treated effluent from the Hamlet of Blackfoot's (Hamlet's) wastewater treatment facility would be feasible on SE12-50-02-4 either via an evaporation pond (Option A) or by treated effluent irrigation (Option B).

Further field investigations were completed, and they are:

1. EnviroMak completed a field assessment and has provided a draft report entitled "Draft Environmental Screening and Delineation of Wetlands to Inform Evaluation of Feasibility of Blackfoot Wastewater Treatment Effluent Disposal in Parts of SE12-50-2-W4M." A copy of the report is provided separately.
2. Soils and Forestry completed a field assessment and has provided a report entitled "Agricultural Feasibility Report" and includes the "Level II Land Irritability Classification Report". A copy of the report is provided separately

The following provides a summary review of the outcomes of the above two reports and presents a comparison of the two options.

2.0 Option A: Effluent Disposal via Evaporation Pond

2.1 Regulatory Review

2.1.1 Water Act

A few wetlands would be impacted by the evaporative lagoon and therefore regulatory approval and/or permitting under the Alberta Water Act would be required. EnviroMak's preliminary review determined that the wetlands within the area are classified as either C or D. Classes range from A to D, with A being

the highest valued wetlands and D being the lowest. For this draft report, we are estimating the impacted wetlands as Class C, pending the final report from EnviroMak.

2.1.2 Alberta Environment and Parks

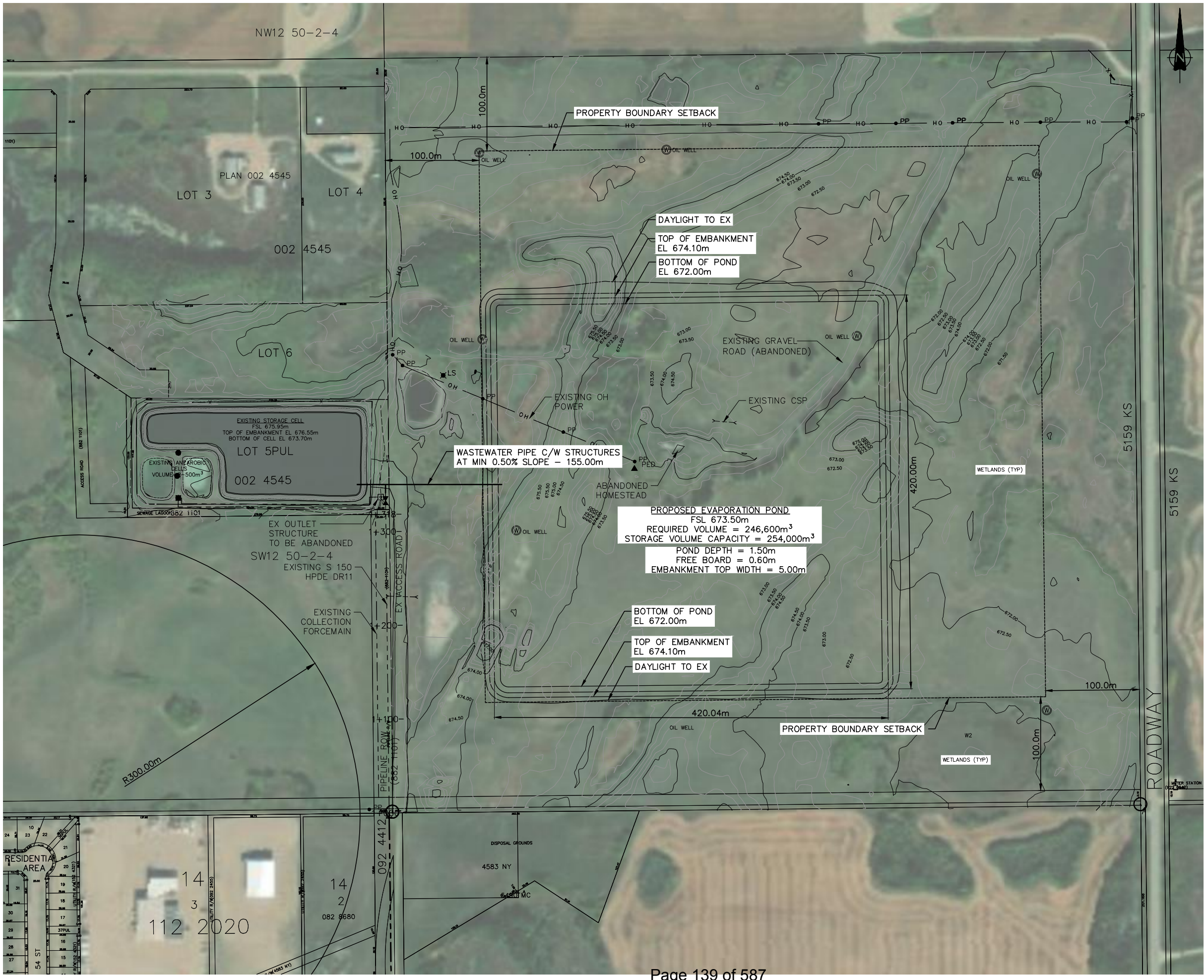
AEP Standards stipulate that wastewater systems with average daily design flows of less than 250 m³/d only require one evaporation cell with provisions at the inlet to the cell for settlement. For systems with flows larger than 250 m³/d, the evaporation cell shall be preceded by two anaerobic or two facultative cells.

The Hamlet of Blackfoot's wastewater design flow is 101 m³/day but the existing anaerobic and facultative cells would be maintained upstream of the proposed evaporation pond to provide preliminary treatment. This exceeds AEP requirements.

2.2 Proposed Upgrades

MPE completed an evaporation pond sizing memorandum which determined the evaporation pond size requirement of 246.6 ML and a footprint of approximately 20.25 ha. The pond water depth would be 1.27m and side slopes of 5H:1V. Figure 2.1 shows a simplified concept of the pond in square shape placed at a setback limit of 100m from the west and south property lines. The scope for an evaporative pond would include.

- Installation of interconnecting piping from the existing facultative lagoon cell to provide gravity flow to the evaporative lagoon.
- Construction of a 246.6 ML capacity pond including structures and piping.
- Removal of all existing infrastructure including homesteads, roads, and overhead powerline.
- Construct an access road.
- Removal / Decommission of abandoned oil wells.



- NOTES:
1. BOLD ITEMS INDICATE WORK TO BE COMPLETED AND LIGHT ITEMS INDICATE EXISTING CONDITIONS.
 2. BOREHOLE LOCATIONS ARE APPROXIMATE ONLY.
 3. THE CONTRACTOR SHALL CALL ALBERTA ONE-CALL AT 1-800-242-3447 AT LEAST THREE (3) WORKING DAYS PRIOR TO BEGINNING ANY EXCAVATION OR REMOVALS.
 4. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL GAS LINE CROSSINGS WITH UTILITY COMPANY.
 5. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE BARRICADES, CONSTRUCTION SIGNAGE, TRAFFIC CONTROL, AND FLAGPERSONS.
 6. THE CONTRACTOR IS RESPONSIBLE FOR MEETING OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
 7. MAINTAIN SEPARATE STOCKPILE OF SELECT CLAY MATERIAL TO BE LATER USED FOR CONSTRUCTION OF STRUCTURAL EARTHWORK FILL EMBANKMENTS FOR LAGOON CONSTRUCTION AND FOR BACKFILL AND LANDSCAPING AROUND LAGOON SITE.
 8. DESLUDGE EXISTING FACULTATIVE CELL.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS

| ISSUE | YY-MM-DD | REVISION |
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COUNTY OF VERMILLION RIVER

HAMLET OF BLACKFOOT
WASTEWATER SYSTEM UPGRADES
OPTION A – EVAPORATION LAGOON
EXPANSION

CIVIL
EXISTING AND PROPOSED LAGOON
CONCEPT SITE PLAN

| | | | |
|----------|----------------|--------|-------------|
| DESIGNED | R.S., I.K. | JOB | 5205-003-03 |
| DRAWN | A.E. | SCALE | 1:2000 |
| DATE | SEPTEMBER 2024 | FIGURE | 2.1 |

3.0 Option B: Effluent Disposal via Irrigation

3.1 Regulatory Review

3.1.1 Water Act

It is not anticipated that any wetlands would be impacted with this option. However, if it is determined that wetland a few wetlands need to be disturbed to allow for proper irrigation. regulatory approval and/or permitting under the Alberta Water Act would be required.

3.1.2 Alberta Environment and Parks

The minimum treatment requirement for treated wastewater irrigation is primary treatment (anaerobic cells in series or facultative cells) followed by at least seven months storage. The County completed sampling of their wastewater prior to discharge on April 02, 2024, while S&F did sampling on August 29, 2024. The lab results are summarized in Table 3.1 on the following page against the AEP standards and for treated effluent quality for wastewater irrigation.

Table 3.1 – Hamlet of Blackfoot Wastewater Characterization and AEP Treated Effluent Quality Standards for Wastewater Irrigation

| Parameter | Results | | Standard | Type of Sample | Comments |
|-----------------|------------|------------|--------------|------------------|---|
| | 2024/08/29 | 2024/04/02 | | | |
| Total Coliform* | 2100 | - | <1000/100 mL | Grab | Geometric mean of weekly samples (if storage is provided as part of the treatment) or daily samples (if storage is not provided) in a calendar month. |
| Fecal Coliform* | 610 | - | <200/100 m | Grab | |
| (BOD) | 6 | 6 | <100 mg/L | Grab/Composite** | Samples collected twice annually prior to and on completion of a major application event. |
| (COD) | 40 | - | <150 mg/L | Grab/Composite** | |
| TSS | 4 | - | <100 mg/L | Grab/Composite** | |
| EC | 1.79 | 0.249 | <2.5 ds/m | Grab/Composite** | |
| SAR | 3.5 | 1.1 | <9 | Grab/Composite** | |
| pH | 7.85 | 7.66 | 6.5 – 9.5 | Grab/Composite** | |

* For golf courses and parks only.

** Grab sample would suffice if storage were provided; Composite sample is required if storage is not provided.

The isolated grab samples show that the lagoon's treated effluent meets AEP's requirements for all constituents except for Total and Fecal Coliform. As these were grab samples, they are not representative of the 30-day geometric mean of weekly samples. Nevertheless, fecal and total coliform are regulated only if the treated wastewater is used for golf courses or parks, which is not the case here.

For irrigation on SE12 for the purposes of native pasture and forbs used to graze cattle, the Hamlet's wastewater would be considered environmentally acceptable and agriculturally beneficial.

Irrigation would be scheduled so that wastewater discharge does not occur 30 days prior to harvesting of crops or grazing by dairy cattle, or seven days prior to pasturing by other livestock other.

3.2 Proposed Upgrades

Upgrades to the existing lagoon would still be required to expand the treatment and storage capacity to meet the future wastewater demands. Proposed upgrades for this option would include but not be limited to

- Existing Lagoon upgrades including expanding the storage capacity to 40,000m³
- Installation of an irrigation system which would include.
 - A supply pipeline from the lagoon to the SE12-50-15-4
 - An irrigation pumping station i.e. manhole equipped with a vertical turbine exterior rated pump.
 - Power supply to the pump station
 - Irrigation piping and volume gun systems.

4.0 Options Comparison

Two alternatives have been investigated for upgrading the Hamlet of Blackfoot's wastewater treatment system, in particular wastewater disposal. These upgrades build on the existing infrastructure with modifications that meet the Hamlet's current and future needs and regulatory requirements.

Table 4.1 – Comparison of Alternatives

| Option | Option A – Evaporation Pond | Option B – Irrigation |
|-----------------------|-----------------------------|-----------------------|
| Capital Cost | High | Low |
| Maintenance Costs | Low | Medium |
| Net Present Worth | High | Low |
| Ease to Operate | Low | Medium |
| Footprint Requirement | High | Low |

Option A presents much lower operational and maintenance costs however the capital costs are about 5 times higher than Option B. Option A also presents a requirement of significant amount of land.

5.0 Closure

MPE is still completing a conceptual design of the irrigation system in conjunction with Soils and Forestry and with EnviroMak as they finalise their report. Hence this report is presented as a draft and shall be finalised together with preliminary comments from the Town.

We thank you for the opportunity to be of service and to have prepared the reports on your behalf and look forward to assisting you in implementing your plans for the future. If you have any inquiries regarding any of the submitted reports or if clarification is required, please contact Ryan Sharpe or the undersigned.

Yours truly,

MPE a division of Englobe



Ivan Kagoro, P.Eng.
Project Engineer

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

TWP 522 TEXAS GATE DISPUTE

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River _____.

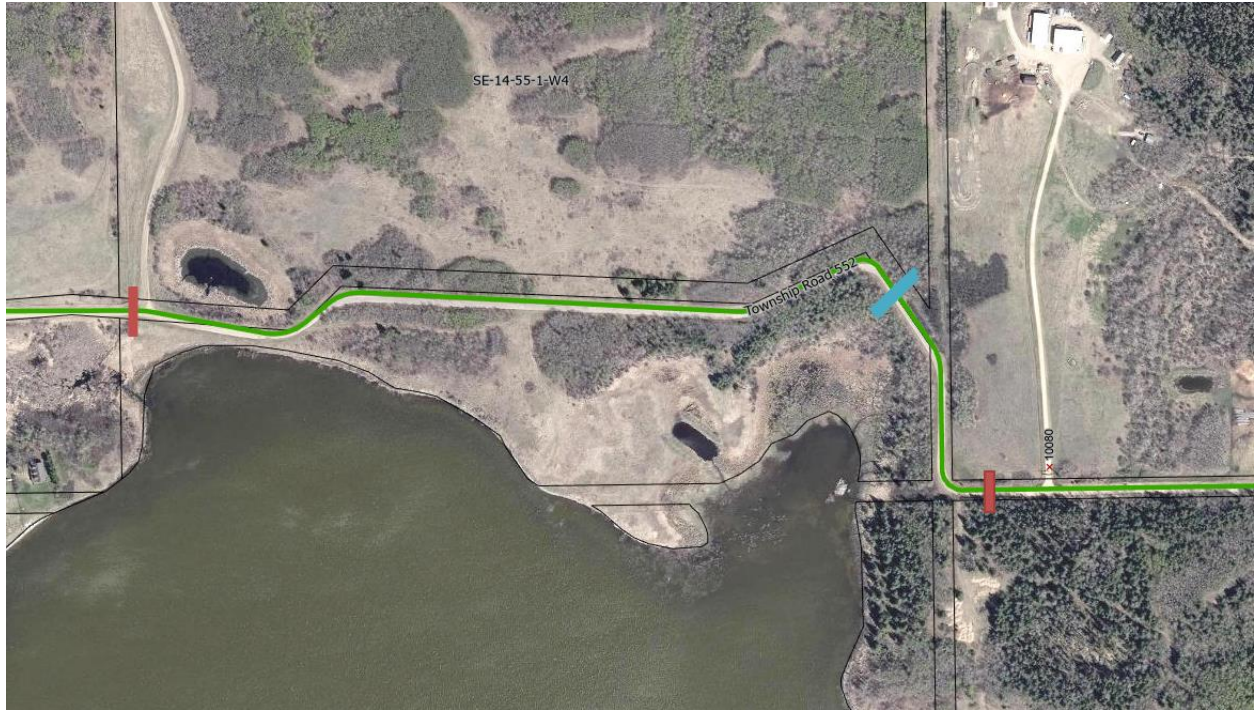
DETAILS

Background:

At the September 24 Council meeting, an application for the installation of a Texas gate was brought forward with the recommendation to deny the application. The circumstances surrounding the application is summarized in the following way:

- Texas gate was installed at the end of August by a property owner without consent of the County of Vermilion River.
- The County of Vermilion River received a complaint regarding the installed gate and engaged with the property owner that installed it, and requested the process be followed and an application be submitted.
- Property owner complied with the request and the item was brought forth at September 24 council meeting.
- The old Texas gate at the furthest East location is planned to be removed with new one being installed.
- The new gate itself meets the material requirements for the standard.
- With the gate being installed in a developed road allowance, it does not meet the requirements for approval as per policy.
- The bus driver has expressed safety concerns with the location of the new Texas gate.
- Council requested further engagement with the Burke Lake Cattle Association and the property owner that installed the Texas gate.

There are three gates now in this section of roadway. The two red lines are the older gates, and the blue line being the newly installed gate.



Discussion:

Public Works has had discussions with Burke Lake Cattle Association regarding the Texas gates. Their main points of discussion are:

- Access to the Lake at the South is needed for their cattle.
- This quarter section is primarily used as a holding quarter in the Fall before moving the cattle out from the area.
- They are indifferent to the location of the east Texas gate.
- They are wanting to avoid fencing the road right of way and prefers the Texas gates to be in place.
- The association is willing to take ownership of both Texas gates at the end of the process.

Lorne Larson:

- Lorne has expressed desire of where the new gate is installed.
- Lorne is willing to remove the old gate a restore the road.

Public Works also met with Buffalo Trail School Transportation Division on October 9, 2024. Buffalo Trails completed a safety assessment of the Texas gate and road access. During this discussion it was agreed between Lorne and the school division that Lorne would drive the kids further down the road and the bus does not require to go down the road.

After these consultations, Public Works recommends following the policy.

Public Works will be reviewing and updating the Texas Gate policy over the next few months and it will come back to Council.

Relevant Policy/Legislation Practices:

Desired Outcome (s):

Response Options:

- To not approve the newly installed Texas gate and leave the previous ones in place.
- To approve the newly installed gate and require the eastern gate to be removed.
- To not approve the gate and require the other two gates be removed. This will require a fence be built.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: N/A

Communication Required: Response to the two parties regarding the outcome.

Implementation: Upon Council approval.

ATTACHMENTS

Texas Gate Policy

PREPARED BY: Ben McPhee

DATE: October 9, 2024

| | | | |
|----------------------------|--|----------------------|---|
| POLICY # PW 011 | | POLICY TITLE: | TEXAS GATE STANDARDS & PROCEDURES POLICY |
|----------------------------|--|----------------------|---|

| | | | |
|---|--|------------------------------|------------|
| APPROVAL DATE AND MOTION: | June 2004 (66-06-04) | CROSS- REFERENCE: | |
| RESPONSIBILITY: | General Manager – Public Works Operations | APPENDICES: | Schedule A |
| APPROVER: | Council | EFFECTIVE DATE: | June 2004 |
| REVISION DATE(S)/ MOTION # | May 28, 24 (2024-05-77) | NEXT REVIEW DATE: | May 2027 |

1. DEFINITIONS

- 1.a. **County** means County of Vermilion River (the “County”).
- 1.b. **Council** means the Council of the County of Vermilion River
- 1.c. **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of the County, or their delegate.
- 1.d. **Landowner** means a person who is registered under the Land Titles Act as owner of the land.
- 1.e. **Business** means a registered company that conducts their business within the County of Vermilion River.
- 1.f. **Texas Gate** means a barrier installed within the road surface that prevents animals from crossing the barrier and allows free movement of vehicle traffic.

2. POLICY STATEMENT

The **County** recognizes the need and convenience of installing approved **Texas Gates** on road allowances within the **County**.

3. OBJECTIVE

To provide the ability for a **Landowner** or **Business** to request approval from the **County** to install a **Texas Gate** within a road right of way at the expense of the **Landowner/Business**.

4. BACKGROUND

- 4.a. This policy was introduced as a way to allow for **Landowners** or a **Business** to request approval from the **County** to install a **Texas Gate** within certain road right of ways throughout the **County** at the expense of the **Landowner/Business**.
- 4.b. This policy addresses the costs of installation and maintenance of **Texas Gates**.

5. GUIDING PRINCIPLES

- 5.a. **Texas Gates** may only be authorized on municipal roads by motion of council. **Landowners/Businesses** requesting **Texas Gates** on municipal roads must install and accept total responsibility for the same. A form outlining these requirements must be signed by the **Landowner/Business** requesting the gate before the gate is to be installed; the applicant must also include the location and term of proposed use (Refer to Schedule "A").
- 5.b. It is the requesting parties' responsibilities to obtain written permission from adjacent **landowners** to the proposed **Texas Gate** installation site before the council motion is passed.
- 5.c. The **Landowner/Business** is responsible for the maintenance of the **Texas Gate** after the initial installation. If the **Landowner/Business** fails to complete maintenance, the **County** will complete the work and the **Landowner/Business** shall reimburse the **County** for all costs incurred by the **County** in maintaining the **Texas Gate** after the date of initial installations, including expenses for labour, materials, travel, and equipment.
- 5.d. **Texas Gates** identified on **County** road allowance that are not authorized by motion of **Council** shall be removed unless the owner takes responsibility and makes application to have the gate approved by motion.
- 5.e. **Texas Gates** are permitted only on road allowances that have an undeveloped road.

- 5.f. **Texas Gates** are not permitted to be installed on Industry built lease roads within the road right of way that the **County** intends to take over the maintenance and replacement of in the future.
- 5.g. The **County** reserves the right to order **Texas Gates** to be removed at its discretion.

6. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|---|
| HANDLING INQUIRIES | General Manager – Public Works Operations |
| MONITORING REVIEWS AND REVISIONS | General Manager- Public Works Operations in conjunction with the Executive Assistant to CAO and Council |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Chief Administrative Officer |
| INTERNAL STAKEHOLDERS | Administration, Council |
| EXTERNAL STAKEHOLDERS | Landowner, Business, Public |

7. EXCEPTIONS

None.

8. POLICY EVALUATION

- 8.a. That the **County** will engage in a Policy evaluation every three years to monitor effectiveness of the policy and review opportunities for improvement.
- 8.b. Needs assessment if required.
- 8.c. Process evaluation to determine whether the policy has met its objective.

- 8.d. Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.

SCHEDULE 'A'

Agreement No.: PW 011-_____

AN AGREEMENT made in duplicate and effective this 12 day of SEPT., 2024.
TEXAS GATE AGREEMENT

BETWEEN:

County of Vermilion River
In The Province of Alberta

LORNE LARSON (Name)
BOX 21, TULLIBY LAKE, AB (Mailing Address) TOA-3K0
10080 TWP RD 552 (Rural Address)
SW 13-55-1 W4 (Legal Address)
780-872-9242 (Phone)

(Hereinafter called "the Applicant")
OF THE SECOND PARTThe County of Vermilion River Council has approved the installation of 1 Texas Gate(s) at the following Location(s):

Range Road 11 Township Road 552
Range Road _____ Township Road _____

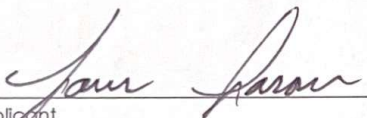
WHEREAS the Municipality has a policy for Texas Gate Standards and Procedures for the Landowners or Business Owner of the Municipality; and
WHEREAS The Applicant is a Landowner or Business Owner in the Municipality and desires the installation of a Texas Gate; NOW THEREFORE the Municipality and the applicant agree as follows:

1. The Texas Gate must be inspected and approved by Public Works prior to and after installation.
2. The Texas Gate is to be built of durable and suitable materials capable of handling traffic loads expected on the road as deemed appropriate by the County. The gate must not be less than six (6) feet in width and not less than twenty (20) feet in length.
3. An access bypass sufficiently wide to accommodate agricultural equipment must accompany all Texas Gates.

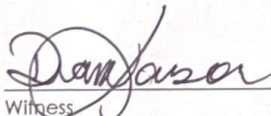
SCHEDULE 'A'

4. The Applicant is responsible for all costs of constructing and installing the Texas Gate. The Applicant must install signage indicating Texas Gate, must keep the Texas Gate in a reasonable state of repair and is liable for any and all damages sustained by the public if this is not done.
5. The Applicant is responsible for the maintenance of the Texas Gate.
6. If the Applicant fails to complete maintenance of the Texas Gate, the County will complete the work and the Applicant shall reimburse the County for all costs incurred by the County after the date of initial installation. This includes but is not limited to labor, materials, travel, and equipment. GST will be added to all amounts. Any amount not paid within the terms of this agreement may be added to the property and collected in the same manner of taxes as per Section 553 of the Municipal Government Act.
7. The County of Vermilion River Council reserves the right to order such gates removed at their discretion. The removal of the Texas Gate(s), if carried out in the future, shall be the responsibility of the applicant. Should the County require the removal to facilitate road construction, sufficient notice shall be given to allow the applicant to remove the Texas Gate

IN WITNESS WHEREOF THE PARTIES hereunto affix their signatures and seals on the date and year first written above.


Applicant

Reeve- COUNTY OF VERMILION RIVER


Witness

Administrator- COUNTY OF VERMILION RIVER



1041 - 10A Street
Wainwright, AB T9W 2R4

T: 780.842.6144
F: 780.842.3255
www.btps.ca

October 9, 2024

County of Vermilion River
4912-50 Ave
Kitscoty, AB
T0B 2P0

To Whom It May Concern,

On October 9, 2024, the Buffalo Trail Transportation Department conducted a site visit alongside the landowner, the County of Vermilion, and the bus contractor in response to a concern raised by our bus contractor regarding the recent installation of a cattle guard on a county road leading to SW-13-55-01-W4.

After reviewing the site and discussing the matter with all parties involved, it was determined that while the cattle guard remains in its current location, an alternative pick-up and drop-off location for students was mutually agreed upon.

Both the contractor and the landowner have agreed to stay in contact regarding any future changes or adjustments that may be necessary. Additionally, **"Bus Stop Ahead" signs should be installed** by the County of Vermilion at the new alternate pick-up location to ensure visibility and safety.

This new arrangement will ensure that transportation services continue to operate smoothly and efficiently, addressing the concerns raised by the bus contractor.

We appreciate the cooperation and flexibility of all involved in ensuring the ongoing effectiveness of our transportation services.

Sincerely,

Garth Rapson

Buffalo Trail Transportation Department

COMMITTEE MEETING DATE:2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

**AGRICULTURE AND ENVIRONMENT DEPARTMENT 2024 THIRD
QUARTER REPORT – FOR INFORMATION**

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the Agriculture and Environment Department 2024 Third Quarter Report for information.

DETAILS

Discussion: The Agriculture and Environment Department has summarized ongoing operations for 2024.

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee receive the Agriculture and Environment Department 2024 Third Quarter Report for information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to report operations to Council on a quarterly basis.

ATTACHMENTS

1. Agriculture and Environment 2024 3rd Quarter Report.pdf

PREPARED BY: Cathie Erichsen Arychuk, P.Ag., Director of Agriculture and Environment

DATE:2024-10-08

AGRICULTURE AND ENVIRONMENT DIRECTOR'S REPORT

OCTOBER 8, 2024 PREPARED BY: CATHIE ERICHSEN ARYCHUK

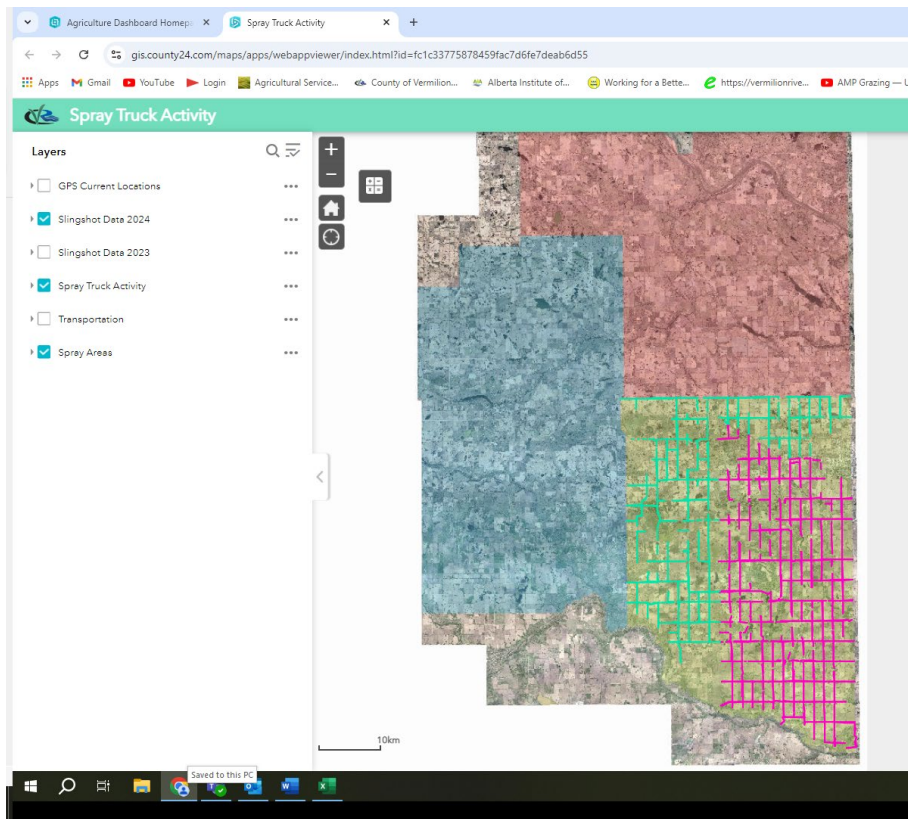
2024 3RD QUARTER HIGHLIGHTS:

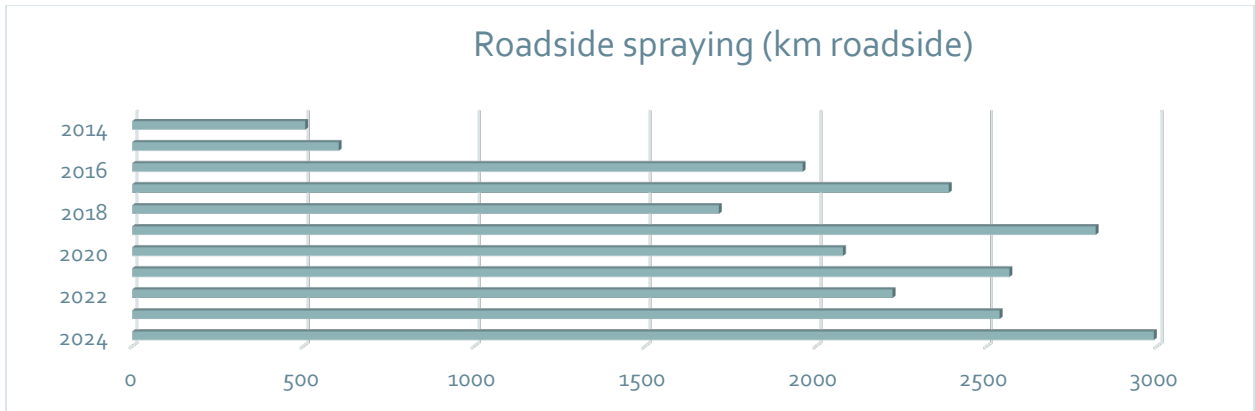
AGRICULTURE SERVICE BOARD (ASB) ACT

- Staff hosted an interactive Ag/Enviro booth at the Vermilion Ag Society Fair.
- Staff hosted an interactive Ag/Enviro booth at the Clandonald Ag Society Fair.
- Held an ASB/ALUS field day in Paradise Valley

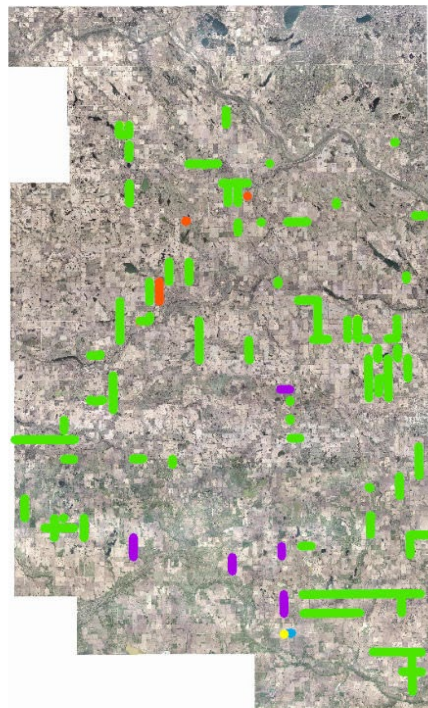
WEED CONTROL ACT

- Staff finished roadside spraying on August 21, 2024, covering 1496 km of road and completing Spray Area 3.





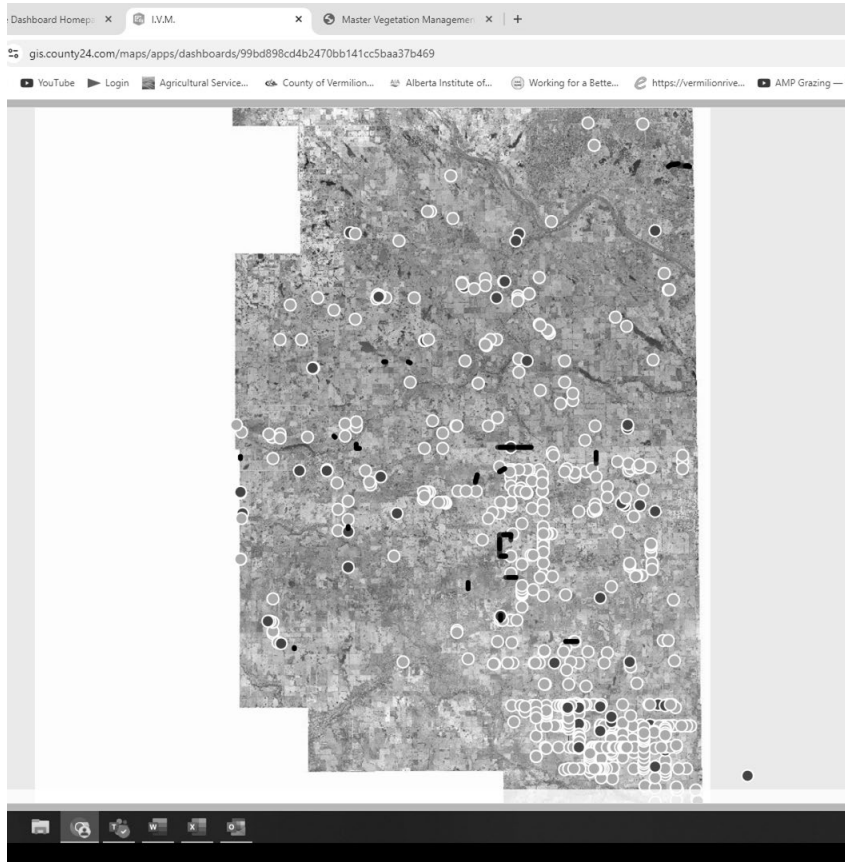
- Roadside mowing for 2024 was completed by the contractor in July and August, with 550 miles of road mowed (all Class A County roads).
- Thirty-eight (38) hectares of brush mulch were sprayed to control regrowth. Brush mulch areas in Spray Area 3 able to be managed as part of ongoing roadside weed/brush spraying operations this summer. All 2018 and later brush mulch areas not within 30m of water have been sprayed at least once after mulching before going into the roadside rotation.



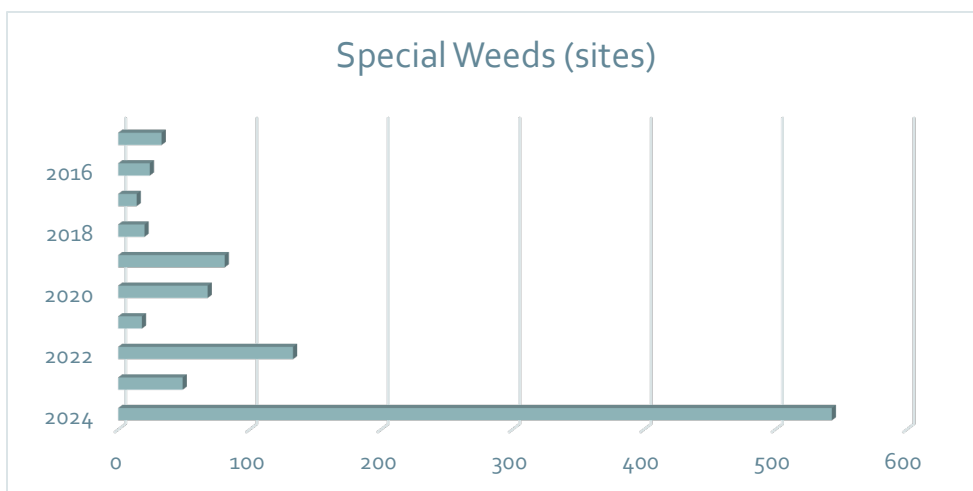
WGS Air

Green – sprayed in 2023/24, Purple – mulch areas to spray in 2025, Orange – mulched in 2024

- Noxious weeds continued to be of concern in 2024 and required significant staff time to try managing weed patches on County roads. Dedicating a team of seasonal staff to weed inspections resulted in 660 municipal sites mapped (an increase of 300%). Staff contractors together greatly increased noxious weed control on municipal roadsides, with almost 550 weed sites controlled this summer.



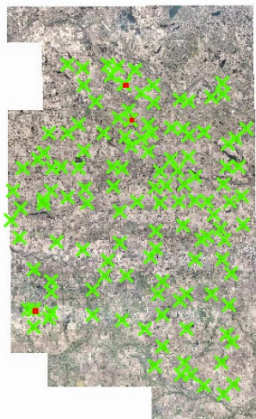
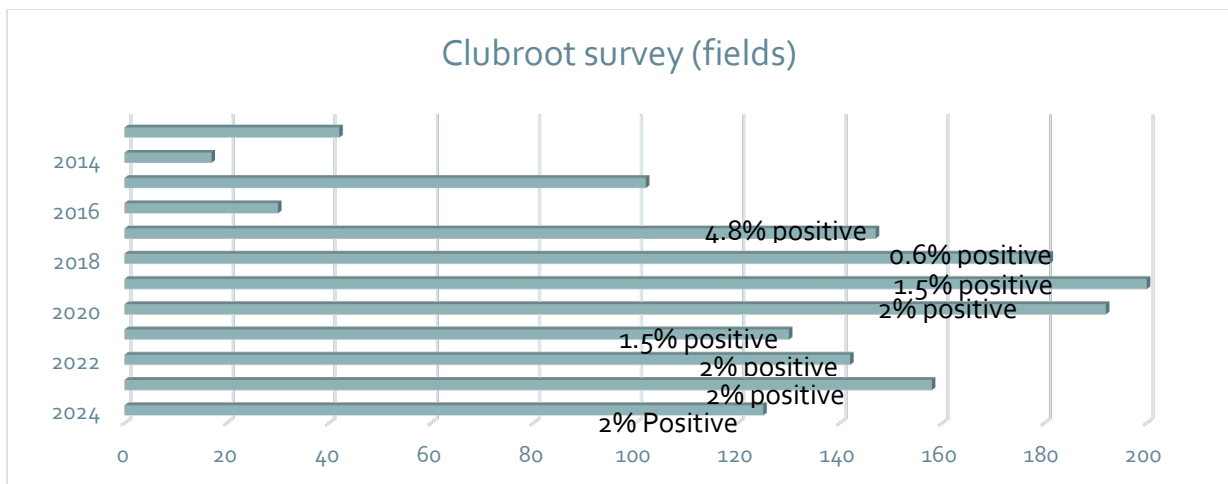
Light points were controlled in 2024.



- Four “Request for a Weed Management Plan” letters were sent out this summer. Three landowners managed the weed problem on their properties. The fourth was followed up with a Local Authority’s Notice to control noxious weeds and was enforced by Ag staff.

AGRICULTURAL PESTS ACT

- Staff participated in the provincial crop disease survey for Alberta Agriculture and Irrigation, sampling 16 canola fields, 3 barley fields and 19 wheat fields for submission to the provincial lab.
- Staff monitored two Bertha armyworm traps, two wheat midge traps and sampled 51 sites for grasshoppers in the County as part of Alberta’s crop pest monitoring program.
- Staff surveyed 125 canola fields for clubroot (2 per township block) in August and September. Three (3) new positive fields were identified for 2024 (one in Division 3 and two in Division 7).



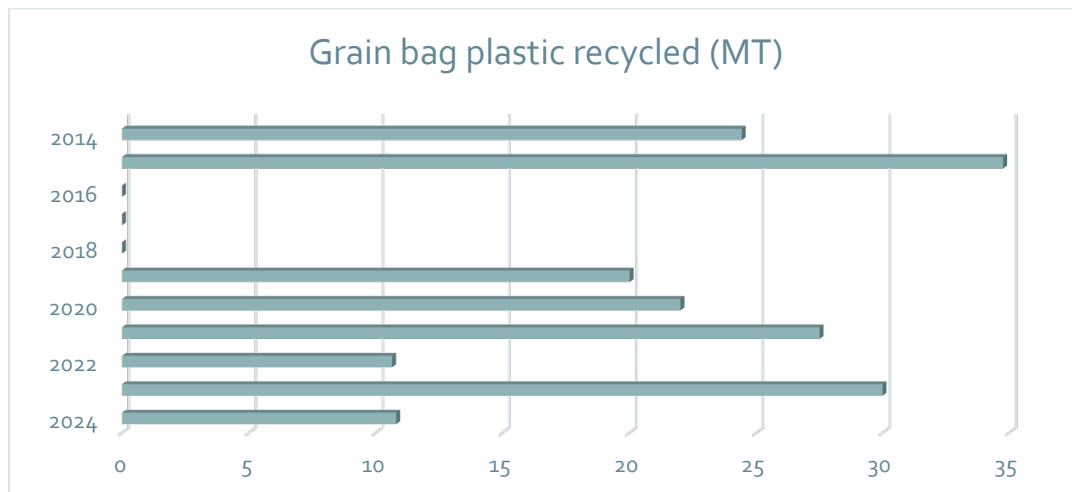
- County Rat Inspector worked with Alberta Agriculture and Irrigation staff to record a video about Rat Control in Alberta on September 18, 2024.

ALUS-VERMILION RIVER/GREEN ACREAGES

- Seven (7) new ALUS projects were approved for 2024. Participants are taking a cautious approach to new project spending this year due to weather and economic concerns.
- The ALUS Vermilion River Partnership Advisory Committee (PAC) met on July 16.
- ALUS Vermilion River co-hosted an ALUS /ASB Field Day at Paradise Valley on July 17, 2024.
- ALUS Vermilion River hosted two Wetland Explorer Days, August 13 at Hazeldine and August 14 at Lindsay Evans Park with 42 people attending these events this year.
- ALUS Vermilion River hosted an ALUS Project Tour and Pasture Pipeline Demo on August 23, 2024.
- Staff attended the ALUS Western Hub Meeting on September 24-25 in hosted by ALUS Wetaskiwin-Leduc.

ASB – ENVIRONMENTAL STREAM

- Staff partnered with Battle River Research Group to present a webinar on Pasture Weed Management on August 19, 2024.
- Staff continue to work with CleanFarms and the Regional Waste Commission on pesticide jug recycling program changes and grain bag and twine recycling.



ENVIRONMENT

- Groundwater test well sampling at the County yard was done on August 8 and 9, 2024. The final report is due on December 1, 2024.
- Staff attended the September 20, 2024 Battle River Watershed Alliance Land and Water Management Committee meeting virtually.

COMING UP IN 4TH QUARTER OF 2024:

- Fall rat inspections for Range 1
- Seed cleaning plant inspections and licensing
- 2025 Service Levels and Budget
- Year-end inventory
- Cows, Crops & Carbon, Mannville with Rural Routes for Climate Solutions, October 16/24
- Northeast Regional ASB Meeting, Czar, October 25/24
- Environmental Farm Plan Technician Training, Leduc, October 22-23/24
- Emerge – Women in Ag Conference, Lloydminster November 21/24 – with support from Agriculture and Environment Department
- AAAF Inservice Training, Edmonton, December 3-5/24
- Provincial ASB Conference, Delta South Edmonton, January 20-22/25

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

**SUMMARY OF WEED CONTROL IN COUNTY OF VERMILION RIVER HAMLETS –
FOR INFORMATION**

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the summary of weed control in County of Vermilion River hamlets for information.

DETAILS

Discussion: The current Service Level: Agricultural Service Board (ASB) – Weed Control states that the County will “use integrated vegetation management to control noxious and prohibited noxious weeds on municipal properties”. It also states that the County will “use the Weed Control Act to manage noxious and prohibited noxious weeds on private and public property. This Service Level was amended in March 2024 to clarify what was meant by “use a cooperative approach between landowners and the County to resolve weed concerns on private land where possible”. The Service Level focuses only on noxious and prohibited noxious weeds from the Weed Control Act along with brush on roadsides.

There is currently no discussion in AG 016 Weed and Vegetation Management Policy or the Service Level on management of cosmetic or unsightly weeds in the County of Vermilion River. AG 014 Hamlet Mowing and Beautification Policy has the possibility of including cosmetic weeds, in that it supports community groups in each hamlet to manage “beautification, including mowing and grounds maintenance in the Hamlet”. Alberta’s Weed Control Act at one time also listed a number of nuisance weeds but it was amended in 2010 to the current version.

The Agriculture and Environment Department does manage noxious and prohibited noxious weeds in County hamlets on public property.

- Staff have sprayed (glyphosate) and/or pulled and bagged scentless chamomile in Blackfoot in the lots along 55 Avenue and along 53 Avenue annually starting in 2017.
- Staff sprayed (glyphosate) tansy, oxeye daisy and toadflax on the north property line in Blackfoot in 2023 and again in 2024.

- Staff have pulled and bagged and/or sprayed (2,4-D) common burdock in Clandonald on the municipal drainage ditch and into the perimeter of adjacent privately owned properties annually starting in 2018.
- Staff have pulled and bagged oxeye daisy, dames rocket, scentless chamomile, common burdock and tansy from roadsides in Clandonald when found.
- Staff pulled and bagged and sprayed (2,4-D) oxeye daisy on tax recovery property in Dewberry in 2023.
- Staff pulled and bagged scentless chamomile in Islay on 49th Ave in 2023.

Alberta Environment and Health Canada regulate the application of herbicides in urban areas, including public lands, parks and playgrounds. Alberta Environment requires any herbicide application within an urban area other than by a landowner on private property to be supervised by a Certified Pesticide Applicator with a Landscape Certificate. Health Canada restricts herbicides that can be used in urban areas to only those registered as Landscape or Domestic herbicides to ensure safety of the people living and using the area. This is a relatively short list of herbicides, with no option of residual weed control.

Relevant Policy/Legislation Practices: AG 016 Weed and Vegetation Management Policy, AG 014 Hamlet Mowing and Beautification Policy, Alberta Weed Control Act, Weed Control Regulation, Health Canada Pest Control Products Act

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee receive the summary of weed control in County of Vermilion River hamlets for information.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required:

Implementation:

Council Goal:

ATTACHMENTS

1. AG 016 Vegetation Management Policy (1st Revision).pdf
2. AG 014 (1st Revision); Hamlet Mowing and Beautification Policy (2007-06-25).pdf
3. Amended ASB-Weed Control Service Level March 2024.pdf
4. Weed Control Regulation Schedule 1 Designated Weeds.pdf

PREPARED BY: Cathie Erichsen Arychuk, P.Ag., Director of Agriculture and Environment

DATE:2024-10-04

POLICY # AG 016
Weed and Vegetation Management

| | | | |
|---------------------------|--------------------------------|-------------------------|--|
| APPROVAL DATE: | May 1995 | CROSS-REFERENCE: | Replaces policies AG 007 – Roadside Brush Control, AG 009 - Roadside Weed Concerns, AG 010 – Private Land Spraying, AG 011 – Mowing Grass in Subdivisions, AG 012 – No Spray Zones, AG 017 – Roadside Haying Agreement |
| RESPONSIBILITY: | Agriculture & Environment | | |
| APPROVER: | Council | APPENDICES: | No Spray Agreement; Roadside Hay Permit Agreement |
| REVISION DATE (s): | March 12, 2019 (2019-03-25) | REVIEW DATE: | January 2024 |

POLICY STATEMENT

To establish the way in which the programs related to roadside brush, vegetation management and weed control are administered in the County of Vermilion River.

BACKGROUND

Alberta's Weed Control Act and Weed Control Regulation are designed to regulate the spread of prohibited noxious and noxious weed infestations. The County of Vermilion River is responsible for developing and delivering a weed control program in the County under the authority of the Weed Control Act.

The Weed Control Act requires municipalities to appoint inspectors to enforce and monitor compliance within the municipality. As such, it is the responsibility of the County to control noxious weeds and eradicate prohibited noxious weeds on County lands.

The County of Vermilion River is also responsible for the maintenance and repair of municipal roadways and ensuring public safety when using municipal roadways. The County's vegetation management program controls the growth of Woody Vegetation and Tall Vegetation along

County roadsides to reduce snow accumulation concerns, facilitate snow removal, enhance road maintenance, increase traffic safety by reducing obstructions in the ditch and improve visibility along roadways and at intersections. Vegetation management is an integral part of maintaining an effective drainage system. Vegetation management also reduces the spread of pests and diseases along municipal roadways (i.e. clubroot of canola, black knot fungus).

Most weed control depends on the growth stage of the weeds and surrounding vegetation (i.e. nearby crops) as well as weather conditions. These factors are highly variable and when considered along with thousands of miles of roadsides in the County, make vegetation management challenging. Using Herbicides that are longer lasting, residual and less selective in a systematic Blanket Spray operation improves effectiveness of vegetation control. The road right of way is not designed for ease of operating equipment such as sprayers within the ditch area. Thus, effective vegetation management is limited by conditions including width of Right of Way, back slope, fences, crops, trees, water bodies, wind and weather.

OBJECTIVES

- Minimize the spread of invasive plant species listed under the Weed Control Act.
- Establish a fair and consistent approach to weed and vegetation control, enforcement and services.
- Create a co-operative, long term solution for weed concerns on roadsides and private lands.
- Preserve the productivity of agricultural lands.
- Provide safe right of way along County roads.
- Reduce the cost of road maintenance and upgrading.
- Compliment adjacent agricultural land.
- Control the growth of woody vegetation and tall vegetation including sweetclover and alfalfa along County road right of ways.
- To reduce the spread of crop diseases along municipal roadways such as clubroot in canola.

SCOPE

| INTERNAL STAKEHOLDERS | EXTERNAL STAKEHOLDERS |
|-----------------------|-----------------------|
| Council | Ratepayers |
| Administration | General Public |

DEFINITIONS

Agricultural herbicide is herbicide designated on the label for weed control on agricultural crops and livestock feed.

Alfalfa is *Medicago sativa*, *M. falcata*, and *M. sativa* spp. *varia*, perennial legumes widely grown for hay and forage.

Blanket Spray is to treat the entire shoulder of the road with a selective herbicide where large infestations of undesirable plants are present or the intended goal is to leave residual herbicide to stop emergence of undesirable plants in the near future.

Brush is any tree or shrub growing along the roadside that is less than two (2) meters in height.

Clubroot (*Plasmodiophora brassicae*) is a serious soil-borne disease of crucifer crops such as canola.

County is the County of Vermilion River.

County Vegetation Management Standards is the County of Vermilion River's "Standard for Management of Weeds and Brush on Municipal Roadsides".

Designated weeds are those weeds listed on the Weed Control Regulation or designated as a noxious or prohibited noxious weed by the County of Vermilion River.

Dugouts are man-made small fresh water storage reservoirs.

Herbicide is a substance that is toxic to plants, used to destroy unwanted vegetation.

Herbicide Trespass is the application of herbicide on an area other than the intended site of application or use.

Hydro Axing is a method of removing trees and shrubs.

Industrial herbicide is herbicide designated on the label for weed control on industrial areas, including roadsides, right of ways, powerlines, pipelines, easements and industrial grounds.

Maintained Tame Shelterbelts are those where the owner or occupant has mowed or otherwise restricted vegetation growth between the trees and the roadside.

Maintained Yard Sites are those where the owner or occupant has mowed or otherwise restricted vegetation growth along the roadside.

Noxious Weed(s) are as defined in the *Weed Control Act*, SA 2008 cW-5.1 including any amendments made thereto and includes weeds designated by the County of Vermilion River.



Prohibited Noxious Weed(s) are as defined in the *Weed Control Act*, SA 2008 cW-5.1 including any amendments made thereto and includes weeds designated by the County of Vermilion River.

Residents are persons residing within the County of Vermilion River boundary.

Right of way is the portion of the roadway that lies between the center line of the road and the boundary of the property line of the Owner's land.

Roadside is the land between the edge of the road surface and the edge of the public right of way. In lieu of no road top, roadside would encompass the entire public right of way.

Selective Herbicide is a herbicide that kills specific unwanted plants while leaving desirable vegetation relatively unharmed.

Sweet Clover is (*Melilotus officinalis* and *M. alba*), an annual or biennial legume.

Tall Vegetation is vegetation growth tall enough to reduce visibility of/in the roadside.

Tame Shelterbelts are a line(s) of trees or shrubs planted and managed to protect an area.

Unforeseen Circumstances are unanticipated circumstances not seen or known beforehand.

Weeds are noxious or prohibited noxious weeds as designated by the Weed Control Regulation.

Weed Control Act is the *Weed Control Act* SA 2008 cW-5.1 including any amendments made thereto.

Woody Vegetation is brush, shrubs or trees.

GUIDING PRINCIPLES

ROADSIDE WEED AND BRUSH CONTROL

The County is divided into three (3) spray zones with a three (3) year rotational spray program in place. All road allowances within the designated zone are managed such that spraying covers the entire County every three years. The County uses equipment suitable for weed and brush control on the road allowance, along headland and fence lines adjacent to roadsides.

Roadside weed control is designed to minimize the spread of noxious and prohibited noxious weeds on County lands and preserve the productivity of agricultural land. Comparatively, brush and vegetation control is designed to minimize the growth of woody vegetation and tall vegetation to ensure the safe right of way along County roadways and enhance road maintenance.

The following guiding principles apply to Roadside Weed and Brush Control:

- The County is responsible for the appointment of Weed Inspectors.
- Residents are responsible for the control of weeds, brush and tall vegetation on either side of their maintained yard site, maintained tame shelterbelt or dugout.
- Municipal spraying within maintained yard sites and maintained tame shelterbelts will only be done with written permission from the landowner/occupant.
- The County annually inspects all roadsides for designated weeds.
- Brush mulching is initiated as required by the County's Public Works Department.
- All regrowth from County brushing, hydro axing or other mechanical removal is sprayed within two years where possible.
- Appropriate herbicides are used to control brush, tall vegetation and weeds in roadsides.
- The target application area is from edge of the road to fence line.
- Herbicide is selected by the Agriculture Fieldman.
- Ensure herbicide trespass onto farmland with industrial herbicides is avoided.
- The vegetation management program is advertised seasonally.
- Designated County roadsides are mowed once per season beginning on July 15 unless unforeseen circumstances arise. Priority is given to high traffic roads and school bus routes.
- Designated roadsides receive a minimum of a three (3) meter shoulder cut where possible. Grass and vegetation is mowed to a height not to exceed twenty (20) centimeters above the ground where possible.
- The County mows unmaintained county owned roadsides and county owned property within subdivisions as part of the roadside mowing program.

NO SPRAY ZONE AGREEMENT

Objectives

The County of Vermilion River recognizes that some landowners do not want herbicides for vegetation management applied to the municipal road right of ways adjacent to their property.

The signed No Spray Agreement between the County and the landowner offers residents the opportunity to opt out of roadside spraying adjacent to property they occupy, and by way of an annual agreement, assume the vegetation control responsibilities within that specified area.

Policy

- The County of Vermilion River will enter into a No Spray Agreement with landowners for a period one year. Applications must be received annually by the deadline.
- By signing the No Spray Agreement, the landowner accepts full responsibility for eradicating prohibited noxious weeds, controlling noxious weeds and controlling brush and tall vegetation along the County roadside adjacent to their property from the centre line of the road to the boundary of the property line. The right of way must be maintained by June 15 of each year and maintained through the growing season. All weed and brush must be maintained to County Vegetation Management Standards.
- Implementation details are provided in the County of Vermilion River No Spray Agreement.
- The County reserves the right to reject applications if immediate need of vegetation control means it is not in the County's best interest to avoid herbicide application for that season.
- If a No Spray Zone is not being maintained to County Vegetation Management Standards and/or by the date required by the agreement, the County may apply herbicides or use any other means to control weeds, brush and/or tall vegetation.
- When a hazard is caused by vegetation growth within a No Spray Zone, the County may take action to remove the hazard without notice or delay. The County may, at its option, apply herbicides or use any other acceptable means to control weeds or brush.
- The No Spray Zone or any other part of the municipal roadside shall not be used as a buffer zone for Organic operations.

ROADSIDE HAY AGREEMENT

Objectives

The County recognizes that some landowners wish to harvest hay along municipal roadside ditches adjacent to their property. The County would like to accommodate these requests where it does not interfere with County operations.

The Roadside Hay Agreement establishes the procedure allowing haying to occur on County municipal roadsides with minimal impact on municipal operations and activities.

Timeline for requests is set to provide sufficient time for administration to compile a list/map of requests granted prior to carrying out that year's Roadside Vegetation Control Program (mowing and spraying).

Policy

- The County of Vermilion River will enter into a Roadside Hay Agreement with ratepayers for the period of May 1 to July 15. Applications must be received annually by the stated deadline.
- The County agrees to delay herbicide application until July 15 along the permitted roadsides, providing a Roadside Haying Agreement has been signed.
- Hay must be cut, baled and bales removed by July 15.
- Implementation details are provided in the County of Vermilion River Roadside Hay Agreement.
- Roadside Hay Agreements may be cancelled at any time by the County in circumstances where road or roadside management takes a priority. No liability or obligation will be incurred by the County.
- When a hazard is caused by vegetation growth within a Roadside Hay Agreement, the County may take action to remove the hazard without notice or delay. The County may, at its option, apply herbicides or use any other acceptable means to control weeds or brush.
- The County reserves the right to refuse to enter into this agreement with any landowner.

PRIVATE LAND WEED CONTROL

Objectives

The spread of prohibited noxious and noxious weeds is a threat to productivity of crop lands and pastures, as well as having negative impacts on riparian and other natural areas.

The Weed Control Act and Weed Regulation of Alberta are designed to destroy or control the spread of prohibited noxious and noxious weed infestations through regulatory means.

The objective of the County of Vermilion River is to carry out a Weed Control program, under the authority of the Weed Control Act, and to prevent the spread and establishment of designated weeds on private and public lands.

Policy

- Responsibility for control of weeds on private land will at all times rest with the owner or occupant as per the Weed Control Act.
- It is the responsibility of the County to control weeds on county land, and to enforce the Weed Control Act on private land.

- The County shall appoint and hire a sufficient number of Weed Inspectors to enforce the Weed Control Act.
- The County will conduct weed inspections on private land in response to complaints as they arise.
- The County will conduct general weed inspections as time and manpower permits.
- A co-operative approach for weed control between land holders and the County will be used to resolve weed concerns where possible. However, the Weed Control Act clearly states that weed control activities are to be conducted by the property owner or occupant.
- If a mutually agreeable approach between land holders and the County cannot be reached, at the discretion of the Agriculture Fieldman, the County of Vermilion River may issue and enforce weed notices for prohibited noxious weeds and noxious weeds that are a concern in the County.
- The County may make bylaws designating a plant as a noxious weed or a prohibited noxious weed and designating noxious weeds as prohibited noxious weeds within the municipality.

PRIVATE LAND SPRAYING

Objectives

Specific prohibited noxious and noxious weeds like common tansy (*Tanacetum vulgare*), leafy spurge (*Euphorbia esula*) and toadflax (*Linaria vulgaris*) are hard to control and ratepayers may not have ready access to herbicides and equipment to control these problem weeds.

Policy

- The County of Vermilion River will assist ratepayers in eradicating prohibited noxious weeds on private land by providing manpower, equipment and herbicide at no charge where possible.
- The County of Vermilion River will assist ratepayers in controlling noxious weeds on private land by providing manpower and equipment where possible.
- The ASB will provide herbicide for the control of noxious weeds up to \$100.00. **(Motion # ASB 7-04-98)** The ratepayer will reimburse the County for any herbicide used over the \$100.00.
- Administration will maintain a list of ratepayers requesting private land spraying. When equipment and manpower become available, administration will contact ratepayers on the above list and offer private land spraying services. The ASB primary program of

roadside weed control and brush spraying shall be the ASB first priority. Private land spraying will be offered to ratepayers when manpower and equipment become available.

- Spraying done on private land in accordance with a Weed Notice shall be exempt from having manpower, equipment and herbicide provided free of charge.

ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE (s) OF PERSON RESPONSIBLE |
|---|---|
| HANDLING INQUIRIES | Director of Agriculture and Environment |
| MONITORING REVIEWS AND REVISIONS | Executive Secretary |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Chief Administrative Officer |

| | |
|-----------------------|---|
| POLICY NO: | AG 014 |
| POLICY TITLE: | HAMLET MOWING AND BEAUTIFICATION POLICY |
| DEPARTMENT: | AGRICULTURE |
| APPROVAL DATE: | 81-09-06 (September 26, 2006) |
| REVISION DATE: | 60-06-07 (June 25, 2007) |
| REVIEW DATE: | |

This Policy provides funding for County of Vermilion River Hamlets to undertake beautification, including mowing and grounds maintenance, in the Hamlet. Mowing is an effective weed control practice.

Length of Policy – Annual

Payment Terms:

1. Maximum amount = \$1,000.00
2. Payment is advanced upon receipt of application for funding. A project summary report is required to the County of Vermilion River by November 15 following the grounds maintenance season.

Condition and Special Provisions:

1. The contractor shall indemnify and hold harmless the County of Vermilion River and its employees and agents from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the contractor, his employees or agents, in the performance of this work.
2. Payable to a legal entity that is a community organization representing the local citizens.
3. All County property in the Hamlet will be included in the mowing and ground maintenance program.

Integrated Vegetation Management and Weed Control

Objectives

- 1) Protect municipal infrastructure
- 2) Reduce liability and enhance public safety on roads
- 3) Manage noxious and prohibited noxious weeds
- 4) Enhance the aesthetic appeal of the municipality through vegetation management on roadsides

Resources

Staffed through ASB General

3 Licenced Pesticide Applicators (Agriculture, Industrial, Landscape) and ~~3~~4 Authorized Assistants (seasonal)

Environmental Requirements

Environmental Code of Practice for Pesticides and Pesticide Regulation (under EPEA)

Annual Budget

Expenses: Approx. ~~\$373,000~~ \$435,000

Revenue: \$0

Net Cost: Approx. ~~\$373,000~~ \$435,000

Implementation and Service Level Standards

Appoint 6 Weed Inspectors annually

Herbicide control of weeds and brush on both sides of 1200 km of road annually (~2000 ha/year) to ensure management of all roads once every 3 years

Control regrowth on brush mulched areas of roadsides within 2 years

Manage noxious and prohibited noxious weeds on County property (roadsides, gravel pits) and private lands

Inspect and licence 3 Seed Cleaning Plants annually

Enforce Weed Act on private & provincial land

Mow shoulder of all Class A and Class C roadsides annually (550 km/year)

Maintain option for No-Spray Zones and Hay Agreements on roadsides

Opportunities/Potential Program Expansion

Increase weed inspection on County properties

Increase weed inspection program on non-County properties

Biocontrol program for noxious weeds

Expand equipment rentals

Subsidized control program for specified weeds

Challenges

Lack of staff poses significant challenge to weed inspections and enforcement of Weed Act

Budget and staff constraints limit noxious weed control on County roadsides

Supporting Documents

- 1) AG 016 Vegetation Management Policy (1st Revision)
- 2) 2024 ASB Weed Act Service Level
- 3) Weed Control Act
- 4) Weed Control Regulation
- 5) Pesticide (Ministerial) Regulation
- 6) Environmental Protection and Enhancement Act
- 7) Environmental Code of Practice for Pesticides

SERVICE LEVEL: AGRICULTURE SERVICE BOARD (ASB) – WEED CONTROL

WHAT ARE OUR GOALS?



Integrated Vegetation
Management



Seed Cleaning

HOW WILL WE ACCOMPLISH OUR GOALS?

Key Strategies

| STRATEGY | DESCRIPTION |
|--|--|
| Protect Infrastructure | Maintain and enhance municipal infrastructure through roadside vegetation and water management. |
| Reduce Liability and Enhance Public Safety | Maintain driver line of sight and visibility through roadside vegetation management. |
| Manage Noxious and Prohibited Noxious Weeds | Use Integrated Vegetation Management (spray, mow, hand pull) to control noxious and prohibited noxious weeds on municipal properties. Utilize <i>Alberta Weed Control Act</i> to manage noxious and prohibited noxious weeds on private and public property. |
| Roadside Spray Program | Conduct the spraying of County roadsides to control of noxious and prohibited noxious weeds and, and brush, maintain the integrity of infrastructure and safety of public by ensuring line of sight. |
| Roadside Mowing Program | Conduct the mowing of County roadsides and properties to provide vegetation management, for the control of weeds and brush, maintain the integrity of infrastructure and enhance public safety by ensuring line of sight. |
| Weed Inspection Program | Appointment of adequate Weed Inspectors for enforcement of the <i>Alberta Weed Control Act and Regulations</i> |
| Seed Cleaning Plants | Maintain alliances with the Seed Cleaning Plants surrounding early detection of weed species and crop pests. |
| Special Weed Program | Conduct the control of noxious and prohibited weeds such as Scentless Chamomile, Common Tansy and Toadflax on county properties and under special circumstances. |

WHEN & HOW WILL WE DO THIS?

Actions/Initiatives

| ACTION | EXPLANATION | ACHIEVEMENT DEADLINE |
|------------------------|---|----------------------|
| Inspection Program | <p>*Enforce the Alberta Weed Act and Regulations through the appointment of adequate Weed Inspectors for the control of noxious and prohibited noxious weeds on County land and roadsides.</p> <p><u>*A team of two seasonal staff will focus on looking for and mapping noxious weed issues on municipal lands and on private lands. The Weed Inspection Program will create awareness with landowners about weed concerns, educate landowners and residents on why noxious weeds are a concern, provide a cooperative program for weed control on private properties with the option to move to enforcement if the cooperative approach does not work to improve control.</u></p> <p>*Inspect reports of out-of-control weeds on private and commercially owned land, railway rights-of-way and provincial highways.</p> <p>*Use co-operative approach between landowners and County to resolve weed concerns on private land where possible. Issue weed notices for the control of noxious and prohibited noxious weeds if needed.</p> <p>*Prepare map of areas with weed issues within County</p> <p>*Provide inspections for the Alberta Weed Free Forage Program as requested</p> | Ongoing |
| Seed Cleaning Plants | <p>*Conduct annual seed plant inspections to maintain proper licensing.</p> <p>*Inspect 20 seed samples from each of the three seed plants for grading of seed.</p> | Ongoing |
| Roadside Spray Program | <p>*Conduct the chemical control of noxious and prohibited weeds and brush along County roadsides.</p> <p>*Maintain the efficiency of the spray program through spraying one of three zones annually, visually displayed on a "Roadside Spray Zones" map.</p> <p>*Blanket spray approximately 1200 km (800 miles) of County roadsides annually to control brush, broadleaf weeds and toadflax. Cover all County roadsides within a 3-year rotation.</p> <p>*Control the re-growth of brush by spraying roadside ditches that have been mulched by Public Works as needed. All regrowth from brushing shall be sprayed (if necessary) within two years.</p> <p>*Maintain the working integrity of drainage ditches controlling the re-growth of weeds and brush by spraying annually where possible.</p> <p>*Maintain the annual Spray Program spray locations via an electronic digitized map.</p> <p>*Investigate incidences of over-spray.</p> | Ongoing |
| Special Weed Program | <p><u>*A team of two seasonal staff will focus on vegetation management including management of County gravel pits and stockpiles, Gas Utility vegetation management, areas of brush mulched by Public Works, noxious weed patches on County roadsides and private landowner noxious weed control spot spray program.</u></p> <p>*Maintain the Special Weed Program by responding to reports of noxious and prohibited noxious weeds on private or commercially owned land, and County roadsides.</p> <p>*Provide targeted control of scentless chamomile, tansy, and toadflax (noxious weeds). Spot spray toadflax and/or tansy on about 100 ha. The</p> | Ongoing |

special weed program will follow one year behind the roadside spraying program to manage any herbicide escapes.

*Use Contracted Vegetation Managers to conduct spot spraying to assist administration in managing patches of noxious weed patches (specifically common tansy and yellow toadflax) on municipal roadsides. Contracted Managers will be used in August to spot spray at least 100+ ha of toadflax and tansy patches that were not completely controlled during the previous year's blanket spray program.

*The County will help ratepayers control noxious weeds on private lands by providing manpower and equipment free of charge and herbicide worth up to \$100 per ratepayer. The ratepayer will reimburse the County for any herbicide used over \$100. The County will maintain a list of ratepayers requesting private land spraying for noxious weeds. The County's roadside weed control and brush spraying will be the ASB's number one priority, but when equipment and manpower become available, at the discretion of the Ag. Fieldman, the County will contact and assist ratepayers. Spraying done under a Weed Notice is exempt from being done free of charge.

*The County will help landowners control larger infestations of specified regulated weeds on private lands with a Regulated Weed Control Herbicide Rebate Program, which will provide financial incentives to landowners faced with the issue of purchasing expensive herbicides to control patches of specified regulated weeds. The program will provide a rebate of 50% of the purchase cost of approved on-label herbicides registered to control that weed, to a maximum of \$1000 per landowner per year. The total Rebate Program budget for 2024 is \$8000. Specified weeds for the Rebate include yellow toadflax, common tansy, ox-eye daisy, leafy spurge, scentless chamomile, field bindweed, knapweeds, white cockle, and hoary alyssum.

*The County of Vermilion River Weed Warriors program will provide an opportunity for non-profit and community groups in the municipality to help combat scentless chamomile, burdock and other noxious weeds. The County will provide a \$500 donation to each group for their assistance and offer two bonus incentives annually: \$100 for the group that picks the most weeds by weight and \$100 for the group with the most team spirit. Group sessions will start with an education session and orientation provided by administration, followed by spending half a day picking weeds with the County Ag Team. Total Program budget for 2024 is \$4800.

*Cooperate with adjacent municipalities by promoting the control of the spread of noxious and prohibited weeds.

*Spot spray noxious weeds on Provincial Highways within the Municipality under cost recovery contract for Alberta Transportation.

Roadside Mowing Program

*Mow County roadsides to improve visibility, improve driver safety, protect the County from liability, improve maintenance of infrastructure, control brush in a cost-effective manner and provide mechanical control of noxious and prohibited weeds along County roadsides. Ensure all Class A and Class C road ditches are mowed once annually between July 15 and August 31. All road ditches will be cut 15' into the ditch where possible.

*Use contract mowers to mow 550 km of county roadsides.

*Communicate changes in mowing Service Level to ratepayers in advance of mowing.

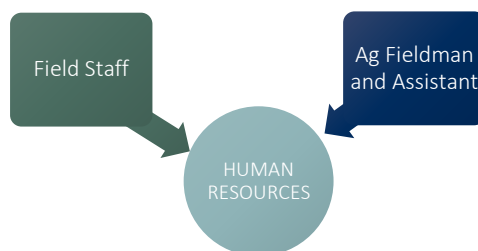
Ongoing

| | |
|-----------------------------------|--|
| No-Spray Zone Policy | <ul style="list-style-type: none"> *No-Spray Zone policy allows landowners to assume responsibility for weed and brush control along County right-of-way adjacent to their property by mowing or removing all noxious and prohibited noxious weeds and brush 2m tall and less. A No-Spray Zone Agreement must be signed annually by May 31. The ROW must be maintained (weeds removed and brush kept less than 60cm tall) by June 15, and continuously through the growing season as weeds/brush become visible. *No-Spray Zone agreements must not be used as a buffer to achieve or maintain Organic Status. *All agreement areas will be inspected for compliance by July 1, with enforcement if needed. *County does not spray in front of obviously maintained yard sites, as long as applicator can see that yard is being maintained in time to stop application of herbicide. *Communicate changes in no-spray zone agreements to ratepayers before growing season. |
| Roadside Haying Agreements | <ul style="list-style-type: none"> * Applications for Haying Agreements must be received by May 31. *Applicants may apply annually for a Hay Agreement for County right-of-way adjacent to their property until May 31. From June 1 to June 15, other county residents may apply annually for a Hay Agreement for County right-of-way not claimed by the adjacent landowner. *All haying must be completed by July 15, prior to onset of roadside mowing. *The County has responsibility for vegetation control to protect infrastructure, reduce liability risk and control noxious and prohibited noxious weeds. *Residents desiring a Hay Agreement need to be aware that there may be herbicides or herbicide residues present on roadsides. *Communicate changes in Roadside Haying Agreements to ratepayers before growing season. |

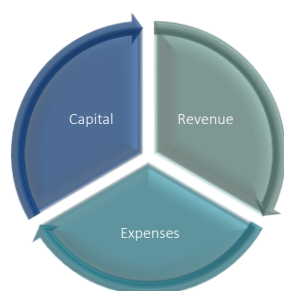
HIGHLIGHTS OF ACCOMPLISHED ACTIONS/INITIATIVES FROM PAST YEAR

- *60 seed samples collected and graded. Licences to be issued to 3 area seed cleaning plants.
- *Gravel pits inspected, and noxious weed control done where needed.
- *Contractor mowed 552km of road. All roads received a 15' shoulder cut.
- *Blanket sprayed 2538km of county roadside for weeds/brush.
- *Inspected and managed 49 sites (16 ha) specifically for noxious weeds.
- *Sprayed 24 ha of brush mulch areas outside of the blanket spray area in addition to areas covered within Spray Area 2 during blanket spray.
- *Vegetation controlled on natural gas regulator stations CVR Gas Utility.
- *No-spray zone agreements were signed with 6 ratepayers.
- *Appointed 6 Weed Inspectors.

HUMAN RESOURCES



FINANCIAL RESOURCES



| | DETAILS |
|-----------------|--|
| REVENUE | -Annual ASB Grant (\$123,907); private weed control |
| EXPENSES | - ASB Operating Budget |
| CAPITAL | -Mowing and spraying equipment - ASB Capital Budget |

REGULATIONS/POLICIES

- A) Agriculture Service Board Act.
- B) Agricultural Pests Act.
- C) Soil Conservation Act.
- D) Weed Control Act.
- E) Alberta Environmental Protection and Enhancement Act.
- F) Industrial Vegetation Management Guidelines.
- G) AG Policies/Management Plans (AG001 – AG016).

MEASUREMENTS

| CATEGORY | MEASUREMENT | GOAL |
|----------------|------------------------------------|---|
| FINANCIAL | Budget | Operate within budget |
| ORGANIZATIONAL | Timeframes | Complete actions in allotted time frame |
| CUSTOMER CARE | Seed samples Mowing Spraying | Collect and grade 20 samples from each seed plant Mow 3200 km Blanket spray 1200 km |
| VISION | Diversity | |

HISTORY/BACKGROUND

Weed Control Regulation, Alberta Regulation 19/2010

Schedule 1:

1 The following plants are designated as prohibited noxious weeds in Alberta:

autumn olive — *Elaeagnus umbellata* Thunb.

balsam, Himalayan — *Impatiens glandulifera* Royle

barberry, common — *Berberis vulgaris* L.

bartsia, red — *Odontites vernus* (Bellardi) Dumort

buckthorn, common — *Rhamnus cathartica* L.

cinquefoil, sulphur — *Potentilla recta* L.

crupina, common — *Crupina vulgaris* Pers. ex Cass.

dyer's woad — *Isatis tinctoria* L.

Eurasian water milfoil — *Myriophyllum spicatum* L.

flowering rush — *Butomus umbellatus* L.

garlic mustard — *Alliaria petiolata* (M. Bieb.) Cavara & Grande

goatgrass, jointed — *Aegilops cylindrica* Host

hawkweed, meadow — *Pilosella caespitosa* Dumort.

hawkweed, mouse-ear — *Pilosella officinarum* L.

hawkweed, orange — *Pilosella aurantiaca* L.

hoary alyssum — *Berteroa incana* (L.) DC.

hogweed, giant — *Heracleum mantegazzianum* Sommier & Levier iris,

pale yellow — *Iris pseudacorus* L.

knapweed, bighead — *Centaurea macrocephala* Puschk. ex Willd.

knapweed, black — *Centaurea nigra* L.

knapweed, brown — *Centaurea jacea* L.

knapweed, diffuse — *Centaurea diffusa* Lam.

knapweed, hybrid — *Centaurea* × *psammogena* Gáyer

knapweed, meadow — *Centaurea* × *moncktonii* C. E. Britton

knapweed, Russian — *Rhaponticum repens* (L.) Hidalgo

knapweed, spotted — *Centaurea stoebe* L. ssp. *micranthos* (Gugler) Hayek

knapweed, squarrose — *Centaurea virgata* Lam. ssp. *squarrosa* (Willd.) Gugler

knapweed, Tyrol — *Centaurea nigrescens* Willd.

knotweed, giant — *Fallopia sachalinensis* (F. Schmidt Petrop.) Ronse Decr.

knotweed, hybrid Japanese — *Fallopia* × *bohémica* (Chrték & Chrtková) J. P. Bailey

knotweed, Japanese — *Fallopia japonica* (Houtt.) Ronse Decr.

loosestrife, purple — *Lythrum salicaria* L.

medusahead — *Taeniatherum caput-medusae* (L.) Nevski

nutsedge, yellow — *Cyperus esculentus* L.

puncturevine — *Tribulus terrestris* L.

ragwort, tansy — *Jacobaea vulgaris* Gaertn.

rush skeletonweed — *Chondrilla juncea* L.

saltcedar — *Tamarix ramosissima* Ledeb.

saltflower — *Halogeton glomeratus* (M. Bieb.) C.A. Mey.

St John's-wort, common — *Hypericum perforatum* L.

starthistle, yellow — *Centaurea solstitialis* L.

tamarisk, Chinese — *Tamarix chinensis* Lour.

tamarisk, smallflower — *Tamarix parviflora* DC.

thistle, marsh — *Cirsium palustre* (L.) Scop.

thistle, nodding — *Carduus nutans* L.

thistle, plumeless — *Carduus acanthoides* L.

2 The following plants are designated as noxious weeds in Alberta:

baby's-breath, common — *Gypsophila paniculata* L.

bellflower, creeping — *Campanula rapunculoides* L.

bindweed, field — *Convolvulus arvensis* L.

blueweed — *Echium vulgare* L.

brome, downy — *Bromus tectorum* L.

brome, Japanese — *Bromus japonicus* Thunb.

burdock, great — *Arctium lappa* L.

burdock, lesser — *Arctium minus* (Hill) Bernh.

burdock, woolly — *Arctium tomentosum* Mill.

buttercup, tall — *Ranunculus acris* L.

chamomile, scentless — *Tripleurospermum inodorum* (L.) Sch. Bip.

clematis, yellow — *Clematis tangutica* (Maxim.) Korsh.

cockle, white — *Silene latifolia* Poir. ssp. *alba* (Miller) Greuter & Burdet

daisy, oxeye — *Leucanthemum vulgare* Lam.

dame's rocket — *Hesperis matronalis* L.

henbane, black — *Hyoscyamus niger* L.

hoary cress, globe-podded — *Lepidium appelianum* Al-Shehbaz

hoary cress, heart-podded — *Lepidium draba* L.

hoary cress, lens-podded — *Lepidium chalapense* L.

hound's-tongue — *Cynoglossum officinale* L.
mullein, common — *Verbascum thapsus* L.
pepper-grass, broad-leaved — *Lepidium latifolium* L.
scabious, field — *Knautia arvensis* (L.) Coult.
sow thistle, perennial — *Sonchus arvensis* L.
spurge, leafy — *Euphorbia esula* L.
tansy, common — *Tanacetum vulgare* L.
thistle, Canada — *Cirsium arvense* (L.) Scop.
toadflax, Dalmatian — *Linaria dalmatica* (L.) Mill.
toadflax, yellow — *Linaria vulgaris* Mill.

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

DANDELION CONTROL IN HAMLETS – FOR INFORMATION

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the cost estimate for dandelion control in hamlets for information.

DETAILS

Discussion: Council has received complaints about dandelions in the hamlet of Blackfoot and requested information on controlling the dandelions.

Administration collected estimates on the cost of spraying dandelions in County parks and playgrounds. Based on management conducted by a local company, assuming management of several sites, and following the company recommendation of three herbicide applications annually, dandelion control is estimated at a total of \$8,580.00 per year, broken down as:

- Blackfoot park/playground: \$450.00 - \$900.00 + \$340.00 mileage per application = at least \$790.00 per application or \$2,370.00 per year.
- Clandonald park/playground: \$400.00 + \$34.000 mileage per application = \$740.00 per application or \$2,220.00 per year.
- Hazeldine: \$350.00 + \$340.00 mileage per application = \$690.00 per application or \$2,070.00 per year.
- Lindsay Evans: \$300.00 + \$340.00 per application + \$640.00 per application or \$1,920.00 per year.

Further information on use of herbicides in urban areas is included in the attachment.

Relevant Policy/Legislation Practices: None at present

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee receive the cost estimate for dandelion control in hamlets for information.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required:

Implementation:

Council Goal:

ATTACHMENTS

1. Herbicide application for urban areas including hamlets.pdf

PREPARED BY: Cathie Erichsen Arychuk, P.Ag., Director of Agriculture and Environment

DATE:2024-10-04

Herbicide application requirements for urban areas including hamlets, subdivisions, parks and playgrounds.

In Canada, use of pesticides/herbicides in areas frequented by the public is regulated by several agencies.

1. Health Canada regulates which pesticides and herbicides can be used in populated or urban areas where they could be readily accessible to the public. Only those herbicides tested for safety in urban areas are registered. Landscape pesticides can be used on public properties in urban areas, including parks, sports fields, golf courses and public property when applied under the supervision of a Certified pesticide applicator. Domestic pesticides can be used on private property by the property owner and typically is pre-mixed and/or less concentrated version of the pesticide to ensure safe usage.
 - a. 2,4-D, MCPA, dicamba, mecoprop either alone or in combination carry a Landscape registration, as does glyphosate, iron chelate, horticultural vinegar and herbicidal soap
 - i. Killex is 2,4-D + mecoprop + dicamba
 - ii. Weedex is 2,4-D + mecoprop
 - iii. Par III is 2,4-D + mecoprop + dicamba
 - iv. Trillion is mecoprop + 2,4-D + MCPA + dicamba
 - v. Civitas is 2,4-D + mecoprop + dicamba
 - vi. Roundup is glyphosate
2. Alberta Environment requires that any herbicides applied on public property in urban usage, parks, playgrounds, around condominiums, schools, hospitals and daycares be licensed by Health Canada as Landscape or Domestic pesticides and be applied only under the supervision of a Certified Pesticide Applicator holding a certificate in Landscape application.

Health Canada conducts rigorous testing to ensure all pesticides, including herbicides registered in Canada pose an acceptable level of risk to the public and the environment when they are used according to label directions. However, there are still concerns from the public about the safety of herbicides being used. The following table summarizes the risks of several Landscape herbicides, along with some Industrial herbicides currently being used by the County of Vermilion River and a couple of household products for comparison.

| Comparison of relative toxicities of herbicides (Health Canada data) | | | |
|---|-----------------------------------|------------------------------|---------------------------------------|
| Brand Name/Active ingredient | Application Classification | Oral toxicity (Eaten) | Dermal toxicity (Through skin) |
| 2,4-D | Landscape | Moderately toxic* | Slightly toxic |
| mecoprop | Landscape | Moderately toxic* | Slightly toxic |
| Par III (2,4-D, mecoprop, dicamba) | Landscape | Moderately toxic | Slightly toxic |
| MCPA | Landscape | Slightly toxic | Practically non-toxic |
| dicamba | Landscape | Slightly toxic | Slightly toxic |
| Horticultural vinegar (acetic acid) | Landscape | Slightly toxic | Slightly toxic |
| Killex (2,4-D, mecoprop, dicamba) | Domestic | Practically non-toxic | Practically non-toxic |
| Roundup (glyphosate) | Landscape/Industrial | Practically non-toxic | Practically non-toxic |
| Clearview (aminopyralid, metsulfuronmethyl) | Industrial | Practically non-toxic | Practically non-toxic |
| Navius Flex (metsulfuron-methyl, aminocyclopyrachlor) | Industrial | Practically non-toxic | Practically non-toxic |
| Tordon 22K (picloram) | Industrial | Practically non-toxic | Practically non-toxic |
| Table salt (sodium chloride) | Domestic | Slightly toxic | No data |
| Advil (ibuprophen) | Domestic | Slightly toxic | No data |
| Tide Pods | Domestic | Slightly toxic | Slightly toxic |
| Health Canada deems that all registered pesticides have "acceptable risk levels" when used according to label directions. | | | |
| * Suspected carcinogen according to Health Canada | | | |

Due to concerns with non-essential (or “cosmetic”) herbicide use to control unsightly but not noxious weeds like dandelions, many municipalities in Canada have restricted their use on lawns and playgrounds. Manitoba, Ontario, Quebec and much of the Maritime provinces have banned cosmetic spraying of weeds and pests on lawns, gardens, parks and play areas. Spraying is allowed on boulevards and sports fields to protect public safety, as well as to manage noxious weeds. In British Columbia, many municipalities have similar restrictions. In Alberta, Edmonton, Calgary and Red Deer all limit herbicide application to only areas where needed to control noxious weeds and ensure public safety on sports fields, cemeteries. These municipalities do not allow spraying in in/besides playgrounds unless they are closed to the public at the time. The City of Lloydminster notes on their

website that they do spray for noxious weeds when needed in green spaces and parks. Buffalo Trail Public School Division sprays their sports fields during the summer when no students are present. The Town of Vermilion sprays parks and playgrounds for dandelions when needed but has no formal program or budget allocation.

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

LETTERS FROM ALBERTA AGRICULTURAL SERVICE BOARDS TO PROVINCIAL GOVERNMENT MINISTRIES – FOR INFORMATION.

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the attached letters from Alberta Agricultural Service Boards to the Minister of Agriculture and Irrigation for information.

DETAILS

Discussion: Alberta Municipalities are sharing copies of letters written to the Minister of Agriculture and Irrigation addressing agricultural concerns. An email from the Minister, Agriculture and Irrigation responding to the County of Stettler's AgKnow request, shared with provincial ASB's is also included.

Relevant Policy/Legislation Practices: Agricultural Services Board Act

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee receive the attached letters from Alberta Agricultural Service Boards to the Minister of Agriculture and Irrigation for information

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to share communication received with the Agricultural Service Board.

Financial:

Communication Required:

Implementation:

Council Goal:

ATTACHMENTS

1. ASB Correspondence to Ministers Severed.pdf
2. Oct 8 2024 Response Letter from AGRIC Minister re AgKnow.pdf

PREPARED BY: Cathie Erichsen Arychuk, P.Ag., Director of Agriculture and Environment

DATE:2024-10-07



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

August 22, 2024

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation
131 Alberta Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Honourable Nate Horner, MLA for Drumheller-Stettler
Minister of Finance and President of Treasury Board
208 Alberta Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6

Dear Minister Sigurdson and Minister Horner,

RE: County of Stettler Letter of Support for AgKnow

The County of Stettler No. 6 Agricultural Services Board is writing to express our full support for the AgKnow program, echoing the sentiments shared by Wheatland County, Saddle Hills County, and the County of Vermillion River from earlier this year. This initiative was highlighted at the 2019 Provincial Agricultural Service Board Conference through Resolution E1-19: Access to Agriculture Specific Mental Health Resources, and a similar resolution E2-23 on Stable Funding for Farm Mental Health was passed in 2023. However, securing consistent funding for this program remains an ongoing challenge.

In our County, and across the province, agriculture is not just a profession but a way of life. Currently the perception of agricultural producers as resilient, often exacerbates the mental health stigma within our community. The demand for mental health support in agriculture is a growing concern.

The AgKnow program by the Alberta Farm Mental Health Network is committed to addressing the mental health needs of our agricultural producers. It provides vital resources and access to professional mental health support tailored to the industry's unique challenges. Providing participants with the opportunity to consult with professionals connected to agriculture is crucial for fostering engagement and positive results. Sustaining stable funding is essential to preserve these vital services, particularly in rural regions.

We cannot emphasize enough how important it is the Provincial government maintain its support for the AgKnow program and secure consistent funding to support the mental health and well-being of our agricultural producers.

Sincerely,

COUNTY OF STETTLE AGRICULTURAL SERVICES BOARD

SEVERED

Les Stulberg, CHAIR

SEVERED

Larry Clarke, Board Member

SEVERED

Ernie Gendre, Board Member

SEVERED

Dave Grover, Board Member

SEVERED

Paul McKay, Board Member

SEVERED

James Nibourg, Board Member

SEVERED

Justin Stevens, Board Member

cc:

Dan Williams, Minister of Mental Health and Addiction

Linda Hunt, AgKnow Program Director

The Association of Alberta Agricultural Fieldmen (AAAF)

Agricultural Service Board Provincial Committee (ASBPC)



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
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T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

September 11, 2024

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation
131 Alberta Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Honourable Nate Horner, MLA for Drumheller-Stettler
Minister of Finance and President of Treasury Board
208 Alberta Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6

Dear Minister Sigurdson and Minister Horner,

RE: Strengthening Regulation to Address Wild Boar Farming

The County of Stettler No. 6 would like to commend Alberta Agriculture and Irrigation for their unified approach to agriculture through Agricultural Service Boards and for leading effective campaigns including "Squeal on Pigs" and "Clean, Drain, Dry." We take pride in Alberta's reputation as an innovator in agriculture, and appreciate the strong support the provincial government provides to our industry.

However, we believe the Province of Alberta has fallen short in its implementation of the Agricultural Pest Act (APA) and its related legislation concerning wild boar.

The County of Stettler No. 6 Agricultural Service Board acknowledges your response to Resolution 5-24 from the 2024 Provincial Agricultural Service Board Conference, specifically regarding the enforcement capabilities under the current APA and the Pest and Nuisance Control Regulation, with particular focus on the Minimum Containment Standards for Wild Boar Farms (2015). While we recognize the enforcement mechanisms outlined, we remain deeply concerned about significant gaps and limitations within the current legislation.

The current APA does not provide inspectors with proactive tools for enforcing wild boar farming operations, relying instead on reactive measures only after wild boars have escaped. This approach fails to adequately address the severe risks that improper containment poses to agriculture, the environment, and the economy. To illustrate the magnitude of these risks, consider that in the United States in 2007, there were an estimated 5 million feral pigs, with crop damages and control costs

amounting to approximately \$300 per pig annually. This resulted in at least \$1.5 billion in damages and control costs nationwide (Pimentel, 2007). While similar estimates are not available for Canada, the potential impact on Alberta's agriculture could be equally devastating. Additionally, the biosecurity risk is immense—an outbreak of foot-and-mouth disease could lead to an immediate shutdown of all Alberta pork and beef exports, with a nationwide cost of \$65 billion (Gillies, 2018).

The ability to effectively enforce the Minimum Containment Standards for Alberta Wild Boar Farms (2015) under Section 5(2) of the APA—requiring landowners to take active measures to prevent the establishment of pests—is essential for the proactive management of wild boar farming operations. However, since compliance with these standards is currently voluntary and Alberta pork producers raising wild boar as livestock are not mandated to adhere to them, enforcement remains inconsistent and insufficient. The lack of authority to impose penalties for non-compliance with these Minimum Containment Standards weakens efforts to ensure that these farms operate safely and securely.

Furthermore, our legislation lags behind other provinces in addressing this pest. On July 1, 2024, the Government of Saskatchewan enacted the Animal Production Act, which regulates wild boar farming. Under this act, wild boar farms in Saskatchewan are required to meet regulatory requirements, including annual inspections, fencing standards, escape reporting, and record-keeping. Acknowledging the significant risks associated with wild boar farming, Saskatchewan has also implemented a moratorium on new wild boar farms, effective January 1, 2025. This legislation underscores Saskatchewan's commitment to mitigating the environmental and agricultural risks posed by wild boar, setting a standard that Alberta should consider following.

In Alberta, wild boar farming is regulated under the Agricultural Operation Practices Act (AOPA), which is delivered by the Natural Resources Conservation Board (NRCB). This legislation focuses on the manure management and expansion of confined feeding operations, and for wild boar no explicit containment measures are listed. Wild boar farming operations are only subject to AOPA conditions if they are larger than 100 feeders or 50 sows (farrowing) (AOPA – Schedule 2 Agricultural Operations, Part 2 Matters Regulation), leaving smaller wild boar farms effectively unregulated by legislation. The annual inspections of wild boar farms and adherence to Alberta Agriculture and Irrigation's Compliance Principles are positive practices, yet they fall short without concrete legislative support. A fully-backed framework, similar to Saskatchewan's Animal Production Act, is crucial to ensure wild boar farming in Alberta is conducted in an environmentally sustainable and economically viable manner.

We also recognize wild boar present unique challenges as they are considered livestock when contained within a fence but become a pest once they escape. This dual status has led to a reliance on local regulations, with 22 of 69 municipalities enacting bylaws to prohibit wild boar farming within their jurisdictions. Despite this, the volume of local legislation has not prompted adequate concern or revisions to wild boar farming practices as part of the December 7, 2023 review of the APA.

Given these concerns, we urge the Provincial government to take the following actions:

Strengthen the Agricultural Pests Act: Explicitly include the Minimum Containment Standards for Wild Boar Farms within the Agricultural Pests Act or the Pest and Nuisance Control Regulation, ensuring non-compliance is considered an offence subject to penalties under Section 23.

Introduce Licensing and Regulation: Establish a licensing and regulatory framework for wild boar farms, regardless of size, to ensure consistent and enforceable standards across Alberta.

Thank you for your consideration and continued work towards ensuring Alberta Agriculture is innovative, effective and sustainable for the future.

Sincerely,

SEVERED

Les Stulberg
CHAIR, COUNTY OF STETTLER AGRICULTURAL SERVICES BOARD

CC

Dale Nally, Minister of Service Alberta and Red Tape Reduction

Ric McIver, Minister of Municipal Affairs

Heather Sweet, Opposition Critic for Agriculture, Forestry & Rural Economic Development

Laura Friend, Manager, Natural Resources Conservation Board

Brenda Knight, Chair, Agricultural Service Board Provincial Committee (ASBPC)

Aaron Van Beers, President, The Association of Alberta Agricultural Fieldmen (AAAF)

Laura Poile, Secretary, The Association of Alberta Agricultural Fieldmen (AAAF)

References:

Pimentel, David. "Environmental and economic costs of vertebrate species invasions into the United States." *Managing Vertebrate Invasive Species*, vol. 38, 2007.

Gillies, M. "Modernizing Canada's foot and mouth disease response plan." *Canadian Veterinary Journal*, vol. 59, no. 8, 2018, pp. 899-902.



September 4, 2024

Minister of Agriculture and Irrigation
131 Legislature Building
108000 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Funding for Agriculture and Agricultural Service Boards

Dear Honorable Minister RJ Sigurdson:

The Kneehill County Agricultural Service Board Members would like to draw your attention to a matter of concern for our municipality and all Agricultural Service Boards across the province.

Agriculture remains a consistently vital part of Alberta's economy, and as global pressures to improve efficiencies increase, so will the need for widely available, unbiased resources and expert consultations. While provincial agricultural departments and resources have been reduced in past years, municipalities have often had to step in and continue to provide resources and assistance for provincial services. Municipal Agricultural Service Boards across the province, including in Kneehill County, work tirelessly to uphold and administer provincial agricultural legislation while contributing to the sustainability and growth of the agriculture sector through extension programming and resources.

Provincial funding under the ASB Legislative and Resource Management Grants is critical for delivering Kneehill County ASB services and programming, and we greatly appreciated the increase in funding provided for 2023 and 2024. As the costs of delivering these services continue to rise, adequate provincial funding support is crucial to municipalities.

Looking forward to a new grant cycle in 2025, we are earnestly awaiting news of what changes will come with the new agreement. As municipalities operate on a calendar-year financial cycle, it is imperative that we have access to information on funding sources as early as September in order to finalize our budgets and make determinations on services, programming, and projects prior to the end of the year and the start of a new budget cycle in January.

As of today, we have received no official information from Alberta Agriculture and Irrigation on the new ASB grant agreements, the amended grant requirements, or the funding amounts that will be available. We, therefore, request that your government provide municipalities with a detailed update on the 2025 grant agreements, including service and program requirements and funding amounts, so that we may budget accordingly and continue our vital agricultural services uninterrupted.

Sincerely,

SEVERED

Councillor Wade Christie, ASB Chair, Kneehill County

CC: Assistant Deputy Minister John Conrad
Alberta Agriculture and Irrigation Manager of Agriculture Service Boards Kerianne Koehler-Munro
Alberta Association of Agricultural Fieldmen
Agricultural Service Board Provincial Committee



Box 400, Three Hills, Alberta, T0M 2A0
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www.kneehillcounty.com

From: AGRIC Minister - ^ SEVERED

Sent: Tuesday, October 8, 2024 1:40 PM

To: Niki Thorsteinsson - SEVERED

Cc: Minister of Mental Health and Addiction - SEVERED ; Drumheller-Stettler

SEVERED

Subject: RE: Letter of Support for AgKnow

Dear Niki Thorsteinsson:

Thank you for the August 22, 2024 letter to the Honourable Nate Horner, MLA for Drumheller-Stettler, and I expressing the County of Stettler's support for the AgKnow Program and highlighting the importance of secure consistent funding to support the mental health and well-being of our agricultural producers.

The mental health of farmers is critically important to Agriculture and Irrigation (AGI). AGI provided grant funding to the Applied Research and Extension Council of Alberta for the development of AgKnow, alongside other organizations offering mental health services. It is encouraging to hear there is industry support for work being done for mental health and our programming priority areas are resonating within the agricultural community.

Since 2022, AGI has invested over \$900,000 in AgKnow through the Sustainable Canadian Agricultural Partnership (Sustainable CAP) or its predecessor CAP to support the development and initial delivery of the program. Although Sustainable CAP funding cannot be used for ongoing operations of an organization or program, it can support project-based deliverables and outcomes.

AgKnow is a good fit with Alberta's Sustainable CAP-funded Resiliency and Public Trust Program. My department has been actively working with the AgKnow team to explore eligible initiatives in the next phase of AgKnow. AGI has also encouraged AgKnow to connect with the ministry of Mental Health and Addiction and other stakeholders in mental health and agriculture communities to source long-term operational funding for the program.

The Alberta government is investing in the diverse health needs of rural Albertans through specific rural health programming. You may be interested in learning more about Alberta Health Services' Community and Rural Health Planning Framework and Rural Health services, which include mental health initiatives for rural Albertans.

Thank you again for writing and sharing the county's endorsement for the continued funding of mental health supports for the agriculture industry.

Sincerely,

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation
AR86158

MEETING DATE: OCTOBER 15, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

DOG ISSUES - UPDATE

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the Dog Issues update for Information

DETAILS

Background: Council has requested information regarding additions to the *Public Safety Bylaw* pertaining to dogs in the area of; loose, stray and/or abandoned dogs.

The *Public Safety Bylaw* has provisions for noise (barking) as well as an additional bylaw for *Aggressive Dogs*, passed in 2023. The Public Safety Bylaw could be easily amended to include provisions for stray, abandoned or surrendered dogs.

The County of Vermilion River currently has an MOU with the old SPCA of Lloydminster, now called Border Paws (no affiliation with the SPCA) that cost \$12,000.00 a year. That MOU expires at the end of 2024 and a recent quote from the Manager of Border Paws requested \$50,000.00 annually, with an additional \$1,000.00 per dog and \$500.00 per cat. Potentially this could equate to just shy of \$80,000.00 annually based on previous numbers. This would include vet care and adoption fees. Insp. Garner has been tasked with negotiating a better rate. There is no guarantee that space would be available for any strays or surrendered dogs, and that if “at capacity, Border Paws would not be able to take any additional animals”, meaning that, if the bylaw was amended, the County must make arrangements for animal care. That could either mean, transporting the seized animal to another shelter (Bonnyville, Strathmore, Edmonton, etc. - if capacity exist), enter into alternative housing arrangements with third party private contractors or initiated an independent kennel system.

Third party private contractors include boarding kennels, veterinarians (Wier, Lloydminster Animal Hospital, Southside, etc.) and animal care companies (“doggy daycares”, breeders, etc.). The difficulties would be ensuring adequate space at those facilities, and determining the requirements for admission (for example – to board a dog at most kennels you need complete

vaccinations). Cost for this service varies depending on which option is available, however, estimated costs for a 5-7 day stay (minimum under most Dog Bylaws) is about \$35.00 - \$65.00 a day. After the standard waiting period, if the animal is not claimed by their owner, a decision has to be made for determining disposal [adoption or euthanasia]. In regards to dealing internally with adoption, these can be quite time consuming with some animals going months without being adopted. If the bylaw calls for euthanasia, the cost for that service is estimated at \$120.00 - \$400.00/per animal.

Operating a County Kennel would include the cost of construction, overtime or third party pay, and also the cost associated with adoption or euthanasia as mentioned. Construction for a 4 kennel system for dogs, averages about \$5,000.00 with shelter and bedding. Land would need to be allocated for this. Staff would then need to be hired, or compensated, to check regularly on the animals, feed, water and walk them. If the animal requires care, they'd have to be taken to the vet for treatment.

Discussion: Council Direction or alternatives

Relevant Policy/Legislation Practices:

- Public Safety Bylaw
- Aggressive Dog Bylaw
- Municipal Government Act
- Animal Control Act

Desired Outcome (s):

Response Options:

IMPLICATIONS OF RECOMMENDATION

Organizational: Contract(s)

Financial: Implications to Operational Budgeting

Communication Required:

Implementation:

Pertains to this Corporate Goal:

ATTACHMENTS

- None

PREPARED BY: Kirk Hughes, Director of Protective Services

DATE: 9 October 2024

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

**PLANNING AND COMMUNITY SERVICES THIRD QUARTER DIRECTOR'S REPORT –
FOR INFORMATION**

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the Planning and Community Services Third Quarter Director's Report as information.

DETAILS

Background: The Planning and Community Services Department has put together a list of current department statistics, and an update on completed and ongoing projects for 2023.

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee receive the Planning and Community Services Third Quarter Director's Report as information.

Response Options: THAT the County of Vermilion River Policy and Priorities Committee receive the Planning and Community Services Third Quarter Director's Report as information.

IMPLICATIONS OF RECOMMENDATION

Communication Required: Council, Planning & Community Services Department

Council Goal: #3, #4 & #7

ATTACHMENTS

1. 3rd Quarter Director's Report

PREPARED BY: Director of Planning & Community Services

DATE: 2024-09-18

2024 Third Quarter

DEPARTMENT REPORT

PLANNING & COMMUNITY SERVICES

planning@county24.com



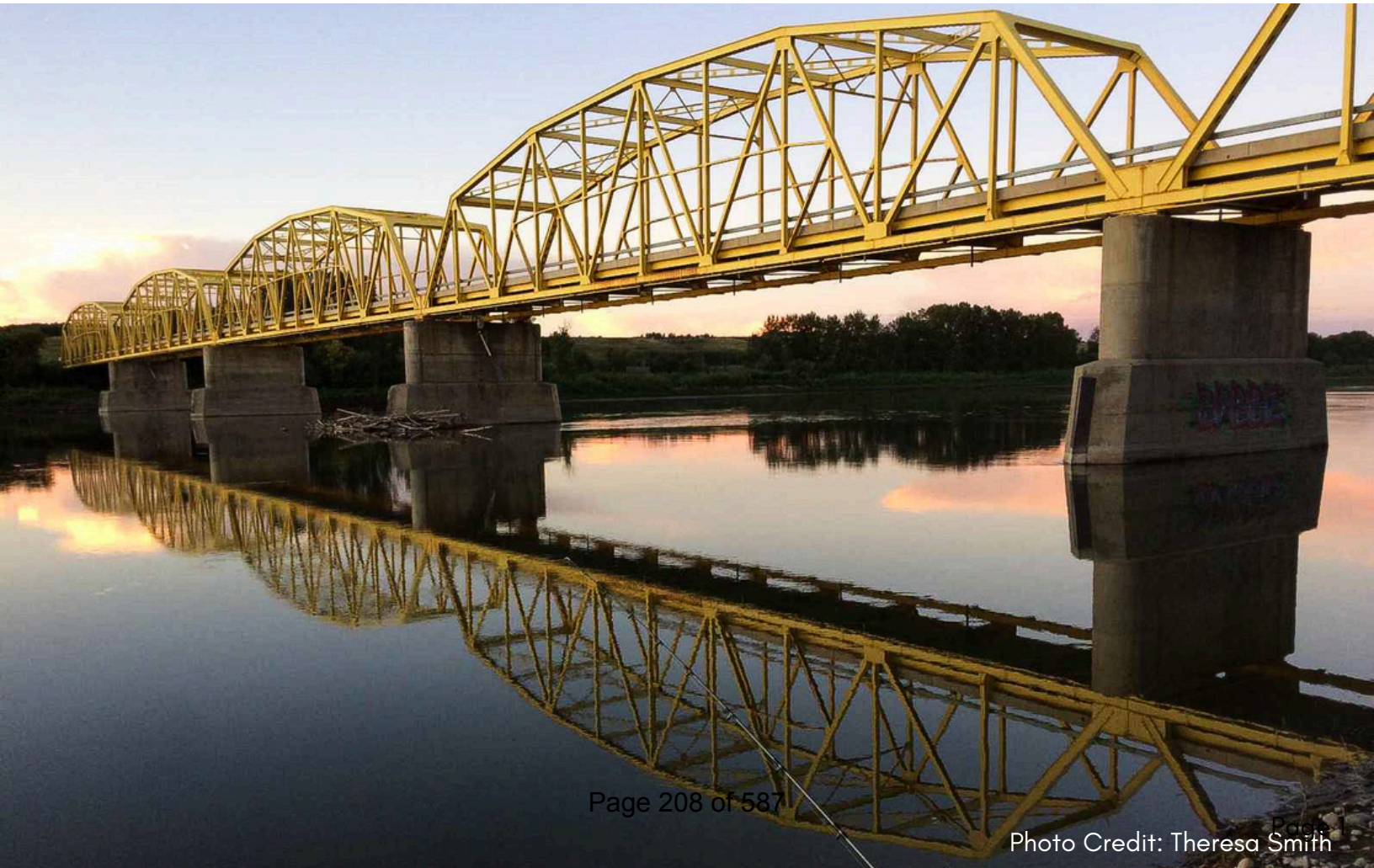
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| 18 | PROJECTS |

SUMMARY

The Planning & Community Services Department offers a range of tools to support informed planning decisions that improve the quality of life in the County of Vermilion River. We are dedicated to collaborating with our local and regional partners to ensure that public needs are met and lands are developed in compliance with Provincial legislation and statutory plans. Our partnerships provide economic opportunities and social funding for communities within the County of Vermilion River and surrounding areas. Additionally, the Department provides real estate opportunities to pay back debts and facilitate the reconfiguration of lands to meet future needs.

In order for communities to prosper, it is essential that families and individuals have access to both natural and built environments, as well as community support and social interaction tools. By providing support to organizations that encourage resident participation, we can ensure that everyone has a chance to be involved and make a difference.



COMMUNICATIONS STATS

The Communications segment continues to provide important information and resources relevant to the County of Vermilion River to varying audiences.

The Communications Plan continues to shape goals, strategies and actions to maintain communication with key stakeholders.

Newsletter

- The newsletter remains a cornerstone of our communication strategy, reaching our audience through a multi-channel approach. It is published every other month and is readily accessible on our website. To ensure maximum reach, we also email it directly to our subscriber list and share it on our social media platforms. This distribution method allows us to keep our audience educated and engaged with our latest news and updates.

RMA Golf Tournament

- During the Third Quarter, support was provided to the RMA Golf Tournament preparations. Contributions included:
 - Creating sponsorship posters;
 - Developing event programs; and
 - Support and assistance as needed during the event



2025 County Calendar Photo Contest

The 2025 County Calendar Photo Contest concluded successfully on August 23, 2024. A total of 136 entries were received that highlight the importance of the County's agricultural heritage and natural resources, and showcase the diverse animals that can be found in the County and the talents of our residents. The winning photographs will be featured in the 2025 County Calendar, which will be distributed throughout the County in the coming weeks.

2025 County Calendar Photo Contest Winners

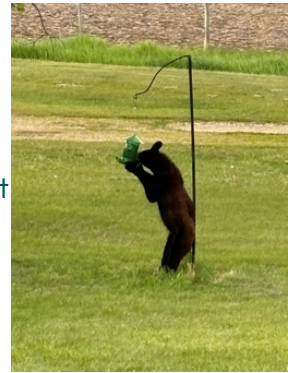
Michelle Harvey



Kirk Hughes



Pat West



Lindsay Falsetti



Maeve Hughes



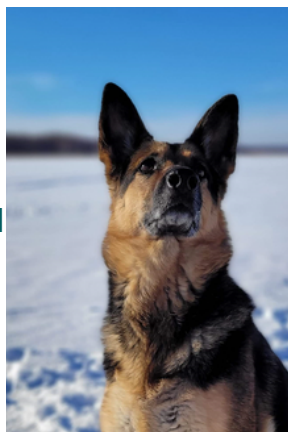
Chandra
Heath



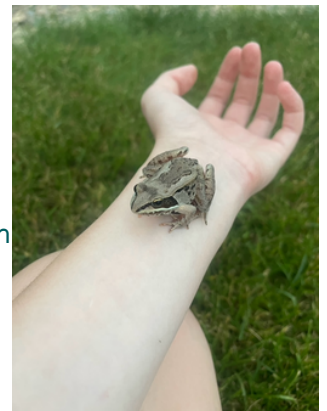
Kendal Leuschen



June Wood



Jillian
Wilkinson



December
Anne Gordon



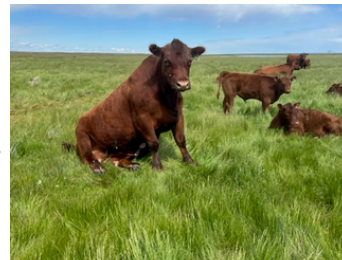
January
Jaime Petty



February
Ilona Franklin



March
Clark Hughes



April
Jillian Wilkinson



May
Brooke Graham



June
Joe Laurence



July
Tracy Wasylishen



August
Jim Teasdale



September
Quinnley Isert



October
Yolanda Oberhofer



November
Jolene Marenger



December
Chandra Heath



Back Page
Wendy Wowk



Runner
Tracy Wasylishen



COMMUNITY SERVICES



The Community Services division of the Department plays a crucial role in providing the ability to have services delivered in the County that contribute to a sustainable and diversified community. Through support and facilitation of diverse services and programs, we aim to cater to the physical and social requirements of our citizens.

Family and Community Support Services (FCSS)

The Family and Community Support Services (FCSS) application period for 2025 funding opened in late July and closed on September 30, 2024. A total of 31 applications were received during this time and will be presented to Council for approval in Q4.

FCSS plays a vital role in supporting individuals and families within our community by providing various programs and services.

Community Enhancement Funding

The County will provide funds to Community Organizations that are operating community facilities and programs within the County of Vermilion River. Community Organizations operating community facilities and programs within the County of Vermilion River region that meet the criteria outlined in Policy PD 021 will be considered for funding. The grants available include operational assistance for recreation facilities and community halls, special events, and capital funding options. Applications are being accepted until October 11, 2024.

The Lea Park Rodeo Association was one of the many community groups that the County of Vermilion River has supported. Lea Park Rodeo's facility upgrade project with a cost of \$375,000.00 received the requested amount of \$50,000.00



Community

Playground inspections were conducted and to date, three (3) playgrounds have been inspected during Quarter Three. These inspections are to ensure the safety and functionality of these important community amenities.

The playgrounds inspected included:

- The New Blackfoot Playground: Upon completion of the new playground that required initial safety checks and assessments
- Clandonald and Islay Playgrounds: Existing playgrounds that underwent routine inspections to identify any potential hazards or maintenance issues

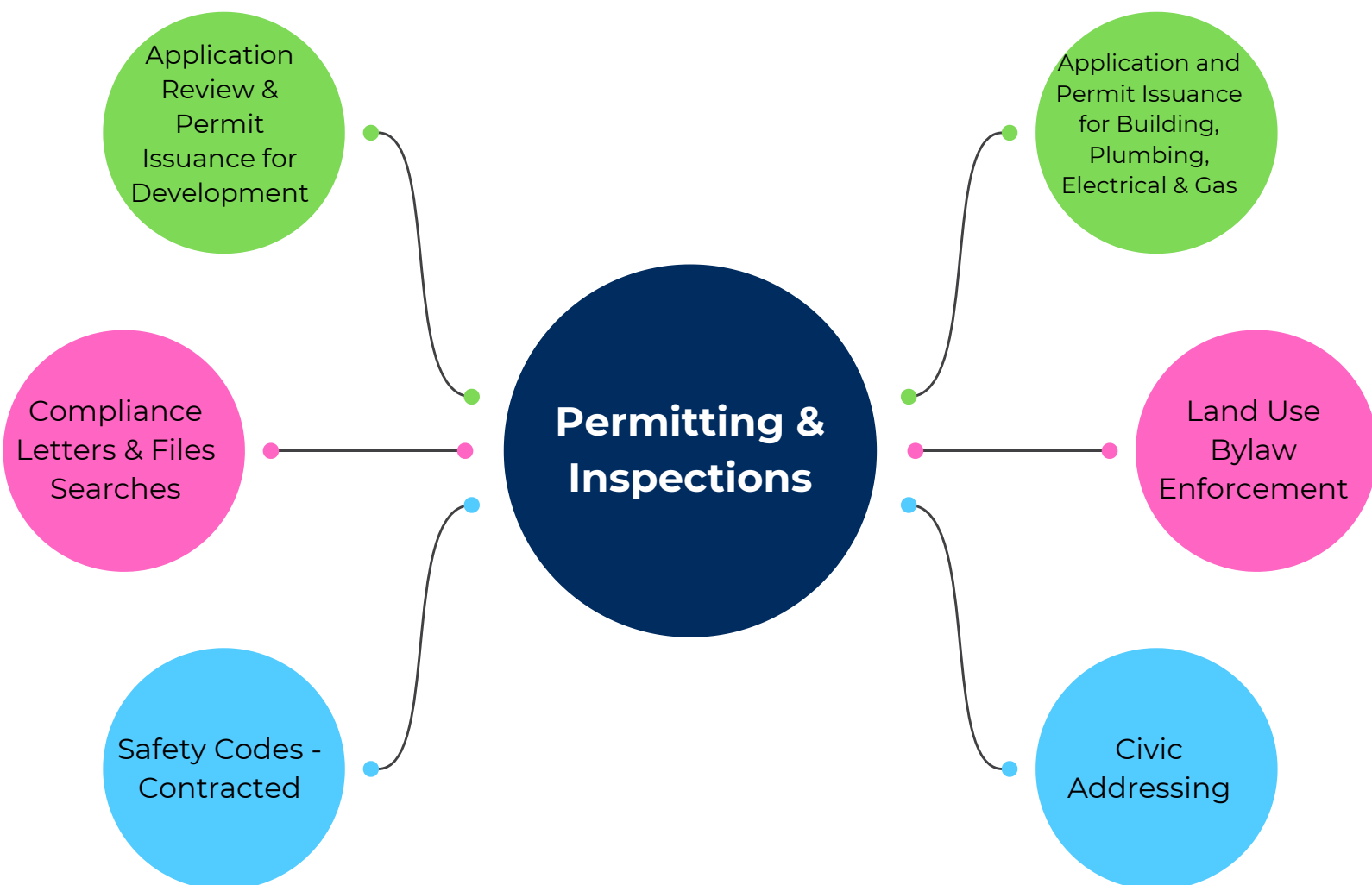
These inspections are a crucial component of our ongoing efforts to maintain safe and enjoyable play spaces for children and families in our community. By identifying and addressing any issues promptly, we can help safeguard and ensure that our playgrounds remain welcoming and accessible to all.

Any safety concerns will be addressed once the final report is received by RMA.



PERMITTING & INSPECTIONS

The Department's Permitting & Inspections division is accountable for evaluating all development and Safety Code related matters to ascertain compliance with the County of Vermilion River's bylaws and policies, most notably the Land Use Bylaw and *Safety Codes Act*. The County has outsourced its Safety Code permit issuance and compliance responsibilities to The Inspections Group Inc. and Superior Safety Codes Inc. in accordance with the County's Quality Management Plan (QMP).



PERMIT SUMMARY ISSUED IN Q3 2024 (July to September)

GARAGE / FARM BUILDING

12 Permits Issued in Q3 2024
Total Value: ~\$1,460,000

RESIDENTIAL

4 Permits Issued in Q3 2024
Total Value: ~\$4,056,000

INDUSTRIAL

1 Permits Issued in Q3 2024
Total Value: \$0

ADDITION

0 Permits Issued in Q3 2024
Total Value: \$0

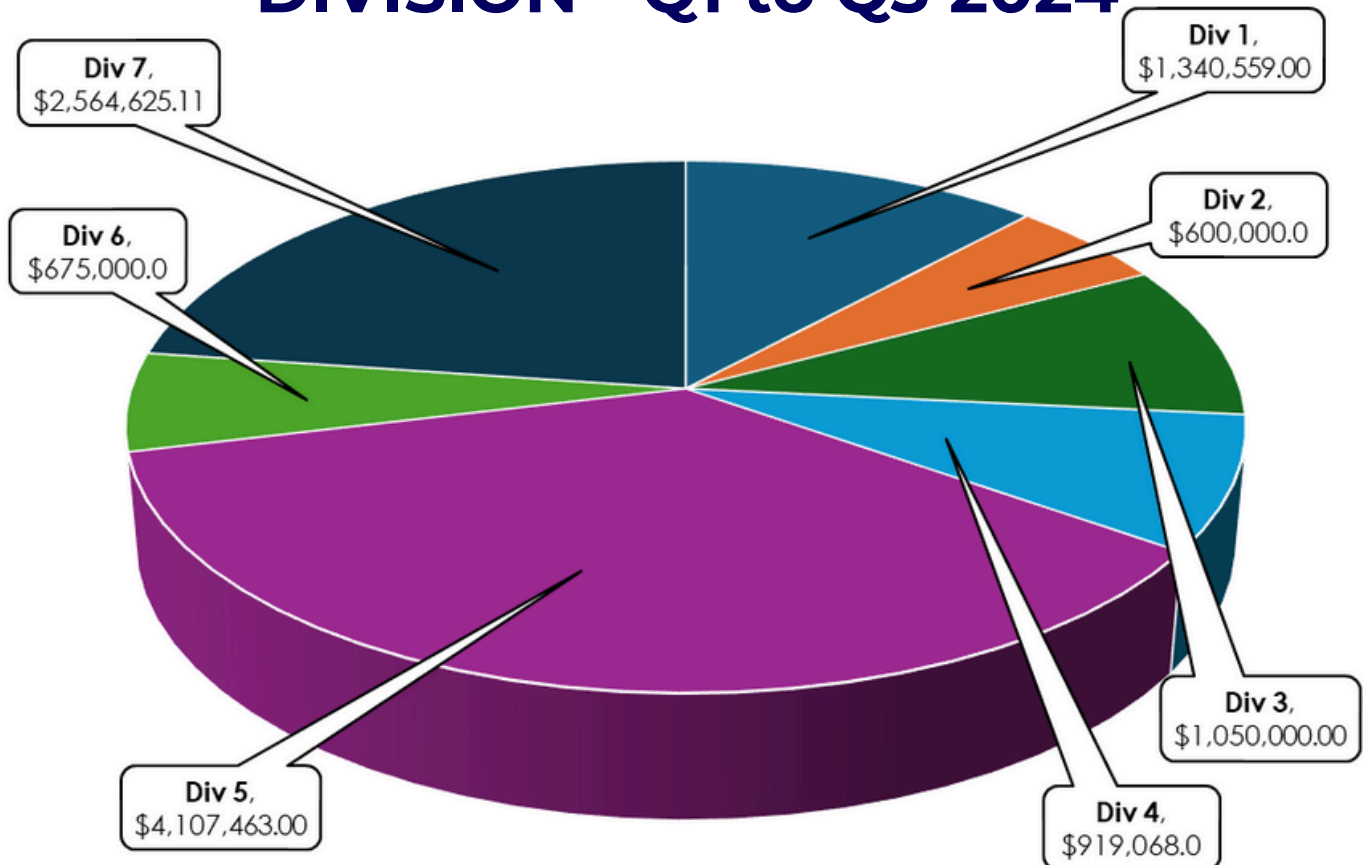
COMMERCIAL

0 Permits Issued in Q3 2024
Total Value: \$0

OTHER

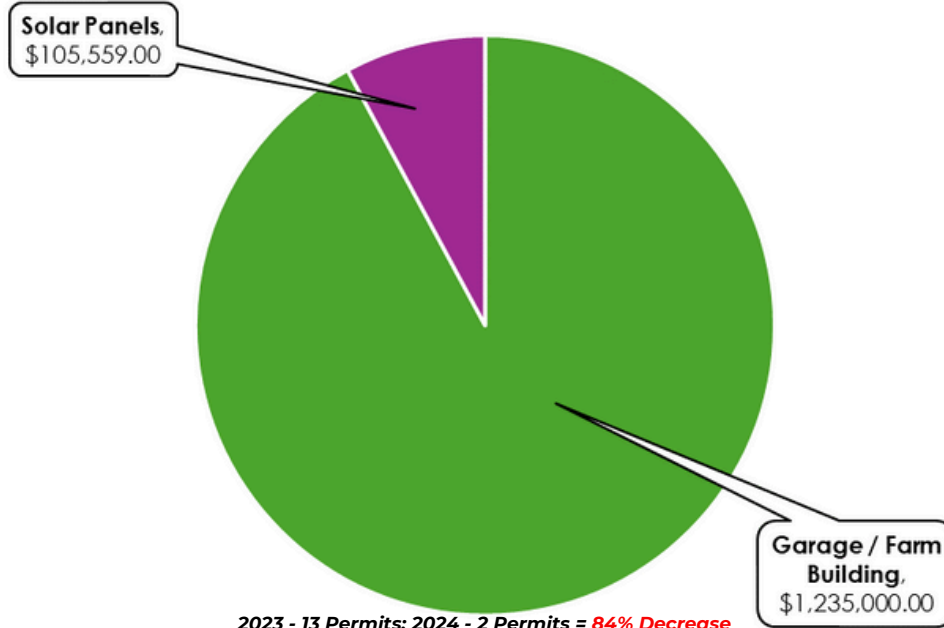
9 Permits Issued in Q3 2024
Total Value: ~\$533,265

TOTAL VALUE OF PERMITS BY DIVISION - Q1 to Q3 2024



DIVISION 1: PERMITS BY TYPE

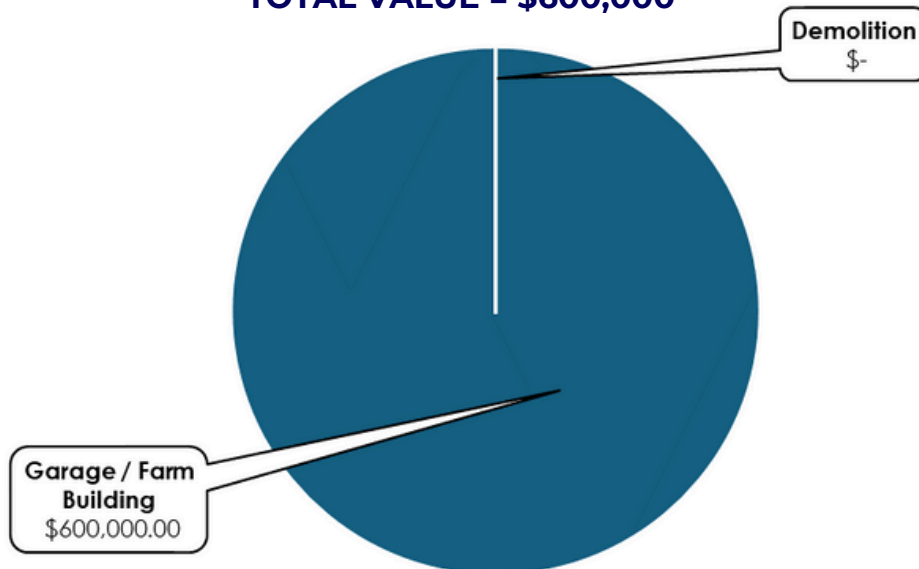
TOTAL VALUE = ~\$1,340,559



2023 - 13 Permits; 2024 - 2 Permits = 84% Decrease

DIVISION 2: PERMITS BY TYPE

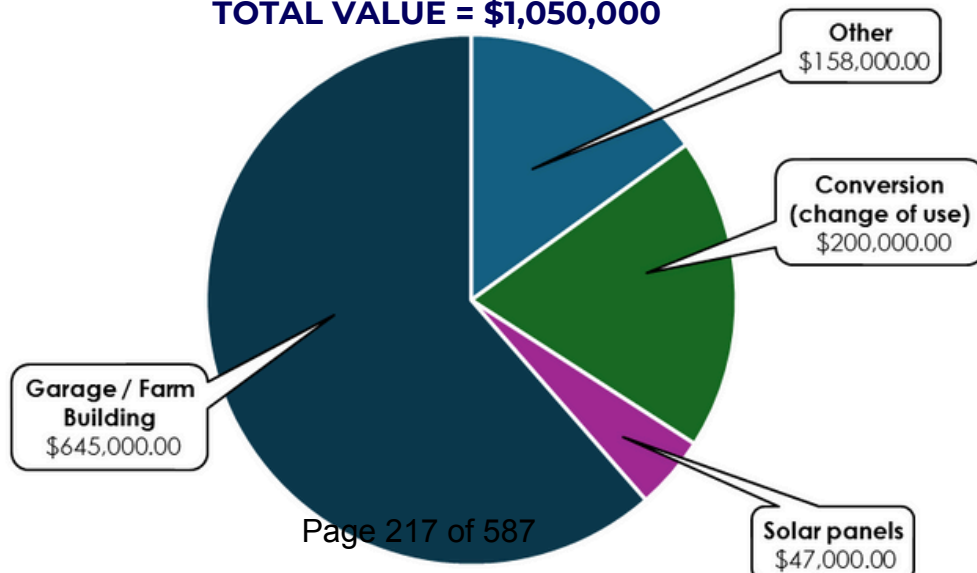
TOTAL VALUE = \$600,000



2023 - 5 Permits; 2024 - 2 Permits = 60% Decrease

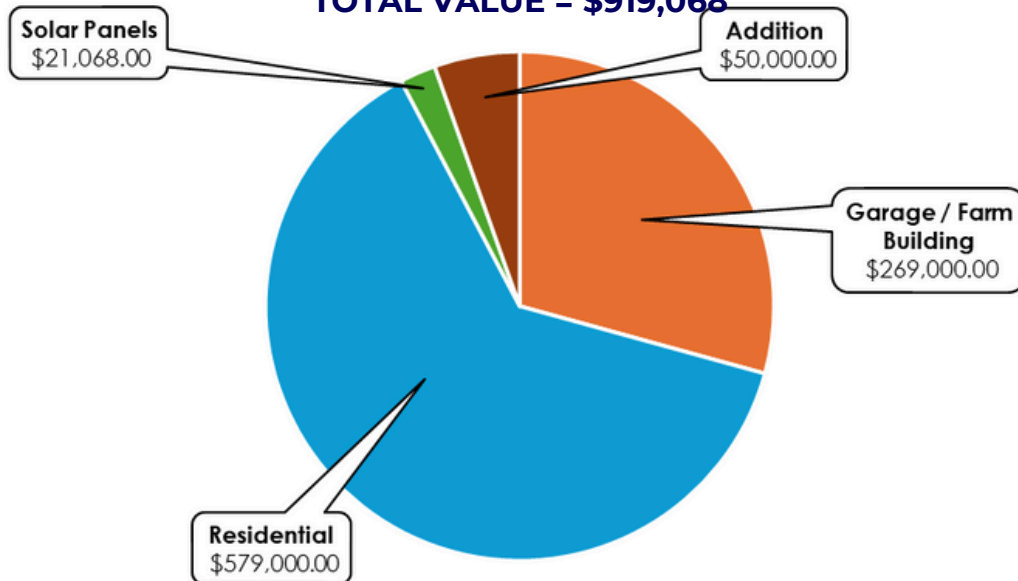
DIVISION 3: PERMITS BY TYPE

TOTAL VALUE = \$1,050,000



DIVISION 4: PERMITS BY TYPE

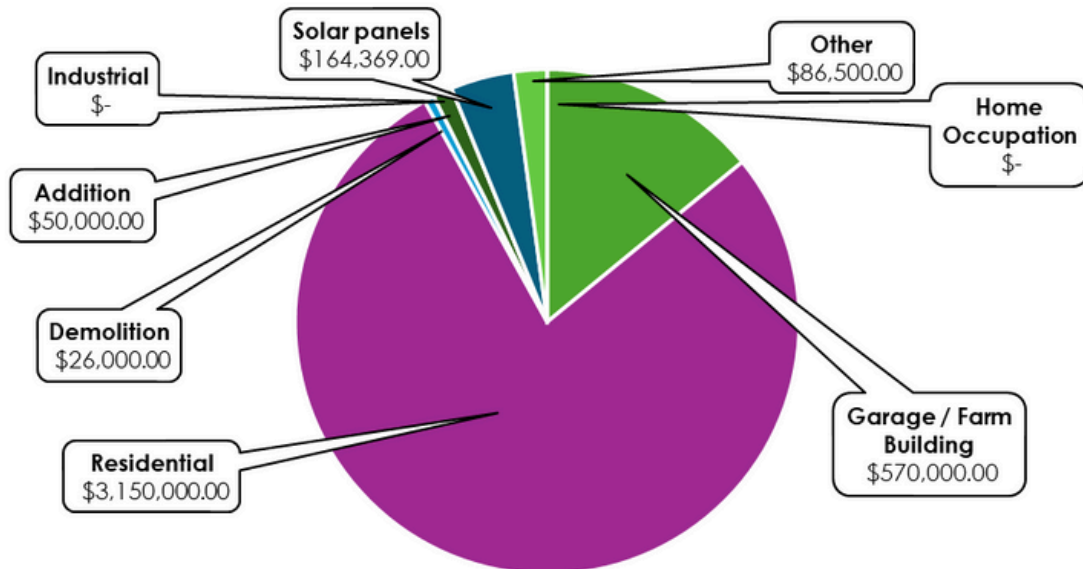
TOTAL VALUE = \$919,068



2023 - 7 Permits; 2024 - 4 Permits = 43% Decrease

DIVISION 5: PERMITS BY TYPE

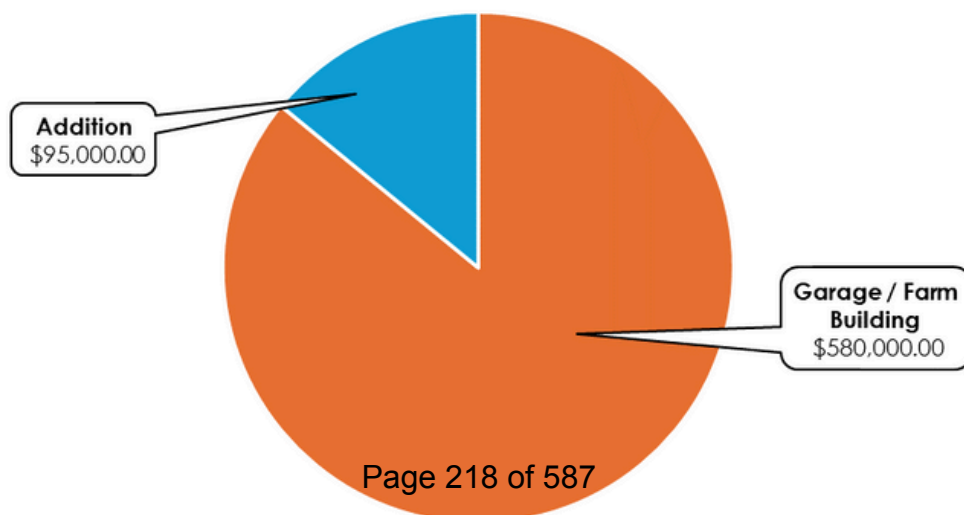
TOTAL VALUE = \$4,107,463



2023 - 17 Permits; 2024 - 10 Permits = 41% Decrease

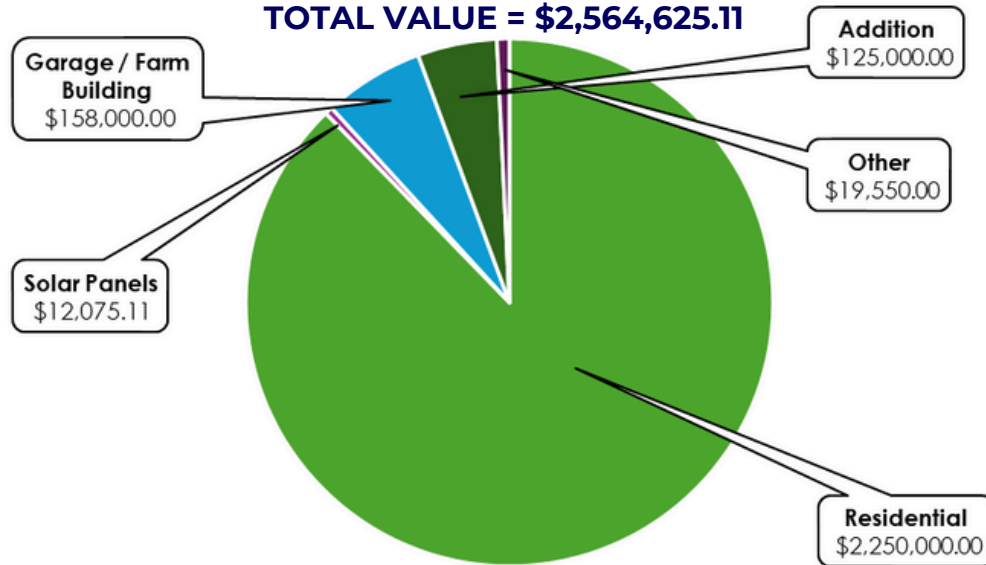
DIVISION 6: PERMITS BY TYPE

TOTAL VALUE = \$675,000



DIVISION 7: PERMITS BY TYPE

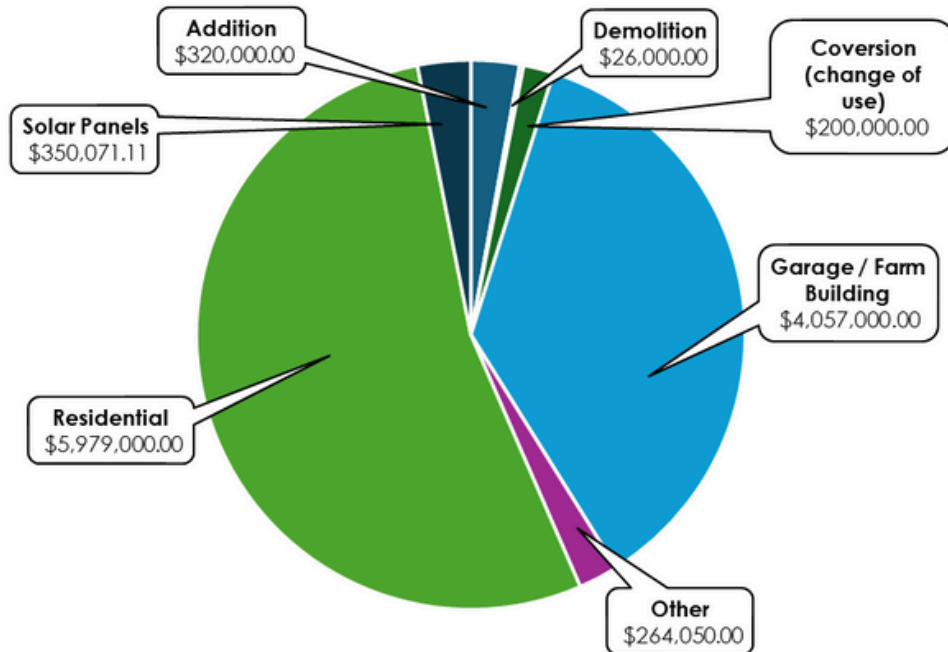
TOTAL VALUE = \$2,564,625.11



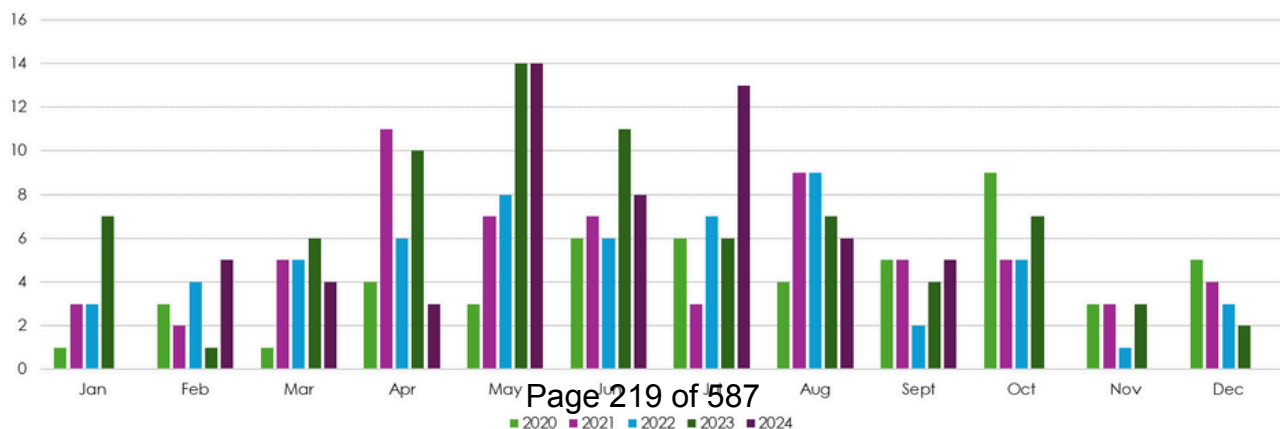
2023 - 6 Permits; 2024 - 4 Permits = 33% Decrease

Q3 2024 PERMITS BY TYPE

TOTAL VALUE = ~\$11,196,121.11



PERMITS ISSUED PER MONTH: 2020 - 2024



2024 Q3 Permit Summary

| Permit # | Permit Type | Description | Application Deemed Complete | Permit Issued Date | Days to Issue |
|----------|---------------|--|-----------------------------|--------------------|---------------|
| 24-013 | Discretionary | Placement of a 1520ft ² Mobile Home as Secondary Dwelling + Construction of 8100ft ² shop for Agricultural Use | 23-Jul-24 | 25-Jul-24 | 2 |
| 24-016 | Discretionary | Location for event venue utilizing existing accessory buildings for Intensive Recreation Use | 15-Jul-14 | 17-Jul-24 | 2 |
| 24-032 | Discretionary | Construction of a 1728ft ² Accessory Building for Rural Residential Use | 5-Jul-24 | 25-Jul-24 | 20 |
| 24-040 | Permitted | Construction of a 1204ft ² Attached Garage for Rural Residential Use | 20-Jun-24 | 4-Jul-24 | 14 |
| 24-041 | Discretionary | Construction of a 2614ft ² SFD + Attached Garage, ICF Basement & Deck for Rural Residential Use | 25-Jun-24 | 4-Jul-24 | 9 |
| 24-042 | Discretionary | Placement of Existing 960ft ² Shed & Construction of 1800ft ² Shed for Rural Residential Use | 2-Jul-24 | 9-Jul-24 | 7 |
| 24-043 | Permitted | Construction of a 720ft ² Attached Deck for Rural Residential Use | 9-Jul-24 | 11-Jul-24 | 2 |
| 24-044 | Permitted | Construction of 1466ft ² SFD + Attached Garage & 1560ft ² Shop for Rural Residential Use | 24-Jun-24 | 9-Jul-24 | 12 |
| 24-045 | Permitted | Construction of a 1248ft ² Addition to Existing Accessory Building for Rural Residential Use | 27-Jun-24 | 11-Jul-24 | 14 |
| 24-046 | Permitted | Placement of 1110ft ² Roof-Mounted Solar Panels on Existing Dwelling for Rural Residential Use | 28-Jun-24 | 11-Jul-24 | 13 |
| 24-047 | Permitted | Placement of a 3000ft ² Accessory Building for Agricultural Use | 5-Aug-24 | 19-Aug-24 | 14 |

| Permit # | Permit Type | Description | Application Deemed Complete | Permit Issued Date | Days to Issue |
|----------|---------------|--|-----------------------------|--------------------|---------------|
| 24-048 | Discretionary | Placement of 1170ft ² Ground-Mounted Solar Panels for Rural Residential Use | 10-Jul-24 | 25-Jul-24 | 15 |
| 24-049 | Permitted | Placement of a 2400ft ² Concrete Electrical Building for Agricultural Use | 18-Jul-24 | 25-Jul-24 | 7 |
| 24-050 | Permitted | Construction of 3800ft ² SFD w/ Basement & 1792ft ² Attached Garage & 384ft ² Deck & 3000ft ² Shop for Country Residential Use | 11-Jul-24 | 27-Aug-24 | 47 |
| 24-051 | Permitted | Construction of 1050ft ² Detached Garage w/ Suite for Country Residential Use | 12-Jul-24 | 26-Jul-24 | 14 |
| 24-052 | Permitted | Construction of a 4320ft ² Accessory Building for Agricultural Use | 23-Jul-24 | 9-Aug-24 | 17 |
| 24-053 | Permitted | Placement of a 450ft ² Temporary Chemical Storage Tank for Industrial Use | 23-Jul-24 | 9-Aug-24 | 17 |
| 24-054 | Permitted | Conversion of an Existing Accessory Building into a Dwelling for Rural Residential Use (Post-Development) | 24-Jul-24 | 9-Aug-24 | 16 |
| 24-055 | Permitted | Replacement of Existing Mobile Home with 1998, 1216ft ² Mobile Home | 16-Aug-24 | 29-Aug-24 | 13 |
| 24-056 | Permitted | Demolition of Existing Structures on Property (Dwelling & Two (2) Accessory Buildings) | 27-Aug-24 | 6-Sep-24 | 10 |
| 24-058 | Discretionary | Placement of 667ft ² Ground-Mounted Solar Panels for Country Residential Use | 30-Aug-24 | 16-Sep-24 | 17 |
| 24-059 | Discretionary | Placement of 493ft ² Ground-Mounted Solar Panels for Rural Residential Use | 30-Aug-24 | 16-Sep-24 | 17 |

| Permit # | Permit Type | Description | Application Deemed Complete | Permit Issued Date | Days to Issue |
|----------|---------------|--|-----------------------------|--------------------|---------------|
| 24-060 | Discretionary | Construction of a 1200ft ² Detached Garage w/ Suite for Rural Residential Use | 29-Aug-24 | 16-Sep-24 | 18 |
| 24-062 | Permitted | Demolition of Existing Dwelling due to Fire Damage | 6-Sep-24 | 13-Sep-24 | 7 |

Average Time to Issue Permit Based on Completed Application = 13.5 Days

LAND MANAGEMENT

Subdividing in rural municipalities involves dividing larger tracts of land into smaller sections for rural development while balancing zoning regulations, environmental considerations, and infrastructure requirements. This delicate balance is necessary to preserve the natural landscape and facilitate responsible growth, catering to the needs of present and future residents while safeguarding the rural charm of the community.

Subdivisions 10 acres and over (July 2024 - September 2024) Background

24-R-871

SW & SE-1-51-4W4M

Total Proposed Area: ~178.62 acres (Agricultural)

- Permitted under Land Use Bylaw (Bylaw 19-02) Part 3 Regulations and Section 5.1, 5.2 & 5.4 of the Municipal Development Plan (Bylaw 19-03)
- **Conditional Approval:** September 13, 2024

24-R-892

NE-8-51-6W4M

Total Proposed Area: ~15.5 Acres (Agricultural)

- Permitted under Land Use Bylaw (Bylaw 19-02) Part 3 Regulations and Section 5.1, 5.2, 5.4 & 5.9 of the Municipal Development Plan (Bylaw 19-03)
- **Conditional Approval:**

24-R-897

NE-35-45-3W4M

Total Proposed Area: ~36 Acres (Residential)

- Permitted under Land Use Bylaw (Bylaw 19-02) Part 3 Regulations and Section 5.1, 5.2 & 5.4 of the Municipal Development Plan (Bylaw 19-03)
- **Conditional Approval:**

24-R-904

SE-20-50-1W4M

Total Proposed Area: ~10.01 Acres (Residential)

- Permitted under Land Use Bylaw (Bylaw 19-02) Part 3 Regulations and Section 5.2, 5.3, 5.4 and 5.9 of the Municipal Development Plan (Bylaw 19-03)
- **Conditional Approval:**

Land

- Collaborated with Corporate Services Department (Finance and Taxes) to confirm public grazing leases on Crown Land to ensure accurate property tax notifications could be issued to lessees. As Crown Land lessees are required to pay property taxes, necessary information was provided to Corporate Services
- County owned land:
 - 18 Grazing Leases
 - 7 Miscellaneous Leases
 - 8 Road Allowance Licenses
 - 8 Property Leases (i.e., Dewberry Museum, Dewberry Senior's Centre, Towers, etc.)
- Address the request(s) to have the County establish drainage Right-of-Ways for a number of residents in Deerfoot and Robinwood residential multi-lot subdivision
- Dewberry tax recovery lands transferred into County ownership. Three (3) mobile homes were removed and the properties cleaned up to be listed for sale
- Real estate update: one (1) tax recovery property sold for \$1000 + GST + transfer costs
- Continued working with Alberta Transportation and Economic Corridors regarding road closures
 - Status: Pending
- Open Development Permits were reviewed for compliance
 - Certificates of Compliance were issued to those permit holders that have satisfied the conditions of the Development Permits
- Worked with Public Works regarding drainage swale in Sandpiper Estates
- Rural addressing database updated with internal departments and external agencies for accuracy
- Working with landowner(s) in County Hamlets to bring properties into compliance with the Land Use Bylaw and other County regulations

PROJECTS

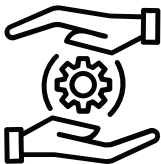
Update and Review of Municipal Development Plan and Land Use Bylaw



In 2019, the County implemented its current MDP and LUB. However, due to continued growth, boundary changes, and economic impacts, they need to be reviewed and updated. The MDP will be a crucial planning document, helping with future policy shifts, land use planning projects, budget preparations, and infrastructure planning. Meanwhile, the LUB will serve as a regulatory document for subdivision, development, and land use within the County.

- Current Status: Drafts presented to Council at June 20 Regular Council Meeting
 - Second Drafts presented to Council at June 18 P&P
 - Public Engagement will be scheduled for the Fall of 2024 to allow for final amendments to be completed prior to releasing to public

City of Lloydminster and County of Vermilion River Intermunicipal Development Plan (IDP) & Intermunicipal Collaboration Framework (ICF)



The IDP is a statutory long-range plan with a 20-year timeframe that is subject to regular review and updates from both municipalities to ensure that it remains relevant and aligns with the practices and policies that each municipality has adopted. The existing IDP was adopted in 2008 and was due for review prior to annexation discussion occurring. With the completion of annexation between the County and the City in early 2022, significant revisions are required to the document to ensure its alignment and relevance with the current bylaws, plans and policies of the County and the City.

An ICF is a tool to facilitate and encourage cooperation and cost-sharing between neighboring municipalities to ensure municipal services are provided to residents effectively. To date, there has not been an ICF established between the County and the City. The *Lloydminster Charter* was amended effective January 1, 2023, which required the City to hold an ICF with all municipalities in which the City has a common boundary within Alberta.

- Transitional Solutions / ISL Engineering have been selected for the ICF
- ISL Engineering and Paul Senior Ltd. have been selected for the IDP
- Current Status: Research and Review with Consultants



Continuation of Policy Review & Updates

The Planning & Community Services department is reviewing and updating all policies

- Policy AD 027 – Public Engagement Policy
 - Was presented to Council for discussion at the September 17, 2024 Policy and Priorities Committee Meeting
 - Policy updates were approved by Council at the September 24, 2024 Regular Meeting of Council
- Policy PD 021 – Community Enhancement Funding Policy
 - Was presented to Council for discussion at the September 17, 2024 Policy and Priorities Committee Meeting regarding the addition of campgrounds to the Community Facility – Operations Funding, changing the name of Community Event Funding to “Sponsorship Funding” and an update to setting the recreation budget
 - The Policy was brought forward to Council at the September 24, 2024 Regular Meeting of Council for approval
 - Policy changes will be discussed at the September 30/October 1, 2024 Strategic Planning sessions

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

COMMUNITY FUNDING – MARWAYNE ARENA DEBENTURE REQUEST – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select funding scenario 1 of \$750,000.00 as per Policy PD 021 – Community Enhancement Funding and further information be brought back to review budgetary impacts.

DETAILS

Background: At the August 20, 2024 Regular Meeting of Council, Marwayne Agricultural Society (the “Ag Society”) presented information about the upgrades that are needed at the Marwayne Arena. Along with their presentation to Council, a special capital application was submitted. The capital request was for a \$1,000,000.00 debenture. The request is for funds to replace the ice plant and complete renovations at the Marwayne Arena (the “Arena”). The renovations currently being worked on are the replacement of brine lines, boards and ice surface. Revenue for the renovations have come from fundraising, donations, in-kind labour, the Village of Marwayne and Community Facility Enhancement Program (CFEP) grant(s). The next stage of the Arena renovations is to replace the ice plant, replace the roof, install new heaters, and construct new bleachers.

The Marwayne Arena is used approximately 245 days of the year and by about 9,000 people from the region.

The Ag Society hopes to have funds showing in the budget for June 2025 to acknowledge matching funds on the next CFEP application that is submitted. Ideally, they would like funding approval by October 2025, but may be able to hold off until 2026. This is dependent on how long the ice plant is able to continue working.

Discussion: Under Policy PD 021, capital project assistance is available to eligible community organizations that are looking to complete capital projects for their recreational facility or community hall. Funding can come from a special tax levy, recreation reserve funds, hamlet resource funds or other funding sources identified by Council. The policy states that organizations will be funded up to a maximum of 25 per cent of the total project cost. This policy gives Council the ability to approve requests at their discretion.

Policy PD 021 states that projects should meet the special capital funding goals. These are:

Sustainability: management of financial, environmental, and social resources to ensure long-term viability and resilience

Efficiency: the degree to which resources are utilized optimally to achieve project outcomes

Commitment: dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives.

These questions can be considered for discussion to ensure that this project is meeting the capital funding goals:

- How will the project benefit the community and contribute to long-term sustainability of the community?
- Are there any potential negative social impacts that need to be considered?
- How does the projects' cost compare to its benefits?
- Are there more efficient ways to achieve the same project outcomes?
- Is there a contingency plan in place to address unforeseen challenges?
- Are there any potential conflicts of interest or opposition to the project?

Debentures that have been approved in the past:

| DEBENTURES | | |
|-----------------|---------------------|---------------|
| Community | Annual Payment (\$) | Debenture End |
| Marwayne | \$81,877.90 | 2025 |
| Vermilion | \$92,795.22 | 2026 |
| Paradise Valley | \$61,033.88 | 2029 |
| Dewberry | \$111,297.48 | 2031 |

Previously approved Capital Projects:

| CAPITAL PROJECTS | | |
|-----------------------------------|--------------------------------------|---|
| Organization | Project | Funded |
| 2019 | | |
| Rivercourse Hall | Roof Repairs | \$10,000.00 – Park Trust |
| Vermilion Ice Plant | Ice Plant | \$50,000.00 – Park Trust |
| St. Jerome’s School | Playground | \$50,000.00 – Park Trust |
| Kitscoty Elementary School | Playground | \$10,000.00 – Park Trust |
| Bowtell Community Association | Shingles & Siding Repair | \$2,000.00 – Small Capital Fund |
| 2020 | | |
| Lea Park Golf Club | Bridge Rehabilitation | \$50,000.00 – Park Trust |
| Fidelity National Hall | Natural Gas Installation | \$1,250.00 – Small Capital Fund |
| 2021 | | |
| Buffalo Coulee Community Club | Furnace Replacement | \$6,000.00 – General Recreation Reserve |
| 2022 | | |
| Dewberry Ag Society | Arena Boards & Anchor System | \$9,000.00 – Kitscoty Recreation Reserve |
| Blackfoot Lions Club | Outdoor Arena Puck Board Replacement | \$3,600.00 – General Recreation Reserve |
| 2023 | | |
| Kitscoty Ag Society (Arena Board) | Facility Upgrades | \$75,000.00 – Park Trust, General Recreation Reserve, Kitscoty Recreation Reserve |
| Village of Marwayne | Splash Park | \$25,000.00 – Park Trust |
| Blackfoot Lions Club | Playground | \$50,000.00 – Park Trust, Kitscoty Recreation Reserve |

| 2024 | | |
|----------------------------|-------------------|----------------------------------|
| Lea Park Rodeo Association | Facility Upgrades | \$50,000.00 – Recreation Reserve |

Three (3) scenarios for consideration for funding the Marwayne Agricultural Society capital project request are attached.

Relevant Policy/Legislation Practices:

PD 021 – Community Enhancement Funding

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select funding scenario 1 of \$750,000.00 as per Policy PD 021 – Community Enhancement Funding and further information be brought back to review budgetary impacts.

Response Options: THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River select funding scenario 1 of \$750,000.00 as per Policy PD 021 – Community Enhancement Funding and further information be brought back to review budgetary impacts.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to manage notifying the applicant, the distribution of funds

Financial: Administration will distribute funds based on direction given by Council

Communication Required: Council, Administration, Marwayne Agricultural Society

Implementation: Upon Council Approval

ATTACHMENTS

1. PD 021 – Community Enhancement Funding
2. Marwayne Agricultural Society – Special Capital Project Grant Application
3. Proposed Scenarios for funding the Marwayne Agricultural Society Capital Project Request



PREPARED BY: Community Services Coordinator

REVIEWED BY: Director of Planning and Community Services

DATE: October 7, 2024

| | | | |
|------------------|---------------|----------------------|--|
| POLICY #: | PD 021 | POLICY TITLE: | COMMUNITY ENHANCEMENT FUNDING |
|------------------|---------------|----------------------|--|

| | | | |
|---|---|------------------------------|--------------|
| APPROVAL DATE AND MOTION: | June 27, 2023 (2023-06-57) | CROSS- REFERENCE: | |
| RESPONSIBILITY: | Planning and Community Services | APPENDICES: | |
| APPROVER: | Council | EFFECTIVE DATE: | |
| REVISION DATE(S)/ MOTION # | July 27, 2021; July 14, 2021; March 29, 2022 (2022-03-45); February 27, 2024 (2024-02-21) | NEXT REVIEW DATE: | January 2029 |

1. DEFINITIONS

- 1.a. **Applicant** means the person or group applying for funding on behalf of a registered organization
- 1.b. **Capital Project** means a long-term project to build, improve, maintain or develop a capital asset
- 1.c. **Chief Administrative Officer** means the individual appointed by Council to that position, or their designate
- 1.d. **Community Organization** means community based non-profit organizations that are registered or incorporated under the *Province of Alberta Societies Act* or *Agricultural Societies Act*
- 1.e. **Council** means the Council of the County of Vermilion River
- 1.f. **County** means the Municipal Corporation of the County of Vermilion River having jurisdiction under the *Municipal Government Act* and other applicable legislation
- 1.g. **Director of Planning and Community Services** means designated staff of the County of Vermilion River

- 1.h. **FOIP** means *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto
- 1.i. **Grant Accounting Report** means the report an applicant must submit on the required form by the end of the year, to the County that outlines how the funds received were spent
- 1.j. **Non-Profit Organization** means an organization which exists for charitable reasons and from which its shareholders, trustees, or board members do not benefit financially, and are registered or incorporated under the *Province of Alberta Societies Act*
- 1.k. **Project/Program** means the specifics of the application for which any approved funding will be allocated
- 1.l. **Recreation Facility** means a non-profit amenity that provides indoor and/or outdoor services for recreation or social and cultural events, organizations and programs, and is available to the public

2. POLICY STATEMENT

- 2.a. The County of Vermilion River is dedicated to providing residents opportunities that maximize quality of life and well-being. To achieve this goal, the County strives to ensure that its residents have access to quality recreational and cultural facilities and programs. The County's partnerships in providing financial support to organizations operating facilities and programs within the County of Vermilion River boundary ensure a range of options to support the well-being of individuals and communities are made available

3. OBJECTIVE

- 3.a. The County will provide funds to Community Organizations that are operating community facilities and programs within the County of Vermilion River. The grants available include operational assistance for recreation facilities and community halls, special events, and capital funding options
- 3.b. Program Outcomes:
 - 3.b.i. Accessible to all County residents
 - 3.b.ii. Encourage participation and engagement
 - 3.b.iii. Promote personal growth and well-being

- 3.b.iv. Safeguard natural resources, parks, and recreational opportunities
- 3.b.v. Enhance community wellness
- 3.c. Programs Priorities:
 - 3.c.i. Healthy living and education
 - 3.c.ii. Community enhancement
 - 3.c.iii. Youth and seniors
- 3.d. Funding categories are:
 - 3.d.i. Community Halls
 - 3.d.ii. Recreation Facility Operations
 - 3.d.iii. Special Events
 - 3.d.iv. Special Capital Requests

4. GUIDING PRINCIPLES

- 4.a. The County of Vermilion River fosters social interaction, provides mental health relief and promotes physical health by providing annual funding for recreation and cultural programs and facilities. This funding is channeled through the Community Enhancement Funding Program, which receives approval within the Council's annual operating budget
- 4.b. The County's Planning and Community Services department budget is established each year to support community organizations that operate facilities within the County of Vermilion River. Any unexpected funds carried over are transferred to a Recreation Reserve and earmarked for Capital Project(s) Assistance
- 4.c. Annual funding for operational and Capital Project Assistance is detailed below
 - 4.c.i. **Guidelines**
 - 4.c.i.i **General**
 - 4.c.i.i.a Council shall establish a maximum of up to 5% of net tax revenue as a budget amount to be distributed through funding categories each fiscal year.

- 4.c.i.i.b Projects eligible for County funding must provide services to rural residents
- 4.c.i.i.c Non-Profit Organizations requesting funding must be registered or incorporated under the Province of Alberta *Societies Act*.
- 4.c.i.i.d County of Vermilion River Council will have final approval on all funding allocations.
- 4.c.i.i.e Each category has a limited supply of funds. Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- 4.c.i.i.f Multiple grant applications to different grant funding projects/programs will generally not be accepted.
- 4.c.i.i.g Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 4.c.i.i.h Funding will not be retroactive for a previous years' project. All applications must be submitted in the same year the funding is allocated.
- 4.c.i.i.i The County may approve all, part, or deny any request received.
- 4.c.i.i.j Approved applicants will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to the County.
- 4.c.i.i.k Grant applications will be prioritized according to use (scheduled events), membership, need, contributions of time and funds by the organization and availability of County funds

4.c.i.ii Operational Assistance – Recreation Facilities

- 4.c.i.ii.a Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Planning and Community Services
- 4.c.i.ii.b Community Organizations are eligible to apply that are: operating a community facility (other than a Hall) that is used for instructional

programming, organized recreation, community functions, special events, rentals or provides services to the community

- 4.c.i.ii.c Applications will be considered based on usage, people served, annual operating expenses and other funding sources, as well as commitment to the County's priorities as indicated under Section 3 – Objective
- 4.c.i.ii.d Allowable expenses are insurance, utilities, ongoing yearly maintenance, and janitorial expenses. Funds cannot be used for start-up costs, endowments, Capital Projects or celebrations.
- 4.c.i.ii.e Recreation facility categories, facilities that may fall under those categories and range of investment in our communities approved by Council are listed in Table 1.0 below:

Table 1.0

| OUTDOOR FACILITY | |
|---|-------------------|
| Facility Type | Facility Funding |
| Baseball diamonds (up to a maximum of 4) | \$700 per diamond |
| Golf Courses | \$6,500 |
| Outdoor Rinks | \$3,000 |
| Playgrounds | |
| - Hamlets | \$1,000 |
| - Day Use | \$6,000 |
| Soccer (per association) | \$2,000 |
| Winter Recreation | \$6,600 |
| INDOOR FACILITY | |
| Facility Type | Facility Funding |
| Curling Rinks (up to a maximum of three sheets) | \$4,500 |
| Indoor Rinks (up to a maximum of two ice surfaces) | |
| - Category 1 | \$40,000 |
| - Category 2 | \$5,000 |

| COMMUNITY FACILITY | |
|--------------------|------------------|
| Facility Type | Facility Funding |
| Senior Centers | \$2,600 |
| Ag Grounds | |
| - Category 1 | \$8,000 |
| - Category 2 | \$2,000 |
| Museums | \$3,400 |

****Applications shall be made each year to determine the need of the applicant**

4.c.i.iii **Operational Assistance – Community Halls**

- 4.c.i.iii.a Applicants seeking funding shall complete a Community Hall Grant Application and submit for review by Planning and Community Services and final approval by Council.
- 4.c.i.iii.b Community Organizations are eligible to apply that are operating a community hall that is used for programming, community functions, special events, rentals or provides services to the community.
- 4.c.i.iii.c Applications will be considered based on usage, people served, and annual operating expenses, as well as commitment to County priorities as indicated under Section 3 – Objective.
- 4.c.i.iii.d Allowable expenses are insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, Capital Projects or celebrations.
- 4.c.i.iii.e Community Halls categories, halls that may fall under those categories and range of investment in our communities approved by Council:
 - 4.c.i.iii.e.a Community Halls **

Table 2.0

| HALLS | |
|-----------------|--------------------------|
| Facility Type | Facility Funding |
| Community Halls | Established by Agreement |

| | |
|--------------|----------|
| - Category 2 | \$10,000 |
| - Category 3 | \$7,000 |
| - Category 4 | \$2,500 |
| - Category 5 | \$700 |

***Applications shall be made each year to determine the need of the applicant*

4.c.i.iv **Capital Project Assistance**

4.c.i.iv.a Applicants seeking funding shall complete a Capital Funding Grant Application and submit for review by Planning and Community Services.

4.c.i.iv.b Community Organizations are eligible to apply that are looking to complete Capital Projects for their recreational facility or community hall. Each organization may make an application for capital funding every five (5) years.

4.c.i.iv.c Eligible special Capital Projects include new construction, renovations, major repairs or major purchase of furniture/equipment. Renovations that address building code and safety compliance will be given priority.

4.c.i.iv.d Funding for Capital Projects may come from a special tax levy, Recreational Reserve Funds, Hamlet Reserve Funds or funding source(s) identified by Council.

4.c.i.iv.e Applications for Capital Projects are accepted throughout the year and are reviewed by Council annually at the first Council meeting in May. The applications will be reviewed by Administration and a recommendation provided to Council for their consideration up to a maximum allowable for the category.

4.c.i.iv.f All Capital Projects will be funded a maximum of up to 25 per cent of the total project costs.

4.c.i.iv.g Special Capital Projects should meet the special capital funding goals:

4.c.i.iv.g.a Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience.

- 4.c.i.iv.g.b Efficiency – the degree to which resources are utilized optimally to achieve project outcomes.
- 4.c.i.iv.g.c Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives.
- 4.c.i.iv.h All projects will be evaluated using the evaluation criteria in Schedule "A". The evaluation score will be used in considering the maximum funded amount.
- 4.c.i.iv.i All requested funding for Capital Projects shall be at the discretion of Council.
- 4.c.i.iv.j Available funds may vary from year to year and will be limited by the amounts in Reserve Funds.
- 4.c.i.iv.k Organizations must demonstrate the ability to execute the project by providing the following information:
 - 4.c.i.iv.k.a A project plan (i.e., project schedule, scope, milestones, and deliverables)
 - 4.c.i.iv.k.b The benefit to the community and County residents
 - 4.c.i.iv.k.c A financial outline as referenced in the Application Guidelines
 - 4.c.i.iv.k.d Any other information that may be requested during review of the application that will assist Council
- 4.c.i.iv.l Project requests to be fully funded by the County will generally not be accepted
- 4.c.i.v **Community Funding – Events**
 - 4.c.i.v.a Applicants seeking funding shall complete a Grant Application and submit for review by Planning and Community Services
 - 4.c.i.v.b Community Organizations that provide arts, cultural, fitness, community, wellness initiatives, sport or recreational opportunities, programs and events related to: Healthy & Active Lifestyle; Education;

Youth; Community Enhancement are eligible to apply.

- 4.c.i.v.c Allowable expenses will be related to delivering the event such as speaker fees, officials' fees, facility rental, rental equipment, event supplies, contracted services, general operating expenses, etc.
- 4.c.i.v.d Ineligible expenses would be capital, utilities, honorarium, staffing, etc.
- 4.c.i.v.e Maximum funding per Event is \$2,000.00
- 4.c.i.v.f Applications will be accepted by the County annually in April and October. Applications will be directed to Council for review.
- 4.c.i.v.g Applicants may only apply every second year for funding for one event per Community Organization.
- 4.c.i.v.h Events should be inclusive and open to all community members. Events typically are one-time occurrences, such as festivals, special projects, or singular events.
- 4.c.i.v.i Those who receive FCSS funding for the same event are not eligible to apply. Events being held for fundraising purposes that benefit an individual are not eligible. Fundraising events must be for specific community enhancement projects.
- 4.c.i.v.j Special agreements or joint agreements may be in place to capture one or more of the listed categories to assist inter-agency cooperation with neighboring communities.
- 4.c.i.v.k Community Organizations are invited to submit requests to Planning and Community Services for donations of promotional items for use at special events.

4.c.i.vi **General Procedures**

- 4.c.i.vi.a Funding requests must be submitted on the approved annual grant application form that is approved by the Director of Planning and Community Services. Additional information may be requested by the County to aid in the funding process.

- 4.c.i.vi.b Applicants will be reviewed by Planning and Community Services and recommendations brought forward to Council for approval.
- 4.c.i.vi.c The County of Vermilion River will notify applicants, in writing, of the final decision.
- 4.c.i.vi.d Project/Event change requests, received after the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 4.c.i.vi.e A Grant Accounting Report shall be completed prior to the annual deadline. If a Grant Accounting Report is not submitted, the County may deny any or all future funding requests.
- 4.c.i.vi.f Non-Profit Organizations that serve rural residents within the County of Vermilion River are eligible for these funds.
- 4.c.i.vi.g Non-Profit Organizations will be eligible for funding according to what category they fall under as indicated in the Application Guidelines.
- 4.c.i.vi.h Organizations that are receiving funding under existing cost share agreements are ineligible to apply for separate Community Enhancement Funding but may still be eligible for Park Trust Funds.
- 4.c.i.vi.i Applications will be evaluated by criteria in the procedures.

4.c.i.vii **Reporting**

- 4.c.i.vii.a Grant Recipients are expected to submit a project report and financial statement on an annual basis or once the project is complete.
- 4.c.i.vii.b Failure to submit a report, or delinquency in submission, may affect future grant application consideration.

4.c.i.viii **Recognition**

- 4.c.i.viii.a Grant Recipients shall be required to recognize funding received from the County of Vermilion River. Use of the logo is encouraged as it is a recognizable symbol to acknowledge County



support. If space does not allow for the use of the logo as acknowledgement, it can be via text.

4.c.i.viii.b Recognition may appear in many forms; however, the County of Vermilion River requires that the minimum recognition be made:

4.c.i.viii.b.a Social Media posting with County Logo/Name.

4.c.i.viii.b.b Recipients will be recognized in graphic or text in the County's Newsletter.

4.c.i.viii.b.c Program Recipients of \$10,000.00 or more shall place an advertisement or article in the local newspaper with County Logo/Name.

4.c.i.viii.b.d Facilities receiving funds over \$5,000.00 shall use onsite signage, in consultation with Planning and Community Services.

4.c.i.viii.c Recognition may also be as indicated below:

4.c.i.viii.c.a Photo opportunity with Council or a Councillor and photo(s) will be used for the promotion of funding provided to the recipient.

4.c.i.viii.c.b Recognition events or at an event shall be accompanied by a media release.

4.c.i.viii.c.c County Logo/Name in Agency Newsletter.

4.c.i.ix **Community Letters of Support**

4.c.i.ix.a The County will issue letters of support to local Community Organizations seeking external funding opportunities in relation to community enhancement.

4.c.i.ix.a.a Organizations shall submit an application for their request of support with the cost and scope of the proposed project.

4.c.i.ix.a.b The request of a letter of support will be placed on the next Regular Council Meeting.

4.c.i.x **Library Funding**

4.c.i.x.a The annual requisition by Northern Lights Library Systems is to provide library services for the County of Vermilion River and shall distribute to Northern Lights Library members as per the allocation in Table 3.0.

Table 3.0

| Library | Funding Allotment |
|--------------------------------|-------------------|
| Kitscoty | 20% |
| Marwayne | 20% |
| Paradise Valley (Three Cities) | 20% |
| Vermilion | 40% |
| TOTAL | 100% |

4.c.i.x.b The County may allocate additional funding from other budget or funding sources, these sources may not be continuous. The distribution of these funds shall be distributed in accordance with Table 4.0.

Table 4.0

| Library | Funding Allotment |
|-----------------|-------------------|
| Dewberry | 7% |
| Kitscoty | 17% |
| Lloydminster | 7% |
| Marwayne | 17% |
| Paradise Valley | 17% |
| Vermilion | 35% |
| TOTAL | 100% |

5. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|--------------------------------|
| HANDLING INQUIRIES | |
| MONITORING REVIEWS AND REVISIONS | |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Council, Administration |
| INTERNAL STAKEHOLDERS | Council, Administration |
| EXTERNAL STAKEHOLDERS | |

SCHEDULE 'A'

EVALUATION CRITERIA

- All applications will be evaluated based on the following points system

| CRITERIA | POINTS |
|---|--------|
| User days | 5 |
| Business Plan/Feasibility/Needs Assessment | 20 |
| Number of users per year | 10 |
| Alternative funding sources | 10 |
| Financial Plan | 10 |
| Safety & Building Codes | 10 |
| Partnerships with local groups to access facility at lower cost; partner on project | 10 |
| Initiatives to show sustainability | 10 |
| Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment | 5 |
| Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement | 10 |

| CRITERIA | POINTS | POINTS | POINTS | POINTS | POINTS |
|--|-----------------------------------|----------------------------|----------------------|--------|--------|
| User days= the number of days the facility is used/occupied each year | 3 = less than 50days/yr | 5 = 51+ days in a year | | | |
| Business Plan/Feasibility/Needs Assessment: have they completed any of these types of studies. Includes public engagement. | 0 if none done | 10 if at least 1 done | 20 if 2 or more done | | |
| Number of users per year = the number of users attending functions, programs and events at the facility | 5 = less than 100 users/yr | 10 = 100 users or more/yr | | | |
| Alternative funding sources = have additional grants, fees for use, and fundraising activities to support the | 5 if 1 or less additional funding | 10 if 2 or more additional | | | |

| | | | | | |
|--|--|--|---|--|--|
| facility and not be solely reliant on one source of funds | <i>sources are used</i> | <i>funding sources are used</i> | | | |
| Financial Plan = do they show financial need; is there a budget in place; | <i>0 if none in place</i> | <i>10 if a Financial plan is in place</i> | | | |
| Safety & Building Codes = will the project address issues for public safety, improve building standards and viability | <i>0 if neither are an issue</i> | <i>10 if it addresses building improvements and safety</i> | | | |
| Partnerships with local groups to access facility at lower cost or partner with community on the project | <i>0 if facility does not work with partners/comm</i> | <i>10 if project has partners, community involvement</i> | | | |
| Initiatives to show sustainability = does facility have a long term business plan? Does the facility undergo strategic planning on a regular basis? Does the facility have a multi-year capital plan? Does the facility work with other community groups to grow and develop together? Does the facility undertake fundraising efforts? | <i>5 if facility does 2 or less of the listed items</i> | <i>10 if facility does 3 or more of the listed items</i> | | | |
| Commitment to CVR Funding Goals: Efficiency, Sustainability, Commitment | <i>5 if facility shows strategy identifying 1 or more of the CVR goals</i> | | | | |
| Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement = does the programming and facility services focus on these areas | <i>5 if facility shows focus on 1 of listed areas</i> | <i>8 if facility shows focus on 2 of the listed areas</i> | <i>10 if facility shows focus on all 3 listed areas</i> | | |



SPECIAL CAPITAL PROJECT GRANT APPLICATION

PURPOSE

To fund community organizations, agricultural societies, recreation societies or associations and hall boards that are operating community facilities and programs within the County of Vermilion River. The goal is to build experiences that:

- **Accessible to all County residents**
- **Encourage participation and engagement**
- **Promote personal growth and wellbeing**
- **Safeguard natural resources, parks, and recreational opportunities**
- **Enhance community wellness**

Priority will be given to those programs/facilities focused on:

- **Healthy living and education**
- **Community enhancement**
- **Youth and seniors**

FUNDING OVERVIEW

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options. Funding for capital projects may come from special recreation tax levies, Recreational Reserve Fund, Park Trust Fund, hamlet reserve funds, or monies carried over annually from the Events grants. All capital projects will use this application for funding.

- Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- CVR will have final approval on all fund allocations.
- Those that are approved will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to CVR.

Organizations that are funded under existing cost share agreements are ineligible to apply for separate community enhancement funding but may still be eligible to apply for Park Trust Funds.

Inquiries about eligibility and applications can be submitted to:

County of Vermilion River

Attention: Candice McLean, Community Development Coordinator

4912 50 Ave Box 69 Kitscoty, AB T0B 2P0

email: community@county24.com

fax: 780.846.2716



SPECIAL CAPITAL PROJECT GRANT APPLICATION

WHO CAN APPLY?

- Non-profit organizations/associations looking to complete capital projects for their recreational facility or community hall.
- A special capital project may receive funding only once for capital expenditures.
- Each organization may make an application for capital funding every five years.

WHAT CAN THE FUNDS BE USED FOR?

- Special capital projects for new construction, renovation, major repairs or major purchases of furniture/equipment.
- Renovations that address building code and safety compliance will be given priority.

HOW MUCH CAN I APPLY FOR?

- CVR may fund a variety of options. Funding for capital projects may come from special recreation tax levies, Park Trust Fund, and/or hamlet reserve funds, or monies carried over annually from the Events grants. Funds allocated from Park Trust Fund are subject to the Municipal Reserve Policy.
- All Capital projects will be funded a maximum of up to 25 per cent of the total project costs
- Available funds will vary year to year and will be limited by the amount in Reserve funds.
- A special capital project may receive funding only once for capital expenditures.
- Each organization may make an application for capital funding every five years.
- All requests are reviewed by Council.

HOW DO I APPLY?

- Applications are accepted throughout the year.
- Please note that major funds may take up to one year to approve for funding.
- Visit the County of Vermilion River website or contact the Community Development Coordinator to obtain an application form.
- Complete the application form and submit to the County of Vermilion River by the appropriate deadline.
- Organizations must demonstrate its ability to execute the project by providing the following information:
 - A project plan
 - The benefit to the community and County residents
 - A financial outline
 - Any other information that may be requested during review of the application that will assist Council

**EVALUATION CRITERIA**

- Capital Projects should meet the special capital funding goals:
 - Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience
 - Efficiency – the degree to which resources are utilized optimally to achieve project outcomes
 - Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the project's goals and objectives

All applications will be evaluated based on the following points system. The score will be used in considering the maximum funded amount:

| CRITERIA | POINTS |
|---|--------|
| User days | 5 |
| Number of users per year | 10 |
| Business Plan/Feasibility/Needs Assessment | 20 |
| Financial Plan | 10 |
| Alternative funding sources | 10 |
| Partnerships with local groups to access facility at lower cost; partner on project | 10 |
| Safety & Building Codes | 10 |
| Initiatives to show sustainability | 10 |
| Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment | 5 |
| Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement | 10 |

**SPECIAL CAPITAL PROJECT GRANT APPLICATION****ORGANIZATION LEGAL NAME:****Marwayne Agricultural Society****MAILING ADDRESS:** (all correspondence and cheques will be mailed to this address)

ADDRESS: Box 507

TOWN: Marwayne

POSTAL CODE: T0B 2X0

If Applicable: Website www.marwayneagsociety.comCheck if you use social media to promote your facility/organization: ☒ Facebook ☐ Twitter**CONTACT INFORMATION:**

| | President/Chair | Secretary | Treasurer |
|--------|-----------------|-----------|-----------|
| Name: | | | |
| Phone: | | | |
| Fax: | | | |
| Email: | | | |

INCORPORATION ACT REGISTERED UNDER: Societies Act**INCORPORATION NUMBER:** 5914285530**DATE OF INCORPORATION:** February 21, 1975**FACILITY NAME:**

Marwayne Arena

LEGAL DESCRIPTION/PHYSICAL ADDRESS:

209 2nd Avenue South Marwayne AB T0B 2X0

REGISTERED HOLDER OF LAND TITLE:

Village of Marwayne

Is your facility receiving any financial assistance from other agencies, levels of government or other sources (rental fees, admissions, memberships, donations, sponsorships, fundraising etc.)?YES ☒ NO ☐

If yes, please explain/list other funding sources:

The Marwayne Agricultural Society receives rental fees, donations, and sponsorships towards our arena. We also annually receive municipal operational funding from the County of Vermilion River and the Village of Marwayne.



FUNDING REQUEST

AMOUNT OF FUNDING REQUESTED \$ 1,000,000.00 Debenture

Describe what the Special Capital funds will be utilized for. Identify if your project is to address any Safety or Building code issues. Please add any design concepts or other details to describe/showcase your project.

The Marwayne Agricultural Society would utilize the Special Capital Funds to replace the ice plant and complete the renovation to the Marwayne Arena. Our current ice plant is no longer functioning to the best of its ability and is becoming increasingly costly to repair and maintain. Our service providers have advised that its replacement is necessary to ensure the safety of our facility users as we did experience a few ammonia leaks leading up to the temporary closure of the arena. At the present time, the arena is being renovated and all of the brine lines, boards and ice surface are being replaced. This current stage of the renovation was made possible through our fundraising initiatives, donations, in-kind labor from our dedicated volunteers, municipal contributions from the Village of Marwayne and provincial funding under the Community Facility Enhancement Program. The final piece of the arena project is to replace the original ice plant, replace the roof, install new heaters, design and construct new bleachers, and paint all of the interior walls in order to provide our facility users with a safe, energy efficient, and reliable facility to serve their recreational needs for decades to come. The replacement of the ice plant and overall arena renovation will enable us to continue to provide a space for minor hockey, senior hockey, figure skating, canskate, private rental opportunities, hockey tournaments, special events, pro bull riding, etc.

Provide an overview of the impact your facility has on your community.

The Marwayne Agricultural Society is the umbrella organization for the majority of the community groups within the Village of Marwayne. Our purpose is to recognize and create synergies between the Village of Marwayne, the Minor Ball Association, the Dance Academy, the Community Hall Board, the Curling Club and Arena Board and the Lea Park Rodeo Association. The Marwayne Agricultural Society's mission is ultimately to provide recreational opportunities to all persons, regardless of age, religion, race or ability, through regular programming and special events. The Marwayne Agricultural Society offers a wide range of regular programming as well as annual recurring and one-off events. More specifically, the Marwayne arena offers: a Minor Hockey Program; Senior Hockey Program; Men's, women's and junior curling; arena and curling rink rentals for the Marwayne Jubilee School recreational program as well as members of the public at large; figure skating; ringette; and professional bull riding events. Further to this, we are also the host of many events, including but not limited to: the Lea Park Rodeo dance; hockey tournaments; concerts; pancake breakfasts; Christmas parties; recitals; and various community events and suppers throughout the year.

FACILITY USAGE – PRIOR YEAR

| | # of DAYS | # of USERS |
|---|-----------|------------|
| Total Usage for Facility (# of days the facility is occupied/used each year and # of users attending those days of use) | 245 | 9000 |
| Used by Applicant Organization | 200 | 6500 |
| Used by Other Organizations | | |
| Used for Private Functions (i.e. rentals, etc.) | 45 | 2500 |

FACILITY FOCUS – What groups of people will your facility serve?

☒ Seniors ☒ Youth ☐ Education ☒ Healthy & Active Living ☒ Community Enhancement



FINANCIAL OVERVIEW OF PROJECT

| REVENUE: | | |
|---|---|------------------|
| Fundraising | | \$ 148,352.00 |
| Donations/Bequests/Sponsorships | | \$ 52,648.40 |
| Grants: | | |
| Municipal | Village of Marwayne | \$ 150,000.00 |
| Provincial | CFEP Grant Funding | \$ 482,500.00 |
| Other: (i.e. Provincial Associations, etc.) | ADAMA | \$ 10,000.00 |
| Other: | County of Vermilion River Debenture Request | \$ 1,000,000.00 |
| TOTAL REVENUE | | \$ 1,843,500.40 |
| CAPITAL EXPENSES: | | |
| Building Construction | | \$ 916,805.98 |
| Building Renovation | | \$ 773,820.00 |
| Landscaping | | \$ |
| Major Equipment Maintenance | | \$ |
| Major Equipment Purchase | | \$ 925,000.00 |
| Other | | \$ 315,390.65 |
| | | \$ |
| TOTAL EXPENSES | | \$ 2,931,016.63 |
| PROJECTED SURPLUS (DEFICIT) | | \$ -1,087,516.23 |

Please attach any comprehensive Project Plans, Feasibility Studies or other details to support your Special Capital Project Application.

Have you done any feasibility studies related to the Capital Project? Have you consulted with your community on determining a need for this Capital Project?

The Marwayne Agricultural Society has not completed any formal feasibility studies related to the Capital Project. That being said, we have extensively consulted with our community in order to determine the need for the arena renovation and ice plant replacement. We have been doing our best over the last several years to extend the life of our ice surface and the functionality of our ice plant but unfortunately, it is no longer feasible. We have been experiencing a difficult time sourcing parts for the continued operation of our ice plant and the associated costs with the frequent replacements and maintenance is becoming burdensome. Our community, as well as the surrounding areas, have come to depend on our facility for their recreational needs and we want to ensure that we can maximize its lifespan by replacing the essential components it requires to be operational. We have submitted additional grant applications for funding to offset the current deficit in our project budget and are hopeful that we will be successful in obtaining these grants in the fall of 2024 and 2025.

Will you be partnering with any community groups or existing facilities? If yes, what will your partnership look like?

The Marwayne Agricultural Society will be partnering with our community groups that fall under the Agricultural Society umbrella such as the arena board and curling club as well as the Village of Marwayne. Our volunteers are the backbone of our community and they are working tirelessly to provide their assistance in-kind through all phases of the arena renovation. Comparatively, the Village of Marwayne has offered their assistance, both financially and in-kind, should we require the use of their equipment, staff, storage or disposal facilities.

**OBLIGATION OF GRANT RECIPIENTS**

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. Recipients must submit a **Project Report** to verify that the funds were spent in the manner intended and approved prior to the next recreation grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. Grant recipients will be required to recognize funding received from the County of Vermilion River in some manner. Indicate below, what that recognition will look like.

FUNDER RECOGNITION PLAN: (must check at least one)

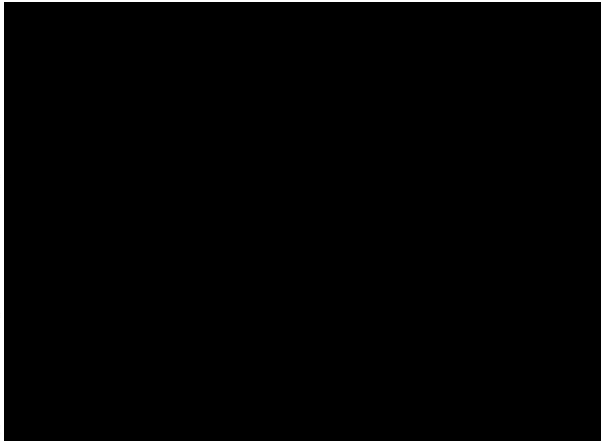
- ☒ On-site Signage (in consult with County) ☒ County Logo/Name in Agency Newsletter
☒ County Logo/Name in Advertising ☒ County Logo/Name recognized at a public event
☒ County Logo/Name recognized on Agency Social Media
☐ Other:

Please note: By accepting receipt of this grant, organizations are obligated to complete the County of Vermilion River Community Enhancement & Recreation Grant Accounting Report and show proof of completed funding recognition as indicated above.

DECLARATION STATEMENT

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, WE UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT THE GRANT ACCOUNTING REPORT AND ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print)



Title:

President

Date:

August 7, 2024

Title:

Vice President

Date:

August 7, 2024

Note: requires two (2) authorized representatives from the applying agency to sign the application.

The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the District Recreation Advisory Board and/or municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Vermilion River office.

PROPOSED FUNDING SCENARIOS

Three (3) scenarios are presented for consideration for funding the Marwayne Agricultural Society capital project request. The application shows project costs for the final phase of the upgrades to be \$2,931,016.63. Based on the application project costs shown, the Marwayne Agricultural Society would be eligible for funding. Three (3) scenarios have been provided for consideration:

1. \$750,000 Debenture

- a. Based on the Community Enhancement Funding policy PD 021, the Marwayne Agricultural Society would be eligible for funding up to \$732,754.16. It is recommended to round this number up to \$750,000.
- b. Debenture options for \$750,000:
 - i. 5 Year – Annual Payment: \$168,171.48*
 - ii. 10 Year – Annual Payment: \$ 93,738.96*
 - iii. 15 Year – Annual Payment: \$ 70,335.38*
 - iv. 20 Year – Annual Payment: \$ 59,252.28*

*Annual Payments reflect interest rates at the time they were reviewed.

2. \$1,000,000 Debenture

- a. A scenario for consideration from the Marwayne Agricultural Society request during the presentation to Council August 20, 2024. Debenture options for \$1,000,000:
 - i. 5 Year – Annual Payment: \$224,228.64*
 - ii. 10 Year – Annual Payment: \$124,985.64*
 - iii. 15 Year – Annual Payment: \$93,780.52*
 - iv. 20 Year – Annual Payment: \$79,003.04*

*Annual payments reflect interest rates at the time they were reviewed.

3. Consideration for no impact to budget would look at Annual Payments over a period of time with no debenture:

- i. Total Payment of \$1,000,000 over 5 years. Annual payment equal to \$200,000.
- ii. Total Payment of \$750,000 over 5 years. Annual payment equal to \$150,000.

COMMITTEE MEETING DATE:2024-09-17

BRIEFING NOTE - TO COMMITTEE

SUBJECT

REPORT ON MUNICIPALITIES UTILIZING INDEPENDENT COMMITTEES TO REVIEW COUNCILLOR REMUNERATION

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee accept the report on Municipalities utilizing independent committees to review Councillor Remuneration Policies.

DETAILS

Background:

The County of Vermilion River Council members review Policy LE 001 Councillor Remuneration annually at the Organizational Meeting. This policy establishes the standard compensation and benefit rates for services performed and expenses incurred by Councillors. The policy establishes basic and per diem honorariums, mileage, and subsistence. The rates are reviewed and established by Council.

Discussion:

Many Municipalities rely on an internal council review to establish compensation packages, remuneration and cost of living adjustments, for elected officials including the County of Vermilion River.

Several Municipalities across Alberta have implemented innovative independent committees to review Councillor remuneration and total compensation packages.

The independent committees review the Councillor's total package using a variety of factors. The independent committees bring forward fair and equitable recommendations for the Council's consideration. The independent committee presents their findings to Council. Council accepts the presentation and can choose to adopt the committee's findings into the remuneration policy. This process encourages public engagement and an independent, equitable review of remuneration for Council members.

Relevant Policy/Legislation Practices:

Policy LE 001 – Councillor Remuneration

Desired Outcome (s):

THAT the County of Vermilion River Policy and Priorities Committee accept the report on Municipalities utilizing Independent Committees to review Councillor Remuneration Policies as presented.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee accept the report on Municipalities utilizing Independent Committees to review Councillor Remuneration Policies as presented.

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: None.

Implementation:

Council Goal: Reviewing Policy LE 001 Councillor Remuneration Policy aligns with the Corporate Values of Transparency and Open Mindedness.

ATTACHMENTS

LE 001 (39th Revision); Councillor Remuneration Policy (2023-02-14.pdf

Sturgeon County – 2019 Elected Official Remuneration Review – Recommendations from the Citizen Task Force August 2019. Pdf

Town of Banff - 2021 Council Remuneration Review Committee Recommendations

City of Spruce Grove - 2021 Council Remuneration Review Committee Recommendations

Summary of Independent Committee for Council Remuneration Review – September 17, 2024

PREPARED BY: ACAO Hannah Musterer

DATE: August 27, 2024

1. DEFINITIONS

- 1.a. - 1. a(i) **ACE** is the Alberta Central East Water Corporation
1.a(ii) **Alberta Municipalities** is the benefits provider, previously known as Alberta Municipal Services Corporation
1.a(iii) **ASB** is the Agricultural Service Board
1.a(iv) **Basic Honorarium** is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.
1.a(v) **Councillor(s)** are Elected officials for the County of Vermilion River
1.a(vi) **County Business** is professional services for or on behalf of the County of Vermilion River
1.a(vii) **County** is the Municipality of the County of Vermilion River
1.a(viii) **COLA** is the Cost-of-Living Adjustment
1.a(ix) **CRA** is the Canada Revenue Agency
1.a(x) **IDP** is an Inter-municipal Development Plan
1.a(xi) **ILC** is an Inter-municipal Liaison Committee
1.a(xii) **Per Diem Honorarium** is for remuneration as defined by Schedule 3
1.a(xiii) **RMA** is the Rural Municipalities of Alberta
1.a(xiv) **RRSP** is a Registered Retirement Savings Plan
1.a(xv) **RSP** is a Non-Registered Retirement Savings Plan

2. POLICY STATEMENT

- 2.a - To establish the standard compensation and benefit rates for services performed and expenses incurred by Councillors in the performance of their duties.

3. OBJECTIVES

- 3.a - To establish compensation guidelines for Councillors receiving payment for their Basic and Per Diem Honorariums, mileage, subsistence, and attendance at approved meetings, seminars, conferences, workshops, and functions within and outside the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

4. BACKGROUND

- 4.a - This policy is reviewed on a yearly basis at the Organizational Meeting to provide for consistent remuneration for Councillors. When Council approves a change of Per Diem and Expense Allowance amounts, the Basic Honorarium for Council members are also adjusted to reflect the change. The Per Diem adjustment for Councillors is tied to the annual COLA increase given to County staff, except when a market adjustment is required.

5. GUIDING PRINCIPLES

5.a - **YEARLY ADJUSTMENTS**

Schedule 1 of Policy LE001 for the Basic Honorarium and daily Per Diem Honorarium may be adjusted effective January 1 of each year in accordance with the annual COLA increase applied to the County of Vermilion River Approved Wage Grid.

5.b - **BASIC HONORARIUM**

Councillors receive an annual Basic Honorarium, as per the County's Payroll Schedule Policy PE002. This basic Honorarium is to cover expenses related to:

- 5.b(i) Attendance at Council meetings and Policy and Priority Committee meetings
- 5.b(ii) Attendance at external appointed committee meetings within the boundaries of the County of Vermilion River, including Lloydminster, as per Schedule 2
- 5.b(iii) Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

5.c - **PER DIEM HONORARIUM**

Councillors receive a Per Diem Honorarium as set out in Schedule 1 for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster, determined as per Schedule 3.

5.d - **TAXABLE BENEFITS**

5.d(i) - **Mileage**

Council receives a flat rate of \$4,200 annually, paid bi-weekly, for mileage for travel to perform their required duties within their respective divisions.

5.d(i)(a) Travel to and from approved meetings, seminars, conferences, workshops, and functions will be reimbursed per kilometre at CRA rate.

5.d(i)(b) Mileage expense logs will be submitted to Reeve (or Deputy Reeve) monthly for approval and payment. This includes the log to substantiate basic kilometres.

5.d(i)(c) At year end, any payment for basic mileage that is not supported by documentation of the distance travelled is considered a taxable benefit.

5.d(ii) - **Business use of Home**

5.d(ii)(a) The County provides each Councillor with a taxable Business Use of Home allowance of \$3,600.00 annually, paid bi-weekly, for telephone, internet, utilities, and supplies used to conduct County Business.

5.d(ii)(b) T2200 forms will be issued to each Councillor yearly to authorize such expenses.

5.e - **EXPENSES**

Standard travel, registration and accommodation arrangements will be made by County Administration.

5.e(i) Should Councillors have to pay for expenses while attending Council approved meetings, seminars, conferences, workshops, and functions they will be reimbursed.

5.e(ii) Receipts must be submitted with expense voucher.

5.e(iii) Allowable expenses as per Schedule 4.

5.f - **BENEFITS**

Benefits are provided to Councillors as follows:

5.f(i) RMA Council Coverage (24 hours) and Critical Illness Coverage

5.f(ii) RRSP, RSP, and Spousal RRSP administered through Great West Life.

5.f(iii) 9% of gross income (excluding out of boundary subsistence allowance) is contributed by Councillor, matched with a 9% contribution by County. Councillors are permitted to make additional contribution but will not be matched by the County.

5.f(iv) Amounts are vested after 5 years of continuous service.

5.f(v) Alberta Municipalities

5.f(v)(a) Extended health care, Dental, and Health Spending account (premiums covered 100% by County)

5.f(v)(b) Life, Accidental Death and Dismemberment and Dependant Life (premiums are paid 85% County and 15% by Councillor)

5.f(vi) Upon becoming an elected official, Administration will provide Council members with a Salary and Benefits information package.

5.f(vii) Annually, Administration will provide Council members with an updated letter of Salary and Benefits information including COLA, if applicable, RRSP contributions, upcoming RRSP vested deadlines, and other pertinent information.

6. 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 |

7. EXCEPTIONS

7.a - At the discretion of Council, the Basic Honorarium and Per Diem Honorarium can be adjusted effective January 1 of each year more than the annual COLA increase applied to the County of Vermilion River Approved Wage Grids.

SCHEDULE 1 Yearly Comparison of Honorarium Rates

| YEARLY BASIC HONORARIUM | | | | | |
|---|--------------------|-------------|-------------|-------------|-------------|
| | 2019 | 2020 | 2021 | 2022 | 2023 |
| PART A | | | | | |
| ANNUAL INCREASE | 5.20% | 1.75% | 0.00% | 0.00% | 0.00% |
| Reeve | \$60,173.88 | \$61,226.92 | \$61,226.92 | \$61,226.92 | \$61,226.92 |
| Deputy Reeve | \$56,634.24 | \$57,625.33 | \$57,625.33 | \$57,625.33 | \$57,625.33 |
| Councillor | \$53,094.60 | \$54,023.75 | \$54,023.75 | \$54,023.75 | \$54,023.75 |
| | | | | | |
| PART B | | | | | |
| Per Diem Honorarium per Day (Taxable) | \$294.88 | \$303.73 | \$303.73 | \$300.00 | \$300.00 |
| CLAIM ALLOWANCE FOR MEETINGS AND TRAVEL | | | | | |
| Claim Allowance for meeting and travel (claims cannot exceed 1-1/2 per day) | | | | | |
| 0 – 4 Hours | 1/2 Day Per Diem | | | | |
| 4 – 8 Hours | 1 Day Per Diem | | | | |
| More than 8 Hours | 1-1/2 Day Per Diem | | | | |

SCHEDULE 2 Basic Honorarium

*Includes compensation for in person and virtual participation

| BASIC HONORARIUM INCLUDES THE FOLLOWING: | | | |
|---|--|---|--|
| Council meetings & preparation | Policy and Priority Committee meetings & preparation | Recreation board meetings | Ad Hoc community initiatives and meetings |
| Division work: evaluations, phone calls, reading, ratepayer meetings & consultations | Award presentations: relations functions, grand openings, anniversaries & community events | Public relation functions: grand openings, anniversaries & community events | Hamlet meetings if more than one (1) per year |
| Parades | Vermilion and Lloydminster Chamber of Commerce events | Volunteer appreciation events | Meetings within the County and the City of Lloydminster (when applicable) |
| Annual hamlet meetings | Annual division meetings | Public consultations | Vermilion River Regional Alliance Meetings |
| Joint municipal meetings with the Villages, Towns, and the City of Lloydminster – ILC, IDP, Annexation Protective Services, Mayor/Reeve | Joint municipal meetings with rural municipalities held within the County or City of Lloydminster boundary | Internal committee meetings between Council, management, staff, facilities, harassment, or discrimination | Housing committees: Pioneer Lodge, Vermilion and District Housing Foundation; Lloydminster Housing Group |
| Assessment Review Board | Subdivision and Development Appeal Review Board | Alternative Land Use Systems Advisory committee | Physician recruitment and retention committee |
| Alberta Central East zone meetings | Rural Crime Watch meetings | Annual elected officials fire meetings | Lea Park joint interest committee |
| Vermilion Region partnership events | Community futures Lloydminster and region | Seed cleaning association general meetings | Annual seed cleaning plant meeting |

SCHEDULE 3 Per Diem Honorarium

PER DIEM HONORARIUM:

- Includes compensation for in-person and virtual participation.
- Per Diem Honorarium includes the following that take place outside of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster

| | | | |
|--|---|---|-------------------------------------|
| Joint Municipal Meetings | Conferences Standard: RMA Federation of Alberta Gas Co-ops | Zone Meetings RMA Federation of Alberta Gas Co-ops | ASB Zone Meetings Conferences |
| Meetings / Workshops / Conferences as per Council Appointed Committees | Emerging Trends Seminars | Community Planning Association of Alberta | |

To receive Per Diem Honorarium and expense reimbursement for any other events, conferences, meetings outside of the County of Vermilion River not listed above, attendance must be approved by Council Motion in advance of attending.

SCHEDULE 4 Expense Reimbursement

| EXPENSE | REIMBURSEMENT |
|---|--|
| Parking/Transportation (Taxi, Shuttle, Bus, Uber) | In full, with receipt |
| Accommodation | Paid by CVR or reimbursed in full, with receipt |
| Personal Recreational Vehicle (To account for transportation costs/parking/service fees) | \$90.00 per day |
| Banquet tickets and Educational Tours | Paid by CVR or reimbursed in full, with receipt |
| Subsistence Allowance, as per PE017 (if meals not provided) | \$20.00 Breakfast \$20.00 Lunch \$35.00 Supper |
| Spousal Expenses (limited to two (2) events/year): -Meals or Banquet tickets (in conjunction with the approved event) -Accommodation Costs -Partner Programs -Event Tours | Paid by CVR or reimbursed in full, with receipt |

Summary of Independent Committees for Council Remuneration Review

Several municipalities across Alberta have implemented committees independent of Council for total compensation review of council members. These committees have been established to ensure future compensation for Councillors is fiscally responsible, and transparent while increasing public engagement with the public.

The below-listed municipalities are some of the Municipalities in Alberta that have implemented independent review committees for Council Remuneration for their municipalities.

Sturgeon County

- In March 2019, Council directed Administration to strike a Citizen Task Force to review elected officials' remuneration and bring recommendations to Council. The Citizen Task Force was struck in April 2019 and five public members were appointed by the CAO.
- This Committee was comprised of public members; no elected officials sat on the committee. The remuneration policy was passed in 2020 and another review by the task force would not occur until 2024.
- The Task Force met eight times in the spring and summer of 2019. This included meeting with administration to gain information on previous policies and with Council.
- More information on the Task Force's report can be found in their official review which is attached
- Annually, the base salaries of Elected Officials shall be adjusted by Administration annually, using Alberta's Weekly Average Earnings (AWE), published by Statistics Canada, as the basis for annual adjustments. Salaries shall be adjusted in the first pay period of each year. The percentage increase shall be calculated using the percentage change in the 12-month average of the AWE values from September of the previous year against the same value for the year prior. The percentage change cannot be less than zero percent.
 - This resulted in an 11% increase for Council from 2022 to 2023
- The Final Report from the committee is attached to the agenda item.

Wheatland County

- The Chief Administrative Officer appoints a group of three ratepayers to review the policy and present recommendations to Council for review and consideration. All ratepayers residing within Wheatland County are eligible to apply to this committee, or; The Chief Administrative Officer engaging professional services to conduct a remuneration review for Elected Officials.
- This policy shall be reviewed mid-term of each four (4) year Council term to ensure transparency and accountability. Additionally, it may be reviewed at any time upon proposal by Council or when Administration becomes aware of any legislation changes that would warrant a review.
- No final report from the committee was readily available.

Red Deer County

- In 2020, a committee consisting of independent public members conducted a review of Red Deer County Council's Remuneration Policy. Following the review, a presentation was made to Council on January 26, 2021. Amendments to the Policy made by this committee were adopted by Council and came into effect for the successful candidates of the October 18, 2021, municipal election.
- A review of the Councillor Remuneration policy and the applicable rates will occur every four years, before August 1 of the year of the upcoming municipal election, with any changes to the policy being implemented following the municipal election.
- This review will be conducted by an independent committee consisting of public members established for said review.
- No final report from the committee was readily available.

Town of Banff

- To facilitate the fair and objective review of Council remuneration, the current practice is for Council to strike a public Committee and provide a scope of work through a term of reference. The Committee determines, with support from Administration, the most appropriate method by which to meet the requirements of the terms of reference and report recommendations to Council. This can include surveying other

municipalities, reviewing relevant legislation, and engaging with current council.

- Council remuneration is to be reviewed during the last year of the term of each Council. Council convened a committee of public members to review Council Remuneration to bring forward recommendations that would be effective for the newly elected Council.
- The Committee has prepared a report with recommendations as a result of their review. The report is in the form of advice and recommendations and is not binding on Council.
- The Final Report from the committee is attached to the agenda item.

City of Spruce Grove

- Has utilized an independent review committee since 2013
- Council remuneration is reviewed each Council term along with other relevant matters that are appropriate to consider.
- The Council Remuneration Policy stipulates that a comprehensive review of salaries, honorariums, and expenses will take place during Council's term, and that the review may be conducted through a committee comprised of City of Spruce Grove electors.
- Administration recruited members for this Committee using advertisements in the local newspaper, social media outlets, the City's website, digital billboards, and providing the advertisement to community groups for distribution to their members.
- Utilizes key factors in their review including, inflation, growth of the City, comparable municipalities, and input from current councillor's.
- The Final Report from the committee is attached to the agenda item.

**Sturgeon County
2019 Elected Officials Remuneration Review**

**Recommendations from the Citizen Task Force on Elected
Officials Remuneration**

August 2019

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Message from the Task Force Chair

At the March 12, 2019 meeting of Sturgeon County Council, the Chief Administrative Officer was directed to strike a Citizen Task Force to review the elected officials' remuneration and benefits. The Task Force was to bring back a comprehensive list of recommendations to County Council that will ensure future compensation is fiscally responsible, transparent and equitable.

Through expressions of interest, Task Force members were appointed by the Chief Administrative Officer and represent a diverse range of professional backgrounds and experiences. Task Force members include Julius Buski, Lee Danchuk, Allan Montpellier, Sarah Pattison, and Kristin Toms. Kristin Toms resigned from the Task Force on the day that the Sturgeon County by-election was called, on July 9, 2019, in order to put her name forward for the vacant Council seat for Division 2. She has not been privy to the final recommendations put forward in this final report.

The Task Force's goal from day one was to bring forward fair and equitable recommendations for Council's consideration. These recommendations reflect the fact that prior to 2018, no significant review of the County elected officials' remuneration had been conducted since 2006. Another factor was recent federal legislative amendments affecting all elected officials' salaries that must be taken into consideration. Finally, the Task Force considered the need for Sturgeon County to have elected officials of a caliber that can spend the time required addressing resident concerns, as well as representing Sturgeon County effectively regionally, provincially, and internationally in an environment of significant political and economic change.

I would like to acknowledge the assistance of County Administration in supporting the work of the Task Force, providing information and assistance as requested. I would also like to acknowledge the Task Force members for their time, expertise, and opinions used in the formulation of the recommendations being presented to County Council in this report.

The Task Force believes that these recommendations are fair and equitable and that the rationale provided supports each recommendation put forward for Council's consideration.

Thank you,

D. Lee Danchuk, Chair
Sturgeon County 2019 Citizen Task Force on Elected Officials Remuneration

Background Information and Methodology

There are a number of policy documents that relate to remuneration for the Mayor and Council, including:

- Bylaw 910/01 – Elected Officials Allowance (2001)
- Procedure ADMN-CON-3 – Conference/Convention Compensation for Expenses Incurred (2000)
- Policy ADM-REM-1 – Council Remuneration and Expense (2010)
- Procedure ADM-REM-1 – Council Remuneration and Expense (2016)
- Policy ADM-EXP-3 – Council Business Expense Protocol (2013)
- Procedure ADM-EXP-3 – Council Business Expense Protocol (2015)

In 2018, Sturgeon County retained Lim HR Compensation Consulting to conduct an independent review of the County's elected officials' remuneration levels and make recommendations for Council's consideration. This information was presented to Council on September 11, 2018 and was included as part of the 2019 budget process. Following Council's consideration and debate, no decisions were made.

At the March 12, 2019 Council meeting, Council directed Administration to strike a Citizen Task Force to review elected officials' remuneration and bring recommendations to Council. The Citizen Task Force was struck in April 2019 and five public members were appointed by the CAO. The members appointed were Julius Buski, Lee Danchuk, Allan Montpelier, Sarah Pattison, and Kristin Toms (who resigned effective July 9, 2019).

The Terms of Reference for the Task Force are included as Appendix A to this report.

The Task Force met eight times in the spring and summer of 2019 and used the research conducted in 2018 as a starting point for its review and analysis. The consultant retained in 2018 spent significant time working with Council and Administration on identifying peer comparators, contacting the comparator municipalities for information, and framing the different elements of remuneration for Council's consideration. As the information is only one year old, the Task Force did not see the need to re-evaluate the composition of the peer comparator group or re-survey these municipalities.

The Task Force also received information and met with representatives from the Legislative Services and Information Management, Financial Services, and Economic Development departments. This information included current application of existing Council remuneration policies and potential impacts of future growth on the County, which will have implications for the workloads of members of Council in addressing resident concerns, but also being able to promote Sturgeon County effectively at the regional, provincial, and international levels.

The Task Force also met individually with all members of Council on June 19, 2019 to understand their perspectives on the current remuneration provided. A summary of responses from these interviews is included in this report as Appendix B. Individual responses are not provided as respondents were advised that the Task Force would report on the responses it receives, but that the comments would be aggregated so that they are not personally identifiable.

Market Peer Comparators

The Task Force used the same municipalities as comparators that were used in the 2018 remuneration review to ensure consistency. These eleven municipalities include:

- Parkland County
- Strathcona County
- Leduc County
- County of Grande Prairie
- Red Deer County
- Rocky View County
- Foothills County
- City of St. Albert
- City of Fort Saskatchewan
- City of Spruce Grove
- City of Leduc

In 2018, most Councillors expressed the need to include counties that are neighbours to the two major cities of Edmonton and Calgary given that these counties have similar rural-urban characteristics and features with respect to regional municipal government and the mix of agriculture and industry. The Task Force determined that this was an appropriate group of comparables as it contains a mix of rural counties and mid-sized urban centres as well as larger, smaller, and similar-sized municipalities.

The Task Force's Guiding Principles

The Task Force established the following guiding principles as it collected information and conducted its analysis:

1. The work of Council is important, demanding, and time-consuming work.
2. Remuneration should fairly reflect the value of the contribution of the Mayor and Councillors to our democratic system and allow for the retention and attraction of a diverse and representative pool of candidates from Sturgeon County residents wishing to seek election to Council.
3. Council should be fairly compensated as public servants, acknowledging that a portion of the time and effort of the role of Mayor and Councillors is considered a service to the community to improve the well-being of the citizens of Sturgeon County.
4. Remuneration should be sensitive to local market conditions and to compensation levels for these roles in comparable municipalities.
5. Remuneration should demonstrate fiscal responsibility and align with the Strategic Plan of Sturgeon County.
6. Remuneration paid to Council members should be clear, transparent and understandable to the public.
7. Principles should be established for regular review of Council remuneration where there are criteria to initiate a review of Council remuneration and where the evaluation is repeatable and based on specific factors.

Recommendations

The Task Force addressed various elements of Council remuneration. Each element is addressed below, identifying the current remuneration provided, the Task Force's recommendation for each element, and the rationale supporting each recommendation.

Base Salary

Current:

The base salaries for members of Council (2019 rates) are:

- \$78,089.27 for the Mayor,
- \$59,869.06 for the Deputy Mayor, and
- \$52,060.55 for each Councillor.

Elected officials' salaries have not been reviewed on a regular basis to ensure they are in alignment with market comparators. The only regular adjustment provided to base salaries are cost of living adjustments (COLA). The following cost of living adjustments were applied to elected official base salaries and distance honoraria since 2014:

- 2014 – 3%
- 2015 – 2%
- 2016 – 1%
- 2017 – 1%
- 2018 – 0%
- 2019 – 1.75%

The review conducted in 2018 used the 50th percentile (P50) and 75th percentile (P75) rates as the critical points of market survey comparisons. This is based on the responses from members of Council on an appropriate pay policy that sets Council salaries where some members of Council favoured matching the market rate (P50), some favoured paying above market (P75), and one favoured paying a "competitive" rate.

Sturgeon County's compensation philosophy includes paying employees at the 75th percentile. However, effective July 8, 2019, employees experienced an increase in their weekly work hours from 35 to 37.5 hours, meaning that they would no longer be compensated at the 75th percentile.

Recommendation:

The Task Force recommends that Councillor base salaries be adjusted to the 67th percentile with the 11 comparator municipalities.

Rationale:

In speaking with members of Council during individual interviews conducted in June 2019, initially, the majority of members stated that Sturgeon County elected officials should be placed at the 75th percentile amongst comparable municipalities. However, in light of the increased weekly working hours of staff, the majority commented that Council should be in-line with Administration, who are no longer at the 75th percentile due to the increase in weekly work hours.

During the interviews with members of Council, the majority of respondents stated that the current base salary rates do not adequately compensate for the time commitment involved, the numerous Board and Committee responsibilities, and the need to attract the best-qualified candidates to run for Council due to the complexities of these elected roles. Most of the respondents identified the Mayor's role as especially undercompensated due to the significant time commitment involved with that office.

To align with the preference of members of Council to be paid above the market average, and to align with the compensation philosophy for County staff, the Task Force recommends that Sturgeon County elected officials be placed on the 67th percentile with the 11 comparator municipalities.

Distance Honorarium

Current:

The Council Remuneration and Expense Policy states that members of Council shall receive a distance allowance based on the distance from their home to the County Centre, located in Morinville, with the rates adjusted annually. The 2019 rates are:

Category A – up to 10 kilometres - \$2,518.63
Category B – 11 – 20 kilometres - \$3,888.62
Category C – 21 – 30 kilometres - \$5,259.64
Category D – 31 – 40 kilometres - \$6,629.63
Category E – 41 – 50 kilometres - \$7,921.63
Category F – 51 – 60 kilometres - \$9,277.99
Category G – 61 – 70 kilometres - \$10,636.47

The distance honorarium is taxable and was one-third tax exempt until the amendments to the federal *Income Tax Act* came into force on January 1, 2019.

Recommendation:

That the distance honorarium be eliminated and that the Category A distance honorarium be incorporated into the base salary.

Rationale:

Only three of the eleven comparator municipalities indicated that they pay a distance honorarium to members of Council (County of Grande Prairie, Parkland County, and Foothills County).

During interviews with members of Council, the Task Force heard that there is lack of clarity around the distance honorarium. There were also comments that some members of Council attend Sturgeon County Centre frequently, up to several times a day, while others do not attend as frequently, sometimes once a week.

To simplify the salary structure and provide clarity, the Task Force recommends the elimination of the distance honorarium, incorporating the Category A rate (\$2,518.63) into each member of Council's base salary. The concept of the distance honorarium is that members of Council who live farther away from the County Centre are not disadvantaged in that they must incur vehicle expenses beyond those incurred by members of Council who live closer to the County Centre. The Task Force addresses compensation for travel under the Mileage element of remuneration which will be presented later in this report.

With the inclusion of the Category A distance honorarium in the base salary and the elimination of all distance honoraria, the adjustment of the Mayor and Councillor salaries to the 67th percentile among the market comparators results in the following base salary rates:

- Mayor - \$91,077
- Deputy Mayor - \$71,174
- Councillor - \$67,236

The comparison of base salaries among the market comparators is provided in Appendix C of this report.

One-Third Income Tax Exemption

Current:

Prior to January 1, 2019, a municipal corporation could pay a non-accountable expense allowance to an elected officer to perform the duties of that office. An expense allowance that was not more than one-third of the officer's salary and allowances was not included in the elected officer's employment income (one-third of the elected officer's salary was non-taxable). In turn, elected officers were not entitled to claim the employment expense deductions authorized by section 8(1) of the federal *Income Tax Act*.

The passing of the 2017 federal budget (Bill C44) removed the non-accountable allowance paid to elected officers. Therefore, on January 1, 2019, elected officers' incomes became fully taxable. With the removal of the provision, they are now eligible to claim expense deductions authorized by section 8(1) of the *Income Tax Act*. These expenses include workspace at home, meals, and motor vehicle expenses.

Recommendation:

The Task Force recommends adjusting the Mayor and Councillors' base salaries, inclusive of the Category A distance honorarium, to compensate for the loss of the one-third income tax exemption.

Rationale:

During the Task Force's interviews with members of Council, the majority of respondents stated that the financial impact of the loss of the one-third income tax exemption has been significant. The majority of members recommended that the base salary be increased to account for remuneration that has been lost as a result of the federal income tax changes.

As of January 1, 2019, the Mayor experienced a loss of \$11,798 or 14.6% as a result of the elimination of the one-third income tax exemption. Members of Council experienced a loss of \$7,103 to \$7,936, or 13 to 13.5%, depending on the Councillor's distance from the County Centre and corresponding distance honorarium received.

The Task Force's recommendation to adjust the Mayor and Councillors' base salaries ensures that take-home pay is not reduced. Effectively, the adjustment will make members of Council "whole".

Several municipalities have addressed the recent federal income tax changes by adjusting salaries to ensure council members' tax-home pay remains unchanged. [Strathcona County](#) has made adjustments to compensate for the change and the same was recommended by the [City of Spruce Grove's](#) Task Force on Council Remuneration.

Recommended 2020 Base Salaries

The recommended base salaries, with the elimination of the distance honorarium, adjusted to the 67th percentile of the peer comparator group based on 2018 rates, and adjustment for the loss of the one-third income tax exemption, are:

- Mayor - \$102,874.76
- Deputy Mayor - \$78,872.43
- Councillor - \$74,339.03

The total increase in base salaries from 2019 Sturgeon County rates, including the Category A distance honorarium in each member of Council's salary (\$2,518.63), would be:

- \$22,222.79 for the Mayor (27.55% increase),
- \$16,484.74 for the Deputy Mayor (26.33% increase), and
- \$19,759.85 for each Councillor (36.09% increase).

There is no adjustment recommended for the Acting Mayor, who fulfills the Mayor's duties when the Mayor and Deputy Mayor are absent.

Appendix D identifies how the Task Force calculated the recommended 2020 base salaries with the adjustment for the loss of the one-third tax exemption after bringing remuneration to the 67th percentile.

Status of Mayor and Councillor Positions

Current:

No elected official positions in Sturgeon County are considered full-time positions.

Recommendation:

The Task Force recommends that the position of Mayor be considered an office that constitutes a primary responsibility and the position of Councillor a non-primary responsibility.

Rationale:

Of the eleven comparators, Strathcona County, the City of St. Albert, the City of Spruce Grove, and the City of Fort Saskatchewan's Mayors are considered full-time. The remaining seven municipalities have part-time Mayors. Only Strathcona County has full-time Councillors.

In Alberta, full-time work is defined as more than 30 hours a week and part-time as fewer than 30 hours a week.¹ In interviews with members of Council, it is apparent that the current Mayor spends more than 30 hours per week on Sturgeon County business, which includes, but is not limited to, Board and Committee work within Sturgeon County and at the regional level including the Edmonton Metropolitan Region Board, liaising with members of Council and Administration, liaising with other levels of government, and fulfilling ceremonial responsibilities. Some members of Council also spend more than 30 hours per week conducting County business, but a Councillor's time committed to the role varies greatly depending on external employment and other commitments.

¹ Government of Alberta, <https://alis.alberta.ca/look-for-work/understand-different-types-of-work/>

The Task Force does not see value in recommending that the Mayor or Councillor roles be considered “full-time” or “part-time” but does wish to reinforce that the position of Mayor requires the incumbent’s primary time and attention. It is unlikely that someone working a “9 to 5” job would be able to perform all of the duties that the Mayor’s office requires, as many meetings are held during the day, there are often a series of day and evening meetings, and significant travel may be required.

The time commitment required for the office of Councillor can vary depending on the individual Councillor and the Board and Committee work he or she is assigned. Some members of Council can work a full-time job in addition to fulfilling their Councillor responsibilities.

Designating any position as “full-time” or “part-time” could discourage future prospective candidates from seeking these elected offices, and the Task Force recognizes the importance of recruiting the most qualified candidates while ensuring the significant time commitment is made known. Recommendations to ensure public awareness of the duties and time commitment of these elected offices is provided in the section of this report related to the creation of Mayor and Councillor position profiles.

Per Diem Rates

Current:

The Mayor and Councillors’ base salaries compensate them for their work related to Council meetings, Sturgeon County Boards and Committees, meetings with residents, and other functions within Sturgeon County.

Members of Council representing external Boards and Committees are eligible to accept per diems from those Boards and Committees. The following external Boards and Committees pay a per diem and/or mileage to members of Council, ranging from \$75 per meeting to \$385 for a full day meeting:

- Alberta Capital Region Wastewater Commission
- Capital Region Northeast Water Services Commission
- Edmonton Metropolitan Region Board
- Homeland Housing
- Morinville Seed Cleaning Co-op Ltd.
- Northern Lights Library System
- Roseridge Waste Management Services Commission
- Sturgeon Regional Emergency Advisory Committee
- West Sturgeon Aging in Place Foundation / West Country Hearth

The Sturgeon County Conference/Convention Compensation for Expenses Incurred Procedure states that a per diem will be paid for conferences and conventions which require overnight accommodation due to distance. It also states that a half-day per diem will be paid for travel greater than 3 hours.

In accordance with the Council Remuneration and Expense Procedure, members of Council may also be paid a convention honorarium of \$180 per night. The Council Remuneration and Expense Procedure has been interpreted by Administration to include a half-day per diem (less than 4 hours) of \$90 and a full-day per diem (more than 4 hours) of \$180.

Recommendation:

That per diem rates be adjusted to the 67th percentile to the following rates:

- Less than 4 hours - \$130
- More than 4 hours - \$260

The Task Force recommends that the following duties be considered part of the elected officials' base salaries and members of Council be ineligible to claim per diems related to them:

- Regular Council meetings
- Special Council meetings
- Public hearings
- Sturgeon County Board and Committee meetings
- External Board and Committee meetings where the Council member is appointed by Council and a per diem is paid to the member
- Public meetings within the County
- Meetings with residents
- Promotional events, parades, community BBQs, golf tournaments, etc.
- Meetings with representatives at Sturgeon County Centre
- Fire permit inspections

The Task Force recommends that members of Council be eligible to claim per diems for the following duties:

- Attendance at conferences and conventions
- External Board and Committee meetings where the Council member is appointed by Council and a per diem is not paid to the member by the external Board or Committee
- Council retreats
- Formal in-person professional development courses or sessions

The Task Force also recommends that alternate members who attend external Board and Committee meetings be eligible to receive per diems at the County's rate if not paid by the external Board or Committee.

Rationale:

Six of the eleven comparator municipalities pay per diems, and, in comparison, Sturgeon County's rates of \$90 per half day (less than 4 hours) and \$180 per full day (more than 4 hours) fall well below the 67th percentile.

The Task Force's recommendations are consistent with the compensation philosophy of placing Sturgeon County at the 67th percentile among the peer comparator group. The comparison of per diems is available in Appendix E of this report.

Mileage

Current:

Members of Council who travel outside of Sturgeon County on County business and who are not paid by an external Board or Committee for their travel, are paid at a rate that fluctuates monthly based on the

price of gas at a local gas station on the first business day of each month. This structure was approved by Council in 2003. The figures below indicate how this model works:

| <u>Price of Gasoline</u> | <u>Rate per Km</u> |
|--------------------------|--------------------|
| \$0.097-\$0.999 | \$0.51 |
| \$1.00-\$1.029 | \$0.52 |
| \$1.03-\$1.059 | \$0.53 |
| \$1.06-\$1.089 | \$0.54 |
| \$1.09-\$1.119 | \$0.55 |
| \$1.12-\$1.149 | \$0.56 |

Recommendation:

The Task Force has recommended the elimination of the distance honorarium and the incorporation of the Category A rate (0-10 km from the County Centre) into the base salary.

The Task Force recommends that any travel beyond 30 kilometres per day be compensated at the Canada Revenue Agency (CRA) rate regardless of the location of the meeting or function, unless mileage is paid by an external Board or Committee.

Rationale:

Due to the rural nature of the County, members of Council are required to drive throughout the County and region, as well as outside of the region, for County business. The Task Force determined that members of Council are expected to drive a reasonable distance each day to fulfill their duties, as anyone in a rural municipality would need to do for work. The Task Force has determined 30 kilometres per day as a reasonable amount of travel to and from the place a Council member must conduct his or her business, whether within or outside of Sturgeon County, without compensation.

The majority of peer comparators use the CRA rate. The Task Force has determined that compensation at the CRA rate after 30 kilometres of travel will appropriately compensate members of Council for vehicle expenses and vehicle wear and tear as a result of County business.

Meal Reimbursement

Current:

Sturgeon County compensates members of Council for meals associated with public relations only upon submission of receipts.

Recommendation:

The Task Force recommends that members of Council be reimbursed for reasonable meal expenses when the meal is not included as part of a meeting or conference registration, upon the submission of a receipt.

Rationale:

During interviews with members of Council, the Task Force heard a range of responses to the question of meal reimbursement. The majority of members stated that the policy is not clearly articulated and communicated. Some respondents favoured a policy based on receipts for reimbursement within prescribed limits. Others indicated that they never submit a claim "as one has to eat anyway".

Seven of the eleven peer comparators have prescribed meal allowances for members of Council, ranging from:

- \$10 to \$19.45 for breakfast
- \$15 to \$20 for lunch
- \$19.10 to \$48.15 for dinner

The Task Force recognizes that the cost of meals varies depending on the location of the conference or meeting where the expense is incurred. For example, a dinner in Banff would be more expensive than the same meal in Edmonton. Therefore, the Task Force recommends a policy where reasonable meal expenses are reimbursed upon submission of a receipt. The expense will be made publicly available when posted on the County website, which contributes to accountability and transparency.

Conferences, Conventions and Professional Development

Current:

Council establishes budgets for Council member conferences, conventions and professional development annually through the budget process. In the 2019 budget, Council allocated \$16,000 for the Mayor and \$7,000 for each Councillor to attend conferences and conventions. In addition, a \$2,000 professional development budget was approved for all members of Council to use collectively.

Each member of Council chooses which conferences and events he/she wants to attend. Once a member of Council's budgeted allocation has been depleted, any further requests for conference attendance or participation are either at that member's own expense or must be authorized in advance of the event by way of a Council resolution.

Recommendation:

The Task Force recommends that the Mayor and Councillors' conference, convention, and professional development allocations continue to be approved through the annual budget process and that Council consider increasing the annual allocation per member of Council as well as approve a separate pool of funds that can be utilized by members of Council for emergent events or when a Council member's individual budget is depleted.

Rationale:

The peer comparators allocate funding for conferences, conventions, and professional development in various ways and therefore an apples-to-apples comparison cannot be conducted.

In speaking to members of Council during their individual interviews, the majority of members stated that the budget allocation is too low. In addition to increasing the allocation, the majority of respondents recommended that the conference budget be pooled to allow flexibility in the event that some members do not use their full individual allocation. There was lack of clarity surrounding the \$2,000 pooled professional development allocation, but there was a common recognition that training and professional development is important, especially for new Councillors.

Councillors highlighted the importance of attending conferences and conventions in order to bring information back to the County, to support advocacy initiatives, to network with other elected leaders, and to showcase Sturgeon County provincially, federally, and internationally. It is also important to

The Task Force is aware that Legislative Services is currently reviewing the County's governance framework and will be providing options to Council, which may include a sub-committee of Council to address internal Council items, such as Board and Committee updates and expenditure of common funds. The Task Force recommends that the new sub-committee, once created, consider requests from members of Council and make decisions on the allocation of the common pool of funds for conferences, conventions, and professional development. This sub-committee could also serve to allow for more coordination between members of Council in attending conferences and events.

Current:

Accidental Death and Dismemberment

Group Life Insurance

Dependent Life Insurance

- Spouse \$ 10,000
- Children \$ 5,000

The County pays 80% and the Council member 20% of premiums for the following coverage:

- Dental Plan

The County pays 80% and the Council member 20% of dental premiums for the following coverage:

- ## Alberta Blue Cross Spending Accounts

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Health Spending Account (non-taxable, for members of Council and their dependents)

- Provides reimbursement of expenses not covered by the Extended Health Care and Dental plans

Wellness Spending Account (taxable, for the Council members only)

- Promotes well-being in the workplace
- Five categories in which Council members can claim:
 - Health Support
 - Personal Interest & Development
 - Fitness & Sports Equipment/Fitness Apparel
 - Fitness & Sports Activities
 - Recreation & Leisure Activities

Optional Critical Illness

Council members can receive up to \$50,000 coverage without providing medical evidence if they apply within 31 days of their effective date of benefit coverage. The Council member is responsible for paying 100% of the monthly premium for coverage.

Optional Life and Accidental Death & Dismemberment

Council members can receive up to \$50,000 coverage without providing medical evidence if they apply within 31 days of their effective date of benefit coverage. The Council member is responsible for paying 100% of the monthly premium for coverage.

Great West Life RRSP Contributions

Council members contribute an amount of five percent of their salary. Sturgeon County matches that contribution of five percent.

Recommendation:

The Task Force recommends no change to the health, wellness and retirement benefits provided to members of Council.

Rationale:

Eight of the eleven comparators have retirement provisions, mainly in the form of RRSPs with varying contribution rates. Sturgeon County's RRSP contributions rates are not out of line with the comparators. Ten of the eleven comparators provide health and life insurance coverage. Most require elected officials to pay either no premiums or a lower percentage of premiums for plan participation. Sturgeon County's provisions are in line with the comparators.

Six of the eleven comparators provide some form of health and wellness spending account with varying annual amounts paid by the municipality. Sturgeon County's payment of \$650 per year is competitive.

Technology Allowance and Support

Current:

Council members receive a cell phone and plan, iPad, and IT assistance from the County. Council members are eligible to receive new devices following each general election held every four years.

Recommendation:

The Task Force recommends that, following a general election, members of Council be eligible to receive a cell phone and tablet or laptop of their choice that is supported by the Sturgeon County Information Services Department.

Rationale:

Members of Council require cell phones to take phone calls from their constituents and to conduct other County-related business. Council members also require a laptop or tablet in order to read Council and Committee meetings agendas, which are published electronically, and conduct other Board and Committee business.

During their interviews with the Task Force, the majority of Council members indicated that the current technology allowance is fair; however, the majority of members indicated that they would like to have the option of receiving a laptop instead of an iPad.

The Task Force recognizes that members of Council have different preferences with respect to a laptop or tablet and that there are different costs associated with each. However, the Task Force has determined that members of Council should be issued the device that will make them most productive in their work, provided that the cell phone and laptop/tablet is supported by the County's Information Services Department.

To allow those members who currently have an iPad to switch to a laptop, the Task Force recommends that Council budget the necessary amounts to allow those members of Council to purchase their preferred technology. Alternatively, Council could wait until after the 2021 municipal election and replace their devices at the regularly scheduled time of replacement.

The Task Force also asked Council members if they would like to see the introduction of an internet allowance for home internet services, recognizing that Council members require internet access in order to read email and Council and Committee agendas. In response, some members felt that an internet allowance is unnecessary, some felt it may be necessary depending on where in the County the member lives, and some felt that an internet allowance is required as it is critical for members to be able to do County work from home, which may require an upgrade to a more expensive internet package. Based on the responses provided, the Task Force does not recommend the introduction of an internet allowance for home internet services.

Mayor and Councillor Position Profiles

Current:

The responsibilities of the Mayor and Councillors are set out in Alberta's *Municipal Government Act* (MGA). Section 153 of the MGA sets out the general duties of Councillors, section 154 sets out the general duties of the Chief Elected Official (Mayor), and section 201 establishes the principle role of Council collectively.

Recommendation:

The Task Force recommends the creation of position profiles for the offices of Mayor, Deputy Mayor, Acting Mayor, and Councillor.

Rationale:

To ensure the work of elected officials are well-defined to the public, both for the recruitment of prospective candidates and justification of compensation provided to these roles, the Task Force recommends the creation of position profiles for the offices of Mayor, Deputy Mayor, Acting Mayor, and Councillor.

Parental Leave

Current:

There is no parental leave bylaw in place for members of Council.

Recommendation:

The Task Force recommends that Council direct Administration to prepare a Parental Leave Bylaw for Council's consideration.

Rationale:

Section 144.1 of the *Municipal Government Act* states that a Council of a municipality may, by bylaw, having regard to the need to balance councillors' roles as parents with their responsibilities as representatives of residents, establish whether councillors are entitled to take leave prior to or after the birth or adoption of their child. The bylaw must contain provisions respecting the length and conditions of the leave and address how the municipality will be represented during periods of leave. The Task Force recommends that Council determine the appropriate length and conditions of the parental leave as well as the approach to constituent representation.

A number of Alberta municipalities, including the cities of Edmonton, Calgary, and Lacombe, as well as the towns of Sylvan Lake and Blackfalds, have adopted Parental Leave Bylaws.

In order to attract the most qualified candidates to Sturgeon County elected offices and to support elected officials in balancing their parental responsibilities with their obligations to constituents, the Task Force recommends that Council direct Administration to prepare a Parental Leave Bylaw for Council's consideration.

Implementation of Recommendations

Recommendation:

The Task Force recommends that all recommendations be implemented effective January 1, 2020.

Rationale:

During interviews with members of Council, a minority of respondents commented that implementation should take effect for the next Council beginning in October 2021. The majority of members stated that they would like to see immediate implementation of recommendations. There was suggestion by some members that changes should be incremental, with the priority to deal with the loss of the one-third income tax benefit and per diems. With regard to loss of the one-third tax free income tax benefit, a slight majority of members stated that the recommended changes should be retroactive to January 2019 when the federal tax change occurred.

The Task Force acknowledges the conundrum of elected officials making decisions regarding their own remuneration; however, since remuneration rates already significantly trail the market comparators, the Task Force does not recommend delaying the implementation of these recommendations to October

2021.

In response to suggestions that some recommendations, including the loss of the one-third income tax exemption, should be retroactive to January 1, 2019, when the benefit was lost, the Task Force prefers that all recommendations be implemented simultaneously. Further, the Task Force understands that the funds required to make the loss of the one-third tax exemption retroactive to January 1, 2019 are not included in the 2019 budget. Should Council decide to implement this recommendation effective January 1, 2019, the 2019 budget impact would be:

- Mayor – Category A distance honorarium – increase from \$80,651 to \$92,450 (\$11,798 or 14.6%)
- 2 Councillors – Category A distance honorarium – increase from \$54,623 to \$61,726 (\$7,103 or 13%)
- 1 Councillor – Category B distance honorarium – increase from \$56,017 to \$63,398 (\$7,380 or 13.2%)
- 1 Councillor – Category C distance honorarium – increase from \$57,412 to \$65,070 (\$7,658 or 13.3%)
- 2 Councillors – Category D distance honorarium – increase from \$58,806 to \$66,742 (\$7,936 or 13.5%)

The total 2019 budget impact of adjusting salaries to account for the loss of the one-third income tax exemption in 2019 is \$56,914 plus approximately 20% for benefits, for a total of \$68,297.

The Task Force recommends that all recommendations be effective as of January 1, 2020. This will allow Administration appropriate time to draft the necessary policy documents, for the financial impacts to be reflected in the 2020 budget, and for Council and Administration to be able to identify January 1, 2020 as the date the new remuneration regime was implemented.

Development of One, Clear Elected Officials' Remuneration Policy

During interviews with members of Council, in discussions with Administration, and in analyzing existing processes to formulate recommendations, the Task Force determined that there are too many different policy documents governing Council remuneration. It is challenging to read these policy documents together and understand clearly how elected officials are compensated and what allowable expenses are. These policy documents are difficult to interpret, and there have also been some undocumented understandings of how these policy documents should be applied in the absence of clarity or alignment. One of the recommendations of the Task Force is for there to be one clear policy document that includes all elements of Council remuneration and that the existing policy documents be rescinded once the new recommendations are approved by Council. This supports the Task Force's 6th Guiding Principles, that remuneration paid to Council members should be clear, transparent and understandable to the public.

Future Review of Elected Officials' Remuneration

Current:

There is no mechanism to initiate a review of Council remuneration. Base salary and distance honorarium rates are adjusted annually based on a cost of living adjustment approved in the annual budget.

Recommendation:

The Task Force recommends that the Mayor and Councillors' base salary be adjusted annually, using Alberta's Average Weekly Earnings (AWE), published by Statistics Canada, as the basis for annual adjustments to Council's compensation. Salaries are adjusted effective the first pay period of each year. The percentage increase is calculated using the percentage change in the 12-month average of the AWE values from September of the previous year against the same value for the year prior. The percentage change cannot be less than zero percent. While AWE is published within a two-month lag, it is more current than other measures of income, such as the Household Expenditure Survey and Tax Filer data published by Statistics Canada.

Further, the Task Force recommends that Council establish a regular schedule for an independent review of elected officials' remuneration and that this schedule be established in the new Council remuneration policy.

In some municipalities, the review is conducted mid-term between general elections, with amendments to take effect following the next general election. The next general election will be held in October 2021 and October 2025. Therefore, the Task Force recommends that the next review occur no later than 2024.

Rationale:

Using an objective index to adjust elected officials' salaries prevents Council from having to make decisions regarding their own remuneration. The Alberta's Average Weekly Earnings (AWE) model is currently used by other municipalities such as the City of Edmonton and is a component of the methodology used by Strathcona County.

Establishing a regular schedule for reviewing elected officials' remuneration ensures that rates do not fall behind the market average and therefore requiring significant adjustments such as those recommended in this report. This recommendation also supports the Task Force's 7th Guiding Principle, that principles should be established for regular review of Council remuneration where there are criteria to initiate a review of Council remuneration and where the evaluation is repeatable and based on specific factors.

Summary of Recommendations for Implementation

Base Salary

The recommended base salaries with the elimination of the distance honorarium, adjusted to the 67th percentile of the peer comparator group based on 2018 rates, and adjustment for the loss of the one-third income tax exemption, are:

Mayor - \$102,874.76

Deputy Mayor - \$78,872.43

Councillor - \$74,339.03

Status of Elected Officials Positions

The Task Force recommends that the office of Mayor be designated a primary responsibility and the office of Councillor be designated a non-primary responsibility.

Per Diems

The Task Force recommends that per diem rates be paid for attendance at conferences, conventions, external Board and Committee meetings where no per diem is already paid, Council retreats, and in-person professional development courses or sessions at the 67th percentile as follows:

Less than 4 hours - \$130

More than 4 hours - \$260

Mileage

The Task Force recommends that any travel beyond 30 kilometres per day be compensated at the Canada Revenue Agency (CRA) rate regardless of the location of the function attended or location of the meeting or function, unless mileage is paid by an external board or committee. The current CRA rate is \$0.58 per kilometre.

Meal Reimbursement

The Task Force recommends that members of Council be reimbursed for reasonable meal expenses when the meal is not included as part of a meeting or conference registration, upon the submission of a receipt.

Conferences, Conventions and Professional Development

The Task Force recommends that the Mayor and Councillors' conference, convention, and professional development allocations continue to be approved through the annual budget process and that Council consider increasing the annual allocation per member of Council as well as approve a separate pool of funds that can be utilized by members of Council for emergent events or when a Council member's individual budget is depleted.

Health, Wellness and Retirement Benefits

The Task Force recommends no change to the health, wellness and retirement benefits provided to members of Council.

Technology Allowance and Support

That, following a general election, members of Council be eligible to receive a cell phone and tablet or laptop of their choice that is supported by the Sturgeon County Information Services Department.

Mayor and Councillor Position Profiles

The Task Force recommends the creation of position profiles for the offices of Mayor, Deputy Mayor, Acting Mayor, and Councillor.

Parental Leave

The Task Force recommends that Council direct Administration to prepare a Parental Leave Bylaw for Council's consideration.

Implementation of Recommendations

The Task Force recommends that all recommendations be implemented effective January 1, 2020.

Development of One, Clear Elected Officials' Remuneration Policy

The Task Force recommends that one clear policy document inclusive of all elements of Council remuneration be adopted and all existing bylaws, policies and procedures be rescinded.

Future Review of Elected Officials' Remuneration

The Task Force recommends that the Mayor and Councillors' base salary be adjusted annually, using Alberta's Average Weekly Earnings (AWE), published by Statistics Canada, as the basis for annual adjustments to Council's compensation.

Further, the Task Force recommends that Council establish a regular schedule to review elected officials' remuneration between municipal elections. In some municipalities, the review is conducted mid-term between general elections, with amendments to take effect following the next general election.

The next general elections will be held in October 2021 and October 2025. Therefore, the Task Force recommends that the next review occur no later than 2024.

Appendix A

Citizen Task Force on Elected Officials' Remuneration Terms of Reference

Purpose

The Citizen Task Force on Elected Officials' Remuneration will review remuneration for the Mayor and Councillors of Sturgeon County and provide a comprehensive list of recommendations to Council that will ensure future compensation is fiscally responsible, transparent and equitable.

Membership

The Task Force will be composed of five public members who reside in Sturgeon County. Task Force members must not be directly related to a current Council Member or be a current employee of Sturgeon County.

Task Force members will be appointed by the County Commissioner – CAO.

Task Force members will receive remuneration consistent with a Council Board or Committee (\$90 per meeting less than four hours and \$180 per meeting more than four hours). Task Force members will also receive mileage at the monthly posted rate upon submitting an expense claim.

Task Force members will elect a Chairperson at their first meeting. The Chairperson shall act as the spokesperson for the Task Force and as a liaison between the Task Force and Administration.

Once a report and recommendations are presented to Council, the work of the Task Force is deemed to be completed and the Task Force will be dissolved.

Administrative Resources

The following members of Administration will provide resources for the Task Force:

- a. County Commissioner – CAO
- b. Manager, Legislative Services
- c. Manager, Human Resources

Other Resources

The Task Force will utilize various sources of research and information including from comparative Alberta municipalities and the Council Remuneration Review Report prepared by Lim HR Compensation Consulting dated August 23, 2018

Decision and Quorum

Task Force meetings must have a quorum consisting of all members for each meeting.

Consensus will be used for decision making.

The Task Force shall establish its own rules of operational procedure and will schedule its own meetings.

Task Force meetings will be closed session meetings in accordance with the *Freedom of Information and Protection of Privacy Act*. Task Force members are required to keep information confidential until a report and recommendations are provided to Council.

The report and recommendations of the Committee will be submitted to Council on or before June 25, 2019. This requires the Task Force to complete its deliberations and report no later than June 14, 2019.

The Task Force report to Council shall be in the form of advice and recommendations. These recommendations are not binding upon Council.

Approval

"Original Signed"

Reegan McCullough
County Commissioner – CAO

April 1, 2019

Approval Date

Appendix B
Sturgeon County
Citizen Task Force on Elected Officials' Remuneration
Responses from Interviews with the Mayor and Councillors

On June 19, 2019, the Citizen Task Force on Elected Officials Remuneration (the Task Force) held individual interviews with the Mayor and six Councillors. Summaries of the responses received are provided below.

The Task Force asked about the following components of the remuneration package for members of Sturgeon County Council:

- 1. Base salary provided to the Mayor (\$78,000), Deputy Mayor (\$59,900) and Councillor (\$52,000)**
 - **Do you think these rates are fair?**

A minority of members stated that the current rates are fair. Reasons include that there is a cost of living adjustment each year. Further, as of July 8, staff will be working increased hours for the same pay, and therefore Council should not receive an increase.

The majority of members stated that the current rates are unfair due to the time commitment involved, the numerous Board and Committee responsibilities, and the need to attract the best-qualified candidates to run for Council due to the complexities of these elected roles. The pay should be equitable for similar workload in the private sector. The Mayor's time was especially identified as undercompensated due to the significant time commitment.

- 2. Distance honorarium (based on the Council member's proximity to Sturgeon County Centre)**
 - **Do you think the current structure is fair?**

A minority of members stated that the current structure is fair.

The majority of members stated that the County should adopt a kilometre rate. One reason provided is that some members of Council attend Sturgeon County Centre once a week while others attend daily.

- 3. The removal of the one-third tax free provision of income taxes (took effect January 1, 2019)**
 - **What has been the impact to you?**

A minority of members stated that the one-third tax free benefit was a gift and that elected officials should not benefit from an income tax exemption.

The majority of members stated that the impact has been significant, estimated at between a 20-30% loss. The majority of members stated that the base salary should be increased to compensate for the removal of the one-third income tax exemption.

4. RRSP model (5% matching contribution)

- **Do you think it is fair? If not, what alternative would you recommend?**

All members stated that the RRSP model is fair and equitable.

5. Health and life insurance benefits (80% Sturgeon County, 20% Council member contribution)

- **Do you think the current structure is fair?**

All members stated that the health and life insurance benefit structure is fair and equitable.

6. Health and wellness spending account (\$650 annually to allocate between two accounts)

- **Do you think the current allocation is fair?**

All members stated that the health and wellness spending account allocation is fair and equitable.

7. Per diem rates

- **Is the policy clear to you about which meetings are eligible for per diems?**

All members stated that the policy regarding per diem rates is vague and needs clarity.

- **Do you think the current rates (\$90 for half-day and \$180 for full-day) are fair?**

A minority of members stated that charging a per diem rate for meeting attendance is inappropriate if one is already being paid a base salary.

The majority of members stated that the current rate is inadequate, particularly in comparison with other jurisdictions and does not take into account the necessary preparation time for meetings.

8. Mileage/kilometer rates

- **Do you think the current fluctuating rate structure is appropriate? If not, what alternative would you recommend?**

The majority of members stated that the current practice is fair, although for the sake of simplicity, some respondents would be satisfied with an annual flat rate based on the Canada Revenue Agency (CRA) or other benchmarks.

9. Meal allowance rates

- **Do you believe the current model (receipt submission) is appropriate? If not, what would you recommend?**

There were a range of responses to this question. The majority of members stated that the policy is not clearly articulated and communicated. Some respondents favoured a policy based on receipts for reimbursement (with prescribed limits). Others indicated that they never submit a claim “as one has to eat anyway”.

10. Conference budget allocations (\$16,000 for Mayor, \$7,000 for each Councillor in 2018 budget)

- **Do you believe the current allocation is appropriate?**

A minority of members stated that the current allocations are fair if members are selective about which conferences they attend, as some conferences have more value than others. Members of Council need to plan in advance which events they attend and provide a summary upon returning indicating if the conference was of value.

The majority of members stated that the budget allocation is too low. The majority of members stated, in addition to increasing the allocation, the conference budget should be pooled to allow flexibility in the event that some members do not use their full individual allocation.

The majority of members also spoke to the importance of attending conferences for the purposes of networking and promoting Sturgeon County.

11. Professional development budget allocations (currently \$2,000 for all Council members)

- **Do you believe the current allocation is appropriate?**

The majority of members stated that a professional development allocation is a good idea and should be kept at current levels.

Several members suggested this should be increased, especially for new councillors, as there are some beneficial courses for first-time councillors.

Several members stated that they were unaware of this budget allocation and have paid for professional development on their own.

12. Technology allowance and support (Each member receives a cell phone, iPad, and IT support)

- **Do you believe the current technology allowance is appropriate? If not, what would you recommend?**

All members stated that they had no issues with the cell phone and support.

The majority of members stated that the iPad was not meeting their needs and that they would like a laptop computer instead.

- **Would you like to see the inclusion of an Internet allowance?**

There were a range of responses to this question. Some members felt that an internet allowance is unnecessary, some felt it may be necessary depending on where in the County the member lives, and some members felt that an internet allowance is required as it is critical for members to be able to do County work from home, which may require an upgrade to a more expensive internet package.

The Task Force also asked the following questions:

1. Provide an estimate of your average weekly time commitment to your elected role. How does this break down in terms of:

- **Meetings at Sturgeon County Centre**

Approximately half of the members stated that they attend meetings at Sturgeon County Centre almost every day and the other half attend meetings 2 to 3 days per week.

- **Community meetings/meeting with residents**

All members stated that they make themselves available by phone and email. The majority of members stated that the number of meetings varies based on the season. A slight majority of members stated that they attend between 5 to 10 meetings a week with residents but stressed that this number fluctuates.

- **Meetings outside of Sturgeon County**

The majority of members stated that this can fluctuate based on what boards they are involved with. The numbers mentioned varied from 1 to 10 meetings per week with the majority in the range of 2 to 4 meetings per week.

- **Travel time**

All members stated that there is a significant amount of travel time associated with their role. Most commented they do not monitor actual time or kilometres. In the future, several members indicated the potential of using phone apps to monitor travel time.

2. What percentile level do you believe Sturgeon County elected officials should be placed amongst comparable municipalities?

Initially, the majority of members stated that Sturgeon County elected officials should be placed at the 75th percentile amongst comparable municipalities. However, after mentioning the change to Administration, the majority commented that Council should be in-line with the new Administration percentile level of 67% to have peer-to-peer equality.

3. When would you like to see the recommendations of the Citizen Task Force implemented?

A minority of respondents commented that Council members should not make decisions for themselves and implementation should take effect for the next Council beginning in October 2021.

The majority of members stated that they would like to see immediate implementation of recommendations.

There was suggestion by some members that changes should be incremental, with the priority to deal with the loss of the one-third income tax benefit and per diems.

With regards to loss of the one-third tax free income tax benefit, a slight majority of members stated that the recommended changes should be retroactive to January 2019 when the federal tax change occurred.

4. Is there anything you want to bring to our attention that we have not covered?

General comments were quite varied. A minority of members stated that duties should be more evenly split amongst the Council members.

The majority of members commented that they did not realize the quantity of work involved when they first ran for the position including preparation time for meetings, travel time, etc. They indicated that a detailed job profile might be of assistance for future candidates.

In general, several members reiterated the requirement for policy clarification regarding per diems and honorariums.

A minority of members suggested that business credit cards for Council members would increase the ease of accountability to residents.

Appendix C - Base Salary Comparisons

| 2018 Rates | | | | |
|--|-------------------|--------------|--------------|------------|
| Municipality | # Council Members | Mayor | Deputy Mayor | Councillor |
| Strathcona County | 9 | 129,247 | | 71,894 |
| City of St Albert | 7 | 110,000 | | 45,000 |
| City of Spruce Grove | 7 | 91,300 | 49,664 | 40,664 |
| City of Fort Saskatchewan | 7 | 79,467 | | 33,348 |
| City of Leduc | 7 | 78,400 | | 37,073 |
| Parkland County | 7 | 84,671 | 60,613 | 48,206 |
| Leduc County | 7 | 80,774 | 70,678 | 67,312 |
| Red Deer County | 7 | 85,440 | 59,967 | 59,967 |
| Rocky View County | 9 | 90,556 | 72,094 | 67,057 |
| County of Grande Prairie | 9 | 93,817 | | 68,328 |
| Foothills County | 7 | 84,647 | 73,565 | 69,792 |
| <i>Distance honoraria are included for those counties that provide it.</i> | | | | |
| Comparator Percentile | Mayor | Deputy Mayor | Councillor | |
| 25th PERCENTILE | 82,711 | 60,129 | 42,832 | |
| 50th PERCENTILE | 85,440 | 65,646 | 59,967 | |
| 67th PERCENTILE | 91,077 | 71,174 | 67,236 | |
| 75th PERCENTILE | 92,559 | 71,740 | 67,820 | |
| 100th PERCENTILE | 129,247 | 73,565 | 71,894 | |

Appendix D - One-Third Exemption & Overall Increases

| | 50th Percentile | | | 67th Percentile | | | 75th Percentile | | |
|------------------------------|-----------------|--------------|--------------|-----------------|--------------|--------------|-----------------|--------------|--------------|
| Remuneration Percentile Adj. | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor |
| Total Base Pay 2019 Budget | 80,652.27 | 62,432.06 | 54,623.55 | 80,652.27 | 62,432.06 | 54,623.55 | 80,652.27 | 62,432.06 | 54,623.55 |
| Municipal Comparators | 85,440.00 | 65,646.00 | 59,967.00 | 91,077.00 | 71,174.00 | 67,236.00 | 92,559.00 | 71,740.00 | 67,820.00 |
| Base Pay Change 2019 Budget | 4,787.73 | 3,213.94 | 5,343.45 | 10,424.73 | 8,741.94 | 12,612.45 | 11,906.73 | 9,307.94 | 13,196.45 |
| Base Rate Change 2019 Budget | 5.94% | 5.15% | 9.78% | 12.93% | 14.00% | 23.09% | 14.76% | 14.91% | 24.16% |
| Remuneration Tax Adj. | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor |
| 2019 "Gross Up Tax Change" | 92,450.03 | 70,130.49 | 61,726.58 | 92,450.03 | 70,130.49 | 61,726.58 | 92,450.03 | 70,130.49 | 61,726.58 |
| Total Base Pay 2019 Budget | 80,652.27 | 62,432.06 | 54,623.55 | 80,652.27 | 62,432.06 | 54,623.55 | 80,652.27 | 62,432.06 | 54,623.55 |
| Tax Pay Change 2019 Budget | 11,797.76 | 7,698.43 | 7,103.03 | 11,797.76 | 7,698.43 | 7,103.03 | 11,797.76 | 7,698.43 | 7,103.03 |
| Tax Rate Change 2019 Budget | 14.63% | 12.33% | 13.00% | 14.63% | 12.33% | 13.00% | 14.63% | 12.33% | 13.00% |
| Combined Remuneration | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor | Mayor | Deputy Mayor | Councillor |
| Municipal Comparators | 85,440.00 | 65,646.00 | 59,967.00 | 91,077.00 | 71,174.00 | 67,236.00 | 92,559.00 | 71,740.00 | 67,820.00 |
| Tax Pay Change 2019 Budget | 11,797.76 | 7,698.43 | 7,103.03 | 11,797.76 | 7,698.43 | 7,103.03 | 11,797.76 | 7,698.43 | 7,103.03 |
| Total Pay Change | \$ 97,237.76 | \$ 73,344.43 | \$ 67,070.03 | \$ 102,874.76 | \$ 78,872.43 | \$ 74,339.03 | \$ 104,356.76 | \$ 79,438.43 | \$ 74,923.03 |
| Pay Change | 16,585.49 | 10,912.37 | 12,446.48 | 22,222.49 | 16,440.37 | 19,715.48 | 23,704.49 | 17,006.37 | 20,299.48 |
| Rate Change | 20.56% | 17.48% | 22.79% | 27.55% | 26.33% | 36.09% | 29.39% | 27.24% | 37.16% |

Appendix E - Per Diems Comparison

| Municipality | 2018 Per Diems | | |
|---------------------------|-------------------|----------------------------|------------------------------|
| | # Council Members | Half day (4 hours or less) | Full day (more than 4 hours) |
| Strathcona County | 9 | | |
| City of St Albert | 7 | | |
| City of Spruce Grove | 7 | 129.17 | 258.33 |
| City of Fort Saskatchewan | 7 | 100.00 | 200.00 |
| City of Leduc | 7 | | |
| Parkland County | 7 | 131.00 | 262.00 |
| Leduc County | 7 | | |
| Red Deer County | 7 | 105.00 | 210.00 |
| Rocky View County | 9 | | |
| County of Grande Prairie | 9 | 92.34 | 184.67 |
| Foothills County | 7 | 149.44 | 298.88 |

| Comparator Percentile | Half day (4 hours) | Full day |
|-----------------------|--------------------|----------|
| 25th PERCENTILE | 101.25 | 202.50 |
| 50th PERCENTILE | 117.09 | 234.17 |
| 67th PERCENTILE | 129.81 | 259.61 |
| 75th PERCENTILE | 130.54 | 261.08 |
| 100th PERCENTILE | 149.44 | 298.88 |



REQUEST FOR DECISION

Subject: Council Remuneration Review Committee Recommendations Report

Presented to: Council

Date: 2021 May 25

Submitted by: Council Remuneration Review
Committee & Administration

Item #: 9.1

RECOMMENDATIONS

That Council:

1. Accept the Council Remuneration Review Committee - May 2021 Recommendations Report for the Corporate Record;
2. Adopt proposed Council Remuneration Policy C1005-1, as presented or with amendments, that would take effective immediately upon the day a new Council is sworn in to reflect the following recommendations of the Committee as presented in their Report:
 - a. Increase the current 2021 Mayoral annual base remuneration, for the 2021-2025 Mayoral term, as follows:
 - i. Current 2021 base remuneration plus 1.4 % until 2022 (\$98, 075);
 - ii. A 2.5 % increase in 2023, plus inflationary base wage market adjustment;
 - iii. A 2.5% increase in 2024 plus inflationary base wage market adjustment; and
 - iv. A 2.5 % increase in 2025, plus inflationary base wage market adjustment.
 - b. That the 2021-2025 Councillor annual base remuneration be calculated at one third of that of the Mayoral annual base remuneration, based on the above increases.
 - c. That effective January 1, 2022 that Per Diem rates be adjusted annually by the inflationary base wage market adjustment.
 - d. Replace the “Computer Allowance” with a “Technology Allowance”, to reflect the broader use of various technology, maintaining the current allowance amount.
 - e. Replace “spouse” with “spouse/partner” to include and reflect diversity in relationships;
 - f. Minor clerical and administrative updates to align the policy with current practices and provide clarity and transparency.)
3. Direct Administration to return to the 2021-2015 Council with options for a Parental Leave Bylaw;
4. Direct Administration to return to the 2021-2025 Council with a briefing report on the per diem payment process for the Bow Valley Waste Commission for review; and
5. Thank the 2020-2021 Council Remuneration Review Committee for their hard work and dedication to the community.

BACKGROUND

Reason for Report

As per the Council Remuneration Policy, Council remuneration is to be reviewed during the last year of the term of each Council. Council convened a committee of public members to review Council

Remuneration to bring forward recommendations that would be effective for the newly elected Council.

The Committee has prepared a report with recommendations as a result of their review. Minding the current workplan of Council and the Governance and Finance Committee, for expediency it is being presented to Council rather than the Governance and Finance Committee. The report is in the form of advice and recommendations and is not binding on Council.

The Committee also recommended that proposed Council Remuneration Policy C1005-1, reflecting the recommendations of the Committee, also be presented to Council for consideration.

Summary of Issue

To facilitate the fair and objective review of Council remuneration, the current practice is for Council to strike a public Committee and provide a scope of work through a terms of reference. The Committee determines, with support from Administration, the most appropriate method by which to meet the requirements of the terms of reference and report recommendations to Council. This can include surveying other municipalities, reviewing relevant legislation, and engaging with current council.

Council reviews and approved the Committee Terms of Reference at their 2021 August 10 Virtual Regular Meeting.

Council appointed Town of Banff electors to the 2020-2021 Council Remuneration Review Committee at their 2020 November 23 Virtual Regular Meeting.

The attached Report provides an overview of the terms of reference, the process and the subsequent recommendations made by the Committee relating to Council Remuneration Policy C1005.

Administration has prepared proposed Council Remuneration Policy C1005-1, reflecting the recommendations of the Committee as well as any necessary administrative changes, for consideration.

The following outlines the rationale for the draft policy changes:

| Policy Section | Committee Recommended Policy Amendments | Administrative Considerations & Requested Draft Wording |
|---------------------------------|--|--|
| Section 1.0 Policy Statement | No change recommended | |
| Section 2.0 Purpose | No change recommended | |
| Section 3.0 Scope | No change recommended | |
| Section 4.0 Responsibilities | No change recommended | |

| | | |
|---------------------------------|---|---|
| Section 5.0 Related Policies | No change recommended | Administrative Amendment Recommendation: Add Section 5.2 to include Acceptance of Gifts Policy for transparency and clarification |
| Section 6.0 Definitions | Include a new definition of the words “spouse/partner” | <p>Administrative Amendment Recommendation: Correct alphabetical listing</p> <p>Administrative Amendment Recommendation: Add definition Base Wage Market Adjustment to clarify the measure of “inflation” to be used. The base wage market adjustment formula is defined in the Financial Plan and reviewed annually by Council. By keeping the definition general, should the formula change, the policy will continue to be in alignment.</p> <p>Currently the base wage market adjustment is calculated as follows:</p> <p>(a) Alberta CPI – average Alberta annual inflation for the period ending June 30 of the previous budget year and;</p> <p>(b) Statistics Canada - using a calculation of annualized average change in average weekly earnings (non-overtime, non-union, local, municipal, and regional public administration) in Alberta from July of the previous year to June of the current year.</p> <p>Base Wage Market Adjustment means the percentage salary change to base wages approved in the annual budget and granted to other Town of Banff employees.</p> <p>Draft wording for “spouse/partner”</p> <p>Spouse/partner is the person to whom the Councillor:</p> <ul style="list-style-type: none"> a. is lawfully married, or b. is an “adult interdependent partner” as defined in the <i>Adult Interdependent Relationships Act</i>, or c. lives with in a “relationship of interdependence” as defined in the <i>Adult Interdependent Relationships Act</i>. |

| | | |
|-------------------------------|---|--|
| | | <p>Rationale: The definition drafted reflects the wording from the Alberta <i>Adult Interdependent Partnership Act</i>.</p> <p>The legislation defines an “Adult Interdependent Relationship”. An adult interdependent partner does not have to be conjugal; it can be platonic (between friends or relatives) in one of three situations:</p> <ol style="list-style-type: none"> 1. Two people have signed Adult Interdependent Partner Agreements. 2. Two people have lived together in a relationship of interdependence for three years or more. 3. Two people live together in a relationship of interdependence and have a child together, by birth or adoption. <p>A “relationship of interdependence” exists where two people”</p> <ul style="list-style-type: none"> • share one another’s lives; and • are emotionally committed to one another; and • function as an economic and domestic unit. |
| Section 7.0 General | Recommend that Councillor base remuneration be calculated at one third of that or the Mayoral Compensation | <p>Administrative recommendation: amend section 7.1 to reflect 1/3 ratio for clarification.</p> <p>7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. <u>Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.</u></p> <p>Administrative recommendation: remove section 7.2 as no longer necessary to reflect 2018 (mid-term) Income Tax Act legislative amendments.</p> |
| Section 8.0 Base Remuneration | Recommend a staggered increase to current 2021 base Mayoral remuneration, for the 2021-Mayoral term as follows: | <p>Draft wording – See Schedule A and replace section 8.2 with the following:</p> <p>8.2 Effective January 1 of each year the Director, Corporate Services shall adjust the base remuneration as provided in Schedule A subject to annual budget approval.</p> |

| | | |
|--------------------------------------|--|--|
| | <ul style="list-style-type: none"> i. Current 2021 base remuneration plus 1.4% until 2022; ii. 2.5% in 2023, plus inflation; iii. 2.5% in 2024 plus inflation; and iv. 2.5% in 2025, plus inflation. <p>Recommend Councillor base remuneration be calculated at 1/3 of that of the Mayor.</p> | |
| Section 9.0 Per Diems | Recommend that per diem rates include an annual base wage market adjustment, commencing the first pay of 2022. | <p>Draft wording - see Schedule A and add section 9.4 keeping consistent with the effective date of base remuneration adjustments.</p> <p>9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.</p> |
| Section 10.0 Benefits | No changes recommended | |
| Section 11.0 Allowances and Expenses | | |
| Section 11.1 Computer Allowance | <p>Recommend that Technology Allowance replace Computer Allowance</p> <p>Amend wording in section 11 to reflect the desired broader</p> | <p>Draft wording:</p> <p>1) <u>Technology Allowance</u></p> <p>a) Members of Council are required to use technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets,</p> |

| | | |
|--|--|---|
| | <p>use of various technology.</p> <p>Maintain current allowance dollar amount.</p> | <p>photocopying, printing, internet access, and cell phones.</p> <p>b) Members of Council that wish to use their own personal technology instead of having the Town supply them with the required technology for municipal business shall receive an annual technology allowance as provided in Schedule A of this policy.</p> <p>c) The technology allowance is for the period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal technology for council work anymore, then the Town will supply the required technology and the member of Council shall repay the Town for the unused portion of the allowance.</p> <p>d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.</p> <p>Administrative recommendation: Include wording to reflect the current practice of providing the Mayor with a cell phone for municipal business for transparency purposes.</p> |
| Section 11.2 Travel Expenses | <p>Replace "spouse" with "spouse/partner"</p> <p>No other changes recommended.</p> | |
| Section 11.3 Conference, Convention and Seminar Registration Fees | <p>No changes recommended</p> | |
| Section 11.4 Attendance at Local Functions | <p>Replace "spouse with "spouse/partner".</p> <p>No other changes recommended.</p> | |

| | | |
|--|----------------------------|--|
| Section 11.5 Child Care Expenses | No changes recommended. | |
| Section 12.0 Review of Council Remuneration | No changes recommended. | |
| Section 13.0 Exceptions | No changes recommended. | |

Response Options

The proposed motions have been structured to address the recommendations of the Committee.

Council may choose to:

- a) approve all, some, or none of the recommendations.
- b) direct that administration return with other amendments to the Council Remuneration Policy for consideration at future meeting.

IMPLICATIONS OF DECISION

Budget

The recommendations outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process.

Internal Resources

N/A

Communication

Proposed Policy C1005-1 will be posted on the Town of Banff website once approved and communicated to potential candidates in the 2021 Municipal Election.

Banff Community Plan

Local Economy

Social

Environmental

Council Strategic Priorities

Legislation/Policy

As per Council Remuneration Policy C1005, Council's remuneration is to be review during the last year of each Council.

Bylaw 350-1, the Council Committees Bylaw, states in Section 2.1 that "In the year prior to a General Municipal Election, the Committee is established as a temporary Council Committee."

Other

N/A

ATTACHMENTS

Appendix A: Council Remuneration Review Committee Recommendation Report – May 2021

Appendix B: Proposed Council Remuneration Policy C1005-1

Appendix C: Redline Council Remuneration Policy C1005

Circulation date: 2021 May 17

Submitted By: Council Remuneration Review Committee

Supported By: On Original
Barbara King, Director, Human Resources

On Original
Libbey McDougall, Municipal Clerk

On Original
Chris Hughes, Director, Corporate Services

Reviewed By: On Original
Kelly Gibson, Town Manager

COUNCIL REMUNERATION REVIEW



May 2021

Council Remuneration Review Committee Recommendations Report

Submitted by Members:

Marilyn Bell, Connie MacDonald, Hugh Pettigrew

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REPORT CONTEXT

Municipal councils provide both leadership and service through governance. The remuneration that they receive attempts to strike a balance between the work that is required of a public official and the call to serve one's community. The Town of Banff Council has established the Council Remuneration Policy as the governing legislation to guide this balance. The Policy stipulates that a comprehensive review take place every term of Council.

A Council Remuneration Review Committee (CRRC), made up of three Banff citizens, was established by Council to conduct this review in 2021 within the scope of the terms of reference.

The terms of reference identifies the CRRC as an independent body charged with reviewing and bringing forward recommended changes on guiding principles for remuneration, base salary and per diems, benefits and allowance, full time equivalent status and periodic adjustments and remuneration review for the Mayor and Councilors.

Included with this report is a detailed overview of the mandate, methodology and process of the committee. The recommendations, financial impact, policy impact and rationale are outlined in detail. The recommendations are provided for Council's review and approval. The comments and observations are included in the report are provided for context and consideration. The final report and recommendation of the CRRC are not binding upon council, and may be amended or set aside as Council deems appropriate.

The current Council Remuneration Policy C1005 is attached to this report as Appendix A.

The Terms of Reference for the CRCC are attached to this report as Appendix B.

SUMMARY OF RECOMMENDATIONS

Based on the information gathered and discussions on the part of the Council Remuneration Review Committee the following recommendations are presented.

| | |
|---|---|
| Mayor and Council Remuneration 2021-2025 Term | |
| Mayor Base Remuneration | <ul style="list-style-type: none"> a. Increase current base remuneration by 1.4% effective at swearing in until the end of 2022. b. Effective 2023 - annually increase by 2.5% plus the inflationary base wage market adjustment. |
| Councillor Base Remuneration | Set at 1/3 of the Mayor's Base Remuneration |
| Per Diems 2021-2025 Term | |
| That per diem rates be increased annually by the inflationary base wage market adjustment effective 2022. | |
| Benefits 2021-2025 Term | |
| The benefit program offered to Council remain unchanged. | |
| Allowances and Expenses 2021-2025 Term | |
| Computer Allowance | Update Computer Allowance to Technology Allowance The annual computer (technology) allowance of \$500 remain unchanged. |
| Travel Expenses | Update "spouse" to "spouse/partner" with an associated definition. |
| Conference, Convention and Seminar Registration Fees | Update "spouse" to "spouse/partner" with an associated definition. |
| Other | |
| Minor clerical and administrative updates to the Council Remuneration Policy to align the policy with current practices and provide clarity and transparency. | |
| Direct Administration to return to the 2021-2025 Council with options for a Parental Leave Bylaw. | |
| Direct Administration to return to the 2021-2025 Council with a briefing on the per diem payment process for the Bow Valley Waste Commission. | |

HISTORY & BACKGROUND

Council has an established Council Remuneration Policy that sets out compensation and benefits for the duly elected Council of the day. The policy attempts to strike a balance between the work that is required of a public official and the call to serve one's community.

Council Remuneration Policy C1005 states that members of Banff Town Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

Council salaries were first established in 1989 by a consultant hired to set salary grids for staff and council prior to the town's incorporation. Council salaries were adjusted in 2000 using a calculation based on cost-of-living increases received by the Town of Banff employees for the previous ten years. In 2006, the Town of Banff Corporate Affairs Sub-Committee was established to review and make recommendations on the remuneration provided to Council. Following submission of the sub-committee's report, Council established its current remuneration and formula to determine increases on an annual basis.

Council Remuneration (Compensation) Review Committees were convened in 2013 and 2017 with a mandate to review, develop and present a report and recommendations for Council remuneration for the Council of the next term of office. The current Council Remuneration Policy C1005 was adopted by Council in June of 2017. The policy stipulates that that a comprehensive remuneration review would take place every election year prior to the election, and that the review will be conducted through a committee comprised of Banff residents.

Council establishes the terms of reference and recruitment profiles for the Council Remuneration Review Committee (CRRRC). Members are recruited in accordance with current Council policy and procedures Council typically appoints members of the current committee at their annual organizational meeting.

In the fall of 2020 Council appointed three members to the CRRRC: Ms. Connie MacDonald, Ms. Marilyn Bell and Mr. Hugh Pettigrew. The appointed members bring a wealth of experience including expertise in financial management, human resources, intergovernmental relations and leadership. Ms. MacDonald, who served during the 2016 remuneration review provided the Committee with continuity and further insights into previous recommendations

The Town of Banff Corporate Services and Human Resources departments provided staff support to this public committee.

COMMITTEE GUIDING PRINCIPLES

In establishing the guiding principles, the CRRC gave consideration to the unique circumstance of public office within the Town of Banff and the review of compensation as it relates to municipal public office in a manner that reflects the duties, responsibilities, skill, effort, authority and decision making.

The philosophy of the CRRC bases the compensation for Mayor and Councillors on a realistic scale, comparable to other communities of similar size and complexity, and should reflect the demanding nature and responsibilities of that public office in order to attract motivated and well-qualified candidates; however, such compensation must also be reasonable to both members of Council and to the citizens of Banff.

The impacts of the global pandemic influenced many Council decisions since March 2020, including Council's decision to not take the 2021 cost of living increase of 1.4%. As the CRRC is the only external review of Council remuneration, the committee felt it was prudent that Council remuneration keep pace with cost-of-living index, at the very least, to align with the guiding principles.

The CRRC's deliberations and resulting recommendations were undertaken with consideration of the following guiding principles:

- There is recognition that the work of the Town of Banff Council is critically important to our community and there is a need to ensure that they are remunerated accordingly;
- There is a need for greater accountability and public engagement to address growing expectations of the community with respect to the Mayor and Councillors' responsibilities and obligations throughout their term of office;
- Council salaries should be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor;
- The level of compensation should attract and retain a pool of motivated and well qualified community minded citizens for the offices of Mayor and Councillor who reflect the diversity of our community;
- The complexity, responsibilities, time commitments, and accountabilities associated with the role of Mayor and Council in our community is unique based on its stature as an international tourist destination based in a national park; and
- Remuneration must be transparent, fiscally responsible, and easily understood by the electorate.

APPROACH

Due to COVID-19 protocols and restrictions, all meetings of the CRRC were held via Zoom and open to the public. The first meeting of the CRRC was held February 10, 2021. Agendas and minutes from all meetings were posted on the Town of Banff website while the meetings were livestreamed.

Following a review of the Terms of Reference for the Committee and Council Remuneration Policy C1005, members used subsequent meetings to review provided and requested background information gathered to support their work.

Information included previous council compensation review documentation and reports, Town of Banff policies pertaining to council remuneration, allowance, expenses, and per diems, comparator municipality compensation information and recent compensation review reports from other municipalities.

The CRRC held six meetings ensuring the information needed to make informed decisions was available. Meetings focused on the establishment of a Statement of Guiding Principles the selection of an appropriate comparator group of municipalities to compare compensation practices, the review of total compensation, and development of recommendations against the Statement of Principles.

The review process was consistent with the Committee Terms of Reference and as part of the review the following documents, surveys and information were reviewed and discussed by the CRRC:

- Approved Town of Banff documents related to Council remuneration;
- Information concerning the roles and responsibilities of municipal councils;
- 2017 Town of Banff Council Remuneration Review Report to Council;
- Survey of current Council members;
- Sample policies and bylaws for parental leaves and related topics; and
- The CRRC requested information from the following:
 - City of Airdrie;
 - Town of Canmore;
 - Town of Cochrane;
 - Foothills County;
 - Town of High River;
 - Municipality of Jasper;
 - Town of Okotoks;
 - Town of Strathmore;
 - Rockyview County;
 - Town of Sylvan Lake.and
 - Resort Municipality of Whistler

All reference documents are available from the Town of Banff Municipal Clerk subject to the *Freedom of Information and Protection of Privacy Act*.

Input from Members of Council

Members of Council were asked to complete a questionnaire to provide their perspective on their unique activities and commitments. Questions posed to Council related to past and current workloads, policies, use of technology, current remuneration. There was also an opportunity to provide open input on any issue related to remuneration.

Town of Banff Council Compensation Philosophy

The CRRC was briefed by the Director of Corporate Services and Manager of Human Resources on the Town of Banff's compensation philosophy and principles around Council's current remuneration, based on the work of the previous review committees. These are the guiding principles that drive the Town's decision-making about how to pay Council. In keeping with the compensation philosophy, the committee aimed at providing a total compensation package that would attract a broader group of suitable candidates, balanced with the commitment of responsible stewardship of public funds.

Market Survey Findings of Comparative Municipalities

The CRRC engaged Administration to conduct research of comparator municipalities to assist in making informed recommendations. Eleven municipalities were invited to submit wage and benefits information for comparison. Five responded.

For the CRRC final review, the following municipalities, were identified by the CRRC as the most appropriate comparator group for the purposes of establishing compensation for elected officials:

- City of Airdrie;
- Town of Canmore;
- Town of Cochrane; and
- Town of Okotoks.

Consideration was given to population, council structure (full-time mayor/part-time councillors), and consistency with comparisons in past reviews (2013 and 2017).

Compensation and allowance information provided from these comparative municipalities are included within this report as Appendix C.

RECOMMENDATIONS & RATIONALE

Recommendation on the Remuneration of the Position of Mayor

That the position of Mayor remains a full-time position with no additional per diems
That effective upon the swearing in of a new Council in October, 2021, the Mayor's base salary should be adjusted by an increase of 1.4% to \$98,075. This salary will remain in place until January 1, 2022.

Specifically, it is recommended that the base salary for the Mayor be adjusted as follows:

- a) Effective from Swearing In, 2021 until December 31, 2022 increase the base salary of the Mayor from \$96,721 to \$98,075, reflecting the 1.4% Base Wage Market Adjustment approved in the 2021 budget for Town of Banff employees.
- b) Effective January 1, 2023 - previous year base remuneration + a 2.5% increase + Base Wage Market Adjustment approved in the annual budget and granted to Town of Banff employees.
- c) Effective January 1, 2024 - previous year base remuneration + 2.5% increase + Base Wage Market Adjustment approved in the annual budget.
- d) Effective January 1, 2025 - previous year base remuneration + 2.5% increase + Base Wage Market Adjustment approved in the annual budget.

Rationale

The role of the Mayor continues to evolve and all data supports the continuation of full-time position. The Mayor has all the responsibilities of the other members of Council as well as actively advocating for the Town of Banff at local, provincial, national and even international levels. There is an expectation from the public that there is more importance placed on the role of the Mayor, including visibility and public commitments.

The work of the Mayor is a seven-day-a-week commitment and the high profile of our community and the need to continuously demonstrate strong, confident leadership, especially when navigating a global pandemic or other crisis, has further highlighted expectations of the role.

The remuneration of Mayor should reflect of the time commitment and degree of responsibility for this position.

Analysis was conducted using the designated comparator municipalities to determine what the salary level is appropriate for the position of Mayor. Currently, the position is below the average of the comparator group by approximately 6%.

The CRRC determined that given the financial constraints resulting from the economic impacts of the pandemic, a short-term conservative increase was appropriate, with the opportunity later in the term, budget permitting, to maintain moderate increases to ensure the Mayor's salary does not fall further behind the comparator group. Maintaining the annual base wage adjustment as well as a 2.5% annual increase, will maintain a fair compensation level and bridge the gap identified.

As a full-time position, no additional compensation should be provided for items such as chairing committees or representing the Town at an agency, board or committee meeting.

Financial Impact

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process. There are no immediate budget impacts for 2021.

Recommendation of the Remuneration of the Position of Councillor

That the position of Councillor be maintained as a part-time position.

That effective upon the swearing in of a new Council in October, 2021, Councillors should be remunerated at approximately one-third of the Mayor's base salary, to reflect the part-time position.

Specifically, it is recommended that the base salary for Councillors be adjusted as follows:

- (a) Effective from Swearing In, 2021 until December 31, 2022 - \$32,692 (1/3 of the Mayor's Mayor Base Remuneration)
- (b) Effective January 1 for 2023, 2024 and 2025 increase the salary of Councillors to 1/3 of Mayoral Base Remuneration.

Rationale

The work of Banff Councillors reflects a significant part-time commitment on the part of the elected official to fully perform their duties and obligations. Councillors' responsibilities require members to prepare for and attend meetings in addition to keeping informed on current issues while maintaining contact with residents. Councillors in a small community have a high public profile and that they are often required to be engaged with constituents whether in person or through technology.

Like the position of Mayor, the salary of Councillors is under the average to the comparative set. In the Committee's review, it was determined that Councillors commit on average one third of the time committed by the Mayor. Increasing the Mayor's salary, as recommended, will further support a steady and fair increase to Councillors' salaries over the next 4 years.

Demonstrating a commitment to the Statement of Principles for the CRRC, the proposed increases to the salary for Mayor and Councillors will "be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor."

Financial Impact

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process. There are no immediate budget impacts for 2021.

Recommendation on Per Diems

That Councillors continue to receive a per diem for required attendance as an official representative outside the Bow Valley and that the rates for per diems be increased as follows:

- (a) Effective Swearing In, 2021 – December 31, 2022
 - 4 hours and less - \$105.00
 - More than 4 hours - \$210.00
- (b) Effective January 1 of 2023, 2024, and, 2025
 - Previous year per diems + Base Wage Market Adjustment.

The CRRC made no recommendation to change any other aspect of the per diem process however, for orientation and understanding, it is recommended that the next term of Council receive a briefing from Administration on the per diem payment process for external Commissions.

Rationale

Per diems reflect the amount that a Councillor would receive when out of the Bow Valley on Town business. This amount is to offset the salary amount resulting from taking a day off work.

The Mayor does not receive per diems due to the full-time status of the position.

Per diem rates for Council have not been increased in four years and based on information from the comparative communities, the recommended changes reflect a conservative increase, but per diems are still at the low end of the scale.

Adding an increase to the annual Base Wage Market Adjustment each year, is a mechanism to ensure our per diem rates don't fall further behind.

Currently the per diem rate is and \$90 per half day (4 hours or less) \$180 per day (4 hours or more).

Financial Impacts

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process.

Recommendation on the Formula for Future Remuneration Increases

That the Base Wage Market Adjustment for Town wages approved in the Financial Plan for all Town of Banff employees continue to be used for annual remuneration increases.

Rationale

The CRRC support the formula used by Administration to establish the annual Base Wage Market Adjustment rate as directed by Council in the Financial Plan.

Annual Adjustment of Town Wages

In 2013, council approved a move from a cost of living adjustment to a market facing system for the annual base wage adjustments.

The base wage market adjustment is based on an average of the council approved formula, which is calculated as an average of the following:

- (a) Alberta CPI – average Alberta annual inflation for the period ending June 30 of the previous budget year.*
- (b) Statistics Canada - using a calculation of annualized average change in average weekly earnings (non-overtime, non-union, local, municipal, and regional public administration) in Alberta from July of the previous year to June of the current year.*

Recommendation on Group Health and Dental Benefits

That the current group health and dental benefits plan and contribution rates provided for the class of elected officials be maintained, with no changes.

Council Member Group Benefits include:

- Life Insurance and Accidental Death and Dismemberment;
- Dental Care;
- Extended Health Care; and
- Employee and Family Assistance Program (confidential counselling).

Rationale

A review of the group health benefits plan and contribution rates against comparative communities and programs resulted in no recommended changes.

The group plan is optional for members of Council. Using this benefit plan offers economies of scale because Administration systems are already in place for Town employees. It also provides an attractive incentive for prospective Councillors.

Recommendation on RRSP Benefit Program

That Council Members maintain the option to enroll in the Town of Banff's group registered retirement savings plan where the Town contributes 5 percent of bi-weekly regular wages each pay period and Councillors contribute an optional individual contribution amount.

Rationale

Elected officials are not eligible to participate in the Local Authorities Pension Plan of which the Town is a participating member. The Town of Banff Registered Retirement Savings Plan is in place for employees who are not eligible for in the LAPP due to employment status.

Providing enrolment in a retirement plan further supports the CRRC's total compensation consideration to attract a broad scope of people to run for Council.

Recommendation on Computer Allowance

Rename to Technology Allowance to reflect the broader use of various technology. Maintain current allowance dollar amount.

Rationale

Members of Council who wish to use their own personal technology instead of having the Town supply them with a computer for municipal business shall receive a \$500 annual technology allowance.

This amount was deemed appropriate based on review of comparative communities and is in alignment Town of Banff employee policy.

Recommendation on Travel Expenses

Replace "spouse" with "spouse/partner". No other recommendation for change.

Rationale

To include and reflect diversity in relationships.

Recommendation on Conference, Convention and Seminar Registration Fees

Replace "spouse" with "spouse/partner". No other recommendation for change.

Rationale

To include and reflect diversity in relationships.

Recommendation on Attendance at Local Functions

Replace "spouse" with "spouse/partner". No other recommendation for change to the policy.

Rationale

To include and reflect diversity in relationships.

Recommendation on Child Care Expenses

No recommendation for change to Child Care expenses.

With recent changes to the Municipal Government Act that now allow for a parental leave, the CRRC recommend that that Council direct Administration to present options to the next term of Council for a parental leave bylaw.

Rationale

Parental leave is another way to increase access for people who may be interested in running as a municipal candidate in the next election.

Recommendation on the Review of Council Remuneration

That Council continue to appoint through a public process, an independent committee to review Council remuneration every four (4) years, during the last year of the term of each Council.

RECOMMENDATIONS TO COUNCIL

That Council consider the following:

1. Adoption of proposed Council Remuneration Policy C1005-1; which would take effective immediately upon the day a new Council is sworn in to reflect the following:
 - a. Increase the current Mayoral annual base remuneration, for the 2021-2025 Mayoral term, as follows:
 - i. current 2021 base remuneration plus 1.4 % until December 31, 2022 (\$98,075);
 - ii. a 2.5 % increase January 1, 2023, plus inflationary base wage market adjustment;
 - iii. a 2.5% increase January 1, 2024 plus inflationary base wage market adjustment;
 - iv. a 2.5 % increase January 1, 2025, plus inflationary base wage market adjustment.
 - b. That the 2021-2025 Councillor annual base remuneration be calculated at one third of that of the Mayoral annual base remuneration, based on the above increases.
 - c. That effective January 1, 2023 that Per Diem rates be adjusted annually by the inflationary base wage market adjustment.
 - d. Replace the “Computer Allowance” with a “Technology Allowance”, to reflect the broader use of various technology, maintaining the current allowance amount.
 - e. Replace “spouse” with “spouse/partner” to include and reflect diversity in relationships;
 - f. Minor clerical and administrative updates to align the policy with current practices and provide clarity and transparency.
- 2) Directing Administration to return to the 2021-2025 Council with options for a Parental Leave Bylaw.
- 3) Direct Administration to return to the 2021-2025 Council with a briefing report, on the per diem payment process for the Bow Valley Waste Commission for review.



POLICY COUNCIL REMUNERATION

Policy C1005

| | | | |
|----------------------------------|------------|---------------------------------------|--------------------|
| Adopted by Council: | 2017.06.26 | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | COU17-131 | Last Review Date: | 2017.06 |
| Modified by Resolution #: | | Next Review Date: | 2021 |
| Replaces: | C076-2 | | |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses

6.0 DEFINITIONS

- 6.1 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.2 **Council** includes the positions of Mayor and Councillors.
- 6.3 **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.

7.0 GENERAL

- 7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”.

- 7.2 Until December 23, 2018, in accordance with provisions of the Municipal Government Act, one-third of the annual remuneration paid to a member of Council will be paid as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council's taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and travel within the Bow Valley.

8.0 BASE REMUNERATION

- 8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule "A" of this policy.
- 8.2 Unless otherwise provided in Schedule A, effective January 1 of each year the Manager of Corporate Services shall adjust the base remuneration by the same percentage salary change approved in the annual budget and granted to all other Town of Banff employees.
- 8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

- 9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule 'A' of this policy.
- 9.2 The Mayor is not eligible to claim per diems.
- 9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.
- 10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councilor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

- 11.1 Computer Allowance
- a) Members of Council are required to use a computer device for municipal business. Members of Council that wish to use their own personal computer instead of having the Town supply them with a computer for municipal business shall receive a \$500 annual allowance.

- b) The allowance is for the period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal computer for council work anymore, then the Town will supply a computer and the member of Council shall repay the Town for the unused portion of the allowance.

11.2 Travel Expenses

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse to a conference, convention or seminar, to a maximum of one per year for the spouse of a Councillor, and to a maximum of two per year for the spouse of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

- 12.1 Council remuneration is to be reviewed during the last year of the term of each Council.
- 12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

- 13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

On original

Karen Sorensen
Mayor

On Original

Robert Earl
Town Manager

SCHEDULE A
Council Remuneration Schedule
(2017)

BASE RENUMERATION

Effective October 23, 2017 until December 23, 2018

| | |
|------------|--------------------------------------|
| Mayor | \$80,540 per annum (1/3 non-taxable) |
| Councillor | \$26,900 per annum (1/3 non-taxable) |

Effective December 24, 2018

| | |
|------------|---|
| Mayor | \$93,426 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees. |
| Councillor | \$30,185 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees. |

PER DIEM RATES

Effective October 23, 2017:

| | |
|-------------------|----------------------------|
| 4 hours and less | \$90.00 (1/3 non-taxable) |
| More than 4 hours | \$180.00 (1/3 non-taxable) |

Effective December 24, 2018:

| | |
|-------------------|-------------------------|
| 4 hours and less | \$105.00 (100% taxable) |
| More than 4 hours | \$210.00 (100% taxable) |

OTHER REMUNERATION

Effective October 28, 2017

| | |
|---------------------------|---|
| Computer Allowance | \$500 (1/3 non-taxable) (for the period of November 1 to October 31) |
|---------------------------|---|

Note: Schedule A is reviewed and updated by the Manager of Corporate Services on an annual basis under the authority of Council Policy C1005, Section 8.2. A Council resolution is not required to approve these annual updates.

TOWN OF BANFF

Terms of Reference

Council Remuneration Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Remuneration Review Committee (the “Committee”) is comprised of three (3) members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 In the year prior to a general municipal election, the Committee is established as a temporary Council committee.
- 2.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th of the year of a general municipal election.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendation to the Town of Banff Council (the “Council”) with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
 - i) establishing a set of guiding principles for council remuneration;
 - ii) establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;
 - iii) benefits offered;

- iv) allowances and expenses;
- v) full time equivalent status;
- vi) options for making periodic adjustments to established remuneration; and
- vii) the establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the majority vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipal Services Corporation/Alberta Urban Municipalities Association – AUMA/AMSC. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with item protected by the Freedom of Information and Protection of Privacy Act discussed in camera in accordance with usual procedures.
- 5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedural Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIAISON

- 6.1 The Manager of Human Resources, or designate, shall attend Committee meetings to act in an advisory capacity as a non-voting member.
- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed in the year preceding a general election to ensure that they reflect the current mandate of the Committee.

| 2021 | Mayor Compensation | | | | | Councillor Compensation | | | | Mayor & Council Compensation | | |
|--|---------------------------|-------------------------|--|--|--|---------------------------|--|--|--|---|---|--|
| Municipality As collected from website (Policies and Financial Statements) | Population | Full Time/ Part Time | Annual Mayor (2019 Financial Statement - Aged to 2021) | Per Diem- Mayor | Conference Training/ Travel/ Subsistence | Full Time/Part Time | Annual Councillor 2019 Financial Statement - Aged to 2021) | Per Diem-Council | Conference Training/ Travel/ Subsistence | Car | Benefits (incl termination age) | Other (IT, devices, allowances) |
| <i>Banff</i> | 7849 (Fed) 8875 (Muni) | FT | 107,506.87 per year | 0 Incl in salary | Registration fees for max of 4 conferences per year within Canada and no more than 2 per year outside Alberta | 6 x PT | 35,595.22 per year | < 4hrs-\$105.00 > 4hrs-\$210.00 | Registration fees for max of 2 conferences per year within Canada and no more than 1 per year outside Alberta | As per CRA - or use of Town vehicle - or rental with reimbursement on receipts | 80% ER paid EHC + 100% ER paid Dental (to age 70) 100% ER paid AD&D, Life (to age 70) | \$500.00/yr (Nov 1 - Oct 31) computer allowance Attached travel policy |
| <i>Airdrie</i> | 68,091 | FT | 128,829.05 per year | < 4hrs-\$75 > 4hrs-\$150 | \$12,000.00/ year | 6 x PT | 62,484.16 per year | < 4hrs-\$75 > 4hrs-\$150 | \$3000 each | \$400/mo In Town | AD&D (\$100,000)Extended health/dental 100 ER, HCS-\$850/yr, Genesis Mbrship-single, EE, Optional RRS City's group provider Plan | \$500.00/yr (Nov 1 - Oct 31) computer allowance Attached travel policy |
| <i>Canmore</i> | 13,990 | FT | 114,188.83 per year | 0 Incl in salary | Travel/Subs: M -up to \$1,500 C- up to \$750 Conferences: \$3,000 per council and for mayor | 6 x PT | 47,419.52 per year | < 4hrs - \$125.00 4 - 8 hrs. \$225.00 > 8 hrs. 350.00 | Travel/Subs: M -up to \$1,500 C- up to \$750 Conferences: \$3,000 per council and for mayor | As per CRA - | 100% ER paid EHC + 100% ER paid Dental 70% ER paid AD&D, Life 100% ER Non-Taxable Healthcare Spending Acct/Taxable Wellness Spending Acct RRSP ER 8.65% on reg. based pay | Currently provided a TOC laptop |
| <i>Cochrane</i> | 34,467 | FT | 111,345.05 per year | 0 Incl in salary | Travel/Subs: M -up to \$5,000 C- up to \$1,667 Training: \$1,857 per council and for mayor | 6 x PT | 41,730.94 per year | no | Travel/Subs: M -up to \$5,000 C- up to \$1,667 Training: \$1,857 per council and for mayor | As per CRA - | Life, AD&D Dependant life, health/dental 100 ER also 100 EE Pd Options: Life, ad&D & Critical illness | |
| <i>Okotoks</i> | 28,881 | FT | 101,495.25 per year | < 4hrs-\$100 > 4hrs-\$200 or Child Carew/rcpt max \$2800 annually | Described in Policy P15-02 | 6 x PT | 48,523.61 per year | < 4hrs-\$100 > 4hrs-\$200 or Child Carew/rcpt max \$2800 annually | Described in Policy P15-02 | As per CRA - | ER-100%- Life,DepLife,AD&D,HCS EE-45%-Medical, Dental | To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or tablet. The Mayor shall also be provided with a cell phone. Any equipment provided remains the property of the Town of Okotoks and shall be returned within 3 days when the individual is no longer an elected official. |



POLICY COUNCIL REMUNERATION

Policy C1005-01

| | | | |
|---------------------------|-----------------|--------------------------------|------------------------|
| Adopted by Council: | | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | | Last Review Date: | 2021 |
| Modified by Resolution #: | | Next Review Date: | 2025 |
| Replaces: | C076-2 C1005 | Effective Date: | Council Term 2021-2025 |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses
- 5.2 Acceptance of Gifts

6.0 DEFINITIONS

- 6.1 **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.
- 6.2 **Base Wage Market Adjustment** means the percentage salary change approved in the annual budget and granted to other Town of Banff employees.
- 6.3 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.4 **Council** includes the positions of Mayor and Councillors.

- 6.5 **Spouse/partner** is the person to whom the Councillor:
- is lawfully married, or
 - is an “adult interdependent partner” as defined in the *Adult Interdependent Relationships Act*, or
 - lives with in a “relationship of interdependence” as defined in the *Adult Interdependent Relationships Act*.
- 6.6 **Technology** includes but is not limited to computers, tablets, photocopying, printing, internet access and cell phones

7.0 GENERAL

- 7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.

8.0 BASE REMUNERATION

- 8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule “A” of this policy.
- 8.2 Effective January 1 of each year the Director, Corporate Services shall adjust the base remuneration as provided in Schedule A subject to annual budget approval.
- 8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

- 9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule ‘A’ of this policy.
- 9.2 The Mayor is not eligible to claim per diems.
- 9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.
- 9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.

10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.

- 10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councilor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

11.1 Technology Allowance

- a) Members of Council are required to use technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets, photocopying, printing, internet access, cell phones and digital packages.
- b) Members of Council that wish to use their own personal technology instead of having the Town supply them with the required technology for municipal business shall receive an annual technology allowance as provided in Schedule A of this policy.
- c) The technology allowance is for the annual period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal technology for council work anymore, then the Town will supply the required technology and the member of Council shall repay the Town for the unused portion of the allowance.
- d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.

11.2 Travel Expenses

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses/partners of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse/partner to a conference, convention or seminar, to a maximum of one per year for the spouse/partner of a Councillor, and to a maximum of two per year for the spouse/partner of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses/partners at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

Karen Sorensen
Mayor

Kelly Gibson
Town Manager

SCHEDULE A
Council Remuneration Schedule
(2021-2025)

BASE RENUMERATION

| Annual Base Remuneration | Mayor | Councillor |
|--|---|--|
| Swearing In, 2021 to December 31, 2022 | \$98,075 | \$32,692 |
| January 1, 2023 to December 31, 2023 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |
| January 1, 2024 to December 31, 2024 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |
| January 1, 2025 to Swearing In, 2025 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |

PER DIEM RATES

| Per Diems | Half Day (4 hours and less) | Full Day (More than 4 hours) |
|--|--|--|
| Swearing In, 2021 to December 31, 2022 | \$105 | \$210 |
| January 1, 2023 to December 31, 2023 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |
| January 1, 2024 to December 31, 2024 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |
| January 1, 2025 to Swearing In, 2025 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |

OTHER REMUNERATION

Technology Allowance \$500 (annually for the period of November 1 to October 31)
(Taxable Benefit)

Note: Schedule A is reviewed and updated by the Director, Corporate Services on an annual basis under the authority of Council Policy C1005-1. A Council resolution is not required to approve these annual updates.



POLICY COUNCIL REMUNERATION

Policy C1005-01

| | | | |
|---------------------------|------------------------|--------------------------------|-------------------------------|
| Adopted by Council: | <u>2017.06.26</u> | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | <u>COU17-131</u> | Last Review Date: | <u>2017-06-2021</u> |
| Modified by Resolution #: | | Next Review Date: | <u>2024-2025</u> |
| Replaces: | C076-2 <u>C1005</u> | Effective Date: | <u>Council Term 2021-2025</u> |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses
- 5.2 Acceptance of Gifts

6.0 DEFINITIONS

~~6.11.1 Bow Valley means the area between and including Francis Cooke Landfill and Lake Louise.~~

~~6.21.1 Council includes the positions of Mayor and Councillors.~~

~~6.36.1~~ **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.

6.2 Base Wage Market Adjustment means the percentage salary change approved in the annual budget and granted to other Town of Banff employees.

6.3 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.

6.4 **Council** includes the positions of Mayor and Councillors.

6.5 **Spouse/partner** is the person to whom the Councillor:

- a. is lawfully married, or
- b. is an “adult interdependent partner” as defined in the *Adult Interdependent Relationships Act*, or
- c. lives with in a “relationship of interdependence” as defined in the *Adult Interdependent Relationships Act*.

6.6 **Technology** includes but is not limited to computers, tablets, photocopying, printing, internet access and cell phones

7.0 GENERAL

7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.

~~7.2 Until December 23, 2018, in accordance with provisions of the Municipal Government Act, one-third of the annual remuneration paid to a member of Council will be paid as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council’s taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and travel within the Bow Valley.~~

8.0 BASE REMUNERATION

8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule “A” of this policy.

8.2 ~~Unless otherwise provided in Schedule A, effective~~Effective January 1 of each year the ~~Manager of~~Director, Corporate Services shall adjust the base remuneration ~~by the same percentage salary change approved in the as provided in Schedule A subject to annual budget and granted to all other Town of Banff employees approval.~~

8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule ‘A’ of this policy.

9.2 The Mayor is not eligible to claim per diems.

9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by

that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.

10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.
- 10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councilor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

11.1 Computer Technology Allowance

a) Members of Council are required to use a computer device for municipal business: technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets, photocopying, printing, internet access, cell phones and digital packages.

a)b) Members of Council that wish to use their own personal computer technology instead of having the Town supply them with a computer the required technology for municipal business shall receive a \$500 an annual technology allowance: as provided in Schedule A of this policy.

b)c) The technology allowance is for the annual period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal computer technology for council work anymore, then the Town will supply a computer the required technology and the member of Council shall repay the Town for the unused portion of the allowance.

d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.

11.2 Travel Expenses

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses/partners of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse/partner to a conference, convention or seminar, to a maximum of one per year for the spouse/partner of a Councillor, and to a maximum of two per year for the spouse/partner of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses/partners at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

~~On original~~

~~On Original~~

Karen Sorensen

Robert Earl

Mayor

Kelly Gibson
Town Manager

Proposed

SCHEDULE A
Council Remuneration Schedule
(2017-2021-2025)

BASE RENUMERATION

Effective October 23, 2017 until December 23, 2018

Mayor ————— \$80,540 per annum (1/3 non-taxable)
Councillor ————— \$26,900 per annum (1/3 non-taxable)

Effective December 24, 2018

Mayor ————— \$93,426 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.

Councillor ————— \$30,185 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.

| <u>Annual Base Remuneration</u> | <u>Mayor</u> | <u>Councillor</u> |
|---|---|--|
| <u>Swearing In, 2021 to December 31, 2022</u> | <u>\$98,075</u> | <u>\$32,692</u> |
| <u>January 1, 2023 to December 31, 2023</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |
| <u>January 1, 2024 to December 31, 2024</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |
| <u>January 1, 2025 to Swearing In, 2025</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |

PER DIEM RATES

Effective October 23, 2017:

4 hours and less ————— \$90.00 (1/3 non-taxable)
More than 4 hours ————— \$180.00 (1/3 non-taxable)

Effective December 24, 2018:

4 hours and less ————— \$105.00 (100% taxable)
More than 4 hours ————— \$210.00 (100% taxable)

| <u>Per Diems</u> | <u>Half Day (4 hours and less)</u> | <u>Full Day (More than 4 hours)</u> |
|---|--|--|
| <u>Swearing In, 2021 to December 31, 2022</u> | <u>\$105</u> | <u>\$210</u> |
| <u>January 1, 2023 to December 31, 2023</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |

| | | |
|---|--|--|
| <u>January 1, 2024 to December 31, 2024</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |
| <u>January 1, 2025 to Swearing In, 2025</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |

OTHER REMUNERATION

~~Effective October 28, 2017~~

~~Computer~~

~~**Technology Allowance** \$500 ~~(1/3 non-taxable)~~
(~~annually~~ for the period of November 1 to October 31)
(Taxable Benefit)~~

Note: Schedule A is reviewed and updated by the ~~Manager of Director~~, Corporate Services on an annual basis under the authority of Council Policy C1005, ~~Section 8.2-1~~. A Council resolution is not required to approve these annual updates.

COUNCIL REMUNERATION TASK FORCE

2022 - FINAL REPORT

June 28, 2022

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 - 2.2 Principles
 - 2.3 Remuneration Framework for Elected Officials
 - 2.4 Comparable Communities
- 3.0 Areas of Review
 - 3.1 Salary
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 - 3.4 Kilometer Rate (Mileage)
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 - 3.6 Registered Retirement Savings Plans
 - 3.7 Benefits
 - 3.8 Professional Development
 - 3.9 Administrative Amendments
- 4.0 Summary of Recommendations
- 5.0 Thank you
- 6.0 Appendices
 - 6.1 – Strathcona County Council Remuneration Framework
 - 6.2 – Task Force Work Plan
 - 6.3 – Comparator Communities
 - 6.4 – Links to Background Materials

1.0 PURPOSE AND INTENT

- Strathcona County policy recommends that Council remuneration is reviewed every two terms of Council via an independent committee (Task Force).
- Strathcona County established the Task Force in spring of 2022 under the authority of Bylaw 2-2022 – Council Remuneration Task Force Bylaw.
- The mandate of the Task Force is described in Section 5 of the bylaw:
 - Provide recommendations to Council on appropriate compensation for the County's Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation.
 - Provide recommendations on revisions to the County's policies related to Council remuneration, including GOV-001-013 *Elected Officials Remuneration*.
- Additionally, Section 8 of the bylaw advises that the Task will consider the following when fulfilling its mandate:
 - Compensation that would attract and allow for a diverse range of candidates for the role of Mayor and Council;
 - The responsibilities and time commitment requirement of the Mayor and Councillors;
 - The current and anticipated economic environment;
 - Alignment with other comparable Canadian municipalities;
 - Alignment with policies related to compensation for Strathcona County employees.

2.0 BACKGROUND

2.1 Task Force Members

- The Task Force was made up of the following public members:
 - Wendy Beller
 - Brian Botterill
 - Carson Danyluik
 - Mike Fernandez (Chair)
 - Ryan Osterberg
- The Task Force was supported by key staff from Strathcona County:
 - Lana Dyrland, Coordinator, Boards, Committees and Tribunals.
 - Sara McKerry, Manager of Governance.
 - Sharry Sowiak, Director of Human Resources.

2.2 Principles

- The Task Force reviewed the principles established in 2014 and found them valuable for informing our discussion.
- Task Force used two principles to help guide discussions.
 - #1 – Council is considered a full time position.
 - The roles on Strathcona County Council demand varied and unpredictable hours.
 - The commitment required of Council is significant and meeting those commitments is a demand that requires greater than full time hours.
 - #2 - Annual adjustment of remuneration should be based on sound methodology with consideration of the existing economic situation and financial and County objectives.
 - The economic situation will often be variable and dependent on many external factors.

- #3 – Strathcona County operates a Ward Based system (vs At Large Councillors)
 - The *Municipal Government Act* allows councillors to be elected at-large or as councillors for a specific district or ward. The committee found that whether councillors are elected at-large or by individual wards significantly impacts elected officials' expectations, responsibilities, and ultimately workload.
 - Irrespective of the electoral system, it is essential to note that the *Municipal Government Act* requires all elected officials to act in the best interest of the entire municipality.
 - When elected at-large, the Mayor and Councillors work together to advance the interests of the entire community. Viewed as the leader of Council, the Mayor typically serves as the primary point of contact for constituent inquiries. Communication, consultation, and governance outreach are an effort of all of Council.
 - When elected by a specific ward or district, the role of a councillor becomes more complex. Councillors must balance their duty to the entire community with their special relationship with ward residents. As a specialized municipality, Strathcona County's councillors must also consider how any decision might disparately impact rural vs urban communities.
 - Individual wards have unique needs, requiring further consultation and communication from councillors to ensure and demonstrate effective representation. Councillors take the lead on constituency business, including ward events, citizen inquiries and ward communications.
 - Another uniqueness is that Strathcona County councillors must live within their ward's boundaries. Councillors in urban municipalities, or those elected at-large, can reside anywhere in the municipality. This restriction helps ensure local representation but impacts housing availability, cost, and driving distances for councillors.
 - The committee has considered these impacts when making its recommendations.
 - Appendix 6.3 specifies the election system for each comparable municipality, whether at-large or ward-based.

2.3 Remuneration Framework for Elected Officials

- Strathcona County has a clear and transparent policy framework that governs Elected Officials remuneration.
- Appendix 1 – Strathcona County Remuneration Framework, provides a simple illustration of the policy framework.
 - Hyperlinks to each piece of the framework can be found in Appendix 4.
- The framework consists of the following pieces, with relevant elements of remuneration listed below each title.
 - Elected Officials Remuneration Policy
 - Salary Adjustments
 - Transition Allowance
 - Automobile Allowance
 - Elected Officials Business Expense Policy
 - Kilometer Rates (Mileage)
 - Bylaw 35-2021 Parental Leave Bylaw
 - Parental Leave

- Elected Officials Participation in Employee Benefit Plans
 - Benefit Plan Coverage
 - Disability Coverage
 - Registered Retirement Saving Plans
 - Additional details and benefits are described in the Elected Officials Group Benefits Summary Booklet 2022 (i.e. Health Spending Accounts and Wellness Spending Accounts).

2.4 Comparable Communities

- An important consideration in undertaking remuneration analysis is to compare Strathcona County against relevant communities.
- There were a number of factors considered in identifying a list comparator communities to support Task Force analysis:
 - Ward-based or at large system
 - Committee appointments/structure
 - Regional economic factors (municipal revenue)
 - Method of payment (i.e. Salary or per diems)
 - Population
 - Council size
 - Council meeting frequency
- Task Force discussions initially considered municipalities in British Columbia, Alberta, Ontario and Quebec.
- There are factors that make Strathcona County (and Alberta) unique when compared to other municipalities across Canada and identifying acceptable comparators is not an easy task.
- Municipal Councillors play an ombudsman role that sees them deal directly with many constituents on resolving an array of complaints with administration and the delivery of municipal services.
 - This is a fairly unique role in Canada that is not found in many other provinces and territories.
- Ultimately, the Task Force landed on the following communities as comparators to support the analysis. See Appendix 3 for a high level summary of comparator community data.

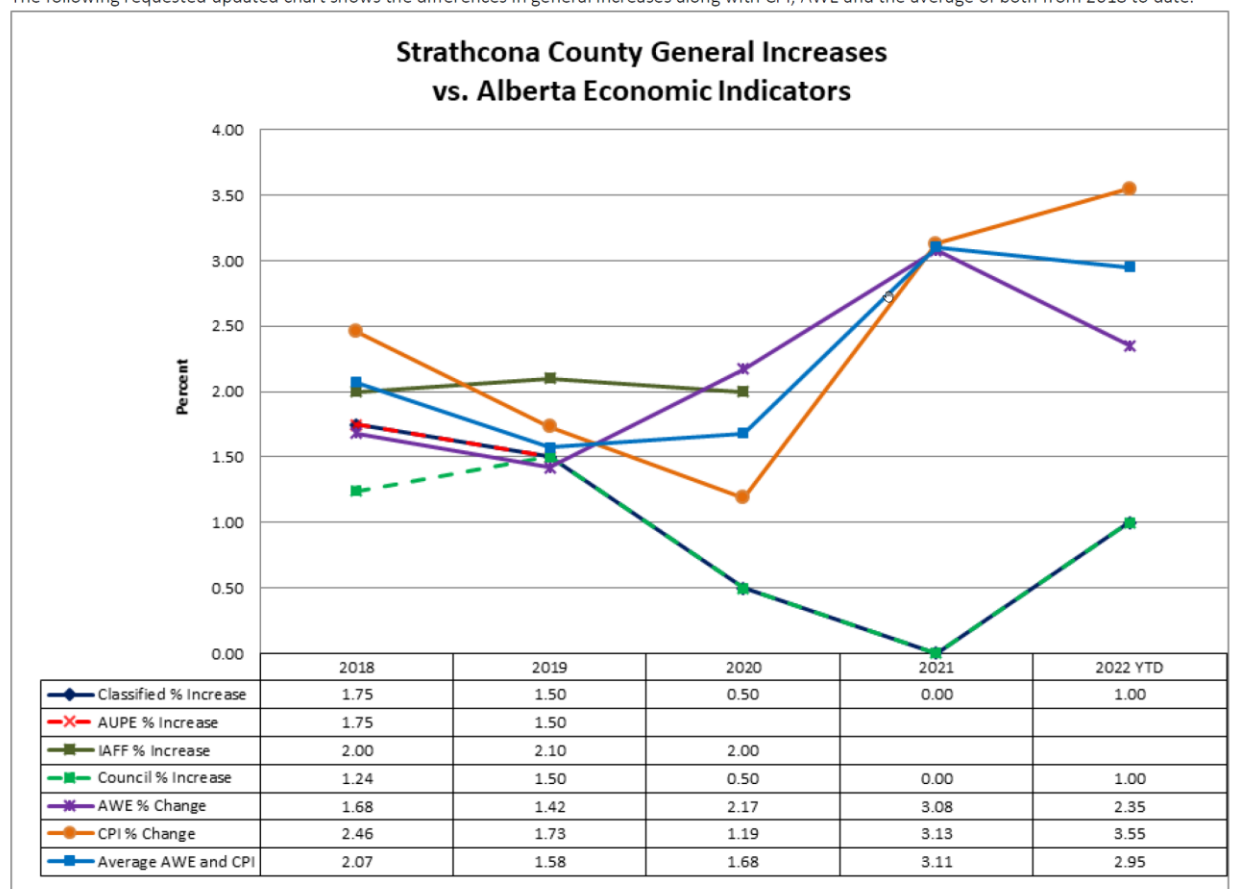
| Alberta | British Columbia | Ontario |
|---------------------------------------|-------------------------|-------------------------|
| Edmonton | Kamloops | Brantford |
| Calgary | Nanaimo | Thunder Bay |
| Regional Municipality of Wood Buffalo | Saanich | Sarnia / Lambton County |
| Red Deer | | |
| Lac la Biche | | |
| Surgeon County | | |
| Airdrie | | |
| Medicine Hat | | |

3.0 AREAS OF REVIEW

3.1 – Salary

- Salary for elected officials is addressed in the Elected Officials' Remuneration Policy (GOV-001-013).
- The current state is the elected officials receive an annual salary increase each July.
 - The increase is an average of the per cent change in average annual index of Alberta CPI (consumer price index) and the percent change in annual average earnings of Alberta AWE (average weekly earnings).
- The current policy also states that any Elected Officials salary increase is not to exceed the general increase given to the majority of Strathcona County staff.
- The below table illustrates economic indicators and Council salary adjustments over the last several years.

The following requested updated chart shows the differences in general increases along with CPI, AWE and the average of both from 2018 to date.



- **RECOMMENDATION 1** - Remove the link between Elected Officials salaries and any increase given to the majority of Strathcona County staff found in Guideline 2 of the Elected Officials' Remuneration Policy (GOV-001-013).
 - Task Force thinks the salary formula is fair and meets the policy intent in a predictable and transparent manner.
 - There is no policy need to have it linked in any way to the salary adjustments made to Strathcona County staff.

- Any general salary increase provided to Strathcona County staff on an annual basis is determined based on a number of variables and ultimately decided by elected officials.
- This appears to be an unnecessary cap that is imposed by Council as they deliberate each fall during the annual budget process.

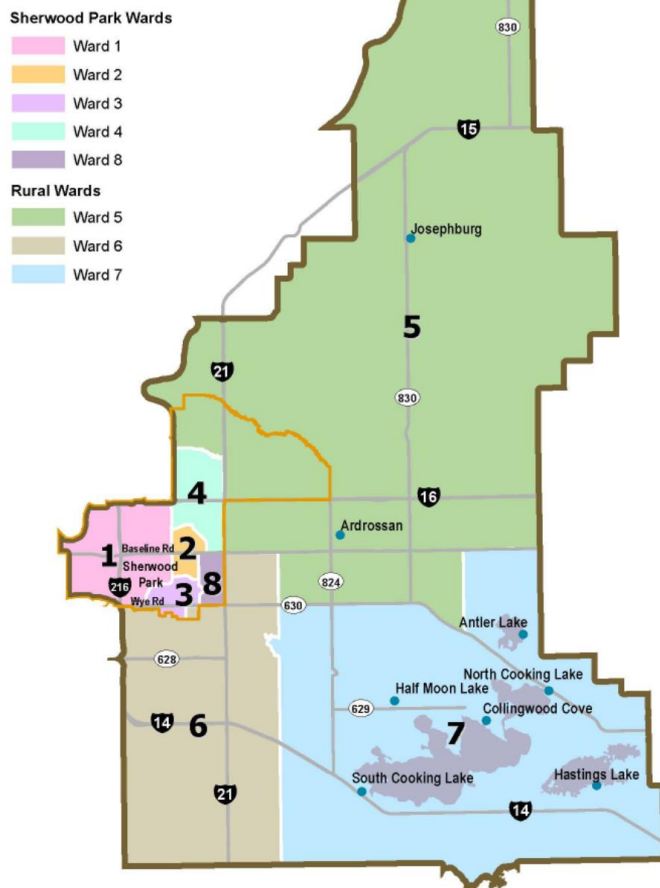
3.2 - Transition Allowance

- The Transition Allowance is described in the Elected Officials Remuneration Policy (GOV-001-013)
- The current policy is that upon leaving the elected office, Councillors and Mayor will receive a transition allowance equal to two weeks' pay per consecutive years as an elected official, to a maximum of 16 weeks' pay (8 years served), effective for service commencing October 2013.
- The Transition Allowance is designed to serve as a bridge to a Councillors next employment opportunity as they are not eligible for any type of Employment Insurance when they leave office.
- Councillors face an additional and highly unique barrier when they leave their elected role as they may face reputational impacts that affect their employment prospects
- See Appendix Comparator Communities 3 for Transition Allowance in comparator communities.
- Task Force reviewed this policy and agreed that the current level of transition allowance is fair in the current context.

3.3 – Automobile Allowance

- The Automobile Allowance is described in the Elected Officials Remuneration Policy (GOV-001-013)
- The current policy is that all elected officials receive an allowance of \$400 per month.
- This level of Automobile allowance has been in place for many years (since at least since 2006).
- The Task Force agreed that this policy should be adjusted given the significant change in cost structure associated with vehicle operating costs since the current rate was established.
 - For example, gasoline was \$0.63/liter in 2000 and \$0.91/liter in 2006. Today gasoline is being sold at double the price it was in 2006.
 - The median price of a new vehicle in 2006 was \$32,700 and in 2022 has risen to \$51,000
 - Data is sourced from Statistics Canada
- The Task Force agreed that moving to a receipted system introduces significant subjectivity in what gets claimed by an individual councillor and that a flat rate system creates policy clarity and minimizes administrative burden.
- Strathcona County has a significant difference in ward sizes (urban vs. rural wards) that sees councillors in larger (rural) wards undertake significantly more driving than in the smaller (urban) wards.
- **RECOMMENDATION 2** – Elected Officials should have a differentiated Automobile Allowance that provides different rates for urban vs. rural wards.
 - Urban ward rate should be set at \$750 per month.
 - Rural ward rate should be set at \$1250 per month.
 - For the purposes of this recommendation, Wards 1,2,3,4 & 8 are deemed urban and Wards 5, 6 & 7 are deemed rural (in alignment with the Strathcona County Ward Boundary Review Policy).

Strathcona County Wards



3.4 – Kilometer Rate (Mileage)

- Information on the Kilometer Rate (Mileage) received by Elected Officials is found in Schedule A of the Elected Officials Business Expense Policy.
- The current policy states that Elected Officials can use personal vehicles for County business and that the reimbursement for business travel outside Strathcona County is set at 1 cent below CRA Canada Revenue Agency Rate; and that reimbursement for business-related mileage within Strathcona County at a rate of 30.5 percent of CRA rate.
- The CRA automobile allowance rates for 2022 are:
 - 61¢ per kilometre for the first 5,000 kilometres driven;
 - 55¢ per kilometre driven after that.
 - <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>
- Based on the 2022 rates above, business travel outside of the County can be claimed at \$0.60/km and business travel inside of the County can be claimed at \$0.186/km
- Typically, Elected Officials in Strathcona County tend not to claim in-county mileage, but will claim the out of county mileage.
 - The last expense claim that included in-county mileage was prior to 2017.

- RECOMMENDATION 3 – If the Automobile Allowance recommendation is acted upon, the in county Kilometer Rate, and any reimbursement for additional insurance coverage, should be removed from Elected Officials Business Expense Policy.
 - The proposed Automobile Allowance should adequately address in county business travel expenses, including insurance costs.

3.5 - Parental Leave

- Parental leave for Elected Officials is addressed in Bylaw 35-2021 Parental Leave Bylaw.
- The bylaw provides the conditions under which a Councillor can take parental leave.
- This bylaw was only passed in June 2021.
- The Task Force assumption is that the bylaw will meet the needs of Council and constituents, however it has not yet been tested.
- Task Force is making no recommendations at this time.

3.6 – Registered Retirement Savings Plans

- Support for Elected Officials Registered Retirement Savings Plans is addressed in the Elected Officials Participation in Employee Benefit Plans Policy.
- The current approach is that Elected Officials under the age of 72 may choose to participate in the County's group Registered Retirement Savings Plan (RRSP).
- If an Elected Official chooses to participate in the RRSP, the County's share of the contributions will be 1% higher than the Elected Official's share, up to the maximum.
- The contribution level is at the discretion of the Elected Official; however the total contribution may not be higher than the maximum allowed by Canada Revenue Agency or be higher than the Local Authorities Pension Plan (LAPP) contributions for an employee earning a comparable base salary.
- Based on the LAPP criteria, this means that the maximum contribution rate by an Elected Official would be 8.5% and the County contribution would top out at 9.5%.
 - The maximum County contribution based on this formula has an approximate value of \$8187.82.
- When an Elected Official turns 72, they are no longer able to contribute, and the Task Force views this as a potential disincentive to elected service.
- RECOMMENDATION 4
 - For Elected Officials who serve past the age of 72, provide an annual lump sum of \$4000 in lieu of making matching contributions to RRSP's in the year following their 72nd birthday.

3.7 – Benefits

- Benefits for Elected Officials are found in the Elected Officials Participation in Employee Benefit Plans Policy (GOV-001-038) and the Benefit Booklet for County Classified Employees, Elected Officials & Strathcona County Library Employees.
- The current state is that Elected Officials will participate in the same employee benefits package as the County's municipal classified staff (excluding the Local Authorities Pension Plan), and with the same cost share structure.
- Task Force reviewed the Benefit Policy and Booklet and found the benefits to be both comprehensive and reasonable.
- RECOMMENDATION 5 - Newly elected officials should be eligible for benefit coverage as per the Elected Officials Group Benefits Summary Booklet.

- The current Policy (bottom of Page 1) states that newly Elected Officials are eligible for coverage on the first day of the month following their election.
- However, the Benefit Booklet has several different eligibility dates depending upon the Benefit being discussed.
- For consistency, the Policy should be changed so that it instead points to eligibility dates noted in the Booklet.

3.8 - Professional Development

- Reimbursement for professional development expenses for Elected Officials is addressed in the Elected Officials Business Expense Policy.
- Professional development for Council is an important benefit that helps Council members develop knowledge and skills that inform and improve decision making.
- However there is limited detail in the current policy regarding professional development. On occasion this may create situations where too much subjectivity is being exercised, leading to inconsistent costs being reimbursed for Elected Officials undertaking professional development.
- **RECOMMENDATION 6** - Elected Officials professional development costs should be capped at \$6500 per year, and any request to exceed the \$6500 should require a motion of Council.
 - For the purposes of calculating annual professional development costs, participation and costs associated with attending conferences should not be included as professional development unless the sole purpose of attending such a conference is professional development.
 - The \$6500 annual cap is in line with the cap for Strathcona County staff.

3.9 – Administrative Amendments

- Task Force reviewed all of Remuneration Framework documents in detail and offers the following recommendation.
- **RECOMMENDATION 7** - Make administrative edits to the Elected Officials’ Remuneration Policy (GOV-001-013).
 - Add a cross reference section and cross reference this policy with the Elected Officials Business Expense Policy (GOV-001-026) and the Elected Officials Participation in Employee Benefit Plan Policy (GOV-001-038).
 - Amend the term “flat rate allowance” to “salary” so that it is consistently applied throughout the policy.
 - Guideline 3 was a point in time adjustment to the policy and can likely either be removed, or moved to Schedule A of the policy.
 - Amend the phrase “Councillor Business Expense Policy” (which is not an official policy title) to “Elected Official Business Expense Policy”.

4.0 SUMMARY OF RECOMMENDATIONS

| | |
|---|---|
| 1 | Remove the link between Elected Officials salaries and any increase given to the majority of Strathcona County staff found in Guideline 2 of the Elected Officials Remuneration Policy. |
| 2 | Elected Officials should have a differentiated Automobile Allowance that provides different rates for urban vs. rural wards. |

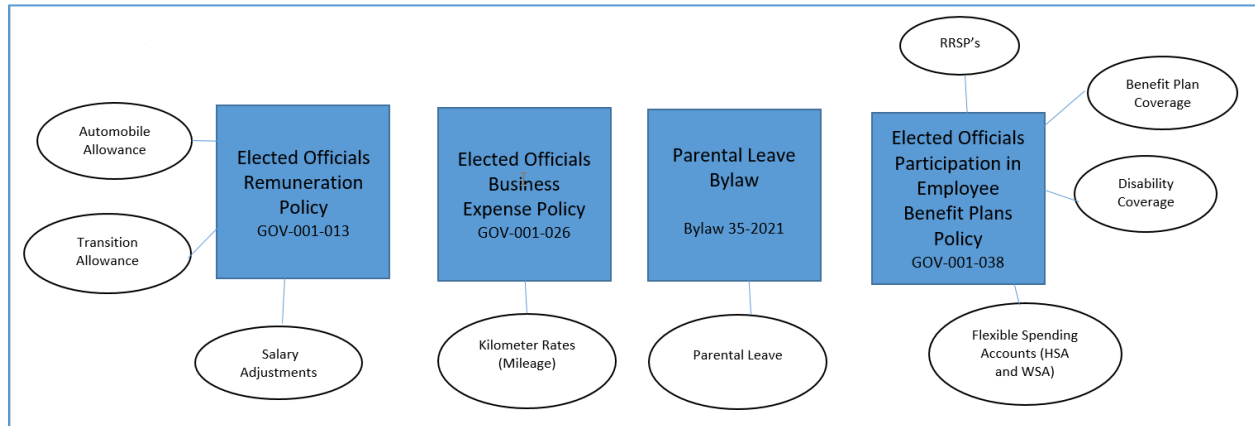
| | |
|---|---|
| 3 | If the Automobile Allowance recommendation is acted upon, the in county Kilometer Rate and reimbursement for additional insurance coverage) should be removed from Elected Officials Business Expense Policy. |
| 4 | For Elected Officials who serve past the age of 72, provide an annual lump sum payment of \$4000 in lieu of making matching contributions to RRSP's in the year following their 72 nd birthday. |
| 5 | Newly elected officials will be eligible for benefit coverage as per the current Elected Official Benefit Plan and Elected Officials Group Benefits Summary Booklet. |
| 6 | Elected Officials professional development costs should be capped at \$6500 per year, and any request to exceed the \$6500 should require a motion of Council. |
| 7 | Make administrative edits to the Elected Officials' Remuneration Policy (GOV-001-013). |

5.0 THANK YOU

The Council Remuneration Task Force would like to sincerely thank Sara McKerry, Lana Dyrland and Sharry Sowiak with Strathcona County. Your advice, assistance, and professionalism was greatly appreciated and we owe you a beverage of your choosing later this summer.

6.0 APPENDICES

6.1 - APPENDIX 1 – REMUNERATION FRAMEWORK



6.2 APPENDIX 2 – WORK PLAN

Remuneration Task Force Work Plan – April 22, 2022

Mandate/Tasks of Working Group

- 1) Provide recommendations to Council on appropriate compensation for the County's Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation.
- 2) Provide recommendations on revisions to the County's policies related to Council remuneration, including GOV-001-013 *Elected Officials Remuneration*.

Deliverables

- 1) Final Report w/recommendations to Council.
- 2) Briefing deck to be used at July 5, 2022 Council meeting.

Work Plan

Meeting #1 – April 11, 2022

- Introductions
- Establish meeting schedule
- Preliminary discussion on criteria for identifying comparators

Meeting #2 – April 25, 2022

- Preliminary discussion on work plan
- Review of 2014 Council Remuneration Review report
 - What do you like about the report and the methodology?
 - What do you think of the principles that guided their work?
- Discuss principles that will guide Task Force 2022 work
- Identify what work we are asking of Administration

- For us to have meaningful discussions at future meetings, what support are we seeking from Administration?
 - Research? Briefings?
- Goal is to try and identify now what we think we'll need so it can be put in motion.

Meeting #3 – May 2, 2022

- Approve final work plan
- Review of GOV-001-013 *Elected Officials Remuneration* s.5(b)
 - Initial review of policy to ensure awareness and understanding of content.
 - Given what you know now, what observations do you have about potential amendments that might need to be considered?
- Review of policies related to compensation for Strathcona County employees s.8(e)

Meeting #4 – May 9, 2022

- Review and discussion of pensions s.5(a)
- Review and discussion of allowances s.5(a)
- Review of alignment with comparable Canadian municipalities s.8(d)

Meeting #5 – May 16, 2022

- Review and discussion of benefits s.5(a)
 - Found in *Elected Officials Participation in Employee Benefit Plans Policy*
- Review and discussion on vehicle allowance
- Review and discussion on the responsibilities and time commitment requirement of the Mayor and Councillors s.8(b)
- Review of the current and anticipated economic environment s.8(c)

Meeting #6 – May 30, 2022

- Establish structure of Final Report
- Discussion on initial recommendations for Task 1.
- Review of GOV-001-013 *Elected Officials Remuneration* s.5(b)
 - Detailed review of policy with a focus on identifying recommendations for Task 2

Meeting #7 – June 7, 2022

- Review of s.8 of the by-law.
 - Have we adequately considered all of the elements of fulfilling our mandate?
 - Do we have any identified gaps or key areas that need additional discussion or research?
- Review structure and draft of Final Report.

Meeting #8 – June 13, 2022

- Establish structure of Briefing Deck
- Review draft of Final Report

Meeting #9 – June 23, 2022

- Review draft of Final Report
- Approve Final Report
- Approve Briefing Deck

Delivery of Final Products – June 27, 2022

- *Final Report and Briefing Deck delivered to administration on June 27, 2022*

Presentation to Council – July 5, 2022.

6.3 APPENDIX 3 – COMPARATOR COMMUNITIES

- This Appendix is an inventory of the final list of comparator communities used in Task Force analysis. (Separate attachment)

6.4 APPENDIX 4 – LINKS TO BACKGROUND MATERIALS

- A) Bylaw 2-2022 – Council Remuneration Task Force Bylaw
 - [Bylaw 2-2022 Council Remuneration Task Force \(1\).docx \(strathcona.ca\)](#)
- B) Elected Officials Remuneration Policy (GOV-001-013)
 - [GOV-001-013 Elected Officials Remuneration \(windows.net\)](#)
- C) Elected Officials Business Expense Policy (GOV-001-026)
 - [GOV-001-026 Elected Officials Business Expense Policy \(windows.net\)](#)
- D) Elected Officials Participation in Employee Benefit Plans Policy (GOV-001-038)
 - [Elected Officials Participation in Employee Benefit Plans \(windows.net\)](#)
- E) Elected Officials Group Benefits Summary Booklet 2022
 - Not available online.
- F) Bylaw 35-2021 Parental Leave Bylaw
 - [Bylaw 35-2021 Parental Leave Bylaw.docx \(strathcona.ca\)](#)
- G) Council Remuneration Review, 2014
 - [filestream.ashx \(escribemeetings.com\)](#)

2023 Council Remuneration Review

Recommendations from the Council
Remuneration Review Advisory
Committee

July 2023

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| Appendix “D” - Survey Results and Analysis of 2022 Council Remuneration Survey - Cash Compensation and Benefits | |

Appendix “E” - Jurisdictional Scan - Internal Board and Committee Remuneration

Appendix “F” - Jurisdictional Scan - Parental Leave for Councillors Bylaw

Executive Summary

Duly elected municipal councils provide both leadership and service through governance. The salary and benefits they receive attempt to strike a balance between adequate compensation for the work that is required of a public official, the call to serve one's community, and fiscal responsibility to City taxpayers. The Council of the City of Spruce Grove established the Council Remuneration Policy (the "Policy") as a governing tool to guide this balance. The Policy stipulates that a comprehensive review of salaries, honorariums, and expenses take place every term of Council to review and maintain that balance.

A Council Remuneration Review Advisory Committee (the "Committee"), originally made up of five Spruce Grove electors, was established by Council to conduct this review in 2023 within the scope of the terms of reference set out in C-1223-22 - Council Remuneration Review Advisory Committee Bylaw and Council resolution RCM-035-23 dated March 13, 2023. Due to work commitments, unfortunately two of the appointed members resigned from the Committee before the completion of the Committee's mandate.

Included within this report is a detailed overview of the mandate, methodology, and process of the Committee. The recommendations, financial impact, policy impact, and rationale are outlined in detail.

Based on the information gathered and discussions of the Committee, the following recommendations are presented:

1. Mayor and Councillor Base Salary - 2025 - 2029 Term

THAT Councillor salaries continue to remain at 50% of the Mayor's salary for the 2025 - 2029 Council term.

2. Mayor and Councillor Base Salary - Effective January 1, 2024

THAT the base salary for the Mayor and Councillors be adjusted annually from the previous year based on the following methodology effective January 1, 2024:

- The simple average of the following previous year economic indicators:
 - Edmonton Consumer Price Index;
 - Alberta Consumer Price Index; and
 - Alberta Public Administration Average Weekly Earnings

- If the average of the Edmonton Consumer Price Index, the Alberta Consumer Price Index and the Alberta Public Administration Average Weekly Earnings is above the average of the municipal comparator group Council salary percentage increase, the municipal comparator group percentage will be used instead.

3. Benefits - 2025 - 2029 Term

THAT the benefit program offered to Council remain unchanged for the 2025 - 2029 Council term.

4. Honorariums - 2025 - 2029 Term

THAT the honorarium amounts for the 2025 - 2029 Council term be increased to:

- \$150 for half-day (minimum of one hour and up to four hours)
- \$300 for full-day (more than four hours)

THAT honorariums be provided to Council to attend Council Orientation sessions at the commencement of a new Council term, Council Retreats and any other internal workshops or education sessions for the 2025 - 2029 Council term.

THAT honorariums rates be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate and that any future increases to honorarium rates be recommended by the Committee.

5. Expense Budgets - 2025 - 2029 Term

THAT Mayor and Councillor expense budgets remain at \$16,480 for Councillors and at \$18,500 for the Mayor for the 2025 - 2029 Council term.

THAT there continue to be one expense budget each for Mayor and Councillor for the 2025 - 2029 Council term to cover expenses including but not limited to travel and subsistence, external training, and honorariums.

THAT mileage rates for travel outside the municipality and meal rates continue to be subject to the Business and Travel Expense Policy for the 2025 - 2029 Council term.

6. Council Remuneration Policy - Expense Budgets - Effective 2023

THAT section 8.2 of the Council Remuneration Policy be revised in 2023 to replace the wording "spouse/partner" with "guest" and that "guest" be defined to be mean one person.

7. Allowances - 2025 - 2029 Term

| | |
|----------------------|---|
| Technology Allowance | THAT the technology allowance of \$100 per month remain unchanged for the 2025 - 2029 Council term. |
| Home Office Set-up | THAT the one-time per term home office set-up allowance of \$300 remain unchanged for the 2025 - 2029 Council term. |
| Vehicle Allowance | THAT the vehicle allowance of \$120 per month for the Mayor and \$60 per month for Councillors remain unchanged for the 2025 - 2029 Council term. |

8. Internal Board and Committee Remuneration - 2025 - 2029 Term

| | |
|---|--|
| Mayor and Councillors | THAT the Mayor and Councillors continue to receive honorariums for attendance at internal boards and committees for the 2025 - 2029 Council term. |
| Public Members - Advisory and Governing Boards and Committees | THAT public membership remains voluntary for internal boards and committees that are advisory or governing in nature for the 2025 - 2029 Council term. |

9. Internal Board and Committee Remuneration - Effective January 1, 2024

| | |
|---|--|
| Public Members - Quasi-judicial Boards | <p>THAT public members of quasi-judicial boards receive the following honorarium per hearing date effective January 1, 2024:</p> <ul style="list-style-type: none"> • \$100 for half-day (less than four hours) • \$200 for full-day (more than four hours) • Additional \$50 for the Chair |
| <p>10. Parental Leave for Councillors Bylaw Remuneration Model - 2025 - 2029 Term</p> | |
| <p>THAT the Parental Leave for Councillors Bylaw be amended to change the parental leave remuneration model as follows:</p> <ul style="list-style-type: none"> • Week 1 - 10 receive full salary • Week 11 - 26 receive 55% of salary | |
| <p>THAT the benefits provided under the Parental Leave for Councillors Bylaw remain unchanged.</p> | |

The recommendations are provided for Council's review and approval. The rationale and impacts included in this report are provided for context and consideration.

History

Council remuneration is reviewed each Council term along with other relevant matters that are appropriate to consider. Below is a brief history of previous Council remuneration recommendations from previous reviews.

The 2013 Task Force recommended that council remuneration reviews take place at the mid-point of a council term to alleviate pressures that may be present during an election year and to allow for more efficient planning and budgeting of any approved changes. The Council Remuneration Policy was revised to allow for greater flexibility in when a review would take place during a council term.

The 2015 Task Force reviewed the results of the 2013 recommendations and provided recommendations concerning forms of compensation to elected officials for the 2017-2021 term. The scope of this review included status of the Office of the Mayor and

issuance and support of technology, in addition to base salary, honorarium rates, benefits, and allowances.

A Task Force was struck in 2017 to specifically review the status of the office of the Mayor based on the recommendation of the 2015 Task Force to have more data available prior to making a recommendation. The 2017 Task Force recommended the role of the Mayor become a full-time one. The group cited increased demands on the position, growth of the municipality, and participation in the development of the capital region as a business partner.

The 2019 Task Force reviewed the results of the 2015 and 2017 Task Forces' recommendations and provided recommendations concerning forms of compensation to elected officials for the 2017-2021 term. The scope of this review included status of the Office of the Mayor and issuance and support of technology, in addition to base salary, honorarium rates, benefits, and allowances. Two significant changes based on the 2019 Task Force's recommendations included:

- Councillor salary being set at 50% of the Mayor's salary.
- the Mayor no longer receiving honorariums during business hours because the Mayor position is classified as full-time.

Mandate

Council Remuneration Policy

The Council Remuneration Policy stipulates that a comprehensive review of salaries, honorariums, and expenses will take place during Council's term, and that the review may be conducted through a committee comprised of City of Spruce Grove electors. Administration recruited members for this Committee using advertisements in the local newspaper, social media outlets, the City's website, digital billboards, and providing the advertisement to community groups for distribution to their members.

The Council Remuneration Policy is attached to this report as Appendix "A".

Council Remuneration Review Advisory Committee

C-1223-22 - Council Remuneration Review Advisory Committee Bylaw (the "Bylaw") was passed on November 21, 2022 establishing the Committee and a Council resolution was approved on March 13, 2023 which supplemented the mandate outlined in the Bylaw. Five electors were originally appointed by Council to the Committee on March 13, 2023. Unfortunately, two members had to resign due to their work commitments. The appointed members who remained brought a wealth of experience including

expertise in business, human resources, accounting, auditing and taxation, and leadership.

The 2023 Committee is comprised of the following three members:

- Sarah Parks (Chair)
- Kathy Bauder (Vice-Chair)
- Gayle Morozoff

Committee Terms of Reference

The terms of reference outlined in the Bylaw identifies the Committee as an independent body charged with reviewing and bringing forward recommendations on:

- the appropriate remuneration for the Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation; and
- amendments to the City's bylaws and/or policies related to Council and Council Committee remuneration.

Council resolution RCM-035-23 supplemented the scope of the works as follows:

THAT within the mandate set out under C-1223-22 - Council Remuneration Review Advisory Committee Bylaw, the 2023 Council Remuneration Review Advisory Committee review and provide recommendations on the following:

1. *Mayor and Councillor salary, honorariums, benefits, allowance, and other provisions such as technology, travel and subsistence;*
2. *Honorariums for Council members and Public Members for internal boards and committees; and*
3. *Remuneration and benefits provided under the C-1072-19 - Parental Leave for Councillors Bylaw.*

The Bylaw also outlines that the Committee will fulfill its mandate by considering:

- remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors;
- the responsibilities and time commitment requirement of the Mayor and Councillors;

- the current and anticipated economic environment; and
- the methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.

The Bylaw and a copy of the March 13, 2023 minutes which include RCM-035-23 are attached to this report as Appendix “B” and “C”, respectively.

Methodology

Following a review of the mandate of the Committee as approved by Council, members spent time reviewing background information gathered to support their work. Information included:

- previous council remuneration review documentation and reports;
- Council Remuneration Policy and information pertaining to council base salary, benefits, allowance, and other provisions such as technology, travel, and subsistence; and
- detailed comparator compensation information from other municipalities regarding Council remuneration, board and committee remuneration, and parental leave remuneration; and
- Sample methodologies for establishing Council salaries on an annual basis, including Cost of Living Adjustments (COLA), Consumer Price Index (CPI), etc.

The Committee recognized the importance of considering both the unique circumstances of the public office within Spruce Grove, and the review of compensation as it relates to municipal public office in a manner that reflects the duties, responsibilities, time commitment, skill, effort, authority, and decision making. To this end, the Committee set up a series of interviews to obtain input from Council. The Committee met eight times and spent approximately 19.25 hours reviewing all aspects set forth in the terms of reference regarding council remuneration.

Key Factors

A number of key factors were used by the Committee to inform and guide their recommendations. They included:

- the current state of the economy, inflation, the Consumer Price Index, and other factors influencing the economy of the region and the province;
- an analysis of the growth City of Spruce Grove is experiencing and the growth outlook;

- a review of remuneration reports and compensation and benefit figures of 10 comparator urban municipalities within Alberta;
- the growing complexity of political matters, regional influences, economic growth, and participation within the Edmonton Metropolitan Region;
- providing opportunities for diversity and inclusion respecting Council membership;
- the growing conflicting environment elected officials face due to societal shifts; and
- public expectations for increased transparency, public engagement, and appearances by Council.

Input from Members of Council

The Committee opted to interview each member of Council to discuss their unique activities and commitments and to gain an understanding of their viewpoints on the above matters. The Committee developed interview questions and the responses were used as a starting point for discussions during the interviews. Questions posed to Council related to:

- the current and future demands being placed on Council;
- Mayor and Councillors current compensation (including salary, benefits, allowances, and expense budgets);
- their thoughts on board and committee remuneration for Councillors and public members; and
- their thoughts on parental leave remuneration for elected officials and support needed to perform their duties.

Municipal Comparators

Information from 10 comparator urban municipalities were reviewed to inform the Committee's recommendations, including on:

- salaries, benefits, honorariums, and allowances;
- internal board and committee honorariums; and
- parental leave remuneration.

Information from the comparator municipalities is included within this report as Appendices "D", "E", and "F" respectively.

The urban comparator municipalities were as follows:

- | | |
|-------------------------|------------------------------|
| 1. City of Airdrie | 6. City of Grande Prairie |
| 2. City of St. Albert | 7. City of Fort Saskatchewan |
| 3. City of Red Deer | 8. Town of Cochrane |
| 4. City of Medicine Hat | 9. Town of Okotoks |
| 5. City of Leduc | 10. Town of Stony Plain |

Recommendations

1. Mayor and Councillor Base Salary - 2025 - 2029 Term

Recommendations:

- 1.1 THAT Councillor salaries continue to remain at 50% of the Mayor's salary for the 2025 - 2029 Council term.

Rationale:

The Committee noted that based on the 2022 Council Remuneration Survey, the base salary for the Mayor and Councillors is in general alignment with the comparator group. The Mayor's base salary of \$109,210 closely matches the average base salary of \$110,404 of the comparator group. Councillor base salary of \$54,605 is on the high end of the comparator group with the average base salary being \$49,303. The Committee noted during the Council interviews that all members of Council noted their base salary was fair.

The Committee also noted that the difference between the salary of the Mayor and Councillors in some municipalities in the comparator group is significant representing a differential of more than 50%. It is the Committee's opinion that the current remuneration policy whereby Spruce Grove Councillors received 50% of the Mayor's salary creates fairness and equity between the Mayor's full-time position and Councillor's part-time positions and provides continued clarity when considering Council's compensation in the future.

| Municipal Group Comparator | 2022 Mayor Annual Base Salary | 2022 Councillor Annual Base Salary | Mayor & Councillor % Difference |
|----------------------------------|-------------------------------|------------------------------------|---------------------------------|
| City of Spruce Grove | \$109,210 | \$54,605 | 50.00% |
| City of Airdrie | \$112,462 | \$52,780 | 46.93% |
| City of Fort Saskatchewan | \$101,857 | \$41,880 | 41.12% |
| City of Grande Prairie | \$115,194 | \$61,149 | 53.08% |
| City of Leduc | \$93,876 | \$42,661 | 45.44% |
| City of Medicine Hat | \$140,192 | \$46,658 | 33.28% |
| City of Red Deer | \$125,575 | \$69,066 | 55.00% |
| City of St. Albert | \$141,872 | \$55,366 | 39.03% |
| Town of Cochrane | \$99,600 | \$41,832 | 42.00% |
| Town of Okotoks | \$95,989 | \$43,413 | 45.23% |
| Town of Stony Plain | \$77,428 | \$38,224 | 49.37% |
| Group Comparator Average: | \$110,404 | \$49,303 | 44.66% |
| Group Comparator Median: | \$107,159 | \$45,036 | 42.03% |

Impacts:

Mayor and Councillor's base salary remains competitive with the municipal comparator group. A competitive base salary will ideally attract a diverse group of candidates to run for municipal council and fairly compensates those elected to Council.

2. Mayor and Councillor Base Salary - Effective January 1, 2024

Recommendations:

- 2.1 THAT the base salary for the Mayor and Councillor be adjusted annually from the previous year based on the following methodology, effective January 1, 2024:
- The simple average of the following previous year economic indicators:
 - Edmonton Consumer Price Index;
 - Alberta Consumer Price Index; and
 - Alberta Public Administration Average Weekly Earnings
 - If the average of Edmonton Consumer Price Index, Alberta Consumer Price Index, and Alberta Public Administration Average Weekly Earnings is above the average of the municipal comparator group

Council salary percentage increase, the municipal comparator group percentage will be used instead.

Rationale:

Section 4.1 of the Council Remuneration Policy indicates that the salary for the Mayor and Councillors:

will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.

The City no longer utilizes COLA to determine Administration's salary adjustments and so the "annual cost of living review conducted by the Human Resource Department" is no longer relevant. The Committee reviewed and assessed other methodologies for determining Council salary increases.

Based on the review and assessment, the Committee recommends averaging the Edmonton Consumer Price Index, Alberta Consumer Price Index, and Alberta Public Administration Average Weekly Earnings to determine the percentage increase. To ensure that Spruce Grove does not become an outlier from the municipal comparator group, it is also recommended that *if* the above-noted methodology results in a salary increase above the average percentage increase of the municipal comparator group, the municipal comparator group percentage will be used. In this case the municipal comparator group will consist of Cochrane, Airdrie, St. Albert, Leduc, Fort Saskatchewan, and Stony Plain. The municipal comparator group reflects similar size, functionality, and region to the City of Spruce Grove and is a strong representation out of the 10 municipalities used to review the entire compensation program for Council.

The recommended methodology blends different economic and municipal indicators (both with respect to other municipal Councils and to public administrations) and helps address the current economic situation, while still ensuring comparative alignment with similar municipalities.

Impacts:

As per the recommendation that Councillor salaries continue to remain at 50% of the Mayor's salary, the percentage increase based on the recommended methodology will be applied to the Mayor's salary and Councillor's salary will simply increase to half of the Mayor's salary.

Council's salary was frozen in 2020 - 2021, where other municipal Councils did not necessarily have a salary freeze. Since Mayor and Councillor's salaries are currently close to or above the average of the municipal comparator group, the recommended methodology should keep Council's salary on par with the average of the municipal comparator group going forward.

Also, since the final data sets informing the methodology are typically not available until approximately April, when the methodology is applied it will be retroactively applied to Council's salary going back to January 1 of the given year.

3. Benefits - 2025 - 2029 Term

Recommendation:

- 3.1 THAT the benefit program offered to Council remain unchanged for the 2025 - 2029 Council term.

Rationale:

The Committee determined that the City provides comprehensive benefits to Council and all members of Council noted that the benefit program offered to Council is fair.

These benefits include but are not limited to:

- a. Extended Health benefits;
- b. Dental benefits;
- c. Life Insurance;
- d. Health and Wellness benefit;
- e. Self-directed RRSP contribution deductions;
- f. Tax Free Savings Account contribution deductions; and
- g. Employee Family Assistance Program

Impacts:

Council will continue to receive the same benefit program that they currently receive.

4. Honorariums for Mayor and Councillors - 2025 - 2029 Term

Recommendation:

4.1 THAT the honorarium amounts for the 2025 - 2029 Council term be increased to:

- \$150 for half-day (minimum one hour and up to four hours)
- \$300 for full-day (more than four hours)

Rationale:

The Committee noted that the honorarium rates for Mayor and Councillors of \$131 for half-day and \$262 is above average from the municipal comparator group. However, it was noted that half of municipal comparators do not provide honorariums and it is possible their Council's salary would cover events that other municipalities may provide an honorarium for.

It is the Committee's opinion that honorariums are necessary to compensate members of Council for the time expended. Based on a member of Council's work or personal commitments they may not have as much time or flexibility as other members of Council to partake in meetings or events in which honorariums are paid. Honorariums promote fairness in Council's compensation. The Committee also noted that the Mayor is not provided honorariums for attending events during business hours because the Mayoral position is classified as full-time. However, Councillors may receive honorariums for attending events during business hours as the Councillor position is classified as part-time.

It is the opinion of the Committee that the definition of half day be changed from a minimum of two hours to a minimum of one hour. The Committee noted that most meetings or events that a Councillor would receive honorariums for would be more than one hour. Based on this, the Committee is of the opinion that Councillors may only claim for a meeting or event that is more than one hour. For example, if a meeting or event is 45 minutes, a Councillor would not receive an honorarium. Councillors should not round up to one hour either. The Committee is also of the opinion that preparation time for meetings or events that honorariums are received for should not be factored into the meeting or event duration. Councillors are provided a base salary and it is the Committee's opinion that the base salary compensates Council for any preparation time.

Section 6.4 of the Council Remuneration Policy indicates that:

Honoraria rates will be updated every January in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.

The Committee noted that the City no longer utilizes COLA to determine compensation related adjustments for Administration and that the honorarium rates have not been updated since 2018. Utilizing an adjustment of 3.25% to account for inflation and retroactively applying the adjustment to 2019 - 2023, and then rounding down for simplicity, the Committee is recommending the honorarium rates be increased from \$131 to \$150 for half-day and from \$262 to \$300 for full-day.

| Half Day Honorarium Rate | Annual Increase Rate | Annual Increase Value | Updated Honorarium | Corresponding Year |
|-------------------------------|----------------------|-----------------------|--------------------|--------------------|
| \$131 | 3.25% | \$4.26 | \$135.26 | 2019 |
| \$135.26 | 3.25% | \$4.40 | \$139.66 | 2020 |
| \$139.66 | 3.25% | \$4.54 | \$144.20 | 2021 |
| \$144.20 | 3.25% | \$4.69 | \$148.87 | 2022 |
| \$148.87 | 3.25% | \$4.84 | \$153.71 | 2023 |
| Recommended Honorarium | \$150 | | | |
| Full Day Honorarium Rate | Annual Increase Rate | Annual Increase Value | Updated Honorarium | Corresponding Year |
| \$262 | 3.25% | \$8.52 | \$270.52 | 2019 |
| \$270.52 | 3.25% | \$8.79 | \$279.31 | 2020 |
| \$279.31 | 3.25% | \$9.08 | \$288.39 | 2021 |
| \$288.39 | 3.25% | \$9.37 | \$297.76 | 2022 |
| \$297.76 | 3.25% | \$9.68 | \$307.44 | 2023 |
| Recommended Honorarium | \$300 | | | |

Impacts:

The recommended honorarium rates will result in a higher total honorariums per year. For example, the total honorariums provided to Mayor and Councillors in 2022 was \$36,320.50. If the recommended honorarium rates were in effect for that year, it would have resulted in a \$5,229.50 or 14% increase.

| Total 2022 Honorariums Combined | Total 2022 Proposed Honorariums Combined | % Increase |
|---------------------------------|--|------------|
| \$36,320.50 | \$41,550.00 | 14% |

Recommendation:

- 4.2 THAT honorariums be provided to Council to attend Council Orientation sessions at the commencement of a new Council term, Council Retreats, and any other internal workshops or education sessions for the 2025 - 2029 Council term.

Rationale:

The Mayor and Councillors are currently not paid honorariums to attend Council Orientation sessions at the beginning of a new Council term and any other workshops or education sessions. The Committee is of the opinion that Councillors should be compensated for these sessions as they are expected to attend them. For example, Council Orientation training is mandated by the *Municipal Government Act* and must take place within 90 days of members of Council taking the oath of office. The Council Orientation is typically held in the evening to accommodate those members of Council with day jobs and is completed as effectively and efficiently as possible. Councillors have historically been provided honorariums to attend Council Retreats. The Committee is of the opinion this practice should continue.

Furthermore, to provide fair compensation for current Councillors and to attract a diverse range of candidates to run for Council for future terms, it is important that Councillors are compensated for any wage or vacation loss that may incur from their day job.

Impacts:

Providing honorariums for meetings and events that Council members currently do not receive honorariums for (e.g., Council orientation and other workshops and education sessions), would result in approximately \$7,800 total increase of honorariums paid on a regular year and between approximately \$11,025 - \$18,900 total on Council orientation year (e.g., 2025), depending on if the honorariums were for half day or full day.

| | Honorarium Impact |
|----------------------------|---|
| Council Retreat | <p>6 Councillors x \$300 x 2 days = \$3,600</p> <p>1 Mayor x \$300 x 1 day* = \$300</p> <p>\$3,900 per Council Retreat x 2</p> <p>Total: \$7,800</p> |
| Council Orientation | <p>Once per Council term</p> <p>7 Council Members x \$150 - \$300** x 9 Sessions</p> <p>Total: Between \$11,025 - \$18,900</p> |

*The Mayor does not receive honorariums for meetings or events during business hours and Council Retreats are typically scheduled on a Friday and Saturday

**Honorarium rates will be dependent on if a Council orientation session is between one hour and 4 hours (half-day) or over 4 hours (full-day)

Honorariums are allocated to the Mayor's and Councillors' expense budgets. Increased honorarium rates and providing honorariums for events that Council members currently do not receive honorariums for (e.g., Council orientation, Council Retreats, and other workshops and education sessions) will result in increase expense amounts being allocated to these budgets. Please see Recommendation #5 below regarding Mayor and Councillor Expense Budgets.

Recommendation:

- 4.3 THAT honorarium rates be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate and that any future increases to honorarium rates be determined by the Committee.

Rationale:

It is the opinion of the Committee that to maintain simplicity and consistency, honorarium rates should not be increased annually, but rather should be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate. This review will help ensure honorariums rates are level-set against the municipal comparator group's honorarium rates, rather than receiving annual increases that may cause honorariums rates to increase from year to year and potentially cause Council's honorarium rates to be far outside the range of the municipal comparator group.

Impacts:

The recommended honorarium rates will place Spruce Grove at the top of the municipal comparator group. However, since honorarium rates will not increase annually, it is anticipated that Spruce Grove will move to the middle of municipal comparator group within the time frame of the next remuneration review (2027). The 2027 Committee can then determine if the honorarium rates should be increased further or stay as is, depending on where the municipal comparator groups' honorarium rates are at that time.

5. Expense Budgets – 2025 - 2029 Term

Recommendation:

- 5.1 THAT Mayor and Councillor expense budgets remain at \$16,480 for Councillors and at \$18,500 for the Mayor for the 2025 - 2029 Council term.

Rationale:

The Mayor's expense budget is currently \$18,500 and Councillors' expense budget is currently \$16,480. The utilization of expense budgets is largely dependent on a member of Council's time commitments and the number of internal meetings they attend where an honorarium is provided. Some Councillors have day jobs and have

less flexibility to engage in training and attend conferences, while others have more flexibility. For example, the usage of the Councillor expense budget in 2022 resulted in a high range use of \$16,417.71, the middle range use of \$10,467.95, and the low range use of \$4,407.06. Committee noted that based on the middle range, even with the recommended increased honorarium rates and added events that Councillors can claim honorariums for, a Councillor would remain within the current annual expense budget. The Committee notes that on a Council orientation year there will be a greater impact on the expense budget. However, again based on the middle range use of the expense budget, a Councillor should have sufficient expense budget in those years.

Impacts:

Based on the recommended honorarium rates and additional meetings and events members of Council would receive honorarium rates for and based on reviewing the middle use of the expense budget, the financial impact would result in members of Council being within the expense budget.

| 2022 Expense Budget Total | 2022 Honorarium Total | Proposed Honorarium Increase | Proposed Honorarium for Council Retreats and Council Orientation Sessions | 2022 Expense Budget Impact |
|---|--|---|--|--|
| High Range \$16,417.71 ¹ | 21 occurrences x \$131.19 23 occurrences x \$262.36 <u>Total</u> \$8,789.27 | 21 occurrences x \$150 23 occurrence x \$300 <u>Total</u> \$10,050 <u>Difference Between 2022 and Proposed Rate</u> \$1,260.73² | <u>Regular Year</u> 2 Retreats = \$1,200³ <u>Orientation Year</u> 9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴ | <u>Regular Year</u> (1+2+3) = \$18,878.44 Over \$2,398.44 <u>Orientation Year</u> (1+2+3 +4) = \$20,228.44 - \$21,578.44 Over \$3,748.44 - \$5,098.44 |
| Middle Range \$10,467.95 ¹ | 24 occurrences x \$131.19 11 occurrences x \$262.36 <u>Total</u> \$6,034.52 | 24 occurrences x \$150 11 occurrence x \$300 <u>Total</u> \$6,900 <u>Difference Between 2022 and Proposed Rate</u> \$865.48² | <u>Regular Year</u> 2 Retreats = \$1,200³ <u>Orientation Year</u> 9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴ | <u>Regular Year</u> (1+2+3) = \$12,533.43 Under \$3,946.57 <u>Orientation Year</u> (1+2+3 +4) = \$13,883.43 - \$15,233.43 Under \$2,596.57 - \$1,246.57 |

| | | | | |
|---|--|---|--|--|
| Low Range \$4,407.06 ¹ | 19 occurrences x \$131.19 | 19 occurrences x \$150 | <u>Regular Year</u> | <u>Regular Year</u> |
| | 4 occurrences x \$262.36 | 4 occurrence x 300 | 2 Retreats = \$1,200³ | (1+2+3) = \$6,114.99 |
| | <u>Total</u> \$3,542.07 | <u>Total</u> \$4,050 | <u>Orientation Year</u> | <u>Orientation Year</u> |
| | | <u>Difference</u> <u>Between 2022</u> <u>and Proposed</u> <u>Rate</u> \$507.93² | 9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴ | (1+2+3 +4) = \$7,464.99 - \$8,814.99 Under \$9,015.01 - \$7,665.01 |

Recommendation:

5.2 THAT there continue to be one expense budget each for Mayor and Councillor for the 2025 - 2029 Council term to cover expenses including but not limited to travel and subsistence, external training, and honorariums.

Rationale:

The expense budgets that the Mayor and Councillors each have are intended to cover expenses including honorariums paid by the City, training and conference costs, mileage, and meals. Allowances such as the technology allowance, one-time home office set-up allowance, and vehicle allowance are not part of the Mayor and Councillors expense budget.

The Committee noted that having one expense budget that covers expenses provides Councillor's flexibility in how and for what they use their expense budget. For example, a Councillor may choose university courses versus attending conferences. Furthermore, due to personal or work time commitments, some Councillors may have greater flexibility in how many meetings, events, courses, or conferences they can attend. One expense budget each also promotes accountability for each member of Council to stay within their budget. This accountability and

transparency are further achieved with the posting of each member of Council's expenses on the City's website.

Impacts:

The Mayor and Councillors will continue to have one expense budget to cover all expenses resulting in continued flexibility on how they utilize their expense budget.

Recommendation:

5.3 THAT mileage rates for travel outside the municipality and meal rates continue to be subject to the Business and Travel Expense Policy for the 2025 - 2029 Council term.

Rationale:

The mileage and meal rates as per the Business and Travel Expense Policy are based on the Treasury Board of Canada rates and currently both Council and Administration are subject to the policy. The current Treasury Board of Canada rates are:

- Breakfast - \$22.80
- Lunch - \$23.05
- Dinner - \$56.60
- Mileage - \$0.68/km

It is the Committee's opinion that mileage and meal rates for Council should continue to align with Administration. If the basis for establishing mileage and meal rates was changed from the Treasury Board of Canada rates to different rates, that change should also apply to Council. Furthermore, the Committee noted that meal rates historically are almost never utilized by Council because meals are purchased with a City-issued credit card and receipts are submitted for the credit card reconciliation.

Impacts:

The mileage rates and meal rates would continue to be subject to the Business and Travel Expense Policy and align with the rates to which Administration is subject. This alignment promotes consistency and standardization for mileage and meal rates utilized by the City (Council and Administration).

6. Council Remuneration Policy - Effective 2023

Recommendation:

- 6.1 THAT section 8.2 of the Council Remuneration Policy be revised in 2023 to replace the wording “spouse/partner” with “guest” and that “guest” be defined to mean one person.

Rationale:

Section 8.2 of the Council Remuneration Policy indicates that:

Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman's and/or Mayor's Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Alderman's and/or Mayor's Expense budget.

It is the opinion of the Committee that the ability to charge tickets for banquets/receptions to the Mayor or Councillor's expense budget should not be restricted to the member of Council's “spouse/partner”. Members of Council should be permitted to bring a person who is not a “spouse/partner” if they so choose. However, the Committee is of the opinion only one “guest” should be permitted.

Impacts:

The recommended revision to the Council Remuneration Policy will promote increased flexibility and inclusivity for members of Council.

7. Allowances - 2025 - 2029 Term

Recommendation:

- 7.1 THAT the technology allowance of \$100 per month remain unchanged for the 2025 - 2029 Council term.

7.2 THAT the one-time per term home office set-up allowance of \$300 remain unchanged for the 2025 - 2029 Council term.

7.3 THAT the vehicle allowance of \$120 per month for the Mayor and \$60 per month for Councillors for travel within the municipality remain unchanged for the 2025 - 2029 Council term.

Rationale:

The Committee reviewed the allowances and is of the opinion that they are fair and appropriate. The Committee also noted during the Council interviews that this was the consensus of Council as well.

Impacts:

Council will continue to receive the same allowance rates that they currently receive.

8. Internal Board and Committee Remuneration - Advisory and Governing Boards and Committees - 2025 - 2029 Term

Recommendation:

8.1 THAT the Mayor and Councillors continue to receive honorariums for attendance at internal boards and committees for the 2025 - 2029 Council term.

Rationale:

The Committee noted that the Mayor and Councillors receive honorariums to attend internal board and committee meetings, however the public members on the same boards and committee do not receive honorariums. The Committee also noted that most other municipalities in the municipal comparator group *do not* provide honorariums to Council members or public members for attendance at internal boards and committees. However, although the Committee recognizes that Spruce Grove is an outlier for providing Council members honorariums for attendance at internal boards and committees relative to the municipal comparator group, it is the opinion of the Committee that Council should continue to receive honorariums because:

- attendance at internal boards and committees forms part of a Council member's responsibilities and it is important all members of Council contribute in this respect;
- Council members are not members of an internal board and committee as a volunteer and have responsibilities that public members do not have; rather they are there as representatives of the City, to act as a liaison between the internal board or committee and Council and to provide guidance to the public members of the internal board and committee; and
- Council members receive honorariums for attendance at external board and committee meetings by the respective external organization or if the external organization does not pay honorariums, the City pays the honorariums. It creates an unfair and inequitable situation if Councillors on internal boards and committees do not also receive honorariums.

Impacts:

Members of Council will continue to receive honorariums for attendance at internal board and committee meetings.

Recommendation:

8.2 THAT public membership remains voluntary for internal boards and committees that are advisory or governing in nature for the 2025 - 2029 Council term.

Rationale:

It is the opinion of the Committee that public members' role on internal boards and committees is fundamentally different than that of a Councillor. Whereas involvement on boards and committees is part of their role as a Councillor, public members choose to apply to be on a board and committee. The motivation for a public member should be community involvement and not financial gain. Committee also noted the level of responsibility of a public member on an internal board and committee is not at the same level of a member of Council.

The Committee noted during the Council interviews that some Councillors believed that providing public member's an honorarium will increase recruitment. Although this is possible, the Committee noted that some years the number of applicants for

voluntary internal boards and committees was high (e.g., 2021) and other years low (e.g., 2022). Furthermore, the Tri-Municipal Leisure Facility Corporation Board (TLC Board) is considered an internal board because Council appoints the Spruce Grove members, however the Tri-Leisure provides members an honorarium and yet the least number of applicants was received for the TLC Board in 2022. This highlights that provision of honorarium may not make much of a difference in recruitment.

The Committee members reflected on their reasons for applying to be on this Committee and all agreed that their motivation was community involvement and that hypothetically receiving an honorarium would not have significantly factored into their considerations for applying.

Impacts:

Public members will continue to remain voluntary.

9. Internal Board and Committee Remuneration - Quasi-judicial Boards - Effective January 1, 2024

Recommendation:

9.1 THAT public members of quasi-judicial boards receive the following honorarium per hearing date effective January 1, 2024:

- \$100 for half-day (less than four hours)
- \$200 for full-day (more than four hours)
- Additional \$50 for the Chair

Rationale:

The Committee noted that the level of knowledge and weight of responsibility of the public members on quasi-judicial boards is more than that of internal boards and committees of an advisory or governing nature and therefore recommends they be provided an honorarium to attend hearings. This recommendation follows the same logic as to why members of Council are provided an honorarium for attendance at internal board and committee meetings.

For example, public members of the Subdivision and Development Appeal Board (SDAB) are required under the *Municipal Government Act* to receive training on administrative law principles and municipal planning considerations prior to sitting at

a hearing. The training is approximately six hours long, is provided by an accredited trainer (e.g., legal counsel), then public members must write and pass an exam. During a hearing, public members must abide by the principles of nature justice - the right to be heard, the right to an unbiased decision-maker, and a decision must be from the person(s) who heard the appeal. Furthermore, public members must deliberate on their decisions and be able to clearly outline the evidence heard and legitimate planning considerations to justify the decision they have made. Decisions can be appealed to the Court of King's Bench and may be overturned if it cannot be clearly shown that the evidence presented was taken into consideration and that legitimate planning considerations were not followed.

The Committee also noted that 9 out of 10 of the municipal comparator group provides an honorarium to public members on quasi-judicial boards. The recommendation would be in line with the municipal comparator group.

The Committee further noted that Councillors do not sit on quasi-judicial boards due to the conflict of interest that occurs between Council's legislative role passing bylaws and the adjudicator role they would have deliberating on appeals on the implementation and enforcement of those same bylaws.

Impacts:

In establishing the honorarium rate, the Committee reviewed the honorarium rates of the municipal comparator group and those recommended for Spruce Grove Council. The recommended rates would be approximately two-thirds of that provided to Council and would be comparable to lower end of the municipal comparator groups.

Historically, there have been two SDAB appeals per year since 2019 and hearings have been less than four hours. Under the SDAB Bylaw, only seven public members may sit at a hearing. However, given that hearings must be held within 30 days of the filing of an appeal, and due to public member availability, less than seven members may sit on a hearing. Accounting for the historical trend of two hearings per year under four hours and assuming a seven-member panel per hearing, the financial impact would be \$1,500 per year.

It is noted that the number of future hearings and complexity and length of a hearing cannot be determined with any certainty and that the number of hearings may increase or decrease each year.

Council recently passed a Community Standards Appeal Committee (CSAC) Bylaw to establish a Council Committee to hear appeals under s. 545 and 546 of the *Municipal Government Act*. The CSAC will be made up of the same members as the Subdivision and Development Appeal Board. As a quasi-judicial body, the CSAC members would also receive the recommended honorariums. Prior to the passage of the CSAC Bylaw, Council heard these appeals. Historically, only one appeal approximately every four years was filed and heard. Assuming these historical trends continue, the financial impacts would be negligible at approximately \$750 every four years.

10. Parental Leave for Councillors Bylaw Remuneration Model - 2025 - 2029 Term

Recommendation:

10.1 THAT the Parental Leave for Councillors Bylaw be amended to change the parental leave remuneration model as follows:

- Week 1 - 10 receive full salary
- Week 11 - 26 receive 55% of salary

Rationale:

Following amendments to the *Municipal Government Act* enabling municipal governments to enact a bylaw respecting maternity and parental leave for councillors, Spruce Grove Council passed a Parental Leave for Councillors Bylaw (the “Bylaw”) in 2019. The Bylaw outlines a remuneration model where a Councillor is entitled to 26 weeks of parental leave and would receive their full salary during the first 10 weeks of their parental leave and then receive a percentage of their remuneration ranging from 0 - 100% based on the type of duties performed. In 2022, the Bylaw was utilized when a Councillor went on parental leave.

During the interview with the Councillor who utilized the Bylaw, the Committee heard that the current remuneration model outlined in the Bylaw is complicated, confusing, and difficult to navigate. The Councillor also noted that the Bylaw left “grey areas” and they reflected on having a model that was more explicit, clear, and simple. Upon review of the Bylaw, the Committee concurred with the Councillor’s observation.

The Committee noted that since Councillors are not classified as municipal employees, they are not eligible for Federal Employment Insurance (EI). Upon review of other municipal bylaws related to Councillor parental leave, the Committee also noted that several other municipalities utilize a model where the Councillor receives 55% of their salary (aligning with the EI rate). The recommended amendments should:

- make it easier to understand and navigate the remuneration model; and
- create an environment where there are no perceived expectations of duties either by the Councillor taking parental leave or by the rest of Council.

Under the current version of the Bylaw, a Councillor would receive no remuneration if they completed no duties during weeks 11 - 26. Based on the recommended amendment, Councillors would receive 55% of their salary during weeks 11 - 26 and would not be obligated to complete any duties. By providing a top up of a Councillor's salary during the first 10 weeks and then 55% for the remaining duration of the parental leave fairly compensates the Councillor and creates alignment with Administration with respect to EI rates and no expectation of duties. If a Councillor wished to return to work earlier than the 26 weeks, they may do so and would receive their full salary upon their return.

The Committee also noted that employees who go on maternity leave receive between 6 - 8 weeks of sick leave at their full salary if they have accumulated 6 - 8 weeks of sick days. Employees who run out of sick leave accruals during the 6 - 8 week portion of the health related leave will receive a weekly indemnity equal to two-thirds their pay for anytime left remaining on the health portion leave. Employees who do not give birth (e.g., adoption, parental leave), are not entitled to this sick leave benefit. Committee has chosen not to recommend aligning with Administration and recommends maintaining that Councillors on parental leave be paid their full salary for the first 10 weeks because Councillors are not eligible for sick leave, and they are not eligible for 12 - 18 months of parental leave and EI. By providing Councillors 10 weeks at a full salary provides an upfront provision to accommodate the personal health of the family.

Impacts:

Utilizing the 2023 Councillor salary, the financial impacts of the amendment would result in an approximate increase of \$10,000 that the Councillor on parental leave would receive if they performed no duties under the current Bylaw.

| Weeks | <i>Current Bylaw</i> | <i>Recommended Amendments</i> |
|-------|-----------------------------|--------------------------------------|
| 1 | \$11,183.50 | \$11,183.50 |
| 2 | (full remuneration | (full remuneration |
| 3 | received for first 10 | received for first 10 |
| 4 | weeks) | weeks) |
| 5 | (no council duties) | (no council duties) |
| 6 | $\$1,118.35 \times 10 =$ | $\$1,118.35 \times 10 =$ |
| 7 | \$11,183.50 | \$11,183.50 |
| 8 | | |
| 9 | \$17,893.60 | \$9,841.48 |
| 10 | (100% duties) | 55% of salary for |
| 11 | (weeks 11 – 26 | remuneration |
| 12 | remuneration is a | 16 weeks |
| 13 | percentage of | (no council duties) |
| 14 | council duties | $\$1,118.35 \times 16 \times$ |
| 15 | completed) | $0.55 = \$9,841.48$ |
| 16 | 40% Council mtg | |
| 17 | attendance | |
| 18 | 20% for COW mtg | |
| 19 | attendance | |
| 20 | 20% for board mtg | |
| 21 | attendance | |
| 22 | 20% for event | |
| 23 | attendance | |
| 24 | | |
| 25 | Total | Total |
| 26 | \$11,183.50 | \$21,024.98 |
| | (0% duties | |
| | 11 – 26 weeks) | |
| | \$29,077.10 | |
| | (100% duties | |
| | 11 - 26 weeks) | |

Establishing a remuneration model where no duties are performed and there are no perceived expectations of duties during the parental leave creates greater work-life balance for the Councillor on parental leave. Greater work-life balance helps promote diversity and inclusivity of elected officials and removes barriers for other interested individuals seeking public office.

Recommendation:

10.2 THAT the benefit provisions provided under the Parental Leave for Councillors Bylaw remain unchanged.

Rationale:

Section 8.4 and 8.5 of the Parental Leave for Councillors Bylaws indicates that:

- 8.4 *If a Councillor continues to perform any duties during the Parental Leave, full Benefits will continue to be provided on behalf of the City.*
- 8.5 *If a Councillor does not perform any duties during the Parental Leave the Councillor will be responsible for the cost of continuing Benefits after the first 30 days of the Parental Leave, unless the Councillor chooses to opt out of receiving Benefits.*

The Committee noted that the benefit provisions generally align with what Administration receives. Under the Leaves Policy, employees who go on leave receive their full benefits for the first 20 consecutive working days of their leave. Section 8.5 of the Parental Leave for Councillors Bylaw was designed to align as much as possible with Administration. Members of Council do not have defined “working days” and so 30 days more or less aligns with 20 working days for employees.

Impacts:

Council members utilizing the Parental Leave for Councillors Bylaw will continue to receive the same benefits for the same amount of time as initially established.

General Financial Impacts

The recommendations outlined above will be factored into the City’s corporate plans for the appropriate years and brought forward to Council for approval as part of the City’s corporate planning process.

General Policy Impacts

Council Remuneration Policy

The Council Remuneration Policy (the “Policy”) was last updated in 2015 and does not reflect the approved recommendations of the 2019 Remuneration Review Committee nor updated terminology (e.g., Alderman vs. Councillor). The Committee notes that Administration will be updating the Policy in 2023 to address these issues and to capture approved recommendations from the 2023 Committee that are effective in 2024 and will bring the Policy for approval by Council by the end of the 2023. The Policy will then also be updated in 2025 to reflect the recommendations from the 2023 Committee that are effective for the 2025 - 2029 term and brought for Council approval by Q3 2025 prior to the start of the new Council term in October 2025.

Appendices

Appendix “A” - Council Remuneration Policy

Appendix “B” - Council Remuneration Review Advisory Committee Bylaw

Appendix “C” - March 13, 2023 Regular Council Meeting Minutes - Resolution RCM-035-23

Appendix “D” - Survey Results and Analysis of 2022 Council Remuneration Survey - Cash Compensation and Benefits

Appendix “E” - Jurisdictional Scan - Internal Board and Committee Remuneration

Appendix “F” - Jurisdictional Scan - Parental Leave for Councillors Bylaw

APPENDIX A

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|  | CORPORATE POLICY COUNCIL REMUNERATION | Policy No: 5,016 (Revised) |
| | | Approved By: Council |
| | | Effective Date: September 1, 2015 |
| | | Resolution No.: 272-15 Department: Corporate Services – City Clerk's Section |

COUNCIL REMUNERATION POLICY

POLICY STATEMENT

The City of Spruce Grove has a duly elected Council comprised of local residents who represent the interests of the City and govern its operations. This policy sets out equitable compensation and benefits for all the work involved in holding public office in the City of Spruce Grove.

1. PURPOSE

This policy is intended to clarify the benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

2. DEFINITIONS

“City” means the City of Spruce Grove

3. RESPONSIBILITIES

N/A

4. REMUNERATION

- 4.1 The salary for the Mayor and Aldermen will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.
- 4.2 Each Alderman shall receive a set salary adjustment during their term as Deputy Mayor in compensation for additional duties. This adjustment will be reviewed in conjunction with sections 4.1 and 4.3.
- 4.3 Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses every Council term. This review may be conducted through striking a task force comprised of

APPENDIX A

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residents of the City. A report with recommendations will be presented to Council no later than June, prior to the election.

5. BENEFITS

5.1 Members of Council may participate in City initiated benefit programs where eligible. Benefits include but are not limited to:

- a. Extended Health benefits
- b. Dental benefits
- c. Life Insurance
- d. Health and Wellness benefit
- e. Canada Savings Bond contribution deductions
- f. Self-directed RRSP contribution deductions
- g. Tax Free Savings Account contribution deductions
- h. Computer Purchase Program
- i. Employee Family Assistance Program

6. HONORARIUM

6.1 Members of Council will receive an honorarium when their attendance is required as an official representative of the City. Honoraria will be paid on either a full day or a half day basis.

6.2 Honoraria will not be paid for attendance at the following:

- a. Regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and City Budget Meetings
- b. In-house education or workshop events put on by the City
- c. Meetings where honoraria are paid by an organization other than the City
- d. Golf Tournaments
- e. Ceremonial events such as openings or anniversaries for local businesses
- f. General public appearances
- g. Community events such as National Aboriginal Day, Canada Day, Remembrance Day, and Christmas in Central Park.
- h. Other purely social events
- i. Attendance at political party functions of any type

APPENDIX A

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6.3 ½ Day is defined as a minimum of two (2) hours and a maximum of four (4) hours, and Full Day is defined as in excess of four (4) hours

6.4 Honoraria rates will be updated every January in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.

7. TRAVEL AND SUBSISTENCE

7.1 There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.

7.2 A separate financial account entitled Alderman's and/or Mayor's Expense is established to provide the necessary funding for members of Council to attend events such as:

- a. The Federation of Canadian Municipalities (FCM) Annual Convention, and
- b. The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
- c. Other educational or professional development conferences, conventions and seminars.

7.3 All out of Province travel must be pre-approved by the Mayor.

7.4 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual member's Alderman's and/or Mayor's Expense Budget.

7.5 The City will pay the reasonable expenses of its delegation including:

- a. Overnight lodging
- b. Travel by the lowest possible economy fare
- c. Meals (not covered by registration costs)
- d. Registration Costs
- e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)

APPENDIX A

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| | | Effective Date: September 1, 2015 |
| | | Resolution No.: 272-15 Department: Corporate Services – City Clerk's Section |

- 7.8 Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, 9,053CM should receipts not be provided.
- 7.9 Members of Council using their personal automobile for out of town City business shall be compensated in accordance with the Business Travel and Expense Policy, 9,053CM.
- 7.10 Members of Council will be provided a monthly allowance for travel within the municipality.
- 7.11 The City will continue the practice of providing an accountable, recoverable travel advance and a Corporate Credit Card to members of Council.
- 7.12 Members of Council will not be reimbursed for attending a political party function or fundraiser.

8. SPOUSES/PARTNERS

- 8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.
- 8.2 Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman's and/or Mayor's Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Alderman's and/or Mayor's Expense budget.

APPENDIX A

| | | |
|---|---|---|
|  | CORPORATE POLICY COUNCIL REMUNERATION | Policy No: 5,016 (Revised) |
| | | Approved By: Council |
| | | Effective Date: September 1, 2015 |
| | | Resolution No.: 272-15 Department: Corporate Services – City Clerk's Section |

- 8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Alderman's and/or Mayor's Expense budget.

9. EXPENDITURE TRACKING

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Alderman's and/or Mayor's Expense Budget. Aldermen shall be accountable to the Mayor for the management of their individual budgets.

10. RETIREMENT SAVINGS PLAN

Members of Council may participate in a retirement savings program. An annual matching contribution of up to 4% of a member of Council's annual salary will be deposited into a Registered Retirement Savings Plan or Retirement Savings Plan in their name for each year of elected service to the City.

11. MOBILE DEVICES

The City shall provide Council with mobile devices, as set out in policy 5,018CM Council Device Policy, in order to support their work on City of Spruce Grove Council business.

RELATED DOCUMENTS

Business Travel and Expense Policy, 9,053CM
Council Device Policy, 5,018CM

APPROVAL

Mayor: Original signed by Stuart Houston Date: July 17, 2015

THE CITY OF SPRUCE GROVE

BYLAW C-1223-22

COUNCIL REMUNERATION REVIEW ADVISORY COMMITTEE

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council may pass bylaws in relation to the establishment and functions of council committees and to the procedures to be followed by council committees;

AND WHEREAS, Council wishes to establish a council committee to review and make recommendations on the remuneration, including benefits, to be paid to members of Council, and on other matters that may affect Council remuneration;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

- 1.1 This bylaw is called the “Council Remuneration Review Advisory Committee Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended.
- 2.2 “Ad Hoc Committee” means a Council Committee where the terms are established until the completion of a specific task.
- 2.3 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.5 “Committee” means the Council Remuneration Review Advisory Committee.
- 2.6 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.

- 2.7 “Council Committee” means a Council appointed body whether known as a board, commission, committee, tribunal or task force.
- 2.8 “Final Report” means the written report presented by the Committee to Council which encompasses advice and recommendations from the Committee to Council.
- 2.9 “Immediate Relative” means a spouse or adult interdependent partner, sibling, sibling-in-law, child, parent, and the parent of a spouse or adult interdependent partner.
- 2.10 “Mayor” means the City’s chief elected official.
- 2.11 “Public Member” means an individual appointed to the Committee.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A Council Committee is hereby established and shall be referred to as the Council Remuneration Review Advisory Committee.
- 3.2 The Committee is an Ad Hoc Committee that shall sit at least once a Council term, typically during the mid-point of the Council term.
- 3.3 The mandate of the Committee is to:
 - (a) provide recommendations to Council on appropriate remuneration for the Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation; and
 - (b) provide recommendations on amendments to the City’s bylaws and/or policies related to Council and Council Committee remuneration.
- 3.4 In order to fulfill its mandate, the Committee shall consider:
 - (a) remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors;
 - (b) the responsibilities and time commitment requirement of the Mayor and Councillors;

- (c) the current and anticipated economic environment; and
 - (d) methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.
- 3.5 The Committee shall commence its term no later than July 1 and prepare the Final Report to Council by December 31 of the year in which the Committee sits.
- 3.6 The advice and recommendations outlined in the Final Report are not binding upon Council and may be amended or set aside as Council deems appropriate.

4. MEMBERSHIP

- 4.1 Each time the Committee sits, Public Members shall be recruited and appointed. The term of membership shall be from the date of appointment until the date the Committee's Final Report is presented to Council.
- 4.2 The Committee shall be comprised of no less than three (3) and up to five (5) Public Members to be recruited through a public application process and appointed by Council.
- 4.3 Public Members shall:
 - (a) be residents of the City of Spruce Grove; and
 - (b) meet the eligibility requirements of an elector pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 4.4 Public Members shall not be:
 - (a) current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying to be on the Committee; and
 - (b) Immediate Relatives of a member of Council.
- 4.5 Members of Council, including the Mayor, shall not be appointed as members of the Committee and shall not attend Committee meetings as a non-voting or an ex-officio member.

- 4.6 If a Public Member is absent for two (2) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
- 4.7 Council may terminate the appointment of any Public Member at any time.
- 4.8 The Committee shall elect a Chair and Vice-Chair from its voting members.
- 4.9 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.10 Public Members of the Committee shall not receive remuneration.

5. PROCEDURES

- 5.1 Public Members are required to agree and maintain confidentiality and comply with all applicable City bylaws and policies.
- 5.2 At its first meeting, the Committee shall:
 - (a) elect a Chair and Vice-Chair;
 - (b) create a work plan; and
 - (c) establish a meeting schedule that specifies the date, time, and place of all regular Committee meetings.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may change the date, time, or place of a scheduled meeting, cancel a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

- 5.6 A majority of Public Members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may conduct whatever research it deems necessary to enable it to make recommendations to Council. As part of its research, the Committee may seek input from all members of Council.
- 5.10 The Committee may invite subject matter experts to attend any meeting of the Committee, on an as needed basis.

6. ADMINISTRATIVE LIAISON'S ROLE

- 6.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 6.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 6.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

7. SEVERABILITY

- 7.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

8. EFFECTIVE DATE

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

APPENDIX B

Bylaw C-1223-22
Page 6 of 6

First Reading Carried

[Click here to enter a date.](#)

Second Reading Carried

[Click here to enter a date.](#)

Third Reading Carried

[Click here to enter a date.](#)

Date Signed

Mayor

City Clerk

APPENDIX C

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council

March 13, 2023, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Members Present: Mayor Acker
Councillor Carter
Councillor Gillett
Councillor Houston (attended virtually)
Councillor MacDonald
Councillor Oldham
Councillor Stevenson

Also in Attendance: Dean Screpnek, City Manager
Corey Levasseur, General Manager of Planning and Infrastructure
Wendy Boje, General Manager of Corporate Services
Anthony Lemphers, Chief Financial Officer
Jennifer Hetherington, Director of Communications
Lindsay O'Mara, City Clerk
Jennifer Maskoske, Deputy City Clerk
Karie Nothof, Recording Secretary

1. CALL TO ORDER

Mayor Acker called the meeting to order at 6 p.m. and acknowledged that City Council meets on the traditional land of Treaty 6 territory.

APPENDIX C

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2. **AGENDA**

Resolution: RCM-027-23

Moved by: Councillor Gillett

THAT the agenda be adopted, as presented.

Unanimously Carried

3. **CONSENT AGENDA**

3.1 Consent Agenda - March 13, 2023

Resolution: RCM-028-23

Moved by: Councillor Stevenson

THAT the recommendations contained in the following reports be approved:

Item 4.1 Minutes - February 27, 2023 Regular Council Meeting

Item 10.1 C-1252-23 - Council Procedure Bylaw Amendment - Committee
Naming and Mandate - First Reading

Unanimously Carried

4. **MINUTES**

4.1 Minutes - February 27, 2023 Regular Council Meeting

The following motion was approved on the consent agenda:

THAT the February 27, 2023 Regular Council Meeting minutes be approved as presented.

5. **PUBLIC HEARINGS**

There were no Public Hearings on the agenda.

6. **PUBLIC INPUT SESSION**

The City Clerk read an email on behalf of Megan Kumpula regarding impacts of the Community Hub.

7. **COUNCIL PRESENTATIONS**

There were no Council Presentations on the agenda.

APPENDIX C

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8. **DELEGATIONS**

There were no Delegations on the agenda.

9. **ADMINISTRATIVE UPDATES**

9.1 **Unsheltered Update - March 13, 2023**

Dean Screpnik, City Manager, provided an unsheltered update.

Council thanked Dean Screpnik for the update.

10. **BYLAWS**

10.1 **C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate - First and Second Reading**

Lindsay O'Mara, City Clerk, presented on the Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Council thanked Lindsay O'Mara for the presentation.

The following motion was approved on the consent agenda:

THAT first reading be given to C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Resolution: RCM-029-23

Moved by: Councillor Oldham

THAT second reading be given to C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Unanimously Carried

11. **BUSINESS ITEMS**

11.1 **2022 Operating Carry Forward Requests**

Anthony Lemphers, Chief Financial Officer, presented on the 2022 Operating Carry Forward Requests.

Council thanked Anthony Lemphers for the presentation.

Resolution: RCM-030-23

Moved by: Councillor MacDonald

APPENDIX C

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THAT the 2022 operating carry forward requests be approved, as detailed in the attached schedules.

Unanimously Carried

Resolution: RCM-031-23

Moved by: Councillor Gillett

THAT the 2023 operating budget be amended by the approved operating carry forward requests, as follows:

- 2023 Operating Expenses of \$832,000
- 2023 Transfer from Reserves of \$832,000

Unanimously Carried

12. **COUNCILLOR REPORTS**

There were no Councillor Reports on the agenda.

13. **INFORMATION ITEMS**

13.1 **Various Boards and Committee Meeting Minutes and Reports - March 13, 2023**

The minutes from the Spruce Grove Public Library, Meridian Housing Foundation, Community Road Safety Advisory Committee and the Youth Advisory Committee were provided to Council for review.

14. **NOTICES OF MOTION**

There were no Notices of Motion provided.

15. **CLOSED SESSION**

Resolution: RCM-032-23

Moved by: Councillor Stevenson

THAT Council go into Closed Session at 6:29 p.m. under the following sections of the *Freedom of Information and Protection of Privacy Act*:

Item 15.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

Section 17; Disclosure harmful to personal privacy

Unanimously Carried

15.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

The following persons were also in Closed Session to provide information or administrative support for item 15.1 - Public Member Appointments - 2023 Council Remuneration Review Advisory Committee:

Dean Screpnek, Wendy Boje, and Lindsay O'Mara

15.2 Return to Open Session - March 13, 2023

Resolution: RCM-033-23

Moved by: Councillor Stevenson

THAT Council return to Open Session at 7:30 p.m.

Unanimously Carried

16. BUSINESS ARISING FROM CLOSED SESSION

16.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

Lindsay O'Mara, City Clerk, presented on the Public Member Appointments - 2023 Council Remuneration Review Advisory Board.

Council thanked Lindsay O'Mara for the presentation.

Resolution: RCM-034-23

Moved by: Councillor Stevenson

THAT the following individuals be appointed as members of the 2023 Council Remuneration Review Advisory Committee for a term commencing March 14, 2023, and concluding upon presentation of the 2023 Council Remuneration Review Advisory Committee Final Report to Council:

APPENDIX C

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- David Jjian
- Kathy Bauder
- Ian Doige
- Gayle Morozoff
- Sarah Parks

Unanimously Carried

Resolution: RCM-035-23

Moved by: Councillor Carter

THAT within the mandate set out under C-1223-22 - Council Remuneration Review Advisory Committee Bylaw, the 2023 Council Remuneration Review Advisory Committee review and provide recommendations on the following:

1. Mayor and Councillor salary, honorariums, benefits, allowances, and other provisions such as technology, travel, and subsistence;
2. Honorariums for Council members and Public Members for internal boards and committees; and
3. Remuneration and benefits provided under the C-1072-19 - Parental Leave for Councillors Bylaw.

Unanimously Carried

APPENDIX C

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17. **ADJOURNMENT**

Resolution: RCM-036-23

Moved by: Councillor Oldham

THAT the Regular Meeting adjourn at 7:42 p.m.

Unanimously Carried

Jeff Acker, Mayor

Jacci Hager, Recording Secretary

Date Signed

Survey Results and Analysis of 2022 Council Remuneration Survey – Cash Compensation and Benefits

Survey Sponsored by



**Prepared Shehla Briegel,
HR Business Partner**

Version 6 – February 21, 2023

2022 Council Remuneration Survey

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2022 Council Remuneration Survey

Survey Methodology

On behalf of the City of Spruce Grove's 2023 Council Remuneration Review Advisory Committee, the Human Resources department contacted a group of ten (10) Alberta municipalities to conduct a survey of their Council Remuneration Practices during the month of December 2022. The Municipal Group Comparator included the following municipalities:

| | |
|------------------------------|-------------------------|
| 1. City of Airdrie | 6. City of Red Deer |
| 2. City of Fort Saskatchewan | 7. City of St. Albert |
| 3. City of Grande Prairie | 8. Town of Cochrane |
| 4. City of Leduc | 9. Town of Okotoks |
| 5. City of Medicine Hat | 10. Town of Stony Plain |

The purpose of the survey was to collect current information (2021 and 2022) concerning the Mayor and Councillor base salary, 2022 taxable earnings, honorarium, car allowance, training and conference budget, mobile and computer devices, technology and office supplies, and benefits package.

Data was collected from ten (10) municipalities over a two (2) month period from December 2022 to January 2023. The table below shows the breakdown of key demographics from each participating municipality.

2022 Council Remuneration Survey

| Council Remuneration - Market Comparator Demographics | | | | | | | | |
|---|---------------------------|--------------|-----------------------------|-------------------------------|-------------------------------|---|--|--|
| | Municipalities | Council Size | Municipal Census Population | 2021 Canada Census Population | 2016 Canada Census Population | Annual Growth Rate Between 2021 & 2016 Censuses | Annual Growth Rate Between Last Municipal Census & 2016 Censuses | 2021 Canada Census Total Private Dwellings (*) |
| 1 | City of Airdrie | 7 | 70,564 (2019) | 74,100 | 61,581 | 20.3% | 14.6% | 27,037 |
| 3 | City of Fort Saskatchewan | 7 | 26,942 (2019) | 27,088 | 24,169 | 12.1% | 11.5% | 10,896 |
| 4 | City of Grande Prairie | 9 | 69,088 (2018) | 64,141 | 63,166 | 1.5% | 9.8% | 27,551 |
| 5 | City of Leduc | 7 | 33,032 (2019) | 34,094 | 29,993 | 13.7% | 10.1% | 13,507 |
| 6 | City of Medicine Hat | 9 | 63,260 (2016) | 63,271 | 63,260 | 0.0% | n/a | 28,732 |
| 7 | City of Red Deer | 9 | 101,002 (2019) | 100,844 | 100,418 | 0.4% | 0.5% | 43,404 |
| 2 | City of St. Albert | 7 | 66,082 (2018) | 68,232 | 65,589 | 4.0% | 1.2% | 27,019 |
| 8 | City of Spruce Grove | 7 | 35,766 (2018) | 37,645 | 34,108 | 10.4% | 4.9% | 14,752 |
| 9 | Town of Cochrane | 7 | 29,277 (2019) | 32,199 | 25,853 | 24.5% | 13.2% | 12,578 |
| 10 | Town of Okotoks | 7 | 29,002 (2018) | 30,405 | 29,016 | 4.8% | 0.0% | 10,750 |
| 11 | Town of Stony Plain | 7 | 17,842 (2019) | 17,993 | 17,189 | 4.7% | 3.8% | 7,475 |

Sources: Population & dwelling counts, Canada, provinces & territories, and census subdivisions (municipalities), 2021 & 2016 censuses, Statistics Canada and Alberta Municipal Affairs.

*Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons as defined by Stats Cda.

PART 1 – Cash Compensation – Participants reported data on the following information:

| | |
|--|---|
| <ul style="list-style-type: none"> Actual Base Salary Honorarium – Half and Full Day Total Cash Annual Car Allowance | <ul style="list-style-type: none"> Annual Training & Conference Budget Mobile Devices Computer Devices Technology & Office Supplies |
|--|---|

PART 2 – Benefits Package – Participants reported data on the following information:

| | |
|--|--|
| <ul style="list-style-type: none"> Life Insurance and Accidental Death & Dismemberment (AD&D) Health Plan Dental Plan | <ul style="list-style-type: none"> Employee/Family Assistance Program Retirement Benefit Other Benefits |
|--|--|

2022 Council Remuneration Survey

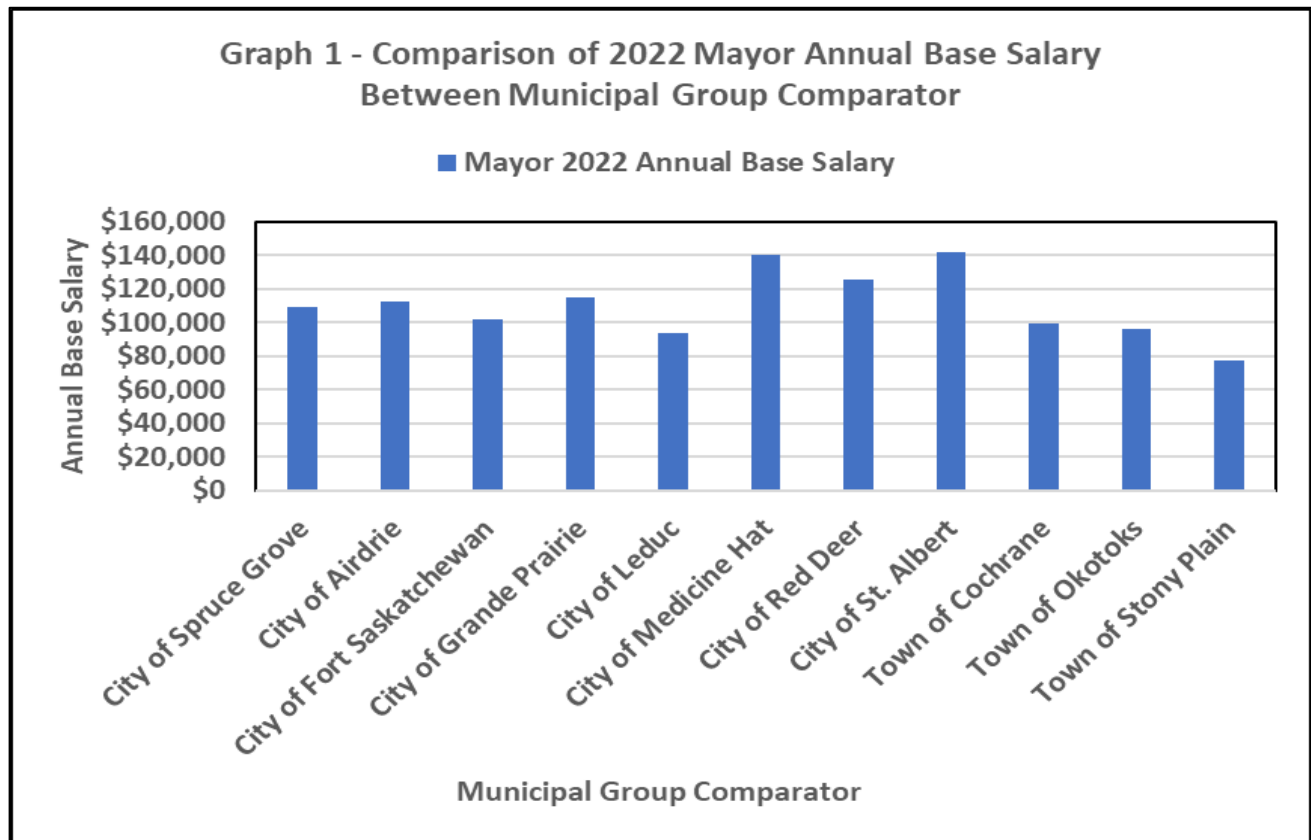
2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary

| Table 1 - 2022 Council Remuneration Survey | |
|--|-------------------------|
| Municipal Group Comparator | Mayor |
| | 2022 Annual Base Salary |
| City of Spruce Grove | \$109,210 |
| City of Airdrie | \$112,462 |
| City of Fort Saskatchewan | \$101,857 |
| City of Grande Prairie | \$115,194 |
| City of Leduc | \$93,876 |
| City of Medicine Hat | \$140,192 |
| City of Red Deer | \$125,575 |
| City of St. Albert | \$141,872 |
| Town of Cochrane | \$99,600 |
| Town of Okotoks | \$95,989 |
| Town of Stony Plain | \$77,428 |

Table 1 - 2022 Mayor Annual Base Salary lists just the Mayor annual base salary (2022) reported by survey participants.

Graph 1 – Comparison of 2022 Mayor Annual Base Salary compares each actual Mayor annual base salary (2022) against each other.



2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary (cont'd)

| Table 2 - 2022 Council Remuneration Survey | |
|--|-------------------------|
| Municipal Group Comparator | Councillor |
| | 2022 Annual Base Salary |
| City of Spruce Grove | \$54,605 |
| City of Airdrie | \$52,780 |
| City of Fort Saskatchewan | \$41,880 |
| City of Grande Prairie | \$61,149 |
| City of Leduc | \$42,661 |
| City of Medicine Hat | \$46,658 |
| City of Red Deer | \$69,066 |
| City of St. Albert | \$55,366 |
| Town of Cochrane | \$41,832 |
| Town of Okotoks | \$43,413 |
| Town of Stony Plain | \$38,224 |

Table 2 – 2022 Councillor Annual Base Salary lists just the Councillor annual base salary (2022) reported by survey participants.

Graph 2 – Comparison of 2022 Councillor Annual Base Salary compares Councillor actual annual base salary (2022) against each other.



2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary (cont'd)

| Table 3 - 2022 Council Remuneration Survey | | | |
|--|-------------------------------|------------------------------------|---------------------------------|
| Municipal Group Comparator | 2022 Mayor Annual Base Salary | 2022 Councillor Annual Base Salary | Mayor & Councillor % Difference |
| City of Spruce Grove | \$109,210 | \$54,605 | 50.00% |
| City of Airdrie | \$112,462 | \$52,780 | 46.93% |
| City of Fort Saskatchewan | \$101,857 | \$41,880 | 41.12% |
| City of Grande Prairie | \$115,194 | \$61,149 | 53.08% |
| City of Leduc | \$93,876 | \$42,661 | 45.44% |
| City of Medicine Hat | \$140,192 | \$46,658 | 33.28% |
| City of Red Deer | \$125,575 | \$69,066 | 55.00% |
| City of St. Albert | \$141,872 | \$55,366 | 39.03% |
| Town of Cochrane | \$99,600 | \$41,832 | 42.00% |
| Town of Okotoks | \$95,989 | \$43,413 | 45.23% |
| Town of Stony Plain | \$77,428 | \$38,224 | 49.37% |
| Group Comparator Average: | \$110,404 | \$49,303 | 44.66% |
| Group Comparator Median: | \$107,159 | \$45,036 | 42.03% |

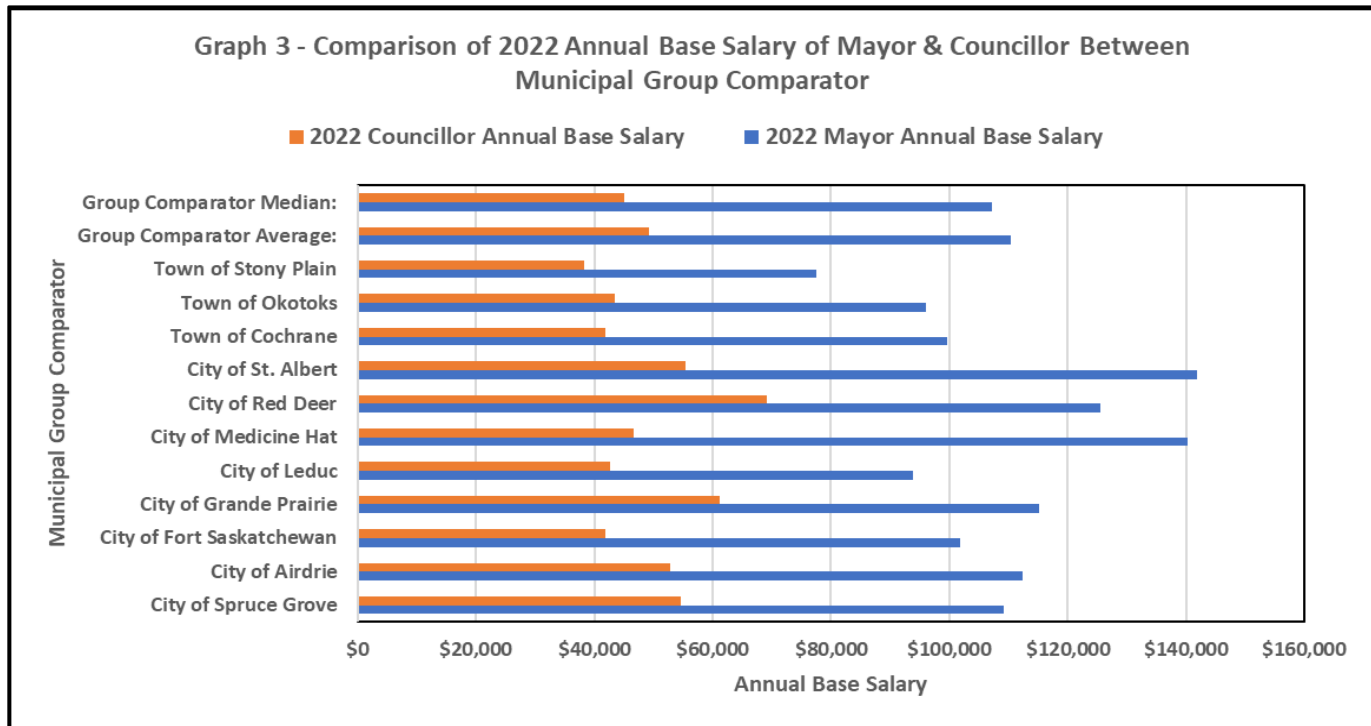
Table 3 – 2022 Mayor and Councillor Annual Base Salary compares the actual Mayor and Councillor annual base salary (2022) reported by survey participants. Overall, the Municipal Group Comparator (10 respondents) had an average annual base salary of \$110,404 for Mayor and an average of \$49,303 for Councillor. Also, the Municipal Group Comparator median annual base salary for the Mayor was \$107,159 Councillor was \$45,036. The median is the value separating the higher half (50%) from the lower half (50%) of a data set.

The City of Spruce Grove 2022 Mayor annual base salary was just below the Group Comparator Average, whereas the 2022 Councillor annual base salary was approximately \$5,000 more than the Group Comparator Average.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average or Median.

Graph 3 – Comparison of 2022 Annual Base Salary of Mayor & Councillor compares Mayor and Councillor actual annual base salary (2022) against each other, as well as the average and median of the Municipal Group Comparator average and median.

2022 Council Remuneration Survey



2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4a – 2022 Honorarium Rates (Half Day & Full Day) compares the 2022 honorarium rate of Council members reported by the Municipal Group Comparator. Five (5) out of ten (10) municipalities or 50% don't pay honorarium to Council members. For those municipalities who offer honorarium, five (5) out of ten (10) or 50% pay honorarium to Council members. The average half day amount is \$105, and the average full day amount is \$210.

The City of Spruce Grove pays honorarium to Council members.

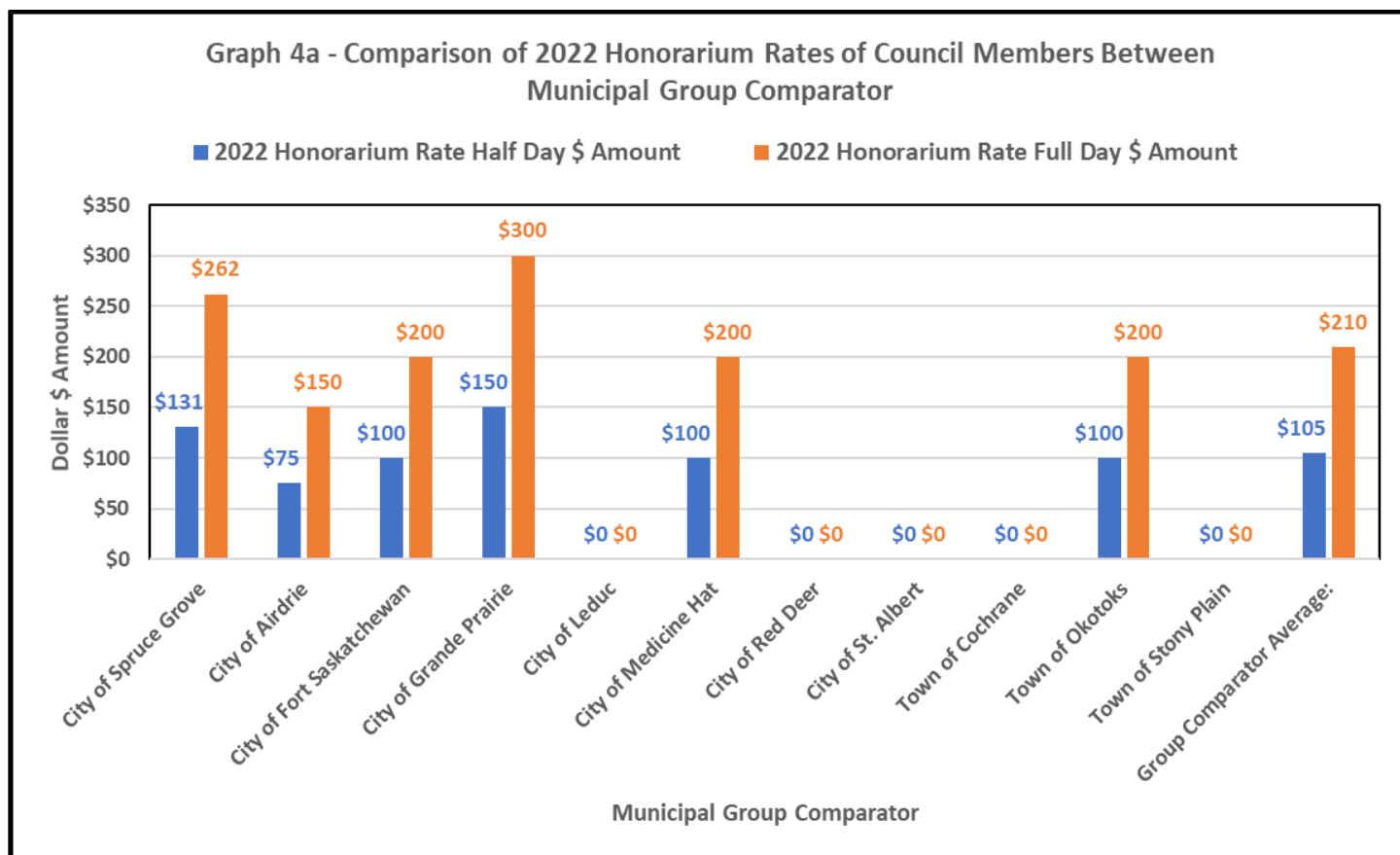
Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Note: Half day honorarium is defined as a minimum of 2 hours and a maximum of 4 hours, and a full day is defined as in excess of 4 hours.

2022 Council Remuneration Survey

| Table 4a - 2022 Council Remuneration Survey | | |
|---|----------------------|--------------------|
| Municipal Group Comparator | 2022 Honorarium Rate | |
| | Half Day \$ Amount | Full Day \$ Amount |
| City of Spruce Grove | \$131 | \$262 |
| City of Airdrie | \$75 | \$150 |
| City of Fort Saskatchewan | \$100 | \$200 |
| City of Grande Prairie | \$150 | \$300 |
| City of Leduc | \$0 | \$0 |
| City of Medicine Hat | \$100 | \$200 |
| City of Red Deer | \$0 | \$0 |
| City of St. Albert | \$0 | \$0 |
| Town of Cochrane | \$0 | \$0 |
| Town of Okotoks | \$100 | \$200 |
| Town of Stony Plain | \$0 | \$0 |
| Group Comparator Average: | \$105 | \$210 |

Graph 4a – Comparison of 2022 Honorarium Rates of Council Members compares the 2022 honorarium rates (half day and full day) offered from 50% of the Municipal Group Comparator.



2022 Council Remuneration Survey

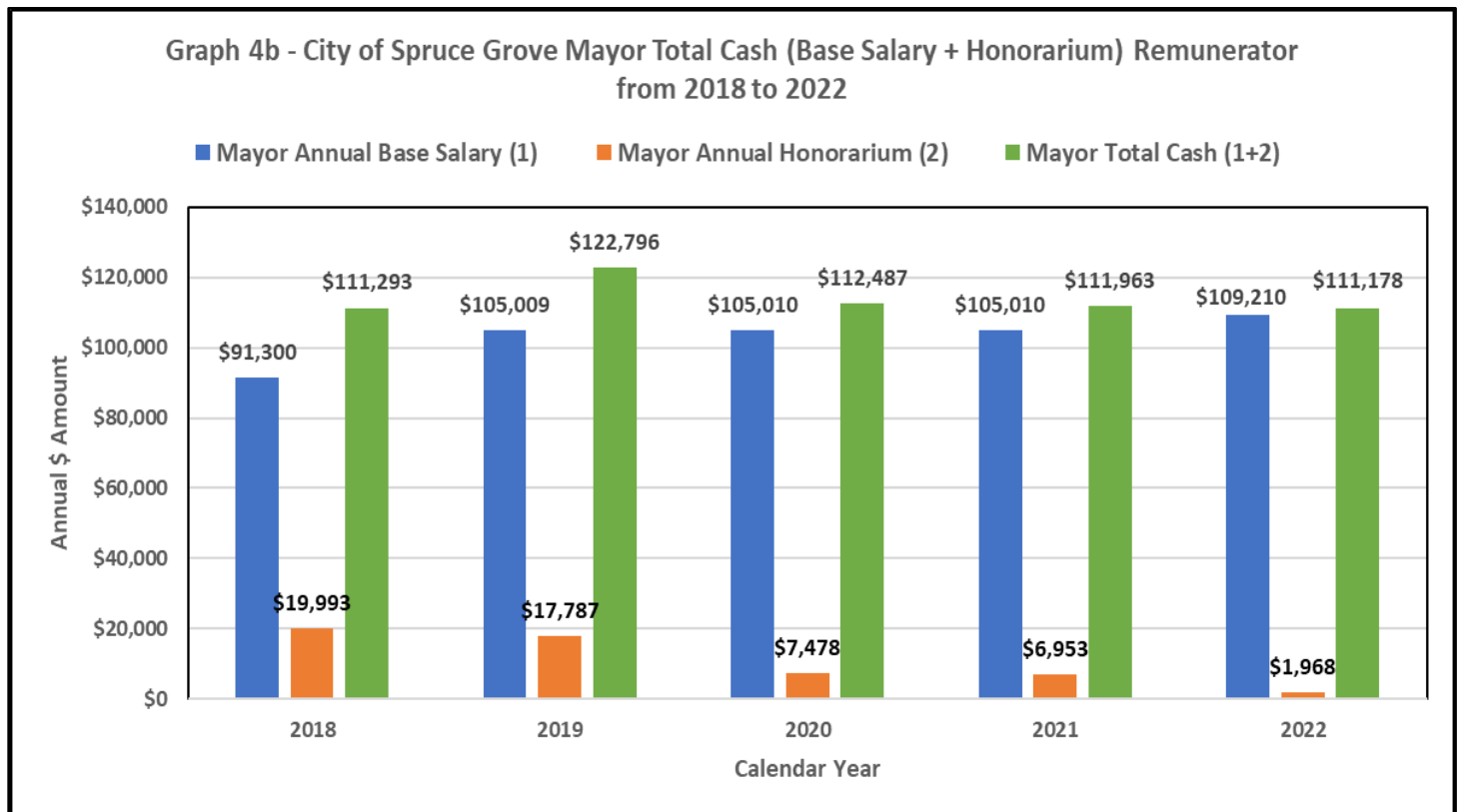
2. Council Remuneration – Honorarium & Total Cash (cont'd)

| Table 4b - 2022 Council Remuneration Survey | | | |
|---|------------------------|-----------------------|------------------|
| Calendar Year | Mayor | | |
| | Annual Base Salary (1) | Annual Honorarium (2) | Total Cash (1+2) |
| 2018 | \$91,300 | \$19,993 | \$111,293 |
| 2019 | \$105,009 | \$17,787 | \$122,796 |
| 2020 | \$105,010 | \$7,478 | \$112,487 |
| 2021 | \$105,010 | \$6,953 | \$111,963 |
| 2022 | \$109,210 | \$1,968 | \$111,178 |

Table 4b – City of Spruce Grove Mayor Total Cash (Base Salary + Honorarium)

Remuneration from 2018 to 2022 shows the history of annual Total Cash. The Annual Base Salary has increased from \$91,300 in 2018 to \$109,210 in 2022 representing an increase of 19.6% over the period. The Total Cash for the Mayor has decreased from \$111,293 in 2018 to \$111,178 in 2022 due to a decreasing annual honorarium. As per the 2019 Council Remuneration Review – Final Report, recommendation 4.1 states that the Mayor is only eligible to claim honoraria outside of business hours (8:30am to 4:30pm) effective the first pay period of the 2021 to 2025 term, which drastically reduced the Honorarium claimed. The pandemic can account for the 2020 decrease in Honorarium.

Graph 4b – City of Spruce Grove Mayor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 illustrates the make-up of Total Cash remuneration of the Mayor.



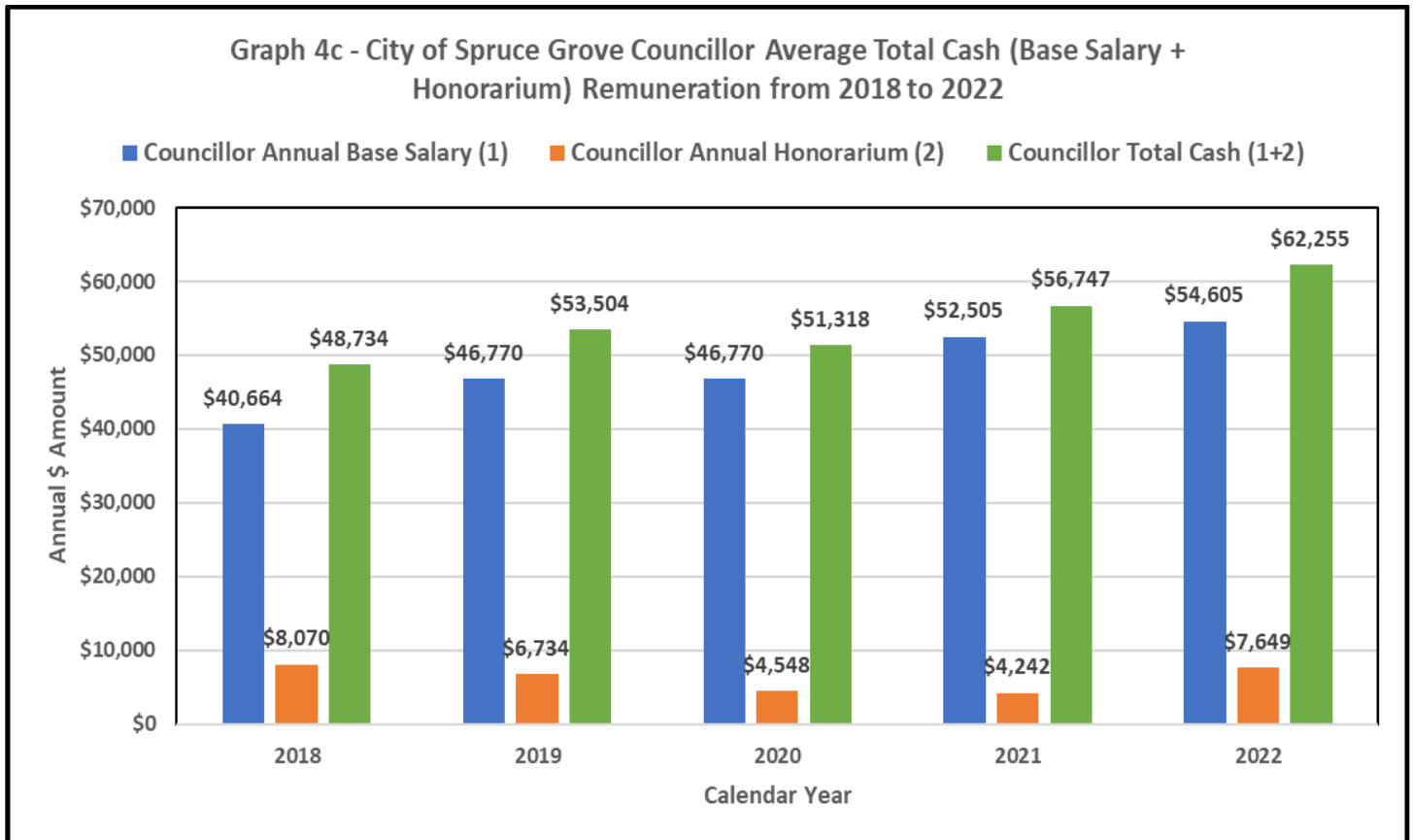
2022 Council Remuneration Survey

2. Council Remuneration – Honorarium & Total Cash (cont'd)

| Table 4c - 2022 Council Remuneration Survey | | | |
|---|------------------------|-----------------------|------------------|
| Calendar Year | Councillor | | |
| | Annual Base Salary (1) | Annual Honorarium (2) | Total Cash (1+2) |
| 2018 | \$40,664 | \$8,070 | \$48,734 |
| 2019 | \$46,770 | \$6,734 | \$53,504 |
| 2020 | \$46,770 | \$4,548 | \$51,318 |
| 2021 | \$52,505 | \$4,242 | \$56,747 |
| 2022 | \$54,605 | \$7,649 | \$62,255 |

Table 4c – City of Spruce Grove Councillor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 shows the make-up of Total Cash. Annual Base Salary has increased from \$40,664 in 2018 to \$54,605 in 2022 representing an increase of 34.3% over the period. Total Cash for Councillor has increased from \$48,734 in 2018 to \$62,255 in 2022. The Annual Average Honorarium has slightly decreased from \$8,070 in 2018 to \$7,649 in 2022.

Graph 4c – City of Spruce Grove Councillor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 illustrates the make-up of Total Cash remuneration of Councillor.



2022 Council Remuneration Survey

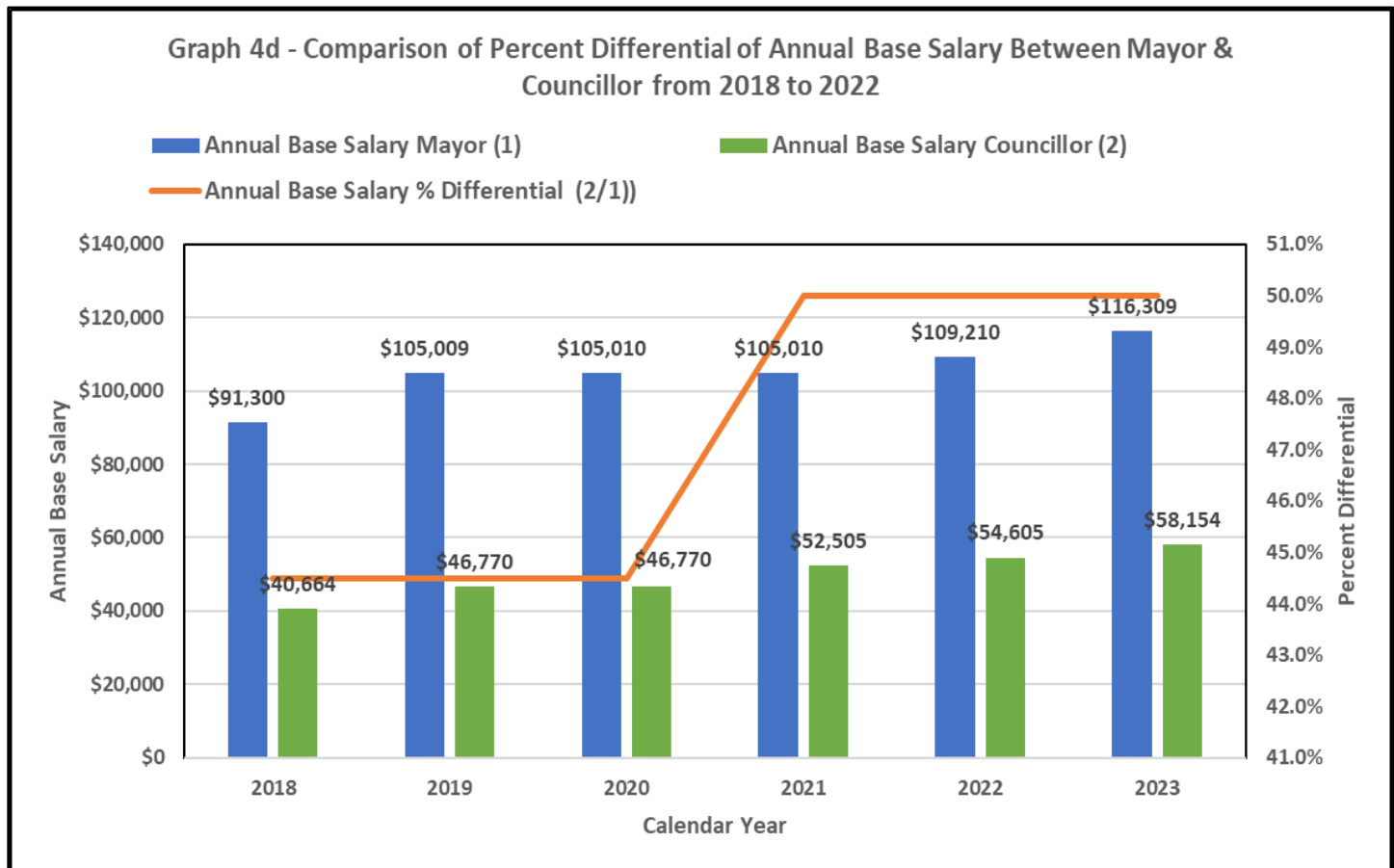
2. Council Remuneration – Honorarium & Total Cash (cont'd)

| Table 4d - 2022 Council Remuneration Survey | | | |
|---|--------------------|----------------|-----------------------|
| Calendar Year | Annual Base Salary | | |
| | Mayor (1) | Councillor (2) | % Differential (2/1)) |
| 2018 | \$91,300 | \$40,664 | 44.5% |
| 2019 | \$105,009 | \$46,770 | 44.5% |
| 2020 | \$105,010 | \$46,770 | 44.5% |
| 2021 | \$105,010 | \$52,505 | 50.0% |
| 2022 | \$109,210 | \$54,605 | 50.0% |
| 2023 | \$116,309 | \$58,154 | 50.0% |

Table 4d – Percent Differential of Annual Base Salary Between Mayor & Councillor from 2018 to 2023 compares the City of Spruce Grove percentage differential between the Councillor and the Mayor annual base salary. The table also indicates that the Councillor base salary differential to the Mayor has been increasing since 2018 to 2023 from 44.5% to 50.0%.

It should also be noted that as per the 2021-2025 remuneration report it was recommended that the Councillor salary be 50% of the Mayor's salary.

Graph 4d – Comparison of Percent Differential of Annual Base Salary Between Mayor & Councillor from 2018 to 2022 illustrates the percentage fluctuation in annual base salary differential between Councillor and the Mayor.



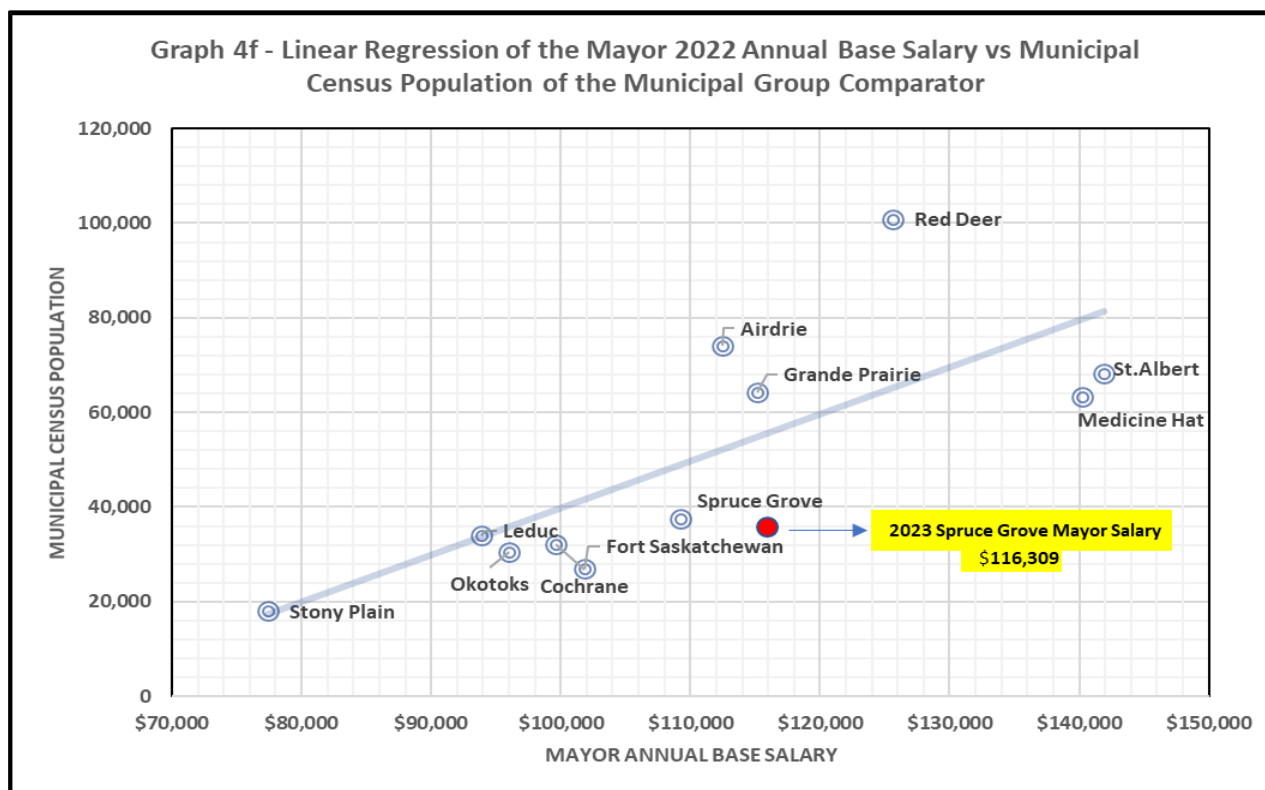
2022 Council Remuneration Survey

2. Council Remuneration – Honorarium & Total Cash (cont'd)

| Table 4f - 2022 Council Remuneration Survey | | |
|---|-------------------------------|-------------------------------|
| Municipal Group Comparator | 2022 Mayor Annual Base Salary | 2021 Canada Census Population |
| City of Spruce Grove | \$109,210 | 37,645 |
| City of Airdrie | \$112,462 | 74,100 |
| City of Fort Saskatchewan | \$101,857 | 27,088 |
| City of Grande Prairie | \$115,194 | 64,141 |
| City of Leduc | \$93,876 | 34,094 |
| City of Medicine Hat | \$140,192 | 63,271 |
| City of Red Deer | \$125,575 | 100,844 |
| City of St. Albert | \$141,872 | 68,232 |
| Town of Cochrane | \$99,600 | 32,199 |
| Town of Okotoks | \$95,989 | 30,405 |
| Town of Stony Plain | \$77,428 | 17,993 |
| Group Comparator Average: | \$110,404 | |
| Group Comparator Median | \$107,159 | |

Table 4f – Comparison of 2022 Mayor Annual Base Salary and the most Recent 2021 Canada Census Population compares 2022 Mayor annual base salary against each most recent Canada census population from the Municipal Group Comparator.

Graph 4f – Linear Regression of 2022 Mayor Annual Base Salary and Canada Census Population shows the linear regression between the 2022 Mayor annual base salary and their respective most recent Canada census population. The graph also indicates that the City of Spruce Grove currently ranks in 6th position (\$109,210) in terms of highest annual base salary of Mayor among the Municipal Group Comparator. As noted in **Table 4e**, the confirmed 2023 annual base salary for the Mayor is \$116,309. This is indicated in **Graph 4f** by the **red dot**. Without knowing the new 2023 Mayor salaries for the Municipal Group Comparator, it can be reasonable to say that the City of Spruce Grove will remain its rank in 6th place once the other municipalities implement their increases.



2022 Council Remuneration Survey

3. Council Remuneration – Annual Car Allowance

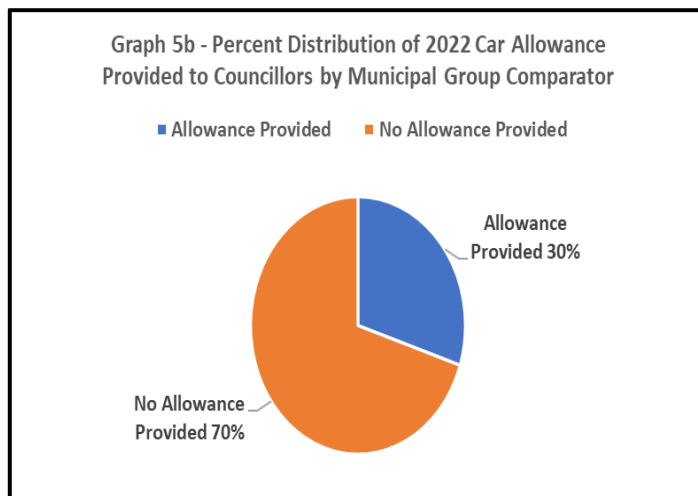
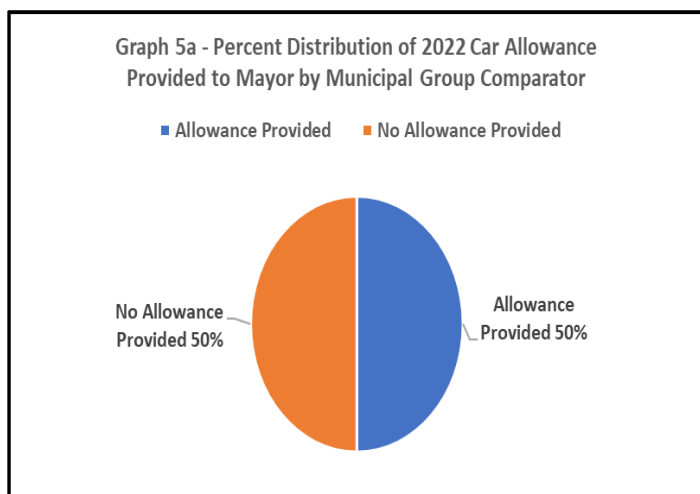
| Table 5 - 2022 Council Remuneration Survey | | |
|--|----------------------|----------------|
| Municipal Group Comparator | Annual Car Allowance | |
| | Mayor | Councillor |
| City of Spruce Grove | \$1,440 | \$720 |
| City of Airdrie | \$4,800 | \$0 |
| City of Fort Saskatchewan | \$2,400 | \$600 |
| City of Grande Prairie | \$6,000 | \$2,400 |
| City of Leduc | \$0 | \$0 |
| City of Medicine Hat | \$600 | \$485 |
| City of Red Deer | \$4,800 | \$0 |
| City of St. Albert | \$0 | \$0 |
| Town of Cochrane | \$0 | \$0 |
| Town of Okotoks | \$0 | \$0 |
| Town of Stony Plain | \$0 | \$0 |
| Group Comparator Average: | \$3,720 | \$1,162 |

Table 5 – 2022 Annual Car Allowance Provided to Mayor and Councillor shows the annual car allowance reported by the Municipal Group Comparator. Five (5) out of ten (10) municipalities or 50% are providing a car allowance to the Mayor while three (3) out of ten (10) municipalities or 30% are providing an allowance to Councillor. For those municipalities who provided an annual car allowance, the allowance ranges from \$600 minimum to \$6000 maximum with an annual average of \$3,720 for the Mayor and \$485 minimum to \$2,400 maximum with an annual average of \$1,162 for Councillor.

The City of Spruce Grove provides an annual car allowance to both Mayor and Councillor.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Graph 5a & 5b – Percent Distribution of 2022 Car Allowance illustrate the distribution between those participating municipalities that provided an annual car allowance to the Mayor and Councillor and those who did not in 2022.



2022 Council Remuneration Survey

2022 Council Remuneration Survey

4. Council Remuneration – Training & Conference Budget

| Table 6 - 2022 Council Remuneration Survey | | |
|--|-----------------------------------|--------------------------|
| Municipal Group Comparator | 2022 Training & Conference Budget | |
| | Mayor Annual Amount | Councillor Annual Amount |
| City of Spruce Grove | \$18,500 | \$16,480 |
| City of Airdrie | \$15,500 | \$4,000 |
| City of Fort Saskatchewan | \$3,445 | \$2,300 |
| City of Grande Prairie | \$20,000 | \$10,000 |
| City of Leduc | \$13,790 | \$5,705 |
| City of Medicine Hat | \$5,000 | \$5,000 |
| City of Red Deer | \$4,000 | \$4,500 |
| City of St. Albert | \$7,000 | \$5,500 |
| Town of Cochrane | \$0 | \$0 |
| Town of Okotoks | \$2,500 | \$2,500 |
| Town of Stony Plain | \$2,000 | \$2,000 |
| Group Comparator Average: | \$8,137 | \$4,612 |

Graph 6 – Comparison of 2022 Training & Conference Budget for Mayor & Councillor compares those participating municipalities that reported their 2022 training and conference budget for the Mayor and Councillor.

Table 6 – 2022 Training & Conference Budget Provided to Mayor & Councillor shows the 2022 training and conference budget reported by the Municipal Group Comparator. Nine (9) out of ten (10) municipalities or 90% have reported a training and conference budget for the Mayor and Councillor. For those municipalities who reported a training and conference budget, the budget ranges from \$2,000 minimum to \$20,000 maximum with an average of \$8,137 for the Mayor and \$2,000 minimum to \$16,480 maximum with an average of \$4,612 for Councillor. One (1) municipality or 10% did not provide information on this question.

The City of Spruce Grove provides an expense budget to both the Mayor and Councillors of which training and conference expenses are a part of. Expenses under the Expense Budget may include, but are not limited to, flights, hotels, membership fees, courses, books, event tickets including for their spouses, registration fees, mileage, parking, meals, honorariums for internal boards and committees and honorariums that are not paid by external boards or committees.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

2022 Council Remuneration Survey



5. Council Remuneration – Mobile Devices

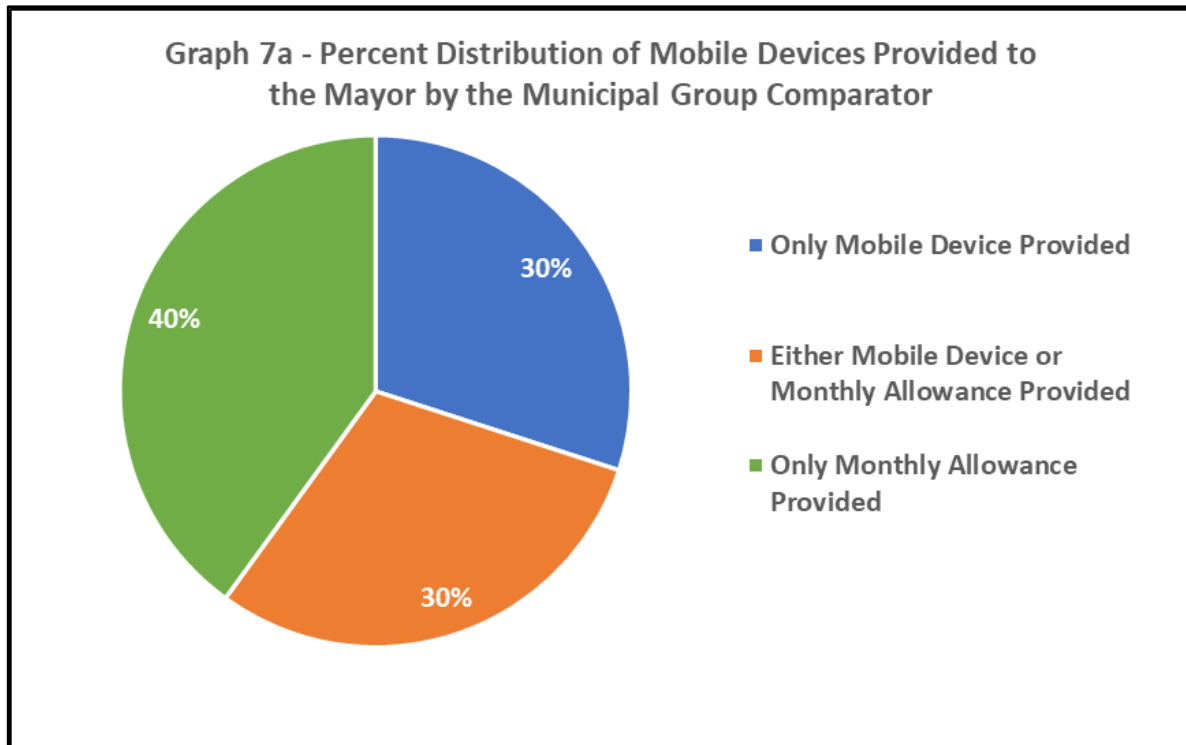
| Table 7a - 2022 Council Remuneration Survey | | |
|---|----------------|---|
| Municipal Group Comparator | Mobile Devices | |
| | Mayor | Mayor Monthly Allowance (if applicable) |
| City of Spruce Grove | Yes | No |
| City of Airdrie | Yes | No |
| City of Fort Saskatchewan | Either | Either |
| City of Grande Prairie | No | Yes |
| City of Leduc | No | Yes |
| City of Medicine Hat | Yes | No |
| City of Red Deer | Either | Either |
| City of St. Albert | Either | Either |
| Town of Cochrane | No | Yes |
| Town of Okotoks | Yes | No |
| Town of Stony Plain | No | Yes |

Table 7a – 2022 Mobile Device Practice for Mayor describes the various practices used by municipalities in providing mobile devices to the Mayor in 2022. Ten (10) out of ten (10) or 100% provide either a mobile device or a monthly allowance to the role.

The City of Spruce Grove provides a mobile device to the Mayor.

Graph 7a – Percent Distribution of Mobile Devices Provided to the Mayor shows the percent distribution of various alternatives used by municipalities in providing the Mayor with mobile devices – only mobile device, either mobile device or monthly allowance, or monthly allowance only.

2022 Council Remuneration Survey



5. Council Remuneration – Mobile Devices (cont'd)

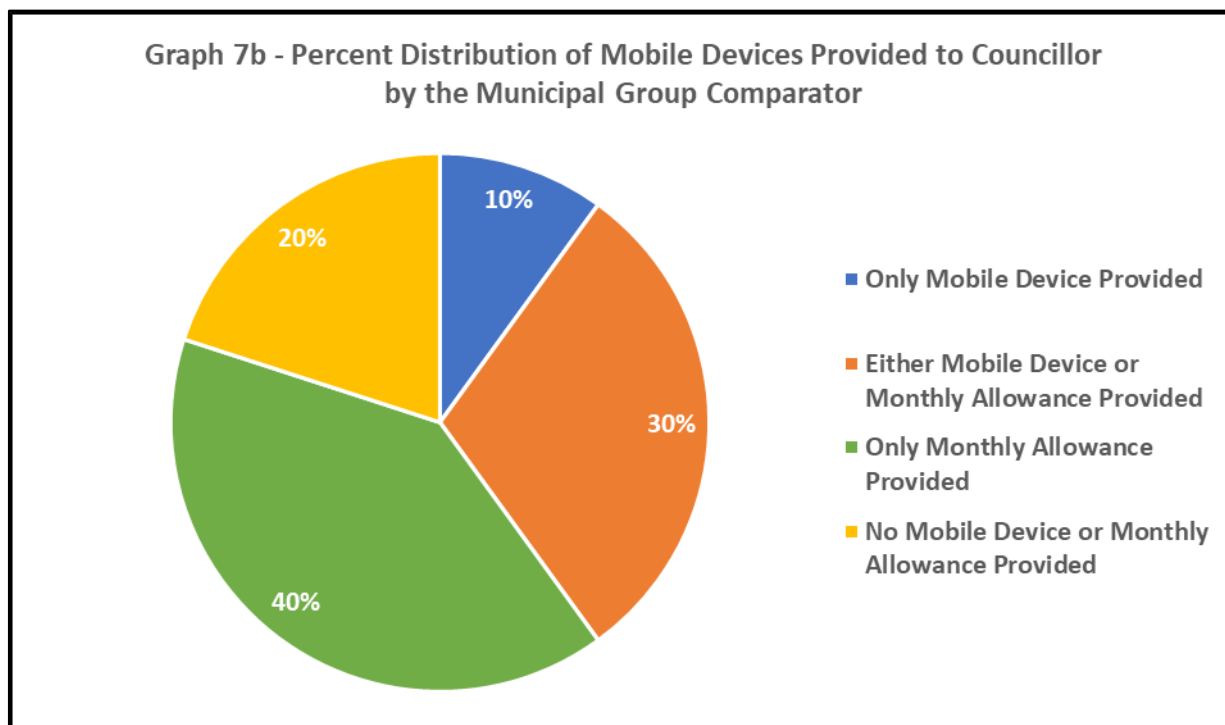
2022 Council Remuneration Survey

| Table 7b - 2022 Council Remuneration Survey | | |
|---|----------------|--|
| Municipal Group Comparator | Mobile Devices | |
| | Councillor | Councillor Monthly Allowance (if applicable) |
| City of Spruce Grove | Yes | No |
| City of Airdrie | No | No |
| City of Fort Saskatchewan | Either | Either |
| City of Grande Prairie | No | Yes |
| City of Leduc | No | Yes |
| City of Medicine Hat | Yes | No |
| City of Red Deer | Either | Either |
| City of St. Albert | Either | Either |
| Town of Cochrane | No | Yes |
| Town of Okotoks | No | No |
| Town of Stony Plain | No | Yes |

Table 7b – 2022 Mobil Device Practice for Councillor describes the various practices used by municipalities in providing mobile devices to Councillor in 2022. Only one (1) out of ten (10) or 10% doesn't provide a mobile device or monthly allowance to the role. Nine (9) out of ten (10) or 90% provide either a mobile device or a monthly allowance to the role.

The City of Spruce Grove provides a mobile device to Councillor.

Graph 7b – Percent Distribution of Mobile Devices Provided to Councillor shows the percent distribution of various alternatives used by municipalities in providing Councillor with mobile devices – only mobile device, no mobile device or allowance, either mobile device or monthly allowance, or monthly allowance only.



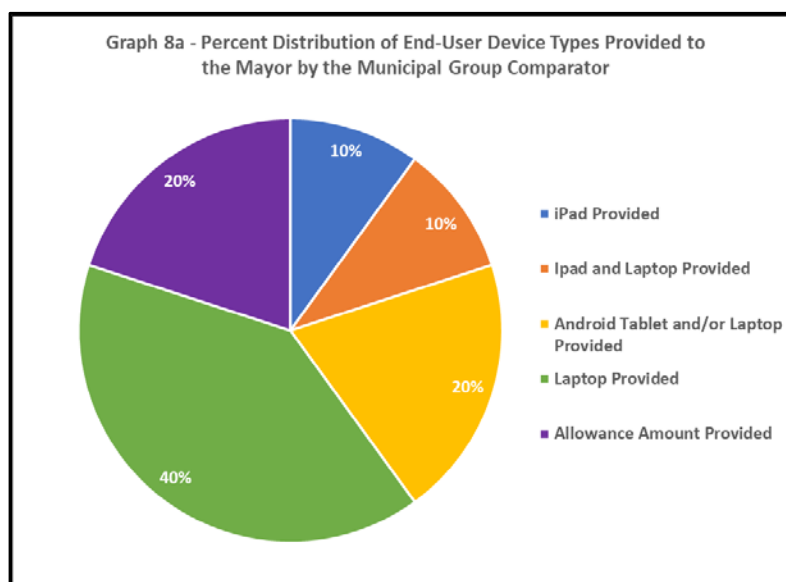
6. Council Remuneration – Computer Devices

2022 Council Remuneration Survey

| Table 8a - 2022 Council Remuneration Survey | | | | |
|---|------------------------------|----------------|---------------------------|--|
| Municipal Group Comparator | End-User Device Type - Mayor | | | |
| | iPad Tablet | Android Tablet | Laptop Computer (Windows) | Other |
| City of Spruce Grove | No | No | Yes | Monitor, keyboard, desk phone & headset |
| City of Airdrie | Yes | No | No | No |
| City of Fort Saskatchewan | No | Yes | Yes | No |
| City of Grande Prairie | Yes | No | Yes | No |
| City of Leduc | No | No | No | \$3000 allowance per council term to purchase devices at their |
| City of Medicine Hat | No | No | Yes | No |
| City of Red Deer | No | No | Yes | No |
| City of St. Albert | No | Either | Either | No |
| Town of Cochrane | No | No | Yes | No |
| Town of Okotoks | No | No | Yes | No |
| Town of Stony Plain | No | No | No | Allowance per council term to purchase devices at their discretion |

Table 8a – 2022 End-User Device Type Practice for Mayor shows a multitude of practices used by municipalities in providing the Mayor with end-user device types in 2022. Ten (10) municipalities out of ten (10) provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to their Mayor. The City of Spruce Grove provides a Laptop, Monitor, Keyboard, Desk Phone and Headset to the Mayor.

Graph 8a – Percent Distribution of End-User Device Types Provided to Mayor shows the percent distribution of various alternatives used by municipalities in providing the Mayor with end-user device types – iPad, Android Tablet, Laptop Computer, or monthly allowance.



2022 Council Remuneration Survey

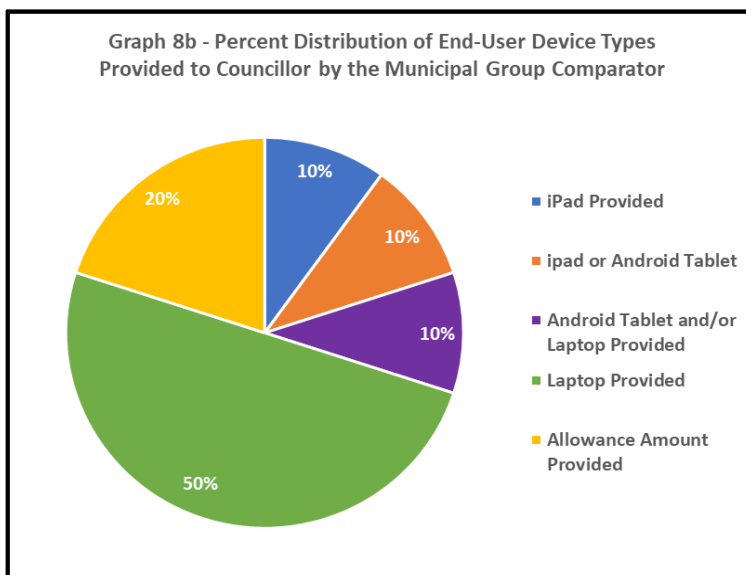
6. Council Remuneration – Computer Devices (cont'd)

| Table 8b - 2022 Council Remuneration Survey | | | | |
|---|-----------------------------------|----------------|----------------------------|---|
| Municipal Group Comparator | End-User Device Type - Councillor | | | |
| | iPad Tablet | Android Tablet | Laptop Computer (Windows) | Other |
| City of Spruce Grove | No | No | Yes | Monitor, keyboard, desk phone & headset |
| City of Airdrie | Either | Either | No | No |
| City of Fort Saskatchewan | No | Yes | Yes | No |
| City of Grande Prairie | Yes | No | No | No |
| City of Leduc | No | No | No | \$3000 allowance per council term to purchase devices at their discretion |
| City of Medicine Hat | No | No | Yes | No |
| City of Red Deer | No | No | Yes | No |
| City of St. Albert | No | Either | Either | No |
| Town of Cochrane | No | No | Yes | No |
| Town of Okotoks | No | No | Yes | No |
| Town of Stony Plain | No | No | No | Allowance per council term to purchase devices at their discretion |

Table 8b – 2022 End-User Device Type Practice for Councillor shows a multitude of practices used by municipalities in providing Councillor with end-user device types in 2022. Ten (10) municipalities out of ten (10) provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to Councillor. The City of Spruce Grove provides a Laptop, Monitor, Keyboard, Desk Phone and Headset to Councillor.

Graph 8b – Percent Distribution of End-User Device Types Provided to Councillor shows the percent distribution of various alternatives used by municipalities in providing Councillor with end-user device types – iPad, Android Tablet, Laptop Computer, or monthly allowance only.

2022 Council Remuneration Survey



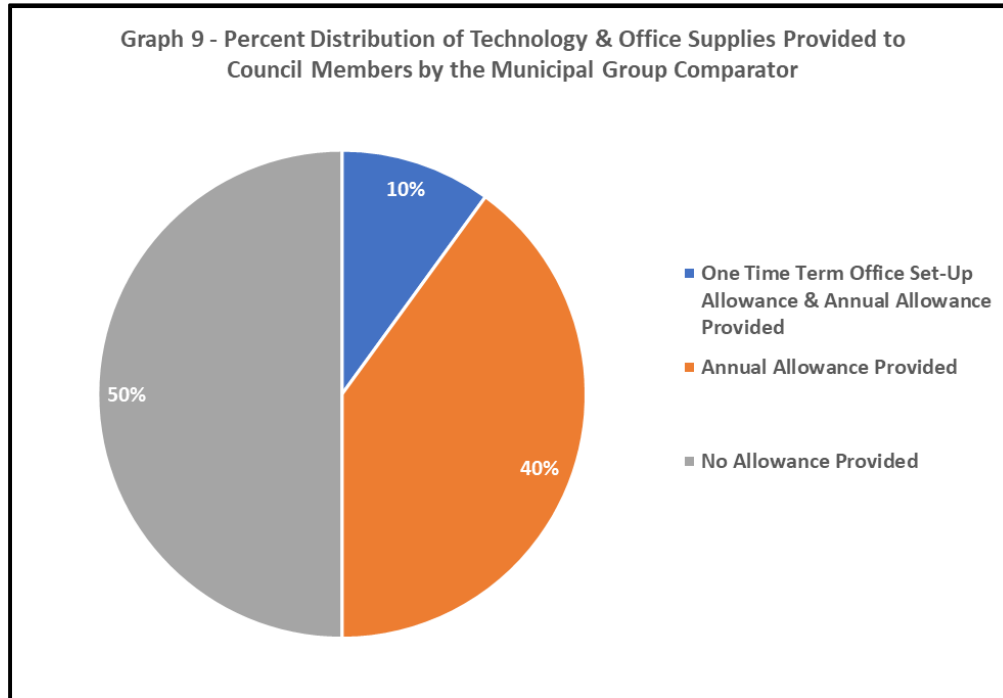
7. Council Remuneration – Technology & Office Supplies

| Table 9 - 2022 Council Remuneration Survey | | |
|--|---------------------------------------|---|
| Municipal Group Comparator | Technology & Office Supplies | |
| | One Time Term Office Set-Up Allowance | Annual \$ Amount |
| City of Spruce Grove | \$300 | \$1,200 |
| City of Airdrie | \$0 | \$15,500 - Mayor and \$4,000 - Councillors. These amounts to cover such items as technology and office supplies, conferences, travel, meals and cell phone costs. |
| City of Fort Saskatchewan | \$0 | \$0 |
| City of Grande Prairie | \$0 | up to 6.25% of annual salary can be used towards technology & office supplies |
| City of Leduc | \$0 | \$0 |
| City of Medicine Hat | \$0 | Incidental and reasonable business related expenses consistent with the office, at the discretion of the the CAO. |
| City of Red Deer | \$0 | Mayor - \$1500 & Council \$470 |
| City of St. Albert | \$0 | \$0 |
| Town of Cochrane | \$0 | \$0 |
| Town of Okotoks | \$0 | \$0 |
| Town of Stony Plain | \$2,750 | \$1,500 |

Table 9 – 2022 Technology & Office Supplies Practice for Council Members reports that five (5) out of ten (10) municipalities provide some type of one-time term office set-up allowance or annual allowance amount to Council members in 2022. In contrast, five (5) municipalities out of ten (10) don't provide one-time term office set-up allowance or annual allowance amount to Council members. The City of Spruce Grove provides both a one-time term office set-up allowance and an annual allowance amount to Council members.

Graph 9 – Percent Distribution of Technology & Office Supplies Provided to Council Members shows the percent distribution of survey participants' practices in dealing with technology and office supplies.

2022 Council Remuneration Survey



8. Benefits Package

2022 Council Remuneration Survey

| Table 10 - 2022 Council Remuneration Survey | | | | | | | | | |
|---|---------------------------|-----------------|--|---|----------------------|---|--|-----------------------------------|-----------------|
| Municipal Group Comparator | Benefits - Life Insurance | | | | | | | | |
| | Basic Group Life | | Dependent Life | | Optional Group Life | | | AD&D | |
| | Benefit Formula | Maximum Benefit | Amount of Insurance - Spouse | Amount of Insurance - Child | Eligibility | Benefit Formula | Combined Maximum Basic Life & Optional | Benefit Formula | Maximum Benefit |
| City of Spruce Grove | 3X Annual earnings | \$500,000 | \$15,000 | \$15,000 | Member and/or spouse | \$10,000 to max of \$500,000 | \$800,000 | 3X Annual earnings | \$700,000 |
| City of Airdrie | Not Offered | Not Offered | Not Offered | Not Offered | Not Offered | Not Offered | Not Offered | 100% Paid | \$100,000 |
| City of Fort Saskatchewan | Offered | \$30,000 | The Spouse insured for 40% of the amount purchased by the Member or 50% if there are no Dependent Children | Each dependent Child is insured for 5% of the amount purchased by the Member or 10% if there is no Spouse | Medical Required | \$10,000 to max of \$500,000 | \$530,000 | \$10,000 to \$500,000 per insured | \$500,000 |
| City of Grande Prairie | 2X Annual earnings | not indicated | \$5,000 | \$2,000 | Member and/or spouse | \$10,000 to \$30,000 with no medical required | not indicated | 2X Annual earnings | not indicated |
| City of Leduc | 2X Annual earnings | \$500,000 | Not Offered | Not Offered | Offered | \$10,000 to max of \$300,000 | \$800,000 | 2X Annual earnings | \$500,000 |
| City of Medicine Hat | Offered | \$30,000 | \$10,000 | \$5,000 | Member and/or spouse | \$10,000 to \$150,000 for member and \$100,000 for spouse | not indicated | offered | \$30,000 |
| City of Red Deer | 2X Annual earnings | \$500,000 | \$15,000 | \$10,000 | Offered | \$300,000 | n/a | 2X Annual earnings | \$500,000 |
| City of St. Albert | 3X Annual earnings | \$400,000 | \$10,000 | \$5,000 | Not Offered | Not Offered | n/a | offered | \$100,000 |
| Town of Cochrane | 2X Annual earnings | \$500,000 | \$5,000 | \$2,000 | Offered | 10,000 - 500,000 | \$500,000 | 2X Annual earnings | \$500,000 |
| Town of Okotoks | 2X Annual earnings | \$150,000 | \$10,000 | \$10,000 | Offered | 10,000.00 - 500,000 | \$500,000 | 2X Basic Group Life | \$300,000 |
| Town of Stony Plain | 3X Annual earnings | \$500,000 | \$20,000 | \$10,000 | Member and/or spouse | 10,000 - 300,000 | \$500,000 | 3X Annual earnings | \$500,000 |

Table 10 – 2022 Life Insurance Benefits Provided to Council Members compares the City of Spruce Grove Group Life Insurance Benefit against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 11a - 2022 Council Remuneration Survey | | | | | | | |
|--|------------------------|-------------------|--|--|-----------------|--------------------------------|---|
| Municipal Group Comparator | Benefits - Health Plan | | | | | | |
| | Prescription Drugs | Hospital Benefits | | | Extended Health | | |
| | Coverage Level | Coverage Level | Private/Semi Private Rooms | Other | Coverage Level | Ambulance & Ancillary Services | Paramedical Practitioners |
| City of Spruce Grove | 100% | 100% | Both - Direct Payment | N/A | 100% | Included | \$500/year per practitioner per participant |
| City of Airdrie | 100% | Not Offered | Not Offered | N/A | 100% | Included | \$500 to \$1500 per year, depending on type of practitioner per participant (i.e. Chiro \$500 & Physio \$1500) |
| City of Fort Saskatchewan | 80% | 100% | Both - Direct Payment | Long Term Care Facility: \$1,000 per Participant each Benefit Year | 100% | Included | \$300/year per practitioner per participant (Chiro, Physio, Podiatrist, Speech) & \$1500 for Psychologist per participant |
| City of Grande Prairie | 100% | 100% | Semi-private included. Private accommodation will pay a max of \$8.00 per day for the differential between semi-private and private room | N/A | 100% | Included | \$750/year per practitioner per participant (\$1500 for Psychologist/Social Worker/ Psychotherapist/Clinical Counsellor) |
| City of Leduc | 100% | 100% | Both - Direct Payment | N/A | 100% | Included | \$750/year per practitioner per participant |
| City of Medicine Hat | 90% | 100% | Both - Direct Payment | N/A | 100% | Included | \$300 per practitioner/year |
| City of Red Deer | 80% | 100% | Both - Direct Payment | Long Term Care Facility: \$360 per Participant each Benefit Year | 100% | Included | \$1500/year per practitioner per participant |
| City of St. Albert | 100% | 100% | Both - Direct Payment | N/A | 100% | Included | \$750/year per practitioner per participant |
| Town of Cochrane | 100% | 100% | Semi-private included. Private accommodation will pay a max of \$8.00 per day for the differential between semi-private and private room | N/A | 100% | Included | \$750/year per practitioner per participant |
| Town of Okotoks | 80% | 100% | Semi-Private Room | N/A | 80% | No Answer | Yes, no amount specified |
| Town of Stony Plain | 100% | 100% | Both - Direct Payment | N/A | 100% | Included | \$500 chiro, massage, acupuncture, \$750 Physio, Psychologist |

Table 11a – 2022 Health Plan Benefits Provided to Council Members compares the City of Spruce Grove Health Plan Benefit (Prescription Drugs, Hospital Benefits and Extended Health) against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 11b - 2022 Council Remuneration Survey | | | | | | |
|--|---------------------------|----------------|--|----------------|-----------------------------------|--|
| Municipal Group Comparator | Benefits - Health Plan | | | | | |
| | Out of Province Emergency | | | Vision Care | | |
| | Coverage Level | Benefit Period | Maximum | Coverage Level | Benefit Period | Maximum |
| City of Spruce Grove | 100% | 90 days | \$5,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | Adult & Child \$150 per participant per benefit year |
| City of Airdrie | 100% | 60 days | \$5,000,000 per participant per incident | 100% | Every 24 months | \$250 per participant per benefit year |
| City of Fort Saskatchewan | 100% | unlimited | \$5,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | \$250 per participant per benefit year |
| City of Grande Prairie | 100% | 60 days | \$1,000,000 per participant per incident | 100% | Rolling 24 months | \$350 per participant per benefit year |
| City of Leduc | 100% | 90 days | \$5,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | \$250 per participant per benefit year |
| City of Medicine Hat | 100% | unlimited | \$5,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | \$250 per participant per benefit year |
| City of Red Deer | 100% | 90 days | \$5,000,000 per participant per incident | 100% | Every 24 months (ages 19-64) | \$100 eye exam only |
| City of St. Albert | 100% | 60 days | \$1,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | \$350 per participant per benefit year |
| Town of Cochrane | 100% | 60 days | \$1,000,000 per participant per incident | 100% | Adult 24 months & Child 12 months | \$400 per participant per benefit year |
| Town of Okotoks | 100% | not specified | \$5,000,000 per participant per incident | 80% | Every 24 months | not specified |
| Town of Stony Plain | 100% | not specified | \$5,000,000 per participant per incident | 100% | Every 24 months | \$350 per participant per benefit year |

Table 11b – 2022 Health Plan Benefits Provided to Council Members compares the City of Spruce Grove Health Plan Benefit (Out of Province Emergency and Vision Care) against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 12 - 2022 Council Remuneration Survey | | | | | | |
|---|------------------------|---|------------------------|---|----------------------|---|
| Municipal Group Comparator | Benefits - Dental Plan | | | | | |
| | Basic Benefit | | Extensive Benefits | | Orthodontic Benefits | |
| | Coverage Level | Maximum | Coverage Level | Maximum | Coverage Level | Maximum |
| City of Spruce Grove | 100% | \$2,000 per participant per benefit year combined with Extensive Benefits | 50% | \$2,000 per participant per benefit year combined with Basic Benefits | 50% | \$2,500 Lifetime per participant (under 21) |
| City of Airdrie | 100% | \$2,000 per participant per benefit year combined with Extensive Benefits | 50% | \$2,000 per participant per benefit year combined with Basic Benefits | 50% | \$1,500 Lifetime per participant (under 21) |
| City of Fort Saskatchewan | 80% | \$2,000 per participant per benefit year combined with Extensive Benefits | 50% | \$2,000 per participant per benefit year combined with Basic Benefits | 50% | \$3,000 Lifetime per participant (under 19) |
| City of Grande Prairie | 100% | \$2,000 per participant per benefit year combined with Extensive Benefits | 80% | \$2,000 per participant per benefit year combined with Basic Benefits | 50% | \$2,000 Lifetime per participant |
| City of Leduc | 100% | \$1,500 per participant per benefit year combined with Extensive Benefits | 80% | \$1,500 per participant per benefit year combined with Basic Benefits | 50% | \$1,500 Lifetime per participant |
| City of Medicine Hat | 100% | \$2,500 per participant per benefit year combined with Extensive Benefits | 80% | \$2,500 per participant per benefit year combined with Basic Benefits | 50% | \$2,500 Lifetime per participant |
| City of Red Deer | 100% | \$2,000 per participant per benefit year combined with Extensive Benefits | 50% | \$2,000 per participant per benefit year combined with Basic Benefits | 50% | \$2,000 Lifetime per participant |
| City of St. Albert | 100% | \$1,500 per participant per benefit year combined with Extensive Benefits | 50% | \$3,000 per participant per benefit year combined with Basic Benefits | 50% | \$3,000 Lifetime per participant (under 21) |
| Town of Cochrane | 100% | \$3,000 per participant per benefit year combined with Extensive Benefits | 80% | \$1,500 per participant per benefit year combined with Basic Benefits | 50% | \$1,500 Lifetime per participant (under 21) |
| Town of Okotoks | 100% | Not specified | 50% | Not Specified | 50% | \$1,500 Lifetime per participant |
| Town of Stony Plain | 100% | \$2,500 per participant per benefit year combined with Extensive Benefits | Major 100% & Other 80% | \$2,500 per participant per benefit year combined with Basic Benefits | 50% | \$2,500 Lifetime per participant |

Table 12 – 2022 Dental Plan Benefits Provided to Council Members compares the City of Spruce Grove Dental Plan Benefit (Basic, Extensive and Orthodontic Benefits) against the Municipal Group Comparator.

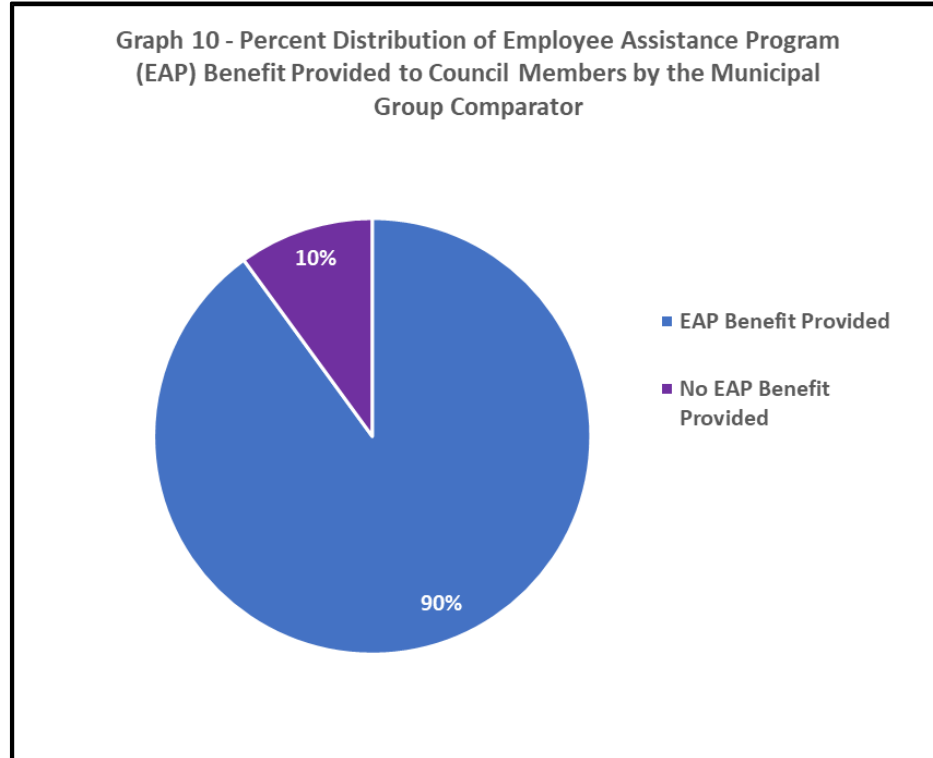
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 13 - 2022 Council Remuneration Survey | |
|---|--|
| Municipal Group Comparator | Employee Assistance Program (EAP) Provided |
| City of Spruce Grove | Yes |
| City of Airdrie | Yes |
| City of Fort Saskatchewan | Yes |
| City of Grande Prairie | Yes |
| City of Leduc | Yes |
| City of Medicine Hat | No |
| City of Red Deer | Yes |
| City of St. Albert | Yes |
| Town of Cochrane | Yes |
| Town of Okotoks | Yes |
| Town of Stony Plain | Yes |

Table 13 – 2022 Employee Assistance Program (EAP) Benefit Provided to Council Members shows which Municipalities offer EAP Benefits to Council members. The City of Spruce Grove provides this benefit.

Graph 10 – Percent Distribution of Employee Assistance Program (EAP) Benefit Provided to Council Members illustrates the percent distribution of municipalities who provide an Employee Assistance Program (EAP) to their Council members.



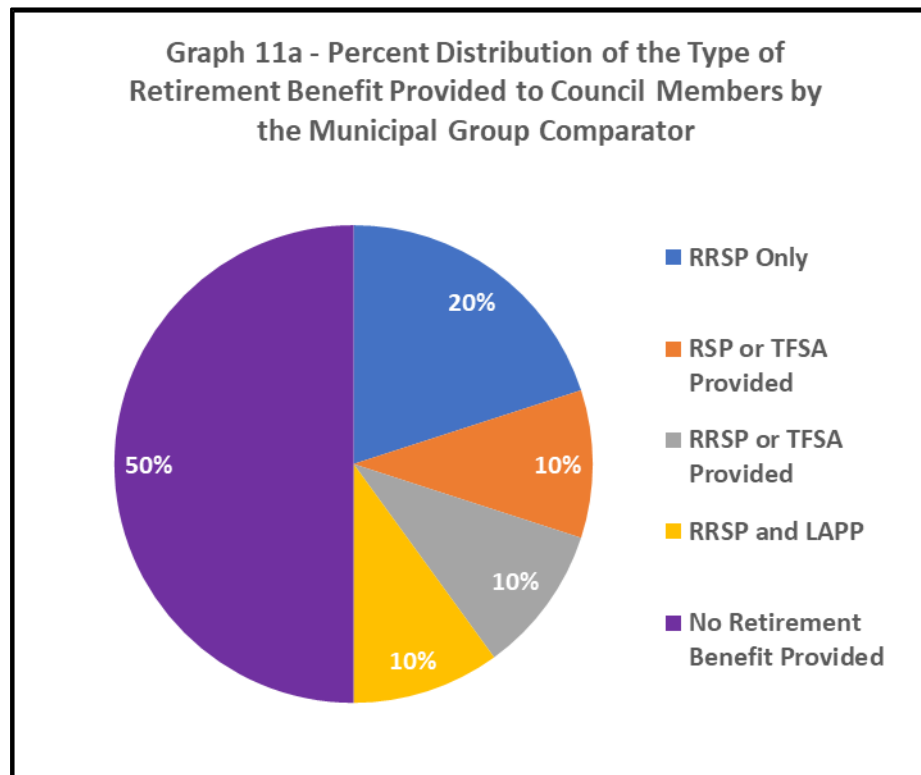
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 14a - 2022 Council Remuneration Survey | |
|--|-------------------------------------|
| Municipal Group Comparator | Type of Retirement Benefit Provided |
| City of Spruce Grove | RRSP or TFSA |
| City of Airdrie | No Retirement Benefit Provided |
| City of Fort Saskatchewan | No Retirement Benefit Provided |
| City of Grande Prairie | No Retirement Benefit Provided |
| City of Leduc | RRSP and LAPP |
| City of Medicine Hat | RRSP or TFSA |
| City of Red Deer | RRSP Only |
| City of St. Albert | RRSP Only |
| Town of Cochrane | No Retirement Benefit Provided |
| Town of Okotoks | No Retirement Benefit Provided |
| Town of Stony Plain | RSP or TFSA |

Table 14a – 2022 Retirement Benefit Provided to Council Members shows the type of benefit provided by each Municipality. The City of Spruce Grove provides RRSP or TFSA retirement benefit to Council members.

Graph 11a – Percent Distribution of the Type of Retirement Benefit Provided to Council Members shows the percent distribution of the type of Retirement Benefit being provided to Council members by the Municipal Group Comparator.



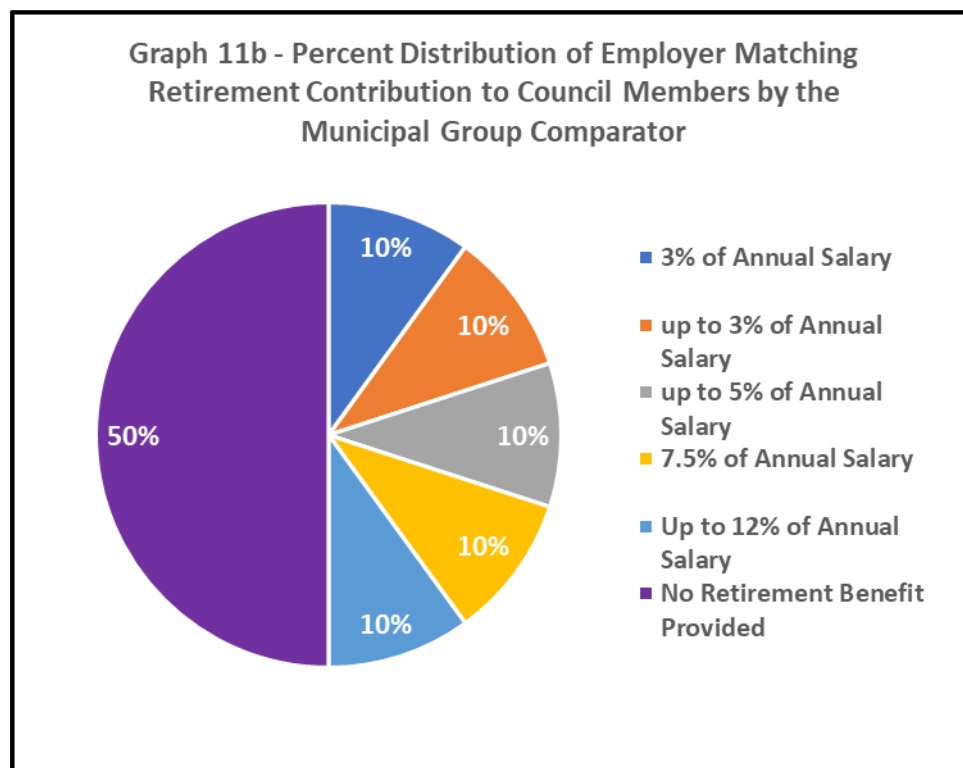
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 14b - 2022 Council Remuneration Survey | |
|--|---|
| Municipal Group Comparator | Employer Matching Retirement Contribution |
| City of Spruce Grove | 4% of Annual Salary |
| City of Airdrie | No Retirement Benefit Provided |
| City of Fort Saskatchewan | No Retirement Benefit Provided |
| City of Grande Prairie | No Retirement Benefit Provided |
| City of Leduc | up to 5% of Annual Salary |
| City of Medicine Hat | Up to 12% of Annual Salary |
| City of Red Deer | 7.5% of Annual Salary |
| City of St. Albert | 3% of Annual Salary |
| Town of Cochrane | No Retirement Benefit Provided |
| Town of Okotoks | No Retirement Benefit Provided |
| Town of Stony Plain | up to 3% of Annual Salary |

Table 14b – 2022 Employer Matching Retirement Contribution to Council Members shows the amount of contribution provided by each Municipality. The City of Spruce Grove provides up to 4% of annual salary as employer matching contribution to Council members.

Graph 11b – Percent Distribution of Employer Matching Retirement Contribution to Council Members shows the percent distribution of the type of Employer matching retirement contribution.



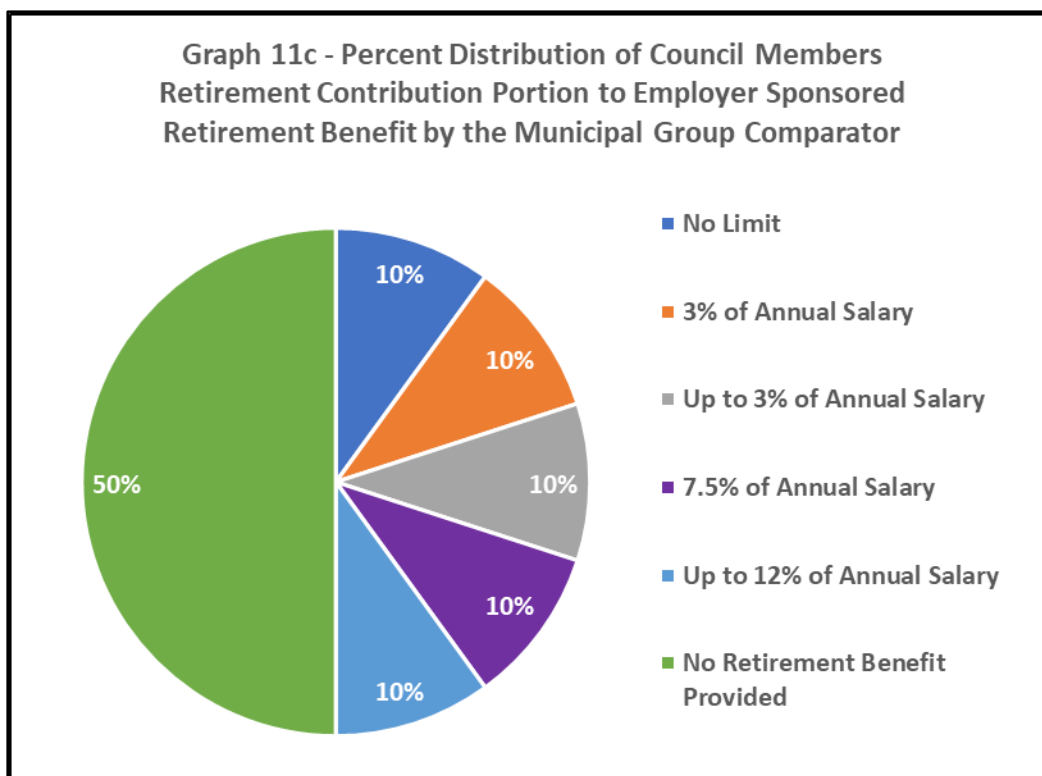
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

| Table 14c - 2022 Council Remuneration Survey | |
|--|---|
| Municipal Group Comparator | Council Members Retirement Contribution Portion |
| City of Spruce Grove | Minimum 4% of Annual Salary |
| City of Airdrie | No Retirement Benefit Provided |
| City of Fort Saskatchewan | No Retirement Benefit Provided |
| City of Grande Prairie | No Retirement Benefit Provided |
| City of Leduc | No Limit |
| City of Medicine Hat | Up to 12% of Annual Salary |
| City of Red Deer | 7.5% of Annual Salary |
| City of St. Albert | 3% of Annual Salary |
| Town of Cochrane | No Retirement Benefit Provided |
| Town of Okotoks | No Retirement Benefit Provided |
| Town of Stony Plain | Up to 3% of Annual Salary |

Table 14c – 2022 Council Members Matching Retirement Contribution to Employer Sponsored Retirement Benefit shows the allowable amount of contribution made by Council Members. The City of Spruce Grove allows a minimum contribution of 4% of annual salary by a Council member with no maximum.


Graph 11c – Percent Distribution of Council Members Matching Contribution to Employer Sponsored Retirement Benefit shows the percent distribution of Council Members type of retirement contribution.



2022 Council Remuneration Survey

APPENDIX 1 – Survey Questionnaire

2022 Council Remuneration Survey

| | | | | |
|---|--|--------------------------------------|--|--|
|  | | <h2>Council Remuneration Survey</h2> | | |
| Name of Organization: | | | | |
| Name of Contact: | | | | |
| Telephone Number: | | | | |
| Email: | | | | |
| Council Remuneration - Base Salary | | | | |
| Year | Mayor Employment Status (FT or PT) | Mayor Annual Base Salary | Councillor Annual Base Salary | Deputy Mayor Supplemental Salary Allowance |
| 2021 | | | | |
| 2022 | | | | |
| Honorarium | | | | |
| Year | Half Day & Amount | Full Day \$ Amount | Note: Half day honoraria is defined as a minimum of 2 hours and a maximum of 4 hours, and full day is defined as in excess of 4 hours. | |
| 2021 | | | | |
| 2022 | | | | |
| Annual Car Allowance | | | | |
| Year | Mayor Allowance | Councillor Allowance | Note: Allowance could be annual or monthly amounts. | |
| 2021 | | | | |
| 2022 | | | | |
| Training & Conference Budget | | | | |
| Year | Mayor Annual \$ Budget | Councillor Annual \$ Budget | Deputy Mayor Annual \$ Budget | |
| 2021 | | | | |
| 2022 | | | | |
| Mobile Devices | | | | |
| Question? | NO | YES | Monthly Allowance Amount if applicable? | |
| Do you provide mobile devices (cellular phone) for? Indicate your choice by an "X". | | | | |
| Mayor | | | | |
| Council | | | | |
| Computer Devices | | | | |
| Question? | ipad | Android Tablet | Laptop/Computer | Other |
| Do you provide an electronic device and what type for? Indicate your choice by an "X" | | | | |
| Mayor | | | | |
| Councillor | | | | |
| Technology & Office Supplies | | | | |
| Year | One Time Term Home Office Set-up \$ Amount | Annual \$ Allowance | Other \$ Allowance | |
| 2021 | | | | |
| 2022 | | | | |

2022 Council Remuneration Survey

APPENDIX 1 – Survey Questionnaire (cont'd)

| Benefits - Life Insurance & Accidental Death & Dismemberment | | | | |
|--|--|--------------------------------|--|--|
| Basic Group Life | Benefit Formula | Maximum Benefit | | |
| | | | | |
| Dependent Life | Insurance Amount - Spouse | Insurance Amount - Child | | |
| | | | | |
| Optional Group Life | Eligibility | Benefit Formula | Combined Maximum Basic Group Life & Optional | |
| | | | | |
| AD&D | Benefit Formula | Maximum Benefit | | |
| | | | | |
| Benefits - Health Plan | | | | |
| Prescription Drugs | Coverage Level | Payment Type | Drugs Defined | |
| | | | | |
| Hospital Benefits | Coverage Level | Private/Semi Private Rooms | Other | |
| | | | | |
| Extended Health | Coverage Level | Ambulance & Ancillary Services | Paramedical Practitioners | |
| | | | | |
| Out of Province Emergency | Coverage Level | Benefit Period | Maximum | |
| | | | | |
| Vision Care | Coverage Level | Benefit Period | Maximum | |
| | | | | |
| Benefits - Dental Plan | | | | |
| Benefit Type | Coverage Level | Maximum | | |
| Basic | | | | |
| Extensive | | | | |
| Orthodontic | | | | |
| Benefits - Employee/Family Assistance Program (EFAP) | | | | |
| Question? | Do you provide EFAP to Council members? <i>Indicate your choice by an "X".</i> | NO | YES | |
| | | | | |
| Retirement Benefit | | | | |
| Retirement Savings Plan | Type of Plan | Employer Matching Contribution | Mayor/Councillor Matching Contribution | |
| | | | | |
| Other Benefits | | | | |
| Other Benefits | Coverage Level | Benefit Period | Maximum | |
| | | | | |
| | | | | |
| | | | | |

APPENDIX E

Jurisdictional Scan – Internal Board and Committee Remuneration

| Municipality | Councillors Remunerated for Internal Boards and Committees? | Public Members Remunerated for Internal Advisory Boards? | Public Members remunerated for Internal Quasi Judicial Boards | Amount |
|--|--|--|---|---|
| Airdrie (counterpart confirmed via email and provided bylaw) | No | No | ARB | a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours |
| Cochrane (counterpart confirmed via email and provided bylaw) | No | No | ARB | a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours |
| Fort Saskatchewan (counterpart confirmed via email and provided a policy) | <ul style="list-style-type: none"> Yes, if Council meetings are over 6 hours or longer, claim per diem; Yes, FOR Councillors who are appointed Members to boards, | No | SDAB | \$100 per half day (2 to 4 hours) \$200 per fully day (excess of 4 hours) |

APPENDIX E

| Municipality | Councillors Remunerated for Internal Boards and Committees? | Public Members Remunerated for Internal Advisory Boards? | Public Members remunerated for Internal Quasi Judicial Boards | Amount |
|---|---|--|---|---|
| | committees or commissions (e.g., SDAB) and attend such meetings shall be eligible to claim Per Diems. The Mayor does not receive per diems for committee work. | | | |
| Grande Prairie (counterpart confirmed via email) | No | Complaint Adjudication Committee | ARB SDAB | ARB & SDAB a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours Complaint Adjudication Committee \$100 for each half day (at least 2 hours) \$200 for each full day (at least 4 hours) |
| Leduc (counterpart confirmed via email) | No | No | ARB SDAB | SDAB a) Chair \$125 per hearing |

APPENDIX E

| Municipality | Councillors Remunerated for Internal Boards and Committees? | Public Members Remunerated for Internal Advisory Boards? | Public Members remunerated for Internal Quasi Judicial Boards | Amount |
|---|---|--|---|--|
| and attached SDAB and ARB bylaws) | | | | <p>b) Member \$100 per hearing</p> <p>ARB \$164 for 4 hours or less \$290 for more than 4 hours but less than 8 hours \$601 if more than 8 hours are worked in a day.</p> |
| Medicine Hat (confirmed via email and Policy No. 8043 City Council Remuneration) | No | No | ARB | <p>a) Chair \$250 for ½ day (less than 4 hours) \$400 for full day (4 hours or more)</p> <p>b) Member \$175 for ½ day (less than 4 hours) \$300 for full day (4 hours or more)</p> |
| Okotoks (counterpart confirmed via email and link to bylaw online) | No | No | ARB SDAB | <p>ARB & SDAB</p> <p>a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours</p> <p>b) Member \$164 for up to 4 hours</p> |

APPENDIX E

[illegible]

APPENDIX E

| Municipality | Councillors Remunerated for Internal Boards and Committees? | Public Members Remunerated for Internal Advisory Boards? | Public Members remunerated for Internal Quasi Judicial Boards | Amount |
|--|---|--|---|---|
| | | | | b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours |
| Stony Plain (counterpart confirmed via email) | No | No | No | n/a |

APPENDIX F
Jurisdictional Scan - Parental Leave Remuneration

| | Municipality | | | | | | | |
|--------------|---|--|--|---|--|--|--|--|
| Weeks | <i>Spruce Grove</i> | <i>Edmonton</i> | <i>Blackfalds</i> | <i>Fort Sask</i> | <i>Lacombe</i> | <i>Stony Plain</i> | <i>Calgary</i> | <i>Strathcona County</i> |
| Remuneration | <i>Spruce Grove Councillor remuneration: \$58,154 per year or \$1,118.35 per week (\$58,154/52 weeks)</i> | | | | | | | |
| 1 | \$29,077.10 | Same remuneration as Spruce Grove. | \$12,301.85 | \$9,841.48 | \$9,841.48 | \$15,992.41 | <u>Maternity leave:</u> \$20,018.47 | <u>Birth giver:</u> \$19,011.95 |
| 2 | (10 week no duties plus 100% | | 55% of salary for remuneration | 55% of salary for remuneration | 55% of salary for remuneration | 55% of salary for remuneration | (16 weeks maternity leave + 10 weeks parental leave) | (6 week health leave full remuneration + 20 weeks parental leave 55% of salary for remuneration) |
| 3 | attendance weeks 11-26) | Full Remuneration received for first 10 weeks | 20 weeks | 16 weeks (no council duties) | 16 weeks | 26 weeks (no council duties) | Maternity leave: 8 weeks full remuneration and 8 weeks 55% of salary | (no council duties) |
| 4 | | Percentage of council duties for the following 10 weeks: | Must have served on council for 6 months (no council duties) | $\$1,118.35 \times 16 \times 0.55 = \$9,841.48$ | Must have served on council for 6 months (no council duties) | $\$1,118.35 \times 26 \times 0.55 = \$15,992.41$ | Parental leave: 10 weeks 55% of salary (no council duties) | $\$1,118.35 \times 6 = \$6,710.10$ |
| 5 | | | $\$1,118.35 \times 20 \times 0.55 = \$12,301.85$ | | $\$1,118.35 \times 16 \times 0.55 = \$9,841.48$ | | | |
| 6 | \$11,183.50 | 30% for Council mtg attendance | | | | | $\$1,118.35 \times 8 = \$8,946.80$ | |
| 7 | (full remuneration received for first 10 weeks) | 30% for standing mtg attendance | | | | | | |
| 8 | (no council duties) | 15% for board mtg attendance | | | | | $\$1,118.35 \times 8 \times 0.55 = \$4,920.74$ | <u>Non-Birth Giver:</u> \$15,992.41 |
| 9 | $\$1,118.35 \times 10 = \$11,183.50$ | 25% for event attendance | | | | | | 55% of salary for remuneration |
| 10 | | | | | | | $\$1,118.35 \times 10 \times 0.55 = \$6,150.93$ | 26 weeks (no council duties) |
| 11 | | | | | | | | $\$1,118.35 \times 26 \times 0.55 = \$15,992.41$ |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | \$17,893.60 | | | | | | <u>Parental leave:</u> \$15,992.41 | |
| 15 | (100% duties) | | | | | | 55% of salary for remuneration | |
| 16 | (weeks 11 - 26 remuneration is a percentage of council duties completed) | | | | | | 26 weeks (no council duties) | |
| 17 | 40% Council mtg attendance | | | | | | | |
| 18 | 20% for COW mtg attendance | | | | | | | |
| 19 | 20% for board mtg attendance | | | | | | | |
| 20 | 20% for event attendance | | | | | | | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
| 26 | | | | | | | | |
| | $\$1,118.35 \times 16 = \$17,893.60$ | | | | | | | |

APPENDIX F

| Municipality | <i>Spruce Grove</i> | <i>Edmonton</i> | <i>Blackfalds</i> | <i>Fort Sask</i> | <i>Lacombe</i> | <i>Stony Plain</i> | <i>Calgary</i> | <i>Strathcona County</i> |
|--------------|--|-------------------------------------|---|---|---|---|---|--|
| Benefits | If performing duties, benefits are covered by the City; If NO duties after 30 days, Councillor’s responsibility or opt out | Benefits not discussed in the bylaw | Entitlement to receive or participate in any benefits program or package that the Councillor would be entitled to | Entitlement to receive or participate in any benefits program or package that a Councillor would be entitled to | Entitlement to receive or participate in any benefits program or package that the Councillor would be entitled to | Town contributes 55% and Councillor contributes 45% | A Member of Council who takes maternity leave or parental leave pursuant to this Bylaw must contact Human Resources prior to beginning their leave to determine the impact on their benefit and pension coverage and premiums | Health related portion: County to pay County portion and Council to pay Councillor portion Parental leave: Councillor responsible for full cost of benefits |

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

PROGRESS REPORT ON SUBDIVISION AND HAMLET SIGNAGE

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee receive the progress report on signage in hamlets and subdivisions in the County of Vermilion River as information.

DETAILS

Background:

The County of Vermilion River Council requested information about subdivision and hamlet signs at the September 24, 2024, Council Meeting and the October 1, 2024, strategic planning meeting, respectively.

Discussion:

Administration has prepared a progress report on the state of signs in hamlets and subdivisions in the County of Vermilion River.

Desired Outcome (s):

THAT the County of Vermilion River Policy and Priorities Committee receive the progress report on signage in hamlets and subdivisions in the County of Vermilion River as information.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee receive the progress report on signage in hamlets and subdivisions in the County of Vermilion River as information.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial: If Council would like to see additional signs purchased for subdivisions and hamlets, the Administration will prepare quotes from sign providers.

Communication Required: Community groups that the signage would impact, County of Vermilion River Staff.

Implementation:

Council Goal: Economic Development

ATTACHMENTS

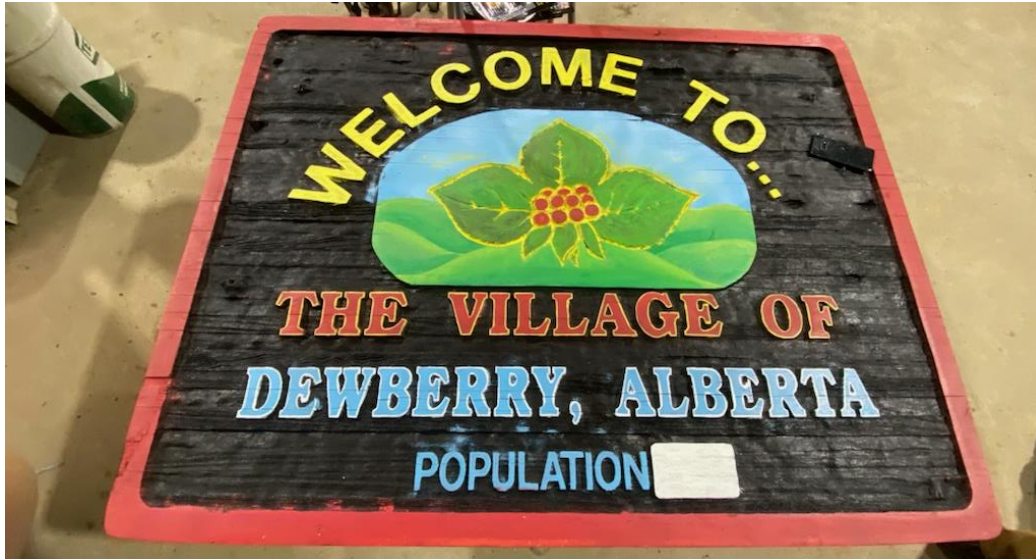
Sign refinishing in Dewberry and Clandonald.pdf

Progress Report on Subdivision and Hamlet Signage.pdf

PREPARED BY: ACAO Hannah Musterer and reviewed by Ben McPhee

DATE:2024-10-10

Sign Refinishing in Dewberry and Clandonald – October 8, 2024



Progress Report on Subdivision and Hamlet Signage
October 9, 2024

Hamlet Signage

- Conducted Audit on Hamlet Signs in the Summer 2024. Findings:
 - o Clandonald – Two signs in Clandonald were “freshened up” and are completed. The ACAO reached out to local community groups to see if they would be interested in refinishing the signs and received no response. The County of Vermilion River hired a staff to complete the work. Images are included in the agenda package.
 - o Dewberry – The hamlet of Dewberry has several signs. The sign on the south side of the community was determined that it could be “freshened up” and that has been completed. The ACAO reached out to local community groups to see if they would be interested in refinishing the signs and received no response. The County of Vermilion River hired a staff to complete the work.
 - o Islay – This sign is along HWY 893 and was donated. This sign is not on County of Vermilion River property.
 - o Blackfoot – Located along HWY 16 and RGE 21. This community has a very nice sign that has been supported through the community groups and the County of Vermilion River.
 - o Mclaughlin – No signage indicating the community.
 - o Tulliby Lake - No signage indicating the community.
 - o Streamstown - No signage indicating the community.
 - o Rivercourse - No signage indicating the community.

Subdivisions

- o The County of Vermilion River has 18 Subdivisions/multi-lots in our municipality.
- o Most of the Subdivisions/multi-lots have small metal green signs that have the physical address.
 - Staff will need to confirm if all subdivisions/multi-lots still have the small green metal signs with the physical address.
- o Some of the Subdivisions have very elaborate signs.
 - These signs were generally put in by the developer or the community group.
 - Some of these signs are on the County of Vermilion River property, some of the signs are not on County of Vermilion property which could pose challenges if the County replaces them.
 - Some of the signs are in good condition, some are not and need to be removed or replaced.
 - To get a full picture of the scope of work, Administration would complete a thorough audit on the condition of each sign, if the sign is

our property, if the sign is on County of Vermilion River property, and if it should be replaced.

- If the County of Vermilion River were to replace signs, would Council like to see a standardized sign for all communities? There are many variations in the design and materials used for each of the subdivisions.
- Would the County of Vermilion River replace all signs in the subdivisions or the signs that are deteriorating?
 - If the County of Vermilion River replaces only some of the signage it could create further discrepancy in levels of service to the subdivisions.
- If the County wanted to create consistency, Administration would recommend aligning the design of the subdivision signs with the potential hamlet signs.
- Many subdivisions have strong community and ownership in their area, and the County of Vermilion River may want to consider working with the community to establish these signs.

Looking ahead

- Does the County of Vermilion River want to add signs indicating the community to the four hamlets identified above that do not have signs?
- Does the County of Vermilion River want to standardize signs to see consistent signage in all communities?
 - If the County of Vermilion River were to standardize signs within all communities, it could look like:
 - Align with our Corporate Image while ensuring durability and longevity.
 - Purchase signs for all eight hamlets/ 18 subdivisions so that there is consistency with our program.
 - Does the County of Vermilion River want to consult local community groups to get their feedback on the placement of the signs?
 - If the County of Vermilion River chooses to go with a standardized approach would we work with the community groups to remove welcome signs that do not match the corporate image?
 - Does Council have certain materials for signs in mind?
 - Metal – Best longevity
 - Wood
 - Plastic
- Does the County of Vermilion River want to replace signs as they become deficient?

COMMITTEE MEETING DATE:2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

**ALBERTA HUB MEMBERSHIP MEETING MINUTES AND PROJECT
SUMMARY/QUESTIONS FOR MEMBERSHIP SURVEY**

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River accept the minutes and summary report of the October 1, 2024, Alberta HUB Membership Meeting for information.

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River to direct administration to submit the following question(s) for the proposed Alberta HUB Membership Survey:

1.

DETAILS

Background:

The County of Vermilion River is a member of Alberta HUB.

Discussion:

Alberta HUB will be sending out a survey to its membership asking about the value and direction of Alberta HUB.

In the October 1, 2024, draft Alberta HUB Membership meeting minutes, the chair requested “that if anyone has questions for the survey, please forward them... by October 15.”

If the Council of the County of Vermilion River would like to submit any questions to this survey administration can distribute them to the Executive Director of Alberta HUB to include in the survey.

The draft minutes from the Alberta HUB meeting and request for participation was distributed on Monday, October 7, 2024.

Relevant Policy/Legislation Practices:

Desired Outcome (s):

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River to accept the minutes and summary report of the October 1, 2024, Alberta HUB Membership Meeting for information.

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River to direct administration to submit the following question(s) for the proposed Alberta HUB Membership Survey:

1.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River accept the minutes and summary report of the October 1, 2024, Alberta HUB Membership Meeting for information.

THAT the County of Vermilion River Policy and Priorities Committee recommends to the County of Vermilion River to direct administration to submit the following question(s) for the proposed Alberta HUB Membership Survey:

1.

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: Executive Director of Alberta HUB.

Implementation: Administration will communicate with the Executive Director of Alberta HUB.

ATTACHMENTS

Alberta HUB 2024 Projects Summary at October 1, 2024 Membership Meeting.pdf



Alberta HUB Board Membership draft minutes October 1 2024.pdf

PREPARED BY: ACAO Hannah Musterer

DATE:2024-10-10

**Alberta HUB Project Summary April 1/24 – March 31/25 Operations Plan
Restricted Funding – Specific Projects**

1) Commercial/Industrial Investment Attraction Asset Plan

- Land/Building Site Selection Tool / Alberta HUB website/Member Website
(Available land/building page)

ACP Funding - \$187,000 County of Vermilion River lead applicant **End Date June 3/25**

2) N.E. Alberta Sector Development Strategy Marketing:

- Update Existing profiles / New Profiles - Regional and Member Profiles
- Update messaging on Alberta HUB website -

CECI / NRED / Alberta HUB funding - \$180,032.00 **End Date CECI Dec/24**
End Date NRED Mar 31/25

3) Alberta HUB – UAV/AAM Project – Alberta HUB Skyways (Advanced Air Mobility)

Result.....to achieve routine BVLOS (Beyond Visual Line of Sight) operations utilizing a proven aircraft within airport environments & RTM Airspace(s) for commercial objectives.

Outcomes:

- Strategic Impact Study
- Identify Required Infrastructure
- Remote Traffic Management (RTM)

Small Community Opportunities Program (SCOP) \$90,000

Alberta HUB \$10,000 **End Date Dec 1/25**

\$100,000

**Current projects (activity) executed via the Executive Director (day-to-day activities / but not limited to)
Operational Funding from Alberta HUB / Jobs Economy & Trade**

1) Airports: Airmarket iART Alliance (ties in with the Alberta HUB Skyways Project)

- At the core of iART's mission: to achieve routine BVLOS (Beyond Visual Line of Sight) operations utilizing a proven aircraft within airport environments & RTM Airspace(s) for commercial objectives. Initially focused on addressing Alberta energy and wildfire use cases, our vision will scale across Canada.
- Alberta HUB joined the iART Alliance (MOU) (no cost/no liability) that includes Sturgeon County, COPA, Suncor, TC Energy, CN and other Tech and UAV companies.

Canada is poised to move Beyond Visual Line of Sight operations as there are numerous commercial/industrial opportunities for drone use and unmanned traffic systems are key to unlocking this potential. This initiative adds innovation/diversification to our value proposition.

This is an ongoing activity..... No firm end date

2) Eastern Alberta Trade Corridor – REDA initiative with PEP and BRAED

Highway 36 / 41 - connecting with other East/West and North / South Highways

Why? Shorter / Safer route to U.S. and Mexican markets.....

- Adds to the value proposition for Alberta HUB – Market access
- Economic Corridors – GOA – “Formalization” Hwy 36

(MLA Shane Getson- Parliamentary Sec. for Ec/Dev Corridor Development) - Collaboration Highway 28 has been also identified as a corridor (See attached map)

- Local to Global Forum – March 5,6,7th 2025 Medicine Hat.

Ongoing Initiative with 2 REDAs BRAED, PEP.

3) BioMass - Ecostrat Result ‘A’ rating.....

High level of investor interest in investing in Bio industrial capacity to address the global need for aviation fuel, transportation fuels, natural gas.....

Key Barrier: a clear understanding of feedstock availability and supply risks.

Feedstock supply security and price is one of the 3 key investor risks which affect investment decisions and price of capital, the other two are regulatory and market demand/secure offtakes. The 3 main risks to investors are feedstocks, regulatory & demand

Clean Fuel Fund – Ecostrat Applicant: C-SAF Location: Vegreville (encompasses the Alberta HUB region) **Completion date September 24/2024**

4) Manufacturing - Collaboration with Canadian Manufacturers & Exporters (CM&E)

This initiative was spearheaded by Alberta HUB board member EMW Manufacturing

A consultation initiative.... **Manufacturing Alberta’s Future.** This highlighted the challenges of local (rural) manufacturers. 3 roundtable sessions with manufacturers were held in the Alberta HUB region. **Report generated: Manufacturing Alberta’s Future: A Plan to Drive Investment, Create Jobs and Grow Exports.** This report included a 5-point strategy which included addressing the financial barriers (commercial lending/assessed values of land and buildings) manufacturers are facing in rural Alberta as well as the grants available were not meeting the needs of rural manufacturers was presented to Minister Jones.

A rural economic development strategy was also presented to the Minister however for a lack of a better term this report was accepted as information. **Currently on hold as funding from the Federal Government was pulled**

5) Housing Initiative: 3 REDAs participating (HUB/PEP/Southgrow)

- Create a master agreement that qualifies for financing through the Canada Infrastructure Bank (CIB), as we work to combat the pressing housing crisis in (rural) Alberta.
- 16 Alberta HUB municipalities participated with information totaling over \$245 million
- Still discussing with the CIB and the Alberta Government. Got the attention of the Premier.

On-going process with CIB..... no end date

- 6) Carbon Capture (CCUS) Pathways / Atlas (Shell) – exploring opportunities **(on-going)**
Major companies looking to
- 7) Innotech collaboration – Hemp / other opportunities in collaboration taking applied research to commercialization.....**(on-going)**
- 8) Transportation/Economic Corridors – formalization of highways 16/28/36/41/881 **(on-going)**
Ministry of Transportation, Economic Corridors
**** Rail feasibility study - pending***
- 9) Supporting large scale investment addressing operating costs, Electricity, natural gas, etc.
(Hemp investors Elk Point, Red Wolf (Ag focus) LLB County) **(on-going)**
- 10) Aligning with Invest Alberta on increasing investment in the Alberta HUB region. **(on-going)**
(see attached map)
- 11) Trying to Align with Ag/Irrigation investment specialists.....lack of collaboration **(on-going)**
- 12) Working with all members – providing ec/dev support – leads, funding opportunities, etc. **(on-going)**
- 13) Managing Alberta HUB / Collaborating with Jobs Economy & Trade – REDS **(on-going)**

Additional activities as required.

Northeast Alberta Information HUB

October 1, 2024, Board/Membership Meeting Minutes

Lamont Recreation Center, Lamont, Alberta

Attending: Gerald Aalbers/Lloydminster, Tim MacPhee/Vegreville, Bill Parker/Cold Lake
 Sonny Rajoo/Two Hills, Jocelyne Lanovaz/Mannville, Lindsay Haag/EMW
 Sebastian Dutrisac/County of Two Hills, Alice Wainwright Stewart/Lakeland
 College, Ross Krekoski/St. Paul County,
 Karl Hauch/Bruderheim, Lorne Halisky/County, Daniel Warawa/Lamont County
 Smoky Lake, Linda Sallstrom/STEP, Warren Griffin/Boyle, Al Harvey/Lamont,
 Jason Boorse/Elk Point, Trudy Smith/Chipman, Murray Phillips/Two Hills County,
 Mike van der Torre/Vermilion, Rob Olsen/Redwater, Camille Wallach/Athabasca
 County, Nancy Broadbent/Portage College, Donna Rudolf/Myrnam, Tammy
 Thompson/Vilna, Marianne Prockiw-Zarusky/Smoky Lake, Evelynne Kobes/Smoky
 Lake, Debbie McMann/Innisfree, Paul Miranda/Vilna,
 Ryan Donald/Fortis, Daru Pretorius/Cold Lake, Jennifer Kirkpatrick/Athabasca
 County, Mark Lavar/Bonnyville, Nancy Broadbent/Portage College
 Kathy Dmytriw/Crossroads, Daryn Galatiuk/Glendon, Bob Bezpalko/Alberta HUB,
 Don Slipchuk/M.D. Bonnyville, Mervin Haight/Andrew, Jason Wallsmith/St. Paul
 County, Loni Leslie/Vilna, Kylie Rude/Andrew, Maureen Miller/St. Paul, Joey
 Natziger/Minburn County, Don Slipchuk/M.D. Bonnyville,

Regrets: Rob Pulyk/Vermilion, Clifton Cross/Frog Lake First Nations,
 Lorin Tkachuk/Lac La Biche, Harold Bylan/Buffalo Lake Metis Settlement,
 Darrell Younghans/St. Paul County, Mike Tarkowski/Two Hills

Special Guests: Honorable Jackie Homeniuk, MLA Scott Cyr, MLA Garth Rowswell

- 1.0 Chair Gerald Aalbers called the meeting to order at 10:05am
 Roundtable introductions
 Welcome - Lamont Councillor Al Harvey
 Welcome/Greetings – Honourable Jackie Homeniuk
- 2.0 Chair Aalbers asked for a motion to approve the agenda with the addition of
 10.0 Chairs report.
Alice Wainwright Stewart moved the approval of the agenda with additions. Carried
- 3.0 Chair Aalbers asked for a motion to approve the August 21st board meeting minutes.
Tim MacPhee moved to approve the August 21st board meeting minutes. Carried
- 4.0 Financial Statement as of February 29, 2024 – Jocelyne Lanovaz/ Bob Bezpalko
Jocelyne Lanovaz moved to approve the financial statement as of August 31st, 2024. Carried

- 5.0 Alberta HUB (REDAs) Current State Summary / Value of Alberta HUB Survey – Chair Aalbers
Gerald spoke to the state of the REDAs across the province and the advocacy that has taken place to restore operational funding.

Alberta Hub will be sending out a survey to its members asking about the value, and the direction of Alberta HUB as well as the importance of economic development on a regional scale.

Gerald asked that if anyone has questions for the survey, please forward them to Bob by October 15.

- 6.0 Funding re-cap – Operations – Bob Bezpalko

Bob provided operational expenses (average) over the last 3 years. Moving forward Bob Recommended that Alberta HUB requires between \$180k - \$200k per year to operate and make an impact. As of March 31, 2027, the GOA funding will end. They have been providing \$125k per year for 2024/25, 2025/26 and 2026/27 with conditions.

Bob advised that 25% (\$31,250.00) of the \$125k (if conditions are met) on a specific project For the 2025/26 operating year. This will be increased to 50% (\$62,500.00) for the 2025/26 operating year.

Bob continued with agenda #8.....

- 7.0 Funding options: Chair Aalbers Round table discussion

Chair Aalbers began the discussion about the sustainability of Alberta HUB. Chair Aalbers spoke to numerous options including a per capita increase which hasn't been increased since 2011 as well as increases to annual fees. Pay per service options... concierge service.

A general discussion took place about possible options and the need to take these back to Each members decision makers for further dialogue.

- 8.0 Current projects / Activity – Bob presented the projects he is currently working on as well as Future activities and potential opportunities. Please see the attached presentation.

- 9.0 Next meeting: Friday, January 31 Cold Lake.

- 10.0 Chairs report: Chair Aalbers advised the membership that this will be his last term as Chair of Alberta HUB. Elections to take place at the AGM in June.

- 11.0 Gerald Aalbers asked for a motion to approve a letter of support for Buffalo Lake Metis Settlement in their advocacy to build a “school” in their settlement.

Bill Parker moved to provide a letter of support for Buffalo Lake Metis Settlement supporting their request to establish a school within their settlement.

Carried

Adjourned at 2:30pm.

Gerald Aalbers
Chair
Northeast Alberta Information HUB

Jocelyne Lanovaz
Secretary/Treasurer
Northeast Alberta Information HUB

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

AG 014 HAMLET BEAUTIFICATION POLICY UPDATE – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve the updated AG 014 Hamlet Beautification Policy as presented.

DETAILS

Discussion: AG 014 Hamlet Beautification Policy has not been updated for since 2006 but has been used annually to provide grants to Community groups. The intent of Policy AG 014 in 2006 was to provide funding for hamlets within the County of Vermilion River to conduct mowing and grounds maintenance and to provide beautification within the hamlet. Mowing is an effective weed control practice and prevents the spread of weeds on properties. The intention of the Policy was to allow local residents to make decisions on community appearance and maintenance and have control over weeds and mowing within their hamlet. Over the years, the County of Vermilion River increasingly took responsibility for mowing on public lands in the hamlets. The Beautification Grants currently provide funding for additional activities to maintain the appearance of hamlets as desired by the community. Community organizations within County of Vermilion River hamlets have been receiving annual funding for beautification from the municipality consistently since 2006. The amount provided has not changed in that period.

As the County is now mowing public areas within the Hamlets, the proposed version of Policy AG 014 has been renamed the Hamlet Beautification Policy and mowing has been removed from the policy. There is still a need to encourage hamlet residents to take action to maintain the appearance of their hamlet. This is a good way to build community pride and respect for the area, and engage the community to work together, at a relatively minimal annual cost. Additionally, this policy enables local community groups to conduct beautification activities that may be particularly desired by that community but do not fall under County Service levels, i.e. control of common weeds such as dandelions or purslane.

Changes in the proposed draft policy include

- Removal of mention of hamlet mowing
- Definitions including defining “weeds”, “beautification” and “grounds maintenance”
- Increases in the annual grant payment for some hamlets based roughly on hamlet population and hamlet size (area to manage).
- Adding an annual meeting in each hamlet between administration and interested community groups and organizations.

Relevant Policy/Legislation Practices: None

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve the updated AG 014 Hamlet Beautification Policy as presented.

Response Options: THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind Policy AG 014 Hamlet Mowing and Beautification Policy.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to implement policy for 2025

Financial: Additional grant money added to Agriculture and Environment Operational Budget for 2025.

Communication Required: Inform affected community groups of changes to Policy AG 014.

Implementation:

ATTACHMENTS

1. AG 014 Hamlet Beautification Policy Sept 2024 draft.pdf
2. AG 014 (1st Revision); Hamlet Mowing and Beautification Policy (2007-06-25).pdf
3. HAMLET BEAUTIFICATION PROGRAM Reporting Form 2022.pdf

PREPARED BY: Cathie Erichsen Arychuk, P.Ag., Director of Agriculture and Environment

DATE: October 4, 2024

| | | | |
|-----------------------------|--|---|--|
| POLICY #: AG 014 | | POLICY TITLE: Hamlet Beautification Policy - Draft | |
|-----------------------------|--|---|--|

| | | | |
|---|---|------------------------------|---|
| APPROVAL DATE AND MOTION: | Draft | CROSS- REFERENCE: | AG 016 Weed and Vegetation Management |
| RESPONSIBILITY: | Director of Agriculture and Environment, Agriculture and Environment | APPENDICES: | Hamlet Beautification Program Reporting Form |
| APPROVER: | Council | EFFECTIVE DATE: | |
| REVISION DATE(S)/ MOTION # | June 25, 2007 (60-06- 07); September 26, 2006 (81-09-06) | NEXT REVIEW DATE: | December 2029 |

1. DEFINITIONS

- 1.a. Beautification: The act or process of improving the appearance of a place or community.
- 1.b. Community organization: A group of local citizens that is a legal entity representing the citizens in the hamlet.
- 1.c. County property: County property within the hamlet includes parks, playgrounds, and environmental reserves.
- 1.d. Grounds maintenance: Activities done to keep outdoor areas within the community clean, attractive and orderly, including pruning, landscaping, trimming, planting and/or painting.
- 1.e. Nuisance weeds: A weed such as dandelion, stinkweed, chickweed, purslane or clover which is aesthetically unappealing, but easily controlled by typical landscape management.
- 1.f. Weed management: Actions taken to control weeds on a property including clipping, pulling or digging individual plants and hiring a licenced lawn maintenance company to apply herbicides for nuisance weeds.

- 1.g. Weed: A weed is any plant species that is undesirable in the location where it is growing. For this policy, weeds include nuisance weeds such as dandelion, stinkweed and clover which are aesthetically unappealing but easily controlled and those noxious weeds and prohibited noxious such as scentless chamomile, common burdock, dames rocket and Himalayan balsam which can readily be controlled by typical landscape management such as clipping, pulling, or breaking off seed heads within urban areas.

2. POLICY STATEMENT

- 2.a. This Policy provides direction on designated funding for County of Vermilion River Hamlets to undertake weed management and grounds maintenance to manage weed growth and undertake beautification on public and County property within the hamlet.
- 2.b. Funding is payable to a legal entity that is a community organization representing the local citizens in the hamlet.

3. OBJECTIVE

- 3.a. Designated community organizations will be responsible for weed management and grounds maintenance on public and County properties within the Hamlet.
- 3.b. Funding is payable to a legal entity that is a community organization representing the local citizens in the hamlet.
- 3.c. All County property in the hamlet may be included in the weed management and ground maintenance program.
- 3.d. Payment is advanced upon receipt of application for funding. A project summary report is required to be submitted to the County of Vermilion River by November 15 annually following the grounds maintenance season.
- 3.e. Funding provided is roughly based on hamlet population and size, which impacts the amount of area to be managed. The following maximum amounts apply:
- 3.e.i. Blackfoot \$3000 per year
- 3.e.ii. Clandonald \$2000 per year

- 3.e.iii. Islay \$2000 per year
- 3.e.iv. Dewberry \$2000 per year
- 3.e.v. Tulliby Lake \$1000 per year
- 3.e.vi. Rivercourse \$1000 per year
- 3.e.vii. Streamstown \$1000 per year
- 3.e.viii. McLaughlin \$1000 per year

4. BACKGROUND

- 4.a. The intent of the Policy in 2006-2007 was to provide funding for hamlets within the County of Vermilion River to conduct mowing and grounds maintenance as well as beautification within the hamlet. Mowing is an effective weed control practice.
- 4.b. All County property in the Hamlet was to be included in the mowing and ground maintenance program.
- 4.c. The intention of the policy was to allow local citizens to make decisions on community maintenance and appearance and have control over weeds and mowing within their hamlet. This continues to be an important consideration today.
- 4.d. Allowing hamlet residents to manage community appearance helps build community and foster pride in the community. It also allows for each community to focus on their individual priorities.
- 4.e. In subsequent years, the County of Vermilion River increasingly took responsibility for mowing and grounds maintenance in many of the hamlets, and particularly the large hamlets.
- 4.f. The County of Vermilion River manages noxious and prohibited noxious weeds named in Alberta's Weed Control Act on County property and may issue notices requiring control of these weeds on private property.
- 4.g. Community organizations within County of Vermilion River hamlets have been receiving funding for mowing and beautification from the municipality consistently since 2006/2007. The amount received has not changed in that period.

5. GUIDING PRINCIPLES

- 5.a. Hamlet residents should be supported and encouraged to manage the appearance of the hamlet. This allows each community to focus on those aspects that are particularly important to the community. It will also help foster community pride and involvement in the hamlet.
- 5.a.i. An annual meeting should be held in each hamlet between administration and interested community groups and organizations to discuss responsibilities and opportunities between various groups and the County. This meeting could potentially also negotiate grant amounts annually. Elected officials would be encouraged but not required to attend.
- 5.b. Management and beautification on private properties will remain the responsibility of individual landowners.

6. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|---|---|
| HANDLING INQUIRIES | Director of Agriculture and Environment |
| MONITORING REVIEWS AND REVISIONS | Director of Agriculture and Environment |
| IMPLEMENTING POLICY | Director of Agriculture and Environment |
| COMMUNICATING POLICY | Director of Agriculture and Environment |
| INTERNAL STAKEHOLDERS | Council |
| EXTERNAL STAKEHOLDERS | Landowners and General Public |

7. EXCEPTIONS

- 7.a. None identified.

8. POLICY EVALUATION:

- 8.a. The County of Vermilion River will review this policy every five years, or earlier if the need is identified.

| | |
|-----------------------|----------------------|
| POLICY NO: | AG 004 |
| POLICY TITLE: | HAMLET WEED CONTROL |
| DEPARTMENT: | AGRICULTURE |
| APPROVAL DATE: | 38-4-95 (April 1995) |
| REVISION DATE: | |
| REVIEW DATE: | |

Background:

Generally, the County is responsible for providing weed control services to a Hamlet. Being an urbanized community, the circumstances for weed control procedures are more variable than the typical approach used in a rural setting (farm and field). Existing policies do not adequately address this situation. Other considerations behind improving the mechanism to deliver effective weed control services involve local autonomy (tax dollars returned to the source); local approach to best management practices (i.e.: absentee landowners/vacant lots/status quo); and a complementary approach to other vegetation management (i.e.: fire protection/aesthetics). Previous inquiries from local interest groups (service club, Ag. Society) for funding to address these issues indicates disappointment with current activity (i.e.: mowing once a year), and a desire to be more "involved" has been expressed.

Objective:

Provide an efficient mechanism to achieve a higher standard of weed control in Hamlets. (i.e.: Pilot project with Clandonald's Ag. Society).

Procedure:

1. Establish a communication link between the County (Ag-Fieldman's office) and the Hamlet (community association, Ag. Society, etc.)
2. Submission of an "Application for Weed Control Funds" by the Hamlet, to the Ag-Fieldman's office
3. Approval/incorporation of local plan into the ASB weed control budget
4. Transfer budget allocation to the Hamlet as a purchased service (279-62-46-33)
5. Effective reporting/accountability for funds will determine the future status of this program:
 - a. a reporting format can be developed that will provide appropriate evaluation of the efficiency of this approach. (activity/results summary submitted through Ag-Fieldman's office; committee review)

- b. standards of weed control related to the Hamlet and this policy can be developed/assessed through our current weed inspection activity.

Summary:

Creating a mechanism for localized input and action towards weed control in our Hamlets can improve not only the efficiency of what is done, but establish the best management practices acceptable to the community involved.

HAMLET BEAUTIFICATION PROGRAM



ORGANIZATION NAME:

MAILING ADDRESS: (all correspondence and cheques will be mailed to this address):

ADDRESS:

TOWN:

POSTAL CODE:

Contact Person:

PHONE:

EMAIL:

DOES YOUR ORGANIZATION MANAGE THE HAMLET BEAUTIFICATION PROGRAM FOR YOUR HAMLET? (only applicable for Blackfoot, Islay, Tulliby Lake, Clandonald, Dewberry, Streamstown, McLaughlin, Rivercourse) YES ☐ NO ☐

DID YOU SUCCESSFULLY COMPLETE YOUR 2022 HAMLET BEAUTIFICATION PROJECT (valued at \$1,000)? YES ☐ NO ☐

WHAT ACTIVITIES DID YOU UNDERTAKE in 2022 to spend the funds (check all that apply)?

- ☐ Grass Mowing ☐ Brush Management ☐ Hamlet Clean Up ☐ Park Clean Up
☐ Playground Clean Up ☐ Tree Planting
☐ Other (please specify):

DECLARATION STATEMENT

I, the undersigned, hereby certify that this application contains a full and accurate account of all matters stated within. Furthermore, I understand fully our obligation to submit any future requested financial information.

Name: (please print)

Title:

Signature:

Date:

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

FI 004 RESERVE POLICY – PUBLIC WORKS OPERATIONS AND COUNCIL

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve Council and Public Works Operation section of FI 004 Reserve Policy.

DETAILS

Background: At the County of Vermilion Policy and Priorities Committee Meeting 20 June 2024 it was requested by Council to review this policy in sections at future Policy and Priorities Committee Meetings. This Policy was last reviewed in September 2006.

Discussion:

- 1) As per the recommendation by auditors that we consolidate our reserves.
- 2) Not setting minimum or maximum amounts under Capital Reserves so that we are not restricted in Capital Plans.
- 3) The current Budget for 2025 does not consider any proposed increases to Reserves.

Council:

- Legislative Reserve no changes just keeping with what we have in budget for election cost.
- Mill Rate Stabilization Reserve combined with Contingency reserve.
 - First option of funding would be from County's year end surplus before department can allocate their surplus.
 - Another option would be to fund at budget time.
 - Do we want to set a maximum?
- Combined the East Central Health and Aged & Handicap Reserve
 - The Aged & Handicap Reserve was set up in 1996 when unused portion of a grant was transferred to the reserve. It was then used for Senior Flags which has not been used since 2008.
 - Senior Flag are now funded through FCSS.
 - East Central Health reserve was set up from sale of land by Dr Cook in Lloydminster in 2009.
 - Donation to the Lloydminster Regional Health Foundation has been coming out of this reserve.
 - This reserve could also be used for funding of future capital projects by Health Facilities.

Public Works – Operational:

- Public Works repurposed to Public Works Fleet & Seasonal Maintenance. This is to cover any service level not identified as a specific operational reserve. Previous Director of Public Works created these additional reserves. Now just identifying a purpose for these reserves.
- Combining Gravel Reclamation with Gravel. A liability has already been set up for reclamation of gravel pits. Should there be a short fall or overage that cannot be accommodated by our annual gravel budget, this reserve could be used.

Relevant Policy/Legislation Practices: FI 004 Reserve Policy and FI 007 Tas Stabilization Reserve.



Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion approve Council and Public Works Operations section of FI 004 Reserve Policy.

Response Options: THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion approve Council and Public Works Operations section of FI 004 Reserve Policy.

IMPLICATIONS OF RECOMMENDATION

Organizational: Future sustainability of the County of Vermilion River

Financial: Future sustainability of the County of Vermilion River

Communication Required: N/A

Implementation: N/A

ATTACHMENTS

FI 004 (7th Revision) Reserve Policy (2006-09)

FI 004 Reserve Policy - Draft

FI 004 Reserve Policy – Schedule A v2

County of Vermilion River – Original Reserve Spreadsheet

County of Vermilion River – Proposed Reserve Spreadsheet.

PREPARED BY: Natasha Wobeser

DATE: 10 October 2024

| | |
|-----------------------|---|
| POLICY NO: | FI 004 |
| POLICY TITLE: | RESERVE POLICY |
| DEPARTMENT: | FINANCE |
| APPROVAL DATE: | 13-12-95 (December 1995) |
| REVISION DATE: | 24-04-01; 32-11-01; 64-02-02; 38-04-03; 13-03-04; |
| REVIEW DATE: | 15-04-04 (April 2004) ; 74-09-06 (September 26, 2006) |

Policy Statement:

The County of Vermilion River No. 24 may, if it so desires, designate funds to a capital or operating reserve for a specific purpose.

Purpose:

To provide guidelines as to limits and conditions under which reserves may be set up and used.

Guidelines:

1. An annual allocation to a capital reserve, to replace equipment, may be included in the budget if a capital plan is in place to justify the allocation. (M.G.A. 243(l) e, (2)h.
2. An annual transfer of any unused budget expenditure will be allocated at year-end if previously authorized by Council.
3. A reserve may be allocated at the year-end, for any purpose specified by Council, as long as it does not cause a deficit.
4. The amount of cash investments added together with current receivables less current liabilities must be equal to or greater than the total of all the reserves at the end of each calendar year.
5. Reserves may be used for interim financing by the municipality prior to collection of the taxes each year.
6. The transfer into or out of reserves must be done by resolution to ensure Council's authorization of the transactions. The Maximum Level of a reserve refers to the level up to which funds may be accessed through departmental budgets (direct taxation). Once a reserve has reached its maximum it can be supplemented through a year- end surplus but not through direct taxation (department budgets).
7. **Hamlet Reserves** – are managed under Policy 005-Hamlet Management
8. **Capital Reserves Purpose:** Used to flatten out expenditure spikes, and to plan for long-range equipment purchase. All capital reserves requirements are to be forecasted for a

minimum of 10 years

9. **Gas - Capital Reserve (Excluding Equipment) Purpose:** used to replace major line repairs. **Funding Sources:** Once the reserve reaches \$5,000,000 only interest from gas investments is added to the reserve to increase its value.
10. **Operational Reserves** – Operational reserves are set up to offset emergent, unplanned, unbudgeted expenditures that could not be foreseen at the time of budgeting. The operational reserve can also be used to purchase consumable supplies that need replenishing periodically, but not on a yearly basis. Operational reserves maybe capped at a certain level and must have a designed purpose. Listing of Operational Reserves, their purpose and Taxation Caps and Restrictions
 - a. **VRRRA – County of Vermilion River #24 Purpose:** to set aside unexpended money that was specifically designated to this committee, under an approved agreement, for their future costs. **Funding Source:** \$.30 per capita charge is collected by the County, as financial manager, for operational and capital projects, any unexpended money is transferred into the reserve at year-end.
 - b. **VRRRA – Inter-jurisdictional Purpose:** to build a fund for the County portion for the 75/25 cost shared Regional Partnership Program / Implementation Grant – Cap for the Provincial Share is \$150,000 + Municipal Share \$50,000 = \$200,000 (other jurisdictions are responsible to reserve their portion toward this grant). **Funding Source:** \$.70 per capita charge per jurisdiction, under an approved agreement, is subject to municipalities and Municipal Affairs approval of projects. Unused funds at the end of 2005 may be allocated to other future projects or be released from this commitment for other municipal uses.
 - c. **Legislative – cap of \$6000 Purpose:** to equalize election expenses over the three-year election term. **Funding Source:** annual budget
 - d. **Technology – cap of \$75,000 Purpose:** used to offset the periodic costs of maps, aerial photos, orthocorrecting and other technical expenses that are not covered by the regular year budget. **Funding Source:** annual budget/year end transfers.
 - e. **Fire – cap \$110,000 Purpose:** to offset spikes in expenditures in three operational areas, 1. Purchase of bunker gear and breathing apparatus above the budgeted levels, 2. extra ordinary repairs and maintenance to fire vehicles, 3. cover unforeseen purchases of contracted services. **Funding Source:** fire and rescue fines
 - f. **Water Well – cap of \$75000 Purpose:** to build and/or replace community water well sites in the future. **Funding Source:** a portion of the token revenue.
 - g. **Agricultural Operating Reserve – Cap \$25,000 Purpose:** for extraordinary expenditures that could not be foreseen or predicted at budget time. **Funding Source:** annual budget.
 - h. **Lea Park Reserve Purpose:** Use for projects at Lea Park that are unanimously agreed upon by all three groups. **Funding Sources:** under agreement with Lea Park Rodeo (Marwayne Ag Society), Jubilee Park (Marwayne Legion) and Lea Park Golf Club.

- i. **CVR/Town of Vermilion Reserve Purpose:** Agreement condition to provide \$25,000 in services, at market rate, for road maintenance, oiling or construction in or around Vermilion during six year period ending December 31, 2008, during which no annexation of the UGG Property would be pursued. **Funding Source:** annual budget; each year any unused portion is put into the reserve and held for future projects.
- j. **Development Operating Reserve - Cap \$50,000 Purpose:** Purpose: for extraordinary expenditures that could not be foreseen or predicted at budget time. **Funding Source:** annual budget
- k. **Development Project Reserve Purpose:** to assist with the county's portion or contribution on an old or existing development. **Funding Source:** year-end transfers.
- l. **Economic Development Reserve Purpose:** used as the County's share of road projects or to purchase land for municipal purposes. **Funding source:** sale of rural County land (Does not include sales from Hamlets).
- m. **Emergency & Disaster - Cap \$50,000 Purpose:** for extraordinary expenditures that could not be foreseen or predicted at budget time. **Funding Source:** annual budget.
- n. **Public Works Operating Reserve - Cap \$550,000 Purpose:** To help offset spikes in the regular operational budgets due to extraordinary expenditures or unforeseen weather condition. **Funding Source:** annual budget/year end transfers
- o. **Gas - Operating Reserve - Cap \$600,000 Purpose:** for extraordinary expenditures that could not be foreseen or predicted at budget time. **Funding Source:** annual budget
- p. **Gas Project Reserve – Purpose:** to assist with the purchase of wells, construction of transportation lines pipelines, compressors, innovative/value added work, initiatives or revenue generating projects. **Funding Source:** annual budget/year end transfers
- q. **Contingency Reserve Purpose:** minimum balance of \$3,000,000 to help offset spikes in the regular operational budgets due to extraordinary expenditures or unforeseen weather condition. **Funding Source:** Accumulated Surplus

| | | | |
|------------------|---------------|----------------------|-----------------------|
| POLICY #: | FI 004 | POLICY TITLE: | RESERVE POLICY |
|------------------|---------------|----------------------|-----------------------|

| | | | |
|-----------------------------------|---|--------------------------|--|
| APPROVAL DATE AND MOTION: | 13 December 1995 (???) | CROSS-REFERENCE: | |
| RESPONSIBILITY: | Finance Manger, Corporate Services | APPENDICES: | Schedule A – Operating Reserves Schedule B – Capital Reserves |
| APPROVER: | Council | EFFECTIVE DATE: | |
| REVISION DATE(S)/ MOTION # | 24-04-01; 32-11-01; 64-02-02; 38-04-03; 13-03-04; 15-04-04 (April 2004); 74-09-06 (26 September 2006) | NEXT REVIEW DATE: | |

1. DEFINITIONS

- 1.a. Council – The seven (7) elected officials for the County of Vermilion River in the Province of Alberta.
- 1.b. MGA – Municipal Government Act, RSA 200, c M 26
- 1.c. County – The Municipality of the County of Vermilion River in the Province of Alberta.
- 1.d. Operating Reserves – Reserves established to fund emergent, unplanned, and unbudgeted expenditures of an operational nature that could not be foreseen at the time of budgeting.
- 1.e. Capital Reserves – Reserves established to fund improvements, replacement and or construction of the County's capital infrastructure.
- 1.f. Rate Payer – Landowners and other stakeholders who pay property taxes within the County of Vermilion River.
- 1.g. PPE – Personal Protective Equipment
- 1.h. WCB – refers to Alberta Workers Compensation Board.

- 1.i. PIR – refers to Alberta Workers' Compensation Board's Partnerships in Injury Reduction rebate.
- 1.j. Residence – Landowners and occupants of residences in the County.

2. POLICY STATEMENT

- 2.a. Establishing reserve funds to ensure the long-term financial stability of the County of Vermilion River.

3. OBJECTIVE

- 3.a. That the County is sustainable with its long-term capital infrastructure plans.
- 3.b. That the County maintains “healthy” financial assets to ensure maintenance of its capital infrastructure.
- 3.c. That the County positions itself to respond to varying economic conditions and changes affecting the County's financial position.
- 3.d. Ensure the County can continuously carry out its responsibilities to rate payers.



Schedule – A Schedule of Operational Reserves

11 - Legislation

| | |
|-----------------------|--|
| NAME | Legislative Operational Reserve (Leg 1) |
| Purpose | To equalize election expense over the four-year election term. |
| Funding Source | 1) General tax levy via annual budget |
| Application | These funds will be used to fund legislative expenses related to running elections every four years. |

| | |
|-----------------------|--|
| NAME | Mill Rate Stabilization Reserve (CS 1) |
| Purpose | To use as a stabilizing factor for tax increases year over year and fund any unforeseen expenses during the year. |
| Funding Source | 1) Surplus at year end gets allocated to this reserve before departmental year end transfers. 2) General tax levy via annual budget |
| Reserve Level | The maximum amount for this reserve is \$3,000,000. |
| Application | These funds can be used to reduce overall tax levy to offset temporary spike in expense or loss of assessment. |

| | |
|-----------------------|---|
| NAME | Health Initiative Reserve (CS 2) RESTRICTED |
| Purpose | To sponsor health initiative that support the Residents of the County. |
| Funding Source | 1) General tax levy via annual budget |
| Application | County council through motion may authorize use of this reserve to support health initiative. |

31 - Public Works

| NAME | Public Works Operational – Fleet & Seasonal Maintenance (PW 1) |
|-----------------------|---|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfers |
| Reserve Level | The maximum amount for this reserve is \$2,000,000 |
| Application | Funding may be spent on operational service level of Cold mix, Dust suppression, Fleet repairs and maintenance, Winter maintenance, Mulching, Reclaiming or Milling and any other projects not specifically identified in Reserve Policy. |

| NAME | Public Works Operational – Bridge Maintenance & Inspections. (PW 2) |
|-----------------------|--|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfers |
| Reserve Level | The maximum amount for this reserve is to be capped at the average of 5 years of operational cost. |
| Application | Funding may be spent on operational projects for Bridge Maintenance and Inspections. |

| NAME | Public Works Operational Reserve – Hamlets (PW 3) |
|-----------------------|--|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfer |
| Application | Funding may be spent on any operational aspect for Hamlets such as sidewalks, curb, pavement, water and sewer repairs ect. |



| NAME | Public Works Operational Reserve – Subdivision /Multi lots (PW 4) |
|-----------------------|---|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfers |
| Reserve Level | The maximum amount for this reserve is to be capped at the average of 5 years of operational cost. |
| Application | Funding may be spent on operational aspect of Subdivision/Multi lots such as Roads, Ditching, Culverts and Drainage ect |

| NAME | Public Works Operational Reserve – Gravel (PW 5) |
|-----------------------|---|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfers |
| Reserve Level | The maximum amount for this reserve is to be capped at the average of 5 years of operational cost. |
| Application | Funding may be spent on operational aspects for Gravel such as purchasing gravel for roads, additional hauling for County Stockpiles, overage on gravel reclamation, ect. |

| NAME | Public Works Operational Reserve – Drainage Ditches (PW 6) |
|-----------------------|--|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | 1) General tax levy via annual budget 2) Year end transfers |
| Application | Funding may be spent on operational aspect for Drainage and Ditches |

| NAME | Public Works Operational Reserve– Kam’s (PW 7) |
|-----------------------|--|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Background | Set up in 2015 along with the Capital reserve for Stormwater Infrastructure / local Improvement Levy collected annually to be repaid – collected through the utility bills |
| Funding Source | 1) Funding is per By-Law 11-16 and 15-12 collected annual through utility bills. |
| Reserve Level | The maximum amount of this reserve is \$100,000 |
| Application | Funding may be spent on operational aspect for the Kam’s Industrial area’s Stormwater Management. |

| NAME | Public Works Operational Reserve – Safety (PW 8) |
|-----------------------|--|
| Purpose | For extraordinary expenditures that could not be foreseen or predicted at budget time. |
| Funding Source | <ol style="list-style-type: none"> 1) From annual WCB PIR 2) General tax levy via annual budget 3) Year end transfers |
| Application | Funding may be spent on operational aspect for Safety such as Safety Awards, Restocking of bulk PPE, training, and any other projects for Safety. |

| County of Vermilion River - Original Reserves in \$ | | BUDGETED TRANSFERS | | | | ACTUAL TRANSFERS | | 2024 YTD |
|--|--|--------------------|--------------|-----------|------------------------|------------------|----------|----------------|
| | | 2023 YE | 2024 | 2024 | 2024 | 2024 | 2024 | |
| | | | | | | | | |
| ACCOUNT | | | | | 2024 Budgeted Balances | | | |
| <u>Operating Reserve</u> | | | | | | | | |
| 01-2-716-11-00-00-000-00 | 2 11 - Operational Reserve - Legislative | (49,300.00) | (20,000.00) | | (69,300.00) | (20,000.00) | | (69,300.00) |
| 01-2-710-00-00-00-000-00 | 3 12 - Operational Reserve - Contingency | (3,000,000.12) | (10,879.00) | | (3,010,879.12) | (10,877.58) | | (3,010,877.70) |
| 01-2-717-00-00-00-000-00 | 4 12 - Operational Reserve - East Central Health | (62,306.94) | (50,000.00) | | (112,306.94) | (50,000.00) | | (112,306.94) |
| 01-2-710-02-00-00-000-00 | 5 12 - Operational Reserve - Mill Rate Stabilization | (379,949.59) | (672,500.00) | | (1,052,449.59) | | | (379,949.59) |
| 01-2-766-32-00-00-000-00 | 11 31 - Operational Reserve - PW | (1,211,896.00) | | | (1,211,896.00) | | | (1,211,896.00) |
| 01-2-766-32-01-00-000-00 | 12 31 - Operational Reserve - Bridge Maint & Insp | (221,030.00) | | | (221,030.00) | | | (221,030.00) |
| 01-2-766-32-03-00-000-00 | 14 31 - Operational Reserve - Hamlets | (673,524.00) | | | (673,524.00) | | | (673,524.00) |
| 01-2-766-32-04-00-000-00 | 15 31 - Operational Reserve - Subdivisions/Multilots | (344,615.00) | | | (344,615.00) | | | (344,615.00) |
| 01-2-766-32-05-00-000-00 | 16 31 - Operational Reserve - Gravel | (421,358.00) | | | (421,358.00) | | | (421,358.00) |
| 01-2-766-32-06-00-000-00 | 17 31 - Operational Reserve - Gravel Reclamation | (52,000.00) | - | | (52,000.00) | | | (52,000.00) |
| 01-2-766-32-07-00-000-00 | 18 31 - Operational Reserve - Drainage Ditches | (146,100.00) | | | (146,100.00) | | | (146,100.00) |
| 01-2-710-01-00-00-000-00 | 19 31 - Operational Reserve - Kam's | (94,706.63) | - | | (94,706.63) | | | (94,706.63) |
| 01-2-766-31-00-00-000-00 | 20 31 - Operational Reserve - Safety | (289,539.61) | (2,200.00) | 13,400.00 | (278,339.61) | (30,219.40) | 9,750.00 | (310,009.01) |
| Total Operational Reserves | | (6,946,325.89) | (2,200.00) | 13,400.00 | (3,443,569.24) | (30,219.40) | 9,750.00 | (3,475,238.64) |
| <u>Restricted Reserve</u> | | | | | | | | |
| 01-2-711-00-00-00-000-00 | 43 12 - Aged & Handicap (Restricted) | (62,385.94) | | | (62,385.94) | | | (62,385.94) |
| | | (62,385.94) | - | - | (62,385.94) | - | - | (62,385.94) |
| Total Restricted Reserves | | (62,385.94) | - | - | (62,385.94) | - | - | (62,385.94) |
| TOTAL OPERATING AND RESTRICTED RESERVES | | (7,008,711.83) | (2,200.00) | 13,400.00 | (3,505,955.18) | (30,219.40) | 9,750.00 | (3,537,624.58) |

| County of Vermilion River - Proposed Reserves in \$ | | BUDGETED TRANSFERS | | | ACTUAL TRANSFERS | | | | |
|---|--------------------------|--|--------------------------|------------------------|------------------------|------------------------|----------------------|----------------|----------------|
| | | 2024 | | 2024 | 2024 | | 2024 | | |
| | | 2023 YE | CONTRIBUTIONS (BUDGETED) | WITHDRAWALS (BUDGETED) | 2024 Budgeted Balances | CONTRIBUTIONS (ACTUAL) | WITHDRAWALS (ACTUAL) | 2024 YTD | |
| ACCOUNT | <u>Operating Reserve</u> | | | | | | | | |
| 01-2-716-11-00-00-000-00 | 2 | 11 - Operational Reserve - Legislative | (49,300.00) | (20,000.00) | | (69,300.00) | (20,000.00) | (69,300.00) | |
| 01-2-710-00-00-00-000-00 | 3 | 12 - Operational Reserve - Mill Rate Stabilization | (3,379,949.71) | (10,879.00) | | (3,390,828.71) | (10,877.58) | (3,390,827.29) | |
| 01-2-766-32-00-00-000-00 | 11 | 31 - Operational Reserve - PW Fleet & Seasonal Maintenance | (1,211,896.00) | | | (1,211,896.00) | | (1,211,896.00) | |
| 01-2-766-32-01-00-000-00 | 12 | 31 - Operational Reserve - Bridge Maint & Insp | (221,030.00) | | | (221,030.00) | | (221,030.00) | |
| 01-2-766-32-03-00-000-00 | 14 | 31 - Operational Reserve - Hamlets | (673,524.00) | | | (673,524.00) | | (673,524.00) | |
| 01-2-766-32-04-00-000-00 | 15 | 31 - Operational Reserve - Subdivisions/Multilots | (344,615.00) | | | (344,615.00) | | (344,615.00) | |
| 01-2-766-32-05-00-000-00 | 16 | 31 - Operational Reserve - Gravel | (473,358.00) | | | (473,358.00) | | (473,358.00) | |
| 01-2-766-32-07-00-000-00 | 18 | 31 - Operational Reserve - Drainage Ditches | (146,100.00) | | | (146,100.00) | | (146,100.00) | |
| 01-2-710-01-00-00-000-00 | 19 | 31 - Operational Reserve - Kam's | (94,706.63) | - | | (94,706.63) | | (94,706.63) | |
| 01-2-766-31-00-00-000-00 | 20 | 31 - Operational Reserve - Safety | (289,539.61) | (2,200.00) | 13,400.00 | (278,339.61) | (30,219.40) | 9,750.00 | (310,009.01) |
| Total Operational Reserves | | | (6,884,018.95) | (2,200.00) | 13,400.00 | (3,443,569.24) | (30,219.40) | 9,750.00 | (3,475,238.64) |
| <u>Restricted Reserve</u> | | | | | | | | | |
| 01-2-717-00-00-00-000-00 | 4 | 12 - Operational Reserve - Health Initiative | (124,692.88) | (50,000.00) | | (174,692.88) | (50,000.00) | | (174,692.88) |
| | | | (124,692.88) | (50,000.00) | - | (174,692.88) | (50,000.00) | - | (174,692.88) |
| Total Restricted Reserves | | | (124,692.88) | (50,000.00) | - | (174,692.88) | (50,000.00) | - | (174,692.88) |
| TOTAL OPERATING AND RESTRICTED RESERVES | | | (7,008,711.83) | (52,200.00) | 13,400.00 | (3,618,262.12) | (80,219.40) | 9,750.00 | (3,649,931.52) |

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

LE 001 COUNCILLOR REMUNERATION POLICY

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve LE 001 Councillor Remuneration as amended to change the review time from Organizational Meeting to review on an annual basis.

DETAILS

Background:

The review time for this policy at the Organizational Meeting has not, in the past, worked best for Council to make a decision as budget discussions are held in late October and November.

Discussion:

Administration is suggesting the policy be changed to read that this policy will be reviewed annually.

Relevant Policy/Legislation Practices: LE 001 Councillor Remuneration

Desired Outcome (s):

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve LE 001 Councillor Remuneration as amended to change the review time from Organizational Meeting to review on an annual basis.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required:

Implementation: Upon approval of Council

ATTACHMENTS

PREPARED BY: CAO A. Parkin

DATE: October 9, 2024

1. DEFINITIONS

- 1.a. - 1. a(i) **ACE** is the Alberta Central East Water Corporation
1.a(ii) **Alberta Municipalities** is the benefits provider, previously known as Alberta Municipal Services Corporation
1.a(iii) **ASB** is the Agricultural Service Board
1.a(iv) **Basic Honorarium** is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.
1.a(v) **Councillor(s)** are Elected officials for the County of Vermilion River
1.a(vi) **County Business** is professional services for or on behalf of the County of Vermilion River
1.a(vii) **County** is the Municipality of the County of Vermilion River
1.a(viii) **COLA** is the Cost-of-Living Adjustment
1.a(ix) **CRA** is the Canada Revenue Agency
1.a(x) **IDP** is an Inter-municipal Development Plan
1.a(xi) **ILC** is an Inter-municipal Liaison Committee
1.a(xii) **Per Diem Honorarium** is for remuneration as defined by Schedule 3
1.a(xiii) **RMA** is the Rural Municipalities of Alberta
1.a(xiv) **RRSP** is a Registered Retirement Savings Plan
1.a(xv) **RSP** is a Non-Registered Retirement Savings Plan

2. POLICY STATEMENT

- 2.a - To establish the standard compensation and benefit rates for services performed and expenses incurred by Councillors in the performance of their duties.

3. OBJECTIVES

- 3.a - To establish compensation guidelines for Councillors receiving payment for their Basic and Per Diem Honorariums, mileage, subsistence, and attendance at approved meetings, seminars, conferences, workshops, and functions within and outside the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

4. BACKGROUND

- 4.a - This policy is reviewed on a yearly basis at the Organizational Meeting to provide for consistent remuneration for Councillors. When Council approves a change of Per Diem and Expense Allowance amounts, the Basic Honorarium for Council members are also adjusted to reflect the change. The Per Diem adjustment for Councillors is tied to the annual COLA increase given to County staff, except when a market adjustment is required.

5. GUIDING PRINCIPLES

5.a - **YEARLY ADJUSTMENTS**

Schedule 1 of Policy LE001 for the Basic Honorarium and daily Per Diem Honorarium may be adjusted effective January 1 of each year in accordance with the annual COLA increase applied to the County of Vermilion River Approved Wage Grid.

5.b - **BASIC HONORARIUM**

Councillors receive an annual Basic Honorarium, as per the County's Payroll Schedule Policy PE002. This basic Honorarium is to cover expenses related to:

- 5.b(i) Attendance at Council meetings and Policy and Priority Committee meetings
- 5.b(ii) Attendance at external appointed committee meetings within the boundaries of the County of Vermilion River, including Lloydminster, as per Schedule 2
- 5.b(iii) Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

5.c - **PER DIEM HONORARIUM**

Councillors receive a Per Diem Honorarium as set out in Schedule 1 for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster, determined as per Schedule 3.

5.d - **TAXABLE BENEFITS**

5.d(i) - **Mileage**

Council receives a flat rate of \$4,200 annually, paid bi-weekly, for mileage for travel to perform their required duties within their respective divisions.

5.d(i)(a) Travel to and from approved meetings, seminars, conferences, workshops, and functions will be reimbursed per kilometre at CRA rate.

5.d(i)(b) Mileage expense logs will be submitted to Reeve (or Deputy Reeve) monthly for approval and payment. This includes the log to substantiate basic kilometres.

5.d(i)(c) At year end, any payment for basic mileage that is not supported by documentation of the distance travelled is considered a taxable benefit.

5.d(ii) - **Business use of Home**

5.d(ii)(a) The County provides each Councillor with a taxable Business Use of Home allowance of \$3,600.00 annually, paid bi-weekly, for telephone, internet, utilities, and supplies used to conduct County Business.

5.d(ii)(b) T2200 forms will be issued to each Councillor yearly to authorize such expenses.

5.e - **EXPENSES**

Standard travel, registration and accommodation arrangements will be made by County Administration.

5.e(i) Should Councillors have to pay for expenses while attending Council approved meetings, seminars, conferences, workshops, and functions they will be reimbursed.

5.e(ii) Receipts must be submitted with expense voucher.

5.e(iii) Allowable expenses as per Schedule 4.

5.f - **BENEFITS**

Benefits are provided to Councillors as follows:

5.f(i) RMA Council Coverage (24 hours) and Critical Illness Coverage

5.f(ii) RRSP, RSP, and Spousal RRSP administered through Great West Life.

5.f(iii) 9% of gross income (excluding out of boundary subsistence allowance) is contributed by Councillor, matched with a 9% contribution by County. Councillors are permitted to make additional contribution but will not be matched by the County.

5.f(iv) Amounts are vested after 5 years of continuous service.

5.f(v) Alberta Municipalities

5.f(v)(a) Extended health care, Dental, and Health Spending account (premiums covered 100% by County)

5.f(v)(b) Life, Accidental Death and Dismemberment and Dependant Life (premiums are paid 85% County and 15% by Councillor)

5.f(vi) Upon becoming an elected official, Administration will provide Council members with a Salary and Benefits information package.

5.f(vii) Annually, Administration will provide Council members with an updated letter of Salary and Benefits information including COLA, if applicable, RRSP contributions, upcoming RRSP vested deadlines, and other pertinent information.

6. 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 |

7. EXCEPTIONS

7.a - At the discretion of Council, the Basic Honorarium and Per Diem Honorarium can be adjusted effective January 1 of each year more than the annual COLA increase applied to the County of Vermilion River Approved Wage Grids.

SCHEDULE 1 Yearly Comparison of Honorarium Rates

| YEARLY BASIC HONORARIUM | | | | | |
|---|--------------------|-------------|-------------|-------------|-------------|
| | 2019 | 2020 | 2021 | 2022 | 2023 |
| PART A | | | | | |
| ANNUAL INCREASE | 5.20% | 1.75% | 0.00% | 0.00% | 0.00% |
| Reeve | \$60,173.88 | \$61,226.92 | \$61,226.92 | \$61,226.92 | \$61,226.92 |
| Deputy Reeve | \$56,634.24 | \$57,625.33 | \$57,625.33 | \$57,625.33 | \$57,625.33 |
| Councillor | \$53,094.60 | \$54,023.75 | \$54,023.75 | \$54,023.75 | \$54,023.75 |
| | | | | | |
| PART B | | | | | |
| Per Diem Honorarium per Day (Taxable) | \$294.88 | \$303.73 | \$303.73 | \$300.00 | \$300.00 |
| CLAIM ALLOWANCE FOR MEETINGS AND TRAVEL | | | | | |
| Claim Allowance for meeting and travel (claims cannot exceed 1-1/2 per day) | | | | | |
| 0 – 4 Hours | 1/2 Day Per Diem | | | | |
| 4 – 8 Hours | 1 Day Per Diem | | | | |
| More than 8 Hours | 1-1/2 Day Per Diem | | | | |

SCHEDULE 2 Basic Honorarium

*Includes compensation for in person and virtual participation

| BASIC HONORARIUM INCLUDES THE FOLLOWING: | | | |
|---|--|---|--|
| Council meetings & preparation | Policy and Priority Committee meetings & preparation | Recreation board meetings | Ad Hoc community initiatives and meetings |
| Division work: evaluations, phone calls, reading, ratepayer meetings & consultations | Award presentations: relations functions, grand openings, anniversaries & community events | Public relation functions: grand openings, anniversaries & community events | Hamlet meetings if more than one (1) per year |
| Parades | Vermilion and Lloydminster Chamber of Commerce events | Volunteer appreciation events | Meetings within the County and the City of Lloydminster (when applicable) |
| Annual hamlet meetings | Annual division meetings | Public consultations | Vermilion River Regional Alliance Meetings |
| Joint municipal meetings with the Villages, Towns, and the City of Lloydminster – ILC, IDP, Annexation Protective Services, Mayor/Reeve | Joint municipal meetings with rural municipalities held within the County or City of Lloydminster boundary | Internal committee meetings between Council, management, staff, facilities, harassment, or discrimination | Housing committees: Pioneer Lodge, Vermilion and District Housing Foundation; Lloydminster Housing Group |
| Assessment Review Board | Subdivision and Development Appeal Review Board | Alternative Land Use Systems Advisory committee | Physician recruitment and retention committee |
| Alberta Central East zone meetings | Rural Crime Watch meetings | Annual elected officials fire meetings | Lea Park joint interest committee |
| Vermilion Region partnership events | Community futures Lloydminster and region | Seed cleaning association general meetings | Annual seed cleaning plant meeting |

SCHEDULE 3 Per Diem Honorarium

PER DIEM HONORARIUM:

- Includes compensation for in-person and virtual participation.
- Per Diem Honorarium includes the following that take place outside of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster

| | | | |
|--|---|---|-------------------------------------|
| Joint Municipal Meetings | Conferences Standard: RMA Federation of Alberta Gas Co-ops | Zone Meetings RMA Federation of Alberta Gas Co-ops | ASB Zone Meetings Conferences |
| Meetings / Workshops / Conferences as per Council Appointed Committees | Emerging Trends Seminars | Community Planning Association of Alberta | |

To receive Per Diem Honorarium and expense reimbursement for any other events, conferences, meetings outside of the County of Vermilion River not listed above, attendance must be approved by Council Motion in advance of attending.

SCHEDULE 4 Expense Reimbursement

| EXPENSE | REIMBURSEMENT |
|---|--|
| Parking/Transportation (Taxi, Shuttle, Bus, Uber) | In full, with receipt |
| Accommodation | Paid by CVR or reimbursed in full, with receipt |
| Personal Recreational Vehicle (To account for transportation costs/parking/service fees) | \$90.00 per day |
| Banquet tickets and Educational Tours | Paid by CVR or reimbursed in full, with receipt |
| Subsistence Allowance, as per PE017 (if meals not provided) | \$20.00 Breakfast \$20.00 Lunch \$35.00 Supper |
| Spousal Expenses (limited to two (2) events/year): -Meals or Banquet tickets (in conjunction with the approved event) -Accommodation Costs -Partner Programs -Event Tours | Paid by CVR or reimbursed in full, with receipt |

| POLICY #LE 001 | | COUNCILLOR REMUNERATION AND EXPENSES | |
|-----------------------------------|--|---|---|
| APPROVAL DATE: | May 26, 1995 | CROSS-REFERENCE: | Municipal Government Act |
| RESPONSIBILITY: | Administration | | Procedural Bylaw in effect at the time PE 002 County Payroll Schedule PE017 Accommodation, Mileage and Subsistence Rates PE028 Compensation Review Process |
| APPROVER: | Council | APPENDICES: | Schedules 1, 2, 3, 4 |
| REVISION DATE(s)/MOTION #: | SPO 30-10-96; SPO 10-10-97; SPO 42-10-98; 30-02-00; 33-10-00; 32-06-01; 46-10-01; 09-02-02; 42-10-02; 09-03-03; 43-08-03; 07-12-03; 60-05-05; 16-11-05; 33-10-06; 34-10-06; 39-02-07; 40-05-07; 30-11-07; 31-11-07; 06-12-07; 30-01-08; 36-10-08; 17-06-09; 81-10-10; 47-12-10; 48-12-12; 24-05-14; 10-02-15; 06-10-15-ORG; (2016-01-35); (2016-12-50); 2017-12-72 (December 12, 2017); 2018-12-13; March 12, 2019; May 28, 2019; October 22, 2019; December 8, 2020 (2020-12-37) December 14, 2021 (2021-12-30); February 14, 2023 (2023-02-31); December 12, 2023 (2023-12-37) | EFFECTIVE DATE: | December 12, 2023 |
| | | NEXT REVIEW DATE: | October 2024 |

1. DEFINITIONS

- 1.a **ACE** is the Alberta Central East Water Corporation
- 1.b **Alberta Municipalities** is the benefits provider, previously known as Alberta Municipal Services Corporation
- 1.c **ASB** is the Agricultural Service Board
- 1.d **Basic Honorarium** is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.
- 1.e **Councillor(s)** are Elected officials for the County of Vermilion River
- 1.f **County Business** is professional services for or on behalf of the County of Vermilion River
- 1.g **County** is the Municipality of the County of Vermilion River
- 1.h **CONSUMER PRICE INDEX ADJUSTMENTS** is the Cost-of-Living Adjustment
- 1.i **CRA** is the Canada Revenue Agency
- 1.j **IDP** is an Inter-municipal Development Plan
- 1.k **ILC** is an Inter-municipal Liaison Committee
- 1.l **Per Diem Honorarium** is for remuneration as defined by Schedule 3
- 1.m **RMA** is the Rural Municipalities of Alberta
- 1.n **RRSP** is a Registered Retirement Savings Plan
- 1.o) **RSP** is a Non-Registered Retirement Savings Plan

2. POLICY STATEMENT

- 2.a -To establish the standard compensation and benefit rates for services performed and expenses incurred by Councillors in the performance of their duties.

3. OBJECTIVES

- 3.a - To establish compensation guidelines for Councillors receiving payment for their Basic and Per Diem Honorariums, mileage, subsistence, and attendance at approved meetings, seminars, conferences, workshops, and functions within and outside the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

4. BACKGROUND

- 4.a - This policy is reviewed on a yearly basis to provide for consistent remuneration for Councillors. When Council approves a change of Per Diem and Expense Allowance amounts, the Basic Honorarium for Council members are also adjusted to reflect the change. The Per Diem adjustment for Councillors is aligned with the annual Consumer Price Index Adjustments given to County staff, except when a market adjustment is required.

5. GUIDING PRINCIPLES

5.a - **YEARLY ADJUSTMENTS**

Schedule 1 of Policy LE001 for the Basic Honorarium and daily Per Diem Honorarium may be amended effective with the annual Consumer Price Index Adjustments applied to the County of Vermilion River Approved Wage Grid.

5.b - **BASIC HONORARIUM**

Councillors receive an annual Basic Honorarium, as per the County's Payroll Schedule Policy PE002. This basic Honorarium is to cover expenses related to:

5.b(i) Attendance at Council meetings and Policy and Priority Committee meetings

5.b(ii) Attendance at external appointed committee meetings within the boundaries of the County of Vermilion River, including Lloydminster, as per Schedule 2

5.b(iii) Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

5.c - **PER DIEM HONORARIUM**

Councillors receive a Per Diem Honorarium as set out in Schedule 1 for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster, determined as per Schedule 3.

5.d - **TAXABLE BENEFITS**

5.d(i) - **Mileage**

5.d(i)(a) Council receives a maximum amount of \$6,200 annually, paid monthly, based on actual mileage reported for travel to perform their required duties within their respective

divisions.

5.d(i)(b) Travel to and from Regular Council Meetings, Policy and Priorities Committee meetings, and Special Meetings of Council, approved meetings, seminars, conferences, workshops, and functions will be reimbursed per kilometre at CRA rate.

5.d(i)(c) Mileage expense logs will be submitted to Reeve (or Deputy Reeve) monthly for approval and payment. This includes the log to substantiate basic kilometres.

5.d(ii) - **Business use of Home**

5.d(ii)(a) The County provides each Councillor with a taxable Business Use of Home allowance of \$3,600.00 annually, paid bi-weekly, for telephone, internet, utilities, and supplies used to conduct County Business.

5.d(ii)(b) T2200 forms will be issued to each Councillor yearly to authorize such expenses.

5.e - **EXPENSES**

Standard travel, registration and accommodation arrangements will be made by County Administration.

5.e(i) Should Councillors have to pay for expenses while attending Council approved meetings, seminars, conferences, workshops, and functions they will be reimbursed.

5.e(ii) Receipts must be submitted with expense voucher.

5.e(iii) Allowable expenses as per Schedule 4.

5.f - **BENEFITS**

Benefits are provided to Councillors as follows:

5.f(i) RMA Directors and Officers Liability Insurance (covered under RMA General Liability Insurance Policy)

5.f(ii) RMA Council Coverage for Accident and Critical Illness (covered under RMA Accident and Critical Illness Policy)

5.f(iii) RRSP, RSP, and Spousal RRSP administered through Canada Life.

5.f(iv) 9% of gross income (excluding out of boundary expense reimbursements) is contributed by Councillor, matched with a 9% contribution by County. Councillors are permitted to make additional contributions but will not be matched by the County.

5.f(v) The County's contribution amounts are vested after 5 years of continuous service.

5.f(vi) Alberta Municipalities

5.f(vi)(a) Extended health care, Dental, and Health Spending account (premiums are paid 100% by

County)

5.f(vi)(b) Basic Life, and Accidental Death and Dismemberment (premiums are paid 85% County and 15% by Councillor)

5.f(vi)(c) Optional Life, Optional Spouse Life, Dependent Life, Optional Critical Illness, Optional Spousal Critical Illness, Optional Child Critical Illness (Optional coverage premiums are paid 100% by Councillor)

5.f(vii) Upon becoming an elected official, Administration will provide Council members with a Salary and Benefits information package.

5.f(viii) Annually, Administration will provide Council members with an updated letter of Salary and Benefits information including Consumer Price Index Adjustments, if applicable, RRSP contributions, upcoming RRSP vested deadlines, and other pertinent information.

6.ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|--------------------------------|
| HANDLING INQUIRIES | Chief Administrative Officer |
| MONITORING REVIEWS AND REVISIONS | Executive Assistant and CAO |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Chief Administrative Officer |
| INTERNAL STAKEHOLDERS | Council |
| EXTERNAL STAKEHOLDERS | Ratepayers |

7. EXCEPTIONS

7.a - At the discretion of Council, the Basic Honorarium and Per Diem Honorarium can be amended, effective with the first Pay Period of each year, more than the annual Consumer Price Index Adjustments applied to the County of Vermilion River Approved Wage Grids.

8. POLICY EVALUATION

8.A – The County of Vermilion River will engage in a Policy Evaluation every year to monitor the effectiveness of the policy and review opportunities for improvement.

SCHEDULE 1 Yearly Comparison of Honorarium Rates

| YEARLY BASIC HONORARIUM | | | | |
|--|--|--------------------|--------------------|--------------------|
| | 2019 | 2020 | 2021 | 2022 / 2023 / 2024 |
| PART A | | | | |
| ANNUAL INCREASE | 5.20% (2.54% CPI) (2.66% TAX ADJ) | 1.75% | 0.00% | 0.00% |
| Reeve | \$60,173.88 | \$61,226.92 | \$61,226.92 | \$61,226.92 |
| Deputy Reeve | \$56,634.24 | \$57,625.33 | \$57,625.33 | \$57,625.33 |
| Councillor | \$53,094.60 | \$54,023.75 | \$54,023.75 | \$54,023.75 |
| | | | | |
| PART B | | | | |
| Per Diem Honorarium per Day (Taxable) | \$294.88 | \$303.73 | \$303.73 | \$300.00 |
| CLAIM ALLOWANCE FOR MEETINGS AND TRAVEL | | | | |
| Claim Allowance for meeting and travel (claims cannot exceed 1-1/2 per day) | | | | |
| 0 – 4 Hours | 1/2 Day Per Diem | | | |
| 4 – 8 Hours | 1 Day Per Diem | | | |
| More than 8 Hours | 1-1/2 Day Per Diem | | | |

SCHEDULE 2 Basic Honorarium

*Includes compensation for in person and virtual participation

| BASIC HONORARIUM INCLUDES THE FOLLOWING: | | | |
|---|--|---|---|
| Council meetings & preparation | Policy and Priority Committee meetings & preparation | Recreation board meetings | Ad Hoc community initiatives and meetings |
| Division work: evaluations, phone calls, reading, ratepayer meetings & consultations | Award presentations: relations functions, grand openings, anniversaries & community events | Public relation functions: grand openings, anniversaries & community events | Hamlet meetings if more than one (1) per year |
| Parades | Vermilion and Lloydminster Chamber of Commerce and events | Volunteer appreciation events | Meetings within the County and the City of Lloydminster (when applicable) |
| Annual hamlet meetings | Annual division meetings | Public consultations | Vermilion River Regional Alliance Meetings |
| Joint municipal meetings with the Villages, Towns, and the City of Lloydminster – ILC, IDP, Annexation Protective Services, Mayor/Reeve | Joint municipal meetings with rural municipalities held within the County or City of Lloydminster boundary | Internal committee meetings between Council, management, staff, facilities, harassment, or discrimination | Housing committees: Pioneer Lodge, Vermilion and District Housing Foundation; Lloydminster Regional Housing Group |
| Assessment Review Board | Subdivision and Development Appeal Review Board | Alternative Land Use Systems Advisory committee | Physician Recruitment and Retention committee |
| Alberta Central East (ACE) zone meetings | Vermilion and Kitscoty Rural Crime Watch Assoc. meetings | Annual elected officials Fire meetings | Lea Park Joint Interest committee |
| Vermilion Region Partnership events | Community Futures Lloydminster and Region | Seed Cleaning Association general meetings | Annual Seed Cleaning Plant meeting |
| Vermilion River Regional Solid Waste Management Commission | Vermilion Community Health Awareness Committee | Lloydminster and District Health Advisory Council | |

SCHEDULE 3 Per Diem Honorarium

LE001 and Revision #41

Page 8 of 9

Initials _____

PER DIEM HONORARIUM:

- Includes compensation for in-person and virtual participation.
- Per Diem Honorarium includes the following that take place outside of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster

| | | | |
|---|---|---|-------------------------------------|
| Joint Municipal Meetings | Conferences Standard: RMA Federation of Alberta Gas Co-ops | Zone Meetings RMA Federation of Alberta Gas Co-ops | ASB Zone Meetings Conferences |
| Meetings / Workshops / Conferences as per Council Appointed Committees (Refer to Committee List) | Emerging Trends Seminars | Community Planning Association of Alberta | |

To receive Per Diem Honorarium and expense reimbursement for any other events, conferences, meetings outside of the County of Vermilion River not listed above, attendance must be approved by Council Motion in advance of attending.

SCHEDULE 4 Expense Reimbursement

| EXPENSE | REIMBURSEMENT |
|---|--|
| Parking/Transportation (Taxi, Shuttle, Bus, Uber) | In full, with receipt |
| Accommodation | Paid by CVR or reimbursed in full, with receipt |
| Personal Recreational Vehicle (To account for transportation costs/parking/service fees) | \$90.00 per day |
| Banquet tickets and Educational Tours | Paid by CVR or reimbursed in full, with receipt |
| Subsistence Allowance, as per PE017 (if meals not provided) | \$20.00 Breakfast \$20.00 Lunch \$35.00 Supper |
| Spousal Expenses (limited to two (2) events/year): -Meals or Banquet tickets (in conjunction with the approved event) -Accommodation Costs -Partner Programs -Event Tours | Paid by CVR or reimbursed in full, with receipt |

COMMITTEE MEETING DATE: SEPTEMBER 17, 2024

BRIEFING NOTE - TO COMMITTEE

SUBJECT

RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend to the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations

DETAILS

Background:

This policy was first approved in 2013. This policy outlined the guidelines for the Automatic Meter Reading (AMR) devices which was a new technology for utility operations.

Discussion:

Guidelines surrounding Automatic Meter Reading are now outlined in the proposed Policy NG 016 – Natural Gas Billing Policy

Desired Outcome (s):

THAT the County of Vermilion River Policy and Priorities Committee recommends that the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommends that the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations.

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: Natural Gas Utility Customers, County of Vermilion River Staff,
Elected Officials

Implementation: Director of Natural Gas Utility

ATTACHMENTS

NG 012 (Original); Automated Meter reading Installations.pdf

PREPARED BY: ACAO Hannah Musterer and Sarah Armstrong on behalf of Louis Genest

DATE: August 1, 2024

| | |
|-----------------------|--|
| POLICY NO: | NG 012 |
| POLICY TITLE: | AUTOMATED METER READING INSTALLATIONS |
| DEPARTMENT: | NATURAL GAS UTILITY |
| APPROVAL DATE: | 30-02-13 (February 26, 2013) |
| REVISION DATE: | |
| REVIEW DATE: | |

Policy Statement:

The County of Vermilion River will install Automated Meter Reading (AMR) devices at each meter site to provide accurate meter reads and an accurate balancing of gas flow.

Purpose:

Automatic Meter Reading (AMR) is the technology of automatically collecting consumption, diagnostic, and status data from gas metering devices and transferring that data to a central database for billing, troubleshooting and analyzing. This technology will save the County of Vermilion River Natural Gas Utility the expense of periodic trips to each physical location to read meters. Another advantage is that billing can be based on near real-time consumption rather than on estimates based on past or predicted consumption. This timely information coupled with analysis can help the Natural Gas Utility better control the use and production of gas usage.

Policy:

1. County Natural Gas Utility Customers have the option to opt out of the AMR program and not have an AMR device installed onto their meter.
2. Customers requesting AMR devices not be installed on their properties shall:
 - a. Provide the County written notice of their objection to AMR devices on their property.
 - b. Read their meters on the first day of each month and submit the meter reading to the Gas Utility office prior to the 5th of each month.
 - c. Pay a \$25 monthly fee, that may be adjusted by Council from time to time, that will be added to the monthly Natural Gas bill to cover the administration for manual data entry.
 - d. Pay a \$50 fee, that may be adjusted by Council from time to time, in the event that a meter reading is not submitted to the Gas Utility office prior to the 5th of each month, to cover the associated administration costs.

- e. Pay a \$100 fee in the event that Gas Utility personnel are required to read the meter.
- f. Pay a \$50 annual fee for meter read verification.
- g. Provide unrestricted access to their meter location.

COMMITTEE MEETING DATE: SEPTEMBER 17, 2024

BRIEFING NOTE - TO COMMITTEE

SUBJECT

POLICY NG 016 – NATURAL GAS BILLING POLICY

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion approve Policy NG 016 – Natural Gas Billing Policy as presented.

DETAILS

Background:

The Natural Gas Billing Policy formalizes, standardizes, and consolidates practices for establishing and terminating accounts, monthly billings, deposits, and other matters related to Natural Gas billing into one policy.

Discussion:

The policy has been reformatted to fit into the new policy template. The content remains the same with some minor additions regarding Automatic Meter Reading Installation. Policy NG 012 can be rescinded as all the information in NG 012 Automatic Meter Reading is now included in the proposed policy NG 016 Natural Gas Billing Policy.

Relevant Policy/Legislation Practices:

Desired Outcome (s):

THAT the County of Vermilion River Policy and Priorities Committee recommends that the County of Vermilion River approve Policy NG 016 Natural Gas Billing Policy as presented.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommends that the County of Vermilion River approve Policy NG 016 Natural Gas Billing Policy as presented.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required: Natural Gas Utility Customers, County of Vermilion River Staff, and County of Vermilion River Council.

Implementation: Director of Natural Gas Utility

ATTACHMENTS

NG 016 – Gas Billing Policy (Original).pdf.

Proposed NG 016 – Tracked Changes

Proposed NG 016 – Accepted Changes

PREPARED BY: ACAO Hannah Musterer and Sarah Armstrong on behalf of Louis Genest

DATE: August 1, 2024

POLICY # NG 016

NATURAL GAS BILLING

DEPARTMENT: Gas Utility

| | |
|---------------------------|-------------------------------|
| APPROVAL DATE: | February 8, 2022 (2022-02-11) |
| REVISION DATE (s): | |
| REVIEW DATE (s): | |

POLICY STATEMENT

Operation of the Natural Gas Utility is funded by monthly billing of Fixed Service Charges and Gas Usage Charges. It is imperative that customers are billed in a fair and equitable manner, and that accounts are kept in good standing.

PURPOSE

To establish a consistent process establishment of gas accounts, monthly billing, collection of delinquent accounts and termination of accounts.

DEFINITIONS

“Account” shall mean a customer account set up in the gas billing system for the purpose of tracking pertinent customer and gas service details;



“Agreement for Natural Gas Services” shall mean an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as a Customer Contract;

“Billable Services” shall mean services provided by County Gas Utility staff related to the gas service that are invoiced to the Customer, including but not limited to secondary gas services, gasfitting, sale of goods, gas service calls, leak repair, meter moves, cap-offs, trenching, plowing and digging;

“County” shall mean the County of Vermilion River;

“Customer” shall mean the Owner(s), Renter(s) or Licensed operator(s) who are being provided gas service by the County;

“Customer Contract” shall mean an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as an Agreement for Natural Gas Services;

“Director” shall mean the Director of Gas Utility;

“Gas Permit” shall mean a permit required under the *Safety Codes Act* under the Provincial and Federal Gas Codes;

“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 and a gas service riser;

“Gas Usage Charges” shall mean the rates charged by the County to Customers based on consumption of natural gas, including but not limited to wholesale gas price, County gas fees, and applicable federal and provincial levies and taxes;

“Industrial Service” shall mean a Gas Service provided by the County to an Owner or Licenced Operator of a property regulated by the Alberta Energy Regulator;

“Licensed Operator” shall mean the Alberta Energy Regulator license holder for the property or facility;



“Monthly Fixed Charges” shall mean the fixed monthly fees charged by the County to Customers on Active Accounts;

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

“Property” shall mean the titled parcel of land or surface lease licensed under the Alberta Energy Regulator;

“Renter” shall mean the person(s) other than the Owner, identified by the Owner as tenants on the subject property;

“Renter’s Account” shall mean an Account established by the Owner for the purpose of providing monthly gas billing to a Renter;

“Residential Service” shall mean a Gas Service provided by the County to an Owner of a property not regulated by the Alberta Energy Regulator;

“Service Riser” shall mean the portion of piping where the gas service line surfaces above ground.

POLICY

Gas Services

1. Pursuant to the Gas Bylaw, upon payment of the established fees for gas service to a property and entering into an Agreement for Natural Gas Service or Customer Contract, the County shall install a gas service to the property.
2. No new Service, reconnection or Service alteration shall be connected by the Gas Utility until an approved permit, issued by the Gas Inspection Authority, is presented to the Gas Utility, excepting:
 - a. A reconnection where, in the sole opinion of the County, no alterations have been made and the service remains in sufficient condition such as to comply with applicable codes and regulations;
 - b. Services not regulated by the Safety Codes Act;



- c. Temporary construction heat approved in writing by the County.
3. The Gas Utility shall disconnect any service if required in writing by the Gas Inspection Authority and in such case, the County shall not be liable for damages either direct or consequential resulting from such interruption or failure.

Customer Accounts

4. An Agreement for Natural Gas Services or Customer Contract must be entered into between:
 - a. The County and the Owner(s) of the property; Or
 - b. In the case of leased oil and gas facilities regulated by the Alberta Energy Regulator, the County and the Licensed Operator.
5. Where multiple Owners or Licensed Operators exist on a property, all must sign the Agreement for Natural Gas Services or Customer Contract, and any other documents requiring approval by the Owner pursuant to this and other Policies and Bylaws with respect to the County Gas Utility
6. The County may permit Customers to install secondary gas services to properties other than the property on which the Gas Service as follows:
 - a. Buildings within a shared yardsite where the owners of each property approve the secondary in writing; or
 - b. Oil and gas supply and transportation systems.
7. Upon entering into an Agreement for Natural Gas Service or Customer Contract, the County shall create an Account for the purpose of tracking and billing costs associated with the gas service.
8. The Customer may elect, in writing, to have a Renter's Account set up for the purpose of providing monthly gas billing directly to a Renter.
9. A Renter's Account shall be considered a sub-account to the Account for the gas service. Any fees or costs assigned to a Renter's Account may be transferred to the Account for the gas service at any time.
10. For Gas Services on properties subject to foreclosures or other actions in court causing the Owner to be removed from the Property or otherwise unavailable, the County may issue copies of the monthly gas billing to an Agent authorized by the Court or the Owner.



Monthly Gas Billing

11. Gas Billing is calculated monthly for each account based on the following:
 - a. Gas Usage Charges
 - b. Monthly Fixed Charges
 - c. Applicable Federal, Provincial and Municipal Levies and Taxes
 - d. Other fees applicable to the Account as established by County Bylaws or Policies.
12. Gas Bills for the prior month shall be generated and distributed to customers each month.
13. Customers may request, in writing, an Equalized Monthly Bill. In this case the Gas Bills are calculated based on an average of the prior twelve months and adjusted based on actual billing amounts annually.

Unpaid Charges for Billable Services

14. Billable Services performed by the County Gas Utility for Customers are invoiced separately from monthly Gas Billing.
15. Where fees for a Billable Service have not been paid after 60 days, and a Gas Account exists on the property where the billable services were carried out, the unpaid fees may be transferred to the Gas Account
16. Any fees transferred to a Gas Account will appear on the monthly gas bill and be subject to applicable penalties for non-payment.

Collection of Unpaid Accounts

17. First Notice shall be issued requesting payment on any Accounts in arrears over 30 days.
18. Upon 14 days written notice, any of the following actions may be taken on Accounts in arrears over 60 days:
 - a. Shutting off the Utility (Lock Off)
 - i. Main service valve shut and locked with a tamper-proof locking device.
 - ii. Service shall be reactivated upon payment payment, or payment arrangements approved by the Director, for outstanding charges including a Lock Off Fee as established in the Gas Bylaw.
 - b. Transferring the amount owing to the Tax Roll for the Property

- i. Amount is transferred from the Gas Account to the Tax Roll of the property pursuant to Section 553 of the *Municipal Government Act*
 - ii. Only applicable to Accounts within the County of Vermilion River
 - c. Referral to a collection agency
 - d. Registering a caveat against the title
 - e. Disconnection of the Gas Service
 - i. Removal of the gas meter/service regulator, plugging and tagging the service riser, and registering a caveat on the land title.
 - ii. Gas Service shall be reconnected and activated upon payment or sufficient payment arrangements for outstanding charges or Reconnection Fee to reactivate as established in the Fee Bylaw.
 - f. Removal of the Gas Service
 - i. This involves underground disconnection of the service line (underground), removal of the gas service riser if possible, and termination of the contract.
 - ii. New contract and payment of the applicable fees for a new gas service must be paid before reinstatement of gas service.
19. Where any of the Gas Service has been shut off, disconnected, or removed, the County may require the Owner to obtain a new Gas Permit prior to reactivating the service if, in the sole opinion of the County, there is a potential for code deficiencies associated with the Owner's gas piping or appliances.
20. Upon Disconnection or Removal of the Gas Service pursuant to this Section the Account shall no longer be considered active until reconnection or reinstatement.

Industrial Security Deposits

21. For new Industrial Services created where the Customer does not have at least 2 years prior billing history with the County with Account maintained in good standing, the County may require an industrial security deposit up to 16% of the estimated annual gas billing amount.
22. Industrial security deposits may be returned to the Customer upon 2 years of keeping an account in good standing.



23. Industrial security deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

Renter's Security Deposits

24. Where a Renter's Account has been requested by the Owner for a gas service, the Owner may elect to have the County hold a Renter's Security Deposit in the form of a cash deposit.
25. If the Owner has elected to require a Renter's Security Deposit, that amount shall be paid prior to establishing the Renter's Account.
26. Renter's Security Deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

Temporary Disconnect, Discontinuation and Reinstatement of Gas Services

Temporary Disconnect

27. Upon request to temporarily disconnect a gas service by the Customer, the County shall disconnect or remove the service line, riser and meter as required by the Customer.
28. For temporary disconnects the Account shall remain Active and subject to any and all fees and charges on Active Gas Services pursuant to County Bylaws and Policies.
29. Temporary disconnects and reinstatements shall be subject to a fee equal to the actual cost to disconnect and reinstate the gas service excluding the cost of equivalent County gas meter and regulator.

Discontinuation

30. Upon request to discontinue gas service by the Owner or Licensed Operator, the County shall, within 30 days, terminate the Account, disconnect the service line (underground), and remove the service riser if possible, provided the following conditions are met:



- a. Written, signed request is provided by the Owner(s) in the format provided by the County.
 - b. The owner accepts liability and obligation to pay to the County for all gas delivered to the Customer and any other applicable fees on the Account.
 - c. Any and all easements or utility rights-of-way granted by the Owner to the County or registered against the property in favour of the County shall remain in full force and effect and without restricting the generality of the foregoing, the county has a right to keep in place and maintain all piping, meters and equipment.
31. Upon discontinuing a gas service under this Section, the Account shall no longer be considered Active until such time it is reinstated.
32. Residential Gas Service Discontinuations shall be carried out at no cost to the Customer, excepting any Land Costs incurred which will be charged to the Customer.
33. Industrial Gas Service Discontinuations shall be subject to a Fee as set out in the Gas Bylaw.
34. Reinstatement of discontinued gas service shall be subject to a fee equal to the actual cost to reinstate the gas service including all gas infrastructure, metering, and regulating equipment.
- Repeal**
35. Policies NG002, NG003, NG004, NG005 & NG006 are hereby repealed and replaced by this Policy.

| | | | |
|-----------------|---------------|----------------------|----------------------------|
| POLICY#: | NG 016 | POLICY TITLE: | Natural Gas Billing |
|-----------------|---------------|----------------------|----------------------------|

| | | | |
|-----------------------------------|----------------------------------|--------------------------|----------------|
| APPROVAL DATE AND MOTION: | February 8, 2022 (2022-02-11) | CROSS-REFERENCE: | |
| RESPONSIBILITY: | Director of Natural Gas | APPENDICES: | |
| APPROVER: | Council | EFFECTIVE DATE: | September 2024 |
| REVISION DATE(S)/ MOTION # | | NEXT REVIEW DATE: | September 2027 |

1. DEFINITIONS

- 1.a. **Account** - a customer account set up in the gas billing system for the purpose of tracking pertinent customer and gas service details.
- 1.b. **Agreement for Natural Gas Services** - an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as a Customer Contract.
- 1.c. **Billable Services** - services provided by County Gas Utility staff related to the gas service that are invoiced to the Customer, including but not limited to secondary gas services, gasfitting, sale of goods, gas service calls, leak repair, meter moves, cap-offs, trenching, plowing and digging.
- 1.d. **County** – the County of Vermilion River.
- 1.e. **Customer** - the Owner(s), Renter(s) or Licensed operator(s) who are being provided gas service by the County.
- 1.f. **Customer Contract** - an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as an Agreement for Natural Gas Services.
- 1.g. **Director** – the Director of Gas Utility
- 1.h. **Gas Permit** - a permit required under the *Safety Codes Act* under the Provincial and Federal Gas Codes.

- 1.i. **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 and a gas service riser.
- 1.j. **Gas Usage Charges** - the rates charged by the County to Customers based on consumption of natural gas, including but not limited to wholesale gas price, County gas fees, and applicable federal and provincial levies and taxes.
- 1.k. **Industrial 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 and a gas service riser.
- 1.l. **Licensed Operator** - the Alberta Energy Regulator license holder for the property or facility.
- 1.m. **Monthly Fixed Charges** - the fixed monthly fees charged by the County to Customers on Active Accounts.
- 1.n. **Owner** - the person(s) listed as Owner on the current Alberta Land Title for the subject property.
- 1.o. **Property** - the titled parcel of land or surface lease licensed under the Alberta Energy Regulator.
- 1.p. **Renter** - the person(s) other than the Owner, identified by the Owner as tenants on the subject property.
- 1.q. **Renter's Account** - an Account established by the Owner for the purpose of providing monthly gas billing to a Renter.
- 1.r. **Residential Service** - a Gas Service provided by the County to an Owner of a property not regulated by the Alberta Energy Regulator.
- 1.s. **Service Riser** - the portion of piping where the gas service line surfaces above ground.

2. POLICY STATEMENT

- 2.a. Operation of the Natural Gas Utility is funded by monthly billing of Fixed Service Charges and Gas Usage Charges. It is imperative that customers are billed in a fair and equitable manner, and the accounts are kept in good standing.

3. OBJECTIVE

- 3.a. To establish a consistent process establishment of gas accounts, monthly billing, collection of delinquent accounts and termination of accounts.

4. BACKGROUND

- 4.a This Policy consolidates previous individual policies on matters relating to gas billing and collection into a single policy and provides clarity to the County of Vermilion River and Customers on gas billing, collection rules and procedures.

5. GUIDING PRINCIPLES

5.a. Gas Services

- 5.a.i. Pursuant to the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw, upon payment of the established fees for gas service to a property and entering into an Agreement for Natural Gas Service or Customer Contract, the County of Vermilion River shall install a gas service to the property.
- 5.a.ii. No new Service, reconnection or Service alteration shall be connected by the Gas Utility until an approved permit, issued by the Gas Inspection Authority, is presented to the Gas Utility, except:
 - 5.a.ii.i. A reconnection where, in the sole opinion of the County, no alterations have been made and the service remains in sufficient condition such as to comply with applicable codes and regulations;
 - 5.a.ii.ii. Services not regulated by the Safety Codes Act;
 - 5.a.ii.iii. Temporary construction heat approved in writing by the County.
- 5.a.iii. The Gas Utility shall disconnect any service if required in writing by the Gas Inspection Authority and in such case, the County

shall not be liable for damages either direct or consequential resulting from such interruption or failure.

5.b. Customer Accounts

- 5.b.i. An Agreement for Natural Gas Services or Customer Contract must be entered into between the County and the Owner(s) of the property; or in the case of leased oil and gas facilities regulated by the Alberta Energy Regulator, the County and the Licensed Operator.
- 5.b.ii. Where multiple Owners or Licensed Operators exist on a property, all must sign the Agreement for Natural Gas Services or Customer Contract, and any other documents requiring approval by the Owner pursuant to this and other Policies and Bylaws with respect to the County Gas Utility
- 5.b.iii. The County may permit Customers to install secondary gas services to properties other than the property on which the Gas Service as follows:
 - 5.b.iii.i. Buildings within a shared yardsite where the owners of each property approve the secondary in writing or;
 - 5.b.iii.ii. Oil and gas supply and transportation systems.
- 5.b.iv. Upon entering into an Agreement for Natural Gas Service or Customer Contract, the County shall create an Account for the purpose of tracking and billing costs associated with the gas service.
- 5.b.v. The Customer may elect, in writing, to have a Renter's Account set up for the purpose of providing monthly gas billing directly to a Renter.
- 5.b.vi. A Renter's Account shall be considered a sub-account to the Account for the gas service. Any fees or costs assigned to a Renter's Account may be transferred to the Account for the gas service at any time.
- 5.b.vii. For Gas Services on properties subject to foreclosures or other actions in court causing the Owner to be removed from the Property or otherwise unavailable, the County may issue copies

of the monthly gas billing to an Agent authorized by the Court or the Owner.

5.c Monthly Gas Billing

- 5.c.i. Gas Billing is calculated monthly for each account based on the following, gas usage charges, monthly fixed charges, applicable federal, provincial and municipal levies and taxes, other fees applicable to the Account as established by County Bylaws or Policies.
- 5.c.ii. Gas Bills for the prior month shall be generated and distributed to customers each month.
- 5.c.iii. Customers may request, in writing, an Equalized Monthly Bill. In this case the Gas Bills are calculated based on an average of the prior twelve months and adjusted based on actual billing amounts annually.

5.d Automatic Meter Reading

- 5.d.i. Automatic Meter Reading (AMR) devices are installed at every meter site to provide accurate meter reading and an accurate balancing of gas flow.
- 5.d.ii. Customers may refuse an AMR device installed on a new meter or request removal of an existing AMR device by signing a form (including information package with technical and health information regarding AMR) requesting a meter without AMR and acknowledging the following terms:
 - 5.d.ii.i. The Customer shall pay the cost of removing an existing AMR device.
 - 5.d.ii.ii. The Customer must provide unrestricted access to their meter location.
 - 5.d.ii.iii. When Gas Utility personnel are required to obtain a read, the customer will be charged a fee based on County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.

5.e Unpaid Charges for Billable Services

- 5.e.i. Billable Services performed by the County Gas Utility for Customers are invoiced separately from monthly Gas Billing.
- 5.e.ii. Where fees for a Billable Service have not been paid after sixty (60) days, and a Gas Account exists on the property where the billable services were carried out, the unpaid fees may be transferred to the Gas Account
- 5.e.iii. Any fees transferred to a Gas Account will appear on the monthly gas bill and be subject to applicable penalties for non-payment.

5.f. Collection of Unpaid Accounts

- 5.f.i. First Notice shall be issued requesting payment on any Residential Accounts in arrears over **thirty (30)** days.
- 5.f.ii. Upon **fourteen (14)** days written notice, any of the following actions may be taken on Accounts in arrears over **sixty (60)** days:
 - 5.f.iii. Shutting off the Utility (Lock Off)
 - 5.f.iii.i. Main service valve shut and locked with a tamper-proof locking device.
 - 5.f.iii.ii. Service shall be reactivated upon payment, or payment arrangements approved by the Director of Natural Gas Utility, for outstanding charges including a Lock Off Fee as established in the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.
- 5.f.iv. Transferring the amount owing to the Tax Roll for the Property
 - 5.f.iv.i. Amount is transferred from the Gas Account to the Tax roll of the property pursuant to Section 553 of the *Municipal Government Act*
 - 5.f.iv.ii. Only applicable to Accounts within the County of Vermilion River
- 5.f.v. Referral to a collection agency
- 5.f.vi. Registering a caveat against the title

5.f.vii. Disconnection of the Gas Service

- 5.f.vii.i Removal of the gas meter/service regulator, plugging and tagging the service riser, and registering a caveat on the land title.
- 5.f.vii.ii. Gas Service shall be reconnected and activated upon payment or sufficient payment arrangements for outstanding charges or Reconnection Fee to reactivate as established in the County of Vermilion River Fee Bylaw.

5.f.viii. Removal of the Gas Service

- 5.f.viii.i. This involves underground disconnection of the service line (underground), removal of the gas service riser if possible, and termination of the contract.
 - 5.f.viii.ii. New contract and payment of the applicable fees for a new gas service must be paid before the reinstatement of gas service.
- 5.f.ix. Where any of the Gas Service has been shut off, disconnected, or removed, the County may require the Owner to obtain a new Gas Permit prior to reactivating the service if, in the sole opinion of the County, there is a potential for code deficiencies associated with the Owner's gas piping or appliances.
- 5.f.x. Upon Disconnection or Removal of the Gas Service pursuant to this Section the Account shall no longer be considered active until reconnection or reinstatement.

5.g. Industrial Security Deposits

- 5.g.i. For new Industrial Services created where the Customer does not have at least two years prior billing history with the County with Account maintained in good standing, the County may require an industrial security deposit up to sixteen percent(16%) of the estimated annual gas billing amount.
- 5.g.ii. Industrial security deposits may be returned to the Customer upon two years of keeping an account in good standing.
- 5.g.iii. Industrial security deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at

termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

5.h. Renter's Security Deposits

- 5.h.i. Where a Renter's Account has been requested by the Owner for a gas service, the Owner may elect to have the County hold a Renter's Security Deposit in the form of a cash deposit.
- 5.h.ii. If the Owner has elected to require a Renter's Security Deposit, that amount shall be paid prior to establishing the Renter's Account.
- 5.h.iii. Renter's Security Deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

5.i. Temporary Disconnect, Discontinuation and Reinstatement of Gas Services

5.i.i. Temporary Disconnect

- 5.i.i.i. Upon request to temporarily disconnect a gas service by the Customer, the County shall disconnect or remove the service line, riser and meter as required by the Customer.
- 5.i.i.ii. For temporary disconnects the Account shall remain Active and subject to any and all fees and charges on Active Gas Services pursuant to County Bylaws and Policies.
- 5.i.i.iii. Temporary disconnects and reinstatements shall be subject to a fee equal to the actual cost to disconnect and reinstate the gas service excluding the cost of equivalent County gas meter and regulator.

5.i.ii. Discontinuation

- 5.i.ii.i. Upon request to discontinue gas service by the Owner or Licensed Operator, the County shall, within thirty (30) days, terminate the Account, disconnect the service line

(underground), and remove the service riser if possible, provided the following conditions are met:

- 5.i.ii.i.a. Written, signed request is provided by the Owner(s) in the format provided by the County.
- 5.i.ii.i.b. The owner accepts liability and obligation to pay to the County for all gas delivered to the Customer and any other applicable fees on the Account.
- 5.i.ii.i.c. Any and all easements or utility rights-of-way granted by the Owner to the County or registered against the property in favour of the County shall remain in full force and effect and without restricting the generality of the foregoing, the county has a right to keep in place and maintain all piping, meters and equipment.
- 5.i.ii.iii. Upon discontinuing a gas service under this Section, the Account shall no longer be considered Active until such time it is reinstated.
- 5.i.ii.iv. Residential Gas Service Discontinuations shall be carried out at no cost to the Customer, excepting any Land Costs incurred which will be charged to the Customer.
- 5.i.ii.v. Industrial Gas Service Discontinuations shall be subject to a Fee as set out in the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.

6. REPEAL

6.a. Policy NG 012 is hereby repealed and replaced by this policy.

7. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|--|
| HANDLING INQUIRIES | Director of Natural Gas |
| MONITORING REVIEWS AND REVISIONS | Director of Natural Gas |
| IMPLEMENTING POLICY | Director of Natural Gas |
| COMMUNICATING POLICY | Director of Natural Gas, Natural Gas Staff |
| INTERNAL STAKEHOLDERS | County of Vermilion River Staff |
| EXTERNAL STAKEHOLDERS | Natural Gas Utility Customers |

8. EXCEPTIONS

8.a. None

9. POLICY EVALUATION

9.a. The County of Vermilion River will engage in a Policy Evaluation every three years to monitor the effectiveness of the policy and review opportunities for improvement.

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|-----------------|---------------|----------------------|----------------------------|
| POLICY#: | NG 016 | POLICY TITLE: | Natural Gas Billing |
|-----------------|---------------|----------------------|----------------------------|

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|-----------------------------------|----------------------------------|--------------------------|----------------|
| APPROVAL DATE AND MOTION: | February 8, 2022 (2022-02-11) | CROSS-REFERENCE: | |
| RESPONSIBILITY: | Director of Natural Gas | APPENDICES: | |
| APPROVER: | Council | EFFECTIVE DATE: | September 2024 |
| REVISION DATE(S)/ MOTION # | | NEXT REVIEW DATE: | September 2027 |

1. DEFINITIONS

- 1.a. **Account** - a customer account set up in the gas billing system for the purpose of tracking pertinent customer and gas service details.
- 1.b. **Agreement for Natural Gas Services** - an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as a Customer Contract.
- 1.c. **Billable Services** - services provided by County Gas Utility staff related to the gas service that are invoiced to the Customer, including but not limited to secondary gas services, gasfitting, sale of goods, gas service calls, leak repair, meter moves, cap-offs, trenching, plowing and digging.
- 1.d. **County** – the County of Vermilion River.
- 1.e. **Customer** - the Owner(s), Renter(s) or Licensed operator(s) who are being provided gas service by the County.
- 1.f. **Customer Contract** - an Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for provision of natural gas service to the property by the County, also referred to as an Agreement for Natural Gas Services.
- 1.g. **Director** – the Director of Gas Utility
- 1.h. **Gas Permit** - a permit required under the *Safety Codes Act* under the Provincial and Federal Gas Codes.

- 1.i. **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 and a gas service riser.
- 1.j. **Gas Usage Charges** - the rates charged by the County to Customers based on consumption of natural gas, including but not limited to wholesale gas price, County gas fees, and applicable federal and provincial levies and taxes.
- 1.k. **Industrial 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 and a gas service riser.
- 1.l. **Licensed Operator** - the Alberta Energy Regulator license holder for the property or facility.
- 1.m. **Monthly Fixed Charges** - the fixed monthly fees charged by the County to Customers on Active Accounts.
- 1.n. **Owner** - the person(s) listed as Owner on the current Alberta Land Title for the subject property.
- 1.o. **Property** - the titled parcel of land or surface lease licensed under the Alberta Energy Regulator.
- 1.p. **Renter** - the person(s) other than the Owner, identified by the Owner as tenants on the subject property.
- 1.q. **Renter's Account** - an Account established by the Owner for the purpose of providing monthly gas billing to a Renter.
- 1.r. **Residential Service** - a Gas Service provided by the County to an Owner of a property not regulated by the Alberta Energy Regulator.
- 1.s. **Service Riser** - the portion of piping where the gas service line surfaces above ground.

2. POLICY STATEMENT

- 2.a. Operation of the Natural Gas Utility is funded by monthly billing of Fixed Service Charges and Gas Usage Charges. It is imperative that customers are billed in a fair and equitable manner, and the accounts are kept in good standing.

3. OBJECTIVE

- 3.a. To establish a consistent process establishment of gas accounts, monthly billing, collection of delinquent accounts and termination of accounts.

4. BACKGROUND

- 4.a This Policy consolidates previous individual policies on matters relating to gas billing and collection into a single policy and provides clarity to the County of Vermilion River and Customers on gas billing, collection rules and procedures.

5. GUIDING PRINCIPLES

5.a. Gas Services

- 5.a.i. Pursuant to the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw, upon payment of the established fees for gas service to a property and entering into an Agreement for Natural Gas Service or Customer Contract, the County of Vermilion River shall install a gas service to the property.
- 5.a.ii. No new Service, reconnection or Service alteration shall be connected by the Gas Utility until an approved permit, issued by the Gas Inspection Authority, is presented to the Gas Utility, except:
 - 5.a.ii.i. A reconnection where, in the sole opinion of the County, no alterations have been made and the service remains in sufficient condition such as to comply with applicable codes and regulations;
 - 5.a.ii.ii. Services not regulated by the Safety Codes Act;
 - 5.a.ii.iii. Temporary construction heat approved in writing by the County.
- 5.a.iii. The Gas Utility shall disconnect any service if required in writing by the Gas Inspection Authority and in such case, the County

shall not be liable for damages either direct or consequential resulting from such interruption or failure.

5.b. Customer Accounts

- 5.b.i. An Agreement for Natural Gas Services or Customer Contract must be entered into between the County and the Owner(s) of the property; or in the case of leased oil and gas facilities regulated by the Alberta Energy Regulator, the County and the Licensed Operator.
- 5.b.ii. Where multiple Owners or Licensed Operators exist on a property, all must sign the Agreement for Natural Gas Services or Customer Contract, and any other documents requiring approval by the Owner pursuant to this and other Policies and Bylaws with respect to the County Gas Utility
- 5.b.iii. The County may permit Customers to install secondary gas services to properties other than the property on which the Gas Service as follows:
 - 5.b.iii.i. Buildings within a shared yardsite where the owners of each property approve the secondary in writing or;
 - 5.b.iii.ii. Oil and gas supply and transportation systems.
- 5.b.iv. Upon entering into an Agreement for Natural Gas Service or Customer Contract, the County shall create an Account for the purpose of tracking and billing costs associated with the gas service.
- 5.b.v. The Customer may elect, in writing, to have a Renter's Account set up for the purpose of providing monthly gas billing directly to a Renter.
- 5.b.vi. A Renter's Account shall be considered a sub-account to the Account for the gas service. Any fees or costs assigned to a Renter's Account may be transferred to the Account for the gas service at any time.
- 5.b.vii. For Gas Services on properties subject to foreclosures or other actions in court causing the Owner to be removed from the Property or otherwise unavailable, the County may issue copies

of the monthly gas billing to an Agent authorized by the Court or the Owner.

5.c Monthly Gas Billing

- 5.c.i. Gas Billing is calculated monthly for each account based on the following, gas usage charges, monthly fixed charges, applicable federal, provincial and municipal levies and taxes, other fees applicable to the Account as established by County Bylaws or Policies.
- 5.c.ii. Gas Bills for the prior month shall be generated and distributed to customers each month.
- 5.c.iii. Customers may request, in writing, an Equalized Monthly Bill. In this case the Gas Bills are calculated based on an average of the prior twelve months and adjusted based on actual billing amounts annually.

5.d Automatic Meter Reading

- 5.d.i. Automatic Meter Reading (AMR) devices are installed at every meter site to provide accurate meter reading and an accurate balancing of gas flow.
- 5.d.ii. Customers may refuse an AMR device installed on a new meter or request removal of an existing AMR device by signing a form (including information package with technical and health information regarding AMR) requesting a meter without AMR and acknowledging the following terms:
 - 5.d.ii.i. The Customer shall pay the cost of removing an existing AMR device.
 - 5.d.ii.ii. The Customer must provide unrestricted access to their meter location.
 - 5.d.ii.iii. When Gas Utility personnel are required to obtain a read, the customer will be charged a fee based on County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.

5.e Unpaid Charges for Billable Services

- 5.e.i. Billable Services performed by the County Gas Utility for Customers are invoiced separately from monthly Gas Billing.
- 5.e.ii. Where fees for a Billable Service have not been paid after sixty (60) days, and a Gas Account exists on the property where the billable services were carried out, the unpaid fees may be transferred to the Gas Account
- 5.e.iii. Any fees transferred to a Gas Account will appear on the monthly gas bill and be subject to applicable penalties for non-payment.

5.f. Collection of Unpaid Accounts

- 5.f.i. First Notice shall be issued requesting payment on any Residential Accounts in arrears over thirty (30) days.
- 5.f.ii. Upon fourteen (14) days written notice, any of the following actions may be taken on Accounts in arrears over sixty (60) days:
 - 5.f.iii. Shutting off the Utility (Lock Off)
 - 5.f.iii.i. Main service valve shut and locked with a tamper-proof locking device.
 - 5.f.iii.ii. Service shall be reactivated upon payment, or payment arrangements approved by the Director of Natural Gas Utility, for outstanding charges including a Lock Off Fee as established in the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.
- 5.f.iv. Transferring the amount owing to the Tax Roll for the Property
 - 5.f.iv.i. Amount is transferred from the Gas Account to the Tax roll of the property pursuant to Section 553 of the *Municipal Government Act*
 - 5.f.iv.ii. Only applicable to Accounts within the County of Vermilion River
- 5.f.v. Referral to a collection agency
- 5.f.vi. Registering a caveat against the title

5.f.vii. Disconnection of the Gas Service

- 5.f.vii.i Removal of the gas meter/service regulator, plugging and tagging the service riser, and registering a caveat on the land title.
- 5.f.vii.ii. Gas Service shall be reconnected and activated upon payment or sufficient payment arrangements for outstanding charges or Reconnection Fee to reactivate as established in the County of Vermilion River Fee Bylaw.

5.f.viii. Removal of the Gas Service

- 5.f.viii.i. This involves underground disconnection of the service line (underground), removal of the gas service riser if possible, and termination of the contract.
 - 5.f.viii.ii. New contract and payment of the applicable fees for a new gas service must be paid before the reinstatement of gas service.
- 5.f.ix. Where any of the Gas Service has been shut off, disconnected, or removed, the County may require the Owner to obtain a new Gas Permit prior to reactivating the service if, in the sole opinion of the County, there is a potential for code deficiencies associated with the Owner's gas piping or appliances.
- 5.f.x. Upon Disconnection or Removal of the Gas Service pursuant to this Section the Account shall no longer be considered active until reconnection or reinstatement.

5.g. Industrial Security Deposits

- 5.g.i. For new Industrial Services created where the Customer does not have at least two years prior billing history with the County with Account maintained in good standing, the County may require an industrial security deposit up to sixteen percent(16%) of the estimated annual gas billing amount.
- 5.g.ii. Industrial security deposits may be returned to the Customer upon two years of keeping an account in good standing.
- 5.g.iii. Industrial security deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at

termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

5.h. Renter's Security Deposits

- 5.h.i. Where a Renter's Account has been requested by the Owner for a gas service, the Owner may elect to have the County hold a Renter's Security Deposit in the form of a cash deposit.
- 5.h.ii. If the Owner has elected to require a Renter's Security Deposit, that amount shall be paid prior to establishing the Renter's Account.
- 5.h.iii. Renter's Security Deposits must be returned to the Customer upon termination of the Account if the Account has been paid in full. If there is an outstanding balance on the Account at termination, the security shall be applied against the balance owing and the remainder—if any—shall be returned to the Customer.

5.i. Temporary Disconnect, Discontinuation and Reinstatement of Gas Services

5.i.i. Temporary Disconnect

- 5.i.i.i. Upon request to temporarily disconnect a gas service by the Customer, the County shall disconnect or remove the service line, riser and meter as required by the Customer.
- 5.i.i.ii. For temporary disconnects the Account shall remain Active and subject to any and all fees and charges on Active Gas Services pursuant to County Bylaws and Policies.
- 5.i.i.iii. Temporary disconnects and reinstatements shall be subject to a fee equal to the actual cost to disconnect and reinstate the gas service excluding the cost of equivalent County gas meter and regulator.

5.i.ii. Discontinuation

- 5.i.ii.i. Upon request to discontinue gas service by the Owner or Licensed Operator, the County shall, within thirty (30) days, terminate the Account, disconnect the service line

(underground), and remove the service riser if possible, provided the following conditions are met:

- 5.i.ii.i.a. Written, signed request is provided by the Owner(s) in the format provided by the County.
- 5.i.ii.i.b. The owner accepts liability and obligation to pay to the County for all gas delivered to the Customer and any other applicable fees on the Account.
- 5.i.ii.i.c. Any and all easements or utility rights-of-way granted by the Owner to the County or registered against the property in favour of the County shall remain in full force and effect and without restricting the generality of the foregoing, the county has a right to keep in place and maintain all piping, meters and equipment.
- 5.i.ii.iii. Upon discontinuing a gas service under this Section, the Account shall no longer be considered Active until such time it is reinstated.
- 5.i.ii.iv. Residential Gas Service Discontinuations shall be carried out at no cost to the Customer, excepting any Land Costs incurred which will be charged to the Customer.
- 5.i.ii.v. Industrial Gas Service Discontinuations shall be subject to a Fee as set out in the County of Vermilion River Bylaw 23-21 Gas Utility Rate Bylaw.

6. REPEAL

6.a. Policy NG 012 is hereby repealed and replaced by this policy.

7. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|---|--|
| HANDLING INQUIRIES | Director of Natural Gas |
| MONITORING REVIEWS AND REVISIONS | Director of Natural Gas |
| IMPLEMENTING POLICY | Director of Natural Gas |
| COMMUNICATING POLICY | Director of Natural Gas, Natural Gas Staff |
| INTERNAL STAKEHOLDERS | County of Vermilion River Staff |
| EXTERNAL STAKEHOLDERS | Natural Gas Utility Customers |

8. EXCEPTIONS

8.a. None

9. POLICY EVALUATION

9.a. The County of Vermilion River will engage in a Policy Evaluation every three years to monitor the effectiveness of the policy and review opportunities for improvement.

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY - MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.

DETAILS

Background: Changes to PD 021 – Community Enhancement Funding Policy were made in early 2024. This policy was brought forward with changes at the September 17, 2024 Policy and Priorities Committee meeting for discussion and to the September 24, 2024 Regular Meeting of Council for approval. The proposed changes were presented in the attached document. The summary of the changes proposed are:

- Addition of funding campgrounds
- Increase event funding to \$40,000.00 and expand the funding to include sponsorship of community-based organizations events and initiatives
- Change Winter Recreation to Ski Hill and increase regular funding to \$15,000.00

Discussion: Additions to the Community Enhancement Funding Policy are detailed in the attached document.

Relevant Policy/Legislation Practices:

Policy PD 021 – Community Enhancement Funding Policy

Desired Outcome (s): THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.



Response Options: THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to implement updated policy

Financial: N/A

Communication Required: Council, Administration, Public

Implementation: Upon Council Approval

ATTACHMENTS

1. Policy PD 021 – Community Enhancement Funding
2. List of Changes

PREPARED BY: Community Services Coordinator

REVIEWED BY: Director of Planning & Community Services

DATE: October 7, 2024

| | | | |
|---|---|------------------------------|--|
| POLICY #: | PD 021 | POLICY TITLE: | COMMUNITY ENHANCEMENT FUNDING |
| APPROVAL DATE AND MOTION: | June 27, 2023 (2023-06-57) | CROSS- REFERENCE: | |
| RESPONSIBILITY: | Planning and Community Services | APPENDICES: | |
| APPROVER: | Council | EFFECTIVE DATE: | |
| REVISION DATE(S)/ MOTION # | July 27, 2021; July 14, 2021; March 29, 2022 (2022-03-45); February 27, 2024 (2024-02-21) | NEXT REVIEW DATE: | January 2029 |

1. DEFINITIONS

- 1.a. **Applicant** means the person or group applying for funding on behalf of a registered organization
- 1.b. **Capital Project** means a long-term project to build, improve, maintain or develop a capital asset
- 1.c. **Chief Administrative Officer** means the individual appointed by Council to that position, or their designate
- 1.d. **Community Organization** means community based non-profit organizations that are registered or incorporated under the *Province of Alberta Societies Act* or *Agricultural Societies Act*
- 1.e. **Council** means the Council of the County of Vermilion River
- 1.f. **County** means the Municipal Corporation of the County of Vermilion River having jurisdiction under the *Municipal Government Act* and other applicable legislation
- 1.g. **Director of Planning and Community Services** means designated staff of the County of Vermilion River

- 1.h. **FOIP** means *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto
- 1.i. **Grant Accounting Report** means the report an applicant must submit on the required form by the end of the year, to the County that outlines how the funds received were spent
- 1.j. **Non-Profit Organization** means an organization which exists for charitable reasons and from which its shareholders, trustees, or board members do not benefit financially, and are registered or incorporated under the *Province of Alberta Societies Act*
- 1.k. **Project/Program** means the specifics of the application for which any approved funding will be allocated
- 1.l. **Recreation Facility** means a non-profit amenity that provides indoor and/or outdoor services for recreation or social and cultural events, organizations and programs, and is available to the public

2. POLICY STATEMENT

- 2.a. The County of Vermilion River is dedicated to providing residents opportunities that maximize quality of life and well-being. To achieve this goal, the County strives to ensure that its residents have access to quality recreational and cultural facilities and programs. The County's partnerships in providing financial support to organizations operating facilities and programs within the County of Vermilion River boundary ensure a range of options to support the well-being of individuals and communities are made available

3. OBJECTIVE

- 3.a. The County will provide funds to Community Organizations that are operating community facilities and programs within the County of Vermilion River. The grants available include operational assistance for recreation facilities and community halls, special events, and capital funding options
- 3.b. Program Outcomes:
 - 3.b.i. Accessible to all County residents
 - 3.b.ii. Encourage participation and engagement
 - 3.b.iii. Promote personal growth and well-being

- 3.b.iv. Safeguard natural resources, parks, and recreational opportunities
- 3.b.v. Enhance community wellness
- 3.c. Programs Priorities:
 - 3.c.i. Healthy living and education
 - 3.c.ii. Community enhancement
 - 3.c.iii. Youth and seniors
- 3.d. Funding categories are:
 - 3.d.i. Community Halls
 - 3.d.ii. Recreation Facility Operations
 - 3.d.iii. Special Events
 - 3.d.iv. Special Capital Requests

4. GUIDING PRINCIPLES

- 4.a. The County of Vermilion River fosters social interaction, provides mental health relief and promotes physical health by providing annual funding for recreation and cultural programs and facilities. This funding is channeled through the Community Enhancement Funding Program, which receives approval within the Council's annual operating budget
- 4.b. The County's Planning and Community Services department budget is established each year to support community organizations that operate facilities within the County of Vermilion River. Any unexpected funds carried over are transferred to a Recreation Reserve and earmarked for Capital Project(s) Assistance
- 4.c. Annual funding for operational and Capital Project Assistance is detailed below
 - 4.c.i. **Guidelines**
 - 4.c.i.i **General**
 - 4.c.i.i.a Council shall establish a maximum of up to 5% of net tax revenue as a budget amount to be distributed through funding categories each fiscal year.

- 4.c.i.i.b Projects eligible for County funding must provide services to rural residents
- 4.c.i.i.c Non-Profit Organizations requesting funding must be registered or incorporated under the Province of Alberta *Societies Act*.
- 4.c.i.i.d County of Vermilion River Council will have final approval on all funding allocations.
- 4.c.i.i.e Each category has a limited supply of funds. Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- 4.c.i.i.f Multiple grant applications to different grant funding projects/programs will generally not be accepted.
- 4.c.i.i.g Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 4.c.i.i.h Funding will not be retroactive for a previous years' project. All applications must be submitted in the same year the funding is allocated.
- 4.c.i.i.i The County may approve all, part, or deny any request received.
- 4.c.i.i.j Approved applicants will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to the County.
- 4.c.i.i.k Grant applications will be prioritized according to use (scheduled events), membership, need, contributions of time and funds by the organization and availability of County funds

4.c.i.ii Operational Assistance – Recreation Facilities

- 4.c.i.ii.a Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Planning and Community Services
- 4.c.i.ii.b Community Organizations are eligible to apply that are: operating a community facility (other than a Hall) that is used for instructional

programming, organized recreation, community functions, special events, rentals or provides services to the community

- 4.c.i.ii.c Applications will be considered based on usage, people served, annual operating expenses and other funding sources, as well as commitment to the County's priorities as indicated under Section 3 – Objective
- 4.c.i.ii.d Allowable expenses are insurance, utilities, ongoing yearly maintenance, and janitorial expenses. Funds cannot be used for start-up costs, endowments, Capital Projects or celebrations.
- 4.c.i.ii.e Recreation facility categories, facilities that may fall under those categories and range of investment in our communities approved by Council are listed in Table 1.0 below:

Table 1.0

| OUTDOOR FACILITY | |
|---|-------------------|
| Facility Type | Facility Funding |
| Baseball diamonds (up to a maximum of 4) | \$700 per diamond |
| Golf Courses | \$6,500 |
| Outdoor Rinks | \$3,000 |
| Playgrounds | |
| - Hamlets | \$1,000 |
| - Day Use | \$6,000 |
| Soccer (per association) | \$2,000 |
| Winter Recreation | \$6,600 |
| INDOOR FACILITY | |
| Facility Type | Facility Funding |
| Curling Rinks (up to a maximum of three sheets) | \$4,500 |
| Indoor Rinks (up to a maximum of two ice surfaces) | |
| - Category 1 | \$40,000 |
| - Category 2 | \$5,000 |

| COMMUNITY FACILITY | |
|--------------------|------------------|
| Facility Type | Facility Funding |
| Senior Centers | \$2,600 |
| Ag Grounds | |
| - Category 1 | \$8,000 |
| - Category 2 | \$2,000 |
| Museums | \$3,400 |

****Applications shall be made each year to determine the need of the applicant**

4.c.i.iii **Operational Assistance – Community Halls**

- 4.c.i.iii.a Applicants seeking funding shall complete a Community Hall Grant Application and submit for review by Planning and Community Services and final approval by Council.
- 4.c.i.iii.b Community Organizations are eligible to apply that are operating a community hall that is used for programming, community functions, special events, rentals or provides services to the community.
- 4.c.i.iii.c Applications will be considered based on usage, people served, and annual operating expenses, as well as commitment to County priorities as indicated under Section 3 – Objective.
- 4.c.i.iii.d Allowable expenses are insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, Capital Projects or celebrations.
- 4.c.i.iii.e Community Halls categories, halls that may fall under those categories and range of investment in our communities approved by Council:
 - 4.c.i.iii.e.a Community Halls **

Table 2.0

| HALLS | |
|-----------------|--------------------------|
| Facility Type | Facility Funding |
| Community Halls | Established by Agreement |

| | |
|--------------|----------|
| - Category 2 | \$10,000 |
| - Category 3 | \$7,000 |
| - Category 4 | \$2,500 |
| - Category 5 | \$700 |

***Applications shall be made each year to determine the need of the applicant*

4.c.i.iv **Capital Project Assistance**

4.c.i.iv.a Applicants seeking funding shall complete a Capital Funding Grant Application and submit for review by Planning and Community Services.

4.c.i.iv.b Community Organizations are eligible to apply that are looking to complete Capital Projects for their recreational facility or community hall. Each organization may make an application for capital funding every five (5) years.

4.c.i.iv.c Eligible special Capital Projects include new construction, renovations, major repairs or major purchase of furniture/equipment. Renovations that address building code and safety compliance will be given priority.

4.c.i.iv.d Funding for Capital Projects may come from a special tax levy, Recreational Reserve Funds, Hamlet Reserve Funds or funding source(s) identified by Council.

4.c.i.iv.e Applications for Capital Projects are accepted throughout the year and are reviewed by Council annually at the first Council meeting in May. The applications will be reviewed by Administration and a recommendation provided to Council for their consideration up to a maximum allowable for the category.

4.c.i.iv.f All Capital Projects will be funded a maximum of up to 25 per cent of the total project costs.

4.c.i.iv.g Special Capital Projects should meet the special capital funding goals:

4.c.i.iv.g.a Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience.

- 4.c.i.iv.g.b Efficiency – the degree to which resources are utilized optimally to achieve project outcomes.
- 4.c.i.iv.g.c Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives.
- 4.c.i.iv.h All projects will be evaluated using the evaluation criteria in Schedule "A". The evaluation score will be used in considering the maximum funded amount.
- 4.c.i.iv.i All requested funding for Capital Projects shall be at the discretion of Council.
- 4.c.i.iv.j Available funds may vary from year to year and will be limited by the amounts in Reserve Funds.
- 4.c.i.iv.k Organizations must demonstrate the ability to execute the project by providing the following information:
 - 4.c.i.iv.k.a A project plan (i.e., project schedule, scope, milestones, and deliverables)
 - 4.c.i.iv.k.b The benefit to the community and County residents
 - 4.c.i.iv.k.c A financial outline as referenced in the Application Guidelines
 - 4.c.i.iv.k.d Any other information that may be requested during review of the application that will assist Council
- 4.c.i.iv.l Project requests to be fully funded by the County will generally not be accepted
- 4.c.i.v **Community Funding – Events**
 - 4.c.i.v.a Applicants seeking funding shall complete a Grant Application and submit for review by Planning and Community Services
 - 4.c.i.v.b Community Organizations that provide arts, cultural, fitness, community, wellness initiatives, sport or recreational opportunities, programs and events related to: Healthy & Active Lifestyle; Education;

Youth; Community Enhancement are eligible to apply.

- 4.c.i.v.c Allowable expenses will be related to delivering the event such as speaker fees, officials' fees, facility rental, rental equipment, event supplies, contracted services, general operating expenses, etc.
- 4.c.i.v.d Ineligible expenses would be capital, utilities, honorarium, staffing, etc.
- 4.c.i.v.e Maximum funding per Event is \$2,000.00
- 4.c.i.v.f Applications will be accepted by the County annually in April and October. Applications will be directed to Council for review.
- 4.c.i.v.g Applicants may only apply every second year for funding for one event per Community Organization.
- 4.c.i.v.h Events should be inclusive and open to all community members. Events typically are one-time occurrences, such as festivals, special projects, or singular events.
- 4.c.i.v.i Those who receive FCSS funding for the same event are not eligible to apply. Events being held for fundraising purposes that benefit an individual are not eligible. Fundraising events must be for specific community enhancement projects.
- 4.c.i.v.j Special agreements or joint agreements may be in place to capture one or more of the listed categories to assist inter-agency cooperation with neighboring communities.
- 4.c.i.v.k Community Organizations are invited to submit requests to Planning and Community Services for donations of promotional items for use at special events.

4.c.i.vi **General Procedures**

- 4.c.i.vi.a Funding requests must be submitted on the approved annual grant application form that is approved by the Director of Planning and Community Services. Additional information may be requested by the County to aid in the funding process.

- 4.c.i.vi.b Applicants will be reviewed by Planning and Community Services and recommendations brought forward to Council for approval.
- 4.c.i.vi.c The County of Vermilion River will notify applicants, in writing, of the final decision.
- 4.c.i.vi.d Project/Event change requests, received after the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 4.c.i.vi.e A Grant Accounting Report shall be completed prior to the annual deadline. If a Grant Accounting Report is not submitted, the County may deny any or all future funding requests.
- 4.c.i.vi.f Non-Profit Organizations that serve rural residents within the County of Vermilion River are eligible for these funds.
- 4.c.i.vi.g Non-Profit Organizations will be eligible for funding according to what category they fall under as indicated in the Application Guidelines.
- 4.c.i.vi.h Organizations that are receiving funding under existing cost share agreements are ineligible to apply for separate Community Enhancement Funding but may still be eligible for Park Trust Funds.
- 4.c.i.vi.i Applications will be evaluated by criteria in the procedures.

4.c.i.vii **Reporting**

- 4.c.i.vii.a Grant Recipients are expected to submit a project report and financial statement on an annual basis or once the project is complete.
- 4.c.i.vii.b Failure to submit a report, or delinquency in submission, may affect future grant application consideration.

4.c.i.viii **Recognition**

- 4.c.i.viii.a Grant Recipients shall be required to recognize funding received from the County of Vermilion River. Use of the logo is encouraged as it is a recognizable symbol to acknowledge County



support. If space does not allow for the use of the logo as acknowledgement, it can be via text.

4.c.i.viii.b Recognition may appear in many forms; however, the County of Vermilion River requires that the minimum recognition be made:

4.c.i.viii.b.a Social Media posting with County Logo/Name.

4.c.i.viii.b.b Recipients will be recognized in graphic or text in the County's Newsletter.

4.c.i.viii.b.c Program Recipients of \$10,000.00 or more shall place an advertisement or article in the local newspaper with County Logo/Name.

4.c.i.viii.b.d Facilities receiving funds over \$5,000.00 shall use onsite signage, in consultation with Planning and Community Services.

4.c.i.viii.c Recognition may also be as indicated below:

4.c.i.viii.c.a Photo opportunity with Council or a Councillor and photo(s) will be used for the promotion of funding provided to the recipient.

4.c.i.viii.c.b Recognition events or at an event shall be accompanied by a media release.

4.c.i.viii.c.c County Logo/Name in Agency Newsletter.

4.c.i.ix **Community Letters of Support**

4.c.i.ix.a The County will issue letters of support to local Community Organizations seeking external funding opportunities in relation to community enhancement.

4.c.i.ix.a.a Organizations shall submit an application for their request of support with the cost and scope of the proposed project.

4.c.i.ix.a.b The request of a letter of support will be placed on the next Regular Council Meeting.

4.c.i.x **Library Funding**

4.c.i.x.a The annual requisition by Northern Lights Library Systems is to provide library services for the County of Vermilion River and shall distribute to Northern Lights Library members as per the allocation in Table 3.0.

Table 3.0

| Library | Funding Allotment |
|--------------------------------|-------------------|
| Kitscoty | 20% |
| Marwayne | 20% |
| Paradise Valley (Three Cities) | 20% |
| Vermilion | 40% |
| TOTAL | 100% |

4.c.i.x.b The County may allocate additional funding from other budget or funding sources, these sources may not be continuous. The distribution of these funds shall be distributed in accordance with Table 4.0.

Table 4.0

| Library | Funding Allotment |
|-----------------|-------------------|
| Dewberry | 7% |
| Kitscoty | 17% |
| Lloydminster | 7% |
| Marwayne | 17% |
| Paradise Valley | 17% |
| Vermilion | 35% |
| TOTAL | 100% |

5. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|--------------------------------|
| HANDLING INQUIRIES | |
| MONITORING REVIEWS AND REVISIONS | |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Council, Administration |
| INTERNAL STAKEHOLDERS | Council, Administration |
| EXTERNAL STAKEHOLDERS | |

SCHEDULE 'A'

EVALUATION CRITERIA

- All applications will be evaluated based on the following points system

| CRITERIA | POINTS |
|---|--------|
| User days | 5 |
| Business Plan/Feasibility/Needs Assessment | 20 |
| Number of users per year | 10 |
| Alternative funding sources | 10 |
| Financial Plan | 10 |
| Safety & Building Codes | 10 |
| Partnerships with local groups to access facility at lower cost; partner on project | 10 |
| Initiatives to show sustainability | 10 |
| Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment | 5 |
| Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement | 10 |

| CRITERIA | POINTS | POINTS | POINTS | POINTS | POINTS |
|--|-----------------------------------|----------------------------|----------------------|--------|--------|
| User days= the number of days the facility is used/occupied each year | 3 = less than 50days/yr | 5 = 51+ days in a year | | | |
| Business Plan/Feasibility/Needs Assessment: have they completed any of these types of studies. Includes public engagement. | 0 if none done | 10 if at least 1 done | 20 if 2 or more done | | |
| Number of users per year = the number of users attending functions, programs and events at the facility | 5 = less than 100 users/yr | 10 = 100 users or more/yr | | | |
| Alternative funding sources = have additional grants, fees for use, and fundraising activities to support the | 5 if 1 or less additional funding | 10 if 2 or more additional | | | |

| | | | | | |
|--|--|--|---|--|--|
| facility and not be solely reliant on one source of funds | <i>sources are used</i> | <i>funding sources are used</i> | | | |
| Financial Plan = do they show financial need; is there a budget in place; | <i>0 if none in place</i> | <i>10 if a Financial plan is in place</i> | | | |
| Safety & Building Codes = will the project address issues for public safety, improve building standards and viability | <i>0 if neither are an issue</i> | <i>10 if it addresses building improvements and safety</i> | | | |
| Partnerships with local groups to access facility at lower cost or partner with community on the project | <i>0 if facility does not work with partners/comm</i> | <i>10 if project has partners, community involvement</i> | | | |
| Initiatives to show sustainability = does facility have a long term business plan? Does the facility undergo strategic planning on a regular basis? Does the facility have a multi-year capital plan? Does the facility work with other community groups to grow and develop together? Does the facility undertake fundraising efforts? | <i>5 if facility does 2 or less of the listed items</i> | <i>10 if facility does 3 or more of the listed items</i> | | | |
| Commitment to CVR Funding Goals: Efficiency, Sustainability, Commitment | <i>5 if facility shows strategy identifying 1 or more of the CVR goals</i> | | | | |
| Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement = does the programming and facility services focus on these areas | <i>5 if facility shows focus on 1 of listed areas</i> | <i>8 if facility shows focus on 2 of the listed areas</i> | <i>10 if facility shows focus on all 3 listed areas</i> | | |

POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY

List of Changes

| Previous Version | Suggested Changes | Discussion |
|---|--|--|
| Addition to Campgrounds to Facility Funding | | |
| Community Organization means community based non-profit organizations that are registered or incorporated under the Province of Alberta Societies Act or Agricultural Societies Act | See next row. | |
| Non- Profit Organization means an organization which exists for charitable reasons and from which its shareholders, trustees, or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act | Addition to definition: Campground – is a designated area, whether privately or publicly owned, that provides outdoor camping facilities for groups or individuals. This includes campgrounds with designated campsites and facilities with hook ups for electricity, water, or sewage. | A new definition would need to be created for campgrounds for this policy. Currently eligible recipients need to be a non-profit organization. |

| | | | | | |
|---|--|------------|--|-------------------|---|
| | | | | | |
| Under Table 1.0 campgrounds are not funded. | Campground | | Operated By | Number of Sites* | To determine funding for campgrounds, we compared their revenue and expenses to other similar County facilities, such as ice rinks, curling rinks, and community halls. |
| | Rolling Green Fairways RV Park | | Rolling Green Fairway | 70 Serviced Sites | |
| | Camp N RV Campground | | Family Owned | 46 Serviced Sites | |
| | Village of Kitscoty | | Village of Kitscoty | 19 Sites | |
| | Village of Paradise Valley | | Agriculture Society | 6 sites | |
| | Village of Marwayne | | Marwayne Legion | 16 serviced sites | |
| | Jubilee Regional Campground | | Marwayne Legion | 120 sites | |
| | Dewberry Campground | | Dewberry Hall | 29 sites | |
| | Clandonald Campground | | Clandonald & District Recreation Association | 6 sites | |
| | Vermilion Provincial Park | | Alberta Parks | 124 sites | |
| | Hidden Lake Campground | | Privately Owned | 12 sites | |
| | | Campground | | # of Campgrounds | |
| Category 1 (101 or more sites) | | \$3,000 | 1 | \$3,000 | |
| Category 2 (51-100 sites) | | \$2,000 | 1 | \$2,000 | |
| Category 3 (26-50 sites) | | \$1,000 | 2 | \$2,000 | |
| Category 4 (1-25 sites) | | \$500 | 5 | \$2,500 | |
| Community Funding – Events | | | | | |
| Community Funding – Events | Name Change – Community Sponsorship | | | | |
| No Definition | Community Sponsorship means a mutually beneficial agreement between the CVR and a community-based organization. The CVR provides financial support, in-kind resources, or other assistance to help these organizations carry out projects that directly benefit the well-being of CVR residents. | | | | |

| | | |
|--|---|---|
| 4.c.i.v.e Maximum funding per Event is \$2,000.00 | The maximum funding per request is \$2,000.00. Funding distribution will continue to be evaluated against criteria included on the application and distributed proportionally as follows: 100-75 points – 100% funding requested 75-50 points – 75 % funding requested 50-25 points – 50% funding requested 25- 0 points – funding ineligible | |
| 4.c.i.i.d County of Vermilion River Council will have final approval on all funding allocations. | 4.c.i.i.d County of Vermilion River Council will have final approval on all funding allocations, with the exception of Sponsorship Funding. | |
| 4.c.i.v.f Applications will be accepted by the County annually in April and October. Applications will be directed to Council for review. | Applications will be accepted throughout the year. The County's Director of Planning and Community Services reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on evaluation criteria. | Sponsorship budget will be set annually and can be approved throughout the year by the Director of Planning & Community Services. Council will receive a quarterly briefing note to be informed on the applicants who receives community sponsorship funding and how the County was recognized as set out in section 4.c.i.viii Recognition |
| Other Revisions and Changes | | |
| 4.c.i.i.a Council shall establish a maximum of up to 5% of net tax revenue as a budget amount to be distributed | 4.c.i.i.a Council shall establish a budget amount to be distributed through funding categories each fiscal year. | |

| | | |
|--|---------------------|--|
| through funding categories each fiscal year. | | |
| Table 1.0 | Ski Hill - \$15,000 | <p>Ski Hills are currently labelled as Winter Recreation and receive \$6,600.</p> <p>At the February 28, 2023 Regular Meeting of Council, the following motion was passed:</p> <p>Motion Number: 2023-02-55 <i>THAT the County of Vermilion River direct Administration to provide up to \$15,000.00 to Mount Joy for 2023 funding, to be drawn from the Recreation Budget.</i></p> |

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

RESCIND PW 010 – ROAD CONSTRUCTION STANDARDS AND PROCEDURES

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW 010 Road Construction Standards and Procedures.

DETAILS

Background:

This policy was first approved March of 2004 with the intention of providing procedures for the planning and expenses of road construction. This included purchasing of land, fencing, mulching, borrow material, and post construction procedures.

Discussion:

A Policy is a statement from Council about a discretionary duty or standard of performance the County Vermilion River will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner the County of Vermilion River will perform the service. A Policy cannot be used where a bylaw is required.

For this policy, there are several aspects that are outdated and not required to be in policy as it is industry best practice for the tasks, this in conjunction with the entirety of the policy not being a discretionary duty.

For example, when Public Works is looking to complete projects large or small scale, we look at topography to determine if more right of way is required, we look at how much mulching may be required, etc. and will work these items into the budgets that are presented to Council. Conversely, if it is not possible to complete in-house, then engineering services would be utilized to provide this information to properly plan and execute these projects.

Relevant Policy/Legislation Practices:



PW010 Road Construction Standards and Procedures

Desired Outcome (s):

To rescind policy PW 010 Road Construction Standards and Procedures

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW 010 Road Construction Standards and Procedures.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: N/A

Communication Required: N/A

Implementation: Upon Council Approval

ATTACHMENTS

PW 010 Road Construction Standards and Procedures

PREPARED BY: Ben McPhee

DATE: October 7, 2024

| | |
|-----------------------|---|
| POLICY NO: | PW 010 |
| POLICY TITLE: | ROAD CONSTRUCTION STANDARDS & PROCEDURES POLICY |
| DEPARTMENT: | PUBLIC WORKS |
| APPROVAL DATE: | 57-03-04 (March 2004) |
| REVISION DATE: | 83-04-04 65-05-14;(May 20, 2014) ; 2016-11-16 |
| REVIEW DATE: | (November 8, 2016) |

Policy Statement:

The County of Vermilion River will improve road infrastructure to standards set by Council during pre and post construction.

PRE-CONSTRUCTION**Purpose:**

To improve County roads infrastructure to the best standard. When investing in the County's Infrastructure, the County strives to maximize the value input and quality for the longevity and services of the road as approved by the budget in the fiscal year. At the time of construction the County strives to address the safety of the travelling public, future maintenance costs, proper site lines and future economic growth. These guidelines are set out to ensure that proper construction can be carried out to obtain these goals.

Policy:

When the County is in process of reconstruction of road under their jurisdiction, the following guidelines will apply:

1. Purchase of right-way on all quarters effected by construction.
2. Removal of trees along this necessary right-way.
3. Necessary borrow obtained for construction.
4. Fencing as per policy.
5. County's Specs in accordance with the General Municipal Servicing Standards.
6. Land Owner requests for installation of culvert for cattle crossing will only be viewed on new construction and the owner is responsible for all costs

When any of the above guidelines cannot be obtained or special requests are made from landowners, the Public Works department will bring these projects to council's attention as they

occur. The council will then decide if the project will proceed with or without the necessary right-way, brush removal, borrow dirt or fencing.

POST-CONSTRUCTION

Purpose:

To have a good relationship with landowners in regards to road projects have been completed to the satisfaction of landowners to avoid liability issues.

Policy:

Landowners may sign agreements with the County of Vermilion River giving the Option to Purchase Land for Public Works. This gives the Public Works 17 feet to develop or widen a road. Once work has been completed the landowner is to sign a Certificate of Satisfaction and Completion Agreement once all the conditions have been met.

1. The County and the Landowner enter into an agreement for the Option to Purchase Land for Public Works, paying the landowner a one-time payment of \$1 once the agreement has been signed by both parties.
2. Upon completion of development, the County will pay the landowner compensation as per the County Fee Bylaw.
3. Fencing – The County will not construct a fence if no fence exists on the land at the time of development
 - a. The County will replace functional fences
 - b. The County will build fence to specs set out in Policy PW 001
4. Borrow – Upon completion of development the County will pay the landowner payment for any damages related to taking, borrow, as per the County Fee Bylaw.
5. Crop Damages – Upon completion of development, the County will pay the landowner crop damages incurred during construction, if applicable, as per the County Fee Bylaw. The landowner upon written request may defer crop damage payment to the leasee.
6. Upon completion of development the landowner and the County are to sign a Certificate of Satisfaction and Completion, assuring all conditions have been met under the Agreement for the Option to Purchase Land for Public Works and the work has been completed to the satisfaction of the landowner and the County.

Policy PD 003 Access Roads, is an associated policy, and should also be consulted.

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

RESCIND PW012 PUBLIC WORKS PROJECTS POLICY

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW012 Public Works Projects Policy.

DETAILS

Background:

This policy was first approved September of 2004 with no revisions to the policy since. The last scheduled review date of the policy was October 6, 2014.

Discussion:

A Policy is a statement from Council about a discretionary duty or standard of performance the County will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner the County will perform the service. A Policy cannot be used where a bylaw is required.

This policy discusses long term project planning, road construction goals of 8 to 10 miles, grant applications, oiled road procedures, and traffic counts. This does not align with what the current practice is for long term planning or for road construction or maintenance. With these items being primarily budget based approval items and decisions, it is not necessary to have this policy in place to duplicate that work.

Relevant Policy/Legislation Practices:

PW012 Public Works Projects Policy

Desired Outcome (s):

To rescind PW012 Public Works Projects Policy.



Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind PW012 Public Works Projects Policy.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: N/A

Communication Required: N/A

Implementation: Upon Council Approval

ATTACHMENTS

PW012 Public Works Projects Policy.

PREPARED BY: Ben McPhee

DATE: October 4, 2024

| | |
|-----------------------|------------------------------|
| POLICY NO: | PW 012 |
| POLICY TITLE: | PUBLIC WORKS PROJECTS POLICY |
| DEPARTMENT: | PUBLIC WORKS |
| APPROVAL DATE: | 53-09-04 (September 2004) |
| REVISION DATE: | |
| REVIEW DATE: | October 6, 2014 |

Purpose:

That in the interests of each division and for the betterment of the County as a whole, the Public Works Superintendent and Foreman determine with Councilor input, the short and long-term project plans for the next 3 years. These project lists would be consolidated and then submitted to Council for approval.

Guidelines:

In determining projects, public safety, efficiency and sustainability must be considered. Local pressures and needs will also play a part of the determination.

1. Projects may include:

- a. Road Building
- b. New Oiling
- c. Dust Control
- d. Road Surface Reclamation
- e. Sub-grade Restoration
- f. Hydro-axe
- g. Back Road Upgrade

2. Transfer of Project Approvals:

- a. Council can change approved projects if another priority is identified in that area.

3. Resource Roads Project:

- a. Council as a whole will approve projects for submission to Provincial Resource Road Program.
- b. County Roads needing up grading to handle industry traffic that move into a new area will be submitted to Council as a whole for approval. Public Works Superintendent is to identify options for funding, cost sharing, etc.

4. The Public Works would assure an 8 to 10 mile building program each year to achieve the most benefit from the construction equipment. This is top priority on projects.
5. All repairs and upkeep of present infrastructure in each area would have to be done prior to projects.
6. Under oiling upkeep of present oiled roads would be a priority over any new oiling projects in each area. These would be identified in early spring (May), which would give council time to change from a new project to repairing an existing road in their area. This doesn't include coldmix repairs or patching.
7. Oiling projects in each area would be looked at from a networking view, residences benefiting, cost saving on gravel use, and the type of traffic using the road. These also can be cost out prior to budget and in 2 to 3 years in advance. If extra oil was available from Oil Companies for more projects then passed in present year budget, public works would be able to carry on to next years list with out council approval. This would help look after unexpected oil that comes available and the public works department cannot wait 2 weeks for a council meeting for approval. This would have to be done within the present year budget as well.
8. Traffic volumes will dictate the type of oil to be used in new projects to achieve longevity of the projects.
9. Within the yearly set budget, dust control in front of residences would not be part of this process they would be handled by the current process (Refer to Policy PW 006).

COMMITTEE MEETING DATE: 2024-10-15

BRIEFING NOTE - TO COMMITTEE

SUBJECT

PW 015 SNOW PLOW FLAG POLICY

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee accept the information as presented and direct Administration to bring back Policy PW 015 Snow Plow for review in June 2025.

DETAILS

Background:

The snow plow flag policy was first approved in 2007 with the latest update to the policy being presented and discussed at the July and August Policy and Priority Committee meetings, and the approval of the update at the August 20, 2024 Regular Meeting of Council.

Discussion:

A request to discuss the not eligible section of the policy at an upcoming council or Policy and Priority Committee meeting was made. This is specifically on the section of:

5.c. The following are not eligible to receive the **snow clearing** service:

5.c.i. **Residential property** in **Hamlets** or **subdivisions**.

With the definition of Subdivision meaning:

1.n. **Subdivision** means the named Subdivisions located within the **Municipal Limits** of the County of Vermilion River; Brennan Park, Clover View Acres, Country Air Estates, Creekside Estates, Deerfoot Estates, Denwood Acres, Indian Lake Meadows, Lakeview Estates, Morning Gold Estates, Ravine View, Robinwood Acres, Sandpiper Estates, Silver Willow Estates, Willow Creek, and any other subdivision that may be created.



Debate occurred about the not eligible section during the July and August Policy and Priority committee.

Those that have been affected by this is minimal overall. There is a total of eight that have purchased the service in the past three years that would not be eligible, with an additional two that had their yard inspected, but never purchased the service for a total of 10.

The length of time they have had the services for are:

Prior to 2022 to present = 1

2022/2023 season to present = 3

2022/2023 season only = 1 (within Hamlet boundary)

2023/2024 season only = 3

2023/2024 season that were inspected and not purchased = 2

TOTAL = 10

For comparison there has been a total of 254 snowplow flags issued since 2022.

Relevant Policy/Legislation Practices:

PW 015 Snow Plow Flag Policy

Desired Outcome (s):

To accept the information as presented.

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee accept the information as presented and direct Administration to bring back Policy PW 015 Snow Plow for review in June 2025.

IMPLICATIONS of RECOMMENDATION

Organizational: None

Financial: N/A

Communication Required: Communication plan has been completed.

Implementation: Next review of the Snow Plow Flag policy is June 2025.

ATTACHMENTS

PW015 Snow Plow Flag

PREPARED BY: Ben McPhee

DATE:2024-10-15

| | |
|---------------------------|-------------------------------------|
| POLICY #PW 015 | POLICY TITLE: SNOW PLOW FLAG |
|---------------------------|-------------------------------------|

| | | | |
|---|---|------------------------------|--|
| APPROVAL DATE AND MOTION: | May 22, 2007 (83-05-07) | CROSS- REFERENCE: | Policy PW 032 Winter Road Maintenance Standards; Fee Bylaw |
| RESPONSIBILITY: | Public Works Department | APPENDICES: | |
| APPROVER: | Council | EFFECTIVE DATE: | May 22, 2007 (83-05-07) |
| REVISION DATE(S)/ MOTION # | 06-01-11 (January 11, 2011); 26-06-13 (June 11, 2013); 43-04-14 (April 8, 2014); 25-10-15 (October 27, 2015); 2024-08-37 (August 20, 2024) 2024-08-37 | NEXT REVIEW DATE: | June 2025 |

1. DEFINITIONS (Provide definitions of the key terms used within the Policy)

1.a. **Buffalo Trail Public Schools Yard Service:**

- 1.a.i. **End of Route:** Exists on a bus route where the bus must go into the private yard to turn around, because the approach is not suitable for a turnaround manoeuvre. The yard turn arounds are determined by Buffalo Trail Public School Division.
- 1.a.ii. **Essential:** A turnaround that exists because the approach is unsuitable for a pickup.
- 1.a.iii. **Parental Choice:** A yard service exists on a bus route where the bus uses the private yard to pick up the student at the parent/guardian's request.
- 1.b. **Senior Citizen:** A County of Vermilion River resident aged 65 or older.
- 1.c. **Disabled Persons:** A County of Vermilion River resident that provides proof of a disability number.
- 1.d. **County** means the County of Vermilion River
- 1.e. **Council** means the Council of Vermilion River.

- 1.f. **Municipal Limits** means the boundary lines of the County of Vermilion River and the neighboring municipalities.
- 1.g. **Non-Resident** means a person who is registered under the Land Titles Act as owner of the land that is outside of the **Municipal Limits** of the County of Vermilion River.
- 1.h. **Resident** means a person who is registered under the Land Titles Act as owner of the land that is within the **Municipal Limits** of the County of Vermilion River.
- 1.i. **Residential Property** means an occupied property that is the primary residence of a **Resident, Non-Resident**, or their tenant.
- 1.j. **Snow Removal** means the clearing, loading, and hauling of snow to an approved stockpile.
- 1.k. **Snow Clearing** means the clearing and stockpiling of snow in the direct vicinity of where the snow was cleared from a road, laneway, or approach.
- 1.l. **Access** means the most direct route from a residential dwelling to the public roadway by means of a vehicle.
- 1.m. **Hamlet** means the named Hamlets located within the **Municipal Limits** of the County of Vermilion River that are the responsibility of the County; Blackfoot, Islay, Clandonald, Rivercourse, Tulliby Lake, McLaughlin, Streamstown, and Dewberry.
- 1.n. **Subdivision** means the named Subdivisions located within the **Municipal Limits** of the County of Vermilion River; Brennan Park, Clover View Acres, Country Air Estates, Creekside Estates, Deerfoot Estates, Denwood Acres, Indian Lake Meadows, Lakeview Estates, Morning Gold Estates, Ravine View, Robinwood Acres, Sandpiper Estates, Silver Willow Estates, Willow Creek, and any other subdivision that may be created.
- 1.o. **Equipment** means any type of motorized machinery used for the purpose of snow clearing and winter road maintenance including and limited to graders and snow plow trucks.
- 1.p. **Tax Arrears** means any outstanding balance owed to the **County** that is past the posted due date.

2. POLICY STATEMENT

- 2.a. The County of Vermilion River recognizes that a Resident who have requested that the County provide private **access snow clearing** service during the winter season.

3. OBJECTIVE

- 3.a. To provide **access snow clearing** to **County Residents** on private **Residential Property**.

4. BACKGROUND

- 4.a. The Snow Plow Flag policy was first adopted May 22, 2007 for the additional service to all residents of the County of Vermilion River for snow removal of their driveways during the winter seasons.
 - 4.a.i. Additional exceptions to payment have been made for bus routes, senior citizens and disabled persons.
 - 4.a.ii. The policy has undergone 5 revisions with adjustments being made regarding the procedure for buying a snow plow flag, amount of clearing being completed, and the requirement for a liability waiver.

5. GUIDING PRINCIPLES

- 5.a. The **County** will provide **access snow clearing** on **residential property** to qualifying **residents** for a fee as determined by Fee Bylaw.
- 5.b. The **County** will not complete **Snow Removal** on any residential property.
- 5.c. The following are not eligible to receive the **snow clearing** service:
 - 5.c.i. **Residential property** in **Hamlets** or **subdivisions**.
 - 5.c.ii. The **residential property** is not located within the **municipal limits** of the **County**. I.e. A **non-resident**.
 - 5.c.iii. The **residential property** is in **tax arrears**. If all outstanding **tax arrears** are paid prior to the application deadline, the **resident** is eligible for the service.
 - 5.c.iv. Undeveloped road allowances, clearing of yards, access to accessory buildings, or bale yards, etc. are not eligible.
- 5.d. The **County** will prioritize clearing of roads, as per policy PW 032 Winter Road Maintenance Standards.
- 5.e. The **County** will complete snow clearing as per policy PW 032 Winter Road Maintenance Standards when the accumulation of snow fall is equivalent to 5.a.vii.b or 5.a.vii.c. In the event of a localized

accumulation, **residents** who are receiving the service are to request **snow clearing** to the Public Works Department.

- 5.f. To receive the snow clearing service, a Snow Plow Liability Waiver and Indemnity Agreement must be completed and submitted by the **Resident** at time of purchase. The application period will be from September 1 until November 1 OR the first snowfall of the winter season.
- 5.g. If the **residential property** is occupied by a tenant, the Snow Plow Liability Waiver and Indemnity Agreement must be completed by the registered owner of the property. A tenant can not complete the Snow Plow Liability Waiver and Indemnity Agreement .
- 5.h. Snow plow flags that are placed at the entrance of an access will not be provided. The **County** is utilizing digital mapping in conjunction with the completed applications to identify those receiving service.
- 5.i. Inspections are required on every new service that is requested, and every third year following the initial inspection. The **County** will complete an inspection of a yard site prior to issuing a Snow Plow Liability Waiver and Indemnity Agreement to ensure adequate ability of the **County Equipment** to complete the service.
- 5.j. The **County** reserves the right to refuse any yard service request.
- 5.k. All requests for service will require payment as per the Fee Bylaw. The rate for **Seniors, Disabled Persons, Buffalo Trail Public Schools Yard Service (End of Route, Essential and Parental Choice)** will be set out in this Schedule.

6. ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE(S) OF PERSON RESPONSIBLE |
|----------------------------------|---|
| HANDLING INQUIRIES | General Manager – Public Works Operations or Designate |
| MONITORING REVIEWS AND REVISIONS | General Manager- Public Works Operations in conjunction with the Executive Assistant to CAO and Council |
| IMPLEMENTING POLICY | Council |
| COMMUNICATING POLICY | Chief Administrative Officer |

| | |
|------------------------------|-------------------------|
| INTERNAL STAKEHOLDERS | Administration; Council |
| EXTERNAL STAKEHOLDERS | Residents |

7. EXCEPTIONS

- 7.a. An exception can be made for Community Halls, Churches, or Cemeteries under the following circumstances.
 - 7.a.i. The facility is on **County** owned property, and the community group/user group can demonstrate that they are not capable of funding or completing the snow clearing on their own.
 - 7.a.ii. If the facility is not on **County** owned property, and the community group/user group can demonstrate that they are not capable of funding or completing the snow clearing on their own. The group must sign a Snow Plow Liability Waiver and Indemnity Agreement.

8. POLICY EVALUATION

- 8.a. Needs assessment if required
- 8.b. Process evaluation to measure whether the policy is meeting its intended objective;
- 8.c. Outcome evaluation to determine whether the policy has met its objective and whether additional opportunities for improvement in the policy can be identified.
- 8.d. This policy is to be reviewed annually in the months of May or June.

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

RESCIND POLICY PW 019 EMERGENT PROJECTS

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River rescind policy PW 019 Emergent Projects.

DETAILS

Background:

This policy was first approved June 24, 2008 with the next scheduled review date of October 6, 2014 with no further reviews or updates that have occurred.

Discussion:

This policy appears to have been introduced at the same time as the introduction of the funding of the Emergent Project budget line item in the public works budget. It provides a procedure for how the funds are to be spent in emergency situations and how it is to be reported to Council.

The policy is intended to be rescinded with the funding to remain in place. With the emergency projects and projects concerning safety, communication will occur as it has been in the past and will continue to be brought to Councils attention as they arise.

Relevant Policy/Legislation Practices:

PW019 Emergent Projects

Desired Outcome (s):

To rescind policy PW019 Emergent Projects

Response Options:

To rescind policy PW019 Emergent Projects

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: N/A

Communication Required: N/A

Implementation: Upon Council Approval

ATTACHMENTS

PW 019 Emergent Projects

PREPARED BY: Ben McPhee

DATE: October 7, 2024

| | |
|-----------------------|--------------------------|
| POLICY NO: | PW 019 |
| POLICY TITLE: | EMERGENT PROJECTS |
| DEPARTMENT: | PUBLIC WORKS |
| APPROVAL DATE: | 78-06-08 (June 24, 2008) |
| REVISION DATE: | |
| REVIEW DATE: | October 6, 2014 |

Purpose:

To give Council and the Public Works Department guidelines and procedure to follow when determining use of the Emergent Projects budget.

Guidelines:

1. Unforeseen project that it is imperative to be rectified immediately
2. Loss of Infrastructure
3. Safety is a factor
4. Is not part of a project list or regular maintenance schedule
5. Cannot fit under any other program budgets
6. Cost of project is estimated to be under \$50,000
7. Must identified by Public Works superintendent as Emergent

Procedure:

1. The Public Works Superintendent, upon being informed of the situation, will inform the division's councillor.
2. The Public Works Superintendent, meeting the above fore-mentioned guidelines, will begin works on the project
3. Council will be informed at the next scheduled Council Meeting.

COMMITTEE MEETING DATE: OCTOBER 15, 2024

REQUEST FOR DECISION - TO COMMITTEE

SUBJECT

RESCIND POLICY PW 020 DRAINAGE DITCHES

RECOMMENDATION

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River Rescind PW 020 Drainage Ditches.

DETAILS

Background:

This policy was first approved June 24, 2008 with the next scheduled review being October 6, 2014. This policy has not had a revision since its initial adoption.

Discussion:

A Policy is a statement from Council about a discretionary duty or standard of performance the County will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner the County will perform the service. A Policy cannot be used where a bylaw is required.

The way the policy is written, it does not meet the discretionary duty or standard of performance for it to be policy. The direction the policy discusses is primarily a procedure on mowing, and operational aspects of maintaining ditches.

Mowing can be considered a level of service, and the remainder being regular maintenance.

Relevant Policy/Legislation Practices:

PW020 Drainage Ditches.

Desired Outcome (s):



To rescind PW020 Drainage Ditches

Response Options:

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River Rescind PW 020 Drainage Ditches.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: N/A

Communication Required: N/A

Implementation: Upon Council approval.

ATTACHMENTS

PW020 Drainage Ditches

PREPARED BY: Ben McPhee

DATE: Oct. 8 2024

| | |
|-----------------------|--------------------------|
| POLICY NO: | PW 020 |
| POLICY TITLE: | DRAINAGE DITCHES |
| DEPARTMENT: | PUBLIC WORKS |
| APPROVAL DATE: | 77-06-08 (June 24, 2008) |
| REVISION DATE: | |
| REVIEW DATE: | October 6, 2014 |

Purpose:

To give Council and the Public Works Department guidelines and criteria to follow when determining use of the Drainage Ditch budget.

Guidelines:

1. Maintenance of an existing drainage ditch or system which includes:
 - a. Mowing, hydro axing, clearing debris
 - b. Reshaping due to erosion
2. Maintenance of drainage issues should be predictable and pre planned, not emergent
3. Installation and/or upkeep and repairs of current culverts
4. Pumping of current ditch, due to bottlenecks (i.e. debris) and back-ups
5. County Licensed Drainage Ditch